



KITTTAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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“Building Partnerships – Building Communities”

December 18th, 2018

Nathan Weis
PO Box 171
Roslyn WA 98941

RE: Sparks Park SEPA (SE-18-0008) – Determination of Incomplete Application and Request for Additional Information

Dear Mr. Weis,

Thank you for applying to Kittitas County Community Development Services (CDS) for a State Environmental Policy Act (SEPA) checklist, associated with a grade and fill permit under review by Kittitas County Public Works. Your application was submitted to CDS on November 27, 2018. I have reviewed the checklist and have determined that the application is not complete and that additional information will be required for continued processing of the application. This letter is intended to specify and outline what is necessary for your application to be considered complete and processing to continue.

The following provides detail as to what is necessary to be provided and/or expanded on regarding the application, traffic impacts, and ensuring that the project impacts are analyzed as a whole:

- **Item A: Background, sub-item 11** asks for the proposed uses and the size of the project site. The given response reads “A future phase will involve the installation of water, septic sewer, and power utility services for a proposed small office building”. Additional narrative is necessary describing what the intended use of the property is. It came to our attention when a pre-application conference was requested on December 10th, 2018 for a pre-application conference date of January 2nd, 2019 that the proposed road is part of a larger project including a truck stop, store, and tire shop. Pursuant to WAC 197-11-60(3)(b), SEPA proposals “related to each other closely enough to be, in effect, a single course of action shall be evaluated in the same environmental document”. Your project narrative must address all aspects of your proposal. Additionally, other elements of the SEPA Checklist may need to be updated as well regarding the proposed uses listed above and how they may or may not affect the environment.
- **Item B: Transportation sub-item 14, line f** asks how many vehicular trips would be generated per day by the completed proposal and also asks for information regarding data and models used to make that determination. Additionally it requests that the determination be made for the “completed project or proposal”. The submitted checklist

contains the response “No vehicle trips are anticipated with this project”. All elements of the proposed project must be evaluated. It is expected that during construction there will be a certain number of vehicular traffic associated with said construction and as mentioned above, the SEPA checklist needs to address the proposed future uses of the property as well which currently includes a truck stop, store, and tire shop.

- **Item C: Signature.** The application was submitted without a signature, printed name of signee, position and agency/organization, and date submitted. This information must be completed and the original signature page must be provided.

Please revise your SEPA checklist as outlined above and submit to CDS. Once your revised application has been received, staff will continue processing your application.

Please feel free to contact me with any questions.

Best Regards,

A handwritten signature in cursive script that reads "Dusty Pilkington".

Dusty Pilkington
Kittitas County Community Development Services
411 N. Ruby St Suite 2
Ellensburg, WA 98926