



**RE: Record Number PRE18-0366 – 1<sup>st</sup> Review (9/17/18)  
Proposal 2**

**SUMMARY OF REQUEST:**

The applicant has requested feedback on a proposal for the renovation of existing vacant building to accommodate new tenants. Currently office on main floor, 2nd floor vacant and has been for many years, last know use was a hotel. Proposing office (B occupancy) in the whole building / possibly some retail on the first floor (B or M occupancy).

**LOCATION:**

1910 Jefferson (Parcel Number 2019070020)

**DOCUMENTATION PROVIDED:**

The applicant has provided a proposed conceptual floor plan as well as a list of questions dated September 5, 2018.

**ANTICIPATED VALUATION<sup>1</sup>:** \$500,000

**ANTICIPATED TIMING:**

The applicant has indicated that construction is planned to begin in April 2019.

**QUESTIONS/CONCERNS IDENTIFIED BY APPLICANT:**

Staff understands the applicant's specific questions/concerns to be as follows:

- Would like to determine if the following will be required: seismic upgrades, fire sprinklers, and elevator. Do exiting and accessibility meet code?  
*See **Building Placement, Design, Life Safety** Comment Section.*
- Would like to determine off-site improvements.

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<sup>1</sup> Anticipated valuation is based on fair market value. It includes the costs, materials, and labor involved in the project, but not the cost of equipment. Anticipated valuation can affect permit fees, requirements for off-site improvements, and the applicability of design and landscaping standards.

**SUBJECT MATTER EXPERTS:**

For general inquiries or questions about permitting or process, please contact a permit specialist at 253-591-5030 (option 3) or [permitplandesk@cityoftacoma.org](mailto:permitplandesk@cityoftacoma.org). You can also contact the assigned project coordinator directly with their information below. For questions regarding specific review comments or interpretation of code, please contact the appropriate review staff.

**Project Coordinator:**

Noah Yacker [nyacker@cityoftacoma.org](mailto:nyacker@cityoftacoma.org) 253-651-5309

**Comm. & Economic Dev.:**

Pat Beard [pbeard@cityoftacoma.org](mailto:pbeard@cityoftacoma.org) 253-591-5039

**Land Use Review:**

Shirley Schultz [shirley.schultz@cityoftacoma.org](mailto:shirley.schultz@cityoftacoma.org) 253-591-5121

**Historic Review:**

Reuben McKnight [reuben.mcknight@cityoftacoma.org](mailto:reuben.mcknight@cityoftacoma.org) 253-591-5220

**Traffic Review:**

Jennifer Kammerzell [jkammerzel@cityoftacoma.org](mailto:jkammerzel@cityoftacoma.org) 253-591-5511

Vicki Marsten [vmarsten@cityoftacoma.org](mailto:vmarsten@cityoftacoma.org) 253-591-5556 (streetlights)

**Site Review:**

Frank Marescalco [fmarescalco@cityoftacoma.org](mailto:fmarescalco@cityoftacoma.org) 253-591-5243

**Solid Waste Review:**

Lyle Hauenstein [lhauenstein@cityoftacoma.org](mailto:lhauenstein@cityoftacoma.org) 253-594-7843

**Power Review:**

Greg Horodyski [ghorodyski@cityoftacoma.org](mailto:ghorodyski@cityoftacoma.org) 253-502-8557

**Water Review:**

Shelly Shaffer [sshaffer@cityoftacoma.org](mailto:sshaffer@cityoftacoma.org) 253-502-8740

**Fire Review:**

Chris Seaman [cseaman@cityoftacoma.org](mailto:cseaman@cityoftacoma.org) 253-591-5503

**Building Review:**

Barrett Hayes [bhayes@cityoftacoma.org](mailto:bhayes@cityoftacoma.org) 253-591-5429

**Real Property Review:**

Troy Stevens [stevens@cityoftacoma.org](mailto:stevens@cityoftacoma.org) 253-591-5535

**NEXT STEPS:**

Please distribute this memo to any interested parties involved in the various aspects of design for this project. Additional contacts can also be added to the emails for this record if you provide me with the names and email addresses of those you wish to add. If you would like to make the online records available for download through our online permitting system, and/or give additional contacts the ability to upload documents to the record, they will need to create an account first, and then I can link that account to

the record. If there are any issues creating new accounts, those inquiries can either be directed to me, or assistance is also provided as part of our [Getting Started Guide](#).

If you have additional questions as the project continues to progress feel free to contact the reviewers listed within this memo directly. At this time, it is not required that you submit revisions as attachments as part of the pre-application process.

