



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20230121

DATE: December 19, 2023

TO: Leonard Ruff

PROJECT NAME: Centeris Voltage Park Infrastructure Upgrades

PROJECT DESCRIPTION (as provided by applicant): Project includes mechanical and electrical systems upgrades including an new medium voltage feeder from the existing sub-station, 10 new diesel emergency generators, 5 new air cooled chillers and new interior equipment including new UPS modules with nickel-zinc battery systems along with associated electrical distribution equipment and mechanical cooling equipment.

SITE ADDRESS: 1023 39TH AVE SE, PUYALLUP, WA 98374;

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the staff member listed directly above the notes with any specific questions. We hope that you find this information helpful and informative as you proceed through the permitting process.

You can find more information and review comments on the [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application.

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.

- 1 Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 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. Click 'Upload Documents' at bottom of the page.
- 3 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the MP Business park zone district and the B/IP Business/Industrial Park Comprehensive Plan designated area. Consult PMC 20.35 for zone specific standards. In the MP zone district, proposal for a Data Center is a permitted use.
- Landuse Application Required: Preliminary site plan application required for this scope of work. Application form can be downloaded from the City's website at <https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA Environmental Review Required: Project scope is subject to SEPA review. Provide SEPA checklist with landuse permit. SEPA checklist can be downloaded from City website at www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE. Previous SEPA determinations and addendums addressed the installation of 3 diesel fuel tanks (each 25,000 gallons), see attached SEPA addendum #P-10-0014 available for download in documents and images. Additional scope of this project requires an additional SEPA checklist and environmental review process to be completed in concurrence with preliminary site plan process.
- Updated wetland report required: The proposal is located within 300 ft of a known regulated wetland. The latest report on file with the city is from 2018. The report must

have been produced in the last 5 years to be valid. The report must be updated by a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530. A Critical Area Report Checklist is required to accompany the updated report. The wetland checklist can be found at:

www.cityofpuyallup.org/DocumentCenter/View/16605

- Preliminary Site Plan with SEPA Review: 1st review is completed approximately 45 business days from complete application. All subsequent reviews are approximately 30 business days. The timing of final approval depends on the number of revisions requested. Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s). Development review for land use permits occurs in a 'phased' approach: Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit. After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA. Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff. Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist. If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
- Landscaping Requirements: PMC 20.58 outlines landscaping requirements. All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter. The City also has a companion design manual – the Vegetation Management Standards (VMS) manual – found here: www.cityofpuyallup.org/puyallupvms. Please consult both the code landscape code section and the VMS for a full list of landscape requirements.

PMC 20.65.030 (4) If substantial new construction occurs on a preexisting developed site within the C, M, O or PF, MED, MX or RM zone, or on a site containing any non-single-family residential use within an RS zone, wherein parking, landscaping, signage or fencing do not conform to current municipal code standards, said nonconforming parking, landscaping, signage or fencing shall be brought up to code as determined by the impacted area of redevelopment, defined by the scope of work (i.e., if the proposal would modify or rebuild areas of the site that do not conform to current code standards such proposal shall be in conformance with the applicable code standards applying to that area of work). Major changes of use to preexisting structures (e.g., residential to commercial conversions) shall be required to meet current parking and

landscaping codes regardless of the dollar value of any improvements. Any code-required landscaping shall not be required if its provisions are prohibited by location of a preexisting structure or would cause the amount or dimensions of on-site parking, including access drives, to not meet current standards.

The proposal appears to position the tanks and other equipment on existing concrete pads. It is unlikely that this proposed scope of work will trigger much if any landscaping requirements apart from replacing any damaged plants from excavation activities. The existing concrete pads and other existing infrastructure will not be required to be removed and landscaped. The above reference to 'new construction' refers to any areas that the applicant proposes to remove buildings or other improvements, if the code requires landscaping in those now vacant areas, those would need to meet any current landscaping codes.

