

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 [\[help\]](#)

1. Name of proposed project, if applicable:	Port Townsend 2025 GMA Periodic Update, consisting of the Comprehensive Plan, Development Regulations, and Active Transportation Plan
2. Name of applicant:	City of Port Townsend
3. Address and phone number of applicant and contact person:	City Hall: 250 Madison St #1 Port Townsend, WA 98368 Adrian Smith, Long Range Planner
4. Date checklist prepared:	October 9, 2025
5. Agency requesting checklist:	City of Port Townsend
6. Proposed timing or schedule (including phasing, if applicable):	Planning Commission hearing: October 23, 2025 City Council hearing: November - December 2025 Adoption: December 2025
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.	The City's Comprehensive Plan ("Plan") is a 20-year planning document that sets the framework for the physical, social and economic development of the City of Port Townsend ("City"). It adopts by reference the Active Transportation Plan, which likewise uses a 20-year timeframe for the development of active transportation. The City's Development Regulations are sections of the Port Townsend Municipal land development. These can be updated annually through Council actions. The periodic update is a non-project action. Future specific development proposals within this project area will be reviewed consistent with local policy, regulations, environmental guidelines, and SEPA requirements.

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

Studies prepared for Comprehensive Plans and implementing development regulations prior to the 2016 Periodic Review include:

- Howard Street Corridor Economic Feasibility Study, ED Hovee & Company (2015)
- Housing Element Inventory & Needs Assessment, ED Hovee & Company (2015)
- DEIS (integrated EIS) for the 1996 Comprehensive Plan

Environmental review of amendments to the Port Townsend Comprehensive Plan and implementing development regulations since the last major periodic update in 2016 include:

- 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, June 29, 2023, for Comprehensive Plan and Municipal Code Section 12.04 Amendment Arising from Clarification and Refinement of the Sims Gateway Development Plan
- 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, January 24, 2024, Port Townsend Emergency Housing and Shelter Code Amendments to the Development Regulations of Port Townsend Municipal Code Title 17.
- 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 Studies prepared for the 2025 Periodic Update include: - Income Band Land Capacity Analysis Methodology Memo (2025) - Housing Needs Assessment (2025) - Racially Disparate Impacts Analysis (2025) - Adequate Provisions Checklist (2025) - Jefferson County Resolution 68-1118-24-R Adopted Population Allocation
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
10. List any government approvals or permits that will be needed for your proposal, if known.	Approval of the Comprehensive Plan, Development Regulations, and Active Transportation Plan Amendments by the City of Port Townsend City Council. State Agency review of the proposal pursuant to Growth Management Act ("GMA").

11. Give a 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.)

The proposal is for 2025 GMA Periodic Update, which consists of amendments to the Comprehensive Plan, implementing Development Regulations, and adopting an Active Transportation Plan - The City of Port Townsend proposes a non-project action to conduct a required "periodic update" to its Comprehensive Plan and development regulations in conformance with the Growth Management Act (RCW36.70A). The Comprehensive Plan is a 20-year planning document that sets the framework for the physical, social and economic development of the city. Council adopted a docket outlining the amendments under consideration. Items listed on the docket are intended to reflect new public input, changes in state law, and new population and employment growth forecasts.

The focus of this Plan update is to complete mandatory revisions necessary to comply with recent changes to the GMA. Much of this effort is to increase the supply of housing within city limits for all income levels and respond to climate change requirements.

The City Planning Commission has generated a working draft of the comprehensive plan's policy framework and development regulations amendment priorities.

Port Townsend's proposed amendments are based on residents' goals and desired vision. The City published and conducted a Public Participation Plan to aid in the identification of its local vision and community values as they relate to the Periodic Review. The updated Comprehensive Plan elements include the Introduction, Land Use, Housing, Transportation, Capital Facilities, Utilities, Economic Development, Climate Resilience, and Parks, Recreation, Open Space, and an Implementation chapter collecting all goals, policies, and implementing actions. It also includes a Active Transportation Plan, which is an update to the 2011 Multimodal Transportation Plan. The draft Active Transportation Plan reflects community desires for transportation options that do not rely on personal motor vehicles, particularly prioritizing connectivity throughout Port Townsend via sidewalks, bike lanes, and public trails.

