



City of Puyallup  
Development Services  
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## **SEPA ENVIRONMENTAL CHECKLIST (2015 UPDATED VERSION)**

### **Purpose of Checklist:**

The State Environmental Policy Act (SEPA), Chapter 43.21 RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency whether an EIS is required.

### **Instructions for Applicants:**

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

**If you are not already submitting an 8-1/2" x 11" reduction of your project site plan to the city as part of a companion case submittal, please submit a copy as a part of this SEPA application.**

**Please submit eight (8) copies of the completed SEPA checklist application packet.**

## A. BACKGROUND

1. Name of proposed project:

320 Todd Road NE Office Conversion

2. Name of Applicant:

EJ and Catherine Fernandez

3. Mailing address, phone number of applicant and contact person:

EJ and Catherine Fernandez  
PO Box 309  
Sumner, WA 98390  
253-988-2449

4. Date checklist prepared:

January 2024

5. Agency requesting checklist:

City of Puyallup

6. Proposed timing or schedule (including phasing, if applicable):

The office conversion will proceed once the Conditional Use Permit and associated building permits for the tenant improvement are obtained through the City of Puyallup. The goal is for construction to begin in early 2024.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Pending Comprehensive Plan update to Manufacturing/Industrial zoning, the applicant would like to construct a contractor yard associated with the Professional Office use in the future.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Soils Report, GeoResources, 2022  
Stream/Wetland Corridor Buffer Restoration Program, Habitat Technologies, 2023

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None known or available through a City of Puyallup online permit search.

10. List any governmental approvals or permits that will be needed for your proposal, if known.

The property is zoned RM-20, requiring a Conditional Use Permit for Professional Office. In addition, a variance is requested for the side yard landscaping requirement. City of Puyallup Site Civil and Building Permits are required for the office conversion.

11. Give brief, complete description of your proposal, including uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information or project description).

The parcel size is 65,123 SF and consists of an existing 2,142 SF single family home and detached garage. The applicant is requesting to convert the unoccupied home into a Professional Office and construct a 920 SF building addition. Improvements to the site include site access, parking, circulation, landscaping and building improvements to meet Professional Office code requirements.

12. Location of proposal. Give sufficient information for a person to understand the precise location of your proposed project, including street address, if any, and section, township, and range, if known. If the proposal would occur over a range of area, provide the range of boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The proposal site is located at 320 Todd Road NE in Puyallup, Pierce County, WA. The parcel number is 0420222005. A vicinity map is included in the accompanying plans.

## B. ENVIRONMENTAL ELEMENTS

### 1. Earth

a. General description of the site  
(circle one): Flat, rolling, hilly, steep, slopes, mountains, other Flat

b. What is the steepest slope on the site (approximate percent slope)? 10%

c. What general types of soils are found on the site (for example: clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Per the Soils Report (GeoResources, 2023), the Natural Resource Conservation Service (NRCS) Web Soil Survey maps the site as being underlain by Pilchuck fine sand (29A) and Puyallup fine sandy loam (31A) soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

There are no surface indications or history of unstable soils. Per the Soils Report, the soil types on-site are considered to have a slight erosion hazard when soils are exposed.

e. Describe the purpose, type and approximately quantities of any filling or grading proposed. Indicate source of fill.

The project includes approximately 22 CY of cut and 195 CY of fill. Suitable materials removed will be re-used on-site. Fill from off-site will be provided by approved suppliers and used for site improvements grading.

f. Could erosion occur as a result of clearing, construction or use? If so, generally describe.

As with all construction activities, erosion can occur during construction if proper measures are not observed. The site will have a temporary erosion and sediment control (TESC) plan to manage the site and limit erosion risk. The use of the site will not lead to erosion.

g. About what percent of the site will be covered with impervious surface after project construction (for example: asphalt or buildings)?

After project construction, approximately 27% of the site will be covered with impervious surface, including the buildings, driveway and parking lot.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

The proposal will employ Best Management Practices (BMPs) to minimize stormwater flows, prevent soil erosion, capture water-borne sediment from exposed soils, and protect water quality from on-site pollutant sources. These BMPs include an erosion control plan prepared in accordance with City of Puyallup standards and the Stormwater Management Manual for Western Washington. The City of Puyallup Storm and Surface Water Engineering Standards provides guidance to prevent erosion downstream of construction sites. Some measures that may be implemented during construction to manage source control and runoff conveyance and treatment include: road/parking area stabilization, wheel wash, dust control, concrete handling, construction timing, erosion control fencing, outlet protection, silt fencing and sediment traps. Additional devices and methods may be employed to ensure the erosion potential is minimized.

**2. Air**

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

During construction, emissions to the air will be released by construction vehicles and heavy equipment. Construction would temporarily increase dust and vehicle emissions near the construction area. Mitigation will include using BMPs to control dust, covering exposed soils, and requiring idling vehicles to be shut off. The proposal will not emit emissions from normal operation after construction.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

There are no known off-site sources of emissions or odor that would affect this proposal.

