

SEPA¹ Environmental Checklist

Purpose of checklist

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

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

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

Use of checklist for nonproject proposals

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

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

[Find help answering background questions²](#)

1. **Name of proposed project, if applicable:** *Water Street Hotel – 1136 Water Street*

2. **Name of applicant:** *Sean Hegstad, Haven Design Workshop*

3. **Address and phone number of applicant and contact person:** *Sean Hegstad, 5828 2nd Ave. Suite 101, Ferndale, WA 98248. (360)527-2840*

4. **Date checklist prepared:** *3/14/24*

5. **Agency requesting checklist:** *Port Townsend, WA*

6. **Proposed timing of schedule (including phasing, if applicable):** *Start Construction in Summer of 2024.*

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.** *Yes, There will be additional building permit applications for the Trash Enclosure and a Site Retaining Wall.*

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

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.** *No.*

10. **List any government approvals or permits that will be needed for your proposal, if known.** *Historic Design Review – Final.*

Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) *New construction of a 4-story hotel with 50 units. Hotel amenities such as a*

² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

11. bar & cafe, fitness room, and hot tub are provided on the ground floor. Some on-site parking is being provided.

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. *BUILDING JURISDICTION: city of Port Townsend*

ADDRESS: 1136 Water street

PARCEL NUMBER: 989703802

ZONING: ciii - historic commercial

12.

B.Environmental Elements

1. Earth

[Find help answering earth questions³](#)

a. General description of the site:

OK
w/ GEO -
TECH RPT

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)? *The site is quite flat. Directly behind the site is a steep slope.*

✓ JMO

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. *Sand & Clay.*

✓ COCA
FULL

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. *The off-site steep slope has had a history of some erosion. The on-site soils have a high level of potential liquefaction and the proposed pin pile structural system is*

³ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

designed to address this concern. A geotechnical report has reviewed the on-site soils and provided requirements for the structural engineering design for the building. ✓

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. For this project, the amount of proposed fill is negligible. ✓ OK JMed
- f. Could erosion occur because of clearing, construction, or use? If so, generally describe. Not likely.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? The site is currently approx. 85% covered with building, sidewalk and asphalt. The proposed project will cover approx. 100% of the site. ✓
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any. There will be a retaining wall along the full length of the back property line at the base of the steep slope. Stormwater collection and control to be addressed per the DOE manual. ✓ OK JMed

2. Air

[Find help answering air questions⁴](#)

- 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. There may be some particles released into the air from cutting construction materials and vehicle exhaust during construction. Once construction is complete, there are no expected additional emissions. ✓ OK JMed
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. None.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: Limit the amount of material cutting by designing the building with standard building heights that can be built with precut lengths.

⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

3. Water

Find help answering water questions⁵

a. Surface:

Find help answering surface water questions⁶

1. **Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. *Yes, Puget Sound.***
2. **Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. *No, the project is greater than 200' from the body of water.***
3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. *None***
4. **Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known. *None***
5. **Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. *Unknown.***
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. *None***

OK
JMB-D

b. Ground:

Find help answering ground water questions⁷

1. **Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate**

⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Surface-water>

⁷ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Groundwater>

quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known. *No*

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (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. *N/A*

c. Water Runoff (including stormwater):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. *Roof collection, direct discharge to SD line. Parking area collection through a stormfilter catch basin. Per Civil Engineer.*

2. Could waste materials enter ground or surface waters? If so, generally describe. *Per Civil Engineer, all waste materials are tightlined to appropriate city utility systems.*

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. *No.*

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: *There will be on-site collection, treatment and dispersion as shown on Civil Drawings. Current drainage will be improved.*

4. Plants

[Find help answering plants questions](#)

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

Small deciduous tree: alder, maple, aspen, other

Small evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

OK
JHed

- orchards, vineyards, or other permanent crops.
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation – Site landscaping.

OK
JMET



- b. What kind and amount of vegetation will be removed or altered? *Approx. 2,000sf of landscape area to be removed.*
- c. List threatened and endangered species known to be on or near the site. *None*
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any. *None*
- e. List all noxious weeds and invasive species known to be on or near the site.
Blackberries

5. Animals

[Find help answering animal questions](#)⁸

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

OK
JMET

Examples include:

- Birds: hawk, heron, eagle, songbirds, other:
- Mammals: deer, bear, elk, beaver, other:
- Fish: bass, salmon, trout, herring, shellfish, other:

- b. List any threatened and endangered species known to be on or near the site. *No*
- c. Is the site part of a migration route? If so, explain. *Pacific Flyway*
- d. Proposed measures to preserve or enhance wildlife, if any. *None*



⁸ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

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

6. Energy and natural resources

Find help answering energy and natural resource questions⁹

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. *Electric for all energy demands.*
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. *Proposal would have a limited impact on adjacent 2 story building that is set back from subject site by approx. 25' and would only affect the evening/westerly light.* OK
CONSISTENT
w/ code
- 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. *The proposed project will meet all Washington state energy code requirements.* }

7. Environmental health

Health Find help with answering environmental health questions¹⁰

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe. *None* OK
JMB
1. Describe any known or possible contamination at the site from present or past uses. *Unknown*
 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. *Unknown*
 3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the

⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-6-Energy-natural-resou>

¹⁰ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-7-Environmental-health>

operating life of the project. *There may be some use of chlorine for the proposed hot tub.*

4. Describe special emergency services that might be required. *Freshwater source nearby*
5. Proposed measures to reduce or control environmental health hazards, if any. *Chlorine to be stored in secure/locked room.*

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? *None*
2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)? *Pin pile placement and general wood framing construction equipment.*
3. Proposed measures to reduce or control noise impacts, if any: *Noise making construction work will only be performed during allowed times.*

