

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.

I request consolidated review: Elected consolidated review increases staff efficiency in permitting, and is intended to shorten permit timelines due to consolidated instead of consecutive review. Failure to check box may result in delayed review start for permits.

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;
- ◇ Repair, remodel, and maintenance activities (unless associated with a non-exempt proposal);
- ◇ For parking facilities, up to forty (40) parking spaces;
- ◇ For landfills and excavations in WAC 197-11-800(1)(b)(v), up to one thousand cubic yards;
- ◇ The vacation of streets and roads;
- ◇ The granting of variances based on special circumstances.

CRITICAL AREAS

Pursuant to the Washington Growth Management Act (GMA), the City requires protection of critical areas within the city limits. These areas, along with protective buffers, include wetlands and streams, frequently flooded areas, aquifer recharge areas, fish and wildlife habitat, and geologically hazardous areas (steep slopes, soils with high erosion rates). The Critical Areas Ordinance, as codified in Chapter 19.05 of the Port Townsend Municipal Code, establishes protection standards that minimize development impacts.

If your property is in a mapped critical area, or meets the criteria for a critical area, City staff may conduct a site investigation or you may need to obtain the services of a professional, such as an engineering geologist or wetlands specialist to determine if the mapping is correct. If it is, you may be required to obtain a Critical Area permit. Critical areas maps are available on the third floor of City Hall, 250 Madison Street, in the Planning and Community Development Department. You can request a City staff person to print this map for you.

INSTRUCTIONS FOR APPLICANTS

The Environmental Checklist asks you to describe some basic information about your proposal. Please answer the questions descriptively, but briefly. Be as accurate as possible, and use the most precise information available to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. However, answers to some questions may require expertise or technical assistance from qualified persons. The cost of obtaining such information is the responsibility of the applicant.

If you do not know the answer, write, "do not know," or if it does not apply to your proposal, write "does not apply." *Complete answers to the questions now may avoid unnecessary delays later.*

Some questions ask about governmental regulations, such as zoning, shoreline, and land use designations. Answer these questions if you can. If you need help, City staff can assist you. The Checklist questions apply to all parts of your proposal, even if you plan to do it 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 PROCESS

A pre-application conference with City Planning and Community Development (PCD) 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, PCD will provide the public and adjacent property owners with notice and an opportunity to comment on the pending threshold determination.

The PCD 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 PCD 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 PCD 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 PCD relating to the project. All comments received will be provided to the applicant. In addition to having the property posted and publishing the notice, PCD 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 Planning and Community Development 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 separate appeal letter must be submitted within the 15-day administrative appeal comment period.

The fee to appeal the Director's decision is *12hrs staff time + Hearing Examiner fees, admin fees*. The fee is waived if a valid petition is signed by 200 Port Townsend citizens and is submitted to PCD within the 15-day appeal period. The appeal must clearly list the names and addresses of each signatory. In addition to the appeal fee, appellants are responsible for Hearing Examiner fees. A deposit of \$500.00 is charged upfront, if the actual cost is less or more, the difference will be refunded or billed.

Decisions on additional necessary permits for a proposal cannot take place until the environmental review process is completed. In addition, no site work, including clearing or grading, may commence prior to completion of the SEPA process. So, while a hearing before the Planning Commission or the Hearings Examiner may be held before the environmental review process is completed, decisions must await completion of SEPA review.

The SEPA review process can normally be accomplished within 90 days of the City receiving a complete application, unless the City requests additional technical studies. Please contact a City planner at 360.379.5095 if you have questions.

USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:

For non-project 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.

SEPA INFORMATION

A. Background:

1. Name of proposed project, if applicable:

Development Code Amendments to Comply with HB 1757 – Existing Building Conversion Code Amendments

2. Name of applicant:

City of Port Townsend Planning and Community Development

Name of Contact person:

Adrian Smith, Long Range Planner

3. Address and phone number of applicant and contact person:

250 Madison Street, Suite 3
Port Townsend, WA 98368

Email Addresses:

asmith@cityofpt.us

4. Date checklist prepared:

May 1, 2026

5. Agency requesting checklist: City of Port Townsend Planning and Community Development

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

Planning Commission Public Hearing scheduled for May 14, 2026, with possible continuation to May 28, 2026. City Council public hearing scheduled for June 1, 2026, with possible continuation to June 8 and adoption on June 15, 2026.

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

No. This non-project action does not propose additions, expansions, or activities. However, the proposed amendments to the Development Regulations could affect future development within the city limits. Future development would be subject to plans and development regulations in place at the time of application for development permits.

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

- 2025 Port Townsend Comprehensive Plan
- Shoreline Master Program

- Active Transportation Plan
- Stormwater Management Plan
- Determination of Non-Significance (DNS) and SEPA Checklist, November 16, 2022, for City of Port Townsend Capital Facilities Plan 2023-2028
- Determination of Non-Significance (DNS) and SEPA Checklist, August 23, 2023, Annual Amendments to Port Townsend Official Zoning Map
- Determination of Non-Significance (DNS) and SEPA Checklist, August 23, 2023, Annual Amendment to Port Townsend Comprehensive Plan and Municipal Code Title 17 Zoning to Increase Affordable Housing Capacity
- Determination of Non-Significance (DNS) and SEPA Checklist, November 13, 2024, Proposed 2025-2030 Capital Facilities Plan.
- Determination of Non-Significance (DNS) and SEPA Checklist, January 15, 2025, Port Townsend 2025 Periodic Review of PTMC Chapter 19.05 Critical Areas Ordinance
- Corrected Determination of Non-Significance (DNS) and SEPA Checklist, April 23, 2025, Shoreline Master Program Periodic Update
- Critical Areas regulations and environmental provisions in PTMC Titles 18 and 19

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 at this time. This legislative action is not directly connected to any pending site-specific permit applications. The ongoing appeal of the 2026 Periodic Review of the Port Townsend Comprehensive Plan to the Growth Management Hearings Board may impact the subject area, namely within City limits

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

Planning Commission recommendation. City Council approval and adoption. No construction, shoreline, or land-use permits are required for plan adoption.

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 proposed action amends existing section of the Port Townsend Municipal Code Section 17, and adds a new section, Redevelopment of Existing Buildings. The amendments implement the requirements of Washington State House Bill 1757 and ensure compliance with RCW 35A.21.440, which requires cities planning under the Growth Management Act (GMA) to allow the conversion of existing buildings to residential use and the addition of dwelling units within existing structures. Consistent

with state law, the amendments reduce regulatory barriers to adaptive reuse projects, expand applicability to residential zones, limit change-of-use permitting requirements, clarify energy code applicability, and prohibit certain local regulatory requirements that would otherwise apply to new construction.

b. Have any known wetlands or their buffers been identified on the property?

No Yes

If yes, attach wetland report.

Wetlands have been identified in the City of Port Townsend. The proposed amendments do not alter the wetlands or wetland buffers. Future development of the sites would be subject to plans and development regulations in place at the time of application for development permits.

c. Are there any steep slopes (greater than 15%) on the property?

No Yes

If yes, attach geotechnical report.