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

Construction vehicles will be fitted with required, factory-installed emission control devices. To reduce the potential of dust, construction accesses will be covered with rock or aggregate. Dust emissions will also be reduced during construction through the use of spray water as necessary during dry weather conditions. Material stockpiles will also be covered or watered as necessary to control dust.

**3. Water**

a. Surface Water:

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream and river it flows into.

Wapato Creek is within 95 feet of the eastern edge of the site. The buffer for the creek extends into the proposal parcel. There are no on-site wetlands or habitat.

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

The southeast corner of the improved area of the parcel is within 95' of Wapato Creek to the east. The improvements do no impact the stream or its buffer.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not applicable, no fill or dredge of Wapato Creek is proposed.

4. Will the proposal requires surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known.

No.

5. Does the proposal lie within a 100-year floodplain. If so, note location on the site plan.

According to FEMA Firm Map Panel 530144 (2017), the majority of the proposal parcel lies outside of any floodplain. The adjacent creek and buffer are within a regulatory floodway (Zone AE) without base flood elevation.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground:

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No. The proposal site is connected to the city water system.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals.....; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

The building has an existing, operable septic system located on the west side of the existing structure. The tank is approximately 1,000 gallons and the drainfield is approximately 400 SF. As Professional Office sewer usage is minimal, the existing system is adequate for the proposed use.

c. Water Runoff (including storm water):

1. Describe the source of runoff (including storm water) the method of collection and disposal, if any (including quantities, if known). Where will this water flow? Will this flow into other waters? If so, describe.

Runoff from the parking lot, building roof and sidewalks will be collected and treated in biofiltration cells before being conveyed to underground infiltration galleries on-site.

2. Could waste materials enter ground or surface waters? If so, generally describe.

No.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No. The site is currently and will remain flat. All stormwater is being treated and infiltrated on-site.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

During construction activities, silt fencing will be installed to prevent any waste materials from leaving the site. The stormwater approach, described above, will treat surface runoff on-site.

4. **Plants**

a. Check or circle types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- pasture
- crop or grain
- orchards, vineyards or other permanent crops.
- wet solid plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

Low quality grass/brush will be removed as part of the proposal.

c. List threatened or endangered species known to be on or near the site.

None known.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

The proposal includes native plants and landscaping to provide the perimeter landscape buffer from neighboring properties to the west as well as parking lot landscaping as required by city code.

e. List all noxious weeds and invasive species known to be on or near the site.

None known.

**5. Animals**

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

Birds: hawk, heron, eagle, songbirds, other \_\_\_\_\_

Mammals: deer, bear, elk, beaver, other \_\_\_\_\_

Fish: bass, salmon, trout, herring, shellfish, other: \_\_\_\_\_

b. List any threatened or endangered species known to be on or near the site.

None known. The proposal site and area are highly urbanized and unlikely to have threatened or endangered species. According to the Buffer Program report (Habitat Technologies), the creek and wetland on the neighboring parcel are categorized as Type III using the City of Puyallup's categorization.

c. Is the site part of a migration route? If so, explain.

Most of Western Washington is within the Pacific Flyway.

d. Proposed measures to preserve or enhance wildlife, if any.

Light and noise will be directed away from the creek buffer to the southeast of the site; stormwater will be treated and infiltrated on-site; construction dust will be minimized; and human and pet waste will be kept away from the buffer area.

e. List any invasive animal species known to be on or near the site.

None known.

**6. Energy and Natural Resources**

a. What kind of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

The project uses electricity and natural gas for building operations.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No, the project will not affect the use of solar energy by adjacent properties.

c. What kind of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

The proposal will use low impact features where applicable, such as LED lighting to limit energy impacts. The energy usage is anticipated to be similar to the previous use as a residence.

7. **Environmental Health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

There are no environmental health hazards associated with the proposal.

1. Describe any known or possible contamination at the site from present or past uses.

None known.

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None known.

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

No chemicals will be stored with this proposal.

4. Describe special emergency services that might be required.

None.

5. Proposed measures to reduce or control environmental health hazards, if any:

Not applicable.

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

The subject property and vicinity is urbanized and experiences normal traffic noise associated with vehicles traveling on Todd Road NE.

2. What types and levels of noise would be created by or associated with the project on a short-term or long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

The proposal will create typical noise associated with a Professional Office use, including vehicles as well as temporary construction noise. Construction noise will be limited to code allowed construction hours. Professional Office use will be associated with daytime working hours.

3. Proposed measures to reduce or control noise impacts, if any.

Construction will be limited to day time hours to limit impacts to neighbors.

**8. Land and Shoreline Use**

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The current use on-site is single-family residential. The nearby uses vary from multi-family residential, general commercial and single family use.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to non-farm or non-forest use?

The existing structure on the site was constructed in 1921. Uses before that time are unknown. Neighboring properties do not indicate farmland use in recent history.

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No.

c. Describe any structures on the site.

The existing structure is a single-family home built in 1921. It is wood construction and two stories high.

d. Will any structures be demolished? If so, what?

No structures will be demolished with this proposal. The existing structure will be remodeled and an addition will be constructed to add adequate space for a professional office use.

e. What is the current zoning classification of the site?

The current zoning is RM-20, a residential zone.

f. What is the current comprehensive plan designation of the site?

