



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Permit Review Correction Letter

**Permit Application #PRROWV20260296**

March 24, 2026

The City has completed the review of the above-mentioned permit submittal. All your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below, please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

## Re-submittal Instructions

To resubmit, you must address all comments and upload a ~~Correction Response Letter~~ that states how the corrections have been addressed in your resubmitted documents. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please note: If you have any questions about how to resubmit, please contact the permit center.

- 1 Log in to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at the bottom of the page.
- 3 If any resubmittal fees have been assessed, you will need to pay your resubmittal fee at the time of resubmittal. Your resubmittal will not be processed until the fee has been paid.

## Corrections

Corrections to be addressed on the next set of resubmitted plans:

<b>Engineering Traffic Review</b>	<b>Bryan Roberts</b>	<b>(253)841-5542</b>	<b>broberts@PuyallupWA.gov</b>
<p>- To accurately review this proposal, the City will need more information. Application missing information on the following items:</p> <ul style="list-style-type: none"> <li>-Pick-up/drop-off management commitments/strategies</li> <li>-Safety improvements.</li> <li>-On-street parking modifications.</li> <li>-Permanent infrastructure improvements.</li> <li>-Timelines for completion. Will there be guarantees for deliverables/milestones?</li> <li>-The existing closure infrastructure is temporary and was not intended to be in place past the 1-year pilot closure (now expired?).</li> <li>-Since there were no design or timelines proposed, will the school district be providing an assignment of funds to compete all required off-site improvements?</li> <li>-Fire access/turn-around design.</li> <li>-Detailed inventory of all PSE lights that will be transferred or removed by PSD based on City standard lighting design.</li> <li>-No reference to previous 1998 ROW vacation easements/mitigation</li> </ul> <p>Additionally, the applicant did not include previous technical memos created to support the proposed ROW vacation. These deliverables must be incorporated into the current ROW vacation application and are required per the existing licensing agreement (PRROW20241104):</p> <ul style="list-style-type: none"> <li>-Before- and After-Closure Transportation Assessment</li> <li>-Comprehensive summary of elements and recommendations</li> <li>-Vicinity Safety Assessment</li> </ul> <p>Approval conditions for the most recent conditional use permit (PLCUP20230109) and existing licensing agreement (PRROW20241104) have been provided below:</p> <p>Existing licensing agreement conditions (PRROW20241104 - approved 11/6/24) for the 1-year pilot closure:</p> <p>If the City does not continue the temporary street closure at the end of the 1-year pilot period, the School District will be responsible to provide mitigation to address substandard pedestrian facilities within the proposed closure area. Mitigation must address safety and operational concerns caused by increased pedestrian/vehicle conflicts (as a result of the project). Design would be required to meet best engineering practice and comply with nationally accredited design guidelines (AASHTO, MUTCD, PROWAG, NACTO, etc).</p>			

Any temporary infrastructure installed by the District shall be removed (including any restoration work).

The applicant will be required to coordinate with the City of Puyallup to collect and analyze before/after closure traffic data during the temporary 1-year closure. It will be the responsibility of the applicant to mitigate any impacts identified during the 1-year pilot period. A comprehensive before/after traffic analysis (scope to be approved by the City of Puyallup) must be submitted to the City for review no later than 6 months from the start of the 1-year pilot period.

If the temporary closure area becomes permanent (after the 1-year pilot period) the school district will be fully responsible to design and construct infrastructure to adequately facilitate a permanent closure condition. Separate Civil permit required for this work. Permanent infrastructure must be in-place to continue the closure condition. Additionally, the district would be required to purchase vacated ROW from the City if approved by council. It should be noted that the ROW vacation process (if approved by Council) can take 6-months to complete.

Coordinate with emergency services for gate placement. AutoTurn analysis may be required.

District will need to provide a detailed notification plan for residents that will be impacted by the temporary closure.

School district will be required to obtain a City ROW permit for the duration of the temporary closure. This permit will include required insurance/bonding and will expire at the end of the 1-year pilot period.

Other than for Emergency access vehicles, school district maintenance vehicles, and City maintenance vehicles, the closure area will fully restricted to motorized vehicular traffic for the duration of 1-year pilot program.

A comprehensive before/after traffic analysis (scope to be approved by the City of Puyallup) must be submitted to the City for review no later than 6 months from the start of the 1-year pilot period. Traffic Analysis scope shall include the following (but not limited to):

Collect intersection turning movement counts + segment tube counts during AM/PM peak (roadway + system peak). Data collection may be expanded from the original TIA scope. Multiple day counts required.