Steep slopes have been identified in the City of Port Townsend. The proposed amendments do not alter the slopes or their protective buffers. Future development of the sites would be subject to plans and development regulations in place at the time of application for development permits.

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.

All proposed amendments would be located within Port Townsend's incorporated City Limits, Jefferson County: Section 3, Township 30 N, Range 1W.

Property Legal Description: Assessor's Tax #:

Addition: _____, Block(s): _____,

Lot(s): _____

Or Other Legal Description: _____

REQUIRED NON-PROJECT ACTION ANALYTICAL FRAMEWORK

This proposal is a non-project action under WAC 197-11-704(2) because it adopts regulations but does not authorize physical development. Adoption of the proposed amendments to the development regulations do not approve, fund, permit, or otherwise authorize the redevelopment of existing buildings. Under WAC 197-11-704(2), such regulations constitute non-project actions. Environmental impacts of any future projects will be evaluated through project-specific SEPA review

when a development application or capital project proposal is submitted, consistent with Washington Supreme Court precedent prohibiting premature and segmented SEPA analysis (*Save Our Rural Environment v. Snohomish County*, 99 Wn.2d 363 (1983)). Environmental analysis therefore focuses on:

- Policy-level environmental considerations
- Existing environmental conditions
- Whether adoption of the proposed development amendments change the direction, intensity, or rate of environmental impacts compared to adopted plans

Project-specific effects (e.g., grading amounts, vegetation removal, traffic generation, utility extensions) cannot be meaningfully evaluated at this stage and will be analyzed, where applicable, during SEPA review of individual developments or capital project proposals, consistent with WAC 197-11-060(4) and Washington case law.

Please print in ink or type each answer. Please do not write in area designated "Evaluation."

EVALUATION FOR AGENCY USE ONLY

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 City of Port Townsend’s topography varies, ranging from steep waterfront palisades to flat and hilly uplands. Slope steepness in Port Townsend varies, from the near-vertical shoreline palisades to nearly flat beach areas and uplands. Since the proposal applies citywide, the affected area includes a wide range of slope conditions, including slopes in excess of 40% in some locations. This question is applicable at a descriptive level but not determinative for impact analysis, as the proposal does not authorize ground disturbance. Any future development in steep-slope areas will be reviewed under existing geotechnical and critical areas regulations at the time of a development application.

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.

Soils within Port Townsend are primarily glacial and coastal in origin and include upland soils, wetland soils, and bluff-related soils. Soil types in Port Townsend are varied. Soils reflect the region’s geologic history. Townsend gravelly loam (Tnc) and Clallam gravelly sandy loam (CmC) are the predominant soil groups within the City. The proposed amendments to the development regulations do not result in soil removal or conversion. Future soil disturbance, if any, would be evaluated during project-level review based on site-specific conditions.

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

According to the City’s Critical Areas maps, seismic hazard areas and unstable soils are mapped within the planning area. These areas are mapped and regulated under PTMC critical areas provisions. The PROS Plan does not change critical areas designations or protections. Evaluation of unstable soils is more appropriately addressed during site-specific geotechnical review at the development application stage.

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

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<p><u>This question is not applicable to development regulation amendments as a non-project action that will have no direct impact on grading, dredging, or filling. This proposal does not authorize any physical work. Under WAC 197-11-060(4), SEPA does not require analysis of speculative activities not yet proposed</u></p> <p>f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.</p> <p><u>Adoption of proposed development regulation amendments to allow the conversion of existing buildings to residential uses has no direct impact from clearing, construction, or use.</u></p> <p>g. About what percent of the site would be covered with impervious surfaces after project construction (for example, asphalt or buildings)?</p> <p><u>No additional impervious surface will be created through the adoption of the proposed development regulation amendments supporting the conversion of existing buildings to residential uses. The proposed regulations do not modify allowable impervious surface coverage or development standards. Indirect changes in impervious surfaces could only occur through future projects, which would be reviewed under existing regulations.</u></p> <p>h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:</p> <p><u>No mitigation measures are required for adopting the proposed amendments to the development regulations. This is a non-project action and will have no direct earth-related impacts. Existing PTMC regulations governing erosion, grading, geotechnical hazards, and critical areas will apply to future project actions applied for in conformance with the proposed amendments. SEPA review will be required for non-exempt construction projects applied for under the proposed regulations, including a discussion of measures to reduce or control erosion. Any construction project would be subject to the City's Engineering Design Standards; any project that results in disturbance of one or more acres will required to obtain coverage under the Washington State Construction Stormwater General Permit; prepare stormwater pollution prevention plans; and implement sediment, erosion, and pollution prevention control measures.</u></p> <p>2. AIR</p> <p>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.</p> <p><u>No direct emissions result from the adoption of the proposed development regulation amendments, which do not propose specific construction, operation,</u></p>	

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<p><u>or maintenance activity. Adoption of the amendments do not involve earthmoving, material handling, fuel combustion, or operation of equipment. Therefore, no emissions of criteria pollutants (e.g., particulate matter, nitrogen oxides, carbon monoxide), greenhouse gases, or toxic air contaminants occur as a direct result of the proposal. Because the amendments do not approve physical improvements or facilities, there is no construction phase, no operational phase, and no maintenance phase associated with this action</u></p> <p>b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.</p> <p><u>This is a non-project action and does not propose specific projects on sites subject to emissions or odor.</u></p> <p>c. Proposed measures to reduce or control emissions or other impacts to air, if any:</p> <p><u>This is a non-project action and does not propose any measures to reduce or control emissions or impact to air. Port Townsend Paper Company pulp mill, located directly adjacent to the city limits, is a significant contributor of air pollutants and strong odors that impact portions of the city, largely dependent on wind strength and direction. However, no off-site emission sources are created or modified by adoption of the development regulation amendments. Port Townsend, like other urbanized coastal communities, contains localized sources of air emissions such as vehicle traffic, marine activity, residential heating, and small-scale commercial operations. These existing conditions are independent of the proposed amendments and are not affected by their adoption. The plan does not locate new uses, intensify land use, or alter transportation patterns in a way that would increase exposure to off-site emissions.</u></p> <p><u>While future conversions of existing buildings to residential uses could be located in proximity to existing emission sources (e.g., roads or marine facilities), such proximity would depend on site selection and design decisions that have not yet been made.</u></p> <p><u>Assessment of exposure to off-site emissions requires knowledge of specific site locations, prevailing wind patterns, distances to emission sources, and anticipated use patterns. These details are not yet known and cannot be meaningfully analyzed at the plan level. Such analysis will occur during project-level environmental review, where appropriate, based on site-specific conditions and applicable air quality standards.</u></p> <p>3. WATER</p> <p>a. Surface Water:</p> <p>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</p>	