The current Comprehensive Plan designation of the site is Residential RM-20. In 2024, the City is reviewing the Comprehensive Plan, including the designation for the subject property and neighboring sites. The applicant is requesting a Manufacturing/Industrial zoning to be compatible with uses in the area.

g. If applicable, what is the current shoreline master program designation of the site?

Not applicable.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Wapato Creek runs north/south to the east of the property. The creek buffer extends onto the property in the SE corner of the site and along the eastern property line.

i. Approximately how many people would reside or work in the completed project?

The completed office conversion can accommodate up to nine workers.

j. Approximately how many people would the completed project displace?

The project will not displace any residents.

k. Proposed measures to avoid or reduce displacement impacts, if any?

Not applicable.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

The applicant is requesting a CUP for the Professional Office use, which is an allowable CUP use with the existing RM-20 zoning. In addition, the applicant supports Manufacturing/Industrial or General Commercial zoning of the site in the city's Comprehensive Plan update as these uses are in alignment with desired uses on site as well as property uses in the vicinity.

m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

None.

**9. Housing**

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

No housing is associated with this proposal.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle or low-income housing.

The existing home on-site will be converted to Professional Office. There are no current residents in the home.

c. Proposed measures to reduce or control housing impacts, if any.

None.

**10. Aesthetics**

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principle exterior building material(s) proposed?

After improvements, the structure will continue to be two-stories high, a height of approximately 25 feet. The building will have hardy siding, commercial awnings over entry doors and the use of timber to add architectural interest.

b. What views in the immediate vicinity would be altered or obstructed?

The proposal does not alter or obstruct views.

c. Proposed measures to reduce or control aesthetic impacts, if any.

The site will be improved to include perimeter landscaping, which is not currently on-site, as well as building renovations to improve the aesthetics of the existing structure.

## 11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

The proposal site will emit light typical light from a professional office use and associated parking lot. Parking lot and exterior lighting will be on during overnight hours for security. Daytime use of the building will produce typical office light, generally between the hours of 7AM-5PM.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

No.

c. What existing off-site sources of light or glare may affect your proposal?

None.

d. Proposed measures to reduce or control light and glare impacts, if any?

Site lighting will be pointed downward or shielded to limit light pollution to neighboring properties and Wapato Creek.

## **12. Recreation**

a. What designated and informal recreational opportunities are in the immediate vicinity?

There are no recreational opportunities in the immediate vicinity.

b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

No mitigation is proposed as no impacts are anticipated.

## **13. Historic and Cultural Preservation**

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

The existing building on-site is low quality and not of historic significance. The site is not a candidate for national, state or local preservation registers.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

There is no material evidence, artifacts or areas of cultural importance known to be on or near the site.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

A review of the Washington State Department of Archaeology and Historic Preservation (DAHP) GIS data was used to search for potential impacts to cultural or historic resources.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

If cultural resources are discovered during construction activities, proper measures will be performed to limit impacts. This includes halting construction and coordinating with local and/or state agencies before proceeding.

#### **14. Transportation**

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The property is located on Todd Road NE, a public road. While Todd Road is classified as a minor and major roadway east and west of the site, respectively, the frontage of the property is along the section of Todd Road that is classified as a local roadway.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

The site is near North Meridian, which is a public transit route. The nearest transit stop is along North Meridian and Spencer Road (Stop #4169). The bus stop is approximately 2,000 feet from the property.

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

The project will have 10 parking stalls after construction. The existing residence has two off-street parking stalls.

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

The office conversion does not require improvements to roads or transportation facilities off-site.

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

The project will not use water, rail or air transportation. An active Union Pacific railway is located on the north side of Todd Road NE, across from the property. The property will not impact or be impacted by the railroad use.

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Per City of Puyallup trip generation rates, the completed project will produce 19 net new passenger vehicular trips per day over the existing single family residential use. Peak volumes would occur from 7AM-9AM and 4PM-6PM, Monday through Friday.

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

h. Proposed measures to reduce or control transportation impacts, if any:

The Professional Office use will create minimal trips to and from the site during peak hours. No mitigation measures are proposed.

## **15. Public Services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

The project will not result in an increased need for public services.

b. Proposed measures to reduce or control direct impacts on public services, if any.

No mitigation is proposed as no impacts are anticipated.

## **16. Utilities**

a. Circle utilities currently available at the site:

electricity  natural gas  water  refuse service  telephone  sanitary sewer  septic system  other:

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

The site utilizes a septic system until a connection to sanitary sewer is feasible. This will require acquiring an easement from neighboring properties to extend the city sewer system from the southwest side of the site.

#### C. SIGNATURE

I hereby state that I am the owner or authorized agent listed above, and certify that all information contained above and in exhibits attached hereto are true and correct to the best of my knowledge and belief. I understand that the processing of this application may require additional supporting material upon request to City staff.

RIGHT OF ENTRY: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes, and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Property Owner: Erin J. Lemmon

Date: 1-5-24

Signature of Agent: Jah O.

Date: 1/4/2024

I declare under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

Dated: 1/4/2024 in Pierce County, Washington.

(Signature of Applicant)