



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Stephanie Patterson
401 15TH AVE SE, MS: 401-R2-EXE
PUYALLUP, WA 98372

January 18, 2023

Notice of Incomplete Application

RE: Application Number PLPSP20230007

Dear Stephanie Patterson/Brad Shipman,

A permit application has been received by this office on January 13, 2023. The following required items are outstanding:

Brad,

Per the email from Chris,

Hi Brad,

I was asked to look at the master plan submittal by our permit tech staff; I discussed with our management team and the application will be determined incomplete for the following reasons:

1. Design review elevations are required. This can be an artist sketch/rendering and/or 3D block massing study level architectural elevations. Please also submit a narrative from the architect if not already included in the master plan
2. Traffic scoping worksheet needs to accompany this submittal. This document already exists and just needs to be submitted with this application.
3. Letter from project team describing how the applicant is deferring submittal of storm water report and preliminary utility and civil plans in lieu of analysis to be conducted with the EIS

One item #1, I spoke with our Division Manager and the decision was made to send this back to you all because its required for all master plans and its an item that is: 1) included as part of the scope for the EIS (aesthetics); and, 2) is a design issue that EA and subconsultants cannot draw up for the project. We talked with you and Holly about this item previously and Holly made a suggestion that you all might be able to draw up an artist rendering to accompany what you mentioned you already have in terms of a basic massing study. We will accept something like that or similar to that concept – we just need to have something to determine the application complete in terms of architecturals.



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Let me know if we should talk more about this item or if you have questions. The other two items I hope are self-explanatory.

While I was out over the last week, Jacobs submitted redlines to the professional services contract to our legal team and Jacobs staff met with our traffic engineer to review the draft scope of work. We are meeting again with Jacobs today. I am pushing hard to get this traffic scope finalized so we can get the final information on scope and costs into the pay agreement document when we get it back from you. As I mentioned previously, WSDOT's non-responsiveness has been an issue and we will most likely need to give them one final opportunity to review the scope before we finalize it since they indicated a previous desire to input on the way we would study project impacts on their ROW. I expect we will have substantial progress on this item by next week.

We as a staff team met with WSDOT storm water engineers last week. Attached are some notes from that meeting; sent these notes to EA.

- ◆ Application Form
- ◆ Site Plan
- ◆ Vicinity Map
- ◆ Preliminary Storm Report
- ◆ Critical Area Report
- ◆ SEPA Project Checklist
- ◆ Traffic Scoping Worksheet
- ◆ Architectural Elevations
- ◆ Landscape Plans
- ◆ Narrative From Project Architect
- ◆ Design Review Application
- ◆ Critical Areas Report Checklist
- ◆ Other / Miscellaneous



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The above information must be received by our office to deem this application complete. If the required information is not received within 30 days, your application will be canceled.

Should you require further information, please do not hesitate to contact the Permit Center.

Sincerely,

City of Puyallup Permit Center
(253) 864-4165 option 1