



City of Puyallup

Planning Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

August 19, 2026

JMJ TEAM

905 MAIN STREET , SUITE 200

SUMNER, WA 98390

DEVELOPMENT REVIEW TEAM (DRT) LETTER	
DRT #	1
PERMIT #	PLPSP20260067
PROJECT NAME	212 Todd Road Development
PERMIT TYPE	Preliminary Site Plan
PROJECT DESCRIPTION	Construction of contractor's shop and yard at 212 and 302 Todd Road NE. Project includes frontage improvements, parking, landscaping, utilities, and storm water facilities.
SITE ADDRESS	302 TODD RD NE, PUYALLUP, WA 98372; 212 TODD RD NE, PUYALLUP, WA 98372;
PARCEL #	0420222008; 0420222028;
ASSOCIATED LAND USE PERMIT(S)	PLPRE20220138 PLPRE20230102 PLCUV20240004 PRDE20221598 PRCCP20250724 PRCA20250966 PRCCP20251419 PRSC20260385 PRSC20260386 PRSC20260387
APPLICATION DATE	May 28, 2026
APPLICATION COMPLETE DATE	July 14, 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

Planning Review	Nabila Comstock	(253)770-3361	NComstock@PuyallupWA.gov
- Please confirm whether this development site will be tied with the development at 320 Todd Road. Any additional context or future plans to connect the sites is helpful. Will the applicant be pursuing a lot combination of any of these lots? A follow up meeting with the applicant following the issuance of the first DRT letter could be beneficial. After reviewing staff comments, please reach out to the project planner to coordinate a Teams meeting. [Comment Correction; ; pg. N/A] - Confirm the use of the two existing buildings to remain. The SEPA checklist states that the SFRs will remain on-site and that there will be people residing on the project site. What is the current use of these structures? What improvements are planned or have been made to these structures? The SEPA checklist calls these "middle housing" - is the intent to keep these structures as single-family residences though? [Comment Correction; ; pg. N/A] - Outdoor Storage - Per PMC 20.35.035 (3) Outdoor storage as defined in Chapter 20.15 PMC, including			

merchandise display and truck parking/unloading areas, equipment and materials storage, and junk and scrap storage, when permitted in the ML and MP zones shall comply with the following requirements:

(a) Fencing and Screening Required. Sight-obscuring fencing or screening is required around all portions of a lot utilized for outdoor storage of component merchandise, equipment and materials, and junk and scrap as defined in Chapter 20.15 PMC, except for component merchandise which is stored and displayed only during business hours. All fencing and screening shall be installed in accordance with the following requirements:

(i) Building Setbacks. All fencing and screening shall comply with the building setback requirements for the zone in which it is located unless specified otherwise,

(ii) Minimum Screening Requirements. When required, all outdoor storage areas shall be screened from adjoining properties and public rights-of-way by a wall, fence, landscaping and/or structure. Such screening shall serve the purpose of concealing and obscuring the storage area from view. Landscape screening shall consist of plantings designed and installed in such a manner to provide year-round screening in terms of vegetation density and height within three years of planting, and shall be maintained in a healthy, growing condition. Landscape plantings installed to screen outdoor storage from public rights-of-way shall be installed on the right-of-way side of any wall, fence or structure,

(iii) Maximum Fence Height. Fencing and walls surrounding outdoor storage areas which are not part of a building wall shall not exceed a maximum height of eight feet,

(iv) Maintenance Required. Fences, walls and landscaping surrounding outdoor storage areas shall be maintained and kept free of litter, posters, signs, trash or stored items,

(v) Outdoor Storage Height Limitations. Outdoor storage shall not exceed the height of required screening;

(b) Exemption from Fencing and Screening Requirements. Fencing and screening is not required around those portions of a lot utilized for complete merchandise display, or the display of component merchandise when said merchandise is stored within a structure or fenced and screened area during the hours the business is closed;

(c) Improvement and Maintenance of Outdoor Storage Areas. All outdoor storage areas and access to them shall be paved. All outdoor storage areas shall be graded and storm drainage facilities installed to collect and dispose of all surface runoff in accordance with city requirements and the most recently adopted version of the storm water manual;

(d) Outdoor Storage of Materials Prohibited. No outdoor storage of materials such as fertilizers, pesticides, etc., which potentially pose a threat to water quality shall be permitted; and

(e) Outdoor Storage Prohibited in Required Parking Areas and Walkways. No outdoor storage shall be permitted to occur in required parking areas, access drives or walkways. [Comment Correction; ; pg. N/A]

- Perimeter landscaping required along eastern property line abutting 320 Todd Road. Is the plan for all three lots to be a full building site? Context needed in order to remove this requirement.

