

**DEPARTMENT OF PLANNING AND BUILDING
SEPA INSTRUCTION SHEET**

To: Office Specialist

From: David Barnes, Project Planner

Date: May 20, 2016

Subject: SEPA DETERMINATION OF NONSIGNIFICANCE (DNS) DISTRIBUTION INSTRUCTIONS

SEPA FILE NUMBER: SEP16-00978; Permit Number SUB16-00050 Department holding official file:
Planning

MBP Electronic Building Permit Only? Yes No

Neighborhood Assoc. Totem Lake

Project is subject to CONCURRENCY REVIEW? Yes No

Project is in Houghton Area? Yes No Public Hearing is required on this project? Yes No

Please distribute the attached DNS as indicated below, **on May 23, 2016 (issuance date):** Planner, please give these instructions to office specialist a minimum of 2 days before issuance date.

SUGGESTED PUBLISHING DATE (can be published Monday – Thursday): _____ or As soon as possible after issuance date. Office specialist to coordinate publishing to occur within 2 to 4 days from issuance date.

PLANNER IS RESPONSIBLE FOR THE FOLLOWING ITEMS:

- Verify that an applicant has been attached to the case and that person is the proponent on the DNS or MDNS
- Site Plan is attached for Posting Notice and filed as a PDF in EnerGov (Posting is only required when issuing a MDNS and a sign is required for the underlying permit.).
- Enter Parties of Record info on the Parties of Record tab within the Address List in EnerGov.
- In EnerGov, complete the following workflow items if soliciting early feedback from Agencies or Interested Parties.
 - Send to DOT for review
 - Send to DFW for review
 - Send to King County for review
- Create a folder for your item in: H:/PCD/Planning/Staff Reports – Eric’s Approval and add your staff report with attachments.
- Enter full & abbreviated SEPA mitigating measures in EnerGov - ‘Conditions’ screen. Complete the workflow item.
- For SEPA determination, use the word template: Not-Determination of Nonsignificance. Make sure the ‘Paragraph’ feature is enabled in Word to view hidden text. In the Distribution section, delete agencies that are not applicable (**criteria is in hidden text**). Place completed determination in same H: drive folder with staff report.
- Verify that the following workflow items have been completed in EnerGov:
 - Checklist Received
 - Planning Completeness Review
 - Planning Department Review
 - Memo to Planning Director
 - Construction drawings are attached
 - Site Plan has been attached
- Prepare letter to applicant (template Pcd-SEPA “Ltr Env Determination Issued.”). Sign letter and give to office specialist along with this SEPA instruction/step sheet.

PLANNER TO CHECK ONE OF THE FOLLOWING OPTIONS AND GIVE TO OFFICE SPECIALIST.

Planner: check one of the options		Chart	Publishing	Mailing & Posting	WAC	KMC
<input type="checkbox"/>	Straight DNS	1	no	no	197-11-340 (1)	
<input type="checkbox"/>	Optional DNS*	1	no	no	197-11-355	24.02.170
<input type="checkbox"/>	Special DNS**	2	yes	no	197-11-340 (2a) 197-11-350	24.02.160 (a)
<input checked="" type="checkbox"/>	Special DNS** where land use permit has a public notice sign	2 – include yellow highlight portion	yes	Yes (full sized notice required)	197-11-340 (2a) 197-11-350	24.02.160 (b)

* Per KMC 24.02.170, if mitigation measures are proposed after the close of the integrated comment period, use Chart 2

** Instances for a Special DNS – see WAC 197-11-340 (2)

Planner, check which applies:

- o Agencies with jurisdiction
- o Mitigating measures
- o DS withdrawn
- o Non-exempt grading permit
- o Non-exempt demolition permit
- o A GMA action

ADMINISTRATIVE STAFF IS RESPONSIBLE FOR THE FOLLOWING STEPS:

CHART 1: STRAIGHT DNS OR OPTIONAL STRAIGHT DNS:

CHART 1 STRAIGHT DNS OR OPTIONAL DNS	Applicant Letter (LtrEnvDetermIs sued)	Director Memo (NO ATTACHMENTS)	DNS Sign & Date)	SEPA CHECKLIST	(Attachments to Director Memo)
Applicant/Contact(s)	Original +				No
Parties of Record (Permit)	No	No	Email	No	No
Dept. of Ecology* (receives all SEPA's)	No	No	Email	Email	Email
Planner, as CC: on email to the Dept. of Ecology.			Email	Email	Email
Muckleshoot, Fisheries Division – Habitat Program	No	No	Email	Email	Email
SEPA Agencies (See H:\Pcd\PLANNING\Mailing Lists\SEPA Agencies List Updated March 2013.xlsx)	No	No	Email	Email	No
Houghton Community Council (If Houghton area only)	No	No	Email	Email	No
Neighborhood Association	No	No	Email	Email	No
Official File (Planning or other department – confirm if e- filed)	1	Original	Original	Original	Original
TOTALS					

CHART 2: SPECIAL DNS OR GMA ACTION:

