



## 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

August 1, 2016

TO: Interested Parties and Parties of Record  
RE: Project Name: New Life Training Center  
Application: Administrative Conditional Use Permit  
Permit Number: 16 01361

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 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 found on DCD's website: <http://www.kitsapgov.com/dcd/forms/DocumentLibrary/applications/Appeals.pdf>.

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 at the Department of Community Development; if you wish to view the case file or have other questions, please contact Constance Blackburn at [cblackburn@co.kitsap.wa.us](mailto:cblackburn@co.kitsap.wa.us) or (360) 337-5777. Please note DCD is open Monday to Thursday from 8:00am to 4:00pm and on Friday from 9:00am to 1:00pm except holidays.

Cc Applicant and/or Rep:  
New Life Church: [sara.plumb@newlife.tv](mailto:sara.plumb@newlife.tv)  
Rice, Fergus, Miller: [jandersen@rfmarch.com](mailto:jandersen@rfmarch.com)  
Coughlin Porter Lundeen: [chrisd@cplinc.com](mailto:chrisd@cplinc.com)

Cc 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](http://www.kitsapgov.com)

Acting Director: Jeffrey Rowe

# STAFF REPORT

## Administrative Conditional Use Decision

**Date:** August 1, 2016, 2016

**Application Date:** April 6, 2016

### Project: New Life Training Center

#### Project Summary:

The Director of the Department of Community Development has reviewed the applicant's request to establish a training center and a place of worship. The 2.64 acre parcel is developed with a 14,805 square foot existing building, previously a movie theater. The property is zoned Regional Commercial (RC) and is served by public water and sewer.

**Type of Application:** Administrative Conditional Use Permit (ACUP)

**Application Number:** 16 01361

#### Request Summary:

The applicant is requesting approval for an ACUP to allow for a training center and place of worship to occupy an abandon movie theater. The 2.64 acre site is zoned Regional Commercial (RC) in Silverdale. Activities proposed on the site will include religious services, meeting and training, and fellowship.

**Decision Summary:** Recommend Approval, subject to conditions.

#### Project Location Street Address:

9923 Poplars Ave NW  
Silverdale, WA 98383  
Central Kitsap County

#### Assessor's Account #:

172501-4-052-2006

#### Applicant:

New Life Church on the Peninsula  
PO BOX 3493  
Silverdale WA, 98383



**Owner of Record:**

New Life Church on the Peninsula  
PO BOX 3493  
Silverdale WA, 98383

**Engineer:**

Coughlin Porter Lundeen, Inc  
801 Second Avenue Suite 900  
Seattle, WA 98104

**State Environmental Policy Act (SEPA) Status:**

Pursuant to WAC 197-11-800(2), this proposal is SEPA exempt.

**Site Characteristics:**

The site is rectangle shaped parcel that is 2.64 acres. The site is bordered by the YMCA to the South, the AMC Theater to the north, vacant land to the west, and the Towne Center shopping center to the east at Poplars Avenue. The property line is shared with the YMCA which is the northern boundary of the Silverdale Community Campus. The site is generally flat with a small slope near the east. Approximately 91% of the existing site is either paved or covered by the existing structure. No substantial site alteration is proposed.

**Vested Zoning and Comprehensive Plan Designation 17.355:**

The subject property is zoned Regional Commercial (RC). The RC zone is intended to encourage flexible land uses, recognizing that the exact configuration of uses must be responsive to community needs and market conditions. *Note: The project is vested to land use controls Title 17 Zoning that existed prior to amendment through the Comprehensive Plan adopted June 27, 2016; the new and current zoning designation is Regional Center.*

**RC Density and Dimensions:**

Minimum Density = 10-dwelling units/acre  
Maximum Density = 30-dwelling units/acre

Setbacks = 20 feet front yard  
= 10 feet side yard, 20 feet if contiguous with Residential Areas  
= 10 feet rear yard, 20 feet if contiguous with Residential Areas

Maximum Height = 35 feet  
Maximum Impervious Cover = 85%

**Silverdale Design Standards:**

Applicability of the Silverdale Design Guidelines for the BHC zone address re-development of the exiting urban character. There is no redevelopment of this site other

than the landscaping to meet 17.385 requirements and a tenant improvement for minor modification within the existing structure.