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<p>wetlands)? If yes, describe the type and provide names. If appropriate, state what stream or river it flows into:</p> <p><u>The affected geographic area (citywide Port Townsend) includes numerous surface water features. Surface water features within the City of Port Townsend include marine shoreline along Puget Sound, Port Townsend Bay, Admiralty Inlet, the Strait of Juan de Fuca, Kah Tai Lagoon, ponds, shoreline embayments, lagoons, freshwater wetlands, stormwater facilities, and seasonal drainage features. These resources are documented in the Critical Areas Ordinance, PROS Plan, and Comprehensive Plan inventories. Adoption of the development regulation amendments do not alter the location, extent, or function of these surface waters. Any direct interaction with surface waters (e.g., trail crossings, shoreline access features, restoration activities) would depend on future project proposals with defined locations and scopes. Surface water impacts must therefore be evaluated during project-specific environmental review, when sufficient detail exists to assess hydrologic, ecological, and regulatory considerations.</u></p> <p>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. <u>This question is applicable as a general inquiry but not applicable to the action being reviewed, because adoption of the development regulation amendments do not authorize any physical work. This is a non-project action and proposes no work over, in, or adjacent to surface waters. Existing regulatory frameworks, including the Shoreline Master Program and critical areas regulations, remain fully applicable. Work over, in, or adjacent to surface waters requires precise location, design, timing, and construction methods to evaluate potential impacts. These details will be provided at the time of a development application or capital project proposal, at which point shoreline permits, state and federal approvals, and project-level SEPA review will be required.</u></p> <p>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. <u>No fill or dredge activities are proposed or authorized as part of this non-project action. The proposed amendments do not specify quantities, locations, or methods for any such activities. Fill or dredge impacts are inherently site-specific and require detailed design information. Consistent with SEPA's prohibition on speculative analysis, these impacts will be evaluated during project-level SEPA review when and if a specific proposal involving fill or dredging is advanced.</u></p> <p>4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose and approximate quantities, if known. <u>Not applicable to adopting amendments to development regulations. This a non-project action does not require, authorize, or propose surface water withdrawals or diversions. No water rights or water use changes occur as a result of the development regulation amendments. If future project applications under the proposed regulations require water use, water withdrawals and system connections will be evaluated during project design and permitting, including applicable SEPA review and utility approvals.</u></p> <p>5) Does the proposal lie within a 100-year flood plain? If so, note the location on the site plan.</p>	

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<p><u>The affected geographic area includes portions of Port Townsend located within the mapped 100-year floodplain. However, this is a non-project action proposing no specific development, and any subsequent development proposals must comply with the City's flood damage protection ordinance and individual environmental review. The proposed amendments to the development regulations do not modify any specific site, alter floodplain boundaries, alter flood hazard conditions, authorize development within floodplains, or change regulatory controls governing flood hazard areas. Floodplain impacts can only be evaluated when a specific site is proposed for development. Future projects within flood hazard areas will be subject to floodplain regulations and project-specific SEPA review.</u></p> <p>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.</p> <p><u>Not applicable. This non-project action, amending development regulations for conversion to residential uses of existing buildings, proposes no physical activities that would discharge waste materials to surface waters. Potential discharges associated with future conversions of existing buildings would be evaluated during permitting and SEPA review for specific projects.</u></p> <p>b. Ground Water:</p> <p>1) Will ground water 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 ground water? Give a general description, purpose, and approximate quantities, if known.</p> <p><u>Not applicable to this non-project development regulation amendment which proposes no ground water withdrawal. Existing water supply and wastewater systems remain unchanged. Groundwater impacts depend on project location, water demand, and disposal methods and will be evaluated during project-specific review.</u></p> <p>2) Describe waste material that would 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:</p> <p><u>Not applicable. This is a non-project action that does not authorize septic systems or proposes waste material discharge into ground water.</u></p> <p>Water runoff (including stormwater):</p>	

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<p>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.</p> <p><u>Adoption of the proposed development regulation amendments do not propose any activity which will generate or otherwise impact stormwater water runoff. Stormwater systems within Port Townsend include a mix of conveyance infrastructure governed by existing regulations. The development regulation amendments do not modify drainage patterns or system capacities. Any changes in runoff associated with future development will be subject to individual environmental review and permitting.</u></p> <p>2) Could waste materials enter ground or surface waters? If so, generally describe.</p> <p><u>This is a non-project action and proposes no activity which may cause waste materials to enter ground or surface waters.</u></p> <p>3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.</p> <p><u>Not applicable. This non-project action, adopting proposed development regulation amendments will not have any impact on established drainage patterns within Port Townsend.</u></p> <p>4) Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.</p> <p><u>This is an on-project action with no impact to runoff, surface, or ground water. No mitigation is required at the planning stage. Existing stormwater and water quality regulations will apply to future building conversion actions permitted under these proposed regulations.. SEPA review will be conducted for any non-exempt construction projects, including a discussion of measures to reduce or control erosion. Any construction project would be subject to the City's Engineering Design Standards; any project that results in disturbance of one or more acres will be required to obtain coverage under the Washington State Construction Stormwater General Permit; prepare stormwater pollution prevention plans; and implement sediment, erosion, and pollution prevention control measures.</u></p> <p>4. PLANTS</p> <p>a. Check the types of vegetation found on the site:</p> <p><u>Deciduous tree:</u> <input checked="" type="checkbox"/> Alder <input checked="" type="checkbox"/> Maple <input checked="" type="checkbox"/> Aspen <input checked="" type="checkbox"/> Other _____</p> <p><u>Evergreen tree:</u> <input checked="" type="checkbox"/> Fir <input checked="" type="checkbox"/> Cedar <input checked="" type="checkbox"/> Pine <input type="checkbox"/> Other _____</p>	

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<p> <input checked="" type="checkbox"/> Shrubs <input checked="" type="checkbox"/> Grass <input checked="" type="checkbox"/> Pasture <input checked="" type="checkbox"/> Crop or Grain <input checked="" type="checkbox"/> Orchards, vineyards or other permanent crops </p> <p> <u>Wet Soil Plants:</u> <input checked="" type="checkbox"/> Cattail <input checked="" type="checkbox"/> Buttercup <input checked="" type="checkbox"/> Bulrush <input checked="" type="checkbox"/> Skunk Cabbage £Other _____ </p> <p> <u>Water Plants:</u> <input checked="" type="checkbox"/> Water Lily <input checked="" type="checkbox"/> Eelgrass <input checked="" type="checkbox"/> Milfoil <input type="checkbox"/> Other _____ </p> <p> <input type="checkbox"/> Other types of vegetation _____ </p> <p> This question is applicable at a programmatic and descriptive level because the affected geographic area (the City of Port Townsend) contains a wide range of vegetation types. </p> <p> b. What kind and amount of vegetation would be removed or altered? </p> <p> <u>Not applicable to development regulation amendment adoption, a non-project action that does not propose or authorize removing, clearing, or altering vegetation. There is no direct vegetation removal associated with the proposal. Vegetation removal impacts depend on site-specific factors such as existing plant communities, project design, construction methods, and regulatory constraints. These factors cannot be meaningfully evaluated without a development application. Accordingly, vegetation impacts will be analyzed during project-level SEPA review, where avoidance, minimization, and mitigation measures can be identified based on site conditions.</u> </p> <p> c. List threatened or endangered species known to be on or near the site. </p> <p> <u>This question is applicable as an inventory-level inquiry but does not identify plan-level impacts. The City of Port Townsend, as a whole, may contain areas where sensitive or protected plant species occur, particularly within wetland or shoreline environments. The list of species that may occur includes: golden paintbrush, remnants of dry upland prairie habitat with Camassia quamash/Lomatium ultriculatum and Brodiaea coronariaia plant associations. Adoption of the proposed development regulations does not alter habitat conditions or increase the likelihood of impacts to threatened or endangered plant species. Identification of threatened or endangered plant species and evaluation of potential impacts require site-specific surveys conducted in accordance with applicable standards. Such surveys and impact assessments will occur during project-specific environmental review, where appropriate, when development or restoration activities are proposed in areas with the potential to support sensitive plant species.</u> </p>	

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

This question is applicable at a policy-level. This is a non-project action and proposes no landscaping or measures to preserve or enhance vegetation. Implementation of landscaping and vegetation enhancement measures depends on specific site conditions, funding, design, and regulatory review. The effectiveness and impacts of such measures will be evaluated during project planning and permitting, including SEPA review where applicable.

