

RECEIVED

# SEPA ENVIRONMENTAL CHECKLIST

## THE PURPOSE OF SEPA

The State Environmental Policy Act (SEPA) requires the City to consider the environmental impacts of a proposal before making decisions. The City will use this checklist to help determine whether the environmental impacts of your proposal are significant and decide whether an Environmental Impact Statement (EIS) is required from a Determination of Significance (DS), or a Determination of Non-Significance (DNS) may be issued. An EIS must be prepared for all proposals with probable significant adverse impacts on the environment. Frequently, however, the impacts of a proposal can be mitigated through certain conditions or voluntary measures agreed to by the applicant. Mitigation measures may include, for example, limiting construction hours to reduce noise, preserving significant trees or habitat, and a variety of other issues regarding the environment.

New development proposals may also place an added burden on public services. New residents and employees use public parks, require fire and police protection, and other general government services. These impacts are significant during the first few years after a proposal is submitted to the City, and before the tax the City receives generated by the project. City service providers must cover increasing expenses without compensating revenues. Impact mitigation under SEPA is designed to help reduce the strain on public services.

Also, capital costs associated with providing facilities for new residents and employees are not covered by these tax revenues. In a rapidly growing community, existing City taxpayers must make up unpaid short-term operational costs and capital expenses. Unless these impacts are mitigated, current City taxpayers would be put in the position of subsidizing new development and would not realize a full return on their tax dollars.

## WHEN A CHECKLIST IS REQUIRED

The SEPA review process generally begins when someone submits a permit application to the City, for example, a building permit, land use application such as a conditional use or a rezone, grading permits, or any such project where the City is required to issue a permit or approval. This is considered an "action" under SEPA, in the Washington Administrative Code WAC 197-11-704.

## EXEMPTIONS TO SEPA

To be exempt from SEPA review, the proposed project must be smaller than or equal to the following:

- ◇ The construction or location of any residential structures of twenty (20) dwelling units;
- ◇ For multifamily residential projects, up to sixty (60) dwelling units;
- ◇ The construction of an office, school, commercial, recreational, service, or storage building 12,000 square feet in size with forty (40) parking spaces;
- ◇ For agricultural structures, up to forty thousand square feet;

## THE PROCESS

A pre-application conference with City Development Services Department (DSD) staff is required prior to submitting a SEPA environmental checklist. Filing a checklist with thorough answers the first time may avoid unnecessary delays later.

Within 14 days of determining that a SEPA application is complete, DSD will provide the public and adjacent property owners with notice and an opportunity to comment on the pending threshold determination.

The DSD will provide the applicant with a copy of the notice of the pending threshold determination posted on one (or in some cases two) public notice boards, and one (1) copy of an affidavit of posting. The applicant posts the notice(s), placing the board(s) in conspicuous locations on or near the property, and maintains them in place until the determination is issued. The affidavit of posting must be signed, notarized, and returned to the DSD no later than seven (7) days after the notices are provided. Upon issuance of the determination, any conditions imposed must be posted on the signboards and remain there until the project has been finalized.

The DSD will arrange one (1) publication of the notice to appear in a newspaper of general circulation within the City. Any person will then have a period of 20 days (30 days if a Shoreline permit is involved) from the date of publication to submit information and comments to the DSD relating to the project. All comments received will be provided to the applicant. In addition to having the property posted and publishing the notice, DSD staff may opt to hold a public meeting to review the checklist, schedule a public site visit or informal meeting with the proponent, adjacent property owners, or interested citizens, or use any other reasonable method deemed appropriate by the staff.

The planning staff member who is the responsible official will make the threshold determination and issue either a Determination of Non-Significance (DNS), a Mitigated Determination of Non-Significance (MDNS), or a Determination of Significance (DS). An applicant may request in writing early notice if a DS is likely. A DS may not be appealed.

If the responsible official finds that a proposal is likely to have some potential significant environmental impacts, the applicant may modify the proposal to reduce such impacts, so that an MDNS could be issued. An MDNS lists specific mitigation measures to be implemented by the applicant to reduce impacts. If the project is approved with specific mitigating conditions, the applicant must post the conditions and return a signed, notarized affidavit of posting, and maintain the posted conditions during construction. The conditions must be removed upon completion of the project.

No threshold determination is final until expiration of the 15-day administrative appeal period. If it is appealed, then the determination is final when the decision is made on the appeal. If no written comments have been received on a threshold determination, no appeal is available.