**Surrounding Land Use and Zoning:**

Contiguous surrounding properties to the north, south, and east are also zoned Regional Commercial (RC). The properties to the west are zoned Urban High Residential (UH).

**Public Utilities and Services:**

Water: Silverdale Water District  
Power: Puget Sound Energy  
Sewer: Kitsap County Public Works – Wastewater Division  
Police: Kitsap County Sheriff  
Fire: Central Kitsap Fire Protection District  
Schools: Central Kitsap School District

**Transportation and Parking:**

The project is required to provide adequate off-street parking consistent with the standards in KCC Chapter 17.435 Off-street Parking and Loading. A place of worship requires one space per four seats or eight feet of bench space, pursuant to KCC 17.435.030 Number of Space Required.

The Training Center will have 428 seats and 324 lineal feet of bench requiring 148 parking spots. 181 parking spots will be provided exceeding the minimum required. In addition, there is a parking agreement with the County and the YMCA being discussed for overflow and 125 offsite parking spaces during peak times. The agreement has not received final approval.

**Stormwater:**

Applicant proposes improvements to an existing site and building. Site work is relatively minor and consists of removal of a portion of the existing asphalt surface on the south side of the building for construction of a new patio and ramp and stairs leading to the Central Kitsap Community Campus property to the south; addition of a 255-square foot storage room at the southwest corner of the building; and removal of 5,923 square feet of existing paved parking areas to enhance the overall project landscaping. The remainder of the proposed improvements are interior to the existing building. The project will utilize existing access points to Randall Way NW on the west, Poplars Avenue NW on the east and through the AMC site to the north. Sanitary sewer and water service are existing to the building.

**Policies and Regulations Applicable to the Subject Proposal:**

Kitsap County Code

*Stormwater Drainage, Title 12*

*Kitsap County Zoning Code, Title 17*

Section 110 Definitions

Section 355 Commercial Zones

Section 382 Density and Dimensions  
Section 385 Landscaping  
Section 400 Land Use Review  
Section 420 Administrative Conditional Use Permit (ACUP)  
Section 520 Appeals  
Section 430 Other Provisions  
Section 435 Off-Street Parking and Loading  
Section 446 Signs

*Kitsap County Land Use and Development Procedures Title 21*

*Kitsap County Comprehensive Plan, Adopted December 11, 2006 (amended August 2012)*

**Public Comment:**

Proper notice was given. Notice of Application was distributed to all properties within 400 feet of the subject property and stakeholders. To date, the County has not received public comment on the application.

**ANALYSIS:**

**Landscaping**

Title 17.385 requires that 15% of the gross parcel be landscaped. Currently there is little or no landscaping on the parcel. Providing the landscaping that fulfills the code requirement of 15% landscaping will also aid in compliance with the 85% impervious cover limitation.

The applicant has provided a conceptual landscape area plan that illustrates an increase of gross parcel landscaped areas from 9% to 11%.

**Sewage Disposal**

This project site is currently connected to public sewers served by Kitsap County Public Works.

**Access**

Access to the site is from Randall Way to the west, Poplars Avenue to the east, and the AMC Theater parking lot to the north. There is also pedestrian access is via YMCA to the south.

**Sidewalks**

There are sidewalks on the east and west portion of the site providing pedestrian and non-motorized access to the site.

