



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

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www.cityofpuyallup.org

June 28, 2023

Songyi Cho

12181 C St S

Tacoma, WA 98444

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLDA20230042
PROJECT NAME	Step by Step (Farm 12)
PERMIT TYPE	Development Agreement
PROJECT DESCRIPTION	Amended Development Agreement
SITE ADDRESS	3311 8TH AVE SE, PUYALLUP, WA 98372; 3303 8TH AVE SE, Unit: E, PUYALLUP, WA 98372;
PARCEL #	0420253070; 0420253071;
ASSOCIATED LAND USE PERMIT(S)	P-16-0150
APPLICATION DATE	April 20, 2023
APPLICATION COMPLETE DATE	May 05, 2023
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials and by responding in writing to the remaining items that need to be addressed.
APPROVAL EXPIRATION	N/A – Active permit application, not approved
CONDITIONS	Active permit application, not approved; Pursuant to PMC 20.11.022 regarding inactive applications, any and all pending land use applications or plat applications shall be deemed null and void unless a timely re-submittal is made to the City within 1 year of issuance of this Development Review Team (DRT) comment letter. DRT review letters typically identify requested corrections, studies or other additional required pieces of information necessary to demonstrate conformance with the City’s adopted development standards and codes.

Subsequent applicant re-submittals shall make a good faith effort to respond to each request from this letter in order for the application to remain active. The failure to provide timely responses or lack of providing the requested material(s) within the 1-year window following DRT comment letter issuance shall be grounds for expiration, thus deeming the pending application null and void with or without a full or partial refund of application fees.

The City has completed the review of the above-mentioned permit submittal. All of 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 respond to all comments in a written response letter and submit a letter of transmittal. Letter of transmittal and response letter must be submitted to the 'Correction Response Letter' item listed in the submittal items list. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center at permitcenter@puyallupwa.gov.

- 1 Log in to your permits portal and navigate to the [status page](#) for this permit. Under the 'Upload Documents' section, select 'click here to upload document'.
- 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.
- 3 Click 'Upload Documents' at bottom of the page.

How to use this letter

This review letter includes two sections: **“Corrections”** and **“Conditions”**.

The **“Corrections”** section includes all items that the applicant must address to comply with the Puyallup Municipal Code (PMC) and city standards. Items listed in under **Action Items** require a resubmittal under this permit for further review by the Development Review Team (DRT); your application is not approved. Please make those updates to the proposed plans and resubmit for review. Please include a response letter outlining how you have revised your proposal to meet these items for ease of plan check by DRT members.

The **“Conditions”** are items that will govern the final permit submittal(s) for the project. Please be aware that these conditions will become conditions of the final permits and/or recommendations to the Hearing Examiner, if applicable.

If you have questions regarding the action items or conditions outlined in this letter, please contact the appropriate staff member directly using the phone number and/or email provided.

Corrections

Planning Review - Katie Baker; (253) 435-3604; kbaker@PuyallupWA.gov

- Correct to 10 [Planning comment, DA Draft, page 2]
- There are two Exhibit B attachments; please distinguish (add Exhibit C, if necessary) [Planning comment, DA Draft, page 2]
- Correct to two legal lots [Planning comment, DA Draft, page 2]
- This may need to be corrected to Exhibit C [Planning comment, DA Draft, page 3]
- Existing and proposed building square footages shall be included, in section C or a new section. [Planning comment, DA Draft, page 3]
- Add item 8) 2000 sf tractor storage Option #1, as shown on site plan. [Planning comment, DA Draft, page 2]
- Need analysis of new uses and their traffic generation, and how this relates to the previously vested trip amount. [Planning comment, DA Draft, page 3]
- This may need to be corrected to Exhibit C. [Planning comment, DA Draft, page 4]
- Provide required parking count based on new uses proposed and max parking being proposed now. [Planning comment, DA Draft, page 4]
- Provide numerical setback, if deviating from required 25 foot setback along street frontages. [Planning comment, DA Draft, page 4]
- NO COMMENTS AVAILABLE
- Will conversion of barns from one story to two story exceed the ARO max height of 40 feet? If so, add new section on height here. [Planning comment, DA Draft, page 4]
- These property names are not defined. Use parcel numbers or otherwise define East and West. [Planning comment, DA Draft, page 4]
- What is Exhibit D? This needs to be provided to show compliance with 60% impervious. [Planning comment, DA Draft, page 4]
- Provide clarification on the nature of connection. [Planning comment, DA Draft, page 4]
- Should this be Phase 6? Or is there a different Phase 6 that is missing? [Planning comment, DA Draft, page 5]
- Briefly list the intent of these renovations, consistent with Section 6.C.4. [Planning comment, DA Draft, page 5]
- Pole signs are not permitted in the ARO zone; DA should define max height and area if a pole sign is being proposed. Otherwise it is assumed that all signage will comply with ARO zone allowances. [Planning comment, DA Draft, page 5]
- Please clarify this request. Is this meaning frontage improvements, or any/all off-site improvements if required? What improvements could this include: traffic, storm, etc.? [Planning comment, DA Draft, page 6]
- Revise to "Development and Permitting Services Director" [Planning comment, DA Draft, page 6]
- Revise to: Steve Kirkelie, City Manager [Planning comment, DA Draft, page 8]
- If this Exhibit is being retained, rename to: Original DA Site Plan (date) [Planning comment, DA Draft, page 11]

