



City of Puyallup

**Planning Division**

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(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

December 10, 2025

Kali Barnes

18215 72nd Avenue S

Kent, WA 98032

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	5
PERMIT #	PLBSP20230028
PROJECT NAME	South Hill Business & Technology Center
PERMIT TYPE	Binding Site Plan
PROJECT DESCRIPTION	Create 8 Binding Site Plat lots with existing improvements to remain. No new structures are proposed.
SITE ADDRESS	1019 39TH AVE SE, PUYALLUP, WA 98374; 1021 39TH AVE SE, PUYALLUP, WA 98374; 1015 39TH AVE SE, PUYALLUP, WA 98374;
PARCEL #	0419034036; 0419034038;
ASSOCIATED LAND USE PERMIT(S)	P-19-0096
APPLICATION DATE	March 13, 2023
APPLICATION COMPLETE DATE	April 27, 2023
PROJECT STATUS	<b>Active Development Review Team (DRT) review case – resubmittal required.</b> 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	<b>N/A – Active permit application, not approved</b>
CONDITIONS	<b>Active permit application, not approved;</b> 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](mailto: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

<b>Engineering Review</b>	<b>Mark Higginson</b>	<b>(253)841-5559</b>	<b>MHigginson@PuyallupWA.gov</b>
<ul style="list-style-type: none"><li>- Verify-Sheet 16? [SITE PLAN - RESUB 5; 2025\SITE PLAN - RESUB 5.pdf; pg. 5]</li><li>- No improvements described. [SITE PLAN - RESUB 5; 2025\SITE PLAN - RESUB 5.pdf; pg. 16]</li></ul>			
<b>Engineering Traffic Review</b>	<b>Bryan Roberts</b>	<b>(253)841-5542</b>	<b>broberts@PuyallupWA.gov</b>
<ul style="list-style-type: none"><li>- Proposed crossing location shifted only ~125ft vs 175ft-200ft per the previous comment (see below). There is no citation regarding MUTCD compliant signage at this uncontrolled, mid-block marked crosswalk.</li></ul> <p>Comment responses state the new crosswalk was relocated 175ft.</p> <p>Previous comment:</p> <p>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 compliant signage should be included at uncontrolled crossing.</p> <p>SITE PLAN page 16 [SITE PLAN - RESUB 5; 2025\SITE PLAN - RESUB 5.pdf; pg. 16]</p>			

- Show updated crosswalk location 175ft-200ft NW of the existing location or provide a note that references pedestrian easement alignment modifications on sheet 16. Also, update easement alignment on sheet 5.

SITE PLAN page 12 [SITE PLAN - RESUB 5; 2025\SITE PLAN - RESUB 5.pdf; pg. 12]

- Note "F" needs to include specific language describing what improvements are required. Paved pedestrian path, relocated marked crosswalk, MUTCD complaint signage, etc.

Comment responses state that the pedestrian path will be a paved surface and MUTCD complaint signage will be provided at the relocated crosswalk.

SITE PLAN page 16 [SITE PLAN - RESUB 5; 2025\SITE PLAN - RESUB 5.pdf; pg. 16]

## 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	Future landuse and building permits will be required to conform to PMC 20.35.031 Business park design standards	Planning Division	Open
Standard Conditions	<p>(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:</p> <p>(a) All surveying and monumentation shall be performed in accordance with Chapter 58.09 RCW and city requirements;</p> <p>(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;</p>	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	<p>(c) Permanent survey control monuments located within areas subject to flooding shall include the elevation of the top of the monument;</p> <p>(d) Every lot corner shall be permanently marked in accordance with standard surveying practices;</p> <p>(e) 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;</p> <p>(f) 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</p> <p>(g) 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</p>		
Prior to Issuance	Legal Dept to review BSP and CCRs prior to final approval per JBeck email dated 06/30/23. (MH)	Engineering Division	Resolved
Standard Conditions	<p>Prior to new construction building permit issuance or significant change of use TI, the following will be required:</p> <ul style="list-style-type: none"> <li>-Based on previous EIS &amp; Concomitant agreement, must provide a determination on the overall quantity of vested vehicle trips to this site.</li> <li>-Provide a trip generation estimate based on your current use &amp; proposed future buildout. This estimate must be based on published rates in the ITE trip generation manual (using building sqft). 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</li> </ul>	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>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.</p> <p>-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.</p> <p>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.</p> <p>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.</p> <p>Internal access road must meet minimum fire standards</p> <p>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</p>		

Condition Category	Condition	Department	Condition Status
	accommodate increased volume (maybe even signalized).		

Sincerely,  
Rachael N. Brown  
Associate Planner  
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RNBrown@PuyallupWA.gov