Each element of the Comprehensive Plan, as well as the Active Transportation Plan, were reviewed for consistency with GMA requirements, the other elements of the Plan, and with other local and regional planning and regulatory documents.

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.

Amendments to the Comprehensive Plan and development regulations have the potential to affect all lands within the incorporated limits of the City of Port Townsend, WA

B. Environmental Elements [\[help\]](#)

1. Earth [\[help\]](#)

	Circle one: <u>Flat</u>, <u>rolling</u>, <u>hilly</u>, <u>steep slopes</u>, mountainous, other _____ This proposal is a non-project action and does not affect a specific site. Port Townsend's elevation ranges from sea level to nearly 300 feet above sea level. Steep slopes greater than 30% represent a relatively small percentage of the City's total acreage (0.7%, or 33 acres) and, in general, the terrain is suitable for development. A majority of Port Townsend's existing development has taken place in areas with slopes of less than 15%. Steep slopes include near-vertical bluffs along the adjacent saltwater bodies. (A detailed description of the City of Port Townsend Planning Area can be found on page IV -1 of the 1996 Comprehensive Plan DEIS.) The planning area includes a variety of terrain and soil types. 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. According to the City's Critical Areas maps, seismic hazard areas and unstable soils exist within the planning area. As a non-project action, the proposal does not involve any development activities (e.g., filling, excavation, grading, impervious surfaces). Future specific development proposals within this project area will be reviewed consistent with the provisions of the Comprehensive Plan and development regulations, including the City's Municipal Code, and the Engineering Design Standards.
a. General description of the site:	
b. What is the steepest slope on the site (approximate percent slope)?	Per 1a above, steep slopes include near-vertical bluffs along the adjacent saltwater bodies..
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.	Per 1a above, the planning area includes a variety of terrain and soil types. 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.
d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.	Yes, as described in 1a above.

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.	As described in 1a, this non-project action, the proposal does not involve any development activities (e.g., filling, excavation, grading, impervious surfaces). Future specific development proposals within this project area will be reviewed consistent with the provisions of the Comprehensive Plan and development regulations, including the City's Municipal Code, and the Engineering Design Standards.
f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.	See 1a above.
g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?	See 1a above.
h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:	Does not apply. This proposal is a non-project action and does not affect a specific site. Any development permitted pursuant to the proposed Comprehensive Plan revisions will follow applicable City codes, the City Engineering Design Standards and any applicable State and Federal regulations. Future project level actions which are not categorically exempt under Chapter 197-11- 800 WAC will be subject to review under the City's SEPA Implementing Ordinance (Chapter 19.04 PTMC). Proposals within critical areas or there buffers will be reviewed for compliance with the City's Critical Areas Ordinance (CAO) (Chapter 19.05 PTMC).

2. Air [\[help\]](#)

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.	Adoption of the proposed amendments would not have direct effects on air quality. The Comprehensive Plan will, however, provide a framework that will guide growth and development in the City during the 20-year planning period. Indirectly, the Comprehensive Plan could affect air quality in three ways: • During construction of infrastructure or private projects, dust from construction could be generated, even if localized and temporary. • Pollutants could be released during residential wood burning at new homes and from any new industrial facilities constructed in areas zoned according to the Comprehensive Plan. • Increased traffic due to population and employment growth will generate vehicle
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	emissions (primarily carbon monoxide, but also particulates and oxides of nitrogen) (which will continue to be the single largest air pollutant source category within the City).
b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.	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 when winds are from the southwest.
c. Proposed measures to reduce or control emissions or other impacts to air, if any:	The Periodic Update will have no direct air quality impacts, but policy and implementation initiatives facilitate a more compact urban form with mixed uses and an updated active transportation plan to encourage non-motorized travel. See proposed amendments to the Implementation Element Policies related to Climate Resilience, particularly goals 36, 84, and 86, and policies 41, 44, 46, 475, and 523.

