City of Puyallup
Development and Permitting Services
333 S. Meridian, Puyallup, WA 98371
(253) 864-4165
www.cityofpuyallup.org

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20250098

DATE: January 09, 2026

TO: Cameron Howe

PROJECT NAME: Fairfield Inn

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: Expansion onto existing structure. FAIRFIELD INN

SITE ADDRESS: 202 15TH AVE SW, PUYALLUP, WA 98371;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. We hope that you find this information helpful and informative as you proceed through the permitting process. You can find more information and review comments on the online permit portal page.

Meeting Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section. We look forward to working with you on the completion of this project.

Planning Review - Jillian Hulse-Lew ; (253) 770-3330 ; JHulseLew@PuyallupWA.gov

- This property is located in the CG (General Commercial) zone. Please refer to PMC 20.30.030 for property development standards.

  Setbacks:
  - Front: refer to PMC 20.30.037
  - Rear: 0 ft
  - Interior side yard: 0

  Maximum lot coverage: 75%
  Maximum floor area ratio: 4.0

- The following Planning permits will be required for this proposal:
  - Preliminary Site Plan with SEPA checklist:

https://www.puyallupwa.gov/DocumentCenter/View/19212/Preliminary-Site-Plan-Application?bidId=
- Non-residential design review:
https://www.puyallupwa.gov/DocumentCenter/View/16334/Design-Review-Worksheet---Nonresidential?bidId=

- Required parking for the proposed expansion:
PMC 20.55.010 (14): Hotels, motels and auto courts: one space for each sleeping or dwelling unit with or without kitchen facilities, plus one space each per two employees on the largest work shift, and one space per 90 square feet of gross floor area for meeting/banquet rooms and restaurants;

  Is another parking variance anticipated as part of this proposal?

- Is an encroachment into the native growth protection area anticipated as part of this proposal? If so, this will require an amendment to the existing binding site plan. Additionally, if there any deviations from the original binding site plan, it will be required to be modified.

  Please refer to PMC 19.10.080 for the requirements to revise a binding site plan:
https://ecode360.com/47720607

  PMC 19.10.080 - Revision of plan:
(1) Alteration of an approved and recorded binding site plan shall be accompanied by application as set forth in PMC § 19.10.040 and shall be subject to all procedures and requirements established in this chapter.
(2) The director shall have the authority to set forth guidelines for approval of minor modifications of the approved plan. Such modifications shall be noted on the copy of the recorded plan on file at the community development department under PMC § 19.10.060(2). The revised plan shall not be required to be filed or recorded with the county auditor.

- The submitted Critical Area report for the existing wetland will be sent to our consultant. The applicant will be contacted regarding whether amendments will be required for this report.

  The provided Geotechnical report must be amended for the steep slope analysis. Please refer to PMC 21.06.1240 (1)(a) for the performance standards relating to landslide and erosion hazard area buffers.

  PMC 21.06.1240, "Performance standards - Landslide and erosion hazard area buffers":
(1) Activities on sites containing erosion or landslide hazards shall meet the following buffer requirements:
(a) A buffer shall be established from the top, toe, and edges of all slopes or erosion or landslide hazard areas with 10 feet or more of vertical elevation change unless a geotechnical report prepared by a qualified professional determines that adequate structural or engineering measures have been taken to fully mitigate the landslide hazard and eliminate risks to downslope or upslope properties and other critical areas. For purposes of this section, the director shall have discretion to measure slope gradient based upon the total average slope for hillsides containing multiple slope categories. The size of the buffer shall be determined by the director to eliminate or minimize the risk of damage to person or property resulting from landslide and erosions caused in whole or part by the development, based upon review of and concurrence with a geotechnical report prepared by a qualified professional; provided, that the following shall apply:
(i) For slopes between 16 and 39 percent, the minimum buffer shall be equal to the height of the slope divided by two. The buffer may be reduced by 25 percent or to a minimum of 25 feet when a qualified professional demonstrates to the director's satisfaction that the reduction will adequately protect the proposed development, adjacent areas, and the subject critical area.

(ii) For slopes equal to or greater than 40 percent, the minimum buffer shall be equal to the height of the slope or 25 feet, whichever is greater. The buffer may be reduced by 25 percent when a qualified professional demonstrates to the director's satisfaction that the reduction will adequately protect the proposed development, adjacent areas, developments, uses, and the subject critical area, except the buffer shall never be less than 25 feet.
(iii) For slopes with a vertical elevation of more than 10 but less than 25 feet, the minimum buffer shall be equal to the height of the slope divided by two, regardless of the slope percent; provided, that there are no other factors that pose a slope stability risk. In applying this standard, the director shall have discretion to exempt slopes from this requirement which are predominantly less than 10 feet in grade change, even if a limited area (e.g., a short terrace), which is localized and stable, exceeds 10 feet.

