

**CITY OF PORT TOWNSEND  
NOTICE OF LAND USE APPLICATION  
LUP25-033**

**Proposal:** Minor Conditional Use Permit for a Short Term Rental – one short term rental with one guestroom.

**Description:** Use one bedroom within the applicants' one-story single-family primary residence at 1393 30<sup>th</sup> Street for a Short Term Rental. Guest(s) would share a common entry to the building and would have shared access to portions of residence including the living room, kitchen, and bathroom.

**Applicant:** Rose Madrone, Property Owner

**Location:** 1393 30<sup>th</sup> Street, Port Townsend, Assessor's Parcel Number 957902305, Lots 5 of Block 23 of Hastings 3<sup>rd</sup> Addition.

**Date Application Received:** June 6, 2025

**Date of Determination of Completeness:** July 6, 2025

**Date of Public Notice:** December 31, 2025

**Other Permits:** (including other agencies) A City Life-Safety Building Inspection is required.

**Lead Agency:** City of Port Townsend, Planning and Community Development (PCD)  
City Hall, 250 Madison Street, Suite 3  
Port Townsend, WA 98368

**Staff Contact:** Adrian Smith, Long Range Planner (360) 379-4423, [asmith@cityofpt.us](mailto:asmith@cityofpt.us)

**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 4:00 PM on **Tuesday, January 14, 2026**.

The proposal is exempt from environmental review and threshold determination under the State Environmental Policy Act (SEPA). 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 hearings, request a copy of the application and the decision once made, and appeal the Director's decision. A statement of consistency with the Port Townsend Municipal Code (PTMC) Conditional Use criteria (PTMC Chapter 17.84), the Short-Term Rental criteria (PTMC Chapter 17.57 and Chapter 5.45), and the Port Townsend Comprehensive Plan will be made following review of the application.