



City of Leavenworth
Department of Development Services

Notice of Application / Preliminary SEPA Determination

Date of Notice: October 25, 2016

Project Name: **Keziah B&B**

Physical Address of Property: 117 Mill Street
Leavenworth, WA 98826

Mailing Address (Applicant): 117 Mill Street
Leavenworth, WA 98826

Applicant/Contact: Tom Keziah

Docket/Permit #(s): CUP 2016-04

Date of Application Submittal: September 21, 2016, September 26, 2016, and September 27, 2016

Date of Notice of Completeness: October 11, 2016

Notice of Final Decision Due Date¹: February 8, 2017

Date of Public Hearing (Tentative): November 29, 2016 @ 9:00 AM

Comment Due Date: **November 8, 2016**

Project Location: The project site is located at 117 Mill Street, Leavenworth, Washington. The Chelan County Assessors Tax Parcel Number is 241711697090. The subject site is located within the Residential Low Density 6,000 zone district.

Project Description: This is an application for a Conditional Use Permit (CUP) No. 2016-04 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 on their residential lot, within an accessory dwelling, 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 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.

¹ 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.

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 November 8, 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:

Cary Siess, Planner
City of Leavenworth Department of Development Services
PO Box 287 / 700 Highway 2 Leavenworth, WA 98826
Phone: 509-548-5275 / Fax: 509-548-6429
Email: planner1@cityofleavenworth.com

SEPA ENVIRONMENTAL CHECKLIST
UPDATED 2014

RECEIVED
SEP 21 2016
BY:.....

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: [help]

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: [help]

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.

A. background [help]

1. Name of proposed project, if applicable: [help]

Keziah Rental

2. Name of applicant: [help]

Tom Keziah

3. Address and phone number of applicant and contact person: [help]

(509) 548-0748

117 Mill St., Leavenworth, WA
98826

CWP 2016-04
Keziah B≠B

4. Date checklist prepared: [help] August 8, 2016
5. Agency requesting checklist: [help] City of Leavenworth, Development Services
6. Proposed timing or schedule (including phasing, if applicable): [help] 2-3 months
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [help] No
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [help] N/A
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. [help] No CUP
10. List any government approvals or permits that will be needed for your proposal, if known. [help] Conditional Use Permit, City of Leavenworth

11. Give 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.) [help] We are seeking a permit to use the 800 sq.ft. apartment in our Accessory Dwelling Unit (ADU) as lodging for overnight guests. Our lot is 0.60 acres (99.42' x 263.44') and the ADU is located 190' from the street and 75' feet from our house.

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. [help] 117 Mill St., Leavenworth, WA 98826
Merriam's Addition, Lots 3+4

B. ENVIRONMENTAL ELEMENTS [help]

1. Earth

a. General description of the site [help]
(circle one): Flat, rolling, hilly, steep slopes, mountainous,
other _____

b. What is the steepest slope on the site (approximate percent slope)? [help] 10% (This portion of our lot makes up less than 5% of the total lot size. The remainder of the lot is more like 2-3%)

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. [help] Sand, Gravel

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [help] No

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. [help] N/A

Addition of one parking stall

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [help] No

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [help] 13%

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [help] No measures required

↓
BMPs ≠ stormwater req.

2. Air

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. [help] None

Increased vehicle traffic typ.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [help] No

c. Proposed measures to reduce or control emissions or other impacts to air, if any: [help] None

3. Water

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. [help] No

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. [help] N/A

- 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. [\[help\]](#) N/A
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#) No
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#) No
- 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. [\[help\]](#) No

b. Ground Water:

- 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. [\[help\]](#) No
- 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. [\[help\]](#) No

c. 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. [\[help\]](#) Stormwater to be maintained on-site per city req.
 - 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#) No
 - 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. No
- There is minimal runoff from the existing driveway.*

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: None

4. **Plants** [\[help\]](#)

a. Check the types of vegetation found on the site: [\[help\]](#)

- 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

b. What kind and amount of vegetation will be removed or altered? [help] None

c. List threatened and endangered species known to be on or near the site. [help] None ✓

