

# SEPA ENVIRONMENTAL CHECKLIST

## ***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:***

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: [\[help\]](#)

Amendments to Title 17 of the Tonasket Municipal Code amending Sections 17.10.023, 17.10.024 under Definitions; Modify District Use Chart 17.70.020; Add new Chapter 17.115.025; and, Amend the Official Zoning Map.

2. Name of applicant: [\[help\]](#)

City of Tonasket

3. Address and phone number of applicant and contact person: [\[help\]](#)

Alice Attwood  
City Clerk  
City of Tonasket  
PO Box 487  
Tonasket, WA 98855  
(509) 486-2132

4. Date checklist prepared: [\[help\]](#)

November 28, 2023

5. Agency requesting checklist: [\[help\]](#)

City of Tonasket

6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

The City Planning Commission has scheduled a Public Hearing on January 16, 2023 on the proposed amendments to the Zoning Code. The Commission will then pass a recommendation to the City Council regarding the proposed amendments. The Council will act on the Commission's recommendation within 30 days of its receipt.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

The Zoning Code is subject to periodic review and revision as new information becomes available, conditions in the community change or new requirements are passed by the state and/or federal governments. As development commences, further review and SEPA documentation will be required.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

The Zoning Code was the subject of SEPA review as originally adopted or subsequently amended.

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. [\[help\]](#)

None known.

10. List any government approvals or permits that will be needed for your proposal, if known.

[\[help\]](#)

Planning law in Washington provides for a presumption of validity for local land use regulations therefore the only approvals required for the amended Zoning Code comes from the City of Tonasket.

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.) [\[help\]](#)

See Attachment A – Summary of proposed amendments and zoning map revision.

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. [\[help\]](#)

The incorporated City of Tonasket is located on the Okanogan River approximately 20 miles south of the Canadian border. The City is approximately 160 miles northwest of Spokane and 260 northeast of Seattle. The elevation is 940' at City Hall.

## **B. ENVIRONMENTAL ELEMENTS** [\[help\]](#)

### **1. Earth** [\[help\]](#)

#### **a. General description of the site:** [\[help\]](#)

The City is located at the confluence of Siwash and Bonaparte Creeks and the Okanogan River. The downtown area is generally flat with the land rising to the east bracketed by the two creek valleys.

(circle one): **Flat**, rolling, **hilly**, steep slopes, mountainous, other \_\_\_\_\_

#### **b. What is the steepest slope on the site (approximate percent slope)?** [\[help\]](#)

The steepest slopes exceed 45% and are limited to several small areas along the eastern edge of the City.

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

Many different types of soils are found in Tonasket and the immediately adjacent area. Generally these soils are not conducive to agricultural pursuits. For the most part soils are highly permeable and erosion hazard is low to moderate.

#### **d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.** [\[help\]](#)

There are no surface indications or history of naturally unstable soils within the present corporate limits.

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

Adoption of the proposed addition and amendments is a non-project action and does not involve any filling or grading. However, actions taken pursuant to the amended Zoning Code could involve grading and site preparation. As these projects commence, further review will be required and this information will be provided. Until that time, it is difficult to estimate the exact need for fill and grading.

#### **f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.** [\[help\]](#)

The amendments themselves will not have a direct impact on erosion, although the development it contemplates may involve clearing and construction. At the time such actions are proposed, further review will be required.

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

As a non-project action, the adoption of the amendments to the Zoning Code does not change the amount of impervious surface. Development subsequent to adoption will introduce new impervious surfaces to the community, but the amount cannot be estimated at this time. Further review will be required.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)  
Approval of the amendments to the Zoning Code is a non-project action and does not require any such measures.

## 2. Air [\[help\]](#)

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. [\[help\]](#)

No emissions to the air will result from adoption of the amendments. If emissions should result from development subsequent to adoption, these impacts will be identified under additional review prior to development.

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: [\[help\]](#)  
As a non- project action, the adoption of the amendments does not require measures to address emissions.

## 3. Water [\[help\]](#)

a. Surface Water:

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. [\[help\]](#)

The major bodies of water within Tonasket are the Okanogan River, which runs north to south forming the western boundary of the City, Bonaparte Creek the southern boundary and Swash Creek, the northern boundary. The Okanogan River continues south and west on its way to joining the Columbia River approximately 45 miles downstream. There is a small area of wetlands associated with the Okanogan River on the City's southern border.

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. [\[help\]](#)

Not applicable.

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. [\[help\]](#)

No filling or dredging of wetlands or surface water will result from adoption of the amendments.