3. Water [\[help\]](#)

a. Surface Water [help]	
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.	Port Townsend contains a variety of natural and human modified aquatic resources. These include Port Townsend Bay, Admiralty Inlet, the Strait of Juan de Fuca, Kah Tai Lagoon, and ponds, wetlands, and aquifers. Each of these features has its own hydrological functions as well as other important and sometimes competing functions, such as economic, recreational, wildlife and fisheries habitat, open space and aesthetic functions.
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.	This is a non-project action SEPA for Comprehensive Plan adoption and will require no over-water work. No development is being proposed.
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.	No cut or fill will be used. This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption. No development is being proposed.
4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.	No surface water withdrawals or diversions are being proposed. This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption.

	The Big Quilcene and Little Quilcene rivers supply water for Port Townsend, with the system including river diversions, a 28.5-mile transmission pipeline, the Lords Lake 500 million-gallon, and City Lake 140 million-gallon reservoirs, and a water treatment facility. Permitted river diversions of up to 25.6 million gallons per day are adequate for forecast growth.
5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.	This is a non-project action SEPA and does not propose development. Portions of the City lie in the 100-year floodplain.
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.	No discharge of any waste materials are being proposed. This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption. No development is being proposed.
a. Ground Water [help]	
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 quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.	This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption. Port Townsend's water supply is sourced from the Big Quilcene and Little Quilcene rivers.
2) Describe waste material that will 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.	This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption. While there are a few remnant septic systems in the city, almost all lots are served by the municipal wastewater system. The City's wastewater master plan provides a system inventory and the comprehensive plan establishes a level of service consistent with Ecology criteria.
b. 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.	As a non-project legislative action, this proposal will not directly result in runoff collection or disposal. Future development will be required to comply with engineering design standards and critical areas and shorelines regulations, as appropriate.
2) Could waste materials enter ground or surface waters? If so, generally describe.	This is a non-project action and will have no direct impact. Future development will be subject to regulations in place at the time of application.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

This is a non-project action and will have no direct impact. Future development will be subject to regulations in place at the time of application.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

This section is not applicable as this is a non-project action SEPA for Comprehensive Plan adoption. No development is being proposed.

4. Plants [help]

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

✓	deciduous tree: alder, maple, aspen, other
✓	evergreen tree: fir, cedar, pine, other
✓	shrubs
✓	grass
✓	pasture
✓	crop or grain
✓	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

Documented native and introduced tree species include: Ornamental cherry, ash, Norway maple, Washington hawthorn, small hornbeam, Lombardy poplar, Monterey cypress, willow, pine, western red cedar, Douglas fir, western hemlock, alter, cottonwood, big leaf and vine maple, and madrona.

b. What kind and amount of vegetation will be removed or altered?

No vegetation will be removed because of the 2025 Periodic Update. Future project-level actions requiring state or local permit or license not already categorically exempt under SEPA will be subject to SEPA review, the critical areas ordinance, and the shoreline master program, as appropriate. The City may require mitigation measures at that point to avoid probable significant environmental impact.

c. List threatened and endangered species known to be on or near the site.	Golden paintbrush may occur within city limits.
d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:	This is a non-project action and will have no direct impact. Native vegetation preservation and new landscaping associated with future development will continue to be regulated pursuant to Port Townsend policy and development regulations.
e. List all noxious weeds and invasive species known to be on or near the site.	This is a non-project action and will have no direct impact. Several noxious weeds and invasive species are present within city limits, including: Butterfly bush, common reed, cordgrass, Himalaya blackberry, Scotch thistle, and Scotch broom.

