

PROJECT MEMO



TO:	City of Olympia 601 4th Avenue E Olympia, WA 98501	DATE:	June 25, 2026
FROM:	Kate Strom, Permit Expeditor Tacoma - (253) 383-2422	PROJECT NO.:	2260297.10
		PROJECT NAME:	PSE Olympia Operations Site Security
SUBJECT:	Preapplication Conference - Narrative		

The purpose of this memo is to briefly describe the PSE Olympia Site Security project.

PSE proposes to remove the existing site fencing and construct site security fencing around the site perimeter and security gates. In addition, internal gates and fencing will be provided.

Minimal impervious surfaces will be created or replaced because the work will consist only of a new sidewalk between the site and public right-of-way, new fencing and gates. It is anticipated these new plus replaced impervious surfaces will be less than 2,000 square feet in area. Therefore, the project will be exempt from storm drainage improvements.

No utility improvements are anticipated. No buildings are proposed for construction as part of this project. No site grading or paving is proposed beyond that necessary for fence and gate construction.

We appreciate the time and effort of the review team and other city staff. Please do not hesitate to reach out with any questions or comments.

KSS/

c: [Name - Company]
[Name - Company]

PSE Olympia Operations Site Security

Preapplication Conference Questions and Discussion Topics

1. Fencing is anticipated to have height of 6-feet or greater. At what fence height is a building permit required?
2. Please confirm no ROW improvements or ROW permitting are required.
3. Removal of some trees is anticipated to install the fence. Are there any City requirements for tree removal? What restoration is required at fence clearing areas.
4. Please discuss pedestrian gate requirements.
5. What are the anticipated review times for each permit?
6. What are the top 3 scheduling/permitting risks?