



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

June 16, 2025

JMJ TEAM

905 MAIN STREET , SUITE 200

SUMNER, WA 98390

FINAL DEVELOPMENT REVIEW TEAM (DRT) LETTER	
PERMIT #	PLCUV20240004
PROJECT NAME	320 Todd Road NE
PERMIT TYPE	CUP With Variance
PROJECT DESCRIPTION	Conditional use permit application for the conversion of an existing single-family residence to a professional office in the RM-20 zone and includes a 900sf addition to the rear of the structure. Existing garage on site will remain. This project also includes a variance application to reduce the required side yard landscaping requirements due to the proximity to an existing critical area buffer. No structures are proposed within the reduced landscape area. Project will include landscaping, storm water controls, utilities, and other site improvements as required.
SITE ADDRESS	320 TODD RD NE, PUYALLUP, WA 98372;
PARCEL #	0420222005;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220138 PRCCP20250724
APPLICATION DATE	January 10, 2024
APPLICATION COMPLETE DATE	January 10, 2024
PROJECT STATUS	Final Development Review Team (DRT) letter – application approved. The latest revised copy of submitted materials has fulfilled the city's requirements related to the land use permit in accordance with the following conditions and notes. The project is now proceeding into final SEPA review and issuance, followed by the scheduling of a public hearing on the project.
APPROVAL EXPIRATION	June 16, 2026
CONDITIONS	See notes and conditions below. The project shall conform to all conditions outlined herein and shall comply with all applicable provisions of the Municipal Code and any SEPA conditions (if SEPA environmental review was performed).

HOW TO USE THIS LETTER

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.

CONDITIONS

The following are conditions of approval. All future civil and/or building permit submittals shall comply with the following conditions, if any. Each condition has been added by a specific City of Puyallup Department, please contact the specific reviewer associated with that condition for any specific questions regarding that condition:

Department	Reviewer	Phone	Email
Planning	Nabila Comstock	2537703361	NComstock@PuyallupWA.gov
Engineering	Jamie Carter	2534353616	JCarter@puyallupwa.gov
Traffic	Mieco Hutchens	2539930179	mhutchens@puyallupwa.gov
Building	Ray Cockerham	2538415585	RayC@PuyallupWA.gov
Fire	David Drake	2538644171	DDrake@PuyallupWA.gov

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publicly visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved
	Include elevations of trash and recycling receptacle screening as part of building permit application. See PMC 20.25.040 (8) for standards for trash and recycling screening.	Planning Division	Open
	If any fences are proposed, they will need to meet PMC 20.25.040 (5) - Fences & Walls standards. If fencing is proposed, please show on final landscape plan with utility overlay as part of the civil application and include proposed height, material, etc. Please note a	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	building permit is required for a fence if it exceeds 8-feet.		
	Sight distance requirements will need to be met on the final landscape plan set submitted with the civil permit application. Please ensure that all plantings along Todd Rd NE are meeting PMC 20.25.040 (10). Sight distance triangle will be required on the final landscape plan w/utility overlay for civil application.	Planning Division	Open
	Please show any proposed exterior mechanical equipment on plan sets as part of the civil application. They will need to meet PMC 20.25.040 (11) standards for exterior mechanical equipment. Fences greater than 8-feet will require a building permit.	Planning Division	Open
	If any outdoor lighting is proposed, it will be required to meet the code section PMC 20.25.040 (19). Please include proposed lighting as part of the civil application and include any lighting attached to the structure on the building permit application elevations.	Planning Division	Open
Submit With Civil Permit Application	For civil submittal provide profile of the storm system with all elevations in order to evaluate the different types of on site BMPs in relation to each other and other existing and proposed site elements. Include which areas are to be pervious hard surface. The Stormwater Plan is still reporting that pervious hard surfaces will be installed. Make all design elements consistent across all documents. In addition, for civil submittal include the following: contours, existing and proposed; revision to silt fence encompassing all areas of excavation and pavement installation; city standard details for every design element included on plans; and relevant city notes (storm, street, etc.). See City of Puyallup Design Standards Sections 1.0 and 2.0.	Development & Permitting Services	Open

Condition Category	Condition	Department	Condition Status
Submit With Civil Permit Application	Public right-of-way runoff shall be detained and treated independently from proposed private stormwater facilities. This shall be accomplished by providing separate publicly maintained storm facilities within a tract or dedicated right-of-way; enlarging the private facilities to account for bypass runoff; or other methods as approved by the City Engineer. [PMC 21.10.190] Civil submittal shall include analysis of mitigation for road and right of way run off. In addition, current plan shows 6-inch pipes in ROW. City Standards 204.3(3-4) calls for public stormwater pipes to be minimum 12 inch diameter and to be demonstrated to be able to accommodate a 25 year storm event with no overtopping.	Development & Permitting Services	Open
Standard Conditions	Frontage Improvements are required for this project. During the civil permitting phase submit a design that conforms to frontage code PMC 11.08.135. Work with traffic engineering to determine extents of improvements. [Jamie Carter @ 11/20/2024 12:43 PM]	Development & Permitting Services	Resolved
Standard Conditions	This type of BMP is now designated by the Department of Ecology as an Underground Injection Well. Review Volume I-2.14 Underground Injection Control Program and Volume I-4 UIC Program. The result will most likely be that the applicant will need to register the "well" through the department of Ecology. This process should be initiated as soon as the project is able.	Development & Permitting Services	Open
	Provide accessible route from proposed ADA van stall to building entrance and primary function areas. Not fewer than one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance. A striped path from loading zone to sidewalk across parking lot is require and assure meets minimum slope requirements.	Building Division	Open

Condition Category	Condition	Department	Condition Status
	The proposed landscape plan is surrounding parking spaces with no public access to the building. GENERAL BUILDING COMMENTS: Building permits are required. Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on the plans. The truss specs will also be required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal. Plans will need to be per the applicable 2021 codes proposed to be adopted March 15, 2024, for all permits. All electrical is permitted by the Washington State Department of L & I. Accessible parking and access to the public way will be required. For all accessible requirements, the City of Puyallup adopted the 2021 IBC / WAC 51-50 and the ICC A117.1-2017 standard. Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.		

Sincerely,

Nabila Comstock
 Associate Planner
 (253) 770-3361
 NComstock@PuyallupWA.gov