



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

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www.cityofpuyallup.org

January 23, 2026

Kali Barnes
18215 72nd Avenue S
Kent, WA 98032

FINAL DEVELOPMENT REVIEW TEAM (DRT) LETTER	
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	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	N/A application is not yet approved; pending hearing
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. The ‘Condition Status’ column notes whether a specific condition has been ‘resolved’ meaning no further action is required or is ‘open’ meaning further action is required during subsequent permit submissions. 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	Rachael N. Brown	2537703363	RNBrown@PuyallupWA.gov
Engineering	Mark Higginson	2538415559	MHigginson@PuyallupWA.gov
Traffic	Bryan Roberts	2538415542	broberts@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 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	(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:	Planning Division	Open

Condition Category	Condition	Department	Condition Status
	<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> <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	Prior to new construction building permit issuance or significant change of use (e.g. Tenant	Traffic Division	Open

Condition Category	Condition	Department	Condition Status
	<p>Improvement (TI)), the following will be required:</p> <ul style="list-style-type: none"> -Based on previous EIS & Concomitant agreement, must provide a determination on the overall quantity of vested vehicle trips to this site. -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 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 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. -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>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>		

Condition Category	Condition	Department	Condition Status
	<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 accommodate increased volume (maybe even signalized).</p>		

Sincerely,

Rachael N. Brown
Associate Planner
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