- 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. [\[help\]](#)

Portions of Tonasket lie within the 100-year floodplain. See Attachment B for floodplain map.

- 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, non-project action.

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, 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. [\[help\]](#)

None.

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. [\[help\]](#)

Not applicable

- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)

No, non-project action.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe. [\[help\]](#)

No, non-project action.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any: [\[help\]](#)

None.

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

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

- \_X\_ deciduous tree: alder, maple, aspen, other
- \_X\_ evergreen tree: fir, cedar, pine, other
- \_X\_ shrubs
- \_X\_ grass
- \_X\_ pasture
- crop or grain
- \_X\_ Orchards, vineyards or other permanent crops.
- \_X\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- \_X\_ 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 known.

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. [\[help\]](#)

All noxious weed species common to North Central Washington can be found in Tonasket.

## 5. Animals [\[help\]](#)

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. [\[help\]](#)

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other Steelhead.

b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)

Salmon, Steelhead,

c. Is the site part of a migration route? If so, explain. [\[help\]](#)

Yes, the Okanogan River and lower reach of Bonaparte Creek are used by Salmon and Steelhead. The Okanogan Valley is also part of the migration route for geese, Sandhill Cranes and other bird species.

d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)

The City has Shorelines and Critical Areas regulations adopted to preserve and enhance wildlife habitat.

e. List any invasive animal species known to be on or near the site. [\[help\]](#)

None known.

## 6. Energy and Natural Resources [\[help\]](#)

- 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. [\[help\]](#)

Not applicable.

- 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.

## 7. Environmental Health [\[help\]](#)

- 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, non-project action.

- 1) Describe any known or possible contamination at the site from present or past uses. [\[help\]](#)

None known.

- 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. [\[help\]](#)

None known.

- 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. [\[help\]](#)

None.

- 4) Describe special emergency services that might be required. [\[help\]](#)

None.

- 5) Proposed measures to reduce or control environmental health hazards, if any: [\[help\]](#)

None.

## b. Noise [\[help\]](#)

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)

None.

- 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 [\[help\]](#)

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. [\[help\]](#)

The City has a variety of commercial, residential, light industrial and undeveloped land. Proposal will not affect current land uses.

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? [\[help\]](#)

Portions of the City and its UGA have been and will continue to be used for agriculture, however it is not classified as agricultural land of long-term significance and in fact is zoned for residential use. The adoption of amendments to the Zoning Code will not change how this land is regulated.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversized equipment access, the application of pesticides, tilling, and harvesting? If so, how: [\[help\]](#)

No.

c. Describe any structures on the site. [\[help\]](#)

The City has a wide range of structures including residential, commercial and industrial.

d. Will any structures be demolished? If so, what? [\[help\]](#)

No.

e. What is the current zoning classification of the site? [\[help\]](#)

The City has the following zoning districts: R1, R2, RR, C1, C2, M1, MU and PU.

f. What is the current comprehensive plan designation of the site? [\[help\]](#)

The City has the following comprehensive plan designations: Single-Family Residential, Single/Multi Residential, Multi-Family Residential, Retail Commercial, Service Commercial, Mixed-Use, Industrial, Airport Industrial and Public Use.

g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)

The City has the following shoreline designations: High Intensity, Urban Conservancy, Shoreline Recreation and Shoreline Residential.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)

Yes, portions of the community include one or more critical areas.



i. Approximately how many people would reside or work in the completed project? [\[help\]](#)

Non-project action.

j. Approximately how many people would the completed project displace? [\[help\]](#)

Non-project action.

k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)

None.

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 reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: [\[help\]](#)

None.

## 9. Housing [\[help\]](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)

None.

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 [\[help\]](#)

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)

Not applicable.

b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)

None.

b. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

None.

## 11. Light and Glare [\[help\]](#)

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? [\[help\]](#)

None.

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 [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)

There are a variety of designated and informal recreational opportunities in Tonasket from walking, swimming, biking, boating etc....

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 [\[help\]](#)

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. [\[help\]](#)

None known.

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. [\[help\]](#)

All new development is subject to a review process that provides opportunities for agencies, Tribes and other interested parties to comment.

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. [\[help\]](#)

See above.

## 14. Transportation [\[help\]](#)

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. [\[help\]](#)

The City has a comprehensive street system with US 97 and SR 20 serving as the backbones. See map in Attachment C.

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? [\[help\]](#)

Yes, TRANGO provides daily service to Oroville and Omak/Okanogan with connections to Twisp and Winthrop and Brewster and Pateros. There are three transit stops in the City.

