



City of Leavenworth  
Department of Development Services

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**Notice of Application / Preliminary SEPA Determination**

**Date of Notice:** June 2, 2016

**Project Name:** **Martinez B&B**

**Physical Address of Property:** 1128 Commercial Street  
Leavenworth, WA 98826

**Mailing Address (Applicant):** 1128 Commercial Street  
Leavenworth, WA 98826

**Applicant/Contact:** Jill Martinez

**Docket/Permit #(s):** CUP 2016-03

**Date of Application Submittal:** May 9, 2016 and May 16, 2016

**Date of Notice of Completeness:** May 27, 2016

**Notice of Final Decision Due Date<sup>1</sup>:** September 23, 2016

**Date of Public Hearing (Tentative):** July 7, 2016 @ 9:30 AM

**Comment Due Date:** **June 16, 2016**

**Project Location:** The project site is located at 1128 Commercial Street, Leavenworth, Washington, within an existing single family home. The Chelan County Assessors Tax Parcel Number is 241712676045. The subject site is located within the Multifamily Residential zone district.

**Project Description:** This is an application for a Conditional Use Permit (CUP) No. 2016-03 to allow for establishment of a Bed and Breakfast. Pursuant to Leavenworth Municipal Code (LMC), Bed and breakfast means a single-family residential unit which provides transient lodging, and may include breakfast for guests only, for compensation, by renting up to three rooms within the primary residence, provided the minimum conditions of LMC 18.20.030 (S) shall apply to the approval of any such Conditional Use Permit. The Applicant seeks to rent a single room and/or suite within their home for the purpose of transient accommodation (less than one month in duration).

**Review:** This project is subject to the State Environmental Policy Act (SEPA). The City of Leavenworth (City), lead agency and permitting authority for this proposal, has reviewed the proposed project for probable impacts and

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<sup>1</sup> As provided by LMC 21.09.070, a Notice of Final Decision shall be issued within 120 days after the date of the Determination of Completeness excluding periods during which the applicant has been requested by the City to correct plans, perform required studies, or provide additional information or materials. The date noted does not account for periods of time which are excluded from the 120 days for issuance of the Notice of Final Decision and the date is subject to change.

expects to issue a Determination of Non-significance (DNS) for this project. The Optional DNS process in WAC 197-11-355 is being used. This project review process may incorporate or require mitigation measures regardless of whether an Environmental Impact Statement (EIS) is prepared.

Agencies, Tribes, and the public are encouraged to review and comment on the proposed project and its probable impacts. This will be the only opportunity to comment on impacts of the proposed project. Comments must be submitted by the date noted above to the City of Leavenworth, P.O. Box 287, 700 U.S. Highway 2, Leavenworth, WA 98826. A copy of the subsequent threshold determination for the specific proposal may be obtained upon request.

**Required/Existing Environmental Documents:** The applicant has submitted a completed SEPA Checklist and project narrative for the proposed bed and breakfast.

**Preliminary Determination of Consistency:** Pursuant to WAC 197-11-158, the City will regulate impacts by utilizing local development regulations, the City's Comprehensive Plan, and other applicable local, State, or federal laws or rules. These laws and rules should provide adequate analysis of, the impacts of this project.

This application appears consistent with the regulations contained within the Leavenworth Municipal Code and shall be required to comply with Titles 14, 15, 16, 18, and 21, and with the Leavenworth Comprehensive Plan.

**Required Permits:** This Notice of Application is for a Conditional Use Permit. The Applicant submitted a City of Leavenworth Conditional Use Permit application and related documents. "Quasi Judicial Review" under Title 21.09 of the LMC, including SEPA review, a public notice, comment period and hearing is required for the Conditional Use Permit. Additional permits may be required which are not identified at this time, including but not limited to building permit(s) for tenant improvement(s) as necessary.

**Public Notice:** This Notice of Application / Preliminary SEPA Determination shall be posted at the project site and in three (3) places at City Hall for the duration of the comment period, per Leavenworth Municipal Code Section 21.07.080(B). This Notice of Application / Preliminary SEPA Determination shall also be mailed to other agencies with jurisdiction.

**Public Comment/Review/Appeals:** The public and other agencies with jurisdiction are encouraged to review and comment on the proposed project and its probable impacts. **This will be your only opportunity to comment on impacts of the proposed project.**

It is the right of any person to comment on the above noted application, to receive notice of and participate in any hearings, and request a copy of the decision once it is made, or to appeal such decision subject to the requirements outlined in Title 21 of the Leavenworth Municipal Code. Interested persons must submit written comments and/or requests within fourteen days following the date of publication of this notice. **The comment period ends June 16, 2016 at 5:00 PM.**

A complete project file, including the SEPA Checklist, is available for review at Leavenworth City Hall at 700 Highway 2, Leavenworth, Washington, or by contacting Development Services Department staff at 509-548-5275.

#### **Staff Contacts**

For more information regarding this application, please contact:

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