



CITY OF DUPONT

Department of Community Development
1700 Civic Drive, DuPont, WA 98327
Telephone: (253) 964-8121
www.dupontwa.gov

June 24, 2021

Sent via email only to:

Pete Stoltz
CalPortland
P O Box 1730
Seattle, WA 98111

Subject: Pioneer Aggregates South Parcel Project - Applications for PLNG2021-006 (Site Plan Review), PLNG2021-006 (Tree Modification), PLNG2021-010 (Critical Areas Permit), SEPA2021-002(SEPA)
Notice of Incomplete Application

Dear Mr. Stoltz:

On May 24, 2021 and June 4, 2021, we received the following application plans and documents for your application for Site Plan Review, Tree Modification, Critical Areas Review and SEPA Environmental Review for the proposed expansion of the project to the South Parcel:

- Land Use Application Form, undated, signed by Pete Stoltz (superseded by 6/4/21 application)
- South Parcel Project Plans (11 sheets) prepared by Aspect Consulting dated March 24, 2021
- Stormwater Management Report prepared by Aspect Consulting dated February 23, 2021
- Conditions Matrix, author unknown, undated
- Description of Proposal, author unknown, undated
- Conservation Easement for preservation of open space dated February 7, 2014
- Public Access Trail Easement dated February 10, 2014
- Landmark Tree Inventory Report prepared by Anchor QEA, dated March 2021 (superseded by June 3, 2021 report)
- Parking Memorandum prepared by Anchor QEA dated November 17, 2020
- VCP Application to Dept. of Ecology submitted September 3, 2020
- Cleanup Action Plan prepared by Aspect Consulting dated April 22, 2020
- List of Property owners within 300 feet prepared by Anchor QEA dated November 24, 2020
- Opinion Letter on Proposed Cleanup prepared by Dept. of Ecology dated February 2, 2021
- Critical Areas Report prepared by Anchor QEA dated February 2021
- Wetland Mitigation Plan prepared by Anchor QEA dated March 2021
- Geotechnical Engineering Report prepared by Aspect Consulting dated March 8, 2021
- Groundwater Model Update prepared by Aspect Consulting dated June 2017
- Traffic Impact Assessment prepared by Heffron Transportation dated January 26, 2021
- Floodplain Habitat Assessment and Mitigation Report prepared by Anchor QEA dated November 2020

- Pre-Application Meeting Comments prepared by City of DuPont dated May 3, 2019
- Cover letter prepared by CalPortland dated June 4, 2021
- Land Use Application Form, stamped received June 4, 2021 (PLNG2021-006), signed by Pete Stoltz
- Financial Responsibility Form, dated June 4, 2021
- Landmark Tree Inventory Report prepared by Anchor QEA dated June 3, 2021
- Landscape Plan Approval Narrative author unknown dated June 4, 2021
- Request for Modification of Tree Retention Requirements, author unknown, stamped received June 4, 2021

Your application is incomplete for processing. We need the following items to deem the application complete:

- (1) Completed Agent Affidavit – this is checked as included on your land use application form; however, we do not have it. A copy of the form is located on the city’s website at this link:

<https://www.dupontwa.gov/DocumentCenter/View/691/Authorization-to-act-as-agent-affidavit?bidId=>
- (2) Owner’s Authorization. We need a letter from the property owner that acknowledges and authorizes the proposed land use permits.
- (3) The property owner labels provided were dated November 2020. They need to be less than 60 days old. Please confirm that the ownership information is the same currently or provide an updated ownership list and labels.
- (4) Typically, Site Plan Review requires review of a landscape plan (DMC 25.150.030) and a landscape plan was not submitted. The specific applicable requirement of the landscape chapter is DMC 25.90.030(b), which requires that a buffer consisting of trees, shrubs and groundcover be provided between incompatible uses. You have submitted a Landscape Narrative and Project Plans that describe and depict that a temporary berm will be provided on the south and east perimeters. We understand that the proposed perimeter berms are temporary and will be hydroseeded as part of the south parcel mining operations. The berm and hydroseed, however do not fully meet City code requirements. We will proceed processing your application with the understanding that the screening of incompatible uses will also be evaluated as part of the SEPA Environmental Review process and may eventually require that a landscape plan for the perimeter buffers be provided. At this time, in lieu of a landscape plan, provide a copy of the current approved Reclamation Plan/Permit for the property.

Although not required for a technically complete application, the following additional information is required:

- (5) There are discrepancies between the Anchor Tree Inventory Report (June 2021) and the Request for Modification of Tree Retention Requirements narrative with respect to the number of existing trees and trees to be retained. These are the statistics that we have noted from these documents. Explain which is correct and modify the incorrect document.

Tree Inventory and Retention – Comparison of Statistics Provided		
	Anchor Tree Inventory Report dated June 2021	Narrative Request for Modification of Tree Retention Requirements
Total “Other” Landmark Trees	97	48
Total Oregon White Oak Trees	19	13

Total OWO and Landmark Trees	116	74
OWO Trees to be retained	6	0
Total "Other" Landmark Trees to be Retained	20	15

Upon submittal of a complete application we will provide a preliminary schedule, issue a Notice of Application and Notice of Scoping Meeting.

If you have any questions, please call me at 253-912-5393, or email me at bkincaid@dupontwa.gov.

Sincerely,



Barb Kincaid, AICP
Director of Community Development

Cc: PLNG2021-006, 009,010, SEPA2021-002
Sherri Ingles, Building Department
Mike Turner, City of DuPont Fire Marshal
Fred Foreman, City of DuPont Public Works
Scott Hein, City of DuPont Public Works
Dominic Miller, Gray & Osborne, Inc. (representing the City of DuPont)
Lisa Klein, AHBL, Inc. (representing the City of DuPont)