



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

July 24, 2023

Kali Barnes
 18215 72nd Avenue S
 Kent, WA 98032

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLBSP20230028
PROJECT NAME	South Hill Business & Technology Center
PERMIT TYPE	Binding Site Plan
PROJECT DESCRIPTION	Create 8 Binding Site Plat lots with existing improvements to remain. No new structures are proposed.
SITE ADDRESS	1019 39TH AVE SE, PUYALLUP, WA 98374; 1021 39TH AVE SE, PUYALLUP, WA 98374; 1015 39TH AVE SE, PUYALLUP, WA 98374;
PARCEL #	0419034036; 0419034038;
ASSOCIATED LAND USE PERMIT(S)	
APPLICATION DATE	March 13, 2023
APPLICATION COMPLETE DATE	April 27, 2023
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. Please address review comments below and resubmit revised permit materials 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 - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- Provide floor area ratio (FAR) calculation. FAR is defined in PMC 20.15. as follows: "Floor area" means the total horizontal area expressed in square feet of all floors, platforms and stairwells within the surrounding walls and below the roof of all structures on a subject lot. "Floor area" is calculated from the exterior surface of the building walls. Floor area shall not include the area of roofed decks which are open/unenclosed on at least one side, attics and storage spaces containing less than five feet of headroom between floor and ceiling, multifamily, commercial or industrial garages devoted primarily to vehicle parking or loading which are located on the first or subsurface floors, and basements and cellars when the finished ceiling of such basements or cellars is less than two feet above the lowest point of the finished adjacent grade. Detached accessory structures 200 square feet and smaller and carports, regardless of size, shall also not be considered floor area. For the purpose of calculating floor area ratio for a lot whose principal use is single-family residential, garages and carports shall be excluded up to a maximum area of 500 square feet per parcel; all garage space in excess of 500 square feet per parcel shall be included as part of the floor area calculation. "Floor area ratio" means the numerical value obtained by dividing the total floor area of a structure or structures by the total area of the lot on which such structure or structures are located. In the MP zone the max FAR per lot is 4.0. Please provide a calculation table that demonstrates how each lot that contains an existing building will meet this standard. A statement saying that they will meet this standard is not acceptable.
- Please provide a surveyed site plan that delineates where the exact property lines are located and measurements of setbacks to all sides of building/structures to assist with determining if setbacks are being met. Review PMC 20.35.020 for required setbacks for the MP zone. Any setbacks that are not being met from existing buildings for proposed lot lines will have to be adjusted to meet required setbacks.
- PMC 20.35.031 Business park design standards. No more than 75 percent of each lot shall be covered with impervious materials; Provide a table which demonstrates how this standard is being met.
- The site is within a critical aquifer recharge area. A critical aquifer recharge area note on the face of the plat for each affected lot shall indicate: "The site is within a high susceptibility/critical aquifer recharge area. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XI). Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations."
- Critical area tracts shall be used in development proposals for subdivisions, planned developments, and binding site plans to delineate and protect the following contiguous critical areas and buffers comprising 5,000 square feet or more of area.

- The site contains wetland areas and protective wetland buffers. A note shall be included on the face of the plat for each affected lot indicating: "This lot contains a wetland and/or wetland buffer that is protected by federal, state and local regulations. A wetland is a permanently, semi-permanently, or seasonally flooded area of land with a distinct ecosystem based on hydrology, hydric soils, and vegetation adapted for life in water saturated soils. Wetlands provide numerous benefits to the natural environment including water quality, flood control, wildlife habitat, shoreline stability, and aesthetic values. Since the 1780s, Washington has lost 31 percent of its wetland areas, from 1.35 million acres to 938,000 acres, contributing to loss of flood storage and habitat areas. Wetlands are critical to the overall health of watersheds and property owners are key for protecting, restoring, and managing our state's remaining wetland resources. Modification of land or vegetation and/or encroachment/conversion of these areas is strictly prohibited without prior government approval."
- The site contains a fish and wildlife conservation area. A note shall be included on the face of the plat for each affected lot indicating: "This lot contains a fish and wildlife habitat area that is protected by federal, state and local regulations. These areas serve a critical role in sustaining needed habitats and species for the functional integrity of the ecosystem, and which, if altered, may reduce the likelihood that the species will persist over the long term. Property owners are key for protecting, restoring, and managing our state's remaining habitat areas. Modification of land or vegetation and/or encroachment/conversion of these areas is strictly prohibited without prior government approval."
- Title page signatures: Change public works to Development Engineering Division and Development Engineering Manager
- Concomitant Agreement: The concomitant agreement shall be dissolved and the relevant sections of the agreement need to be incorporated into the BSP. Dissolution of the concomitant agreement will require approval by City Council and signatures of all parties to the agreement (including Kaiser Permanente). However, it may be possible to eliminate the agreements affect as it pertains to only the properties addressed in the BSP, without the signature of representatives of Kaiser Permanente. Please provide a draft dissolution document for review. The City would like to coordinate a meeting with representatives from the applicants team, including the owner, once the applicant's team has determined how they would like to address the issue of the concomitant agreement. The City would like to see the following relevant sections of the concomitant agreement preserved and incorporated into the BSP (some have already been included in the latest submittal):
 1. Landscape Buffer: The concomitant agreement currently requires a 75' landscape buffer around the entire perimeter of the original property (pg. 19 of concomitant agreement).
 2. Noise generating uses: Noise generating plant equipment will be located at least

