



Notice of Administrative Decision

Date: 08/01/2023

To: KETTERLING BARTON R & JUDITH R, bart@mktaxpros.com
TEAM 4 ENGINEERING LLC, jason@team4eng.com
Interested Parties and Parties of Record

RE: **Permit Number:** 21-01861
Project Name: SS #7455 KETTERLING - Subdivide 3.14 acres to 9 residential lots.
Existing Single Family Residence to remain
Type of Application: P SP

The Kitsap County Department of Community Development has **APPROVED** the land use application for **Permit 21-01861: SS #7455 KETTERLING - Subdivide 3.14 acres to 9 residential lots. Existing Single Family Residence to remain – P SP subject to the conditions outlined in this Notice and included Staff Report.**

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS TIMELY APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.

The written appeal shall be made on, or attached to, an appeal form titled: *'Appeal/Objection of an Administrative Decision'* found on DCD's website, through the Online Permit Application Portal: <https://app.oncamino.com/kitsapcounty/login>.

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Please contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file is available for review by contacting the Department of Community Development; if you wish to view the case file or have other questions, please contact help@kitsap1.com or (360) 337-5777.

CC: Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Peggy Bakalarski, Pbakalar@kitsap.gov
Interested Parties: JACE JAMES, jace.james@yahoo.com; Richard Miles, ricm311@yahoo.com; Marilyn Miles, mmm0032000@yahoo.com
Parks
Navy
DSE
Kitsap Transit
Central Kitsap Fire District

Permit 21-01861, SS #7455 KETTERLING - Subdivide 3.14 acres to 9 residential lots.
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Central Kitsap School District
Puget Sound Energy
City of Bremerton Planning Director
Water Purveyor: Silverdale Water
Sewer Purveyor
Point No Point Treaty Council
Suquamish Tribe
Port Gamble S'Klallam Tribe
Squaxin Island Tribe
Puyallup Tribe
WA Dept of Fish & Wildlife
WA Dept of Transportation/Aviation
WA State Dept of Ecology-SEPA
WA State Dept of Ecology-Wetland Review
WA State Dept of Transportation



Kitsap County Department of Community Development

July 27, 2023

Barton & Judith Ketterling
4267 Depaul Street
Ventura, CA 98003

RE: Short Subdivision # 7455
Permit No. 21-01861
Tax Account No. 212501-4-084-2002

Dear Applicant:

This is to inform you that the above-referenced short subdivision has been granted **preliminary** approval.

This decision is in compliance with Kitsap County Code 21.04 Land Use and Development Procedures. All applicable criteria have been met for preliminary short subdivision in accordance with Kitsap County Code Title 16.48 short subdivision.

The Department has further determined that the land segregation as it is presented in the preliminary short subdivision, received 04/16/2021 by the Department of Community Development, conforms or will conform subject to conditions set forth in this letter, to the following:

1. Kitsap County Code Title 17 Zoning;
2. Kitsap County Code Title 12 Storm Water Drainage;
3. Kitsap County Comprehensive Plan and subarea plans;
4. Kitsap County Critical Areas Ordinance;
5. And all other elements of the Kitsap County Code that pertain to this land segregation.

Approval is subject to the following conditions:

LAND USE

1. Adhere to all elements and requirements set forth in Kitsap County Code 16.48.
2. The following condition shall be added to the face of the final short subdivision:
Building permits issued on a lot in this short subdivision may be subject to impact fees pursuant to Kitsap County Code.
3. The names of the roads in this land segregation shall be approved by Community Development prior to final subdivision approval.
4. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.

5. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, the applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.
6. A final landscape plan shall be submitted with the Site Development Activity Permit (SDAP) including all proposed landscaping areas, recreation areas, and street trees. Per KCC 16.24.040.F.2 Street trees located on individual lots shall be installed before final plat approval or before Certificate of Occupancy.
7. Recreation facilities shall be placed in a designated recreational open space tract and shall be dedicated to a homeowners' association or other acceptable organization, to provide continued maintenance of the recreational open space tract.

SURVEY

1. At the time of submittal of the final short subdivision a title certificate, current to within 30 days, is required. Please note or delineate on the face of the final short subdivision all pertinent special exception items in Schedule "B" of the title certificate.
2. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.
3. All potential park areas, common open space, buffers and stormwater management areas shall be labeled as separate tracts. The ownership and maintenance responsibility shall be addressed on the face of the final plat, as well as in the CCRs.
4. Proof of registration of the Homeowner's Association (16.04.080.E) HOA is to be registered with the Secretary of State Office.
5. Private roads in a separate access tract, to be conveyed to the HOA (16.24.040.A) Make sure separate access tract (not an easement) is depicted and conveyance language to the HOA is on the face of the short plat & in the CC&R's.
6. CC&R's (16.04.080.E) need to be provided at final submittal - Need to address language regarding conveyance of access tracts, stormwater tracts to HOA and language regarding maintenance responsibilities.

