



152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
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May 28, 2021

Derek Baker
Miller Construction, Inc.
576 N. 5th Avenue
Sequim, WA 98382

Subject: Notice of Incomplete Application – Commercial Design Review Application No. CDR-21-001

Dear Mr. Baker,

This letter is to notify you that the environmental checklist submitted with your application has not been completed; therefore, this letter serves as a notice of incomplete application and a rescission of the May 13, 2021 notice of complete application. Please revisit your environmental checklist and complete as instructed on the first page of the checklist form under “Instructions for Applicant”.

The checklist asks you to describe some basic information about your proposal, to answer the questions briefly, with the most precise information known, or give the best description you can states that you must answer each question accurately and carefully, to the best of your knowledge. Except for eight of the questions on the entire checklist, you have answered “No” or “None”, including all the basic questions under Section A, Background. Please complete these sections so that we can review this proposal. If I can be of any assistance or provide you with guidance, please don’t hesitate to contact me.

As provided in Subsection 20.01.130(C)(1), you will have 120 days from the date of this notification to submit the necessary information to the city. Within 20 days after you have provided the requested information, the city will determine completeness as described in subsection 20.01.130(A) of this section, and notify the applicant in the same manner.

If you have any questions or concerns regarding this matter, please contact the City of Sequim Department of Community Development at (360) 582-2476 or email me at twoolett@sequimwa.gov. Our office hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,

Tim Woolett, Senior Planner

Cc: Gary Dougherty