**Findings:**

The Department has reviewed the proposed New Life Training Center and found the project consistent with comprehensive plan policies and the implementation regulations in KCC Title 17 Zoning. The project is also consistent with the Silverdale Design

Standards and RC zoning designation. The following statements are findings for the proposed project:

1. Kitsap County DCD has review authority for this ACUP application per *Kitsap County Code* (KCC) 21.04.030, 17.420, and 17.355
2. The proposed development/use is one permitted within the subject zoning designation and complies with all of the applicable provisions of this Ordinance, The Silverdale Design Guidelines, and all other applicable regulations.
3. The proposed development would be harmonious and compatible with existing and future developments within the land use designation and general area.
4. The subject site is physically suitable for the type, density and intensity of the use being proposed.
5. Appropriate provisions have been made for the public health, safety and general welfare for open spaces, drainage ways, streets or roads, alleys and other public right-of-ways, transit stops, potable water supply, sanitary waste, parks and recreation, playgrounds, schools and all other relevant facts, including: sidewalks or other planning features that ensure safe walking conditions.
6. The location, size, design and operating characteristics of the proposed development/use would not be detrimental to the public interest, health, safety, or welfare of the County.

**Recommendation:**

Based upon the above findings, it is recommended that the ACUP request for New Life Training Center be **approved**, subject to the following conditions:

LAND USE

1. Final Landscaping plan shall be submitted with the Building Permit that is consistent with the preliminary plan, and meets the minimum Code requirements including sizes, spacing, irrigation, treatment of landscape beds around the building consistent with Chapter KCC 17.385 Landscaping.
2. The applicant shall submit an Irrigation Plan with the Building Permit that is consistent with KCC 17.385.030 H.
3. Landscaping shall be installed and maintained in conformance with the requirements of Kitsap County Code (KCC) 17.385. Landscaping shall be installed and inspected prior to requesting a final inspection, or guaranteed by means of an assignment of funds or bonded in the amount of 150 percent of the cost of materials and labor per KCC 17.385.30(M) Installation and Maintenance.

4. A finalized and signed Parking Lease Agreement with the County and the YMCA shall be submitted with the Building Permit. All the conditions of the agreement must be upheld by the applicant. Absence of a signed parking lease agreement will cause the building permit application to be declared incomplete and turned away.
5. Any and all signage design and location (including exempt signs) shall comply with Kitsap County Code (KCC) 17.446, and be reviewed and approved by the Department of Community Development prior to installation. Signage may require a separate permit.
6. The uses of the subject property are limited to the uses proposed by the applicant and any other uses will be subject to further review pursuant to the requirements of the KCC. Unless in conflict with the conditions stated above and/or any regulations, all terms and specifications of the application shall be binding conditions of approval. Approval of this project shall not, and is not, to be construed as approval for more extensive or other utilization of the subject property.
7. A Land Use binder is required to be recorded with the county auditor prior to the issuance of occupancy permits.
8. This property has received an ACUP for training center and place of worship and is bound by the conditions of approval, refer to ACUP, DCD Application # 16 01361 on file at the Department of Community Development.
9. This ACUP Permit approval shall automatically become void if no development permit application is accepted as complete by the Department of Community Development within three years of the Notice of Decision date or the resolution of any appeals.
10. Any violation of the conditions of approval shall be grounds to initiate revocation of this ACUP Permit.

Development Engineering accepts the concepts contained in this preliminary submittal and requires the following conditions as an element of approval:

STORMWATER

11. Building permits submitted for this project shall demonstrate compliance with Minimum Requirements 1 – 5 of the Kitsap County Storm Water Design Manual.
12. With submittal of required building permits, provide documentation that the existing stormwater management facility has been adequately maintained.

13. Kitsap County will not be responsible for any damage to any private roads, tracts, and/or easement areas that may occur during routine maintenance activities and that in Kitsap County's judgment occur, in whole or in part, because of any construction materials or techniques, or any maintenance materials or techniques. This includes, but is not limited to, damage to pavement or vegetated areas caused by maintenance trucks.