If you would like an in-person meeting to discuss, please email me with your list of questions and/or concerns to be addressed. Listing the specific questions and concerns as part of the meeting request email helps us to coordinate a more in-depth and efficient meeting. Please take the time to review all comments provided prior to requesting the meeting.

**GENERAL COMMENTS:**

These comments are provided as a general guide to assist you in moving forward with the application process and may change based on modifications to the proposal, and/or additional information received regarding this proposal.

**Allowed Use**

Comment	Regulatory Citation	Applicable Review Group(s)
The site is located within the DMU HIST Downtown Mixed-Use & Historic District zoning district. Per TMC 13.06A.040, Preferred uses in this zoning are governmental, educational, office, residential, cultural; allowable uses are retail, residential, industrial located entirely within a building; and prohibited uses are industrial uses not located entirely within a building, and automobile service stations/gasoline dispensing facilities, in addition to those noted in TMC 13.06A.050.	TMC 13.06A	Land Use

**Traffic Flow, Parking, Street Improvements**

Comment	Regulatory Citation	Applicable Review Group(s)
A trip generation worksheet will be required. Driveways that do not serve an off-street parking stall will be required for removal per TMC 10.14 Driveways. The angle parking on Jefferson makes it challenging to obtain the necessary public pedestrian sidewalk width with private uses in the sidewalk.	TMC 9.17 TMC 10.14 TMC 13.06.510 Right-of-Way Design Manual	Land Use Traffic Site Development
Sidewalk cafes or other uses in the ROW (installation of grease interception device) will require review and permitting through TMC 9.17 Private Use of Street ROW.	TMC 9.17	Traffic Real Property Services
The project should be aware of Pierce Transit's Bus Rapid Transit project which may be located on Market Street		Traffic

<p><a href="https://www.piercetransit.org/brt/">https://www.piercetransit.org/brt/</a>) and have impacts to parking, travel lanes, and sidewalks.</p>		
<p>All broken, damaged, or hazardous curb and gutter abutting the site shall be removed and replaced to the approval of the City Engineer.</p>		Site Development
<p>All damaged or defective sidewalk abutting the site shall be removed and replaced to the approval of the City Engineer. New sidewalk shall meet Public Right-of-Way Accessibility Guidelines and requirements set forth by the Americans with Disabilities Act. It appears that most of the sidewalk on Jefferson Avenue is candidate for replacement.</p>		Site Development
<p>All cuts in to public streets shall be restored in accordance with the City's Right-of-Way Restoration Policy.</p>	Right-of-Way Restoration Policy	Site Development
<p>Be advised that the area between the building and Market Street with the appearance of a flat roof is a structural sidewalk. It does not appear to be an accessible entrance to the building. Modification to make it accessible would be costly.</p>		Site Development
<p>Garbage and recycle will be service at the curb of Jefferson ave.</p> <p>If containers are going to be serviced inside and enclosure, the enclosure must meet the minimum requirements.</p> <p><b>AUTOMATED CONTAINERS</b> Automated containers (300-gallon plastic barrels) are collected from the right side of the truck which has an outside wheel turning radius of approximately 36.5 feet and an inside turning radius of approximately 22.5 feet. A minimum overhead height clearance of 20 feet is required to safely service this container. Enclosures for 300-gallon plastic containers shall have a minimum inside opening width of 10-feet and a minimum inside depth of 7-feet for one container. In addition, for two or more containers, a 3-foot clearance between the enclosure wall and container is required as well as a 2-foot clearance between containers. If gated, the gates must swing 180-degrees and must be able to be pinned in the open position.</p> <p><b>FRONT-LOAD CONTAINERS</b> Front-load containers are collected from the front of the truck which has an outside wheel turning radius of approximately 46.5 feet and an inside turning radius of approximately 32.5 feet. This truck is approximately 36 feet long and must line up directly in front of the container. Enclosures for front-load containers shall have a minimum inside opening width of 12-feet and a minimum inside depth of 10-feet for one container. For two or more containers, a 3-foot clearance between the enclosure wall and container is required as well as a 2-foot clearance between containers. If gated, the gates must swing 180-degrees and must be able to be pinned in the open position. Front-load containers are available in 2-, 3-, 4-, 6- and 8-yard sizes.</p>	TMC 12.09.040(a) TMC12.09.120	Solid Waste Traffic
<p>No additional streetlight will be required but if existing streetlighting, signals, or traffic patterns are being altered then details of replacement methods and perhaps a traffic study will</p>	Right-of-Way Design Manual	Traffic

be required.	Chapter 5	
If the level of modification or a change in use results in a requirement for the sidewalks to be rebuilt, street trees will be required. Where the sidewalk is vaulted, trees may be put in container planters.	TMC 13.06A	Land Use