400' from the boundary lines of the original property. (pg. 19 of concomitant agreement).

3. Stormwater lines: Reciprocal easements for stormwater shall be recorded on all lots for conveyance and detention. (pg. 3-4 of concomitant agreement).

4. Truck deliveries: Truck deliveries to the site will be limited to the hours between 7:00 am and 7 pm seven days a week.

- Pedestrian access: A pedestrian access point needs to be provided for the East side of the development in order to facilitate access to the Pierce college campus. (PMC 19.12.050 (2)(e))

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

- 1) Verify the building setbacks from proposed property lines. Verify type of construction, allowable area, openings, separation, and all other exterior wall requirements related to property lines.

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

- This clarification reference (AFN 8707210280) is NOT associated with Concomitant Agreement recorded under AFN 8106260306. The referenced clarification is associated with the concomitant agreement on the parcel to the east (currently Pierce College campus). See Concomitant Agreement AFN 8609290435. Notify Title Company of discrepancy and provide evidence of notification prior to BSP approval. [Title Report; Pg 6 of 10]
- Provide total for existing hard surfaces and TBD for future. [Plans; Sht 1 of 15]
- Complete missing information. (3 plcs) [Plans; Sht 1 of 15]
- NOTE TO APPLICANT: The BLR references contained in the 'Declaration of Covenants, Conditions, and Restrictions, and Reservation of Easements' recorded under AFN 202301120145 incorrectly indicates the BLR number to be P-21-0318. The correct number should read P-21-0138. It may be in the applicant's best interest to correct these typos at the time of re-recording the Exhibit B-1. [Plans; Sht 1 of 15]
- Callout that the Owners, Heirs, Successors, and Assigns of the lots of the Binding Site Plan shall be bound by the Stormwater Facilities Maintenance Agreement per AFN 201001210587. [Plans; Sht 1 of 15]
- Add Note: "The operation and maintenance of any existing or proposed water system located on private property shall be the responsibility of the Binding Site Plan ownership unless otherwise specifically agreed to by the City of Puyallup." [Plans; Sht 1 of 15]

- Add Note: Easements are hereby granted for installation, inspection, and maintenance of utilities and drainage facilities as delineated on this Binding Site Plan. No encroachments will be placed within the easements shown which may damage or interfere with installation, inspection, and maintenance of utilities. Maintenance and expense of the utilities and drainage facilities shall be the responsibility of the property owners association as established by the 'Declaration of Covenants, Conditions, and Restrictions, and Reservation of Easements' recorded under AFN 202301120145. [Plans; Sht 1 of 15]
- Add the following Notes:
 1. The purpose of this Binding Site Plan is to divide for sale or lease purposes of the lots shown.
 2. Separate approvals will be required by the City of Puyallup for: a) Building Permits; b) Site Development Permits.
 3. At the time of Building Permit application each lot is required to meet the most current fire flow and emergency vehicle access standards of the City of Puyallup Fire Marshall's office. [Plans; Sht 1 of 15]
- This clarification reference (AFN 8707210280) is NOT associated with Concomitant Agreement recorded under AFN 8106260306. The referenced clarification is associated with the concomitant agreement on the parcel to the east (currently Pierce College campus). See Concomitant Agreement AFN 8609290435. Notify Title Company of discrepancy and provide evidence of notification prior to BSP approval. [Plans; Sht 2 of 15]
- Confirm-0419034039 [Plans; Sht 3 of 15]
- Show Wetland "D" [Plans; Sht 4 of 15]
- Confirm-This easement callout is not applicable at this location. [Plans; Sht 5 of 15]
- Page 2 [Plans; Sht 5 of 15]
- Callout Lot 8 [Plans; Sht 5 of 15]
- Identify in Legend. [Plans; Sht 6 of 15]
- Identify in Legend. [Plans; Sht 6 of 15]
- Provide dimensions at the nearest point between each building and the adjacent parcel line as noted. Also, maintain code req'd setbacks. (Typ) [Plans; Sht 6 of 15]
- Show Wetland "D" [Plans; Sht 6 of 15]