Perimeter landscape buffer widths for this project:

Front yard: 20 ft

Interior side yard (west): 6 ft

Interior side yard (east): 6 ft

Rear: 6 ft where abutting ML; 30' where abutting RM-20

The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less. Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30' landscape buffer may apply. In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6', a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards. The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof. Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS. [Comment Correction; ; pg. N/A]

- Additional Submittal Item Required:

Industrial Design Review application (to be included with your land use or building permit application). Your project is subject to administrative design review for industrial style buildings see PMC 20.26.400 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit or building permit). The worksheet can be downloaded from the City website here: <https://www.cityofpuyallup.org/DocumentCenter/View/17093/Industrial-Design-Review-Formatted-Worksheet>

For criteria that do not apply, please respond N/A. [Comment Correction; ; pg. N/A]

- This percentage (PMC 20.58.005) cannot include the critical area, its buffer, or required perimeter landscape buffers. Please include the breakdown of the areas included in calculating this requirement on the landscape plan set.

PMC 20.58.005 - Landscaping Required

(1) All paved areas of over 10,000 square feet shall have at least five percent of all paved areas landscaped to provide shade to reduce the heat island effect related to paved surfaces, reduce storm water runoff, improve air quality, provide visual breaks to large paved areas and improve general appearance. Perimeter landscaping shall not be calculated as part of the required amount of internal parking lot landscaping. Internal parking lot landscaping design and spacing shall conform to the "Type IV" landscaping standards contained in the city's vegetation management standards (VMS) manual.

In order to further mitigate the impacts of more substantial expanses of paved areas on

development sites, the following shall apply:

(a) In the event that a project provides 20 percent more than the required minimum number of parking stalls (per PMC 20.55.010) for a specific use or group of uses on a development complex site, or in the event that the total sum of paved areas on a site exceeds 100,000 square feet, at least 10 percent of all paved areas shall be landscaped in accordance with this section and the vegetation management standards (VMS) manual. [Comment Correction; ; pg. N/A]

- All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum depth of each landscape island to match the abutting stall depth.

All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum depth of each landscape island to match the abutting stall depth.

'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width. All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.). [Comment Correction; ; pg. N/A]

- Access provided for these doors through landscaping? [landscape plan, L1] [LANDSCAPE PLAN; 2026\2026 07-02 212 Todd Rd Landscape.pdf; pg. 1]

- Is the applicant proposing parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility? [site plan, C-06]. [SITE PLAN; 2026\2026_07-02 212 Todd Rd Civil Plans.pdf; pg. 6]

- No trees have been proposed along required perimeter landscape buffer. This site is abutting another ML zoned property. Type IIIa landscaping would apply. [landscape plan, L1] [LANDSCAPE PLAN; 2026\2026 07-02 212 Todd Rd Landscape.pdf; pg. 1]

Building Review

Stan Kinnear

SKinnear@puyallupwa.gov

- General Notes

1. Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27 & PMC 17.04.030). The new codes are expected to be adopted by May of 2027. Any submittals received after the effective date will be required to incorporate all applicable new code requirements.

2. As a part of the building permit submittal include the building statistics which should include support for the construction type, building height and allowable area as described in the 2021 Washington State Building Code.

3. Parking calculations shall be provided on the site plan and shall include any calculations for handicapped spots and EV parking. EV parking calculations shall follow the percentages laid

out by section 429 of the 2021 Washington State Building Code. Both EV and handicapped parking shall be clearly marked on the plans identifying all types.

4. All electrical is permitted by the Washington State Department L & I.

5. Buildings shall be approved by all other all other required agencies prior to commencement of work.

6. If there are any other questions regarding your project please feel free to reach out.

7. Racking should be included in the building permit or will need to applied for separately. 2021 Washington State Building Code, Section 1705.13.7 "Steel storage racks and steel cantilevered storage racks that are 8 feet (2438 mm) in height or greater and assigned to Seismic Design Category D, E or F shall be provided with periodic special inspection as required by Table 1705.13.7."

Project Notes

1. Based upon the plans it is unclear what type of work will be completed in the shop. It would be ideal to detail and describe work to be performed as this can effect the requirement for ventilation, fire separation, and egress requirements.

2. Plans provided for a building permit, should have egress pathways and not that all doors in the egress pathway should open in the direction of travel.

3. Provide Energy Worksheets for Lighting, Conditioning and Thermal Envelope.

4. Ensure plans show compliance with the IIIB construction

5. Building permit should include plumbing plans and mechanical plans along with building plans.

6. Trusses shall be submitted with the building plans and the engineer of record shall review them prior to submittal.

[Comment Correction; ; pg. N/A]

Fire Review	David Drake	(253)864-4171	DDrake@PuyallupWA.gov
-------------	-------------	---------------	-----------------------

- 1. At least one gate needs to be set back a minimum of 45'. This allows for a fire apparatus to safely pull off the street to open the gate. This would be more clear if they were marked entrance and exit.

2. Electronic gates will require Opticom with manual override and battery backup.

3. If a storm vault is in the fire lane loop (in and out) it will be required to meet a 75,000lb load rating.

4. Buildings that will require a fire sprinkler system will need to show Riser Rooms, FDC, PIV, and fire hydrant locations. The FDC will be required to be within 10-15' of a fire hydrant.