14. If the project proposal is modified from that shown on the submitted site plan dated June 28, 2016, Development Services and Engineering will require additional review and potentially new conditions.

#### TRAFFIC AND ROADS

15. Submit an Application for Concurrency Test (KCPW Form 1601) as required by Chapter 20.04.030, Transportation Concurrency, of the Kitsap County Code. The KCPW 1601 form reserves road capacity for the project.

16. All rights of access for adjoining properties currently in existence shall be preserved. Any amendment to the existing easement rights of adjoining property owners shall be properly executed and recorded prior to building permit approval.

17. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.

18. The property owners 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 lawn areas. A note to this effect shall appear on the face of the accepted construction plans. In addition, Development Services and Engineering reserves the right to require that covenants be recorded to address special maintenance requirements depending on final design.

19. 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 building permit. The need for and scope of bonding will be determined at that time.

#### SEWER

20. Kitsap County currently serves sanitary sewer service to the property. Any changes to the service will require prior approval from KCPW - Sewer Utility Division.

SOLID WASTE

21. The solid waste service provider, Waste Management (360) 674-3166, shall be contacted for information on implementing the service provider's solid waste/recycling storage requirements for the proposed activity. Indicate method of waste disposal on the final plans. Documentation shall be provided by the solid waste/recycling service provider that their requirements for this project have been met. The required information shall be submitted with the commercial building permit application.

FIRE MARSHAL

22. 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:
1. Unobstructed width of 20 feet and height of 13 feet 6 inches.
  2. Shall be designed and maintained to support a 60,000 pound fire apparatus and be provided with an all weather driving surface.
  3. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
  4. Inside turning radius shall be a minimum of 25 feet.
  5. 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.
  6. Road shall not be more than 12% grade
23. Fire flow in the amount of 2000 gpm @ 20 psi for a minimum of 2 hours is required for the project. This is based on the proposed building of 21,870 square feet and constructed of Type V-B construction. A reduction in required fire flow of 50% as approved for commercial buildings is allowed when the building is provided with a required and approved automatic fire sprinkler system. The resulting fire flow shall not be less than 1500 gpm. Any changes to the structure will require a recalculation of fire flow. IFC 508.5 Amended by Kitsap County.
24. Water line size and location and the location of fire hydrants must be shown on SDAP plans. A letter of water availability indicating available fire flow from the water purveyor is required to be submitted to the Kitsap County Fire Marshal's office prior to the approval of any building permits.
25. A minimum of 2 hydrants are required and should be placed no more than 400 feet from each other, up to 600 feet if protected by a fire sprinkler system for commercial building. One hydrant shall be within 50 feet of the fire department connection (FDC). IFC 508.5.1 Amended by Kitsap County

26. A 3-foot clear space shall be maintained around the circumference of fire hydrants. IFC 507.5.5
27. Automatic fire sprinklers will be required for this project due to building being over 10,000 square feet. A fire alarm shall be installed to monitor the fire sprinkler system.
28. A rapid access secured key box (Knox box) will be required for buildings with a fire alarm, fire sprinkler or other fire protection system because immediate access is necessary for lifesaving and firefighting purposes. The owner or occupant will be required to provide keys to gain access to all portions of the building, including sprinkler system control valves and fire alarm panels. The key box should be located adjacent to the main entrance or as approved by the Fire Code Official. An application for a key box must be obtained from the local Fire District. Multiple key boxes may be required for large structures or facilities, depending on operational considerations. The Fire District shall identify the required model for the applicable structure.

cc: Applicant: New Life Church on the Peninsula  
Representative: Rice Fergus Miller Architecture & Planning  
Engineer: Coughlin Porter Lundeen, Inc  
Interested Parties: (None)  
Kitsap County Health District, MS-30  
Kitsap County Development Engineering / Public Works  
DCD Staff Planner: Katharine Shaffer  
DCD File  
DCD Building Permit File  
DCD Fire Marshall