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [help] None

e. List all noxious weeds and invasive species known to be on or near the site. None

5. Animals

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. Examples include: [help]

birds: hawk, heron, eagle, songbirds, other: Songbirds, Squirrel, Deer
 mammals: deer, bear, elk, beaver, other:
 fish: bass, salmon, trout, herring, shellfish, other _____

b. List any threatened and endangered species known to be on or near the site. [help] None ✓

c. Is the site part of a migration route? If so, explain. [help] No

d. Proposed measures to preserve or enhance wildlife, if any: [help] None

e. List any invasive animal species known to be on or near the site. None

6. Energy and natural resources

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. [help] Electric, Propane (for cooking)

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [help] No

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: [help] *None.*
Heating and AC by existing mini-split system

7. Environmental health

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. [help] *No*

- 1) Describe any known or possible contamination at the site from present or past uses. *None*
- 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. *None*
- 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. *None*
- 4) Describe special emergency services that might be required. *None*
- 5) Proposed measures to reduce or control environmental health hazards, if any: *None*

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [help] *None*

Subject to LMC Noise Ord.

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. [help] *None*

3) Proposed measures to reduce or control noise impacts, if any: [help] *None*

8. Land and shoreline use

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. [help]

Current use is single family dwelling. No effect on adjacent properties

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 nonforest use? [help] *No*

Commercial activity in res. zone

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: *No*

- c. Describe any structures on the site. [help] 1 house, 1 ADU, 1 wood shed
- d. Will any structures be demolished? If so, what? [help] No
- e. What is the current zoning classification of the site? [help] RL-6 (Single Family)
- f. What is the current comprehensive plan designation of the site? [help] RL-6
- g. If applicable, what is the current shoreline master program designation of the site? [help] N/A
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [help] No ✓
- i. Approximately how many people would reside or work in the completed project? [help] 4/
- j. Approximately how many people would the completed project displace? [help] None
- k. Proposed measures to avoid or reduce displacement impacts, if any: [help] N/A
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [help] None
- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any: None

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [help] 1 nightly rental; middle-income
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [help] None
- c. Proposed measures to reduce or control housing impacts, if any: [help] None

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [help] Existing ADU is 16' at peak
- b. What views in the immediate vicinity would be altered or obstructed? [help] None
- c. Proposed measures to reduce or control aesthetic impacts, if any: [help] None

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [help] None
- b. Could light or glare from the finished project be a safety hazard or interfere with views? [help] No ✓

- c. What existing off-site sources of light or glare may affect your proposal? [help] None
- d. Proposed measures to reduce or control light and glare impacts, if any: [help] None

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [help] None
Tourist
- b. Would the proposed project displace any existing recreational uses? If so, describe. [help] No
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [help] None

13. Historic and cultural preservation

- 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 located on or near the site? If so, specifically describe. [help] No
- 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. [help] No
- 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. [help] None
- 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. None

14. Transportation

- 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. [help] Mill St. accessed by existing driveway
- 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? [help] No
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [help] 1 additional

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). [help]

No

e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [help]

No

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 nonpassenger vehicles). What data or transportation models were used to make these estimates? [help]

4 average daily trips when rented

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. [help]

No

h. Proposed measures to reduce or control transportation impacts, if any: [help]

None

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. [help]

No

TYP.

b. Proposed measures to reduce or control direct impacts on public services, if any. [help]

None

16. Utilities

a. Circle utilities currently available at the site: [help] electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other Recycling

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. [help]

None

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: Tom Keziah

Name of signee Tom Keziah

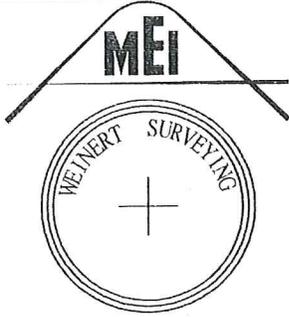
Position and Agency/Organization Homeowner

