

**CITY OF PORT TOWNSEND  
STATE ENVIRONMENTAL POLICY ACT (SEPA)  
DETERMINATION OF NONSIGNIFICANCE**

**Date of Issuance:** August 23, 2023

**Proponent:** Port of Port Townsend  
2701 Jefferson Street  
Pt. Townsend, WA 98368

**Lead Agency:** City of Port Townsend  
Planning and Community Development  
250 Madison Street  
Port Townsend, WA 98368

**Agency Contact:** H. Smith  
Long Range Planner  
(360) 379-4423  
[hsmith@cityofpt.us](mailto:hsmith@cityofpt.us)

**Agency File Number:** LUP23-010

**Proposal Description: Amendments to Port Townsend Municipal Code (PTMC) 17.22.020 Marine-Related and Manufacturing Districts** – Applicant initiated code amendment to PTMC Section 17.22.020 Marine-Related and Manufacturing Districts. Proposed amendments would:

- Amend Table 17.22.020 PTMC (Marine-Related and Manufacturing Districts – Permitted, Conditional, and Prohibited Uses) to incorporate the subheading “SERVICE USES, LODGING,”
- Specifically list the term “Short term rental,” classifying it as a “prohibited” use within the M-II(B) zoning district generally
- Allow short term rentals as an exception within three existing structures: the Pilot House, Commander’s House, and Duplex Building.

**Location:** The proposed code amendments will apply city-wide to all property zoned for Marine-Related and Manufacturing Districts.

**Determination of Non- Significance:** The City of Port Townsend, as SEPA lead agency for this project, has determined that the proposal will not have a probable significant adverse impact on the environment and issued a Determination of Non- Significance under the State Environmental Policy Act Rules (WAC 197-11-340). This determination was made after a review of a completed environmental checklist and other information on file with the City of Port Townsend which can be obtained from the address shown below.

**SEPA Public Comment Deadline:** Written comments/appeals concerning the environmental analysis and SEPA determination must be submitted to the Development Services Department no later than **4:00 p.m., September 12, 2023**. This comment period will be the only time to

comment on the environmental impacts of the proposed project. Any appeal of a Threshold SEPA determination for Type V applications is heard by the City Council. Please address comments/appeals to the staff contact.

**Open Record Public Hearing:** An open record public hearing will be held before the Planning Commission for a recommendation to City Council. The date for the Planning Commission Hearing has been scheduled for **September 14, 2023**, beginning at or about 6:30 p.m. in Council Chambers of Port Townsend's City Hall, located at 540 Water Street. Separate public notice of the subsequent City Council hearing will be provided in accordance with municipal code.

The Environmental Checklist (Ex. A) adequately addresses the environmental impacts of the proposed amendments. Subsequent project actions (e.g. construction/repair projects) may require further project-level under SEPA, Critical Areas (PTMC 19.05), or Shorelines Master Program. No probable significant adverse impact on the environment has been identified from adoption of the proposed amendments to Chapter 17.22.020 PTMC Marine-Related and Manufacturing Districts – Permitted, Conditional, and Prohibited Uses, therefore a Determination of Non-significance is warranted.

**Staff Contact:** Helena Smith, Long Range Planner  
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Phone: 360-379-4423  
Email: [hsmith@cityofpt.us](mailto:hsmith@cityofpt.us)

**Responsible Official:** Emma Bolin, AICP  
Director, Planning & Community Development

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

TO: All Permit and Review Authorities

#### ENVIRONMENTAL RECORD

The environmental review consisted of analysis based on the following documents included in the environmental record.

#### DOCUMENTS/REFERENCES:

Exhibit A: Environmental Checklist, dated February 1, 2023

Exhibit B: Draft Ordinance in Bill Format

Unless otherwise noted, the above information is available for review at the Development Services Department, City Hall, 250 Madison Street, Suite 3, between the hours of 8 am to 5 pm Monday through Friday.

RESPONSIBLE OFFICIAL'S AMENDMENTS TO THE ENVIRONMENTAL CHECKLIST

The Environmental Checklist (Ex. A) adequately addresses the environmental impacts of the proposed amendments. Subsequent project actions (e.g. construction/repair projects) may require further project-level under SEPA, Critical Areas (PTMC 19.05), or Shorelines Master Program. No probable significant adverse impact on the environment has been identified from adoption of the proposed amendments to Chapter 17.22.020 PTMC Marine-Related and Manufacturing Districts – Permitted, Conditional, and Prohibited Uses, therefore a Determination of Non-significance is warranted.