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

This question is applicable at a general, descriptive level. Like most urban environments, Port Townsend contains invasive and non-native plant species commonly associated with disturbed landscapes, rights-of-way, shoreline areas, and urban parks. These include species typical of the Pacific Northwest urban context. Several invasive species exist within the city limits, including: poison hemlock, reed canary grass, and scotch broom. Adoption of the proposed development regulations does not introduce new invasive species or alter existing conditions. Site-specific identification and management of invasive species will occur during implementation of individual projects, when appropriate surveys and mitigation strategies can be identified.

5. ANIMALS

a. Check any birds and animals that 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.

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<p><u>This question is applicable as a policy-level inquiry. While the broader region supports species protected under state or federal law (e.g., certain fish species or migratory birds), adoption of the proposed development regulations does not create new threats or modify habitats in a way that would adversely affect protected species. Evaluation of impacts to threatened or endangered species requires site-specific surveys and consultation processes that occur during permitting and SEPA review for individual projects. These analyses are beyond the scope of a non-project action but are preserved for future review.</u></p> <p><u>USFW listed species that may occur include: marbled murrelet, short-tailed albatross, streaked horned lark, yellow-billed cuckoo, bull trout, dolly varden. Critical habitats include: Chinook salmon, chum salmon, and orca. Migratory birds protected by the Migratory Bird Treaty Act include: bald eagle, black swift, Caspian tern, fox sparrow, marbled godwit, olive-sided flycatcher, peregrine falcon, pink-footed shearwater, purple finch, rufous hummingbird, short-billed dowitcher, short-eared owl, western grebe, willow flycatcher. Species listed on the Audubon Society's Blue List (rare or threatened) are the osprey and the black oystercatcher.</u></p> <p><u>NOAA Fisheries indicate that the following aquatic species may be present within Admiralty Inlet/Puget sound for portions for their lifecycle: Puget Sound Fall Chinook salmon Significant Unit (ESU) (Oncorhynchus tshawytscha) (Federally Threatened, State Concern), Puget Sound/Strait of Georgia Coho salmon ESU (o. kisutch)(Federal Species of Concern), the Coastal – Puget Sound populations of Dolly varden (Salvelinus malma)/ Bulltrout (S. confluentus) (Federally Threatened, State Concern), Sockeye Salmon (O. nerka) (Puget Sound population not listed), and Puget Sound Steelhead ESU (O. mykiss) (Federally Proposed Threatened, State Concern).</u></p> <p>c. Is the site part of a migration route? If so, explain.</p> <p><u>The question is applicable at a regional and contextual level. Washington generally is within the Pacific Flyway route, meaning migration routes exist in Port Townsend. However, this non-project action, amending development regulations for converting existing buildings to residential uses, will not impact any migration routes. Potential impacts to migration routes depend on the location and design of specific improvements or facilities. Such impacts will be assessed during project-level SEPA review as appropriate</u></p> <p>d. Proposed measures to preserve or enhance wildlife, if any:</p> <p><u>This question is applicable at the policy level. The proposed amendments to the development regulations are programmatic, not site specific or a project action. Implementation of wildlife preservation or enhancement measures requires site-specific design and evaluation. Such measures will be refined and reviewed during the planning and permitting of individual projects, including SEPA review where required.</u></p>	

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

This question is applicable as a policy-level inquiry at a general, descriptive level. Like many maritime urban environments, Port Townsend may contain invasive animal species. These include species typical of the Pacific Northwest urban context. Local marine interest groups are considering the need to monitor for Zebra mussel and European green crab. Adoption of the proposed development regulations does not introduce new invasive species or alter existing conditions. Site-specific identification and management of invasive species will occur during implementation of individual projects, when appropriate surveys and mitigation strategies can be identified.

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.

This question is applicable in form, but no energy is directly consumed by adoption of the amendments to the development regulations, because the proposal is a legislative, non-project action. Adoption of the development regulations does not involve construction, operation, or maintenance activities and therefore does not require or consume electricity, fossil fuels, renewable energy, or other energy resources. No facilities are built, no equipment is operated, and no energy-using infrastructure is installed as part of the plan adoption action. At a policy level, the proposed amendments supporting the conversion of existing buildings to residential uses may indirectly influence energy use. HB 1757 includes some carve-outs from the Energy Code that the state uses to minimize energy needs for heating/cooling buildings. The changes in the state law prohibit requiring previously permitted conditioned space or residential use to meet current energy code. It also exempts all other structures adding dwelling units that do not exceed 2500 sq ft or 50% of the entire structure, whichever is greater, alignment with energy use intensity targets less than or equal to that listed in RCW 19.27a..210, and additions of a housing unit within an existing residence in residential zones. These changes are preempted by state law and do not create more than a moderate impact on energy consumption. Another example is that residential development in existing developed areas may reduce reliance on vehicle travel between residences and commercial areas. These policy directions are consistent with broader sustainability and energy-efficiency objectives; however, any such effects are indirect, contextual, and dependent on future project-level actions, and therefore are not quantifiable or attributable to adoption of the plan itself. Energy consumption impacts depend on the type, size, location, and design of individual projects. These details are not defined by the proposed development regulations. Under SEPA's rule of reason, evaluation of energy use is deferred until a development application or capital project proposal is submitted, at which time energy demand and efficiency strategies can be meaningfully analyzed during project-specific SEPA review.