A written statement appealing the threshold determination of the responsible official must be filed with the Development Services Department Director within fifteen (15) calendar days of the date of publication of the threshold determination. If any person has already filed comments on the pending determination, submittal of a written appeal letter is required. If a person has not commented previously, both a comment letter and a

**SEPA Application  
Submittal Requirements  
CHECKLIST**

- Completed Checklist
- Application fee
  - Minor:** \$793.36 (plus \$355.00 for notice fees)
  
  - Major:** \$1576.72 (Plus \$455.00 for notice fees) (*i.e. Planned Unit Developments, Full Subdivisions, Commercial projects in excess of 10,000 square feet and any other major projects*).
- Additional Fees:** Additional fees may apply should companion applications be required.
  
- The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner's names and addresses typed on mailing labels. The City will supply envelopes. For minor SEPA, include 1 set of mailing labels; for major SEPA, include 2 sets of mailing labels.
- A vicinity map of the area as shown by the Jefferson County Assessor's Office
- Three copies of a site plan** showing the dimensions and shape of:
  - Existing lots
  - All existing or proposed structures/improvements
  - Existing and Proposed building floor space (if applicable)
  - Conceptual building elevations (if applicable)
  - Adjacent streets, alleys, driveways and off-street parking
  - Utilities, parking, landscape areas, adjacent land uses
  - All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
  - Significant natural features such as creeks, wetlands, steep slopes, etc.
  - The location of any critical areas and/or buffers as described in PTMC 19.05, including all floodplains, lying within or adjacent to the proposed variance; Critical Areas special reports where required by (PTMC 19.05 - Critical Areas)
  - North Arrow and scale
- If the above site plan is larger than 8-1/2" x 11", provide one 8-1/2" x 11" copy
- A drainage plan. If there are existing structures on-site, show and calculate the total amount of impervious surfaces (*i.e. building roof areas, driveways*) in square feet and current method of stormwater management (*i.e. downspouts, drywells, etc.*)
- Attach any additional information (reports, studies, maps, illustrations, leases, permits, etc.) that may further describe the proposal or as required by the Planning and Community Development Department.

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

*The City of Port Townsend has amended the Port Townsend Comprehensive Plan, which includes the Gateway Development [Subarea] Plan on October 16, 2023. The project is within the bounds of the City Shoreline Master Program, the City's Critical Areas Ordinance, FEMA Flood Plain (AE 12) and Stormwater Management Plan, which are included as a part of the project permitting review process.*

**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.**

*A clearing and grading permit, site development permit, critical areas permit and flood development permit will be required from the City of Port Townsend and will be submitted concurrently with this SEPA application.*

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

*A clearing and grading permit, street development permit (SDP)/minor improvement permit (MIP), Critical Areas Permit (CAP) and flood development permit (FDP) will be required from the City of Port Townsend and will be submitted concurrently with this SEPA application.*

**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.**

**a. Brief Description:**

*The Boat Haven boatyard is to be expanded to the north, from a point approximately 1000 feet east of the intersection of 10<sup>th</sup> Street and West Sims Way eastward to the west curb return to the driveway entrance to the Safeway Gas Station at 2611 E Sims Way. (See attached project drawings).*

*Boatyard expansion is proposed to maximize necessary workspace critical to the marine trades and improve the safety and flexibility of boatyard operations. This expansion will accommodate larger vessels, support increase revenues, and maximize employment growth potential for marine trades.*

*Jefferson PUD will underground electrical transmission lines along Sims Way, with the removal of existing utility power transmission poles and lines, Lombardy poplar trees and the placement of new landscaping in accordance with the project plans.*

*New pedestrian facilities will be established on the north side of Sims Way in the form of a 6-foot wide sidewalk or pedestrian path, however no other new impervious surfaces are proposed. Pedestrian facilities are non-pollution generating impervious surfaces. The pedestrian pathway is being routed coincident, to the greatest degree feasible, to the underground concrete duct bank to minimize surface footprint of impervious surfaces and subsurface infrastructure.*

## B. ENVIRONMENTAL ELEMENTS

### 1. EARTH

a. General description of the site (mark one):

Flat  Rolling  Hilly  Steep slopes

Mountainous  Other

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

*The steepest slope in the affected geographic area is about 25%, which occurs at a short Sims Way/SR 20 embankment slope near 10<sup>th</sup> Street*

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.