Building Review - Brian Snowden ; (253) 435-3618 ; BSnowden@puyallupwa.gov

- Review Comments:
  1. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that apply to the project. Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27 & PMC 17.04.030). In general, local amendments other than administrative processes are limited to Fire Code elements for Fire Alarm, Fire Flow, Fire Sprinklers and Fire Access. Please see the Puyallup Municipal Code chapter 16 and 17.
  2. Due to existing grades and site conditions, a geotechnical soils report will be required at the time of permit submittal.
  3. A separate permit will be required for any new or modified site retaining walls.
  4. Plans must include a code summary showing proposed occupancy classifications, construction type, height, area, and separated/non-separated information.
  5. Plans must include the means of egress for each level, occupant loads, exit access paths and travel distances, exit doors, exit enclosures, and discharge locations.
  6. Plans must include a clear statement detailing whether the design is using Chapters 6-12 or Chapter 13 of the Washington State Existing Building Code as the primary compliance method for existing portions.
  7. Structures greater than 4,000sq.ft. must be designed by, or have the design directly supervised by a Washington State registered design professional. All drawing sheets must be stamped and signed by the registered design professional(s).
  8. Ensure Building Height, Stories, and area comply with Chapter 5 of the 2021 Washington State Building Code in relation to the Building Construction Type, sprinklers, etc.
  9. Individual sleeping units must be separated with Fire partitions with a fire-resistance rating of not less than 1 hour.
  10. A full structural design analysis for gravity and lateral loads will be required. All structural documents must be stamped and signed by the Washington State licensed engineer-of-record.
  11. Vehicle charging stations will be required with new parking under the 2021 Washington Building Codes (WAC 51-50-0429). Please review these standards for parking and additions as applicable.
  12. Buildings containing residential units, that are more than 3 stories tall, and/or with dwelling units that are accessed from interior corridors or other interior spaces are considered Commercial Buildings per the 2021 Washington State Energy Code and must be designed per the Commercial edition of the Energy Code.
  13. The minimum number of Accessible units and Type-B units must comply with section 1108.6.1 of the Building Code.
  14. An elevator will be required if the building has an accessible floor 4 or more stories above exit discharge.
  15. Two-way communication systems are required at the elevator landings serving

accessible floors that are one or more stories above (or below) the level of exit discharge.
16. Proper ventilation must be provided in the parking garage in accordance with Chapters 4 and 5 of the International Mechanical Code.
17. At time of building permit application, please address all grade to structure clearance, slopes, surface water and accessible routes to meet minimum code standards.
18. Accessible parking spaces must be located on the shortest possible accessible route of travel from the parking space to the building entrance and should not cross vehicular traffic lanes if feasible.

-- Building General Notes:
a. All electrical is permitted by the Washington State Department of Labor and Industries (L & I).
b. Truss Plans for TJI or BCI's and Truss Specifications are required at the time of submittal.
c. For all accessible requirements, the City adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard.
d. A Geotechnical Report for the building site area is required at the time of submittal.
e. Permit submittals must include building statistics supporting construction type, height, and allowable area (2021 Washington State Building Code).
f. We recommend designing private property accessible slopes at 1 ½% to meet 2% maximum slopes.
g. Separate demolition permit: air quality compliance, detailing utility service caps and storm water management may be required.
h. NOTE: 2024 State Building Code enforcement date scheduled for November 2026, check the State Building Code Council website for updates.
i. Separate ROW permits may be required for pedestrian and barrier protection. See State Building Code chapter 33 for minimum safeguards during construction.
j. All required agency approvals must be obtained before starting work.

If you have any other Building related questions for this project, please reach out to me at bsnowden@puyallupwa.gov. No other Building comments at this time.