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<p>b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.</p> <p><u>This question is generally applicable under SEPA, but not applicable to regulation adoption because the proposal does not authorize development that could alter building placement, height, or massing. Adoption of the proposed amendments does not create structures, alter setbacks, or modify development standards that would cast shadows or otherwise affect solar access. The proposed amendments also does not change zoning or allowable development envelopes.</u></p> <p>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:</p> <p><u>This question is applicable at a policy and aspirational level, but not at an implementation level. This is a non-project proposal and does not incorporate energy conservation features. Energy conservation features (such as lighting efficiency, materials selection, or building systems) are inherently design-specific. Evaluation of their effectiveness and environmental impact will occur during the design, permitting, and SEPA review of individual projects, when specific proposals are advanced.</u></p> <p>d. What kinds of natural resources (non-energy resources such as minerals, timber, fisheries, etc.) are used or affected by the proposal?</p> <p><u>This question is applicable as a general inquiry, but no natural resources are used or affected by adoption of the development regulation amendments. Adopting regulations for the conversion of existing buildings to residential uses does not involve extraction or consumption of minerals, timber harvesting, fishing activities, or other use of natural resources. The amendments do not authorize land-clearing, shoreline modification, or resource removal. If a future project involves interaction with natural resources (e.g., shoreline restoration), such impacts will be evaluated during project-specific SEPA review and associated permitting, where resource-specific considerations can be addressed in detail.</u></p>	
<p>7. ENVIRONMENTAL HEALTH</p> <p>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.</p> <p><u>This question is applicable generally under SEPA, but not applicable in terms of direct impacts, because adoption of the development regulations does not authorize physical activities that could create environmental health hazards. Adoption of these amendments does not involve handling, storage, or transport of</u></p>	

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<p><u>hazardous materials; does not introduce industrial processes; and does not authorize construction activities that could increase risk of spills, fire, or exposure to toxic substances. No new sources of environmental health risk are created by the legislative action.</u></p> <p>1) Describe any known or possible contamination at the site from present or past uses.</p> <p><u>Adoption of these development regulations does not authorize physical activities on sites that may be contaminated from past and present uses. Past uses in the planning area include auto repair facilities, fuel stations, dry cleaning, historic dump sites, underground storage tanks, industrial boat yard, and bulk oil dispensaries. Six sites in Port Townsend are listed on Ecology's Hazardous Sites List. . Project proposals on possible contamination sites within Port Townsend will be subject to environmental review and compliance with applicable health, safety, and building codes as part of a development application .</u></p> <p>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.</p> <p><u>This is a non-project proposal and will not involve hazardous chemicals or conditions. Future development will be subject to individual environmental review and permitting.</u></p> <p>3) Describe special emergency services that might be required.</p> <p>The adoption of development regulations for the conversion of existing buildings to residential uses does not require special emergency services. Future project-level development of residential space in these buildings will be reviewed for access to emergency services as appropriate.</p> <p>4) Proposed measures to reduce or control environmental health hazards, if any:</p> <p><u>This non-project action creates no direct impact on environmental health, so mitigation measures to reduce or control health hazards are not required at the planning stage. Existing regulatory frameworks governing public health, safety, noise, hazardous materials, and construction practices remain in effect. Mitigation measures will be identified and applied during project-specific review, where necessary, based on the nature and location of proposed actions.</u></p> <p>b. NOISE</p> <p>1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?</p>	

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<p><u>This question is applicable as a contextual inquiry. The City of Port Townsend has typical urban noise sources such as vehicle traffic and community uses. As a waterfront community, it has a variety of marine, industrial, and transportation facilities generating varied types and levels of noise. Adoption of the proposed amendments does not alter existing noise environments, because it does not authorize new uses or activities beyond what is already permitted in the City. Noise impacts associated with construction or operation of future facilities can only be assessed when project details are known. Such analysis will occur during project-specific SEPA review, where appropriate mitigation measures can be identified.</u></p> <p>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.</p> <p><u>Not applicable, adopting the proposed amendments does not generate noise. This is a non-project proposal and will result in no noise impacts. Site-specific evaluations will be assessed for future development proposals.</u></p> <p>3) Proposed measures to reduce or control noise impacts, if any:</p> <p><u>Noise shall not be generated or altered as a result of adopting the proposed amendments. Therefore, there are no proposed measures to reduce or control noise impacts with this non-project action.</u></p>	
<p>8. LAND AND SHORELINE USE</p> <p>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.</p> <p><u>This question is applicable at a citywide, programmatic level because the proposed amendments applies to the entire City of Port Townsend. Current land uses within the city include residential, commercial, institutional, industrial, public facilities, transportation, parks and open space, and shoreline uses regulated under the Shoreline Master Program. These uses are established by the Comprehensive Plan, zoning regulations, and shoreline designations. This proposal would allow conversion of existing buildings into residential use in residential, mixed use, and commercial zones. Under the proposed amendments, conversions would be permitted or conditionally permitted in the following zones:</u></p> <ul style="list-style-type: none"> • <u>R-I Low Density Residential</u> • <u>R-II Medium Density Residential</u> • <u>R-III Medium High-Density Residential</u> • <u>R-IV High Density Residential</u> • <u>C-I(MU) Neighborhood Serving Mixed Use Center</u> • <u>C-II(MU) Community Serving Mixed Use Center</u> • <u>C-II General Commercial</u> 	

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<ul style="list-style-type: none"> • <u>C-III Historic Commercial</u> • <u>C-II(S) General Commercial in Rainier Street/Upper Sims Way Subarea</u> <p>The City's zoning map is available here for reference: https://cityofpt.maps.arcgis.com/apps/webappviewer/index.html?id=bf60c9f9e7c74c06ae5c5ca25fa81d1d</p> <p>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?</p> <p><u>This question is applicable as a standard SEPA inquiry but is not applicable in effect for this proposal. As an urban growth area, there are no lands within the City of Port Townsend actively designated or used for agricultural production in the manner contemplated by SEPA's agricultural land considerations. Portions of Port Townsend have been used as working farmlands or forest lands. Adoption of the proposed amendments does not convert agricultural land to non-agricultural use and does not interfere with ongoing agricultural activities.</u></p> <p>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.</p> <p><u>This question is applicable as a standard SEPA inquiry but is not applicable in effect for this proposal. As an urban growth area, there are no lands within the City of Port Townsend actively designated or used for agricultural production in the manner contemplated by SEPA's agricultural land considerations. This non-project action does not create development that would be affected by surrounding working farm or forest land operations. Additionally, the regulations apply to conversion of existing buildings, meaning that the impacts of nearby forest and farm work is already observable on the existing structures proposing a changed use.</u></p> <p>c. Describe any structures on the site.</p> <p><u>This question is applicable generally but not applicable in terms of direct impacts because this is a non-project action. Port Townsend has a variety of structures within its city limits, ranging from low-intensity residential areas and open spaces to an intense working marine waterfront. Adoption of the proposed amendments does not identify or authorize demolition or removal of any structures, nor approve buildings or facilities for construction or expansion.</u></p> <p>d. Will any structures be demolished? If so, what?</p>	

