



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

MCKEE ENTERPRISES, LLC  
PO BOX 5  
ENUMCLAW, WA 98022

April 03, 2026

**RE: INSPECTION PUNCHLIST FOR PERMIT PRCCP20230970-East Town Crossing Phase 1**

To Whom It May Concern:

City of Puyallup's Development Engineering has completed, at your request, a final inspection of the above referenced permit number.

The following is a list of outstanding items that must be completed prior to Engineering's final acceptance of the work. Please note that this list has been broken into two sections:

**Section A** are considered life/safety items and components essential for the proper functioning of utilities. **Consequently, all Section A items must be completed and accepted before Development Engineering can deem the project sufficiently complete and to allow issuance of an Occupancy Permit.**

**Section B** are punchlist items, and as such, do not have to be completed prior to occupancy. However, the items listed under Section B must be guaranteed to be completed within 90 days from the date of this letter. The City of Puyallup requires an assignment of funds in the amount of \$10,000.00 to guarantee completion of the punchlist items. [NOTE: AoF received March 27, 2026]

**SECTION A**

(ITEMS WHICH MUST BE COMPLETED PRIOR TO OCCUPANCY)

**STORM:**

- Pay balance of Stormwater SDC associated with sidewalks and plaza hard surfaces per MHigginson email dated 05/02/2025.
- - Install CB storm lid bolts. NE of building D in drive isle. SW of building J. SE of building H.

**MISCELLANEOUS:**

- Provide a DRAFT access and utility easement for maintenance and operation of the Shaw Road traffic signal and equipment. The easement shall be on the City's standard easement form. Once approved, the easement shall be recorded with the Pierce County Auditor.

- Provide a DRAFT Private Street Maintenance Covenant on City form for the maintenance of the drive entrances' pavement markings located on private property (use one covenant document for both the Shaw Road entrance and the Pioneer entrance).
- Provide a copy of a private access and utility easement for maintenance and operation of the as-constructed watermain serving properties to the south (Absher properties). Upon approval, record the easement with the Pierce County Auditor.
- Clean up all garbage and construction debris in stream areas along the east and north side of the site.
- Finish landscape around ALL edges of the stream. East edge of PL and split rail fence?
- Provide the City with the required deeds/easements for the infrastructure proposed to be public.
- Provide a DRAFT for maintenance and repair of the ADA ramps located on private property at the Shaw Road entrance. The easement shall be on the City's standard sidewalk easement form. Once approved, the easement shall be recorded with the Pierce County Auditor.
- Verify that any outstanding fees have been paid. Contact Engineering Contract Specialist Robin Loewen at 253.841.5439, or via email at rloewen@puyallupwa.gov.
- Provide a copy of a private easement or agreement that allows Parcels 0420355018, 0420355025, and 9303010321 to convey and discharge stormwater runoff onto and through the East Town Crossing project.

## **SECTION B**

(ITEMS COVERED BY AN ASSIGNMENT OF FUNDS TO ALLOW OCCUPANCY)

### **STORM:**

- Provide the City with a DRAFT copy of the "Stormwater Management & BMP Facilities Agreement". The agreement can be obtained on the City's website under Development Engineering, Additional Forms. The agreement shall include an operation and maintenance manual that incorporates the BMPs contained in the City's Site Management Plan, Appendix A. In addition, please include O&M procedures associated with draining and cleaning the Clubhouse swimming pool and hot tub facilities. Once approved, coordinate final signatures with Engineering Support Specialist, Robin Loewen at 253.841.5439, or via email at rloewen@puyallupwa.gov, and then record the document with the Pierce County Auditor.

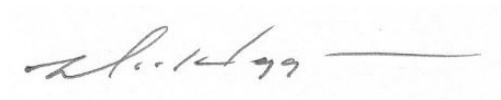
### **MISCELLANEOUS:**

- Provide the City with an electronic version of the record drawings in PDF format and in AutoCAD Map 2007 or newer in State Plane South Projection format.
- According to PMC Chapter 19.06.020, contiguous parcels are required to be combined when they share common facilities including but not limited to access, parking, utilities, open space, landscaping, signage, etc., for which no easements or other legal instruments exist to ensure continuous ownership, use and maintenance of such facilities. In this particular case, the East Town Crossing parcels share such facilities including driveway access, parking, landscaping, trash enclosures, and utilities. Prior to building permit issuance, the applicant shall apply for and provide a recorded legal instrument (binding site plan) for the continuous ownership, use, and maintenance of the common facilities in compliance with Puyallup Municipal Code.

Upon completion of the items listed under Section B, the City will release the assignment of funds back to you. If any or all the items listed under Section B are not completed within 90 days of the date of this letter, the City has the right to use the funds being held to complete the remaining work.

After completion of the above work, please contact the project's Engineering Inspector, Jason, at (253) 244-0387 and schedule a punchlist reinspection. If you have any questions regarding any of these items, please contact Jason or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Higginson", followed by a horizontal line.

Mark Higginson  
Senior Civil Engineer  
(253) 841-5559  
MHigginson@PuyallupWA.gov

Cc: Jason Little, City of Puyallup Engineering Inspector  
Robin Loewen, DPS Support Specialist  
Jessica Bruce, Permit Holder