

Christopher Watt

From: Mark Higginson <MHigginson@PuyallupWA.gov>
Sent: Tuesday, March 31, 2026 3:33 PM
To: Todd Sawin; Christopher Watt
Cc: Yianni Charitou; Jason Little; Ken Cook; greg.helle; DPS Permit Center
Subject: [EXTERNAL] RE: East Town - Binding Site Plan Application

Todd and Chris,

When completing the Binding Site Plan application on Portal, use this email as the submittal item for any report or study that is requested/required as part of the application process. The Permit Tech's will make adjustments on the City end of things.

Let us know if there are any hiccups.

Mark Higginson

Sr Civil Engineer | City of Puyallup | 333 S Meridian | Puyallup, WA 98371
Tel: (253) 841-5559 | Fax:(253) 840-6678 | mhigginson@puyallupwa.gov

From: Mark Higginson
Sent: Tuesday, March 31, 2026 1:08 PM
To: Todd Sawin <TSawin@AHBL.com>; Christopher Watt <cwatt@ahbl.com>
Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>; greg.helle <greg.helle@ashnw.com>
Subject: RE: East Town - Binding Site Plan

I reasonably sure that we can avoid the typical supporting documentation, but need to lay the groundwork with the Permit Center and the Planning Dept. I'll follow up shortly.

Mark Higginson

Sr Civil Engineer | City of Puyallup | 333 S Meridian | Puyallup, WA 98371
Tel: (253) 841-5559 | Fax:(253) 840-6678 | mhigginson@puyallupwa.gov

From: Todd Sawin <TSawin@AHBL.com>
Sent: Monday, March 30, 2026 8:47 AM
To: Christopher Watt <cwatt@ahbl.com>; Mark Higginson <MHigginson@PuyallupWA.gov>
Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>; greg.helle <greg.helle@ashnw.com>
Subject: RE: East Town - Binding Site Plan

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Hi Mark,

I was hoping to get this submitted but could use some help. Since we're using the BSP for easements and not dividing property there are a lot of documents from the design that I'd like to avoid providing again and creating a lot of paperwork. I'm specifically thinking the traffic report, wetland information, and cultural resources stuff that is all closed but there may be other items.

The BSP is intended to clean up access and utility requirements, but I don't think we can submit through the portal without all the items. Hoping you can let me know if we need them.

Thanks,

Todd Sawin, PE, DBIA, LEED AP | President

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From: Christopher Watt <cwatt@AHBL.com>

Sent: Friday, March 27, 2026 10:21 AM

To: Mark Higginson <MHigginson@PuyallupWA.gov>; Todd Sawin <TSawin@AHBL.com>

Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>; greg.helle <greg.helle@ashnw.com>

Subject: RE: East Town - Binding Site Plan

Hi Mark,

Please see attached for the Binding Site Plan.

We'll also submit this to the permit portal with the required application form and required supporting documents. But with how many documents have been / are all being submitted for close-out, I thought it would be beneficial to provide the one you need most for reviewing this submittal. Hopefully this helps when sifting through the pile.

Let us know if you need any other documentation when you return on Monday.

Thanks,

Christopher Watt | Civil Engineer

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Upcoming OOO: March 30 – April 14

From: Mark Higginson <MHigginson@PuyallupWA.gov>

Sent: Friday, March 20, 2026 8:36 AM

To: Todd Sawin <TSawin@AHBL.com>; Christopher Watt <cwatt@AHBL.com>

Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>

Subject: [EXTERNAL] RE: East Town - Binding Site Plan

Todd,

See attached Pioneer Crossing BSP for potential easement(s) language...hopefully will assist with your efforts.

Mark Higginson

Sr Civil Engineer | City of Puyallup | 333 S Meridian | Puyallup, WA 98371

Tel: (253) 841-5559 | Fax:(253) 840-6678 | mhigginson@puyallupwa.gov

From: Todd Sawin <TSawin@AHBL.com>
Sent: Friday, March 20, 2026 5:32 AM
To: Mark Higginson <MHigginson@PuyallupWA.gov>; Christopher Watt <cwatt@ahbl.com>
Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>
Subject: RE: East Town - Binding Site Plan

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Hi Mark,
Thank you for the reminder on the BSP. That condition had slipped my mind. We're working on the document for submittal. I'm going to send a marked up color plan for your initial thoughts to make sure we've addressed your concerns. I think the access and utility easements are pretty straightforward and hoping some language on the shared parking and other amenities can be notes on the document and not formal easements. I think my sketch will clarify this but wanted to get you thinking about it in case it's a none starter.