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<p><u>This is a non-project action and proposes no demolition to existing structures. Demolition or modification of structures requires site-specific review and permits. Any proposal involving structural changes would undergo project-level SEPA review, building permit review, and any additional regulatory processes required by the PTMC.</u></p> <p>e. What is the current zoning classification of the site?</p> <p><u>This question is applicable at a regulatory context level. Zoning classifications within Port Townsend are established through the Comprehensive Plan and implementing zoning code. This is a non-project action proposing amendments that would apply to the following zones:</u></p> <ul style="list-style-type: none"> • <u>R-I Low Density Residential</u> • <u>R-II Medium Density Residential</u> • <u>R-III Medium-High Density Residential</u> • <u>R-IV High Density Residential</u> • <u>C-I(MU) Neighborhood Serving Mixed Use Center</u> • <u>C-II(MU) Community Serving Mixed Use Center</u> • <u>C-II General Commercial</u> • <u>C-III Historic Commercial</u> • <u>C-II(S) General Commercial in Rainier Street/Upper Sims Way Subarea</u> <p>f. What is the current comprehensive plan designation of the site?</p> <p><u>Port Townsend plans for a variety of land uses within its city limits, ranging from low intensity residential and open spaces to an intense working marine waterfront. The City's comprehensive plan land use map is available at https://experience.arcgis.com/experience/673e2236570343dc9baa126d6d10cf6a</u></p> <p>g. If applicable, what is the current Shoreline Master Program designation of the site?</p> <p><u>This question is applicable because Port Townsend contains shoreline areas regulated by the locally-adopted Shoreline Master Program. Port Townsend has an extensive and varied shoreline environment, both marine and freshwater as indicated in Appendix A. Official Shoreline Environment Designations of the Shoreline Master Program available at https://www.codepublishing.com/WA/PortTownsend/#!/PortTownsendSMP/PortTownsendSMP99A.html#CR</u></p> <p>h. Has any part of the site been classified as an "critical area" by the city or the county? If so, specify.</p> <p><u>Port Townsend has multiple critical areas (including geologically hazardous, frequently flooded and wetlands, aquifer recharge areas, fish and wildlife habitat)</u></p>	

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<p><u>and critical areas ordinance to regulate development in or near them. This is a non-project action and will have no impact on the community's critical areas.</u></p> <p>i. Approximately how many people would reside or work in the completed project?</p> <p><u>Adopting development regulations allowing the conversion of existing buildings to residential uses will not impact population growth. However, the goal of the amendment is to facilitate development achieving densities consistent with Washington State laws, the population projections jointly adopted by Port Townsend and Jefferson County, and the Port Townsend Comprehensive Plan.</u></p> <p>j. Approximately how many people would the completed project displace? <u>This question is applicable as a SEPA checklist item, but no housing units are removed or demolished as a result of adopting regulations to convert existing structures to residential uses. This non-action does not authorize demolition of existing structures nor identify housing sites for conversion. Nothing in the amendments directs or compels conversion of residential land or removal of housing units.</u></p> <p>k. Proposed measures to avoid or reduce displacement impacts, if any:</p> <p><u>This question is applicable, but no displacement results from the adoption of development regulations related to conversion to residential uses. Displacement impacts and appropriate mitigation measures are inherently site-specific and must be evaluated during project review, not during a non-project action. As the proposed regulations do not displace housing units, no mitigation measures are necessary at this time. Future proposals for converting existing buildings to residential uses as allowed by these development regulations will undergo project-specific SEPA review and any applicable relocation or mitigation measures required by law.</u></p> <p>l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:</p> <p><u>This question is applicable at a cumulative effects level. This non-project action, adopting development regulations to allow conversions of existing buildings to more residential uses than are currently allowed, is compatible with existing land uses and adopted plans. The proposed regulations to permitted uses compliment the current use by allowing more forms of residential uses in zones that already allow some forms of residential uses. To mitigate potential conflicts between commercial and residential uses, commercial uses are still required in select areas, such as the first floor of the historic downtown, to preserve opportunities for economic development. Minimum densities have not been placed on commercial, industrial, or mixed use zones, nor increased in residential zones. Likewise, maximum densities have not been increased through these proposed</u></p>	

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<p><u>amendments. The creation of residential units under these new regulations will still be subject to unchanged height and dimensional requirements..</u></p> <p>m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:</p> <p><u>The proposal area is limited to Port Townsend's city limits, an urban growth area that contains to agricultural or forest lands of long-term commercial significance. As this non-project action will have no impact to agricultural or forest lands of long-term commercial significance, no measures are necessary.</u></p> <p>9. HOUSING</p> <p>a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.</p> <p><u>This question is applicable but no housing units are constructed by adoption of the proposed development regulations. However, the regulations support the redevelopment of existing buildings into residential uses. Constructing or redeveloping residential units in existing commercial or mixed use areas can increase the number of units available over a long time period. Affordability levels are not mandated under HB 1757, but units in developed areas are frequently less expensive to develop due to existing infrastructure, which can make the rent or sale price of units lower, increasing the range of income levels for potential residents.</u></p> <p>b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.</p> <p><u>This question is applicable as a SEPA checklist item, but no housing units are removed or demolished as a result of this proposal This non-project action does not propose or authorize elimination of any housing units.</u></p> <p>c. Proposed measures to reduce or control housing impacts, if any:</p> <p><u>Measures addressing housing impacts must be based on site-specific conditions at the project level. This non-project action does not authorize housing impacts, therefore no mitigations are required. The development regulations do support allowing more housing types in specific zones, which aligns with the City's adopted goals and policies promoting infill and increasing the housing supply.</u></p> <p>10. AESTHETICS</p> <p>a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?</p>	

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<p><u>This is a non-project action and does not include proposals for constructing structures of any height. Any future construction would be subject to development regulations, including height limits.</u></p> <p>b. What views in the immediate vicinity would be altered or obstructed?</p> <p><u>This question is applicable at a contextual level. Port Townsend holds a variety of valued views, including marine and shoreline views, views of open space and forested areas, and neighborhood streetscapes. Adoption of the proposed development regulations does not block, modify, or otherwise affect views because it does not authorize construction or changes in building form that would block views.</u></p> <p>c. Proposed measures to reduce or control aesthetic impacts, if any:</p> <p><u>No mitigation measures are required for development regulation adoption. Because adoption of the amendments does not result in aesthetic impacts, no avoidance or mitigation measures are necessary at this stage. Existing design guidelines, historic preservation requirements, and development standards remain in effect and will govern future projects.</u></p> <p><u>Aesthetic mitigation measures—such as landscape screening, building articulation, or design modifications—will be identified and applied during project-specific review, where appropriate.</u></p> <p>11. LIGHT AND GLARE</p> <p>a. What type of light or glare would the proposal produce? What time of the day would it mainly occur?</p> <p><u>This question is applicable as a standard SEPA inquiry; however, it is not applicable in effect because adoption of the proposed amendments does not authorize physical development or lighting installations. Adopting regulations on conversion of existing buildings to residential uses does not involve construction, installation, or operation of lighting systems. No new light sources, reflective surfaces, or illumination schedules are created by this legislative action. Therefore, no direct light or glare impacts occur at any time of day as a result of adopting the plan.</u></p> <p><u>Light and glare impacts depend on site location, fixture type, height, orientation, lumen output, reflective materials, and hours of operation—details that can only be evaluated once a specific facility or improvement is proposed. When future project actions are advanced, lighting impacts will be reviewed during project-specific SEPA analysis and applicable permitting and design review processes.</u></p>	

