



City of Puyallup

Planning Division

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October 06, 2025

Kyle Oster

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Tenino, WA 98589

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLPSP20250038
PROJECT NAME	304 2ND AVE NE MULTI FAMILY
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	DEVELOPMENT OF 3-STORY MULTIFAMILY BLDG; (14) RESIDENTIAL UNITS;(17) PARKING SPACES; REFUSE ENCLOSURE & LANDSCAPING AREAS
SITE ADDRESS	312 2ND AVE NE, PUYALLUP, WA 98372; 304 2ND AVE NE, PUYALLUP, WA 98372;
PARCEL #	7940100102; 7940100103;
ASSOCIATED LAND USE PERMIT(S)	
APPLICATION DATE	May 01, 2025
APPLICATION COMPLETE DATE	August 27, 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

<p>CONDITIONS</p>	<p>Active permit application, not approved;</p> <p>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.</p> <p>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.</p> <p>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.</p>
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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>- Additional Submittal Item Required: The project is located in the Downtown Design Guidelines Review Area. The project is therefore subject to design review by the Design Review and Historic Preservation Board (DRHPB) because it meets one of the following scopes of work: all new development projects of any size; or exterior alterations, redevelopment or additions to existing buildings that affect: 25% of an exterior elevation that is a street or alley-facing façade; or 50% of an exterior elevation that is facing a side lot line or adjacent property; buildings constructed prior to 1949. Additional thresholds apply to RM zoned parcels. See the Downtown Design Guidelines (DDGs) pg. 4-5 for more details. This design review is a separate permit application. The application form can be downloaded from</p>			

the City website here: www.cityofpuyallup.org/DocumentCenter/View/12898/Downtown-Design-Review-Application_2020. Please submit this application form through the City's online permit portal by applying for the Planning permit called "Downtown Design Review". The Downtown Design Guidelines can be downloaded at www.cityofpuyallup.org/DocumentCenter/View/1362/Downtown-Design-Guidelines-. Your project will be reviewed by the Board who will approve, approve with conditions or deny your application. You can schedule a pre-application meeting with the Board to receive early feedback before proceeding into the formal design review process. Contact the case planner for further details. Your design review meeting with the Board cannot be scheduled until your landuse permit, if one is required for your project, has been issued its first Design Review Team Comment (DRT) comment letter. Therefore, your design review permit will not be accepted until your landuse permit has been submitted (again if one is required for your project). [Comment Correction; ; pg. N/A]

- Additional Submittal Item Required: Lot Combination Permit Application required. Application form can be downloaded from the City website at <https://www.cityofpuyallup.org/DocumentCenter/View/11646/Lot-Combination-Application> [Comment Correction; ; pg. N/A]

- A landscape island is required in the southern section of the proposed parking. Per page 42 (Section 14.4 (A)) of the Vegetation Management Standards (VMS) Manual, "Type IV Design Standards": "No more than eight (8) parking spaces shall be placed consecutively without a landscaping island."

Please refer to the VMS for additional standards, which can be found at <https://www.puyallupwa.gov/DocumentCenter/View/1133/Vegetation-Management-Standards-VMS-Manual> [Comment Correction; ; pg. N/A]

- Street trees are required in the public ROW for the project, consistent with standards and PMC 11.28. Please see included detail 01.02.04 for incorporation into the project design (site plan and landscape plan). [Comment Correction; ; pg. N/A]

Building Review	Stan Kinnear		SKinnear@puyallupwa.gov
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- General Notes

Building Plans shall be completed to the current applicable adopted codes of the City of Puyallup. Per Puyallup Municipal Code 17.04.030

As a part of the building permit submittal include the building statistics which should include support for the construction type, building height and allowable area as described in the 2021

Washington State Building Code.

Parking calculations shall be provided on the site plan and shall include any calculations for handicapped spots and EV parking. EV parking calculations shall follow the percentages laid out by section 429 of the 2021 Washington State Building Code. Both EV and handicapped parking shall be clearly marked on the plans identifying all types.

All electrical is permitted by the Washington State Department L & I.

Buildings shall be approved by all other all other required agencies prior to commencement of work.

If there are any other questions regarding your project please feel free to reach out.

Project Notes

Plans will need to indicate number of Type A and Type B unit and how the units will comply with the requirements of each unit type.

There is an area difference for Footprint which is 3341 sq ft and the 1 floor gross area which is 3301 sq ft. Review and update as necessary prior to submittal for building permits.

Clarify upon submittal if the structural will be a mixed use or all R-2 upon submittal. If mixed use review to ensure fire separation and area calculations are provided as required by the 2021 Washington State Building Code.

[Comment Correction; ; pg. N/A]

Engineering Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
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- Lot consolidation required when common facilities cross parcel lines. In this case the building and utilities to serve must be contained within the same parcel. [Comment Correction; ; pg. N/A]

- Section 3.6 and 4.0 of the Geotech Report says "Considering the geologic and hydrogeologic conditions present on site, we do not interpret infiltration as being feasible for this project, and any stormwater generated on site should be directed to an existing storm system along 2nd Ave E, or managed through other appropriate means." Reconcile this with the infiltration design elements. Why does one test pit performed at a later date negate the original assessment? According to the Geotechnical Engineer from the Migizi Group January 26, 2022 report, ".....it would be extremely difficult to accurately design any infiltration

system". INFILTRATION EVALUATION LETTER states 2 different design infiltration rates on Page 4/5. [Comment Correction; ; pg. N/A]
 - Include parcel numbers on site plan. [SITE PLAN; 2025\Puyallup Multifamily - Civil Site Plan.pdf; pg. 1]

Engineering Traffic Review	Mieco Hutchens	(253)993-0179	mhutchens@puyallupwa.gov
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- The traffic scoping document is acceptable as submitted. No Traffic impact Assessment is anticipated.