CHART 2 SPECIAL DNS	Applicant Letter	Director Memo (No Attachments)	Mail/Post Full Size (Green) Copy	Notice for Publishing Only	DNS	Env. √list	Attach's to Director Memo (Not all attachments may need to be sent)
Applicant/Contact(s)	Original +	1	1	No	1	1	No
Parties of Record from Notice of application (See list or EnerGov)*** <i>None</i>	No	—	—	No	—	—	No
Dept. of Ecology* (receives all SEPAs)	No	Email	No	No	Email	Email	Email
Planner	No	Email	Email	No	Email	Email	No
Muckleshoot, Fisheries Division – Habitat Program	No	No	No	No	Email	Email	See DNS form & Planner
SEPA Agencies List (See H:\Pcd\PLANNING\Mailing Lists\SEPA Agencies List Updated March 2013.xlsx)	No	No	No	No	Email	Email	See DNS form & Planner <i>DOT to Plan to to to</i>
HCC (Houghton area only) (7 members)	No	No	No	No	Email	Email	No
Neighborhood Association Chair & Vice Chair: <i>Tokem Lake</i>	No	Email	Email	No	Email	Email	No
Seattle Times (legals@seattletimes.com)	No	No	No	Email word document	No	No	No
Thang Nguyen, Public Works Dept (ONLY IF CONCURRENCY)	1	No	1	No	1	No	No
Planning Public Notices webpage. Combine notice and DNS to post	No	No	No	Post PDF combined with the notice	Post PDF combined with the notice	No	No
Official File (Planning or other department – confirm if e-filed)	1	Original	Original	Original	Original	Original	Original
Publishing Notebook	No	No	1	1	No	No	No
Property Owners and Residents (Same as underlying permit)	No	No	<i>235</i>	No	No	No	No
Post on Property (20 per sign)	No	No	<i>2</i>	No	No	No	No
GREEN LAMINATED POST NOTICE (1 per sign)	No	No	<i>40</i>	No	No	No	No
SITE PLAN LAMINATED (1 per sign)	No	No	<i>1</i>	No	No	No	No
TOTALS	<i>2</i>	<i>1</i>	<i>279</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>—</i>

*Department of Ecology requirements:

1. Electronic version (plus one hardcopy of EIS documents) either in MS Word (read only) or PDF is preferred. **Note:** Sending Ecology a scanned copy (when the original is available) with the signature is not necessary and produces an excessively large file (just include the name of person signing and the date instead of scanning a signed copy).
2. Email to sepaunit@ecy.wa.gov and use up to 30mb for each email message. Please include the type of SEPA document, (DNS, MDNS, Consultation etc.) a description of the proposal, date of issuance and the lead agency contact information in the text of the Email.
3. Other applicable information should also be included, such as maps, site plans, reports, and other information needed to review the DNS
4. A CD is also acceptable in lieu of an electronic submission. **Mailing Address:** Washington State Department of Ecology, SEPA Unit, PO Box 47703, Olympia WA 98504-7703

Prepare from template "Notice of SEPA and or Concurrency Notice Publishing" (in PCD-ADMIN) (if chart 3 only)

Laminate site plan for posting (if chart 3 only) - Verify w/ Planner, may be on-site already

Prepare from template "Notice of SEPA and or Concurrency Notice ABBREVIATED Publishing" (if chart 2 or 3). See Conditions screen in Energov for the full and abbreviated mitigating measures if applicable. Contact project planner if mitigation measures have not been added.

Email abbreviated publishing notice to Seattle Times (legals@seattletimes.com)(see chart 2 or 3 above).

Email full notice or abbreviated publishing notice to front desk Office Technician with note to remove from information board and Planning Public Notice webpage after comment/appeal deadline.

Distribute letter, memo, notice, DNS and checklist per appropriate chart.

Under SEPA Review workflow; Issue SEPA Determination section:

Determination Letter to Applicant (under SEPA Review workflow)

Distribute Determination (under SEPA Review workflow)

Attach letter as a PDF in SEPA case in EnerGov.

Attach PDF copy of Director's memo, DNS, and environmental checklist to case in EnerGov.

Attach SEPA publishing notice as PDF in SEPA case in EnerGov.

After completion of steps, keep this form along with all of the originals of the documents. Scanned copies of all documents should be attached to the case in EnerGov.

1. **NOTE: If a permit was filed electronically through another department, a scanned copy of all documents should be attached to the SEPA case in EnerGov. All background SEPA documents (i.e., instruction sheet, distribution emails, etc.) should also be scanned and placed under the 'supplemental' attachment group. We no longer keep the SEPA NB as of April 2, 2012 (EnerGov "go live" date). If there is a building permit envelope, the originals go to the planner that is working on the building permit, who passes it on to the Building department for official filing (Building Dept. files it in permit envelope).*
2. *If Planning has the official file, all originals go in the Planning official file. (Note: The SEPA Notebook was only a backup duplicate file and was not the official permanent record as of 1/1/94)*
3. *If there is no official file, scan all documents and add to the parcel in EnerGov. Give all hard copy documents to the front desk office technician to file off-site in the parcel data file archives. Hard copy parcel files to be destroyed 2 years from final action. Check with project planner.*

FYI: Concurrency review is done by Public Works Department, but we provide the notice.