*The U.S. Geological Survey classifies the geology of the affected geographic area as Modified Land (ml), containing mixtures of earth materials (primarily dredge spoil from Port Townsend Bay), demolition debris, garbage, and other municipal and industrial debris. Existing soils are compacted and dense. Materials will be imported for embankment work, surface soils will be stripped and replaced with nutrient rich topsoil to support landscape planting. Subgrade will be decompacted to support landscape plantings,*

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

*Cut and fill land underlying most of the affected geographic area contains mixtures of earth materials (primarily dredge spoil) with varying physical properties but no known surface indications or history of unstable soils. The small area underlain with Clallam gravelly sandy loam largely has been stabilized to support the Sims/SR 20 embankment.*

e. Describe the purpose, type, total area, and approximate quantities of any filling, excavation, and grading proposed. Indicate source of fill.

*Fill materials will be placed and compacted, sloped downward toward the right-of-way at an appropriate angle of repose for the fill material used. Fill materials will be obtained from a borrow or gravel source, off site. The area of the fill would be approximately one acre, and the quantity of fill is approximately 2500 cubic yards.*

**3. WATER**

**a. Surface Water:**

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

*There is a hydraulic connection (i.e., pipe culvert) between Kah Tai Lagoon and Port Townsend Bay is a U.S. and State water. The water flows through a pipe culvert under Sims Way/SR 20 near Henery Hardware*

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

*Project construction is not to occur within 200 feet of Port Townsend Bay nor Kah Tai Lagoon.*

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

*No fill or dredge material will occur for surface waters or wetlands for this project.*

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

*No surface water withdrawals or diversions are anticipated for this project. However, undergrounding of the PUD's electrical transmission line might require temporary diversion of the culverted drainage from Kah Tai Lagoon.*

5) Does the proposal lie within a 100-year flood plain? If so, note the location on the site plan.

*Much of the affected geographic area lies within a designated 100-year coastal floodplain (AE 12) at elev. 12' NAVD88. A flood development permit will be required from the City of Port Townsend. An encroachment analysis is attached from Blue Coast Engineering, dated March 7, 2024, demonstrating no negative affects to the floodplain from the proposed development.*

*The City requires compliance with the Western Washington Stormwater Manual for applying best management practices to address waste or pollutants removal in construction stormwater. The Port requires compliance with the Boatyard General Permit from DOE. Construction stormwater will be abated by use of wattles, coirs, check dams, silt fences, inlet socks, in combinations as necessary to protect the stormwater system and adjacent properties from stormwater pollution.*

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

*No. The project is not anticipated to alter the existing stormwater management system in WSDOT right-of-way and impervious surfaces on Port property will be treated through a stormwater permit (Boatyard General) modification.*

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

*See drawings.*

#### **4. PLANTS**

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

Deciduous tree:  Alder  Maple  Aspen  Other: Lombardy poplar

Evergreen tree:  Fir  Cedar  Pine  Other: Pacific madrone

Shrubs

Grass

Pasture

Crop or Grain

Orchards, vineyards or other permanent crops

Wet Soil Plants:  Cat-tail  Buttercup  Bulrush

Skunk Cabbage  Other:

Water Plants:  Water Lily  Eelgrass  Milfoil  Other:

Other types of vegetation:

*None*

c. What kind and amount of vegetation would be removed or altered?

*The project will manage vegetation as appropriate for roadside vegetation management and the Gateway Development Plan.*

*The affected geographic area lies within a migratory bird corridor.*

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

*The City Council-approved the Sims Gateway and Boatyard Expansion project design concept suggests vegetation landscaping, including native species, to provide wildlife habitat compatible within the right-of-way. The City's Critical Areas ordinance provides protection for wildlife and their habitats. Reference project plans for landscaping details.*

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

*Invasive animal species are not known to occur in the affected geographic area. Projects would be evaluated at the time of development.*

## **6. ENERGY AND NATURAL RESOURCES**

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 would be used for heating, manufacturing, etc.

*Electricity will be necessary for boatyard lighting and future potential signage. Electricity would also be necessary for irrigation and boatyard operations.*

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

*The project is unlikely to affect solar energy use on adjacent properties.*

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:

*Any new lighting proposed for the boatyard expansion would comply with lighting budgets and controls requirements of the 2021 Washington State Energy Code – Commercial. No fossil fuel consumption is anticipated for the project, and no heating or cooling of facilities is proposed.*

## **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.



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.

