



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

619 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682 Larry Keeton, Director  
(360) 337-5777 FAX (360) 337-4415 HOME PAGE - [www.kitsapgov.com/dcd/](http://www.kitsapgov.com/dcd/)



### NOTICE OF ADMINISTRATIVE DECISION

March 16, 2015

To: Interested Parties and Parties of Record

RE: Project Name: South Kitsap Regional Park – Phase 1C  
Application: Site Development Activity Permit  
File Number: 14 00925

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 March 31<sup>st</sup>, 2015 PLEASE NOTE: THE DEPARTMENT OF COMMUNITY DEVELOPMENT IS OPEN MONDAY THROUGH THURSDAY FROM 8:00 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.

**Notice of Administrative Decision – South Kitsap Regional Park-SDAP**  
**March 16, 2015**  
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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 contact Constance Blackburn at (360) 337-4487 with questions or to make an appointment.

Sincerely,

Constance Blackburn  
Clerk of the Hearing Examiner

Attachments:

SDAP Acceptance Letter  
SEPA Determination of Non-Significance

C: Ric Catron [rcatron@co.kitsap.wa.us](mailto:rcatron@co.kitsap.wa.us)  
Justin Goroch: [jgoroch@bcradesign.com](mailto:jgoroch@bcradesign.com)

Interested Parties:  
(None)



## 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,  
CBO, CFM  
DEPUTY DIRECTOR

March 13, 2015

Ric Catron  
Kitsap County Parks Dept.  
614 Division St MS 1  
Port Orchard, WA 98366-4676

**Re: South Kitsap Regional Parks, Phase 1C, SDAP 14 00925  
PLAN ACCEPTANCE, Submittal No. 4**

Dear Mr. Catron:

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 **48** 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 **South Kitsap Regional Parks, Phase 1C, SDAP 14 00925** on the Certificate.

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

619 Division Street, MS-36 • Port Orchard, Washington 98366-4676 • (360) 337-5777 • FAX (360) 337-4925  
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Smart Communities  
Award Kitsap County  
'Year of the Rural'



**South Kitsap Regional Parks, Phase 1C, SDAP 14 00925**

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1. Submittal of two blackline copies of as-built plans, and a reproducible mylar or scalable electronic PDF (once as-built copies are 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 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 any infiltration systems are consistent with the design criteria.
4. Certification by the project engineer that the as-built area and volume for the infiltration facilities meets the design criteria.
5. Certification by the project engineer that all pond side slopes are 2H:1V or flatter for fenced ponds, and 3H:1V or flatter for unfenced ponds.
6. Certification by the project engineer that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.
7. Certification by the project engineer that the soils under all pollution generating pervious surfaces have been amended.
8. Submittal by the Project Engineer of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities.
9. Fire apparatus access roads are required and must be maintained. Any proposed revision to these roads must be submitted to, reviewed and approved by the Kitsap County Fire Marshal's Office. IFC 503 Amended by Kitsap County. Access roads shall comply with the following:
  - a. Unobstructed width of 20 feet and height of 13 feet 6 inches.
  - b. Shall be designed and maintained to support a 60,000 pound fire apparatus and be provided with an all weather driving surface.
  - c. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
  - d. Inside turning radius shall be a minimum of 25 feet.
  - e. 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.
  - f. Road shall not be more than 12% grade.

10. The installation of security gates across a fire department access road requires approval by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained and operational at all times. A Knox padlock is required to be installed. Contact South Kitsap Fire and Rescue.

11. Payment of all 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 NPDES Stormwater Construction permit from DOE. 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](mailto: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

Copy to: Justin Goroch, PE, BCRA  
Planner



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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LARRY KEETON, DIRECTOR

### DETERMINATION OF NONSIGNIFICANCE

Description of Proposal: **SOUTH KITSAP REGIONAL PARK PHASE 1C, SITE DEVELOPMENT ACTIVITY PERMIT (#14 00925)** – the proposed site grading and parking lot work is the second phase of a multi-phased development proposal for future expansions of the South Kitsap Regional Park. This proposal involves the grading and expansion of the playfield areas and installation of a 39 space parking lot expansion. Grading quantity is estimated at 27,000 cubic yards, balancing cut and fill. The intention is to expand the skate park and parking facility in a future Phase 3. Future phases may require additional traffic and pedestrian studies, requiring additional mitigation at that time.

Proponent: Kitsap County Parks Department

Project Representative: Justin Gorouch, BCRA

Lead Agency: KITSAP COUNTY

Location of proposal, including street address, if any: located at 2711 SE Lund Avenue, Port Orchard, unincorporated south Kitsap County,

The lead agency for this proposal has determined that it does 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). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the MDNS.

#### COMMENTS:

The SEPA comment period previously occurred concurrent with the Notice of Application dated April 9, 2014. There were no comments received.

#### CONDITIONS:

The proposal will be conditioned for Stormwater Control per KCC Title 12. Pedestrian design work on site will be completed per KCC Title 11. The decision will also encompass phased site logging which was previously reviewed and approved under a Conversion logging permit.

Contact Person: Steve Heacock

Position/Title: SEPA Official, Dept. of Community Development. Phone: (360) 337-5777

Address: 614 Division Street, Port Orchard, WA 98366

DATE: March 16, 2015

Signature: \_\_\_\_\_

You may appeal this determination to the Dept. of Community Development, at 614 Division Street, MS-36, Port Orchard WA 98366, no later than (date) March 30, 2015 in writing, with a \$500.00 appeal fee.

You should be prepared to make specific factual objections. Contact Steve Heacock to read or ask about the procedures for SEPA appeals.