- This play feature is not indicated on the other site plan, but there is a tractor storage option 1 in its place. Is this still an option for the site plan? [Planning comment, DA Draft, page 11]
- If keeping the previous site plan (Exhibit B), rename to: Exhibit C, Updated DA Site Plan (date) [Planning comment, DA Draft, page 12]
- Amend this site plan figure to use naming and labels consistent with Section C. For example, the auxiliary building and festival building are shown as barns here. The document and both site plans should use the same naming for continuity/clarity. [Planning comment, DA Draft, page 12]
- Provide more specificity for how the square footages are changing for these structures. [Planning comment, DA Draft, page 12]
- NO COMMENTS AVAILABLE
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- NO COMMENTS AVAILABLE
- Please amend project description to include the approximate increase in building square footage that is proposed as part of converting 1-story buildings to 2-story buildings or other expansion.
- Per PMC 1.15.030, development agreements may allow development standards different from those otherwise imposed under municipal code in order to provide flexibility to achieve public benefits, respond to changing community needs or encourage modifications which provide the functional equivalent or adequately achieve the purposes of otherwise applicable city standards. Please clarify how the requests under this agreement meet the standard of public benefit or functional equivalent to city standards.

Building Review - Ray Cockerham; (253) 841-5585; RayC@PuyallupWA.gov

- Permits and occupancy are subject to maintaining compliance with codes and standards adopted by the State of Washington

Engineering Review - Mark Higginson; (253) 841-5559; MHigginson@PuyallupWA.gov

- Only two lots provided in Exhibit A and B. [DA; Page 2]
- provided the improvements do not create a sight distance or other public safety concern. [DA; Page 4]
- Exhibit D not provided. [DA; Page 4]
- spelling. [DA; Page 4]
- The 1st sentence is no longer relevant. Provide language that the property will complete the public sewer main installation in accordance with the approved plans associated with Permit E21-0066. [DA; Page 4]

- Provide a mutually agreed deadline to complete the public sewer main installation in accordance with the approved plans associated with Permit E21-0066.
[DA; Page 5]
- Staff cannot agree to this provision. Offsite improvements are for the benefit of public safety and welfare and cannot be waived en masse. Prior to issuance of a certificate of occupancy for the development, the Owner shall construct half-street improvements along the 33rd St SE and 8th Ave SE frontages of the property, including curb, gutter, sidewalk, stormwater conveyance, street lighting, and landscaping.
[DA; Page 6]
- Add: "unless other county, state or federal laws preempt or otherwise preclude the City's authority to vest regulations."
[DA; Page 6]
- Add-"To the extent this Agreement does not establish or define development regulations or standards covering a certain subject, element or condition, the development shall be governed by the City Development Standards."
[DA; Page 7]
- Please provide a scalable full-size drawing of the development.
[DA; Page 12]

Engineering Traffic Review - Bryan Roberts; (253) 841-5542; broberts@PuyallupWA.gov

- Please submit a comprehensive traffic scoping document that summarizes the current trip generation assumptions for the current site + proposed buildout. This traffic document will need to verify the current uses/sizes/occupancy of each existing & proposed buildings. Anticipated events will need clearly defined (size, frequency, duration, parking demand, etc.). It's my understanding that field data has been collected per your Traffic Engineer. The review of the proposed DA cannot be completed until this information is reviewed/approved by the City.

The success of Farm 12 and the other business ventures on site have highlighted significant parking deficiencies. A detailed parking analysis will be required that evaluates existing + proposed buildout. Analysis will need to estimate parking demand for anticipated events. Currently, visitors are using the graveled area on the south side 8th Ave SE as parking. It's the City's understanding this area is owned by Pierce Co and is intended for Foothills trail users. The City has pedestrian safety concerns with Farm 12/Step-by-Step using this area for parking. Applicant will be required to coordinate with Pierce Co & the City of Puyallup regarding parking at this location.

Please clarify section "O" regarding off-site improvements: "The developments on this property are exempt from the regulations which may require off-site improvements."

- Is the DA asking for an exemption from code required frontage improvements (11.08.135)?
- Or is this section asking for an exemption from all off-site mitigation (traffic, utilities, stormwater, etc.)?

It's our understanding the adjacent Maskal property has been acquired by this development. Will this property be included in this DA? Off-site pedestrian/ADA improvements will be required.

- Per City policy, marked crosswalks must be separated by at least 350ft.
- Midblock crosswalks are not allowed.

External Agency Review - Katie Baker; (253) 435-3604; kbaker@PuyallupWA.gov

Planning Review - Chris Beale; (253) 841-5418; CBeale@PuyallupWA.gov

Conditions

Condition Category	Condition	Department	Condition Status
	Public notice sign must be posted on site in a publically visible location.	Planning Division	Open
	Signed Affidavit must be provided.	Planning Division	Open

Sincerely,
Chris Beale
Senior Planner
(253) 841-5418
CBeale@PuyallupWA.gov