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)

None.

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 non-passenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)

None.

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: [\[help\]](#)

No.

#### 15. **Public Services** [\[help\]](#)

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.

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

Non-project action.

#### 16. **Utilities** [\[help\]](#)

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

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. [\[help\]](#)

Not applicable.

**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: \_\_\_\_\_

Name of signee  Kurt E Danison

Position and Agency/Organization  Tonasket City Planner

Date Submitted:  11/28/23

## D. supplemental sheet for nonproject actions [\[help\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Not applicable, non-project action.

Proposed measures to avoid or reduce such increases are:

Public and agency review and comment periods.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not applicable, non-project action

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

The action entails adoption of non-related revisions to the zoning code.

3. How would the proposal be likely to deplete energy or natural resources?

Not applicable, non-project action

Proposed measures to protect or conserve energy and natural resources are:

Enforcement of applicable energy codes.

4. 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?

Not applicable, non-project action.

Proposed measures to protect such resources or to avoid or reduce impacts are:

The action entails adoption of non-related revisions to the zoning code.

5. 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?

Not applicable, non-project action

Proposed measures to avoid or reduce shoreline and land use impacts are:

The action entails adoption of non-related revisions to the zoning code.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Not applicable, non-project action

Proposed measures to reduce or respond to such demand(s) are:

Public and agency review and comment periods.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts.

## **Delete Definition in Section 17.10.023**

~~“Nightly rental” (for the purposes of the TMC) means tourist accommodation in guest houses, recreational homes or cabins, or part-time residential homes.~~

## **Add new Definitions in Sections:17.10.024 and 17.10.028**

“Outdoor mobile vendor” means nonpermitted structures, vehicles, or trailers, located on private property, conducting retail sales or offering goods and/or services to the public for a fee or donation.

“Outdoors” means any location that is not “indoors” within a fully enclosed and secure structure as defined herein.

“Short-term vacation rental” (STVR) describes a living unit on an individual lot, (not including approved hotels, motels, inns or bed and breakfasts, which have life and safety standards), and which is rented on a nightly, weekly, or other basis for less than 30 continuous days. Such uses may be within a single-family home, condominium or apartment: or in a multi-family or mixed use/commercial building. Such uses are usually booked through a service, an internet site or direct contact with the owner and may or may not have on-site management. Accessory dwelling units are not allowed to be used as a STVR.

# Modify District Use Chart 17.70.020

17.70.020 Table 1

## USE CHART

CITY OF TONASKET ZONING USE CHART	Zoning Districts				
	R-1	R-2	R-R	C-1	C-2
Outdoor mobile vendors	X	X	X	AP	AP
<del>Nightly rentals</del> Short-term vacation rentals	X <del>AP</del>	A <del>AP</del>	A <del>AP</del>	A <del>AP</del>	A <del>AP</del>
Domestic farm animals	X <sup>11</sup>	X <sup>11</sup>	A <sup>14</sup>	X <sup>11</sup>	X <sup>11</sup>

11. Permitted as an accessory use subject to requirements of 17.70.040 TMC

14. Domestic livestock permitted in compliance with 17.70.185 TMC

## Add new Chapter 17.115.025 – Administrative Permits

### 17.115.025 Administrative permits.

An administrative permit (AP) is a means of allowing certain uses that require some review in order to ensure that the uses are consistent and compatible with other existing and permitted uses within the zone and do not create undue demands on public facilities, and to prevent and abate public nuisances.

A. Intent. It is the intent of this section to detail the procedures required and the responsibilities of the administrator, and the city council upon appeal, in the processing, consideration, and issuance of administrative permits whenever such permits are applied for pursuant to provisions of this title. Only those uses listed as requiring an administrative permit, within a particular zone, qualify for this process, except as otherwise provided in Chapter [19.05](#) TMC. The administrator may determine that other similar uses, which are not listed, may qualify for this process. This process is not to replace the variance procedure or to permit uses that are prohibited within the zone.

B. Authority. The administrator shall have the authority, subject to provisions of this section (and specifically subsection (4) of this section), to grant, upon such conditions as may be determined necessary in order to realize the intent of this title, an administrative permit for a use found to be in harmony with the scope and purpose of this title, the intent of the zoning district in which the use is to be located, and the goals, objectives, and policies of the Tonasket comprehensive plan and in accordance with subsection (4) of this section.

### C. Process.

1. Applications for administrative permits shall be filed with the administrator on forms provided by the administrator with all information as required in said form together with a completed SEPA environmental checklist, where required, and with payment of all applicable fees. The administrator shall determine if the application



is complete, and if not complete shall return the same to the applicant with additional required information noted.

