

October 29, 2025

Rachael N. Brown  
City of Puyallup  
Planning Division  
333 S. Meridian  
Puyallup, WA 98371

RE: Responses to DRT Letter  
South Hill Business & Technology Center  
1019 39<sup>th</sup> Ave SE, Puyallup, WA 98374  
City File No. PLBSP20230028  
Our Job No. 18111

Dear Rachael:

We have revised the plans and technical documents for the above-referenced project in accordance with your comment letter dated June 2, 2025. Enclosed are the following documents for your review and approval:

1. Revised Binding Site Plan Map dated October 29, 2025

The following outline provides each of your comments in italics exactly as written, along with a narrative response describing how each comment was addressed:

**Engineering Review – Mark Higginson – 253-841-5559 – mhigginson@puyallupwa.gov**

*Spelling.*

**Response:** This typo has been corrected.

*Totals do not agree. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 1]*

**Response:** This typo has been corrected. The correct area is 12,336 sq. ft.

*Verify Total per comment above. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 1]*

**Response:** The total has been corrected. The correct area total is 884,423 sq. ft.

*Prior to approval-resolve Engineering review comments on the Draft Pedestrian Easement document. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 1]*

**Response:** Acknowledged. The area of public pedestrian easement and associated language has been approved. A new Sheet 16 has been added to the map to detail the easement area and add the approved easement language.

*Complete AFN prior to recording BSP. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf;pg. 5]*

**Response:** Per email dated 10/28 from Rachael, the pedestrian easement will not be recorded by a separate document. Instead, a new Sheet 16 has been added to the map to detail the easement area and add the approved easement language.

*Complete AFN prior to recording BSP. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf;pg. 5]*

**Response:** Per email dated 10/28 from Rachael, the pedestrian easement will not be recorded by a separate document. Instead, a new Sheet 16 has been added to the map to detail the easement area and add the approved easement language.

*Complete AFN prior to recording BSP. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf;pg. 5]*

**Response:** Per email dated 10/28 from Rachael, the pedestrian easement will not be recorded by a separate document. Instead, a new Sheet 16 has been added to the map to detail the easement area and add the approved easement language.

*Provide easement language for access rights:*

*"A non-exclusive easement is hereby granted to the purchasers of the lots herein, their respective successors and assigns, for access, ingress, egress of the public, over sidewalks, driveways, walkways, parking areas, landscape areas, and tracts, for the purpose of access to individual places of business for employment or commerce, together with the right to enter upon the above stated areas, tracts, and spaces at all times for the purpose herein stated"...or similar language. [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 1]*

**Response:** This text has been added as Binding Site Plan Note #12 on Sheet 1.

*Show ring road and reference easement language noted on Sheet 1 (see review comment re: access easement on Sht 1) [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 5]*

**Response:** The ring road has been shown on Sheet 5 together with a reference to Binding Site Plan Note #12 on Sheet 1.

**Engineering Traffic Review – Bryan Roberts – 253-841-5542 – broberts@puyallupwa.gov**

*Provide an access easement on the SW corner of Lot 7/Tract B to allow for the future reconstruction/realignment of the eastern 39th Ave SE driveway. The existing eastern 39th Ave SE driveway does not meet City spacing standards or alignment requirements for Major Arterials. In the future, this driveway may need to be realigned with the southern commercial driveway to accommodate increased volume (maybe even signalized). [SITE PLAN - RESUB; 2025\18111-D-BSP-2025-04-15.pdf; pg. 15]*

**Response:** See Sheet 15 for general location of the future driveway relocation and the approved note.

*The proposed 5ft path to be paved. Wood chips would not be a sustainable path surface. TRAIL EASEMENT AGREEMENT [18111-L-ESMT-Pedestrian Path-2025-04-16; 2025\18111-L-ESMT-PedestrianPath-2025-04-17.pdf; pg. 14]*

**Response:** Acknowledged. The pedestrian path will be a paved surface.

*The proposed pedestrian path alignment is using the existing internal marked crosswalk @ segment L8 (see below). Based on the existing internal road geometry, the crossing should be relocated ~175-200ft farther north to improve sight distance. Additionally, this new crossing location would avoid the shaded area within the curved segment. MUTCD complaint signage should be included at uncontrolled crossing.*

*TRAIL EASEMENT AGREEMENT [18111-L-ESMT-Pedestrian Path-2025-04-16; 2025\18111-L-ESMT-PedestrianPath-2025-04-17.pdf; pg. 15]*

**Response:** The pedestrian path easement crossing has been relocated to be 175 feet north of the existing crosswalk to improve site distance. MUTCD compliant signage will be installed at the uncontrolled crossing point.

