



## Administrative Decision

Date: January 30, 2017

Application Complete Date:  
September 29, 2016

Application Submittal Date:  
September 29, 2016

**To: Kitsap Rifle and Revolver Club**  
**4900 Seabeck Highway NW**  
**Bremerton, WA 98312**  
**c/o Barbara Butterton Chair, KRRC Permit Application Committee**

**RE: Permit Number:** 16 04424  
**Project Name:** Kitsap Rifle and Revolver Club Shooting Facilities Operational Permit  
**Type of Application:** Type I Shooting Facilities Operational Permit

### Decision Summary:

The request for an extension of Permit 16 04424 is denied so the permit is denied.

**THIS DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF THIS 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>. In addition to the appeal form the fee for the appeal is \$500.00 and is non-refundable.

I invite you to contact my office if we may provide additional information or clarification or if we can be of any other service, please contact me at (360) 337-4816 or email me at [Jhornbak@co.kitsap.wa.us](mailto:Jhornbak@co.kitsap.wa.us).

Sincerely,

Jeffrey L. Rowe, CBO  
Deputy Director, Chief Building Official, Flood Plain Administrator  
Kitsap County Department of Community Development

Enc: Letter from David Lynam dated January 23, 2017



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Louisa Garbo  
DIRECTOR

1/23/17

Jeffrey L Rowe,  
CBO, CFM  
DEPUTY DIRECTOR

Barbara Butterton  
Chair, KRRC Permit Application Committee  
4900 Seabeck Hwy NW  
Seabeck, WA 98312

RE: Permit Application 16 04424 Extention Request

Dear Ms. Butterton,

On January 12, 2017 the department received your request for a ninety day extension of the expiration date for permit application # 16 04424 which was scheduled to expire on January 17, 2017. Consistent with Kitsap County Code (KCC) section 21.04.200.F.2 the department has considered your request. KCC 21.04.200.F.2 allows the department to grant extensions when it is determined that the information requested warrants additional time. In accordance with code and department policy, the department grants extensions when the ninety days provided by code is not sufficient to complete the required corrections and where the applicant where the applicant has shown a good faith effort in attempting to comply with the deadline. For this request, the department finds that there was no indication that the time provided was not sufficient.

County records show that on March 16, 2017 Kitsap Rifle and Revolver Club (KRRC) submitted permit application # 16 01041 for a shooting facility operating permit. On May 3, 2016 the department notified KRRC that additional information and or corrections to the original application was required. The permit application automatically expired on August 1, 2016 after KRRC failed to submit either the required information and corrections or a request for extension within the ninety day period allotted by Kitsap County Code section 21.04.200.F.

On September 29, 2016 KRRC filed a second permit application, # 16 04424, for a shooting facility operating permit. On October 17, 2016 the department notified KRRC that that additional information and/or corrections to the application was required. On Monday January 9, 2017 the department received a letter from KRRC requesting clarification on some of the information or corrections requested on October 17, 2016. On Thursday January 12, 2017 the department provided a response to KRRC's request for clarification and included in that response a reminder that the permit application would expire on January 17, 2017. The department received your request for extension the same day.



In reviewing the materials for the September 29<sup>th</sup> application (# 16 04424), the department found that much of the material submitted for the March 16, 2016 application (#16 01041) was resubmitted in its original form. On October 17, 2016 the department requested essentially the same information and corrections for the September application as had been requested in March. Therefore, practically speaking, KRRC has had since March 2016, over 300 days, to gather information and submit corrections to the department.

The department received neither communication nor the requested information and corrections from KRRC for the March 16<sup>th</sup> application before it expired. Similarly, the department received no communication from KRRC for the September 29<sup>th</sup> application until eight days before the application expired. Further, your only communication to the department was a list of requests for clarifications regarding the majority of information and corrections requested in October, which necessitated a quick response to ensure that you had some time before the application expired to gather the necessary information and submit any corrections to the application. In accordance with the standards set out in KCC 21.04.200.F.2, the department finds that KRRC has had adequate time to submit additional information and corrections and has made no discernable substantive effort to provide the information or corrections requested for permit application # 16 04424. KRRC's request for an extension of the expiration date for permit application # 16 04424 is denied and the application is expired.

KRRC is not prohibited from submitting another application for a shooting facility operating permit should it decide to do so. Should KRRC decide to submit another application the department encourages it to include the information and corrections requested for the prior two applications in its new submittal.

Sincerely



David Lynam  
Fire Marshal / Deputy Building Official  
Kitsap County

C: Enforcement File  
Application File  
KC Prosecutor