IF USING CHART 2 WITH SHADED COLUMN: Give a copy of these instructions to the project planner (see below) along with the posting notice.

PROJECT PLANNER

POST ATTACHED NOTICES ON SUBJECT PROPERTY by 5/26/16 (publishing date)

COMPLETE THE WORKFLOW 'Post Notice on Public Notice Sign' ACTIVITY IN ENERGOV IN THE SEPA CASE, NOT THE PROJECT CASE.

Planner: You may recycle this copy or retain for your records.

Angela Martin

From: Angela Martin
Sent: Tuesday, May 24, 2016 10:48 AM
To: 'sepaunit@ecy.wa.gov' (sepaunit@ecy.wa.gov)
Cc: David Barnes
Subject: SEPA Determination - Jefferson House Memory Care Community SEP16-00978
Attachments: SEPA DNS Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf;
SEPA Memo with Attachments Jefferson House Memory Care Community -
SEP16-00978 SUB16-00050.pdf; SEPA Checklist Jefferson House Memory Care
Community - SEP16-00978 SUB16-00050.pdf

Attached for your information is the SEPA DNS, Memo with Attachments and Environmental Checklist regarding the **Jefferson House Memory Care Community, File No. SEP16-00978/SUB16-00050.**

If you have any questions you may contact **Associate Planner David Barnes** at dbarnes@kirklandwa.gov or 425-587-3250.

Thank you,

Angela Martin
Planning & Building Department
Office Specialist
425-587-3237
aamartin@kirklandwa.gov



Please don't print this e-mail unless you really need to. Reduce, Reuse, Recycle

Angela Martin

From: Angela Martin
Sent: Tuesday, May 24, 2016 10:53 AM
To: David Barnes
Subject: SEPA Determination - Jefferson House Memory Care Community SEP16-00978
Attachments: SEPA DNS Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf;
SEPA Checklist Jefferson House Memory Care Community - SEP16-00978
SUB16-00050.pdf

Bcc: karen.Walter@muckleshoot.nsn.us; 'Laura.murphy@muckleshoot.nsn.us';
mgagliardo@cascadewater.org; fmiller@lwsd.org; 'lpyke@lwsd.org';
'Rhonda.Kaetzel@kingcounty.gov'; Hillary.hamilton@seattle.gov; 'sepa@dahp.wa.gov'

Attached for your information are the SEPA DNS and Environmental Checklist regarding the **Jefferson House Memory Care Community, File No. SEP16-00978/SUB16-00050.**

If you have any questions you may contact **Associate Planner David Barnes** at dbarnes@kirklandwa.gov or 425-587-3250.

Thank you,

Angela Martin
Planning & Building Department
Office Specialist
425-587-3237
aamartin@kirklandwa.gov



Please don't print this e-mail unless you really need to. Reduce, Reuse, Recycle

Angela Martin

From: Angela Martin
Sent: Tuesday, May 24, 2016 10:58 AM
To: 'ramin.pazooki@wsdot.wa.gov'
Cc: David Barnes
Subject: SEPA Determination - Jefferson House Memory Care Community SEP16-00978
Attachments: SEPA DNS Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf;
SEPA Checklist Jefferson House Memory Care Community - SEP16-00978
SUB16-00050.pdf; Traffic Report Jefferson House Memory Care Community -
SEP16-00978 SUB16-00050.pdf

Attached for your information is the SEPA DNS, Environmental Checklist and traffic report regarding the **Jefferson House Memory Care Community, File No. SEP16-00978/SUB16-00050.**

If you have any questions you may contact **Associate Planner David Barnes** at dbarnes@kirklandwa.gov or 425-587-3250.

Thank you,

Angela Martin
Planning & Building Department
Office Specialist
425-587-3237
aamartin@kirklandwa.gov



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Angela Martin

From: Angela Martin
Sent: Tuesday, May 24, 2016 11:04 AM
To: 'johanna@thepalmers.com'
Cc: David Barnes
Subject: SEPA Determination - Jefferson House Memory Care Community SEP16-00978
Attachments: SEPA DNS Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf; SEPA Checklist Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf; Jefferson House Memory Care SEPA Notice - SEP16-00978 SUB16-00050.pdf; SEPA Memo Jefferson House Memory Care Community - SEP16-00978 SUB16-00050.pdf

Attached for your information is the SEPA DNS, Environmental Checklist, Notice and Staff Memo regarding the **Jefferson House Memory Care Community, File No. SEP16-00978/SUB16-00050.**

If you have any questions you may contact **Associate Planner David Barnes** at dbarnes@kirklandwa.gov or 425-587-3250.

Thank you,

Angela Martin
Planning & Building Department
Office Specialist
425-587-3237
amartin@kirklandwa.gov

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