



City of Puyallup

Planning Division

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www.cityofpuyallup.org

July 07, 2026

Kali Barnes

18215 72nd Avenue S

Kent, WA 98032

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLBDJ20260066
PROJECT NAME	South Hill Business and Technology Center Boundary Line Adjustment #3
PERMIT TYPE	Boundary Line Adjustment
PROJECT DESCRIPTION	Adjust common property line between 3 existing parcels to provide a 30-foot setback from the new retaining wall to meet required setbacks.
SITE ADDRESS	1023 39TH AVE SE, PUYALLUP, WA 98374;
PARCEL #	0419034037;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20230121 PLSSP20240006 PLSSP20240018 PRFO20231761 PRFO20240140 PRCCP20240183 PRFO20240187 PRMH20240272 PRCTI20240275 PRCTI20240333 PRCTI20240438 PRCTI20240560 PRFO20240573 PRMH20240593 PRFS20240598 PRCWSA20240599 PRCNC20240601 PRCTI20240616 PRFA20240642 PRCNC20240647 PRFN20240667 PRCTI20240782 PRCTI20240784 PRFA20240822 PRMH20240831 PRCTI20240892 PRFA20241312 PRCTI20241387 PRFA20241456 PRFA20241475 PRFS20241490 PRCNC20241741 PRMH20241875 PRRWF20241913 PRCTI20242004 PRCTI20250032 PRFA20250095 PRFS20250257 PRFA20250292 PRCTI20250361 PRFA20250454 PRFA20250542 PRFA20250621 PRFS20250986 PRFS20251390 PRFA20251430 PRCTI20260575 PRFA20260831 PRFS20260843 PRFA20260863
APPLICATION DATE	May 27, 2026
APPLICATION COMPLETE DATE	June 03, 2026
PROJECT STATUS	Active Development Review Team (DRT) review case – resubmittal required. 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	N/A – Active permit application, not approved
CONDITIONS	Active permit application, not approved; 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 180 calendar days 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 180 calendar-day 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.

If we do not receive a response within 60 days, an additional 30 days of city staff review time will be added automatically to this permit. If no response is received within 180 calendar-days, this project will be canceled. 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.

- 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

Engineering Review	Mark Higginson	(253)841-5559	MHigginson@PuyallupWA.gov
- This clarification reference (AFN 8707210280) is NOT associated with Concomitant Agreement recorded under AFN 8106260306. The referenced clarification is associated with the concomitant agreement on the parcel to the east (currently Pierce College campus). See Concomitant			

Agreement AFN 8609290435. Notify Title Company of discrepancy and provide evidence of notification prior to BLA approval. [TITLE REPORT; 2026\18111-T-Title Report-2026-05-19-BLA#3.pdf; pg. 5]

- Verify-See Exhibit A (Page 3) for parcels associated with this title report. [TITLE REPORT; 2026\18111-T-Title Report-2026-05-19-BLA#3.pdf; pg. 8]
- Add-PLBDJ20260066 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 1]
- Add-AFN 202605015002 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 1]
- Coordinate Parcel callouts with Sheet 4 of 5. [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 1]
- Add-PLBDJ20260066 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 2]
- Revise-the referenced clarification is associated with a separate Concomitant agreement tied to the Pierce College Campus...see markup on Title Report, Schedule B, Page 5. [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 2]
- Add-PLBDJ20260066 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 3]
- Add-PLBDJ20260066 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 4]
- Add-PLBDJ20260066 [PROPOSED SURVEY MAP; 2026\18111-D-BLA#3-2026-05-19.pdf; pg. 5]

Conditions

Condition Category	Condition	Department	Condition Status
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Sincerely,
Chris Beale
Senior Planner
(253) 841-5418
CBeale@PuyallupWA.gov