### Building Placement, Height, Design, Life Safety

Comment	Regulatory Citation	Applicable Review Group(s)
Exterior work subject to Landmarks Commission review; property is a contributing structure in the Union Depot Warehouse Historic District. Interior work is exempt from Landmarks review. Proposed modifications reviewed for conformance to the district design guidelines (available <a href="#">here</a> ).	TMC 13.07	Land Use
If improvements are made to the entrances/exits, doors cannot swing into the ROW and ADA landings to meet building code shall be internal as well.	TMC 13.06.145	Traffic Building
No specific Fire Code questions were asked. If the proposal includes a restaurant which exceeds 49 persons, a fire sprinkler system may be required. A fire sprinkler system is required when the assembly has more than 99 persons or the fire area with the assembly occupancy exceeds 5,000 square feet. See IFC Section 903.2.1.2. Fire sprinklers may also be required if necessary to comply with allowable height and area for the type of construction. See IBC 504.3, 504.4, and 506.2.	IFC IBC	Fire
Partial change of use - A seismic upgrade may be required if the building's risk category is increasing per table 1604.5 of the 2015 International Building Code. If the building is constructed of unreinforced masonry, then the unreinforced exterior masonry walls must be anchored to the building diaphragms, and the parapets must be braced.	TMC Title 2	Building
An elevator is required if the 2nd story is 3,000 sf or more, or show that 20% of the cost of the remodel has been spent to improve the accessible route of travel to areas of primary function.	TMC Title 2	Building

### Stormwater Management

Comment	Regulatory Citation	Applicable Review Group(s)
Does not trigger Storm Water Management Manual.		Site Development

### Utilities (Sanitary Sewer, Power, Water)

Any utility construction, relocation, or adjustment costs shall be at the applicant's expense.

Comment	Regulatory Citation	Applicable Review Group(s)
<p>Submittal Requirements: Electric Service Application to Tacoma Power New Services Engineering Department. Review the Commercial Project Development Process online to determine additional submittal requirements. Application for Electrical Permit to Tacoma Power Electrical Inspection Department. For services over 400 amps, a set of electrical plans must be submitted to the Electrical Inspection Office for review.</p>		
<p>Fees for new electrical service or upgrading the existing electrical service will be determined when the power requirements are submitted to Tacoma Power New Services Engineering Department. Fees for the electrical permit are based on the electrical contractors bid amount and have not been determined.</p>		
<p>Appropriate clearances must be maintained between all structures and Tacoma Power's facilities. No building shall be constructed under a primary power line. Buildings in the vicinity of the overhead lines must meet WAC, NEC, NESC and Tacoma Power requirements for clearance. Alternatively, the [builder, developer, and/or owner] shall incur all costs associated with relocating Tacoma Power's facilities in order to obtain the appropriate clearances. Costs of relocation include demolition of existing facilities, construction of new facilities, restoration of property as necessary, and relocation of other utilities as necessary.</p>	WAC, NEC, NESC	Power
<p>Tacoma Power requests to retain all existing easements and facilities in the subject area(s). Alternatively, the [builder, developer, and/or owner] shall incur all costs associated with relocating Tacoma Power's facilities. Costs of relocation include demolition of existing facilities, construction of new facilities, restoration of property as necessary, and relocation of other utilities as necessary. The [owner, developer, and/or builder] shall assist Tacoma Power and other affected utilities in obtaining all necessary easements for said relocated facilities.</p>	WAC, NEC, NESC	Power
<p>The [builder, developer, and/or owner] shall provide Tacoma Power and other affected utilities with all necessary easements.</p>	WAC, NEC, NESC	Power
<p>Existing 24" DI water main in Market St and 6" CI water main in Jefferson Ave are available to provide service to this project. 2 existing 3/4" services are available for use provided size requirements are adequate. Calculated pressure is approximately 56 psi.</p> <p>The existing water service shall be utilized or retired by Tacoma Water at the owners' expense.</p> <p>Existing water meter(s) to subject parcel may be utilized by the owner provided size requirements for intended use are adequate, as approved by Tacoma Water. Tacoma Water shall review proposed plans prior to final approval. Contact Chris Hlcks at (253) 396-3057 with any questions.</p>	TMC Chapter 12	Water