- [Plans; Sht 6 of 15]
- Callout Access Drive.
[Plans; Sht 7 of 15]
- Provide dimensions at the nearest point between each building and the adjacent parcel line as noted. Also, maintain code req'd setbacks. (Typ)
[Plans; Sht 8 of 15]
- Callout Access Drive.
[Plans; Sht 8 of 15]
- Callout Access Drive.
[Plans; Sht 8 of 15]
- Callout Access Drive.
[Plans; Sht 9 of 15]
- Provide dimensions at the nearest point between each building and the adjacent parcel line as noted. Also, maintain code req'd setbacks. (Typ)
[Plans; Sht 10 of 15]
- Callout Access Drive.
[Plans; Sht 10 of 15]
- Callout Access Drive.
[Plans; Sht 10 of 15]
- Callout Access Drive.
[Plans; Sht 11 of 15]
- Callout Access Drive.
[Plans; Sht 11 of 15]
- Callout Access Drive.
[Plans; Sht 12 of 15]
- Callout Access Drive.
[Plans; Sht 12 of 15]
- Callout Access Drive.
[Plans; Sht 13 of 15]
- Callout Lot 3/Lot 2.
[Plans; Sht 13 of 15]
- Callout Access Drive and provide width.
[Plans; Sht 14 of 15]
- Callout Access Drive and provide width.
[Plans; Sht 14 of 15]
- Provide dimensions at the nearest point between each building and the adjacent parcel line as noted. Also, maintain code req'd setbacks. (Typ)
[Plans; Sht 14 of 15]
- Callout Access Drive and provide width.
[Plans; Sht 15 of 15]

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

- Prior to new construction building permit issuance or significant change of use TI, the following will be required:
 - Based on previous EIS & Concomitant agreement, must provide a determination on the overall quantity of vested vehicle trips to this site.
 - Provide a trip generation estimate based on your current use & proposed future buildout. This estimate must be based on published rates in the ITE trip generation manual (using building sqft). City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. The project trips shall be rounded to the nearest tenth.
 - The applicant shall conduct a traffic analysis to determine impacts of a proposed full buildout of site. Analysis shall include a detailed summary of all building permits and/or off-site improvements associated with this site since original construction was completed. This summary shall include all previous mitigation and/or traffic impact fees paid.

The City has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip. Final fees will be calculated and assessed by the City at the time of building permit issuance.

During the Civil review process, this commercial development shall provide an autoturn analysis for the largest anticipated vehicle that would access the site. Curb radii and entrance dimensions shall be increased as necessary to allow vehicles to access the site without encroaching into adjacent lanes of traffic.

39th Ave SE along the site is designated as a major arterial. City standards (Section 101.10.1(4)) require minimum spacing of 300 feet between driveways measured between closest edges of the driveway (this standard also applies to driveways across the street).

Eastern access location on the 39th Ave SE (STOP controlled) must be restricted to a right-in/right-out.

Internal access road must meet minimum fire standards

Add a 1ft no access easement along 39th Ave SE. All vehicles must access from existing driveway locations on 39th Ave SE.

External Agency Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- See Comment letter from Dept of Ecology dated May 19, 2023 available for download in the Documents and Images section of the online permits portal.
- See Nisqually Indian Tribal comment letter dated May 22, 2023 available in Documents and Images section of City's online permits portal.

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publically visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved
Standard Conditions	Future landuse and building permits will be required to conform to PMC 20.35.031 Business park design standards	Planning Division	Open
Standard Conditions	<p>(2) Surveying and Monumentation. In order to ensure the establishment and preservation of land surveys, and ensure accurate and consistent standards and procedures for surveying and monumentation, the following requirements shall apply:</p> <p>(a) All surveying and monumentation shall be performed in accordance with Chapter 58.09 RCW and city requirements;</p> <p>(b) Permanent survey control monuments shall be provided at all controlling corners of the subdivision, at the intersection of centerlines of roads within and adjacent to the subdivision, and at the angle points and points of curvature in each street;</p> <p>(c) Permanent survey control monuments located within areas subject to flooding shall include the elevation of the top of the monument;</p> <p>(d) Every lot corner shall be permanently marked in accordance with standard surveying practices;</p> <p>(e) The city may also require the boundaries of any</p>	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	<p>delineated critical area to be surveyed and permanently marked in accordance with the city's monumentation standards;</p> <p>(f) If any land proposed for subdivision under this title is contiguous to a meandering body of water, the meander line shall be reestablished, the line shown on the face of the drawing, and permanently marked in accordance with the city's monumentation standards; and</p> <p>(g) Any monument or other permanent survey markers disturbed by construction or other activities shall be reestablished in accordance with the requirement contained in this section</p>		

Sincerely,
Rachael N. Brown
Associate Planner
(253) 770-3363
RNBrown@PuyallupWA.gov