



## Notice of Administrative Decision

**Date:** 04/19/2022

**To:** KOENEN DARREN K & MICHELLE R [dkoenen55@gmail.com](mailto:dkoenen55@gmail.com)

**RE: Permit Number:** 21-05747  
**Project Name:** Koenen Moderate Home Business  
**Type of Application:** HOME BUSINESS

The Kitsap County Department of Community Development has **APPROVED** the land use application for **21-05747: Koenen Moderate Home Business – HOME BUSINESS**, subject to the conditions outlined in this Notice and included Staff Report.

**THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS TIMELY 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: <https://www.cognitofrms.com/KitsapCounty1/RequiredPermitQuestionnaireAppealObjectionOfAnAdministrativeDecision>.

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 [help@kitsap1.com](mailto:help@kitsap1.com) 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:** Interested Parties:  
None  
Kitsap County Health District,  
MS-30 Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: KIM SHADBOLT  
DCD File # 21-05747



## Administrative Staff Report

**Report Date:** 4-13-2022

**Application Submittal Date:** 11-5-2021

**Application Complete Date:** 11-30-2021

**Project Name:** Koenen Massage Therapy

**Type of Application:** Type II Moderate Home Business, Administrative Conditional Use Permit.

**Permit Number:** 21-05747



### Project Location

7859 Sidney Rd SW  
Port Orchard, WA

### Assessor's Account #

222501-2-015-2000

### Applicant/Owner of Record

Darren K. & Michelle R. Koenen  
7859 Sidney Rd SW  
Port Orchard, WA 98367

### Decision Summary

Approved subject to conditions listed under Section 13 of this report.

### 1. Background

Applicant proposes to operate a part time massage therapy business within an existing single-family residence. The business will employ one additional employee as well as the applicant, Michelle Koenen. The business will operate Monday-Friday from 8:00 am to 6:00 pm by appointment only, no walk-in service. There will be approximately two sessions per day on average. No changes are proposed to the residence and the business will utilize 300sf of the 960-sf single family residence. The property is zoned Rural Protection (RP).

**2. Project Request**

Applicant requests a moderate home business approval, Type II Review.

**3. SEPA (State Environmental Policy Act)**

Pursuant to WAC 197-11-800(6)(b), the proposal for a home business is exempt from SEPA review.

**4. Physical Characteristics**

The property is approximately 1.00 acre in size and is square in shape. The entire parcel is mapped with a 100-year flood plain. The home and associated outbuildings are located on the north and west portion of the property. The 960-sf home and associated accessory structures were built in 1978.

**Table 1 - Comprehensive Plan Designation and Zoning**

Comprehensive Plan: Rural Protection Zone: Rural Protection	Standard	Proposed
Minimum Density	NA	NA. Request is not for a land division
Maximum Density	1 du/10 acres	
Minimum Lot Size	10 acres	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	140	NA
Minimum Lot Depth	140	NA
Maximum Height	35 feet	NA
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

Applicable footnotes: None

*Staff Comment: No building permit is being requested as part of this application.*

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (West)	50 feet	Existing

Side (North)	20 feet, 5 feet for accessory structures	Existing
Side (South)	20 feet, 5 feet for accessory structures	Existing
Rear (East)	20 feet, 5 feet for accessory structures	Existing

**Table 3 - Surrounding Land Use and Zoning**

Surrounding Property	Land Use	Zoning
North	Single-family residence	Rural Protection (RP)
South	Single-family residence	Rural Protection (RP)
East	Single-family residence	Rural Protection (RP)
West	Single-family residence	Rural Protection (RP)

**Table 4 - Public Utilities and Services**

	Provider
Water	Well
Power	Puget Sound Energy
Sewer	Septic
Police	Kitsap County Sheriff
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District #402

**5. Access**

Site takes access via a 20-ft-wide easement off Sidney Rd SW, a county-maintained local road.