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<p>b. Could light or glare from the finished project be a safety hazard or interfere with views?</p> <p><u>This question is applicable generally, but no adverse impacts will occur from amendment adoption because no light or glare will result from this non-project action. The proposal does not authorize any light-emitting or light-reflecting features.</u></p> <p>c. What existing off-site sources of light or glare may affect your proposal?</p> <p><u>Existing light sources in Port Townsend are typical of an urban environment. As light and glare are site-specific, evaluation of such impacts will occur during appropriate permitting and environmental review.</u></p> <p>d. Proposed measures to reduce or control light and glare impacts, if any:</p> <p><u>No mitigation measures are required for amendment adoption. Since regulations for conversion of existing buildings do not result in light or glare impacts, no reduction or control measures are necessary at this stage. Existing municipal regulations, design standards, and best practices—addressing lighting placement, intensity, and shielding—remain in effect for future development.</u></p> <p><u>If future projects propose lighting that could affect surrounding properties or natural areas, mitigation measures (such as shielding, reduced intensity, curfews, or fixture selection) will be identified and required during project-specific SEPA review and permitting.</u></p>	
<p>12. RECREATION</p> <p>a. What designated and informal recreational opportunities are in the immediate vicinity?</p> <p><u>This is a non-project action that would apply throughout the city. Port Townsend has a network of designated and informal recreational opportunities throughout the city and its surroundings, as detailed in the Parks, Recreation, and Open Space Plan.</u></p> <p>b. Would the proposed project displace any existing recreational uses? If so, describe.</p> <p><u>No, this non-project action neither proposes nor authorizes construction on any existing recreational uses.</u></p> <p>c. Proposed measures to reduce or control impacts on recreation, including recreational opportunities to be provided by the project or applicant, if any:</p>	

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<p><u>This non-project action proposes no measures to reduce or control recreational impacts because it does not propose or authorize development that would negatively impact recreation opportunities and spaces.</u></p> <p>13. HISTORICAL AND CULTURAL PRESERVATION</p> <p>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.</p> <p><u>Port Townsend has an inventory of historic buildings and districts, many of which are listed as historic structures. This non-project action would allow for the alteration of such buildings to create housing units. The structures would still be subject to historic preservation code.</u></p> <p>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.</p> <p><u>This question is applicable at a citywide, contextual level, because Port Townsend contains numerous national, and state listed historic structures, with the highest concentrations occurring within the limits of the Port Townsend national Register Historic District. Fort Worden military reservation is a historic district designated as a National Historic Landmark and the Point Wilson Lighthouse is listed on the National Register of Historic Places. The Chinese Gardens is also a significant cultural landscape, but has not been designated as a local, state, or national historic site. A more detailed study would be required at the project-level for any future actions proposing development on or near these features.</u></p> <p>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.</p> <p><u>This is a non-project action and proposes no construction which could potentially impact culture and historic sites. Any subsequent development proposals will be subject to appropriate permit review, including GIS review of historic and archaeological sites.</u></p> <p>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.</p> <p><u>This question is applicable, but no adverse effects occur as a result of amendment adoption. Adoption of development regulations for residential uses</u></p>	

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<p><u>in existing buildings does not undermine historic preservation efforts. It does not change preservation regulations, does not diminish protections for historic resources, and does not approve projects that could adversely affect such resources. In some cases, the plan may reinforce preservation goals by allowing the continued use of existing buildings, particularly allowing residential uses in buildings that have since been converted to other purposes. This is a non-project action and proposes no measures to avoid, minimize or compensate for loss, changes to, and disturbance to historic or cultural resources.</u></p> <p><u>Any future proposal with the potential to affect historic or cultural resources would be reviewed individually through project-level SEPA analysis and applicable historic preservation review procedures before approval. In particular, future project-level actions would follow Washington State law that all archaeological sites and resources are protected on private and public lands (RCW 27.52). Section 106 of the National Historic Preservation Act of 1966, as amended, stipulates early, often, and continuous consultation with the project's Federal/State lead agency and affected Native American Tribe(s) depending on the jurisdiction of the proposed project. If any significant archaeological resources are discovered during project related construction excavation and/or operation/maintenance, all activities must stop in the immediate area.</u></p> <p>14. TRANSPORTATION</p> <p>a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.</p> <p><u>This question is applicable at a citywide and system-level. Port Townsend has a network of state and local roads and streets serving the city and its surroundings. This non-project action is citywide, and adoption of development regulations will not alter the the transportation or transit system.</u></p> <p>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?</p> <p><u>Jefferson Transit serves Port Townsend, connecting it to the rest of Jefferson County and other Peninsula communities. Future project actions will be reviewed as required for access to transit stops.</u></p> <p>c. How many additional parking spaces would the completed project or non-project proposal have?</p> <p><u>This non-project action proposes no development. Future development would be subject to design review, including parking standards. Currently, minimum parking spaces are recommended, not required, per development regulations that will not be altered by these amendments.</u></p>	

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<p>How many spaces would the project or proposal eliminate?</p> <p><u>Adoption of the proposed development regulations does not propose building or demolishing any parking spaces. Future development would be subject to design review, including parking standards. Currently, minimum parking spaces are recommended, not required, per development regulations that will not be altered by these amendments.</u></p> <p>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).</p> <p><u>This is a non-project action, adopting development regulations for the conversion of existing buildings to residential uses, requires no improvements to the existing transportation system. Future project-level actions will be subject to development regulations and functional plans, such as the Active Transportation Plan and PT Sustainable Streets Plan, on the location and type of transportation facilities.</u></p> <p>e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.</p> <p><u>This non-project is citywide and is therefore in the vicinity of water transportation facilities. Washington State Department of Transportation (WSDOT) runs a car and passenger ferry service from Port Townsend to Coupeville. The ferry terminal is located on Port Townsends waterfront nearby the Downtown Historic District.</u></p> <p>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 non-passenger vehicles). What data or transportation models were used to make these estimates?</p> <p><u>Adopting development regulations for conversion of existing buildings is a non-project action and will not directly result in the generation of vehicular trips. Subsequent development proposals will be subject to appropriate permit review, including concurrent transportation development to maintain the level of service specified in the Comprehensive Plan.</u></p> <p>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.</p> <p><u>This question is applicable as a traffic and circulation inquiry. Adopting development regulations is a non-project action and will have no impact on the movement of agricultural and forest products because it does not generate vehicle trips or alter traffic circulation that would be impacted by existing transportation of agricultural and forest products on streets in Port Townsend. Future project-level</u></p>	

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<p><u>development will be reviewed for circulation impacts during submittal and environmental review.</u></p> <p>h. Proposed measures to reduce or control transportation impacts, if any:</p> <p><u>No transportation mitigation measures are required for adopting development regulations. This non-project action proposes no measures to reduce or control transportation impacts. Future project-action applicant will be subject to developing concurrent transportation within 6 years per Port Townsend Comprehensive Plan Chapter 6 Transportation Element: Level of Service (LOS) & Concurrency Management.</u></p> <p>15. PUBLIC SERVICES</p> <p>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.</p> <p><u>This question is applicable as a standard SEPA inquiry but no increase in demand for public services results from adoption of the proposed development regulations. This non-project does not directly create an increased need for public services because it does not authorize physical development or population growth. However, the proposal would allow an increase in residential units who would need these services. Future development proposals will be subject to development reviews, including projected level of need for public services.</u></p> <p>b. Proposed measures to reduce or control direct impacts on public services, if any:</p> <p><u>This question is applicable, but the proposal does not require new or expanded public services. This non-project action does not directly create an increased need for public services, so does not propose measures to reduce or control impacts. Future proposals will be subject to development reviews, including projected level of need for public services. Mitigation measures related to public services—such as phased implementation, interdepartmental coordination, or infrastructure upgrades—would be identified and applied during project-specific SEPA review and project planning when future actions are proposed.</u></p> <p>16. UTILITIES</p> <p>a. Check which utilities are currently available at the site:</p> <p><input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> Natural Gas <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Refuse Service <input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Septic System <input checked="" type="checkbox"/> Sanitary Sewer <input checked="" type="checkbox"/> Other</p> <p><u>This question is applicable at a citywide, descriptive level, given the scope of the proposal. The City of Port Townsend is served by established utility systems that include electric power, potable water, sanitary sewer, stormwater conveyance,</u></p>	

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solid waste collection, and communications infrastructure. These systems are designed to serve existing development and growth patterns anticipated in the Comprehensive Plan.

