
PUBLIC NOTICE OF LAND-USE APPLICATION

NOTICE IS HEREBY GIVEN for the application described below:

File Number: LUP26-021

Permit Type: Type II

Proposal: Preliminary Short Subdivision of one existing residential parcel into three residential lots.

Description of Request: The applicant proposes to subdivide Parcel No. 001104031, currently developed with an existing single-family residence at 276 Cleveland Street, into three residential lots. The existing residence will remain on proposed Lot 1. Proposed lots are approximately 9,602.78 square feet (Lot 1), 7,386.50 square feet (Lot 2), and 20,380.67 square feet (Lot 3). Development of the newly created lots would occur under separate permits subject to applicable City regulations.

Applicant/Owner: Kathleen O'Neill
276 Cleveland Street
Port Townsend, WA 98368

Location of Property: 276 Cleveland Street. Port Townsend, WA 98368
Jefferson County Assessor Parcel Number: 001104031
Legal: Lot B, Campbell Short Plat, as recorded in Volume 5 of Short Plats, Pages 155 and 156, records of Jefferson County, Washington.

Application Process Information: Date Application Received: March 30, 2026
Date of Determination of Completeness: April 27, 2026
Date of Notice Publication: August 5, 2026
Date of Notice Mailing: August 5, 2026
Date of Notice Posted: August 5, 2026
Comment Period Ends: 5:00 PM on **Wednesday, August 19, 2026.**

Other Associated Permits: Future utility, grading, and building permits may be required for development of the proposed lots.

Lead Agency: City of Port Townsend, Planning and Community Development (PCD)

City Hall, 250 Madison Street, Suite 3
Port Townsend, WA 98368

**Applicable
Development
Regulations:**

Chapter 58.17 RCW, Title 17 Port Townsend Municipal Code (PTMC), Title 18 PTMC, Title 19 PTMC, and Title 20 PTMC.

Zoning:

The subject property is located within the R-II (Medium Density Single-Family Residential) zoning district.

**SEPA
Compliance:**

Pursuant to WAC 197-11-800, the division of land and development of fewer than ten residential lots is categorically exempt from SEPA review unless otherwise determined by the Responsible Official. Final SEPA determination will be made by the City upon review of the complete application.

**Documents
available for
public review:**

The application and other documents are on file with PCD at the address above, and on the City website under "Land Use Projects Under Review." Information can be mailed or emailed. Planning and Community Department must receive written comments no later than 5:00 PM on **Wednesday, August 19, 2026.**

This notice is being sent to property owners within 300 feet of the subject property. Any person has the right to submit comments, receive notice of and participate in any hearing, request a copy of the application and the decision once made, and appeal the decision. Only those people who submit written comments or participate at the public hearing (if a hearing is required) will be parties of record; and only parties of record will have the right to appeal.

Where applicable, permit decisions for the project will include consistency analysis with the PTMC and the City's Comprehensive Plan. Pursuant to PTMC 20.01.040, a final decision will be made within 170 days of the date an application is determined to be complete for a Type III Permit.

Public Hearing:

Pursuant to PTMC 20.01.040, Preliminary Short Subdivision applications are processed as Type II permits, decided administratively by the

Director of Planning & Community Development without an open record hearing unless appealed.

Staff Contact: Ryan Harriman, EMPA, AICP – Planning Manager,
Email: rharriman@cityofpt.us | Phone: (360) 207-6494

Site Plan

