



CITY OF DUPONT

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

November 2, 2023

Sent via email only to: coleb@spsseg.org

Cole Baldino – Salmon Habitat Project Manager
South Puget Sound Salmon Enhancement Group
6700 Martin Way E, Suite 112
Olympia, WA 98516

Project: Sequalitchew Creek Restoration Plan
Subject: Notice of Complete Application
File No.: PLNG2023-007 and -008

Dear Mr. Baldino:

We are writing to inform you that City Staff has reviewed your permit application materials submitted for the implementation of the Sequalitchew Creek Restoration Plan that we received on October 10, 2023, and for which you subsequently paid for the permit fees on October 16, 2023, and have deemed the submission **complete**.

The following letter summarizes the project history and requests additional information needed for City Staff to begin the full review process. Your application will not begin the review process until we receive the additional information.

The city will be issuing a Notice of Application (NOA) and Optional Determination of Nonsignificance on Monday, November 6, 2023. The NOA process includes a public comment period, newspaper publication and posting. It is your responsibility to post the NOA on the site. See the end of this letter for instructions for posting the site.

A. Background and History

1. A preapplication meeting for review of the Sequalitchew Creek Restoration Plan took place on December 14, 2022 and a review letter outlining the City's requirements for the project including required application materials was issued on December 21, 2022 (File No. PLNG2022-028).
2. A previous preapplication meeting for review of the Sequalitchew Creek Restoration Plan took place on July 15, 2020 and a review letter was issued on August 7, 2020 (File No. PLNG2020-011).
3. The following were submitted June 20, 2023:
 - a. Critical Areas Application Package prepared by SPSSEG dated June 21, 2023 that included the following within the document:
 - i. Critical Areas Report prepared by Anchor QEA dated April 2023.
 - ii. JARPA Permit Application prepared by SPSSEG dated April 11, 2023.
 - iii. Tree Assessment prepared by Anchor QEA dated March 6, 2023.
 - iv. Cultural Resources Assessment prepared by Aqua Terra dated November 17, 2022.

- v. SEPA Checklist prepared by SPSSEG dated December 31, 2022, signed June 21, 2023.
- b. Preliminary Basis of Design Report prepared by Anchor QEA dated April 2023 that included the following within the document:
 - i. Wetland Delineation report prepared by Anchor QEA dated August 2022.
 - ii. Earth and Water Resources Report prepared by Aspect dated November 11, 2022.
 - iii. 60% Design Plans prepared by Anchor QEA dated February 2023.
 - iv. Geotechnical Report prepared by Anchor QEA dated November 2022.
 - v. Pedestrian Bridges Basis of Design prepared by KPFF dated January 2023.
 - vi. Beaver Management Design prepared by SPSSEG and Beavers Northwest - no date.
- 4. A Notice of Incomplete Application was sent to you on September 21, 2023.
- 5. The following additional materials were submitted October 10, 2023:
 - a. A completed permit application form October 10, 2023.
 - b. Signed affidavit authorizing applicant to act as agent on behalf of the owners (City of DuPont) dated May 11, 2023.
 - c. Response letter/exception request (not dated) prepared by Anchor QEA with supplemental Summary of Cumulative Effects of DuPont Mining and Restoration Projects on Aquatic Habitat, Surface Water and Groundwater Memo prepared by Aspect Consulting dated November 29, 2016.
 - d. Cultural Resources Report prepared by Aqua Terra dated November 17, 2022.
 - e. Tree Assessment Report prepared by Washington Forestry Consultants Inc. dated March 6, 2023.

B. Planning Department Comments

The following additional information is required for the City to initiate its review process. The project is on hold pending receipt of the additional information.

1. Critical Areas Exemption Request. Upon closer review of your proposal, it has come to our attention that the proposed pedestrian bridge is a replacement of an existing trail and therefore qualifies for an *Exemption* under DMC 25.105.070(1), not a Critical Areas *Exception* as previously stated. Per DMC 25.105.070(1)(d), Exemption requests shall be made in writing and subject to the administrative authority of the director.

Please submit a written request for a Critical Areas Permit Exemption as required per DMC 25.105.070(1)(d).

2. Site Plans. All plans, including the Site Plan, Landscape Plan (i.e. restoration plans), Grading, Stormwater, and Utility Plans are needed as separate files as specified in the Land Use Application and stated in the previous Notice of Incomplete Application dated September 21, 2023.

Please submit all plans as separate files as specified in the land use application.

3. SEPA Environmental Review Material.

As provided in the previous Notice of Incomplete Application, the permit package submitted includes the material necessary for SEPA environmental review, however, the SEPA documents are needed as separate files. The October resubmittal included the Cultural Resources Report and Tree Assessment Report as separate files as requested, but the SEPA checklist and Critical Areas Report are also needed as separate files. Note that the SEPA checklist should be updated to complete the response to A.11 for stream miles and acres.

Please submit all SEPA material as separate files.

C. Posting Requirements

Attached are the city's Notice Board Posting Requirements and an Affidavit of Posting for you to complete and return together with photographs of the installed Notice Boards. The Notice Board must be installed by

Monday, November 6. The scope of the proposal will require that two signs be posted at the following locations (yellow stars indicate sign locations):



We look forward to receiving your resubmission. If you have any questions, please contact me at 253-912-5393.

Sincerely,

Barbara Kincaid

Barb Kincaid, AICP
Director of Public Services
City of DuPont

Enclosure:

Cc: File No. PLNG2023-007
Lisa Klein, AHBL, Inc. (representing the City of DuPont)



NOTICE BOARD POSTING REQUIREMENTS

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

Posting a notice board (i.e., "sign") on the subject property notifies the public of a filed application for a proposed project and is required by DuPont Municipal Code 25.175.030.

Sign Requirements

- Placement:** Midpoint of the street at the front of the site (or as determined by the director)
5 feet inside the street property line (except when it is structurally attached to an existing building)
Maximum 5 feet from the street (director approval required to exceed 5 feet)
Top of sign is to not exceed 8 feet above grade – must be completely visible to pedestrians
- Quantity:** 1 board per site
*Additional signs may be required if the site does **not** abut a public road, it is a large site that abuts more than 1 public road, or if the director determines additional notice signs are necessary for adequate public notice*
- Material:** Weather-resistant
- Dimensions:** 11 inches x 17 inches (printed area)
- Removal Date:** Within 15 days following the end of the notice period (notice period ends on comments due date)

Examples

These are for example purposes only.



Items to Submit

The following **must** be emailed to permittech@dupontwa.gov

- ☐ Completed **Affidavit of Posting**
- ☐ Photo(s) of installed posted sign(s)

Questions

Do you have additional questions? Feel free to contact the community development department at (253) 964-8121 or permittech@dupontwa.gov.



AFFIDAVIT OF POSTING

CITY OF DUPONT

1700 Civic Drive, DuPont, WA 98327

Telephone 253.964.8121

www.dupontwa.gov

Application # _____ and City File No. _____

I, _____ applicant/applicant's agent for the above
referenced project number, being duly sworn on oath, deposes and says: That on the _____ day of
_____, 20_____ posted a notice, prominently displayed, at the site.

Site/Project Description: _____

Signed By

Print Name

Company Name

Submit Form and Photos of Posting to: Permits@dupontwa.gov