**External Agency Review – Rachael N. Brown – 253-770-3363 – rnbrown@puyallupwa.gov**

*City's legal department has reviewed the draft Development Agreement submitted for review on 12-4-2023. Corrections are required for the City to accept the document and proceed to scheduling a meeting with the City Council. Please review the marked up document titled "Termination of Concomitant Agreement Development Agreement (City Comments 4-19-2024)" for a list of required corrections to provide with your next resubmittal.*

*Update 5/28/2025: Per DPS Director, Development Agreement will be reviewed and approved as a separate item. Binding site plan will be processed first since there are no conditions of the binding site plan the rely on the Development Agreement in order to be approved. [Comment Correction; ; pg. N/A]*

**Response:** Acknowledged.

*Legal department is reviewing the draft public easement. Comments to follow under separate cover. [Comment Correction; ; pg. N/A]*

**Response:** Acknowledged.

**Conditions**

**Standard Conditions**

*Future landuse and building permits will be required to conform to PMC 20.35.031 Business park design standards*

**Response:** Acknowledged.

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:*

a. *All surveying and monumentation shall be performed in accordance with Chapter 58.09 RCW and city requirements;*

**Response:** Acknowledged. The survey was performed in accordance with Chapter 58.09 RCW and city requirements. All lot & tract corners will be set upon final approval.

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;*

**Response:** Acknowledged. All lot & tract corners will be set upon final approval. No public roads or private road tracts are proposed within this Binding Site Plan.

c. *Permanent survey control monuments located within areas subject to flooding shall include the elevation of the top of the monument;*

**Response:** Acknowledged. Any monuments set within areas subject to flooding will include the elevation of the top of the monument.

**Response:** Acknowledged. All lot & tract corners will be set upon final approval.

d. *The city may also require the boundaries of any delineated critical area to be surveyed and permanently marked in accordance with the city's monumentation standards;*

**Response:** Acknowledged.

e. *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*

**Response:** Acknowledged.

f. *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*

**Response:** Acknowledged.

Prior to Issuance

*Legal Dept to review BSP and CCRs prior to final approval per J. Beck email dated 06/30/23. (MH)*

**Response:** Our understanding is that the Legal Department has reviewed the BSP. The applicant does not propose to adopt CC&R's in connection with this application.

Standard Conditions

*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.*

**Response:** This BSP application does not seek entitlement for any future development or change of use on the property. It is merely intended to establish new legal lots on the overall site. As such, this information will be appropriate in the future in connection with a possible building permit or entitlement permit for any lots on the property but is not required at this time to review and approve the BSP. The applicant acknowledges for the record that the City will expect such information in connection with a future building permits or entitlement permits for any lots on the property.

*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 sq ft). 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.*

**Response:** See prior response.

*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.*

**Response:** See prior response.

*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.*

**Response:** Acknowledged.

*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.*

**Response:** Acknowledged.

*Internal access road must meet minimum fire standards*

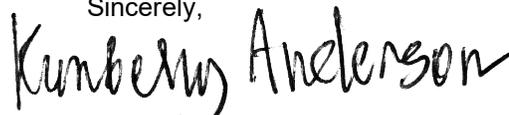
**Response:** Acknowledged.

*Add a 1ft no access easement along 39th Ave SE. All vehicles must access from existing driveway locations on 39th Ave SE. Adjust accordingly to accommodate new access easement on the SW corner of Lot 7/Tract B to allow for the future reconstruction/realignment of the eastern 39th Ave SE driveway. The existing eastern 39th Ave SE driveway does not meet City spacing standards or alignment requirements for Major Arterials. In the future, this driveway may need to be realigned with the southern commercial driveway to accommodate increased volume (maybe even signalized).*

**Response:** This easement has been graphically depicted and labeled on Sheets 14 & 15.

We believe that the above responses, together with the enclosed revised plans and technical documents, address all of the comments in your letter dated June 2, 2025. Please review and approve the enclosed at your earliest convenience. If you have questions or need additional information, please do not hesitate to contact me at this office. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Anderson". The signature is written in a cursive, flowing style.

Kimberly Anderson  
Project Manager

KA/kb  
18111c.012.docx  
enc: As Noted