5. **Animals** [\[help\]](#)

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.	<i>Birds: hawk, heron, eagle, songbirds, other:</i> - hawks, songbirds, eagle, heron <i>Mammals: deer, bear, elk, beaver, other:</i> - Deer <i>Fish: bass, salmon, trout, herring, shellfish, other:</i> - Bass, salmon, trout, herring, shellfish.
b. List any threatened and endangered species known to be on or near the site.	USFW listed species that may occur include: marbled murrelet, short-tailed albatross, streaked horned lark, yellow-billed cuckoo, bull trout, and dolly varden. Critical habitats include: Chinook salmon, chum salmon, and killer whale. 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. NOAA Fisheries indicate that the following aquatic species may be present within Admiralty Inlet/Puget Sound for portions of their lifecycle: Puget Sound Fall Chinook salmon Evolutionary 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 (<i>S. confluentus</i>) (Federally Threatened, State Concern), Sockeye Salmon (<i>O. nerka</i>) (Puget Sound population not listed), and Puget Sound Steelhead ESU (<i>O. mykiss</i>) (Federally Proposed Threatened, State Concern).
c. Is the site part of a migration route? If so, explain.	Port Townsend lies along and within the Pacific Flyway.
d. Proposed measures to preserve or enhance wildlife, if any:	This is a non-project action and will have no direct impact. Future project-level actions will be subject to regulations in place at the time of application. The City may determine mitigation measures are necessary to avoid probable significant adverse environmental impacts.
e. List any invasive animal species known to be on or near the site.	Local marine interest groups are considering the need to monitor for zebra mussels and the European green crab.

6. *Energy and Natural Resources* [\[help\]](#)

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.	This is a non-project action and will have no direct impact on energy use. Future development is likely to rely on electric, propane, or solar energy. However, demand will likely not exceed what was forecast in the current comprehensive plan or the 1996 comprehensive plan's EIS.
b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.	This is a non-project action and will have no direct impact on solar energy.
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:	This is a non-project action, but comprehensive plan policy encourages energy conservation overall, particularly by facilitating a more compact urban form, emphasizing active transportation, and establishing a range of climate-related policies. See proposed amendments to the Implementation Element Policies related to Climate Resilience, particularly goals 36, 71, 78, 79, 91, and 93, and policies 175, 195, 417, 503, 505, 506, 507, 522, 523, 524, 525, and 530. Future project-level action must comply with applicable building and developing regulations at the time of application.

7. *Environmental Health* [\[help\]](#)

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.	This is a non-project action and will have no direct impact on environmental health. Contaminated soils exist within city limits, and any cleanup activities will be subject to applicable local, regional, state and federal regulations.
1) Describe any known or possible contamination at the site from present or past 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.
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.	See response above.
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 operating life of the project.	See response above.
4) Describe special emergency services that might be required.	No additional emergency services are required.
5) Proposed measures to reduce or control environmental health hazards, if any:	No measures are required for this non-project action. The comprehensive plan includes new actions to support environmental health. See proposed amendments to the Implementation Element, including goal 84 and policies 72, 307, 308, and 503.
b. Noise	
1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?	Traffic on streets is the primary noise source in Port Townsend.
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.	This is a non-project action and will have no direct impact on noise. Planned land uses are not associated with unusually loud noise sources, so noise levels are not expected to change substantially from current levels.
3) Proposed measures to reduce or control noise impacts, if any:	This is a non-project action and will have no direct impact, with no additional noise reduction or control measures necessary. Future proposals will be subject to maximum environmental noise levels pursuant to state and local regulations.

8. Land and Shoreline Use [\[help\]](#)

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.	Land uses within Port Townsend include residential, commercial, industrial, mixed-use, transportation, utility, institutional and open space. This periodic update will continue the established land use pattern, with an increased emphasis on infill housing and mixed-use development. Development regulation changes mirror policy direction, establishing density ranges and creating new planning approaches to achieve the type of mixed use development envisioned in Port Townsend as part of its 1996 comprehensive plan. Future land use development requests will continue to be reviewed on a case-by-case basis and subject to regulations in place at the time of application.	
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 as a result 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 non-forest use?	As an urban growth area, Port Townsend does not designate mineral, agricultural, or forest resource lands of long-term significance. Some areas have been historically used for urban agriculture. The comprehensive plan and development regulations permit a variety of agricultural uses in the R-I and R-II districts. Community gardens, small farms, and farm stands remain popular. Any future development applications will be reviewed on a case-by-case basis for consistency with applicable state and local requirements.	
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:	This is a non-project action and will have no direct impact on working farms.	
c. Describe any structures on the site.	Port Townsend is a historic waterfront city with a mix of residential neighborhoods, commercial districts, and light industrial activity, mainly associated with the Port Townsend Paper Mill and maritime trades.	
d. Will any structures be demolished? If so, what?	No, this non-project action will not demolish any structures.	
e. What is the current zoning classification of the site?	Port Townsend has a variety of zoning districts within the city limits, including Residential, Commercial, Industrial, Historic District Overlays, and Public Facilities.	
	Residential	
	Low Density	R-I
	Medium Density	R-II