Fire Review - David Drake ; (253) 864-4171 ; DDrake@PuyallupWA.gov

- 1. Provide auto-turn or equivalent program to demonstrate fire apparatus turning radiuses.
  2. Where the current proposed turn around is, the fire lane should continue around the new section and back out the west side of the parking lot. The current layout has multiple conflictions with the 2021 IFC Appendix D.
  3. Option 1: The parking garage will need to be turned 180 degrees so you can meet the required fire aerial ladder apparatus access. The parking garage up against the new building creates an the issue for required ladder access. The parking garage would block the use of ladder truck making it impossible to extricate and fire fight for the new section. Option 2: Shift the parking garage south and create a full circle fire lane in the center. This would create a U shaped building and parking garage attached.
  4. A 26' wide fire lane is required throughout.
  5. 10% fire lane maximum throughout the fire lane. Design to less for human error.
  6. Provide Riser room, FDC, and Fire Hydrant locations.
  7. Provide dimensions showing that a fire hydrant can reach all points of the structure within 400'.
  8. Provide more elevations.
  9. Fire Alarm will be required to meet Total Coverage NFPA 72. My guess is the current panel will not be able to hold the new section. Work with your fire alarm contractor make a determination if replacement is necessary.
  10.The parking garage will be required to have Fire Alarm and Fire Sprinkler Systems.

11. Storm Vaults will be required to be fire truck rated. 75,000lb minimum.
12. Any repaving in areas that do not meet current fire code will be required to be brought into code compliance.

Engineering Review - Lance Hollingsworth ; (253) 770-3337 ; LHollingsworth@PuyallupWA.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the DOE manual.

- CIVIL PERMIT APPLICATION

  • Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review and Standards have been updated accordingly. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit).
    o Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed.
  • Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
  • Civil engineering plan review fee is $470.00 (plus an additional per hour rate of $180.00 in excess of 5 hours). The Civil permit shall be $300.00 and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimate form. [City of Puyallup Resolution No. 2098]
  • Civil Engineering drawings shall conform to the following City standards Sections 1.0 and 2.0:
    o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets.
    o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project / plat.
    o The scale for design plans shall be indicated directly below the north arrow and shall be only 1”=20’ or 1”=30’. The north arrow shall point up or to the right on the plans.
    o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
    o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City’s web site under Office of the City Engineer, Engineering Services.

- Frontage:

  A Frontage inspection was performed 12-31-2025. The roadway looks good, the approach needs repair, the wheelchair ramp to the east needs to be replaced, and the gutter across the approach needs repair.
  These will be the required frontage improvements for this project and are subject to change based on the condition of the frontage elements.

  Frontage Code:

New Commercial/Industrial Buildings or Expansion of Existing buildings:

- Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding $200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.

- SEWER

  There was a question about Parking garage guidance for oil control on exposed levels? Drainage for the parking garage lower decks shall be connected to the sanitary sewer system through an oil-water separator. The top exposed deck shall be hydraulicly isolated from the lower decks to prevent stormwater runoff from entering sewer. [PMC 14.06.031 & CS 402.2]

  - All private oil-water facilities shall be maintained in accordance with Puyallup Municipal Code 14.06.031. Under this Title, records and certification of maintenance shall be made readily available to the City for review and inspection and must be maintained for a minimum of three years. If the owner fails to properly maintain the facility, the City, after giving the owner notice, may perform necessary maintenance at the owner's expense. [PMC 14.06.031 & CS 402.2]

  - The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]
  - A structure is needed to be placed at the property line to distinguish ownership/maintenance responsibility.
  - Side sewers shall have a cleanout at the property line, at the building, and every 100 feet between the two points. [PMC 14.08.120 & CS 401(6)]
  - Grease Interceptors are required for all commercial facilities involved in food preparation. Due to the proposed use within the building, the applicant shall install an external grease interceptor in accordance with the current edition of the Uniform Plumbing Code adopted by the City of Puyallup, Puyallup Municipal Code, and City standard details. [PMC 14.06.031(3) & CS 401(5), 402.3]
  - Trash enclosures shall be covered and drain to sewer per Design Standards Section 208.

- STORMWATER

  You asked a question on if we consider parking garage and building replaced surface if it is being placed above existing parking that is not being removed. Only replacement to subgrade will be excavations for footing.

  This unique scenario will require additional discussions to understand feasibility of the design and to determine Ecology guidance as it applies to your project.

  - Design shall occur pursuant to the 2019 Stormwater Management Manual for Western Washington (The 2019 ECY Manual).
  - Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:
    - Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 through April 1).
    - Hydraulic conductivity testing:

o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 1 through April 1) is required.
o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
- Testing to determine the hydraulic restriction layer.
- Mounding analysis may be required in accordance with Ecology Volume V Section 5.2.7.