**6. Site Design**

The business will take place within the existing single-family residence and the existing driveway is sufficient for parking for the proposed use as well as the residential use.

**7. Policies and Regulations Applicable to the Subject Proposal**

The Growth Management Act of the State of Washington, RCW 36.70A, requires that the County adopt a Comprehensive Plan, and then implement that plan by adopting development regulations. The development regulations must be consistent with the Comprehensive Plan. The Comprehensive Plan process includes public involvement as required by law, so that those who are impacted by development regulations have an opportunity to help shape the Comprehensive Plan which is then used to prepare development regulations.

Kitsap County Comprehensive Plan, adopted June 30, 2016

The following Comprehensive Plan goals and policies are most relevant to this application:

*Land Use Goal 14*

*Foster rural business and business opportunities on designated commercial and industrial lands in the rural area, while balancing protection of rural character.*

*Land Use Policy 57*

*Unlimited expansion of commercial and industrial uses in the rural areas is not appropriate. Accordingly, only limited new commercial and industrial uses will be permitted in the rural areas. Such commercial and industrial uses must be consistent with the Growth Management Act and Comprehensive Plan requirements for rural areas, preserve Kitsap County’s rural character, and shall not allow urban type uses or services.*

*Land Use Policy 59*

*Allow or conditionally allow home-based cottage-type businesses and industries in the rural areas that do not negatively affect rural level of service or rural character.*

*Economic Development Goal 1*

*Promote a healthy and diverse economy that provides for a strong and diverse tax base, encourages business formation, retention, and expansion; creates industrial and professional business and employment opportunities to attract new business to the County.*

*Economic Development Policy 3*

*Provide a diverse mix and appropriate range of commercial, industrial and business and uses that will encourage economic activity capable of providing living-wage jobs and reasonably scaled to the needs of the community.*

*Economic Development Policy 14*

*Recognize the importance of excellent schools as a method to attract and retain businesses and educate a skilled workforce.*

The County’s development regulations are contained within the Kitsap County Code. The following development regulations are most relevant to this application:

Code Reference	Subject
Title 12	Storm Water Drainage
Title 13	Water and Sewers
Title 14	Buildings and Construction

Title 17	Zoning
Chapter 18.04	State Environmental Policy Act (SEPA)
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

**8. Documents Consulted in the Analysis**

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Site Plan w/ Driveway and Parking	November 30, 2021
Required Permit Questionnaire	November 30, 2021
Parking Analysis Worksheet	November 30, 2021
Building Clearance	November 1, 2021

<u>Staff Communication</u>	<u>Dated</u>
None	

**9. Public Outreach and Comments**

NA

The Notice of Application was published 3-5-21. No comments we received.

Issue Ref. No.	Summary of Concern (See corresponding responses in the next table)	Comment Letter Exhibit Reference No.

Issue Ref. No.	Issue	Staff Response

**10. Analysis**

**a. Planning/Zoning**

A home business within the Rural Residential (RR) zone requires an Administrative Conditional Use Permit as specified in Kitsap County Code (KCC) Table 17.410.042.128, subject to footnotes 1 and 53. Footnote 1 indicates a home business is subject to compliance with Section 17.410.060 provisions applying to special uses. Footnote 53 further details the home businesses are subject to requirements of Section 17.410.060 (B). Moderate home businesses are required to meet the provisions in KCC 17.410.060 B.1. c.