	Medium Density	R-III
	High Density	R-IV
	Mixed Use	
	Neighborhood-Serving	C-I/MU
	Community-Serving	C-II/MU
	Commercial	
	Neighborhood	C-I
	General	C-II
	Hospital	C-II(H)
	Historic	C-III
	Marine-Related and Manufacturing	
	Mixed Light	M-I
	Marine-Related	M-IIA (Boat Haven)
	Marine-Related	M-IIB (Point Hudson)
	Heavy	M-III
	Parks & Open Space	
	Existing	P/OS
	Potential (overlay)	P/OS(A)
	Mixed Public	P/OS(B)
	Other Designations	
	Public/Infrastructure	P-I
	Planned Unit Development (PUD)	
	Residential	R-PUD
	Mixed-Use	MU-PUD
	Commercial/Manufacturing	CM-PUD
f. What is the current comprehensive plan designation of the site?	Port Townsend has various comprehensive plan designations which reflect the zoning districts, ranging from Residential, Commercial, Industrial, Mixed-Use, Institutional, and Open Space types of uses.	

g. If applicable, what is the current shoreline master program designation of the site?	The City's Shoreline Master Program classifies the following shoreline designations: Shorelines of Statewide Significance, Aquatic, Natural, Conservancy, Shoreline Residential, Urban, Historic Waterfront, Boat Haven, Point Hudson
h. Has any part of the site been classified as a critical area by the city or county? If so, specify.	Proposed amendments are non-project actions. The planning area includes environmentally sensitive areas (including geologically hazardous, frequently flooded and wetlands, aquifer recharge areas, and fish and wildlife habitat) as indicated on the City's Critical Areas Map. Environmentally sensitive areas associated with specific projects will be reviewed with project-level design and permitting.
i. Approximately how many people would reside or work in the completed project?	The 2023 American Community Survey's 5-Year Estimate placed Port Townsend's population at 10,290 people. Per Jefferson County Resolution No. 68-1118-24R, jointly adopted by Port Townsend, the city is planning for 40% of Jefferson County's forecast growth. The City's forecast population is 12,931 people in 2045. This forecast is still within the upper limits included in the 1996 comprehensive plan. The City has not met or exceeded its population projections in the previous planning periods. The proposed zoning changes unlock the ability for an increase in the number of residential units previously allowed in the city; however, household sizes are shrinking according to the Housing Needs Assessment. Also, the City's Land Capacity Analysis discusses that the market has built to much lower densities than what current zoning allows. In practice, the market is building only to minimum densities, or less when the zone does not require minimum density. It is still correct, consistent with the 1996 EIS, that Port Townsend has an abundant supply of land suitable for residential use and the City is not likely to approach build-out within the next 20 years under any plausible growth scenario. The changes to the Comprehensive Plan Update and the development regulations are consistent with the City's 1996 EIS preferred alternatives. The City will monitor population growth and make responsive changes to capital facilities and other planning documents if trends shift towards achieving a higher rate of growth than anticipated.
j. Approximately how many people would the completed project displace?	This is a non-project action and will have no direct impact. The proposed comprehensive plan is not anticipated to result in the displacement of any persons. Housing related goals and policies have been identified per state law to prevent the displacement of people.

k. Proposed measures to avoid or reduce displacement impacts, if any:	This is a non-project action and will have no direct impact on displacement. However, the comprehensive plan policies include guidance on retaining and enhancing the existing housing stock, increasing housing affordability overall, and introducing a wider variety of housing options to address diverse community need.
l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:	This comprehensive plan update retains the same land use designations as the 2016 plan, and the City is considering development regulations amendments to align zoning more closely with comprehensive plan policy. Future project-level actions will be subject to the regulations in place at the time of application, including a test for consistency with the comprehensive plan.
m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:	This is a non-project action and will have no direct impact on agricultural or forest lands of long-term commercial significance. See Item 8.b., above.