2. The administrator shall review all administrative permit requests. Upon receipt of a complete application the administrator shall within 15 business days complete a SEPA determination and issue an initial decision to grant or deny the permit. Each decision to grant or deny an administrative permit shall be supported by written findings of fact showing specifically wherein all of the following conditions exist:

a. That the use for which the administrative permit is requested is specified by this title as being administratively permitted within the zoning district in which the property is located, or that said use is not listed in the district use chart in 17.70.020 TMC of this title and is similar to a use that is specified by this title as being administratively permitted within the zoning district in which the property is located;

b. That the use for which the administrative permit is requested is consistent with the description and purpose of the zoning district in which the property is located;

c. That said use complies with all requirements of this title;

(iv) That the site for which the use is proposed is of sufficient size to accommodate the proposed use and that all yards, open spaces, walls and fences, parking, loading, landscaping and other such features as are required by this title, or as are needed in the opinion of the administrator to ensure that the proposed use will be compatible and harmonious with adjacent and nearby uses, will be properly provided.

3. The administrator's initial determination, along with any permit conditions, shall be forwarded to the applicant and to all adjacent property owners and any relevant resource agencies and posted upon the subject property.

4. Any affected party may appeal the administrator's initial determination to the city council pursuant to TMC [17.115.030](#). If no appeal of the initial determination of impending administrative permit issuance is filed within five regular city business days from issuance of the administrator's initial determination, the administrator shall render a final decision on the permit in accord with the initial determination within five regular city business days.

D. Conditions of Approval. In order to mitigate anticipated impacts of a proposed use or support a finding of fact or prevent and abate public nuisances associated with any project for which an administrative permit is requested, the administrator shall have the authority to require compliance with conditions and safeguards deemed necessary to mitigate the anticipated impacts of a proposed use, based on the findings of fact (per subsection (3)(b) of this section). Such conditions may be imposed that could increase requirements in the standards, criteria, or regulations of this title or other city legislation or adopted policies. Project proponents may submit plans for proposed alternative means of mitigation impacts for review by the city. No administrative permit shall require, as a condition, the dedication of land for any purpose not reasonably related to

the use of property for which the administrative permit is requested, nor posting of a bond to guarantee installation of public improvements not reasonably related to the use of property for which the administrative permit is requested.

1. The following conditions must be met prior to approval of an administrative permit for short-term vacation rentals. Compliance with said conditions is required on an annual basis. Noncompliance may result in revocation of permit.

- (a) City business license
- (b) State business license
- (c) Okanogan County Health District permit as appropriate
- (d) Annual license renewal
- (e) Owner shall identify location of advertising (Airbnb, etc.) on permit application.
- (f) STVR permits are not transferable with the property.
- (g) Any lapse in business license (annual) may result in revocation of administrative permit.
- (h) Health and safety inspections of the residence are required by building and fire officials.
- (i) Adequate parking spaces must be provided for guests on the premises. No parking is allowed on public right-of-way.
- (j) Name and contact info for the local owner or site manager must be posted on-site in an accessible area.
- (k) The owner or site manager must be available 24 hours a day 7 days a week to respond to complaints and emergencies and arrive at the STVR within 1 hour at all times during the rental period.
- (l) The owner shall require all guests to provide the owner/manager with names and contact information for each guest, and vehicle license(s).
- (m) A sign displayed for an STVR, if desired by the owner, shall be no larger than 2 sq. ft., with indirect downward facing lighting that does not interfere with neighboring residents.
- (n) Repeated violations of these requirements will result in the loss of the license.
- (o) Noise originating inside or outside of an STVR shall not exceed 65 decibels at the property line.
- (p) The owner shall provide the City with a copy of the general living provisions.

2. All outdoor mobile vendors, where allowed by Chapter [17.70.020](#), District Use Chart, shall meet the following standards to protect the aesthetics of surrounding properties:

(a) Exemptions. The following activities, businesses, and/or persons, as such are commonly known, shall be exempt from coverage of this section. This exemption shall not be construed to limit or restrict the application of other laws and regulations pertaining to such activities, businesses and/or persons.