- Preapplication vicinity meeting required for proposals of a new multiple-family project that contain 20 or more dwelling units or for commercial and/or any nonresidential projects on sites that are within 300 feet of residential development and which either: (a) are greater than 10,000 square feet in floor area; (b) include more than 20,000 square feet of impervious coverage; or (c) involve outdoor sales, fueling, services or repair. Prior to submittal of an application for a land use permit, an informal preapplication vicinity meeting shall be held in accordance with the terms and requirements outlined in PMC 20.26.009. Contact the case planner for assistance with noticing address list and material requirements.

This project scope does not appear to meet the threshold for requirement of a neighborhood vicinity meeting.

- Exterior Mechanical Devices: Large mechanical equipment shall be screened from surrounding residentially zoned properties and public rights-of-way. Minor utility equipment, such as small generators, utility meters, air conditioners, or junction boxes, which are less than three and one-half feet in height, shall be exempt from screening and setback requirements. Alternative methods for screening may include the use of building or parapet walls, sight-obscuring fencing and/or landscaping, equipment enclosures, consolidation and orientation of devices towards the center of the rooftop, and/or the use of neutral color surfaces. Exterior mechanical devices over three and one-half feet in height must meet setback requirements for the MP zone.
- Design Review: No design review is required for the proposed electrical outbuilding. It is not visible from the right-of-way.

Building Review - Janelle Montgomery; (253) 770-3328;

JMontgomery@PuyallupWA.gov

- General Building Comments

1) Building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may be associated with this

application. Provide a completed application including scope of work and valuation of project.

2) Provide engineered mechanical plans for installation for all new equipment. Include all manufacture's specification to have stamped approved for installation and inspections.

3) Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits. Currently the adoption of the I-codes is March 15, 2024. March 14, 2024 is the last day a complete submittal can be accepted for 2018 I-codes.

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

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

- A separate report provided by Coffman Engineers was submitted and will be reviewed by Fire.
Code adoption will be based on time of application.
A separate review is being completed outside of this application.

Engineering Review - Mark Higginson; (253) 841-5559; MHigginson@PuyallupWA.gov

- GENERAL:
 - The comments provided below are intended to assist the applicant with incorporating City requirements into the project design documents but should not be considered an exhaustive list of all necessary provisions from the PMC, design standards, or the Ecology stormwater manual.
 - If the proposed project exceeds 2,000sf of new hard surface area, or any work occurs within an Environmentally Sensitive Area or Critical Area, a separate Clear, Fill, Grade or Civil permit application shall be required.
 - Any submitted engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040].
 - In accordance with recent revisions to RCW 19.27 and RCW 19.122, any project within 100-ft of a major utility transmission line (hazardous liquid or gas) shall provide notice to the utility operator. .
- WATER:
 - Any alteration of the water system located outside of a building footprint which serves either the domestic supply, or the fire prevention supply, shall require a separate civil permit application. [PMC 14.02.120]
 - Refer to City Standards, Section 300 for Water System Requirements as

applicable to the proposed project. [PMC 17.42]

- SANITARY SEWER:
 - Any alteration of the sanitary sewer system located outside of a building footprint shall require a separate civil permit application. [PMC 14.08.090]
 - Refer to City Standards, Section 400 for Sanitary Sewer System Requirements as applicable to the proposed project. [PMC 17.42]