9. *Housing* [\[help\]](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.	This is a non-project action and will have no direct impact on housing provision. However, policies and targeted development regulations amendments intend to increase the supply of housing units to address community need by income level, consistent with GMA requirements and with demonstrated community need. The total number of housing units needed to meet forecast housing targets is 1,648.
b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.	This is a non-project action and will have no direct impact on eliminating housing units.
c. Proposed measures to reduce or control housing impacts, if any:	See response to Item 9.a, above.

10. *Aesthetics* [\[help\]](#)

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?	This is a non-project action and will have no direct impact on building construction. The proposed amendments increase the maximum building height in residential zones from 35 to 55 feet, only in zones outside the special height overlay district.
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b. What views in the immediate vicinity would be altered or obstructed?	This is a non-project action and will have no direct impact on views. No amendments are proposed to the special height overlay district, retaining these view corridors.
c. Proposed measures to reduce or control aesthetic impacts, if any:	This is a non-project action and will have no direct impact on aesthetics. Future project-level actions will be subject to the policies and regulations in place at the time of application.

11. Light and Glare [\[help\]](#)

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?	This is a non-project action and will have no direct impact on light and glare. Future project-level actions will be subject to regulations in place at the time of application. The proposed Implementation Element suggests the adoption of a dark skies ordinance during the 20-year planning period.
b. Could light or glare from the finished project be a safety hazard or interfere with views?	This is a non-project action and will have no direct impact on light and glare and their impact on safety or views.
c. What existing off-site sources of light or glare may affect your proposal?	Existing light sources in Port Townsend are typical of an urban environment and would not be considered significantly adverse. These sources will continue but not to the extent they create a significantly adverse impact.
d. Proposed measures to reduce or control light and glare impacts, if any:	This is a non-project action and will have no direct impact on light and glare. There are no proposed measures to reduce or control light or glare impacts as there are no such impacts anticipated with adoption of this comprehensive plan.

12. Recreation [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate vicinity?	Port Townsend contains numerous parks providing both formal and informal recreational opportunities including but not limited to: Kah Tai Lagoon Nature Park, Camas Prairie Golf Park, non-motorized trails linking neighborhoods, Port Townsend Bay, Larry Scott Memorial Trail, and the 433.5 acre Fort Worden State Park.
b. Would the proposed project displace any existing	This is a non-project action and will have no direct impact on displacing recreation uses.

recreational uses? If so, describe.	
C. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:	This is a non-project action and will have no direct impact on recreation. The proposed amendments include adopting a Parks Recreation and Open Space Element of the comprehensive plan, supporting increased and more equitable access to recreation opportunities throughout Port Townsend.

13. Historic and cultural preservation [\[help\]](#)

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.	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 yet been designated.
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.	See above response.
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.	Future projects will adhere to and comply with all local, state, and federal historic and archaeological preservation laws, should any artifacts or items be discovered during construction.
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.	In addition to complying with local, state, and federal laws, projects not categorically exempt from SEPA will be subject to additional environmental review. Washington State Parks also operates under a cultural resource management policy adopting the US Department of Interior's standards for the treatment of historic property, guiding actions to retain a site's historic integrity.