The city has adopted a City-Wide Traffic Impact Fee of \$4,500 per PM peak hour trip, however the City is currently engaged in an impact fee rate study and this document does not vest the project to current rates. Final fees will be calculated and assessed by the City at the time of building permit issuance.

Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:
 Park Impact Fee (Per residential dwelling Unit):
 Less than 500 sqft \$1,560.05
 500 - 999 sqft \$2,313.53
 1,000 – 1,999 sqft \$3,291.31
 2,000 sqft or more \$4,017.30

The City is currently engaged in an impact fee rate study and this document does not vest the project to current Park fee rates.

Per Puyallup Municipal Code Section 11.08.135, 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.

City standard street lighting will be required. The existing PSE light fixture on the north side of 2nd AVE NE does not meet current standards and must be replaced with a City Standard pole, head, and cabinet. Provide a separate street lighting plan with civil submittal.

In coordination with the Puyallup School District, the City will require offsite ADA/ramp improvements at 4th ST NE and 2nd AVE NE. Per PLSP20220054

[Comment Correction; ; pg. N/A]

External Agency	Jillian Hulse-Lew	(253)770-	JHulseLew@PuyallupWA.gov
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Review		3330	
<p>- Per DAHP, a professional archaeological survey will be required. Please see the comment response letter "DAHP comment response letter - 2025-09-05900_survey recommended" in Document & Images. [Comment Correction; ; pg. N/A]</p> <p>- Per the Puyallup Tribe, a professional archaeological survey will be required. Please see the comment response letter "Puyallup Tribe - Comment Response Letter RE NOA (PLPSP20250038)" in Document & Images. [Comment Correction; ; pg. N/A]</p> <p>- The Puyallup School District has made a request for the City to consider a condition to require the installation of a crosswalk at the east leg of the 2nd Ave NE and 4th St NE intersection. The City will be requiring the installation of ADA accessible pedestrian improvements at this intersection. Please see the comment response letter "Puyallup School District comment response letter - 250916 PSD Comment Letter - 304 2nd Ave NE Multifamily" in Document & Images. [Comment Correction; ; pg. N/A]</p>			

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	FOR CIVIL PERMIT -Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The stormwater design associated with this Development Permit will be reviewed for compliance with the 2019 Stormwater Management Manual for Western Washington (ECY manual), which is the current adopted stormwater manual. The comments	Development & Permitting Services	Open

Condition Category	Condition	Department	Condition Status
	<p>provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the ECY manual.</p> <ul style="list-style-type: none"> • The comments provided are intended to assist the applicant with incorporating City requirements into the project design documents but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual. • Civil engineering drawings will be required for this project prior to issuance of the first building permit (The city has transitioned to electronic review. Please reach out to the city permit technicians at PermitCenter@PuyallupWA.gov and they will guide you how to submit). Included within the civil design package will be a utility plan overlaid with the landscape architects landscaping design to ensure that potential conflicts between the two designs have been addressed. • Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. • Engineering plans cannot be accepted until Planning Department requirements have been satisfied, including but not limited to SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions. • Civil Engineering plan review fee is \$670.00 (plus an additional \$130.00 per hour for reviews in excess of five hours). The civil permit shall be \$300.00, and the inspection fee shall be 3% of the total cost of the project as calculated on the Engineering Division Cost Estimating Form. [City 		

Condition Category	Condition	Department	Condition Status
	<p>of Puyallup Resolution No.2098]</p> <ul style="list-style-type: none"> • Civil Engineering drawings shall conform to City Standards Sections 1.0 and 2.0 and the following: <ul style="list-style-type: none"> o Engineering plans submitted for review and approval shall be on 24 x 36-inch sheets. o Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project/plat. o The scale for design plans shall be indicated directly below the north arrow and shall be only 1" =20' or 1" =30'. The north arrow shall point up or to the right on the plans. o Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20. o All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under Office of the City Engineer, Engineering Services. 		
Standard Conditions	<p>FRONTAGE</p> <ul style="list-style-type: none"> • New Commercial/Industrial Buildings or Expansion of Existing buildings: <p>Any person or entity who constructs or causes to be constructed any new commercial/industrial building or expansion of an existing commercial/industrial building either of which have a structure improvement value exceeding \$200,000 in valuation shall construct curb, gutters, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street</p>	Development & Permitting Services	Open

Condition Category	Condition	Department	Condition Status
	frontage adjoining the property upon which such building will be placed. Frontage improvements shall also be required where any reasonable access to the property connects to the public right-of-way, although the primary access is located on another parcel. There is no cap on frontage improvements for new buildings or expansion of existing buildings.		
Standard Conditions	<p>UTILITIES</p> <p>There is an 8-inch ductile iron water main in 2nd St Sw that can serve as a connection for this project. Include and adhere to Detail 01.01.20 for city street patching and restoration.</p> <p>The proposed connection to the 8-inch concrete sewer pipe in the easement on private property is acceptable.</p> <p>See other notes about storm infiltration.</p>	Development & Permitting Services	Open
	For civil submittal: Cost Estimate Required. Request template from review engineer. Cost Estimate is used to determine Inspector's Fees and Bond amounts.	Development & Permitting Services	Open
	For civil submittal: Approved Traffic Control Plan required prior to trenching in roadway and construction of frontage improvements.	Development & Permitting Services	Open

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