- STORMWATER/ EROSION CONTROL:
 - Refer to City Standards, Section 200 for Stormwater System Requirements. [PMC 17.42]
 - Stormwater design shall be in accordance with PMC Chapter 21.10 and the current stormwater management manual as adopted by the City Council at the time of project application. The City is currently using the 2019 Department of Ecology (Ecology) Stormwater Management Manual for Western Washington (aka "Ecology Manual").
 - The applicant shall complete the stormwater flowchart, Figure 1-3.1 and/or Figure 1-3.2, contained in the Ecology Manual. The completed flowchart shall be submitted at the time of formal application to the City, i.e., Landuse application, Building Permit application, and Civil Permit application.
 - If the thresholds triggering Minimum Requirement (MR) 1-5 or MR 1-9 are met, the applicant is responsible for submitting a preliminary stormwater management site plan which meets the design requirements provided by PMC Section 21.10 and the Ecology Manual. The preliminary stormwater site plan (PSSP) shall be submitted with the landuse application to ensure that adequate stormwater facilities are anticipated prior to execution of the proposed project. The preliminary stormwater site plan shall reasonably estimate the quantity of stormwater runoff and the application of On-site Stormwater Management BMPs for the proposed development.
 - The written technical report shall clearly delineate any offsite basins tributary to the project site and include the following information: [PMC 21.10.060]
 - the quantity of the offsite runoff;
 - the location(s) where the offsite runoff enters the project site;
 - how the offsite runoff will be routed through the project site.
 - the location of proposed retention/detention facilities
 - and, the location of proposed treatment facilities
 - For offsite basin inflow: At time of civil application, document compliance with 2019 Ecology Manual, Vol III, Sec III-2.4 (2014 Manual, Vol. III, Appendix III-B, Section 6) for the Offsite Basin inflow.

 - Each section of the TIR/SSP shall be individually indexed and tabbed with each

- permit application and every re-submittal prior to review by the City. [PMC 21.10.060]
- Development and redevelopment projects are required to employ, wherever feasible, Low Impact Development (LID) Best Management Practices (BMPs) to meet the design criteria set forth in PMC 21.10.190, the Ecology Manual Volume I, Minimum Requirement 5; and Volume V.
 - If infiltration facilities/BMPs are anticipated, the number of infiltration tests shall be based on the area contributing to the proposed facility/BMP, e.g., one test for every 5,000 sq. ft of permeable pavement, or one test for each bioretention cell.
 - Preliminary feasibility/infeasibility testing for infiltration facilities/BMPs shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3, specifically:
 - Groundwater evaluation, either instantaneous (MR1-5), or continuous monitoring (MR1-9), during the wet weather months (December 1 through April 30).
 - Hydraulic conductivity testing:
 - i. If the development meets the threshold to require implementation of Minimum Requirement #7 (flow control); or, if the site soils are consolidated; or, if the property is encumbered by a critical area, then Small Scale Pilot Infiltration Testing (PIT) during the wet weather months (October 1 through April 1) is required.
 - ii. If the development does not meet the threshold to require implementation of Minimum Requirement #7; or, is not encumbered by a critical area; and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.
 - Testing to determine the hydraulic restriction layer.
 - Mounding analysis may be required in accordance with Ecology Volume V Section V-5.4.
 - Upon submission of any geotechnical infiltration testing, appropriate long-term correction factors shall be noted for areas utilizing infiltration into the underlying native soils in accordance with the Ecology Manual, Volume III, Chapter 3. Provide the long-term infiltration rate calculation in the stormwater report.
 - The proposed project is part of a larger, common plan of development, and may include the use of existing stormwater facilities. The Technical Information Report (TIR) or Stormwater Site Plan (SSP), shall provide supporting documentation and engineering calculations which substantiate any affect the proposed project may have on the original design assumptions of the existing stormwater facilities. [PMC 21.10.060]
 - If Minimum Requirement 1 (MR1) is triggered, at the time of civil permit application, the applicant is responsible for submitting a permanent storm water management plan which meets the design requirements provided by PMC Section 21.10. [PMC 21.10.190, 21.10.060]
 - When using WWHM for analysis, provide the following WWHM project files with the civil permit application:

- Binary project file (WHM file extension)
- ASCII project file (WH2 file extension)
- WDM file (WDM file extension)
- WWHM report text (Word file)

- Stormwater R/D facilities shall be a minimum of 20-feet from any public right-of-way, tract, vegetative buffer, and/or property line measured from the toe of the exterior slope/embankment of the facility. The setback area shall not exceed 5% maximum cross-slope. Facilities with retaining walls, the setback area shall be measured from the facility's emergency overflow elevation to the face of the wall. [PMC 21.10 & DOE Manual, Vol. V]

- If the proposed project discharges to an adjacent wetland, the applicant shall provide a hydrologic analysis which ensures the wetland's hydrologic conditions, hydrophytic vegetation, and substrate characteristics are maintained. See Ecology Manual Volume I, Minimum Requirement 8.

