



SEPA ENVIRONMENTAL CHECKLIST

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A. BACKGROUND		
Name of proposed project, if applicable: Housing Action Plan (HAP)		Date Prepared: 11/4/21
Name of Applicant: City of Poulsbo	Address: 200 NE Moe Street Poulsbo	Phone Number: 360.394.9748
Contact: Nikole Coleman	Agency Requesting Checklist: City of Poulsbo	
Proposed timing or schedule (including phasing, if applicable): City Council review and approval November-December 21		
Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain. The HAP will result in a list of housing strategies and actions that may be implemented over the next several years. The City intends to use the HAP as background research and analysis for potential future amendments to the City of Poulsbo Comprehensive Plan and development regulations.		
List any environmental information you know about that has been prepared, directly related to this proposal. No additional environmental information has been prepared in relation to this proposal.		
Do you know whether applications are pending for governmental approvals or other proposals directly affecting the property covered by your proposal? If yes, explain. Not applicable; this is a non-project action.		
List any government approvals or permits that will be needed for your proposal, if known. City Council approval.		
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. The city received funding from a WA State Department of Commerce grant (through House Bill 1923) to assist with the development of a Housing Action Plan (HAP). The process for creating the HAP included identifying housing needs, evaluating current trends, analyzing available data, engaging with stakeholders, and identifying strategies and actions. The timing for this HAP is ideal. Poulsbo will be updating its Growth Management Act (GMA) Comprehensive Plan by June 2024. The update requires the city to make a variety of housing types available for all economic segments of the community. In addition, the Comprehensive Plan outlines how population growth will be accommodated out to 2044. This early action to focus on the housing needs of Poulsbo and develop strategies to address these issues is foundation to identifying the land use strategy for the 2024 Comprehensive Plan Update.		
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. Poulsbo is located in Township 26 North, Range 1 East, Willamette Meridian and is located in all or portions of Sections 9, 10, 11, 13, 14, 15, 22, 23, 24, 25, and 26. The updated Ordinance will apply to residentially zoned properties city-wide. The responses provided from this point forward imply city-wide applicability, unless otherwise specified.		

B. ENVIRONMENTAL ELEMENTS	Agree	Disagree	Mitigate
1. Earth			
a. General description of the site (check one): <input type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> hilly <input type="checkbox"/> steep <input type="checkbox"/> slopes <input type="checkbox"/> mountainous <input type="checkbox"/> other. Not applicable; this is a non-project action.	✓		
b. What is the steepest slope on the site (approximate percent slope)? Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Not applicable; this is a non-project action.	✓		
e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill. Not applicable; this is a non-project action.	✓		
f. Could erosion occur as a result of clearing, construction or use? If so, generally describe. Not applicable; this is a non-project action.	✓		
g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? Not applicable; this is a non-project action.	✓		
h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any. Not applicable; this is a non-project action.	✓		
2. Air			
a. What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known. Not applicable; this is a non-project action.	✓		
b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. Not applicable; this is a non-project action.	✓		
c. Proposed measures to reduce or control emissions or other impacts to air, if any. Not applicable; this is a non-project action.	✓		
3. Water			
a. Surface:			
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. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		

3)	Estimate the amount of fill and dredge 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. Not applicable; this is a non-project action.	✓		
4)	Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known. Not applicable; this is a non-project action.	✓		
5)	Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
b. Ground:				
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. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
c. Water Runoff (including storm water):				
1)	Describe the source of runoff (including storm water) and method of collection and disposal, if any (including quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. Not applicable; this is a non-project action.	✓		
2)	Could waste materials enter ground or surface waters? If so, generally describe. Not applicable; this is a non-project action.	✓		
3)	Does the proposal alter or otherwise affect drainage patterns near the site? If so, describe. Not applicable; this is a non-project action.	✓		
d.	Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: Not applicable; this is a non-project action.	✓		
4. Plants				
a.	Check types of vegetation found on the site: <input checked="" type="checkbox"/> Deciduous tree: alder, maple, aspen, other <input checked="" type="checkbox"/> Evergreen tree: fir, cedar, pine, other <input checked="" type="checkbox"/> Shrubs <input checked="" type="checkbox"/> Grass <input checked="" type="checkbox"/> Pasture <input type="checkbox"/> Crop or grain <input checked="" type="checkbox"/> Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other <input type="checkbox"/> Water plants: water lily, eelgrass, milfoil, other <input type="checkbox"/> Other types of vegetation Not applicable; this is a non-project action.	✓		