14. Transportation [\[help\]](#)

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 transportation element provides an updated inventory of Port Townsend's transportation system. This is a non-project action and will have no direct impact on transportation access, but policies in the comprehensive plan aim to reduce vehicle miles traveled per capita, keeping vehicular demand below levels forecast in the 1996 comprehensive plan.
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?	Jefferson Transit serves Port Townsend and the surrounding areas.
c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?	This is a non-project action and will have no direct impact on the number of parking spaces in Port Townsend. The Periodic Review updates the Comprehensive Plan and development regulations to remove the requirement for minimum parking amounts under certain circumstances, though development proponents may provide off-street parking at their discretion based on business needs and Port Townsend's development regulations stating maximum allowed parking. This proposal does not add or eliminate parking spaces but may have the effect of increasing the use and number of future on-street parking spaces. Future on-street parking would be consistent with Port Townsend Engineering Design Standards. Per RCW 43.21C.450(6), these amendments to the City's development regulations are categorically exempt from SEPA as they remove requirements for parking from development proposed to fill in an Urban Growth Area.
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).	This is a non-project action and will have no direct impact on the provision of new transportation facilities. However, the proposed emphasis on active transportation may facilitate new treatment of existing corridors and the establishment of new non-motorized corridors or facilities. Additionally, the proposed circulation plan referenced in the Transportation Element sets clearer standards for creating and improving transportation facilities.
e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.	Port Townsend is served by State Route 20 and the Washington State Coupeville Ferry. The Jefferson County International Airport is located four miles to the southwest of the city.

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?	This is a non-project action and will have no direct impact on vehicle miles traveled or peak volumes.
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.	This comprehensive plan applies to the Port Townsend urban area and will have no impact on movement of agricultural or forest products.
h. Proposed measures to reduce or control transportation impacts, if any:	This is a non-project action with no direct transportation impacts and thus offers no measures to reduce or control transportation impacts. Plan policies encourage VMT reduction and mode shifts to active transportation, and future development proposals will be subject to regulations in place at the time of application.

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.	This is a non-project action and will have no direct impact on public services, though the capital facilities plan and policy framework establish levels of service which the City must maintain. Future project-level applications will be subject to additional review to ensure LOS attainment.
b. Proposed measures to reduce or control direct impacts on public services, if any.	This is a non-project action and offers no specific measures to reduce or control impacts on public services other than the LOS policies included in the plan. Future site-specific projects may be subject to further environmental review, impact mitigation or connection charges as applicable to control or account for direct impacts to public services.

16. Utilities [\[help\]](#)

a. Check utilities currently available at the site:	☒	Electricity
	☐	Natural gas
	☒	Water
	☒	Refuse service
	☒	Telephone
	☒	Sanitary sewer

	☐	Septic system
	☐	Other _____

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.	Utilities will be expanded to serve future development and improved for existing users as needed to maintain adopted levels of service.
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C. Signature [\[HELP\]](#)

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.