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 that might be needed.

c.

This question is applicable, but no new or expanded utility facilities are required as a result of this non-project action to adopt regulations for conversion of existing buildings to residential uses. The amendments do not propose or authorize any changes to utilities.

C. SIGNATURE

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

Signature: _____

Name of signee: Adrian Smith

Position and agency/Organization: Senior Planner, City of Port Townsend

Date Submitted: May 5, 2026

D. Supplemental sheet for non-project actions

(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, that would affect the item at a greater intensity or at a faster rate than if the proposal was 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?

This question is applicable to all non-project actions and requires analysis of whether adoption of a plan or program, in and of itself, causes changes to environmental outputs. This non-project action is intended to facilitate the

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<p><u>land uses and densities specified in the Comprehensive Plan, with no increase to emissions, production storage, or release of toxic or hazardous substances nor noise. This action allows conversion of existing buildings, minimizing new structures and discharge. Any runoff must be controlled in accordance with the City's adopted Stormwater Management Manual.</u></p> <p>Proposed measures to avoid or reduce such increases are:</p> <p><u>No measures are necessary. No physical actions occur upon adoption. Indirect or secondary effects—such as changes in air emissions, water runoff, or noise—would only occur <i>if and when</i> a specific conversion project is proposed. All future private and public proposals will be required to meet applicable local, state, and federal statutes including but not limited to the City's Engineering Design Standards and the adopted Stormwater Management Manual.</u></p> <p>2. How would the proposal be likely to affect plants, animals, fish, or marine life?</p> <p><u>This question is applicable to non-project actions that might influence land use or growth patterns. By facilitating residential development that is consistent with the comprehensive plan, which has already undergone SEPA review, the amendments will have negligible impacts to plant, animal, fish, or marine life.</u></p> <p>Proposed measures to protect or conserve plants, animals, fish, or marine life are:</p> <p><u>Because no land-disturbing activities are authorized, no direct adverse impacts to natural systems, plants, animals, fish, or marine life will occur. Without impacts to natural systems, no measures are necessary. All future proposals will be required to meet applicable local, state, and federal statutes including but not limited to the City's Critical Areas Ordinance, Shoreline Master Program, Floodplain Regulations, and SEPA.</u></p> <p>3. How would the proposal be likely to deplete energy or natural resources?</p> <p><u>This question is applicable at a policy-level for non-project actions. The code amendments propose conversion of existing buildings into residential uses. These changes will not result in an anticipated depletion of energy or natural resources. Any potential changes in energy consumption or resource use would arise solely from future projects implemented under the regulations, and not from regulation adoption itself. Energy and resource impacts associated with specific facilities or improvements will be analyzed during project-specific SEPA review, where design, technology, and operational parameters are known.</u></p>	

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

As this policy-level action does not propose changes that result in impacts to energy or natural resources, no measures are necessary. Future residential development or re-development of existing buildings in commercial zones as authorized under these amendments will be subject to energy and natural resource review during development review. Additionally, residential development in existing buildings that are already served by infrastructure will generally require less energy or natural resources to build than constructing an equivalent number of units in an undeveloped area that lacks infrastructure.

- 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?

Adoption of the proposed amendments will not directly impact environmentally sensitive areas. Within Port Townsend, critical areas such as wetlands, shorelines, floodplains, and fish and wildlife conservation areas are designated and protected under the City's critical areas ordinance and shoreline master program. The city also contains historic and cultural resources, including the National Historic Landmark District and Fort Worden State Park, which are subject to federal, state, and local protections. Future recreation development and maintenance will remain subject to these protective regulations
The proposal indirectly impacts environmentally sensitive areas by allowing more residential uses in in areas designated for residential, mixed use, and commercial. These strategies intend to concentrate resident construction in areas already characterized as urban and either already developed or developable.

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

As the proposed development regulations will not directly impact critical areas, no measures are necessary. Subsequent project-level actions applied for under these regulations will be mitigated by project-level environmental review and regulations.

- 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?

The development regulation amendments are consistent with the existing Comprehensive Plan, Critical Areas Ordinance, and Shoreline Master Program because the amendment facilitates residential development in

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appropriate locations consistent with approved densities. All modified zones already allowed some form of residential use, so the amendment only allows expansion of types of these allowed uses.

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

As the proposed amendments are consistent with the adopted Shoreline Master Plan, Critical Areas Ordinance, Land Use Map, and goals and policies within the Comprehensive Plan, no mitigation measures are necessary.

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

This question is applicable, as transportation and public service demands are typical considerations in SEPA review. Adoption of the proposed development regulations for conversion of existing buildings to residential uses does not approve construction that generates trips or requires new transportation infrastructure beyond what is planned in the PT Sustainable Streets Plan or other functional plans as adopted by reference in the 2025 Comprehensive Plan. These code amendments are intended to fulfill comprehensive plan policy objectives achieving target intensities in existing zones and efficiently providing public services and utilities. Allowing residential uses and conversion of existing buildings to residential units in commercial, mixed use, and residential areas supports meeting population goals while possibly increasing options for mixed-use structures and neighborhoods that require fewer miles of street and infrastructure. Impacts to public services are possible as some residential uses may require more service, such as emergency response, than some existing commercial uses. To manage the impacts of public services needed by residents of new units, future proposals will be subject to development reviews, including concurrent facility development to meet the projected level of need for public services.

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

The proposed amendments allow more residential uses in zones that previously allowed more limited residential uses. Minimum residential densities have not been placed on commercial zones, and maximum densities have not been changed in any zone. As allowed densities have not changed and zones that wholly disallow residential remain unchanged by these amendments, the scope of the amendment is limited enough that no measures are necessary at this non-project level. Transportation and public service impacts associated with specific projects—such as a new residential development in a commercial zone—will be evaluated during project-specific SEPA review, including traffic analysis and coordination with service providers, when warranted

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

The proposed amendments are consistent with state law, particularly HB 1757, which requires that jurisdictions allow the conversion of existing buildings to residential uses. The amendments comply with federal, particularly because they allow property owners additional uses for their property instead of restricting their ability to use the property. The amendments also comply with local regulations, in particular the Comprehensive Plan's direction to support infill and reuse of existing buildings, as "Strategic infill, redevelopment, and efficient land use are essential to accommodate growth without expanding into surrounding rural or resource lands" (Land Use Element, Challenges & Opportunities). Comprehensive Plan Action 7.01, which directs the City to identify "opportunities for infill or redevelopment in commercial areas (...)" is made more feasibly by these amendments to the development regulations.

