

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

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.

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.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [HELP]

1. Name of proposed project, if applicable: Artifact Puzzles Port Townsend Factory
2. Name of applicant: Artifact Puzzles LLC
3. Address and phone number of applicant and contact person: 4115 Business Center Drive, Fremont CA
Contact person: Maya Gupta, artifactpuzzles@gmail.com 94538

4. Date checklist prepared: 2/18/2021
5. Agency requesting checklist: ORCAA
6. Proposed timing or schedule (including phasing, if applicable):
Install proposed exhaust system June 2021, being laser-cutting July 2021
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. No
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. No environmental information has been prepared
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.
No other applications or proposals should be affecting this property
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed 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 on project description.) Proposal is to manufacture laser-cut wooden jigsaw puzzles at 2405 W. Sims Way, in Port Townsend. Rest of building to be used for packing the puzzles, storage, and shipping.
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or 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. 2405 W. Sims Way in Port Townsend.

B. Environmental Elements [\[HELP\]](#)

1. **Earth** [\[help\]](#) Note: No changes are proposed to the ground.
 - a. General description of the site: Flat, this is a commercial building and parking lot, previously used as a furniture store.
(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____
 - b. What is the steepest slope on the site (approximate percent slope)?
Completely flat (0 percent)
 - 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.
Entire property is paved except for some landscaped areas with dirt.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
No
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.
No filling, excavation or other changes to the ground are being proposed.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
No filling, excavation or other changes to the ground are being proposed.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
No changes to the ground surfaces are being proposed.
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
No changes to the ground surfaces are being proposed.

2. Air [\[help\]](#)

- 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. Operations will daily laser-cut around 100 jigsaw puzzles from pre-cut 12" x 15" sheets of 3-ply plywood, and laser-cutting burns the wood, creating smoke.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
No. Our 1/4" plywood is custom-made AA maple with poplar core, no metal flakes, and uses Columbia Purebond formaldehyde-free glue.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:
We will use a filter cabinet with removable filters to capture particles and soot.

3. Water [\[help\]](#) We only use plywood with Columbia Products Purebond (formaldehyde-free) glue.

- a. Surface Water: [\[help\]](#)
- 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 or river it flows into.
Past the property line maybe a couple hundred feet there are some wetlands.
 - 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.
No.
 - 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.
None
 - 4) Will the proposal require 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.

No

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 Water: [\[help\]](#)

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 changes are proposed that would affect groundwater.

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.

No waste material will be discharged into the ground

c. Water runoff (including stormwater):

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

No changes are proposed that will affect water run-off

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

The wood smoke from laser-cutting the puzzles could settle on ground or surface waters. It will be less wood smoke than one house wood fireplace.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. Proposal does not alter drainage patterns.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: No proposals.

4. **Plants** [\[help\]](#)

a. Check the types of vegetation found on the site;

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs (part of purposeful landscaping)
- grass
- pasture
- crop or grain
- Orchards, vineyards or other permanent crops.
- wet soil 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?

No changes are proposed to the vegetation

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

Bald eagles can be found in the general Port Townsend area.

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

Will maintain the current landscaping

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

None.

5. **Animals** [\[help\]](#)

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

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

Bald eagles, hawks, robins fly over, but it's a commercially developed area.

Deer, squirrels, raccoons have been seen in the general area.

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

Bald eagles have been seen overhead this area.

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

No.

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

We will maintain or improve current landscaping.

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

No.

6. **Energy and Natural Resources** [\[help\]](#)

a. What kinds 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. Once ramped up, we expect to run nine 60W laser-cutters up to 24/7. In addition, the building may be heated up to 65F for the benefit of our workers, with use of heating and lights localized to where people are working.

b. Would your project affect the potential use of solar energy by adjacent properties?
If so, generally describe. No.

c. What kinds of energy conservation features are included in the plans of this proposal?

