



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

June 02, 2025

Mingqi Shao
12319 NE 68th PL
Kirkland, WA 98033

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLSHP20250022
PROJECT NAME	2317 Shaw Road Short Plat
PERMIT TYPE	Short Plat
PROJECT DESCRIPTION	SHORT PLAT : (4) LOT SHORT PLAT ~ 2317 SHAW RD SHORT PLAT PROPERTY PROJECT
SITE ADDRESS	2317 SHAW RD, PUYALLUP, WA 98374;
PARCEL #	0419021061;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20240013 PRDE20240287
APPLICATION DATE	March 19, 2025
APPLICATION COMPLETE DATE	March 25, 2025
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.
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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	Jillian Hulse-Lew	(253)770-3330	JHulseLew@PuyallupWA.gov
<p>- Remove the setback lines from the survey map. See SHAO SP 03-14-25 SET, Sheet 2 of 2. [Comment Correction; ; pg. N/A]</p> <p>- If Lot 1 is to be redeveloped, it must comply with the standards as set forth in PMC 19.12.070 (1).</p> <p>Vegetation Buffers along roadways: Vegetation buffers of not less than 25 feet in width shall be required along all boundaries of the development abutting a controlled access highway (e.g., SR512, SR410, SR167); a type II, 15-foot vegetative buffer shall apply to all arterial and collector roadways as designated in the comprehensive plan.</p> <p>Buffers along controlled access highways shall be designed using native vegetation, with substantial use of native conifer species (e.g., Douglas fir, western red cedar, madrone, western hemlock, etc.) and native understory plants.</p> <p>Buffers along city roadways shall include clumps of evergreen and deciduous trees intermixed with shrubs and no more than 25 percent turf grass; When suitable natural vegetation is present, it shall be retained, and if necessary, enhanced with native plant material. Any proposed enhancement shall be set forth in a landscape plan, approved by the development</p>			

services director or designee, and the landscaping installed prior to final plat approval; and When suitable natural vegetation is not present, a landscape plan shall be prepared reflecting the use of native plant material, approved by the development services director or designee, and the landscaping installed prior to final plat approval.

All native vegetation buffers shall be placed into either a native vegetation protection easement (NVPE) or dedicated NVPE tract with appropriate protection language, as approved by the director or designee, shown on the face of the plat.

The following sample language is provided as a guide for your plat language." A 15-foot "Native Vegetation Protection Easement (NVPE)" area is required along the frontage of Lot 1 if redeveloped. The NVPE is meant to promote the visual quality of the streetscapes and provide additional buffering from major street corridors. A landscape plan meeting city standards shall be provided by the applicant and the following shall be required. The NVPE shall be preserved in accordance with a final landscape plan and shall not be modified, disturbed or otherwise displaced without prior approval from the city's Planning Department; and, It is the right of the city to enforce the terms of the restriction in the easement area."

Include this language on the first sheet of the plat. See SHAO SP 03-14-25 SET, Sheet 1 of 2. [Comment Correction; ; pg. N/A]

- Provide square footage of existing structures on Lot 1. See SHAO SP 03-14-25 SET, Sheet 2 of 2. [Comment Correction; ; pg. N/A]

- Lot 4 contains steep slope/landslide hazard areas and/or erosion areas. A note shall be included on the face of the plat for each affected lot indicating: "Lot 4 contains a steep slope/landslide hazard and/or erosion hazard area. These areas are prone to mass land movement and/or soil erosion. Retention of vegetation and land covered by vegetation is key to preventing impacts to life, structures and improvements in these areas. Modification of land or vegetation and/or encroachment/conversion of these areas is strictly prohibited without prior government approval."

See SHAO SP 03-14-25 SET, Sheet 1 of 2. [Comment Correction; ; pg. N/A]

- Change entrance to Lot 4 to an access tract.

Per PMC 19.12.060, panhandle access will only be allowed when separated by at least one lot width, and shall serve no more than one lot. Lot 4 is abutting a panhandle to the south. Lot 4 will need to be reconfigured to not include panhandle access, while also meeting the minimum street frontage requirements of 20 ft.

See SHAO SP 03-14-25 SET, Sheet 2 of 2. [SURVEY MAP; 2025\SHAO SP 03-14-25 SET.pdf; pg. 2]

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Fire Review	David Drake	(253)864-4171	DDrake@PuyallupWA.gov
<p>- 1. Depending on layout for lot 4, a fire truck turn-around may be required in the driveway. Current adopted code is the 2021 IFC Appendix will give the options for this scenario. [Comment Correction; ; pg. N/A]</p>			
Engineering Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
<p>- Include on the plat document for recording: a 1 foot no access easement along the westerly border with Shaw Rd. frontage as requested during pre-application meeting. [Comment Correction; ; pg. N/A]</p> <p>- As indicated in the pre-application notes, the following notes shall be added to the face of the short plat document:</p> <p>- "No building permits will be issued for Lot 1 through Lot 4 until utility and half-street improvements are approved and permitted by the City to include curb, gutter, sidewalk, landscape strip, roadway base, new pavement, water, sanitary sewer, storm infrastructure and street lighting."</p> <p>- "Certificate of Occupancy for Lot 1 through Lot 4 will not be approved until such time as the required utility and road improvements are constructed by the property owner and accepted by the City."</p> <p>- "A preliminary Storm Drainage Plan is on file for this short plat. No Building Permits will be issued for any lots in this short plat until all necessary drainage improvements are approved and permitted by Development Services Engineering. Compliance may require the property owner/builder to retain a Professional Engineer to design the stormwater controls for the individual lots."</p> <p>- "NOTICE: This short plat contains a private storm drainage system. Private storm drainage systems are the sole responsibility of the owners, successors, and assignees for all lots being served by the private storm drainage system. Responsibility includes, but is not limited to, constructing, maintaining, and allowing City inspection of the private storm system in accordance with a separately recorded stormwater management facilities agreement recorded with Pierce County. Ref. AFN _____"</p> <p>- "Erosion and stormwater control plans shall be required for any new residential development prior to building permit issuance on Lot 1 through Lot 4."</p> <p>- "No permanent structures(s) shall be erected within any easement area(s) granted to the City of Puyallup. Permanent structure(s) shall mean any concrete foundation, concrete slab, wall, rockery, pond, stream, building, deck, overhanging structure, fill material, tree, recreational sport court, carport, shed, private utility, fence, or other site improvement that restricts or unreasonably interferes with the need to access or construct utilities in said easements(s). Permanent structure(s) shall not mean improvements such as flowers, ground</p>			