b. What kind and amount of vegetation will be removed or altered? Not applicable; this is a non-project action.	✓		
c. List threatened or endangered species known to be on or near the site. Not applicable; this is a non-project action.	✓		
d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any. Not applicable; this is a non-project action.	✓		
e. List all noxious weeds and invasive species known to be on or near the site. Not applicable; this is a non-project action.	✓		
5. Animals			
a. Check any birds and animals which have been observed on or near the site or are known to be on or near the site: <input type="checkbox"/> Birds: hawk, heron, eagle, songbirds, other: <input type="checkbox"/> Mammals: deer, bear, elk, beaver, other: <input type="checkbox"/> Fish: bass, salmon, trout, herring, shellfish, other: Not applicable; this is a non-project action.	✓		
b. List any threatened or endangered species known to be on or near the site. Not applicable; this is a non-project action.	✓		
c. Is the site part of a migration route? If so, explain. Not applicable; this is a non-project action.	✓		
d. Proposed measures to preserve or enhance wildlife, if any. Not applicable; this is a non-project action.	✓		
e. List any invasive animal species known to be on or near the site. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
1) Describe any known or possible contamination at the site from present or past uses. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		

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. Not applicable; this is a non-project action.	✓		
4)	Describe special emergency services that might be required. Not applicable; this is a non-project action.	✓		
5)	Proposed measures to reduce or control environmental health hazards, if any. Not applicable; this is a non-project action.	✓		
b. Noise				
1)	What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Not applicable; this is a non-project action.	✓		
2)	What types of 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. Not applicable; this is a non-project action.	✓		
3)	Proposed measures to reduce or control noise impacts, if any. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
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? Not applicable; this is a non-project action.	✓		
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: Not applicable; this is a non-project action.	✓		
c.	Describe any structures on the site. Not applicable; this is a non-project action.	✓		
d.	Will any structures be demolished? If so, what? Not applicable; this is a non-project action.	✓		
e.	What is the current zoning classification of the site? Not applicable; this is a non-project action.	✓		
f.	What is the current comprehensive plan designation of the site? Not applicable; this is a non-project action.	✓		
g.	If applicable, what is the current shoreline master program designation of the site? Not applicable; this is a non-project action.	✓		
h.	Has any part of the site been classified as a critical area by the city or county? If so, specify Not applicable; this is a non-project action.	✓		
i.	Approximately how many people would reside or work in the completed project? Not applicable; this is a non-project action.	✓		
j.	Approximately how many people would the completed project displace? Not applicable; this is a non-project action.	✓		

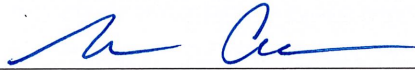
k. Proposed measures to avoid or reduce displacement impacts, if any. Not applicable; this is a non-project action.	✓		
l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any. Not applicable; this is a non-project action.	✓		
m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any. Not applicable; this is a non-project action.	✓		
9. Housing			
a. Approximately how many units would be provided, if any? Not applicable; this is a non-project action.	✓		
b. Approximately how many units, if any, would be eliminated? Not applicable; this is a non-project action.	✓		
c. Proposed measures to reduce or control housing impacts, if any. Not applicable; this is a non-project action.	✓		
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? Not applicable; this is a non-project action.	✓		
b. What views in the immediate vicinity would be altered or obstructed? Not applicable; this is a non-project action.	✓		
c. Proposed measures to reduce or control aesthetic impacts, if any. Not applicable; this is a non-project action.	✓		
11. Light and Glare			
a. What type of light or glare will the proposal produce? What time of day would it mainly occur? Not applicable; this is a non-project action.	✓		
b. Could light or glare from the finished project be a safety hazard or interfere with views? Not applicable; this is a non-project action.	✓		
c. What existing off-site sources of light or glare may affect your proposal? Not applicable; this is a non-project action.	✓		
d. Proposed measures to reduce or control light and glare impacts, if any. This is not applicable to this non-project action. Not applicable; this is a non-project action.	✓		
12. Recreation			
a. What designated and informal recreational opportunities are in the immediate vicinity? Not applicable; this is a non-project action.	✓		
b. Would the proposed project displace any existing recreational uses? If so, describe. Not applicable; this is a non-project action.	✓		
c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any. Not applicable; this is a non-project action.	✓		
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? If so, specifically describe. Not applicable; this is a non-project action.	✓		