- i. Stands used to sell or distribute flowers, fruit, vegetables, produce or plants grown on the property where the stand is located;
- ii. Outdoor mobile vendors set up only during community-sponsored events;

(b) Application. Applicants for an outdoor mobile vendor permit shall provide the administrator with a written application describing the proposed business in detail and specifically including, as a minimum, the following:

- i. The proposed manner of operation of the business;
- ii. The goods, wares, services, merchandise or articles to be offered for sale;
- iii. The proposed dates, hours and duration of operation;
- iv. The proposed location of operation;
- v. Available parking;
- vi. The proposed fire safety features and proposed lighting;
- vii. Proposed structures and locations;
- viii. Site plan;
- ix. Written, signed and notarized authorization of landowner;

The administrator shall review the application based on such issues as public safety, pedestrian and vehicular traffic, public disturbance and noise concerns. The administrator shall grant, deny or condition the permit based on the above considerations. Written notice of action on the application shall be provided to the applicant within fourteen days of the city's receipt of a completed permit application.

(c) Required Approvals.

- i. All outdoor mobile vendors shall obtain approval from the Chelan/Douglas Health District prior to commencing any activities. Outdoor mobile vendors are required to comply with all laws, rules and regulations regarding food handling, and all vehicles, equipment, and devices used for the handling, storage, transportation and/or sale of food shall comply with Chapter [246-215](#) WAC, as amended, and any other rules and regulations respecting such vehicles, equipment, and devices as may be established by the Okanogan County Health District.
- ii. All outdoor mobile vendors shall have city and state business licenses/registrations.
- iii. All outdoor mobile vendors shall provide in writing and on a site plan the locations of utilities (water, sewer, stormwater, etc.) servicing the stand or a plan for how water, sewer and stormwater, etc., will be handled. All

service locations shall be reviewed by the public works department for approval prior to commencement of activities at any location.

iv. All outdoor mobile vendors shall obtain required permits from the city fire chief for installation of LPG tanks and piping.

v. All outdoor mobile vendors that are constructed to use electricity shall obtain a permit from the Washington State Department of Labor and Industries.

vi. Any structure or accessory structure that is to be placed and used as a commercial stand shall require review for compliance with this code as amended, which includes at minimum Title [5](#), Business Licenses, Taxes and Regulations; Title [15](#), Buildings and Construction; and this title.

(d) Development Standards.

i. Shall not conduct business so as to violate any ordinances of the city, including those regulating traffic and rights-of-way, as now in effect or hereafter amended.

ii. Shall not be located in such a manner as to cause a traffic hazard.

iii. Shall not obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where services are being sold or offered for sale.

iv. Are prohibited from occupying required parking spaces and vehicular traffic areas of existing businesses.

v. Employees must have access to sanitary facilities during working hours. If such facilities are to be provided by an adjoining use, the written, signed and notarized approval of the landowner is required.

vi. All outdoor mobile vendors operations related to cooking, sale of goods, displays, and other portions of the operation outside of seating, landscaping, and singular display of goods, menus, and signage attached to the stand shall take place from within the enclosed mobile vending unit.

vii. Shall provide garbage receptacles for customer use and provide for appropriate waste disposal.

viii. All outdoor mobile vendors shall be maintained in a neat and orderly condition and manner, free of debris and litter.

ix. Outdoor mobile vendors, including any outdoor or covered seating shall occupy an area no larger than four hundred square feet. The size of an outdoor mobile vendor shall be counted as part of the lot coverage for the specific lot/parcel. If more than one outdoor mobile vendor is permitted per lot/parcel, then the total square footage is reduced to two hundred fifty square feet per outdoor mobile vendor.

x. At the conclusion of business activities at a given location, the vendor shall clean all areas surrounding his or her commercial stand of all debris, trash and litter generated by the vendor's business activities.

xi. All advertising shall be placed via wall standards and be placed on the commercial stand. Wall sign regulations shall follow those of the underlying zoning district in relation to the size of the commercial stand; one sandwich board sign no larger than twenty-four inches by thirty-six inches shall be allowed providing its location is approved by the public works director.

xii. Outdoor mobile vendors shall submit a site plan providing accurate dimensions and locations of the following:

- 1) Proposed and existing structures;
- 2) Proposed and existing land uses;
- 3) Garbage and trash receptacles;
- 4) Proposed and existing storage areas;
- 5) Location of adjacent streets, avenues, and alleys;
- 6) Ingress and egress locations;
- 7) "Use" area;
- 8) Proposed and existing landscaping;
- 9) Proposed and existing off-street parking.

xiii. For the purposes of this chapter, the "use" area is defined as an area described in the tenancy agreement between the landowner and tenant (person allowed to possess property belonging to the landowner for rights and privileges detailed in the tenancy agreement) of adequate size to carry on the agreed upon use consistent with city code.

xiv. Outdoor mobile vendors shall submit a written and notarized consent form from the property owner authorizing the property to be used for the proposed use and approving the accuracy of the site plan.

xv. All outdoor mobile vendors shall provide off-street parking spaces in compliance with regulations for the zoning district where located, plus sufficient stacking for six vehicles for vendors with a drive-through component.