STORMWATER

1. Construction plans and profiles for all roads, storm drainage facilities and appurtenances prepared by the developer's engineer shall be submitted to Kitsap County for review and acceptance. No construction shall be started prior to said plan acceptance.
2. Approval of the preliminary plat shall not be construed to mean approval of the total number of lots or configuration of the lots and tracts. These parameters may be required to be revised for the final design to meet all requirements of Kitsap County Code Titles 11 and 12.
3. The information provided demonstrates this proposal is a Large Project as defined in **Kitsap County Code Title 12**, and as such will require a Full Drainage Site Development Activity Permit (**SDAP**) from Development Engineering.
4. Stormwater quantity control, quality treatment, and erosion and sedimentation control shall be designed in accordance with Kitsap County Code Title 12 effective at the time the SDAP application. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The fees and submittal requirements shall be in accordance with Kitsap County Code in effect at the time of SDAP application.
5. Any project that includes offsite improvements that create additional hard surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12.
6. The project proponent shall be responsible for installing any necessary off-site downstream drainage improvements along Tracyton Blvd. NW. Procurement of any permits or easements necessary to install off-site improvements shall be the responsibility of the project proponent.
7. The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) Stormwater Construction permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/> or by calling Josh Klimek at 360-407-7451, email joshklimek@ecy.wa.gov. This permit is required prior to issuance of the SDAP.
8. The impervious area per lot accounted for in the overall drainage facilities installed shall be indicated on the face of the final plat. Additional impervious surfaces created on an individual lot beyond the amount accounted for in the overall drainage facilities shall be mitigated in accordance with Kitsap County Code Title 12.
9. The following shall be added to the face of the Final Plat, under the heading Notes and Restrictions:
 - a. Maintenance of roof and yard drains and appurtenances shall be the responsibility of the individual homeowners.

- b. All runoff from roof and yard drains must be directed so as not to adversely affect adjacent properties.
 - c. All lots are obligated to accept road drainage at the natural locations after the grading of streets is complete.
 - d. This Plat shall be subject to all elements of the Declaration of Covenant Conditions and Restrictions (CC&R's) recorded under Auditor File Number [###] if option is chosen.
 - e. No owner or occupant may obstruct or re-channel the drainage flows after location and installation of drainage swales, storm sewers or storm drains. It is expressly understood that any alteration of the water flow shall be completed only after approval by Kitsap County Department of Community Development.
10. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before requesting final inspection for the SDAP for this development, the person or persons holding title to the subject property for which the storm drainage facilities were required shall record a Declaration of Covenant that guarantees the County that the system will be properly maintained. Wording must be included in the covenant that will allow the County to inspect the system and perform the necessary maintenance in the event the system is not performing properly. This would be done only after notifying the owner and giving him a reasonable time to do the necessary work. Should County forces be required to do the work, the owner will be billed the maximum amount allowed by law.
11. If the project proposal is modified from that shown on the site plan approved for this permit application, Development Engineering will require additional review and potentially new conditions.

TRAFFIC AND ROADS

1. Prior to recording the Final Plat, vehicular access shall be constructed to provide access to all proposed lots.
2. The interior roads of the proposed plat shall be designed and constructed in accordance with Fire Marshal standards for emergency vehicular access.
3. The following shall appear on the face of the Final Plat, under the heading Conditions:
 - a. All interior roads shall remain private. Should the applicant or his successors or assigns choose to dedicate these roads to Kitsap County, it shall be subject to a further review by Kitsap County Development Services and Engineering. All improvements necessary to bring said road to the then current Kitsap County standards shall be done, at no expense to the County, prior to being accepted into the Kitsap County Road system for maintenance.
 - b. All lots shall access from interior roads only.

