

**CITY OF PORT TOWNSEND  
SEPA DETERMINATION OF NONSIGNIFICANCE**

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**Proposal Description:**           **Amendments to Port Townsend Municipal Code (PTMC) 17.72  
Off-Street Parking and Loading**

City initiated code amendment to PTMC Section 17.72 Off-Street Parking and Loading.  
Proposed amendments would:

- Eliminate Accessory Dwelling Unit (ADU) Parking Requirement
- Set standard for Boarding Houses (1:2 bedrooms)
- Reduce parking for Multi-family units (no less than 1:1)
- Reduce Parking for Smaller homes (no less than 1:1)
- Credit on-street parking when historic Single Family Residential (SFR) converts to Multi Family Residential (MFR)
- Adopt a surface standard for on-site parking
- Clarify on-street parking does not convey exclusive use

**File References:**       LUP 22-024

**Location/Legal Description:** Amendments to the parking code will apply to the entirety of the Port Townsend Planning Area (i.e., the City's incorporated limits).

**Proponent:**           City of Port Townsend  
                          Planning and Community Development Department (PCD)  
                          250 Madison Street  
                          Port Townsend, WA 98368

**Lead Agency:**       City of Port Townsend, PCD

**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/Appeal Period:** 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., October 26, 2022**. 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 October 27, 2022, 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.

**Staff Contact:** Judy Surber, Planning Manager  
City of Port Townsend  
250 Madison Street, Suite 3  
Port Townsend, WA 98368

**Phone:** (360) 379-5084

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

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

**Date:** October 12, 2022

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 September 8, 2022

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.

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**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 have been identified from adoption of the proposed amendments to Chapter 17.72 Off-site Parking and Loading, therefore issuance of a Determination of Non-significance is warranted.