E. Time Limitations. Any administrative permit granted by the administrator, or by the city council on appeal, shall be null and void if not exercised within the time specified in such permit or, if no time is specified, within two years of the date of approval of such permit. An administrative permit shall be deemed exercised and remain in full force and effect when a building permit has been issued and substantial construction accomplished, or when substantial investment has been made to establish the use for which the administrative permit has been granted in reliance upon said administrative

permit, with the exception of renewable administrative permits granted to mobile vendors and temporary markets. If such permit is abandoned or is discontinued for a continuous period of two years, it may not thereafter be reestablished unless authorized in accordance with the procedure prescribed herein for the establishment of an administratively permitted use.

F. Renewable Administrative Permits. Renewable administrative permits granted to short-term vacation rentals, mobile vendors and temporary markets shall be valid for a period of one year from the date of approval, and shall be renewable annually as long as the permit holder is in compliance with all conditions of the permit.

G. Extension of Time. Upon written request by a property owner or his/her authorized representative prior to the date of administrative permit expiration, the administrator may grant an extension of time up to but not exceeding one year. Such extension of time shall be based upon a finding that there has been no material change of circumstances applicable to the property since the granting of said permit that would be injurious to the neighborhood or otherwise detrimental to the public health, safety and general welfare.

H. Additions and Modifications to Sites and Structures.

1. Minor Additions or Modifications.

(a) Minor adjustments are those that may affect the precise dimensions or siting of buildings, but that do not affect the basic character or arrangement of buildings approved, nor the development coverage of the development or the open space requirements. Such dimensional adjustments shall not vary more than 10 percent from the original. Minor adjustments to sites and structures permitted under existing valid administrative permits may be administratively approved by the administrator, subject to the following findings:

- i. The proposed addition or modification is determined to be in substantial conformity with any and all previous valid administrative permits for existing uses on the site.
- ii. The proposed addition or modification directly relates to a use or structure established under a previous valid administrative permit.
- iii. No more than one administrative approval for any such minor addition or modification shall be granted on a single property within any two-year period.
- iv. The proposed addition or modification shall still be subject to all other applicable city ordinances and development standards, including setback, screening, or buffering requirements.
- v. The proposed addition or modification will be served by existing streets, driveways and utilities, and will not require relocation of any existing structures or other site modifications.

Upon approval of any such minor addition or modification, notice shall be provided to all parties of record with the opportunity to comment on the administrator's decision within 10 business days. If a written objection is filed within 10 business days, the administrator shall reconsider the determination

in light of the objection(s) raised and render a final decision. Any party aggrieved by the administrator's final decision may file an appeal of that decision to the city council pursuant to [17.115.030](#).

2. Major Adjustments. Major adjustments are those that, when determined by the administrator, substantially change the basic design, coverage, open space or other requirements of the permit. When the administrator determines that a change constitutes a major adjustment, no building or other permit shall be issued without prior review and approval by the city council of such adjustment.

I. Cancellation of an Administrative Permit. A valid administrative permit granted by the administrator, or the city council upon appeal, may be canceled at any time. Cancellation must be initiated by the owner of the property covered by an administrative permit by means of a written request to the administrator. Said permit shall then become null and void within 30 days thereafter.

J. Revocation of Permit. The administrator may revoke, suspend, or add additional conditions to any administrative permit granted under the provisions of this section on any one or more of the following grounds:

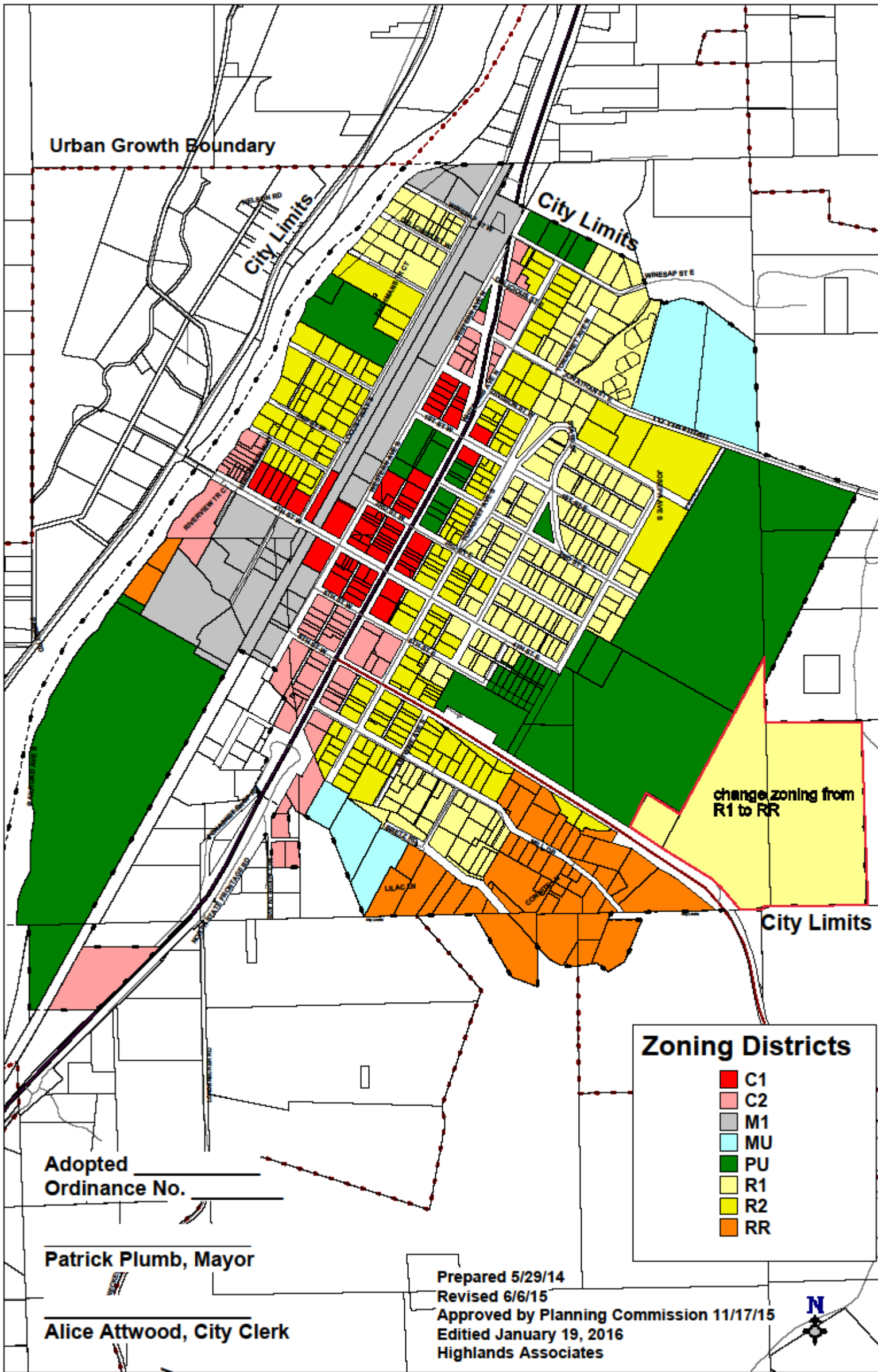
1. That the approval was obtained by fraud;
2. That any material fact was concealed or misrepresented on the administrative permit application or on any subsequent applications or reports;
3. That the use for which such approval is granted is not being exercised;
4. That the use for which such approval is granted has ceased to exist or has been suspended for one year or more;
5. That the administrative permit granted is being, or recently has been, exercised contrary to the terms or conditions of such approval, or in violation of any statute, ordinance, law or regulation;
6. That the use for which the approval was granted is being so exercised as to be detrimental to the public health, safety or general welfare, or so as to constitute a nuisance.

K. Posting of Performance Bonds. Notwithstanding the provisions of subsection D of this section, whenever an administrative permit is granted upon any condition or limitation requiring development of a right-of-way, installation of utilities, or other public improvements, the person seeking the administrative permit may be required to furnish security in the form of money or a surety bond in an amount fixed by the administrator, or the city council on appeal, to ensure compliance with the conditions and limitations related to public improvements upon which said permit is granted. Every such bond shall be a performance bond and shall be in a form approved by the city attorney, shall be payable to the city, and shall be conditioned upon compliance with the conditions and limitations upon which said permit is granted.