<p>If existing water facilities need to be relocated or adjusted due to street improvements for this proposal they will be relocated by Tacoma Water at the owners' expense.</p> <p>Tacoma Water facilities must remain accessible at all times. Any damage to Tacoma Water facilities will be repaired by Tacoma Water crews at the expense of the developer.</p>		
<p>If new water services are required, they will be sized and installed by Tacoma Water. New water services will be installed after payment of the Service Construction Charge and the Water Main Charge. New meters will be installed by Tacoma Water after payment of the System Development Charge. Contact Tacoma Water at (253) 396-3057 for commercial sizing/pricing.</p>	TMC 12.10.045	Water
<p>If a new fire hydrant is required at a location with an existing water main, the hydrant will be installed by Tacoma Water after payment of an installation charge.</p>	TMC Chapter 12	Water Fire
<p>Sanitary sewer mains and side sewers shall maintain a minimum horizontal separation of ten (10) feet from all water mains and water services. When extraordinary circumstances dictate the minimum horizontal separation is not achievable, the methods of protecting water facilities shall be in accordance with the most current State of Washington, Department of Ecology "Criteria For Sewage Works Design".</p>	TMC Chapter 12	Water Site Development
<p>For utilities other than sanitary sewer, the proposed facilities shall have a minimum horizontal separation of five (5) feet and vertical separation of twelve (12) inches from Tacoma Water facilities.</p>	TMC Chapter 12	Water Site Development Power

## APPLICABLE PERMITTING CHECKLISTS<sup>2</sup>:

Land Use Permits – (LU)<sup>3</sup>

[Historic Design Review \(HDR\) Permit](#)

<sup>2</sup> This list of permits and associated checklists is provided as a general guide to assist you in moving forward with the application process and may change based on modifications to the proposal, and/or additional information received regarding this proposal.

<sup>3</sup> The site plan and building elevations submitted with the Land Use application can typically be less detailed and more conceptual than what will be required as part of the building permit submittal package. Plans must be sufficient to demonstrate the general scale and character of what is to be built. If the plans submitted as part of the land use permitting package do not provide enough detail to ensure general compliance with the land use code, and/or the plans are too vague to be able to sufficiently determine that the proposal will be in character with the neighborhood, revisions to the plans will be requested. Minor variations/adjustments to plans and elevations may be made between the approval of the Land Use permit and approval of associated building permits, however, a proposal that has been approved for land use permitting shall be developed substantially consistent with the plans attached to that permit.

Site Development Permits – (SDEV) (WO)<sup>4</sup>

[Work Order](#) and associated [Document Checklist](#)

Building Permits<sup>5</sup> – (BLD) (MECH) (PLMB) (DEF) (AMMR)

[BLDCA Checklist](#)

## **PERMITTING FOR USE OF ROW**

Right-of-Way Use Permit – RUSE<sup>6</sup>

Right-of-Way Occupancy Permit – [ROCC](#) (durations lasting longer than 3 months)

## **CONNECTION TO CITY SYSTEMS**

Surfacewater Connection Permit – STORM

Wastewater Connection Permit – SEWER<sup>7</sup>

Water Connection Permit – WATER<sup>8</sup>

## **OTHER AGENCY PERMITTING<sup>9</sup>**

Tacoma Public Utilities (TPU) issues all electrical permits, power service connections, power infrastructure permits, permits to connect from the water main to the meter, permits for water service in right-of-way, and permits for new water/fire meters: [www.mytpu.org](http://www.mytpu.org).

<http://www.mytpu.org/tacomapower/permitting>

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<sup>4</sup> Horizontal control requirements are required to be shown on the plans. City of Tacoma NAD83 91 (ie: mon. in case, surface brass, etc.) as published on govME. Reference to the City of Tacoma monument system (NAD 83 91). This includes, at a minimum, a tie between two known monuments with bearing and distance, and a description of the monuments with coordinates. All other improvements shall be tied to that known line and shown as part of the horizontal control.

<sup>5</sup> While it is not required to do so, we encourage submittal of the Mechanical, Plumbing, and Electrical (MEP) plans, and energy code forms, with submittal of the BLDCN package to allow for concurrent review. Once the BLDCN permit review is complete/approved, Mechanical and Plumbing are issued as separate permits with associated fees. Mechanical and Plumbing permits can either be issued with the BLDCN permit to the owner or general contractor or they can be issued separately to licensed subcontractors when it is time to begin that scope of work. For information on deferred submittal of MEP drawings and energy code forms, refer to the Deferred Submittal tip sheet.