Date Submitted: August 9, 2016 IK
September 21, 2016

Subject Aerial Location Map

Borrower/Client	Tom and Bettina Keziah			
Property Address	117 Mill St			
City	Leavenworth	County	Chelan	State WA Zip Code 98826
Client	Guild Mortgage Company			





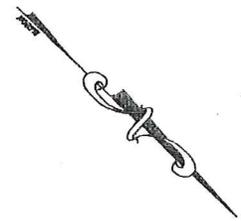
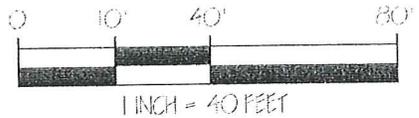
MUNSON ENGINEERS, INC.
 dba WEINERT SURVEYING
 894 HWY 2, SUITE H
 LEAVENWORTH, WA 98826
 (509) 548-5228 FAX (509) 548-2188
 E-MAIL brianb@munsonengineers.com

TOM KEZIAH
 LOT EXHIBIT

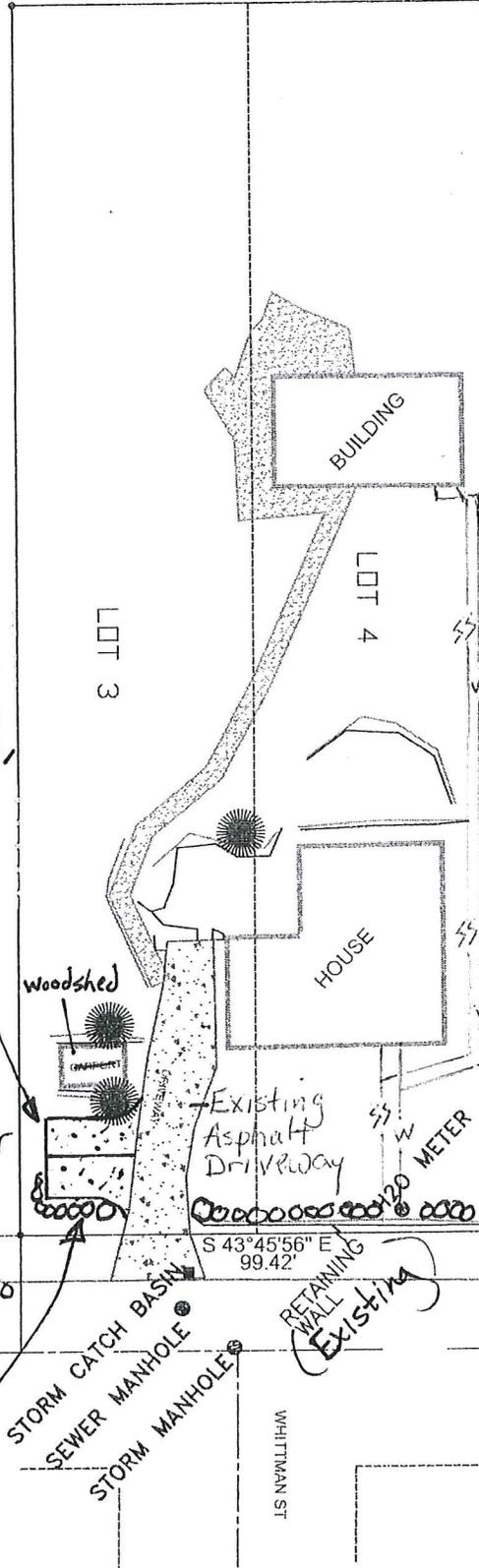
Proposed Additional
 Parking

117 Mill St. Leavenworth
 WA 98826

GRAPHIC SCALE



N 43°45'04" W
 99.27'



Proposed Parking

- 2 stalls @ 8'6" x 18' each
- 9'6" Setback
- Asphalt, attached to existing asphalt driveway
- A minimum of 19' clear driveway space in which to back up and pull forward into the street
- New Retaining wall (proposed)
- Landscaped with bushes

LOT 2

S 46°16'17" W
 263.45'

LOT 3

LOT 4

N 46°14'17" E
 263.42'

S 43°45'56" E
 99.42'

MILL ST

WHITMAN ST