Larry Keeton
DIRECTOR

Jeffrey L Rowe
DEPUTY DIRECTOR

KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

To enable the development of quality, affordable, structurally safe and environmentally sound communities.

NOTICE OF ADMINISTRATIVE DECISION

August 8, 2014

To: Interested Parties and Parties of Record

RE: Project Name: Wildcat Lake Park – Parking Lot Retrofit
Application: Site Development Activity Permit (SDAP)
File Number: 14 00774

Enclosed is the Administrative Decision issued by the Kitsap County Department of Community Development (DCD) for the above referenced application.

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER BEFORE THE CLOSE OF BUSINESS ON AUGUST 22, 2014. PLEASE NOTE: THE DEPARTMENT OF COMMUNITY DEVELOPMENT IS OPEN MONDAY THROUGH THURSDAY FROM 9:00 A.M. TO 4:00 P.M. AND FRIDAY FROM 9:00 A.M. TO 1:00 P.M.

Pursuant to the Kitsap County Land Use and Development Procedures, an appeal may be filed objecting to the Department's Decision. An appeal must be made in writing, and received by the Department of Community Development (DCD). At the time of filing the appeal, the appellant shall pay the sum of **five hundred dollars ($500.00).** This fee is non-refundable and subject to change. Make check payable to Kitsap County Department of Community Development (DCD).

The written appeal shall be made on, or attached to, an appeal form provided by DCD, and shall contain the following information.

1. The project name, project applicant, application type, and file number designated by the County;

2. The name, address, and signature of each appellant. If multiple parties file a single appeal, the appeal document shall designate, in writing, one party as the contact representative for all contact with the DCD Director and the Office of the Hearing Examiner. All contact between the County and the appellants regarding the appeal, including

notices, shall be through this contact representative; and

3. A written statement of the specific aspect(s) of the Decision and/or SEPA determination being appealed, the reasons why each is in error as a matter of fact or law, and the evidence relied upon to prove the error.

The complete application file will be available for review at the Department of Community Development, Monday through Thursday from 9:00 A.M. to 4:00 P.M. and Fridays from 9:00 A.M. to 1:00 P.M. , except holidays. You may make an appointment by calling Karen Ashcraft at (360) 337-4487.

If you have questions, please contact Karen Ashcraft at (360) 337-4487 or Shawn Alire at (360) 337-5777.

Sincerely,

Karen Ashcraft

Karen Ashcraft
Clerk of the Hearing Examiner

C: Dori Leckner, Kitsap County Parks, 614 Division ST, MS-1, Port Orchard, WA 98366
Ric Catron, Kitsap County Parks, 614 Division ST, MS-1, Port Orchard, WA 98366 rcatron@co.kitsap.wa.us
David L Dinkuhn, PE, Parametrix, 4660 Kitsap WY, Suite A, Bremerton, WA 98312 ddinkuhn@parametrix.com
Chris May, PE, KCPW Stormwater

Interested Parties:
(None)

KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
614 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682 Larry Keeton, Director
(360) 337-5777 FAX (360) 337-4925 HOME PAGE - www.kitsapgov.com/dcd/

August 7, 2014

Dori Leckner
Kitsap County Parks
614 Division St MS1
Port Orchard WA 98366

Re: Wildcat Lake Park Parking Lot Retrofit, SDAP 14 00774
PLAN ACCEPTANCE, 2nd Submittal

Dear Ms. Leckner:

This project did not require a land use action. Because a Site Development Activity Permit is a Type II decision, a two-week appeal period is required after SDAP approval (per KCC 21.04.070). Due to this procedural requirement, after the SDAP is approved, we will notify the interested parties. The pre-construction meeting can be scheduled after the two-week appeal period has ended.

We have reviewed and accept for construction the civil site plans for the above referenced project. This permit must be issued within **12** months from the date of approval (per KCC 12.10.055).The Site Development Activity Permit and accepted construction drawings will be issued at the pre-construction meeting. Please contact Kitsap One at (360) 337-5777 to schedule the pre-construction meeting, which will be conducted at the DCD office.

The application fee deposit for this SDAP includes **11** hours of permit processing, review and inspection. Hours in excess of the deposit will be charged at the current DCD hourly rate. Any unused portion of the deposit will be refunded upon project completion. All fees must be paid prior to scheduling the final inspection.

A. The following items shall be submitted to Development Engineering prior to scheduling the pre-construction meeting:

1. Provide a Certificate of Liability Insurance remaining in force until final construction acceptance is issued by the County. Specify the liability insurance in the amount of not less than one million dollars combined single limit bodily injury and property damage, with a two million dollar aggregate. Include Kitsap County, its officers, and employees as additional insured's with respect to the terms and conditions of the policy. Reference **Wildcat Lake Park Parking Lot Retrofit, SDAP 14 00774** on the Certificate.

B. Development Engineering will schedule a final inspection once all of the following conditions are completed:

1. Submittal of two blackline copies of as-built plans, and a reproducible mylar or scalable electronic PDF (once as-built copies have been approved). All sheets containing road and drainage plans, profiles and associated details shall be included in the as-built set. It is not necessary to include grading and erosion control plans and details. The as-built plan set shall be stamped **"RECORD DRAWING"** and shall be signed and

stamped by a professional engineer or land surveyor.

2. Permanent stabilization and restoration of the project site. Final replanting may be delayed to the appropriate season, provided temporary soil stabilization measures are in place and financial security is provided to assure the completion of work.

3. Certification by the Project Engineer that the soils encountered under the permeable pavement surfacing/infiltration systems are consistent with the design criteria.

4. Submittal, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities.

5. Payment of any outstanding fees.

C. Please be aware of the following requirements by other agencies associated with the proposed construction:

1. 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 josh.klimek@ecy.wa.gov. This permit is required prior to issuance of the SDAP. Please note that the minimum time required from first notice to permit issuance is 37 days.

2. Prior to completion of this permit with the Department of Community Development, the Applicant shall apply for and satisfy all conditions of a Right-of-Way Permit through the Department of Public Works for any and all work performed in the county Right-of-Way associated with this project. You may contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.

If we can be of further assistance, please contact **Jenifer Lawrence** at (360) 337-5777.

Sincerely,

Scott Diener
Manager, Development Services & Engineering
Department of Community Development

Email copy to: David L Dinkuhn, PE, Parametrix
Ric Catron, KC Parks
Chris May, PE, KCPW Stormwater