• The applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and Ecology Manual Volume I, Section 2.5.1. The preliminary stormwater site plan (PSSP) shall be submitted prior to Preliminary Site Plan approval to ensure that adequate stormwater facilities are anticipated prior to development of the individual lot(s). The preliminary stormwater site plan shall reasonably estimate the quantity of roof and driveway stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
• The applicant shall include a completed stormwater flowchart, Figure 3.1, contained in Ecology's Phase II Municipal Stormwater Permit, Appendix I with the stormwater site plan. The link below may be used to obtain the flowchart:
https://ecology.wa.gov/DOE/files/7a/7a6940d4-db41-4e00-85fe-7d0497102dfd.pdf
• Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer. [PMC 21.10.190(3)]
• The following items shall be included at the time of Civil permit submittal:
o A permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. The plan and accompanying information shall provide sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on surface water resources, and the effectiveness and acceptability of measures proposed for managing storm water runoff. The findings, existing and proposed impervious area, facility sizing, and overflow control shall be summarized in a written report. [PMC 21.10.190, 21.10.060]

o A written technical report that clearly delineates any offsite basins tributary to the project site and includes the following information: [PMC 21.10.060]
o the quantity of the offsite runoff;
o the location(s) where the offsite runoff enters the project site;
o how the offsite runoff will be routed through the project site.
o the location of proposed retention/detention facilities
o and, the location of proposed treatment facilities

o All pipe reaches shall be summarized in a Conveyance Table containing the following minimum information and included in the SSP:
Pipe Reach Name Design Flow (cfs)
Structure Tributary Area Pipe-Full Flow (cfs)
Pipe Diameter (in) Water Depth at Design Flow (in)
Pipe Length (ft) Critical Depth (in)
Pipe Slope (%) Velocity at Design Flow (fps)
Manning's Coefficient (n) Velocity at Pipe-Full Flow (fps)
HGL for each Pipe Reach Percent full at Design Flow (%)

• A Construction Stormwater General Permit shall be obtained from the Department of

Ecology if any land disturbing activities such as clearing, grading, excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land. The link below may be used to obtain information to apply for this permit:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/

- The City will require an analysis from a wetland biologist and/or hydrogeologist to address Minimum Requirement #8 in accordance with Ecology manual Appendix I-C. This analysis will review your proposed discharge rate/duration/quality to the wetland and determine if there are any potential changes to the hydroperiod or impacts to the wetland ecosystem. The analysis will have to include a review of your offsite analysis and WWHM model as part of their determination. The stormwater report will need to be altered to include the analysis and any of the wetland Biologists/hydrogeologists recommendations to address any potential impact. This analysis will also have to be reviewed by planning to ensure that the analysis addresses their critical area code requirements.

Stormwater R/D Facilities:

- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. [PMC 21.10 & DOE Manual, Vol. V-1.2]
- A minimum of 5-feet clearance shall be provided from the toe of the exterior slope/embankment to any tract, property line, fence, or any required vegetative buffer. [PMC 21.10 & CS 206]

- FEES
  - Water and sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. [PMC 14.02.040, 14.10.030, PMC 14.02.040]
  - Stormwater system development fees are due at the time of civil permit issuance for commercial projects and do not vest until time of permit issuance. Fees are increased annually on February 1st. The City will assess the amount of existing credits applied to the project based on how many credits the property is currently being billed for. [PMC 14.26.070]

  Water
  - A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are $ 5,391.59 for the first 15 fixture units and an additional charge of $ 361.23for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

  Sewer
  - A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are $6,555.06 for the first 15 plumbing fixture units and an additional charge of $ 439.18 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

  Stormwater
  - A Stormwater Systems Development fee will be assessed for each new equivalent

service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of 'hard' surface. The current SDC as of this writing is $4,146.50 per ESU.

Engineering Traffic Review - Mieco Hutchens ; (253) 993-0179 ; mhutchens@puyallupwa.gov

- The city has adopted a City-Wide Traffic Impact Fee. The $4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.
  Traffic Scoping document submitted should be updated to reflect the 12th edition of the ITE Trip Generation manual
  Note: The City Engineer is currently engaged in a Traffic Impact Fee rate study. The current $4500 per PM Peak Hour rate is subject to change based on the outcome of the rate study and council determination.
  Preapplication notes do not vest the project to current impact fee rates. Final fees will be calculated and assessed by the City at the time of building permit issuance

  A detailed site circulation plan with autoturn analysis will be required to show the largest anticipated design vehicle can safely navigate the property.

The information provided in these notes is known to be accurate as of the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the City's permit portal only. You can find a list of permit application forms on the City's master document list. The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At the time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items, and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

1. Log in to your permits portal.
2. Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need, based on the notes provided in this letter.
3. Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

***Notes**: Failure to upload all the required documents or pay the required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.*