

Public Comment on Land Use Applications

Not all land use applications require a public comment period. For those that do, the City will prepare a Notice of Application which is mailed to property owners within 300-feet of the site and posted on-site (some permits also require published notice). ([Click here for more information on notice requirements](#)). You can also find notices on the City website [Land Use Projects Under Review](#)

Who Can Comment?

Anyone! We recognize that people have unique knowledge about the areas in which they live and work. The purpose of collecting comments is to help us understand your concerns and interests pertaining to a specific project, identify potential impacts and find solutions within the scope of review as established by the Land Use Code.

When to Comment?

Comments submitted prior to the **comment period deadline**, as indicated on the notice, will be addressed in the staff report/decision document. For projects requiring a public hearing (i.e., Type III projects), the Hearings Examiner will consider all comments submitted prior to the close of the public hearing. Due to the high volume of comments, we are unable to reply to each comment individually. If you have a specific question about the project, please contact the planner directly.

Where to send comments?

Send comments to the staff contact identified in the Notice.

Tips to Writing an Effective Comment Letter

- Include the file reference in your Subject Line: for example:
 - Public Comment LUP22-001 Washington Street Subdivision
- Include your Name and mailing address/email
- Review the project file and plans on the City website [Land Use Projects Under Review](#)
- Consider criteria relevant to the application - To make your comments more effective, reference the applicable criteria, policies, or guidelines relevant to each specific type of application. For example, a Conditional Use Permit must meet certain “approval criteria” established in the Port Townsend Municipal Code (PTMC). Research the criteria online at [Port Townsend Municipal Code](#). If you feel the proposal does not meet the approval criteria explain why.
- Explain your interest in the project

- Provide additional site or context information that you think is important
- State your concerns or support for aspects of the proposal

SEPA Comments

The Notice may indicate that a SEPA Threshold Determination is Pending. This means the proposal is subject to environmental review under the State's Environmental Policy Act (SEPA). SEPA allows local governments to identify and mitigate possible environmental impacts of certain projects. Our SEPA review is generally intended to cover impacts that occur as the result of the construction or operation of a project. When other codes are not sufficient or there are no codes to mitigate impacts, we can use SEPA to place limits on the developmental permit. You should address any environmental impacts associated with the proposed project (e.g., traffic impacts, wetland impacts, air quality) that you feel will require additional mitigation that our regulations do not address.