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. Not applicable; this is a non-project action.	✓		
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 Not applicable; this is a non-project action.	✓		
d. Proposed measures to reduce or control impacts, if any. Not applicable; this is a non-project action.	✓		
14. Transportation			
a. Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any. Not applicable; this is a non-project action.	✓		
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? Not applicable; this is a non-project action.	✓		
c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? Not applicable; this is a non-project action.	✓		
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). Not applicable; this is a non-project action.	✓		
e. Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe. Not applicable; this is a non-project action.	✓		
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? Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		
h. Proposed measures to reduce or control transportation impacts, if any. Not applicable; this is a non-project action.	✓		
15. Public Services			
a. Would the project result in an increased need for public service (for example fire protection, police protection, health care, schools, other)? If so, generally describe. Not applicable; this is a non-project action.	✓		
b. Proposed measures to reduce or control direct impacts on public services, if any. Not applicable; this is a non-project action.	✓		

16. Utilities			
a. Check the utilities currently available at the site: <input type="checkbox"/> electric <input type="checkbox"/> natural gas <input type="checkbox"/> water <input type="checkbox"/> refuse service <input type="checkbox"/> telephone, <input type="checkbox"/> sanitary sewer <input type="checkbox"/> septic system <input type="checkbox"/> other. Not applicable; this is a non-project action.	✓		
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. Not applicable; this is a non-project action.	✓		

C. SIGNATURE

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:  Date Submitted: 11/4/21

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1.	<p>How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substance; or production of noise? The amendments would not create any of these effects. Any project action that results from the HAP will be subject to all applicable local, state, and federal regulatory requirements and will be reviewed on a case-by-case basis during the development review process.</p>
	<p>Proposed measures to avoid or reduce such increases are: No measures are proposed with the update. However, measures will be identified as necessary during the development permit and environmental process for specific projects. Compliance with city regulations and other appropriate mitigations would reduce increases.</p>
2.	<p>How would the proposal be likely to affect plants, animals, fish, or marine life? As a non-project action, the amendments would not directly affect plants, animals, fish or marine life. Any project action that results from the HAP may require further review under SEPA and applicable environmental ordinances (CAO, SMP, etc.)</p>
	<p>Proposed measures to protect or conserve plants, animals, fish, or marine life are: No additional measures are needed.</p>
3.	<p>How would the proposal be likely to deplete energy or natural resources? As a non-project action, the amendments would not deplete energy or natural resources. Any project action that results from the HAP will require further review.</p>
	<p>Proposed measures to protect or conserve energy and natural resources are: No additional measures are needed.</p>
4.	<p>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? The HAP would not reduce existing protections for critical areas.</p>
	<p>Proposed measures to protect such resources or to avoid or reduce impacts are: No additional measures are needed.</p>
5.	<p>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 proposed updates will not change existing land use patterns.</p>
	<p>Proposed measures to avoid or reduce shoreline and land use impacts are: No additional measures are needed.</p>

6.	How would the proposal be likely to increase demands on transportation or public services and utilities? No development is proposed. However, any project action that results from the HAP may require further review under SEPA which will be accomplished as required under WAC 197-11 and the Poulsbo Municipal Code.
	Proposed measures to reduce or respond to such demand(s) are: No additional measures are needed.
7.	Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment. The proposed HAP does not conflict with any local, state, or federal laws or requirements for the protection of the environment. Any project action that results from the HAP would be required to follow all applicable regulations regarding the protection of the environment.

Reviewed By

Karla Boughton
 Karla Boughton
 PED Director

11/4/20
 Date