8. Land and shoreline use

[Find help answering land and shoreline use questions](#)¹¹

- 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. *The current site has an empty, unused, 1 story professional office building. There are 2 streets fronting the site and a steep slope behind and a pizza shop to the East.*
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? *No*

¹¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use>

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how? *No*
- c. Describe any structures on the site. *Existing 1 story, vacant professional building.*
- d. Will any structures be demolished? If so, what? *The complete building will be removed.*
- e. What is the current zoning classification of the site? *ciii - historic commercial*
- f. What is the current comprehensive plan designation of the site? *ciii - historic commercial*
- g. If applicable, what is the current shoreline master program designation of the site? *N/A*
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. *Don't think so but adjacent site has a steep slope designation.*
- i. Approximately how many people would reside or work in the completed project? *There are 50 hotel rooms in the proposed building. This will be a transient accommodation.*
- j. Approximately how many people would the completed project displace? *None*
- k. Proposed measures to avoid or reduce displacement impacts, if any. *None*
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any. *Project has already gone through and received conditional approval from the Historic Design review for the city.*
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: *N/A*
- OK
JMB

9. Housing

[Find help answering housing questions](#)¹²

¹² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. *This is a hotel project for transient visitors.*

OK
JMcD

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. *None*

c. Proposed measures to reduce or control housing impacts, if any: *None*

10. Aesthetics

[Find help answering aesthetics questions](#)¹³

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? *Approx. 49'. Brick & Hardi Siding.*

OK
w/ HPC
Row.
JMcD

b. What views in the immediate vicinity would be altered or obstructed? *Limited to some houses above this site on top of the steep slope.*

c. Proposed measures to reduce or control aesthetic impacts, if any: *Created an attractive, historical referenced hotel.*

11. Light and glare

[Find help answering light and glare questions](#)¹⁴

a. What type of light or glare will the proposal produce? What time of day would it mainly occur? *Sidewalk & limited parking lot lighting and downlights at building access locations.*

IBIT

b. Could light or glare from the finished project be a safety hazard or interfere with views? *No*

c. What existing off-site sources of light or glare may affect your proposal? *None expected.*

d. Proposed measures to reduce or control light and glare impacts, if any: *Downlighting for all exterior lighting.*

¹³ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

¹⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-11-Light-glare>

12. Recreation

Find help answering recreation questions

- a. **What designated and informal recreational opportunities are in the immediate vicinity?** *Local Parks and waterfront access nearby.*
- b. **Would the proposed project displace any existing recreational uses? If so, describe.** *No*
- c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:** *None. Café & gift shop proposed for new building.*

OK
JMED

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13. Historic and cultural preservation

Find help answering historic and cultural preservation questions¹⁵

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** *Unknown but not expected.*
- 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.** *None, now studies have been conducted.*
- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.** *None*
- 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.** *Minimal excavation proposed for site. Existing Building to be removed and pin piles to be driven to provide structural support for future structure.*

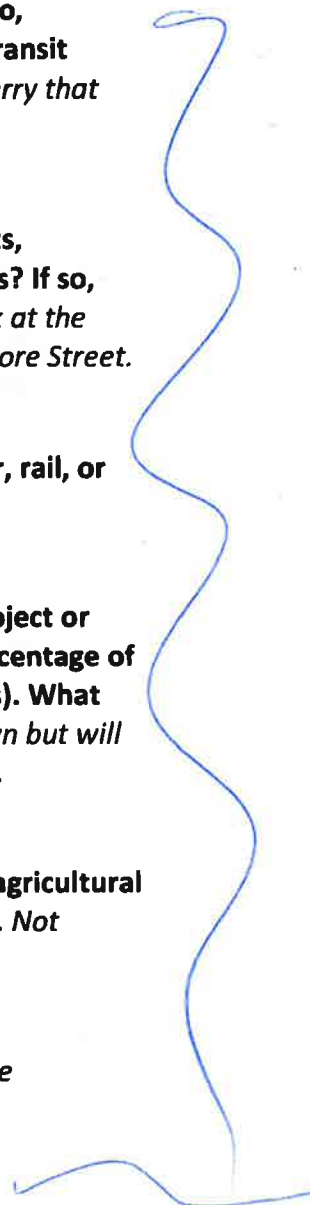
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w/ HPC
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JMED

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¹⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-13-Historic-cultural-p>

14. Transportation

Find help with answering transportation questions¹⁶

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. *The site is served off of Water Street and is flanked by Fillmore Street.*** OK
IMED
- 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? *There is public bus traffic that travels in front of the site and the state ferry that provides access nearby the site.***
- c. **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). *The existing sidewalk at the intersection of Water and Fillmore Streets will need to be extended along Fillmore Street.***
- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. *No***
- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? *Unknown but will project will have 50 hotel rooms and seating for approx. 49 people in the Café.***
- f. **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. *Not anticipated.***
- g. **Proposed measures to reduce or control transportation impacts, if any: *None***
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15. Public services

Find help answering public service questions¹⁷

¹⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

¹⁷ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services>

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. *No. The area is already served fully in this location.*
- b. Proposed measures to reduce or control direct impacts on public services, if any. *None*

16. Utilities

Find help answering utilities questions¹⁸

- a. Circle utilities currently available at the site: **electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:** OK
JHEB
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. *Water/Sewer/Electrical – Jefferson County PUD, Trash/Recycle – Olympic Disposal* }

C. Signature

Find help about who should sign¹⁹

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

X 

Type name of signee: Sean Hegstad

Position and agency/organization: Architect – Haven Design Workshop

Date submitted: 3/14/24

¹⁸ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

¹⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>