List other proposed measures to reduce or control energy impacts, if any:

We expect our use of the building to use less heat and light than its current use (as a store) because we will localize heating and lighting to where workers are working, and not storage areas.

7. **Environmental Health** [\[help\]](#)

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. Theoretically, laser cutters can cause fires. In 10 years of operation we have never had an incident. We use industry-standard Epilog lasers with built-in safeguards, and all

1) Describe any known or possible contamination at the site from present or past uses. staff are trained for laser & fire safety.

None

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

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.

None

4) Describe special emergency services that might be required.

None

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

Fire extinguishers will be posted near lasers. All employees will be trained to handle fire extinguishers ahead of time, and plans will be established and practiced in case of fire or

b. **Noise** earthquakes.

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? None

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Exhaust fans produce some fan white noise 24/7. Site is located next to a main arterial (Sims Way), and additional noise will probably not

3) Proposed measures to reduce or control noise impacts, if any: be noticed over traffic noise. Properly secure all parts of exhaust system and annual maintenance to minimize rattling.

8. Land and Shoreline Use [\[help\]](#)

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.

Current use of this property is a furniture & carpet store.

Adjacent properties are a Les Schwab Tire Center and a Pet Store, will not have an effect.

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 nonfarm or nonforest use?
No.

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. One 14,000 square foot building, used since its creation as a furniture store.

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

No, we will make minimal adaptations of the current building to enable our puzzle-making and shipping operations.

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

Hybrid commercial/light-industrial.

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

Commercial.

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.

No.

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

We expect an average of 4 people to work at this facility at a time, but at some times there might be as many as 10 people working at the same time.

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

No one is living on-site now, so no one would be displaced.

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: We have consulted with the City of Port Townsend and they welcomed this use of this building.
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:
None.

9. Housing [\[help\]](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. No housing units would be provided.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. No housing units would be eliminated.
- c. Proposed measures to reduce or control housing impacts, if any:
This proposal has no direct housing impact.

10. Aesthetics [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
The current building is 2 stories, roughly 30 feet at its tallest. The exhaust system will extend a couple feet above the roof, but should not be visible from the front or road.
- b. What views in the immediate vicinity would be altered or obstructed?
View from the road should be un-altered. Parts of the exhaust system on the roof might from the back yard of the next door tire center.
- b. Proposed measures to reduce or control aesthetic impacts, if any:
Exhaust system will be painted with a matte paint to blend in.

11. Light and Glare [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
Matte finishes will be used so that no glare is produced.
- 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:
None.

12. Recreation [\[help\]](#)

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

Connection to Port Townsend's non-motorized trail system are across a arterial 2-lane street (with sidewalks and bike lanes).

- 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:

Exhaust system will be installed such that it is not visible from the trail system.

13. Historic and cultural preservation [\[help\]](#)

- 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 ? If so, specifically describe. No.

- 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.

No

- 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.

Already built-up area. Relying on previous studies and the small size of this change.

- 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.

None.

14. Transportation [\[help\]](#)

- 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.

No changes: the parking lot is off W. Sims Way, a main arterial.

- 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?

Public buses go by, property is half block to a bus stop.

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

No changes to the parking spaces or parking lot are proposed. There are 15 parking spaces (includes 2 handicap spots).

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). No.

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

No.

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?

One vehicular trip a day to/from work for employees, for up to 10 employees a day.

No customers. One pick-up daily by USPS and/or UPS and/or FedEx.

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:

None.

15. **Public Services** [\[help\]](#)

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.

No.

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

None.

16. **Utilities** [\[help\]](#)

a. Circle utilities currently available at the site:

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

Electricity, water, telephone, sanitary sewer.

This and three nearby businesses share a sewer pumping station.

No changes are proposed to the utilities.

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.

No changes proposed.

C. Signature [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____ Maya Gupta
Name of signee Maya Gupta
Position and Agency/Organization Managing Member, Artifact Puzzles LLC
Date Submitted: 2/20/2021

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks,

wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.