



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Larry Keeton
DIRECTOR

Jeffrey L Rowe
DEPUTY DIRECTOR



NOTICE OF ADMINISTRATIVE DECISION

August 8, 2014

To: Interested Parties and Parties of Record

RE: Project Name: Horseshoe Lake Park – Parking Lot Retrofit
Application: Site Development Activity Permit (SDAP)
File Number: 14 00775

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

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Retrofit – Site Development Activity Permit (SDAP)
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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 Aire at (360) 337-5777.

Sincerely,



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
(360) 337-5777 FAX (360) 337-4925 HOME PAGE - www.kitsapgov.com/dcd/

Larry Keeton, Director

August 7, 2014

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

**Re: Horseshoe Lake Park Parking Lot Retrofit, SDAP 14 00775
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 **Horseshoe Lake Park Parking Lot Retrofit, SDAP 14 00775** 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