<sup>6</sup> Allows for temporary use of the right-of-way for overtime parking, dumpsters, and moving containers such as PODS storage containers. In most instances a contractor performing work that requires a RUSE permit must have a right-of-way bond. A Traffic Control Plan (TCP) is required with the submittal of a RUSE Permit. RUSE Permits can be applied for and issued online or in-person as an over-the-counter (OTC) permit. If a Work Order is already associated with the site, a separate application for the RUSE Permit is not necessary, but the cost of the RUSE Permit will be added to the cost of the Work Order.

<sup>7</sup> Side sewer, grease interceptor, floor drains, toilets, sinks, dumpster pads, oil/water separators

<sup>8</sup> From the meter to the building for domestic water service

<sup>9</sup> The applicant is responsible for fully researching and understanding the requirements of other agencies, separate from the City of Tacoma. The State Office of Regulatory Innovation and Assistance has developed a permit handbook for further research. [ORIA Handbook](#)



Business and/or rental licenses are issued by the [Tax and License Division](#).  
Food and Drink Production/Services – Often require separate permitting from the  
Tacoma Pierce County Health Department: [www.tpchd.org/records-permits](http://www.tpchd.org/records-permits)  
Asbestos abatement – Often requires separate permitting from the Puget Sound  
Clean Air Agency: [www.pscleanair.org/business](http://www.pscleanair.org/business)  
Clean Air Agency: [www.pscleanair.org/business](http://www.pscleanair.org/business)

### **APPLICABLE TIPSHEETS:**

The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the [Tipsheet Index](#). The following list of tipsheet titles are likely to be applicable to your project as proposed.

[Tenant Improvements](#)  
[Sign Permits](#)  
[Work Order Permits](#)  
[Right-of-Way Occupancy Permits](#)  
[Side Sewers 101](#)  
[Grease Interceptor Sizing and Installation Guidelines](#)  
[Electronic File Standards](#)

### **PERMIT FEES AND TIMELINE:**

To obtain an estimation of permit fees associated with the permits listed below, the use of our [Fee Estimator Tool](#) is encouraged. Information regarding the time it may take for permit issuance is available on the [Permit Timeline](#) page.

### **REGULATORY REFERENCES:**

Tacoma Municipal Code (TMC):  
[http://www.cityoftacoma.org/government/city\\_departments/CityAttorney/CityClerk/TMC](http://www.cityoftacoma.org/government/city_departments/CityAttorney/CityClerk/TMC)  
Right-of-Way Design Manual:  
[http://cms.cityoftacoma.org/PublicWorks/StandardsCommittee/DesignManual\\_version\\_Jan2016\\_revised\\_Jan2018.pdf](http://cms.cityoftacoma.org/PublicWorks/StandardsCommittee/DesignManual_version_Jan2016_revised_Jan2018.pdf)  
Right-of-Way Restoration Policy:  
[http://cms.cityoftacoma.org/PublicWorks/Right\\_of\\_way/Right%20of%20way%20Restoration\\_final.pdf](http://cms.cityoftacoma.org/PublicWorks/Right_of_way/Right%20of%20way%20Restoration_final.pdf)  
Stormwater Management Manual (SWMM):  
<http://cms.cityoftacoma.org/enviro/SurfaceWater/2016%20SWMM%20Manual/SWMM%20July%202016%20Masterbook.pdf>  
Urban Forest Manual (UFM):  
[http://cms.cityoftacoma.org/surfacewater/UrbanForestManual/UrbanForestManual\\_Volume3.pdf](http://cms.cityoftacoma.org/surfacewater/UrbanForestManual/UrbanForestManual_Volume3.pdf)  
International Fire Code (IFC): <https://www.iccsafe.org/>  
International Building Code (IBC): <https://www.iccsafe.org/>  
International Residential Code (IRC): <https://www.iccsafe.org/>  
Washington Administrative Code (WAC): <http://apps.leg.wa.gov/WAC/default.aspx>

Revised Code of Washington (RCW): <http://apps.leg.wa.gov/rcw/>  
National Electric Code (NEC): <https://www.nfpa.org/nec>  
National Electric Safety Code (NESC): <http://standards.ieee.org/about/nesc/>  
Resource Library: <http://tacomapermits.org/pds-resource-library>

Thank you again for contacting us for the pre-application review of your proposal within the City of Tacoma. The information contained in this letter is a general assessment of your proposal based on the information you provided and the Codes, standards, and policies currently in place. Please do not hesitate to contact the appropriate staff representative listed above directly if you have any questions.

Sincerely,

**Noah Yacker**

Development Specialist | Application Services

Planning and Development Services Department | City of Tacoma

*We work with the community to plan and permit a safe, sustainable, livable city.*