Moderate home businesses, as defined below, shall be permitted in [RW](#), [RP](#), and [RR](#) zones subject to approval by the director. Said approval is not transferable to any individual, future property owner or location:

1. Business uses shall be incidental and secondary to the dominant residential use.

*Staff comment: The dominant use of the property is the single-family residence;*

2. The residential character of the building shall be maintained, and the business shall be conducted in such a manner as to moderate any outside appearance of a business;

*Staff comment: The business is conducted within single family residential building and all business activities will be conducted within this structure. No outdoor storage or outdoor activities are proposed.*

3. The residence shall be occupied by the owner of the business;

*Staff comment: The owner of the business will reside in the single-family residence.*

4. The business shall not infringe upon the rights of the neighboring residents to enjoy the peaceful occupancy of their homes;

*Staff comment: Based on the project proposal, all business activity is occurring within the existing residence and parking is on site. The use is not expected to adversely impact neighboring residents to keep them from enjoying the peaceful occupancy of their homes.*

5. No more than five employees (or independent contractors), are allowed:

*Staff comment: One owner of the business (Michelle Koenen) lives on-site in the single-family home and one additional employee is proposed.*

6. Nonilluminated signs not exceeding four square feet not exceeding four square feet, subject to a sign permit.

*Staff comment: No signage is proposed.*

7. No outside storage is allowed.

*Staff comment: No outside storage is proposed.*

8. In order to assure compatibility with the dominant residential purpose, the director may require,

- a. Patronage by appointment
- b. Additional off-street parking
- c. Other reasonable conditions

*Staff comment: Patronage is by appointment only. The applicant has identified 4 parking spaces, 2 for the single-family residence and 1 for the employee and 1 for client.*

**b. Lighting**

Lighting was not analyzed as part of this proposal. Lighting must be consistent with Kitsap County code 17.420.

**c. Off-Street Parking**

There are 2 parking spaces for the residence and 1 parking spaces for the business, 1 parking space for employee. Kitsap County Code does not have a standard for home businesses. Kitsap County Code 17.410.060.B. specifics the director may require additional off-street parking. However, after review of the application, additional parking was deemed unnecessary.

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
		NA	4 existing
Total			

**d. Signage**

No signs are proposed. If proposed, a sign permit that meets requirements identified in KCC 17.410.060.B.1.c.vii is required.

**e. Landscaping**

No landscaping is required.

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	NA	
Required Buffer(s) 17.500.025		
North		
South		



East		
West		
Street Trees		

**f. Frontage Improvements**

NA

**g. Design Districts/Requirements**

NA: the property is not located within a design district.

**h. Development Engineering/Stormwater**

None

**i. Environmental**

There are no environmental concerns for the use.

**j. Access, Traffic and Roads**

Access is via Sidney RD SW. Traffic should be minimal with appointment-based scheduling.

**k. Fire Safety**

The proposal was reviewed and approved by the Fire Marshal's office.

**l. Solid Waste**

Solid waste disposal will be handled through residential pick-up. No additional review is needed.

**m. Water/Sewer**

An on-site septic system and well serves the property. Per Kitsap Public Health District,

**n. Kitsap Public Health District**

KPHD has an approved commercial exemption for this proposal. Clearance was given November 1, 2021.

**11. Review Authority**

The Director has review authority for this Administrative Conditional Use Permit application under KCC, Sections 17.540.020 and 21.04.100. The Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

**12. Findings**

1. The proposal is consistent with the Comprehensive Plan.

2. The proposal complies or will comply with requirements of KCC Title 17 and complies with or will comply with all the other applicable provisions of Kitsap County Code and all other applicable regulations, including all applicable development standards and design guidelines, through the imposed conditions outlined in this report.

3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.

4. The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.

### 13. Decision

Based upon the analysis above and the decision criteria found in KCC 17.410.060.B.1.c, the Department of Community Development recommends that the Moderate Home Business request be **approved**, subject to the following conditions:

1. The Moderate Home Business for Koenen Massage Therapy is not transferable to any individual, future property owner or location.
2. The residential character of the building shall be maintained, and the business shall be conducted in such a manner as to moderate any outside appearance of a business.
3. The business shall not infringe upon the right of the neighboring residents to enjoy the peaceful occupancy of their homes.
4. The business is limited to no more than five (5) employees, including proprietors.
5. A single nonilluminated sign not to exceed four square feet is allowed, subject to a sign permit.
6. No outside storage is allowed.
7. All business patronage shall be by appointment only.
8. Business hours are limited to those proposed by the applicant, Michelle Koenen Monday – Friday from 8:00 am to 6:00 pm by appointment only.
9. The uses of the subject property are limited to the uses proposed by the applicant; any other uses will be subject to review pursuant to the requirements of the Kitsap County Code (KCC). Unless in conflict with the conditions stated 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 the extensive use or other utilization of the subject property.
10. The decision set forth herein is based upon representation made and exhibits contained in the project application. Any changes or deviations in such plan, proposal, or conditions of approval imposed shall be subject to further review and approval by the County.

11. The authorization granted herein is subject to all applicable federal, state and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is continuing requirements of the development activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such, the applicant agrees to promptly bring such development or activities into compliance.
12. Any violation of the conditions of approval shall be grounds to initiate revocation of this moderate home business permit. DCD shall have the right to reasonably enter the grounds to ensure conditions of the approval are being met.

**a. Development Engineering**

NA

**b. Environmental**

NA

**c. Traffic and Roads**

NA

**d. Fire Safety**

NA

**e. Solid Waste**

NA

**f. Kitsap Public Health District**

NA

**Report prepared by:**

*Kim Shadbolt*

4-11-2022

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Staff Planner

Date

**Report approved by:**

*Scott Diener*

4-12-2022

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Scott Diener, Manager, DSE

Date

**Attachments:**

Attachment A – Zoning Map

Attachment B – Site Plan

CC: Applicant/Owner email: [dkoenen55@gmail.com](mailto:dkoenen55@gmail.com)

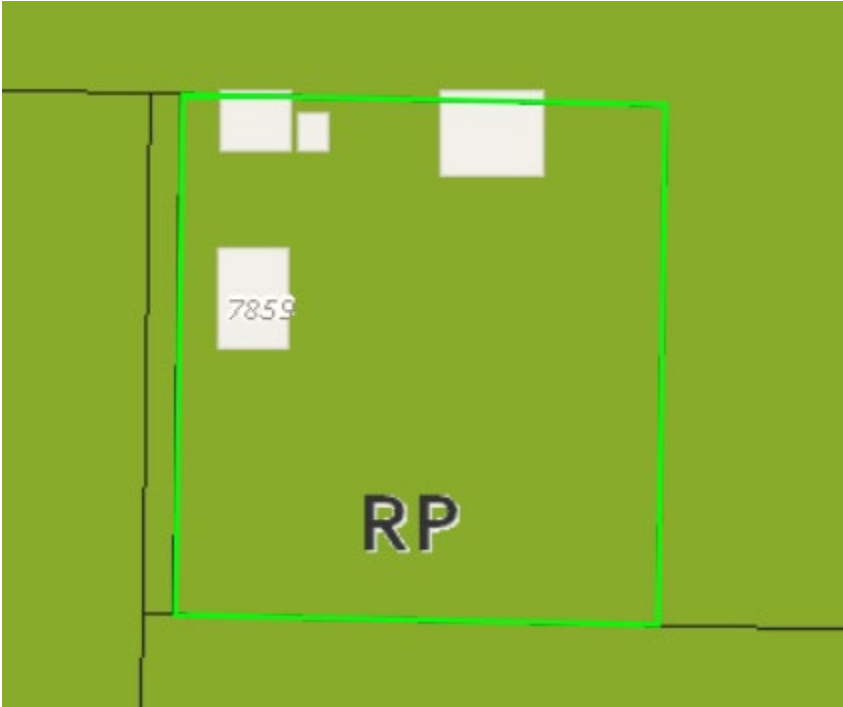
Interested Parties: NA

Kitsap County Health District, MS-30

Kitsap County Public Works Dept., MS-26

DCD Staff Planner: Kim Shadbolt

Zoning Map



Site Plan