- Water quality treatment of stormwater shall be in accordance with the Ecology Manual, Volume 1, Minimum Requirement 6; and Volume 5, Runoff Treatment.

- If the applicant proposes to use bioretention cells for water quality treatment, the following notes shall be added to the civil design plans:

- "At the completion of the bioretention cells construction, the engineer-of-record shall provide a written statement to the City of Puyallup that the bioretention cells were built per the approved design."

- "The bioretention soil media (BSM) supplier shall certify in writing that the bioretention soil media meets the guidelines for Ecology-approved BSM including mineral aggregate gradation, compost guidelines, and mix standards as specified in the 2012 Low Impact Development Technical Guidance Manual for Puget Sound. And, if so verified, no laboratory infiltration testing, cation exchange, or organic content testing is required."

- Applicant will be required to delineate, dimension, field stake, and flag all limits of clearing, wetland buffers, and other sensitive areas PRIOR to work commencing.

- A Stormwater Systems Development fee will be assessed for each new equivalent service unit (ESU) in accordance with PMC Chapter 14.26. Each ESU is equal to 2,800 square feet of new 'hard' surface. The current SDC as of this writing is \$4,013.00 per ESU.

- Stormwater Systems Development fees are due at the time of site development permit or in the case where no site development permit is required, at the time of building permit issuance; and the fees do not vest until the time of site development permit issuance, or at the time of building permit issuance in the case where a site development permit is not required.

- A Construction Stormwater General Permit shall be obtained from the Department of Ecology if any land disturbing activities such as clearing, grading,

excavating and/or demolition will disturb one or more acres of land, or are part of larger common plan of development or sale that will ultimately disturb one or more acres of land.

- STREET:
 - In accordance with City regulations, any surface area proposed for parking, drive aisle, or outdoor storage shall be paved with asphalt or concrete. [PMC 20.30.045(3), 20.35.035(3), 20.44.045(2)]
 - RCW 19.122 requires all owners of underground facilities to notify pipeline companies of scheduled excavations through the one-number locator service if proposed excavation is within 100 feet. Notification must occur in a window of not less than 2 business days but not more than 10 business days before beginning the excavation. If a transmission pipeline company is notified that excavation work will occur near a pipeline, a representative of the company must consult with the excavator on-site prior to excavation.

- MISC:
 - Civil engineering drawings (if applicable) cannot be accepted until Planning Department requirements have been satisfied, including but not limited to, SEPA, Preliminary Site Plan approval, CUP, and/or Hearing Examiner conditions.
 - Benchmark and monumentation to City of Puyallup datum (NAVD 88) will be required as a part of this project.
 - Engineering plans submitted for review and approval shall comply with City Standards Section 1.0 and Section 2.0, particularly:
 - Engineering plans submitted for review and approval shall be based on 24 x 36-inch sheets.
 - The scale for design plans shall be indicated directly below the north arrow and shall be only 1"=20' or 1"=30'. The north arrow shall point up or to the right on the plans.
 - Engineering plan sheets shall be numbered sequentially in this manner: Sheet 1 of 20, Sheet 2 of 20, etc. ending in Sheet 20 of 20.
 - All applicable City Standard Notes and Standard Details shall be included on the construction plans for this project. A copy of the City Standards can be found on the City's web site under City Engineering, Development Engineering.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master](#)

[document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

- 1 Login to your [permits portal](#).
- 2 Select "Apply for Planning Permit" or "Apply for an Engineering Permit" or "Apply for a Building Permit", depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

Notes: *Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.*