- c. The property owners within the plat shall be responsible for maintenance of all landscaping within the existing and proposed right of way including any structures other than roadway, storm drainage facilities and traffic signage. Maintenance shall include, but not be limited to, mowing of law areas.
4. All traffic control devices on public and private roads shall comply with the Manual on Uniform Traffic Control Devices as amended by the Washington Administrative Code. This is in accordance with 23 Code of Federal Regulations (CFR), Part 655.
5. The hammerhead shall be designed to accommodate a SU design vehicle. The wheel path of the design vehicle shall remain within the paved area for all required movements.
6. All rights of access for adjoining properties currently in existence shall be preserved (and documented on the face of the final plat). Any amendment to the existing easement rights of adjoining property owners shall be properly executed and recorded prior to SDAP or final plat acceptance.
7. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
8. Any required sidewalk shall be constructed prior to final roadway paving. This note shall appear on the face of the final construction drawings.
9. Frontage improvements are required along the entire property frontage on Tracyton Blvd NW, and shall consist of 12-foot wide travel lane, 5-foot bike lane, vertical curb, gutter and 6-foot sidewalks.
10. The SDAP shall include plans for construction of the road approach between the edge of existing pavement and the right-of-way line. Approaches to county rights of way shall be designed in accordance with the Kitsap County Road Standards as established in Chapter 11.22 of the Kitsap County Code. Existing approaches may need to be improved to meet current standards.
11. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on existing fronting roads where access is proposed. The cross-sections shall show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections shall also depict centerline of pavement and right-of-way, the right-of-way lines, and easements.
12. The developer's engineer shall certify that there is adequate entering sight distance at all project intersections with County rights of way. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the Kitsap County Road Standards. The certification shall also note necessary measures to correct and maintain the minimum sight triangle. The required information shall be submitted with the SDAP.

13. All work, equipment and materials for traffic signal and street lighting installations shall meet and be in compliance with all requirements of the Kitsap County Road Standards, Project Contract Provisions of Plans and Specifications accepted for construction by Kitsap County, Manual on Uniform Traffic Control Devices (MUTCD), National Electrical Manufacturer's Association (NEMA), National Electrical Code (NEC), Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans, and the Occupational Safety and Health Administration (OSHA).
14. Any work within the County right-of-way shall require a Public Works permit and possibly a maintenance or performance bond. This application to perform work in the right-of-way shall be submitted as part of the SDAP process. The need for and scope of bonding will be determined at that time.

FIRE MARSHAL

1. A 20-foot unobstructed access road is required for dwellings here and after constructed on lots created by this land division. IFC 503 Amended by Kitsap County Code.
2. Fire apparatus access roads are required and must be maintained in accordance with IFC 503 Amended by Kitsap County Code. Any proposed revision to these roads must be submitted to, reviewed, and approved by the Kitsap County Fire Marshal's Office. Access roads shall comply with the following:
Unobstructed width of 20 feet and height of 13 feet 6 inches. Shall be designed and maintained to support a 60,000-pound fire apparatus and be provided with an all-weather driving surface. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround. Inside turning radius shall be a minimum of 25 feet. Access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the structure as measured by an approved route around the exterior of the structure or facility. Road shall not be more than 12% grade.
3. The minimum fire flow requirements for one- and two-family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes.
4. If fire flow is not available, please add the following note to the face of the plat:
"Automatic fire sprinklers, as approved by the Kitsap County Fire Marshal, shall be installed throughout homes here and after constructed on lots created by this land division".

HEALTH DISTRICT

1. The existing well on proposed Lot 9 will need to be decommissioned prior to plat approval.

SOLID WASTE

1. Prior to SDAP approval, applicant shall provide documentation from the solid waste/recycling service provider that their requirements for this project have been met. Waste Management Northwest can be reached at pnwcmsservices@wm.com or 1-800-592-9995.

21-01861 Ketterling Preliminary Approval Letter
July 27, 2023

Preliminary approval of this short subdivision will automatically expire five (5) years from the date of this letter. However, upon written request to the Department of Community Development by the original applicant and the current owner(s) of the subject property, at least thirty (30) days prior to expiration, a six (6) month extension may be granted.

Preparation of the final short subdivision shall be done in accordance with Kitsap County Code 16.48. All applicable conditions of preliminary approval must be addressed with the submittal of final short subdivision application. Submittals that do not address all conditions will be considered incomplete and returned without review. All of the above relevant conditions and any/all building setbacks and buffers established as conditions of approval must appear on the final short subdivision.

If you have any questions or comments regarding this letter, please feel free to contact **Peggy Bakalarski** for Survey matters; **Robert Hankins** for Stormwater and Traffic matters; **Katharine Shaffer** for Land Use matters/Environmental matters; **Tina Turner** for Fire Marshal matters; or **Michael Brooks** for Solid Waste matters, all of whom can be reached at (360) 337-5777. Please contact **Kimberly Jones** for Health District matters at (360) 337-5285.

Sincerely,



Peggy Bakalarski, Project Lead



Samantha Long, Development Services and Engineering
Supervisor

7/26/2023

Cc: Surveyor – Team 4 Engineering – jason@team4eng.com
Interested parties of record: jace.james@yahoo.com, ricm311@yahoo.com,
mmm0032000@yahoo.com