Report vehicle delay at intersections determined by the City (this may be expanded from the original study locations)

Delay will be reported based on current HCM methodology.

- TWSC intersections must report overall delay based on worst movement.

Collecting queuing data at key locations (must coordinate with City on these locations).

Assess parent drop-off locations. If necessary, provide recommendations for improvements.

Safety assessment of surrounding area. Provide recommendations for possible countermeasures if necessary.

Evaluate existing on-street parking issues in the surrounding neighborhood.

- Provide recommendations to mitigate concerns from the public (PSD policy changes to limit student vehicle parking, increased on-street parking restrictions, changes to designated bus pickup/drop-off locations, etc.)

For the possibility of a permanent closure, provide recommendations for necessary improvements. The City expects significant modifications to the roadway would be necessary (channelization, curb alignments, permanent barricades, landscaping, signage, lighting, fire access, etc.). It would be responsibility of the School District to design and install these improvements.

If the City does not continue the temporary street closure at the end of the 1-year pilot period, the School District will be responsible to provide mitigation to address substandard pedestrian facilities within the proposed closure area.

- Traffic analysis shall include possible mitigation strategies to address safety and operational concerns caused by increased pedestrian/vehicle conflicts (as a result of the project).
- Design would be required to meet best engineering practice and comply with nationally accredited design guidelines (AASHTO, MUTCD, PROWAG, NACTO, etc). Any temporary infrastructure installed by the District shall be removed (including any restoration work).

Conditional Use Permit approval conditions (PLCUP20230109 - approved 7/30/24):

The City of Puyallup acknowledges the current proposal (to install portable classroom space to accommodate the demolition of the existing Library Science Building), will not increase student capacity or cause a net increase in vehicle trips associated with the campus. The previously submitted traffic scoping document assumed the maximum program capacity (1862 students) to represent previously approved and constructed baseline capacity. The City believes the base student capacity should be assumed at 1650 students. However, since the current proposal will not result in additional vehicle trips, the City can resolve capacity discrepancies at a later date.

If the City does not continue the temporary street closure at the end of the 1-year pilot period, the School District will be responsible to provide mitigation to address substandard pedestrian facilities within the proposed closure area. Mitigation must address safety and operational concerns caused by increased pedestrian/vehicle conflicts (as a result of the project). Design would be required to meet best engineering practice and comply with nationally accredited design guidelines (AASHTO, MUTCD, PROWAG, NACTO, etc). Any temporary infrastructure installed by the District shall be removed (including any restoration work).

The applicant will be required to coordinate with the City of Puyallup to collect and analyze before/after closure traffic data during the temporary 1-year closure. It will be the responsibility of the applicant to mitigate any impacts identified during the 1-year pilot period. A comprehensive before/after traffic analysis (scope to be approved by the City of Puyallup) must be submitted to the City for review no later than 6 months from the start of the 1-year pilot period.

If the temporary closure area becomes permanent (after the 1-year pilot period) the school district will be fully responsible to design and construct infrastructure to adequately facilitate a permanent closure

condition. Separate Civil permit required for this work. Permanent infrastructure must be in-place to continue the closure condition. Additionally, the district would be required to purchase vacated ROW from the City if approved by council. It should be noted that the ROW vacation process (if approved by Council) can take 6-months to complete.

School Districted will be required to submit a detailed temporary roadway closure plan to be reviewed/approved by the City prior to executing the 1-year pilot temporary roadway closure. The roadway closure will include the following items but are not limited to:

- Clearly identify the extent of the proposed roadway closure including any channelization devices and MUTCD compliant signage. Roadway closure plan must be reviewed/approved by the City prior to implementing temporary roadway closure.
- Coordinate with emergency services for gate placement. AutoTurn analysis may be required.
- Temporary closure shall utilize MUTCD compliant gates. Gates shall be fully retroreflectorized on both sides with vertical stripes alternately red and white at 16-inch intervals measured horizontally. This guidance comes directly from the MUTCD (Section 2B.68). Recommend installing end of roadway object markers (OM4-1) similar to the City's Type III Barricade standard (01.01.21). The bottom of the retroreflectorized area shall be located 3.5 to 4.5 feet above the roadway surface.
- Gates are required to have KNOX locks for emergency access.
- Temporary/permanent design considerations to allow bicycle movements on 7th St NW as described in the Active Transportation Plan.
- In accordance with MUTCD, signage for extended duration traffic control are required to be post mounted..
- Verify SSD, sign legibility distance for vehicles approaching the temporary closure.
- District will need to provide a detailed notification plan for residents that will be impacted by the temporary closure.
- School district will be required to obtain a City ROW permit for the duration of the temporary closure. This permit will include required insurance/bonding and will expire at the end of the 1-year pilot period.
- Other than for Emergency access & City maintenance vehicles, the closure area will fully restricted to motorized vehicular traffic for the duration of 1-year pilot program.