5. Fire Lane stripping and NO Parking signs will be required and addressed at CIVILS.

6. The existing overhead power line will need to be a minimum 13' 6" clearance from the ground at all points over the fire lane. [Comment Correction; ; pg. N/A]

Engineering Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
- STORM *Submit results from long term wet weather monitoring including dates that the monitor was read and the depth to ground water for each reading. Civil plans cannot be submitted without this information. *Address UIC registration for infiltration galleries. See I-4 UIC Program in the 2019 SWMMWW. *Permeable pavement cannot be allowed for the public roadway. The patch is not of uniform shape and only installing permeable in portions of the roadway present maintenance issues and limit the future expansion and repair for this roadway. The city has specific policy and regulations about where permeable can be used in the right of way. The basin that governs the right of way drains to the Wapato Diversion Line which is an agreed upon direct discharge line. Work with the city to perform a downstream analysis and define the conditions for the direct discharge option. *SW REPORT -Page 2 says the site is currently 92.5% impervious. This seems incorrect based on aerial photos and recent site visits. -On Page 10 the existing hard surface calculation is incorrect. -For civil submittal provide modeling results for infiltration facilities. *For civil submittal, provide all details for on site permeable pavement including profile, material/layer thicknesses, and all other design features on the plans. See Conditional Use Permit Findings of Fact, Conclusions of Law and Decision dated July 9, 2025 and incorporate all requirements from this into the design of the project. Even though this CUP was for a different scope the conditions presented on Page 6 are germane enough to still pertain to the project. Clearly show depth to groundwater under the facilities using the testing data. *Existing driveway inadequate as construction entrance. Provide BMP to remove sediment from truck tires during construction. Track out is strictly forbidden. Attention to Detail 05.01.01 #3. A crushed rock area that drains to sediment retention shall be required for tire washing. [Comment Correction; ; pg. N/A] - WATER *Because this is a major water main replacement we are providing more detailed responses at an earlier stage than usual. Most of the corrections can be acknowledged now and implemented during the civil submittal. *New water main to be 12 inches *See city sketch and comments on Sheet C-08 *Commercial buildings require protection. Install DCVAs or RPBA's for all buildings (including former SFRs) on the private side while placing the meter on the public side. *It is acknowledged that this project is proposed on parcel #s 0420222008 and 0420222028.			

The city would like to point out that extending the main across all 3 parcels will eliminate the need to connect back to the 2 inch (the new line would then just end in a Fire Hydrant), and that if at anytime in the future, the third eastern parcel (0420222005) comes in for improvements or development then, should the project scope trigger utility upgrades, the water main will be required to be extended. It may be of value to the owners to complete all of the work while already mobilized and excavating in the ROW.

[Comment Correction; ; pg. N/A]

- For civil submittal provide all pertinent CoP Details and Notes. See CoP Design Standards Sections 1.0 & 2.0.

For civil submittal identify all utility crossings and provide details. [Comment Correction; ; pg. N/A]

- Lot combination required for shared facilities. Utilities, paving, access points and other features cross the parcel boundary which shall be eliminated through lot consolidation. See Puyallup Municipal Code 19.06.020(2). In addition, a covenant easement to allow the side sewer from Parcel #0420222005 to exist on separate parcel(s) will be required. [Comment Correction; ; pg. N/A]

Engineering Traffic Review

Mieco Hutchens

(253)993-0179

mhutchens@puyallupwa.gov

- Install two 2" conduit runs the entire width of the frontage, connecting NW street light J-Box to SE frontage limit for future connection. [Comment Correction; ; pg. N/A]
 - Show UP Railroad Right of Way on Site Plan sheet C-06 [Comment Correction; ; pg. N/A]
 - Verify Right of Way dedication. RoW should match dedication from the adjacent warehouse project (approximately 10.5 ft) to ensure a consistent curb line. [Comment Correction; ; pg. N/A]

External Agency Review

Nabila Comstock

(253)770-3361

NComstock@PuyallupWA.gov

- Please see the third party technical review by Confluence Environmental Company under Documents & Images titled "Todd Storage Yard - Confluence 3rd Party Review 072726". Corrections include:

- Revise the report to be consistent in identifying the wetland as a Category II wetland.
 - Revise the report to be consistent in identifying the wetland buffer as 150 feet.
 - Revise the report to include the objective of the buffer restoration plan. [Comment Correction; ; pg. N/A]
 - Waiting on response from our consultant to decide whether we can accept the current report as it exists. Will follow up with applicant. Please be aware that we may still request an updated report. [Comment Correction; ; pg. N/A]

--

Conditions

Condition Category	Condition	Department	Condition Status
Public Noticing	Public notice sign must be posted on site in a publicly visible location.	Planning Division	Resolved
Public Noticing	Signed Affidavit must be provided.	Planning Division	Resolved

Sincerely,
Nabila Comstock
Associate Planner
(253) 770-3361
NComstock@PuyallupWA.gov