I'm hoping we can get temporary occupancy of the clubhouse while we work through the BSP.
Thanks,

Todd Sawin, PE, DBIA, LEED AP | President
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From: Mark Higginson <MHigginson@PuyallupWA.gov>
Sent: Wednesday, March 18, 2026 11:46 AM
To: Todd Sawin <TSawin@AHBL.com>; Christopher Watt <cwatt@AHBL.com>
Cc: Yianni Charitou <YCharitou@puyallupwa.gov>; Jason Little <JLittle@PuyallupWA.gov>; Ken Cook <KCook@PuyallupWA.gov>
Subject: [EXTERNAL] RE: East Town - Binding Site Plan

Todd and Chris,

East Town is asking for a final for the Clubhouse building, but a condition of the permit was to finalize the Binding Site Plan...it does not appear that a BSP application has been submitted.

Please advise.

Mark Higginson
Sr Civil Engineer | City of Puyallup | 333 S Meridian | Puyallup, WA 98371
Tel: (253) 841-5559 | Fax:(253) 840-6678 | mhigginson@puyallupwa.gov

From: Todd Sawin <TSawin@AHBL.com>
Sent: Monday, March 31, 2025 2:54 PM
To: Mark Higginson <MHigginson@PuyallupWA.gov>
Subject: RE: Boundary Line Adjustment 20240103, and frontage improvements 20240569

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Hi Mark,
I'm on board with that approach. We can work on a BSP that deals with the easements.
Thanks,

Todd Sawin, PE, DBIA, LEED AP | President
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Sent: Monday, March 31, 2025 2:36 PM
To: Todd Sawin <TSawin@AHBL.com>
Subject: [EXTERNAL] FW: Boundary Line Adjustment 20240103, and frontage improvements 20240569

Todd,

Following up my voicemail (and yours) this morning and thought I would just send you the email I sent to staff (literally minutes before your call)...

Mark Higginson
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From: Mark Higginson
Sent: Monday, March 31, 2025 8:18 AM
To: Ken Cook <KCook@PuyallupWA.gov>
Cc: Joe Beck <JBeck@PuyallupWA.gov>; Yianni Charitou <YCharitou@puyallupwa.gov>; Meredith Neal <MNeal@puyallupwa.gov>; Bryan Roberts <BRoberts@PuyallupWA.gov>
Subject: RE: Boundary Line Adjustment 20240103, and frontage improvements 20240569

As it turns out, East Town originally submitted a Short Plat application in 2022 which captured the access and utilities easements for the site. However, that application was allowed to expire.

Considering Greg's sense of urgency for the McDonalds site and the fact that the current BLA application is in its second review, should we reach out to Greg and Todd and ask whether we should continue with the BLA application independently and request that East Town submit a Binding Site Plan application? We have time to process the BSP before final occupancy is granted and it would be cleaner to capture all of the easement rights and associated lot layouts in one document.

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From: Greg Helle <greg.helle@ASHNW.COM>
Sent: Thursday, March 27, 2025 6:12 PM
To: Ken Cook <KCook@PuyallupWA.gov>
Cc: Todd Sawin <tsawin@ahbl.com>; Joe Beck <JBeck@PuyallupWA.gov>; Mark Higginson <MHigginson@PuyallupWA.gov>; Yianni Charitou <YCharitou@puyallupwa.gov>; Meredith Neal <MNeal@puyallupwa.gov>; Bryan Roberts <BRoberts@PuyallupWA.gov>
Subject: Re: Boundary Line Adjustment 20240103, and frontage improvements 20240569

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Ken thank you I will talk with Todd, I appreciate your help and at the same time have some urgency with the McDonald's site.
Enjoy your time off.
Thanks
Greg
Sent from my iPhone

On Mar 27, 2025, at 4:39 PM, Ken Cook <KCook@puyallupwa.gov> wrote:

Hi Greg and Todd;

To follow up my phone call with Greg, as East Town encompasses a group of parcels with common facilities (such as access, parking, utilities, etc.) that are required for the various structures, we need per our City code to address this for the eventual possibility that the lots are sold to separate individuals in the future. We are presently looking into exactly how to most expeditiously make this happen, and do feel it can be addressed within the existing BLA application. The BLA is presently under it's second review.

In order to not affect the project timeline, we can condition this BLA approval for the occupancy on the final structure for the project. In this way occupancy for the rest of the structures can move forward per the project schedule and will not be affected. We can look into this more next week and provide more specific details on this, but I wanted to reach out at this time and let you know of this issue.

In summary, it would have been great to have this understanding at the time the BLA was submitted and therefore make this comment earlier. However it is important to get right and will avoid a potential issue for Greg or subsequent owner(s) to unravel in the future, and should not affect the project timeline by conditioning just the last structure on the site. Greg; if you know already what structure/parcel that may be in your schedule please let us know.

I myself am taking a couple days off and will be out tomorrow and Monday, but will be back on Tuesday. We will be working on the specific comments to add to the BLA review. If there are any questions on this please just call or email and we will get it worked out.

Also, ap 20240569 for the frontage improvements was just processed in and is now on Mark and Bryan's to do list. This should be a quick turn around to get issued we expect. 😎

Thank you!

Ken Cook, P.E. | Development Engineering Manager

City of Puyallup

Phone 253 864-4177 | cell 253 254-9775

KCook@PuyallupWA.gov