[Comment Correction; ; pg. N/A]

<b>Public Works Streets Review</b>	<b>Scott Hill</b>	<b>(253)841-5409</b>	<b>Shill@puyallupwa.gov</b>
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- A street exhibit is required as specified by Traffic's corrections. The exhibit should include a callout for the change of billing for the PSE streetlight on 7TH ST SW & W Main. [Comment Correction; ; pg. N/A]

## Conditions

The items listed in the table below are conditions of the permit that do not need to be addressed on the next resubmittal of plans but will need to be fulfilled at some point in the permit review process. The "Condition Category" indicates the approximate phase of the permit process by which the condition must be fulfilled for the City to continue processing this permit. "Condition Status" if "Open" means that the condition has not been fulfilled, if "Resolved" means the condition has been fulfilled successfully. For some conditions that require submittal of a document to the City, those documents can be submitted via the Conditions Section of the [City's permit portal](#).

Condition Category	Condition	Department	Condition Status
Prior to Issuance	There are public 10-inch ductile iron water mains located inside this proposed ROW vacation. The one on 7th St NW is located in the existing road on the east side of the street, and the one on W Main is located in the northern half of the road. These water mains must remain public, so 40-foot easements will be required for each. These can be joint utility easements with other existing utilities. Truck and equipment access must be left available throughout the easements for maintenance. No structures can be placed within these easements. The easement requirement will be incorporated into the ordinance to be reviewed by City Council.	Public Works - Water	Open
Prior to Issuance	Any portion of the public stormwater system on 7th St SW/W Main that falls within this vacation will need to exist within a public easement. That would include the one single stormwater catch basin (Puyallup ID: D4-11106) at the southeast corner of 7th St SW and W Main which was not encapsulated by the W MAIN vacation under ordinance 2582, recorded under AFN 990230864. Furthermore, any current city-owned stormwater or sanitary utility that would now fall within this proposed vacation, that only serves the purpose of the singular property owner, should have that portion of ownership/maintenance responsibility transferred to private. Reasonable, maintenance vehicle ingress and egress will need to exist to the new easement area and retroactive access improved, the applicant's expense, to the already granted easement on W MAIN (ordinance 2582, AFN 990230864) which has since been inhibited by ecology blocks and vegetated buffers. Any utility setback standards will also need to be observed. No structures can be placed within these easements. The easement requirement will be incorporated into the ordinance to be reviewed by City Council.	Public Works - Sewer Collections	Open
Prior to	The existing sanitary sewer that falls within this proposed	Public Works	Open

Condition Category	Condition	Department	Condition Status
Issuance	vacation will need to be addressed with the same easement requests as the stormwater system. The easement requirement will be incorporated into the ordinance to be reviewed by City Council.	- Sewer Collections	
Prior to Issuance	The applicant shall comply with the requirements outlined in conditional use permit PLCUP20230109 and right-of-way permit PRROW20241104, including the signed license agreement executed under the right-of-way permit. If the temporary closure area is to become permanent (after the 1-year pilot period) and approval of City Council to vacate the proposed area, the Puyallup School District shall apply for a civil construction permit to design and construct infrastructure to adequately facilitate a permanent closure. Permanent infrastructure must be in-place to continue the temporary closure condition permitted under PRROW20241104. If the permanent closure is not approved after the 1-year pilot period or the vacation is not approved by City Council, the applicant shall obtain another right-of-way permit to remove temporary traffic measures and restore the public right-of-way to City standard, including removing and replacing the temporary pedestrian ramps with new curb, gutter, and sidewalk. An alternative proposal to install traffic calming measures and enhanced pedestrian safety facilities along W MAIN and 7TH ST NW may be proposed by the applicant on the next right-of-way permit application, reviewed and approved by the City, and installed at the applicant's expense.	Engineering Division	Open

If you need assistance with resubmitting your corrections, please contact the Permit Center.

Sincerely,

City of Puyallup Permit Center  
(253) 864-4165 option 1  
[permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)