Signature: _____

Name of signee _____

Position and Agency/Organization _____

Date Submitted: _____

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(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, would affect the item at a greater intensity or at a faster rate than if the proposal were 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?	The Periodic Update's proposed amendments to the Comprehensive Plan and development regulations would not add any new land uses that are not currently allowed within the city limits and thus would not pose any environmental hazards nor produce any emissions/noise, which were not previously anticipated by the 2016 Comprehensive Plan and/or the 1996 Environmental Impact Statement.
Proposed measures to avoid or reduce such increases are:	None, as this is a non-project action. Future project level actions would be subject to regulations in place at the time of application. City's Critical Areas/Shoreline regulations may apply and project actions that are not categorically exempt under Chapter 197-11-800 WAC will be subject to review under the City's SEPA Implementing Ordinance (Chapter 19.04 PTMC). After reviewing applications for such project actions, the City of Port Townsend may determine that mitigation measures are necessary to avoid probable significant adverse environmental impacts.
2. How would the proposal be likely to affect plants, animals, fish, or marine life?	Assuming future development complies with applicable codes and environmental review, it is not likely the proposed amendments will significantly affect protected plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:	The Periodic Update does not propose any changes to protections for plants, animals, fish, or marine life. These life forms are still protected by the City's Critical Areas/Shoreline regulations. The Periodic Update does propose additional conservation measures in the policies of the Comprehensive Plan, particularly conserving habitat in public open space and identifying land that serves important habitat functions for protection and conservation. The conservation of these areas provides habitat for plants, animals, fish, and/or marine life. These conservation projects will be conducted through future project-level actions and will be subject to regulations in place at the time of application. The City's Critical Areas/Shoreline regulations may apply, and project actions not categorically exempt under Chapter 197-11-800 WAC will be subject to review under the City's SEPA Implementing Ordinance (Chapter 19.04 PTMC). After reviewing applications for such project actions, the City of Port Townsend may determine that mitigation measures are necessary to avoid probable significant adverse environmental impacts.
3. How would the proposal be likely to deplete energy or natural resources?	As a non-project action the proposal will not directly deplete energy or natural resources. Forecast growth is lower than previously anticipated by the 1996 comprehensive plan and 2016 periodic update, and future demand on energy and natural resources is not anticipated to exceed previously anticipated levels. Future development projects that are consistent with the Comprehensive Plan may result in the use of energy and natural resources, but each proposal will be reviewed on a case-by-case basis under applicable local, state, and federal regulations.
Proposed measures to protect or conserve energy and natural resources are:	None, as this is a non-project action. Future project level actions would be subject to regulations in place at the time of application. See Section b, Question 6.c response for additional detail.
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 Comprehensive Plan will not directly use or affect 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.

Proposed measures to protect such resources or to avoid or reduce impacts are:	No measures are proposed as part of this non-project comprehensive plan update proposal. Site-specific impacts for individual proposals will be addressed during the permitting process.
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 Comprehensive Plan is the City's primary long-range planning document and is intended to guide land use and shoreline use in a manner consistent with state law, including the Growth Management Act and the Shoreline Management Act. Adoption of the updated plan will not allow or encourage uses incompatible with existing plans. Instead, it provides a framework for maintaining consistency with the City's zoning code, critical areas ordinance, and Shoreline Master Program.
Proposed measures to avoid or reduce shoreline and land use impacts are:	Future development proposals will be reviewed on a case-by-case basis to ensure that land and shoreline uses remain compatible with adopted plans and regulations.
6. How would the proposal be likely to increase demands on transportation or public services and utilities?	Please refer to Section B, Questions 14, 15, and 16. Adoption of the Comprehensive Plan will not increase demand on transportation facilities, public services, or utilities. Future development occurring under the guidance of the Comprehensive Plan may increase demand on these systems. However, such proposals will be reviewed on a case-by-case basis for consistency with the City's transportation, capital facilities, and utilities planning. The Comprehensive Plan includes updated goals and policies intended to support sustainable transportation options, efficient utility services, and coordinated planning for public services to ensure that future growth can be accommodated without exceeding system capacity. The adopted projected population growth is lower than in the 2016 Comprehensive Plan, which aligns with current system capacity.

Proposed measures to reduce or respond to such demand(s) are:	The City will maintain levels of service as required by comprehensive plan policy and the Growth Management Act, mitigating any impacts to service levels by implementing the capital facilities plan. The proposed Capital Facilities Element shifts from traffic mobility to active transportation moving away from traditional volume-based level of services standards like LOS D. The change is supported by City data showing reduced traffic volumes on arterial city streets and increased volumes on State highways reflecting changing commuting patterns due to housing affordability and demographic shifts. As a result, the City will prioritize transit, safety, and active transportation improvements over expanding street capacity and impervious surfaces, while still addressing traffic concerns on Sims Way through collaborative efforts. Finally, the City's Circulation Plan reduces the street surface requirements for unbuilt streets while ensuring predictable and consistent egress.
7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.	The proposal is not expected to conflict with local, state, or federal laws or requirements for the protection of the environment. The Comprehensive Plan is being updated to ensure consistency with the Washington State Growth Management Act (RCW 36.70A), the Shoreline Management Act (RCW 90.58), the State Environmental Policy Act (RCW 43.21C), and other applicable statutes and regulations. Policies in the updated plan are intended to complement and support these requirements, not conflict with them.