



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

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www.cityofpuyallup.org

November 06, 2024

Helen Stanton
1200 6th Ave, #1620
Seattle, WA 98101

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLMP20240059
PROJECT NAME	Modification to a previously approved Master Plan
PERMIT TYPE	Master Plan
PROJECT DESCRIPTION	Modification to a previously approved Master Plan for Pierce College Puyallup.
SITE ADDRESS	1601 39TH AVE SE, PUYALLUP, WA 98374;
PARCEL #	0419034039;
ASSOCIATED LAND USE PERMIT(S)	P-21-0049
APPLICATION DATE	May 31, 2024
APPLICATION COMPLETE DATE	September 04, 2024
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 - Chris Beale; (253) 841-5418; CBeale@PuyallupWA.gov

- PMC 20.88.050 (4) requires written findings of consistency with the criteria to amend Master Plans.

Findings in Support of Administrative Approval

Based on the criteria outlined in PMC 20.88.050 for modifications or additions to an approved master plan, the proposed amendments to the Pierce College Puyallup Master Plan align with administrative approval standards as follows:

No Significant Adverse Impacts (PMC 20.88.050(3)(a))

The amendments primarily involve adjustments to parking and building areas in response to updated utilization studies reflecting decreased demand due to increased remote learning. The proposed reduction in parking spaces, consistent with reduced demand, suggests no adverse impact on parking availability or traffic flow. Moreover, the overall project remains within the environmental and operational capacity of the site.

Consistency with Original Purpose and Intent (PMC 20.88.050(3)(b))

The proposed changes maintain alignment with the intent of the original master plan, which aimed to support campus infrastructure while accommodating anticipated growth. The amendments update data regarding parking, circulation, and building needs but retain the overall structure and purpose of the original plan.

No Excessive Increase in Building Square Footage (PMC 20.88.050(3)(c) & (d))

The modifications, including adjustments to parking and building size, do not exceed a 20% increase in gross square footage, as the STEM building and other changes fall within the scope of allowable growth under the municipal code.

Summary of Changes

Parking Adjustments: A reduction from 2,041 to 1,992 parking spaces to align with current utilization and demand.

Building Coverage and Use: Adjustments to building size, including updates for the STEM building, reflect a re-evaluation based on current student demand and instructional needs.

Programmatic Adjustments: The plan includes frameworks for repair and replacement of existing infrastructure, reinforcing its operational continuity without significant expansions.

These findings support that the proposed amendments meet all criteria for administrative approval, as the modifications remain within the scope of the original plan, prevent adverse impacts, and do not exceed the allowable expansion limits. Additionally, the proposed amendments are exempt from further SEPA review.

Engineering Review - Lance Hollingsworth; (253) 770-3337;

LHollingsworth@PuyallupWA.gov

- Additional Submittal Item Required: The previous Master Plan Storm Report was created using the 2014 Ecology Manual. The 2019 Ecology Manual is the latest adopted Manual. Revise previous Storm report to reflect the 2019 Ecology Regulations.

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

- The City requires the use of nationally accredited data published in the latest ITE trip generation manual (as required by our municipal code). Remove any language that modifies vehicle trip generation assumptions from the master plan.

Conditions

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

Sincerely,

Chris Beale

Senior Planner

(253) 841-5418

CBeale@PuyallupWA.gov