## Amend Zoning Map

Amend the Official Zoning Map as shown on the following page:





Urban Growth Boundary

City Limits

City Limits

change zoning from R1 to RR

City Limits

Adopted Ordinance No. \_\_\_\_\_

Patrick Plumb, Mayor

Alice Attwood, City Clerk

**Zoning Districts**

<span style="color: red;">■</span>	C1
<span style="color: pink;">■</span>	C2
<span style="color: grey;">■</span>	M1
<span style="color: lightblue;">■</span>	MU
<span style="color: green;">■</span>	PU
<span style="color: yellow;">■</span>	R1
<span style="color: orange;">■</span>	R2
<span style="color: darkorange;">■</span>	RR

Prepared 5/29/14  
 Revised 6/6/15  
 Approved by Planning Commission 11/17/15  
 Edited January 19, 2016  
 Highlands Associates



***City of Tonasket***  
***STATE ENVIRONMENTAL POLICY ACT***  
**Determination of Non-Significance**

Date: November 26, 2023

Lead agency: City of Tonasket

Agency Contact: Kurt Danison, City Planner, City of Tonasket, P.O. Box 487, Tonasket, WA 98855, 509 486 2132

Agency File Number: ZA23-01

Project Description: The City of Tonasket is proposing amendments to Title 17 of the Tonasket Municipal Code amending Sections 17.10.023, 17.10.024 under Definitions; Modify District Use Chart 17.70.020; Add new Chapter 17.115.025; and, Amend the Official Zoning Map.

The City of Tonasket has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). We have reviewed the Environmental Checklist, project application and appurtenant information. This information is available at Tonasket City Hall.

This determination is based on the following findings and conclusions:

1. *The proposed amendments are consistent with the Comprehensive Plan.*
2. *The process to amend the code was directed by the City Council.*
3. *Requirements of Chapter 19.05 TMC were followed.*

This DNS is issued under WAC 197-11-340(2) and the comment period will end on December 27, 2023. Comments must be made in writing to Alice Attwood, City Clerk, clerktreasurer@tonasketwa.gov, City of Tonasket, P.O. Box 487, Tonasket, WA 98855, 509 486 2132

Signature \_\_\_\_\_  
(electronic signature or name of signor is sufficient)

Date November 26, 2023

**Publish December 6, 2023**

**CITY OF TONASKET  
COMMENT SHEET**

The following land use application may be of interest to you.

**PROJECT AND APPLICANT:** The city is proposing to update the City of Tonasket Zoning Code and Zoning Map. The proposed amendments make changes to Title 17 of the Tonasket Municipal Code amending Sections 17.10.023, 17.10.024 under Definitions; Modify District Use Chart 17.70.020; Add new Chapter 17.115.025; and, Amend the Official Zoning Map.

**APPLICATION:** ZA23-01

**DATE SENT:** November 29, 2023

The City of Tonasket has enclosed materials pertaining to the update of the Zoning Code. The SEPA Checklist with attachments provides a summary of the proposed zoning code and map amendments.

Please fill out and return this form to: City of Tonasket – Attention Zoning Code update; P.O. Box 487, Tonasket, WA 98855

Comments due: **January 8, 2024**. **Comments may also be submitted by email to [utilityclerk@tonasketwa.gov](mailto:utilityclerk@tonasketwa.gov).**

Commenting Department, Agency, or Individual: \_\_\_\_\_

Comments:

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(if needed, use reverse side for additional comments)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

November 28, 2023 Date

# CITY OF TONASKET

## Notice of Release of Documents

**NOTICE IS HEREBY GIVEN** The City Planning Commission has completed a review of the proposed amendments to Title 17 of the Tonasket Municipal Code amending Sections 17.10.023, 17.10.024 under Definitions; Modify District Use Chart 17.70.020; Add new Chapter 17.115.025; and, Amend the Official Zoning Map. The Commission is eager to hear from the community about their thoughts and concerns about the proposed amendments. The Commission reviewed and discussed the draft amendments prepared by staff at their regular meetings in September, October and November of 2023 and at the November meeting accepted the draft amendments and initiated the formal public review process that will culminate in a Public Hearing on January 16, 2024.

Persons wishing to obtain copies of the amendments may contact Tonasket City Hall, Whitcomb Ave, between the hours of 8:00 AM and 4:00 PM Monday through Friday or find the documents on the City's website. Written comments must be submitted to the City of Tonasket, P.O. Box 487, Tonasket, WA 98855, no later than 4:30 PM, January 8, 2024 with verbal comments accepted at the Planning Commission Public Hearing set for 3:00 pm on January 16, 2024 at Tonasket City Hall or via Zoom. For further information contact Gay Seydlitz at (509) 486-2132.

Please publish December 6, 2024 and provide an affidavit of publication