*Construction noise associated with construction equipment and materials delivery vehicles is anticipated, typically during weekdays from 7 am to 7 pm.*

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

*Construction noise is anticipated during project construction phase and shall be limited to hours as designated by the Port Townsend Municipal Code (PTMC) Section 9.09.040 and the Engineering Design Standards (EDS). Permits may be obtained from the City outside of the hours referenced by City code and EDS.*

## **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.

*Land uses in the affected geographic area include WSDOT right-of-way and the Port Townsend Boat Haven marina and boatyard. Project will not affect current land uses on nearby or adjacent properties and would be evaluated at the time of development. The uses of the site will remain unchanged: Boatyard activities such as boat maintenance and storage, pedestrian and vehicular travel.*

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

*No.*

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

*No*

c. Describe any structures on the site.

*The WSDOT right-of-way contains highway facilities, including roadway, bike lanes, and sidewalks; and linear utilities such as electricity transmission, water mains, sanitary sewer, stormwater*

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

*No people reside in the affected geographic area. The Port estimates that about 400 people work at Boat Haven, and that future projects could generate about 20 new jobs (Port, PUD, City. 2021. Jefferson County Public Infrastructure Fund application).*

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

*No people will be displaced by this project.*

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

*Not applicable.*

## **10. AESTHETICS**

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

*Light poles, approximately 30 feet in height.*

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

*Views to the south will be altered by changing landscaping to a clustered parkway arrangement instead of a columnar arrangement of poplar trees, enhancing visibility into the boatyard in certain locations, as outlined in the amendment to the Gateway Development Plan. Poplar removal and undergrounding of overhead electrical lines on the south side of Sims Way will enhance views.*

*The Gateway Development Plan identifies the following views in the Flats District: Port of Port Townsend shipyards, Kah Tai Lagoon, the Bluff east of Kearney Street, Jefferson County Courthouse, and lighthouse-shaped residence.*

*Views to the Lagoon, Bluff, Courthouse and Lighthouse-shaped residence will not be affected.*

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

*Undergrounding of the PUD's electrical service lines would improve views of the shipyard and corridor aesthetics.*

## **11. LIGHT AND GLARE**

national, state, or local preservation registers located on or near the site? 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.

*Culturally important properties are not known to exist in the affected geographic area, most of which is 1960s dredge spoil from the Bay.*

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, archeological surveys, historic maps, GIS data, etc.

*Cultural and historic resources investigations and consultation with Tribes and the State Department of Archaeology and Historic Preservation, would be performed as required by City, State, and Federal cultural resources regulations prior to project construction. An inadvertent discovery plan (IDP) will be incorporated into the project construction contract documents.*

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.

*The project will be subject to monitoring and an inadvertent discovery plan as directed by DAHP and the local tribes.*

#### **14. TRANSPORTATION**

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

*The project area runs along the south side of Sims Way/SR 20 from approximately 1000 feet east of the 10th Street intersection to the Safeway Fuel Station driveway at 2611 E Sims Way. Sims Way is a public highway and city street under joint jurisdiction of WSDOT and the City. The City's Transportation Functional Plan designates the roadway as a Principal Arterial with access control, channelized intersections, restricted parking, and that collects and distributes traffic to and from minor arterials. Direct access is restricted to intersecting streets or consolidated commercial or industrial entrances.*

*The boatyard expansion project, although providing better safety and utility for boatyard operations, is expected to generate much less than 20 additional vehicular trips per day. As was explained above earlier in this checklist, Sims Way/SR 20 carries average daily traffic of about 12,000-14,000 vehicles (WSDOT. 2022. Traffic Count Database System) therefore the effect of the boatyard expansion will have a negligible or no impact upon the area's transportation network.*

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.

*The proposal is not expected to be affected by movement of agricultural or forest products on Sims Way/SR 20 because the highway configuration would be unchanged.*

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

*No mitigation measures are proposed for this project.*

## **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 Proposal is not expected to increase the need for public services.*

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

*The Proposal is not expected to increase the need for public services, and impact mitigation measures are not anticipated.*

## **16. UTILITIES**

a. Check which utilities are currently available at the affected geographic area:

Electricity  Natural Gas  Water  Refuse Service  
 Telephone  Septic System  Sanitary Sewer  Other: Telecomm

*The PUD owns and operates an overhead 115 kV electrical transmission line that runs parallel to Sims Way/SR 20 at the outside edge of the boatyard.*

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?