cover and shrubs less than 3-feet in height, lawn grass, asphalt paving, gravel, or other similar site improvements that do not prevent the access of men, material, and machinery across, along, and within the said easement area. Land restoration within the said easement area due to construction, shall mean planting grass seed or grass sod, asphalt paving, or gravel unless otherwise determined by the City of Puyallup."

- "The existing rock wall shall be rebuilt and slopes shall be incorporated into the new frontage and driveway access'."

[Comment Correction; ; pg. N/A]

- In previous communication with the applicant, the city also indicated that easements for the sewer force mains (if required) across private properties shall be shown on the short plat. Specifically, city standards require that the connection to our system is by gravity flow. This will most likely cause the 3 new lots to have to pump to a single structure that can then gravity flow to the city's pipe or manhole. In this configuration force main pipes will probably have to cross private properties in a single alignment in order to pump to and connect to the private structure. This is due to the pipes all needing to connect to the structure and also because our code does not allow private sewage 'systems' in the ROW without a Franchise Agreement. The easement across the lots will be easier than a Franchise Agreement. The sewer system does not need to be fully designed but should be far enough along in the design to locate and design the easements and show them on the plat. It is important because it will be a legal recording. Here is the original note from our Senior Engineer:

The sewer system in 24th Avenue Ct SE consists of approximately 80ft of 8in ductile iron gravity sewer pipe between Shaw Road and the first sewer manhole, and approximately 140 of 8in ductile iron casing pipe which contains 4 private pressure sewer lines serving the existing residences. The existing casing pipe is at capacity and the City's current policy is not to allow private utility systems in the ROW without a formal Franchise Agreement. In addition, City Standards require gravity discharge to the sewer main. As a result, it is likely that Lots 2 thru 4 will require a private pump system, which in turn will necessitate easement rights across the proposed lots in order to access the public gravity sewer main. NOTE: Any private pump system shall comply with City Standards 401(17).

[Comment Correction; ; pg. N/A]

- Preliminary Drainage Report - The bypass in the model is 0.59 acres. The report indicates that the bypass is for the new sidewalk. Clarify the bypass area and quantify the frontage improvement area. This reviewer estimates about 5,000 square feet (0.11 acre) of offsite impervious – 5 foot sidewalk, curb and gutter and approx. 14 feet of asphalt paving between the centerline of 24th and the face of curb. If lot 1 is not increasing its impervious or remodeling than that area is not part of the model. Describe how the frontage improvements will be mitigated using the 2019 SWMMWW. See also CONDITIONS. [Comment Correction; ; pg. N/A]

- Preliminary Drainage Report - Lot Infiltration Trench page in model only accounts for .1378 acres of the roofs and driveways. Include all impervious surface that will be routed to the trench(es). [Comment Correction; ; pg. N/A]

Engineering Traffic Review	Mieco Hutchens	(253)993-0179	mhutchens@puyallupwa.gov
<p>- Per Puyallup Municipal Code Section 11.08.135 (4), the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.</p> <p>Align frontage, curb, gutter, sidewalk, and tie in with existing improvements on Shaw Rd. Alignment shall continue Eastward through lot four. Ensure City Standard radius is maintained where improvements meet the northern edge of the existing cul de sac.</p> <p>Shaw Rd is designated as a Major Arterial. City standards (Section 101.10.1) require minimum driveway spacing of 300 feet for Arterials, measured between closest edges of each driveway. This includes intersections and driveways across the street. Driveways shall be combined whenever possible.</p> <p>No access to Shaw Rd will be allowed from the existing SFR. All driveways created by this short plat shall access 24th Ave CT SE.</p> <p>Right of Way dedication will be required on 24th Ave</p> <p>Note: On building permit submittal impact fees will be assessed</p> <p>The city has adopted a City-Wide Traffic Impact Fee per single family home. Final fees will be calculated and assessed by the City at the time of building permit issuance.</p> <p>Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size [Comment Correction; ; pg. N/A]</p>			

Conditions

Condition Category	Condition	Department	Condition Status
	Retaining walls over 4 feet in height require a separate building permit.	Development & Permitting Services	Open
	Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by enlarging the private facilities to account for	Development & Permitting Services	Open

Condition Category	Condition	Department	Condition Status
	bypass runoff; providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; or, other methods as approved by the City Engineer. [PMC 21.10.190(3)]		

Sincerely,
Jillian Hulse-Lew
Assistant Planner
(253) 770-3330
JHulseLew@PuyallupWA.gov