



## Kitsap County Department of Community Development

### Staff Report and Administrative Decision

Report Date: January 16, 2018

Application Complete Date: January 6, 2017    Application Submittal Date: January 6, 2017

**To:** Paul Groomer & Mark Jovanovich, [grojov@msn.com](mailto:grojov@msn.com)  
Team 4 Engineering, [mark@team4eng.com](mailto:mark@team4eng.com)

**RE: Permit Number:** 16-05735  
**Project Name:** Hinoki Terrace  
**Type of Application:** Preliminary approval for Short Plat #7430

**Decision Summary:**

Short Subdivision #7430 has been granted preliminary approval.

**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>.

**RE: Short Subdivision # 7430 (Hinoki Terrace)**  
**Permit No. 16-05735**  
**Tax Account No. 4316-011-016-0000 & 4316-011-007-0100**

Gentlemen:

This is to inform you that the above-referenced Short Subdivision has been granted **preliminary** approval.

This decision is in compliance with Kitsap County Code 21.04 Land Use and Development Procedures. All applicable criteria have been met for Preliminary Short Subdivision in accordance with Kitsap County Code Title 16.48 Short Subdivision.

The Department has further determined that the land segregation as it is presented in the Preliminary Short Plat, received 12.28.16 by the Department of Community Development, conforms or will conform subject to conditions set forth in this letter, to the following:

1. Kitsap County Code Title 17 Zoning;
2. Kitsap County Code Title 12 Storm Water Drainage;
3. Kitsap County Comprehensive Plan and subarea plans;
4. Kitsap County Critical Areas Ordinance;
5. And all other elements of the Kitsap County Code that pertain to this land segregation.

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Approval is subject to the following conditions:

**LAND USE**

1. Adhere to all elements and requirements set forth in Kitsap County Code 16.48.
2. The following condition shall be added to the face of the Final Short Plat: Building permits issued on a lot in this Short Subdivision may be subject to impact fees pursuant to Kitsap County Code.
3. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
4. The decision set forth herein is based upon representations made and exhibits contained in the project application 16-05735 SS #7430 - Hinoki Terrace Preliminary Short Plat. Any change(s) or deviation(s) in such plans, proposals, or conditions of approval imposed shall be subject to further review and approval of the County and potentially the Hearing Examiner.
5. 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 a continuing requirement of such approvals. By accepting this/these approvals, the applicant represents that the development and 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 laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.
6. All required bike facility, lighting, and mail boxes shall be shown on the required Site Development Activity Permit (SDAP).
7. A final landscape plan shall be submitted with the SDAP that complies with Kitsap County Code (KCC) 17.480, 17.500, 16.24.040(F) and Kitsap County Road Standards 2007, Section 3.8.5 Street Trees.
8. Landscaping shall be installed and maintained in conformance with the requirements of Kitsap County Code (KCC) 17.500. 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 installation.
9. At the time of the first building permit submittal, documentation shall be provided that clearly indicates the total gross floor area planned for residential use and commercial use. The residential use shall not exceed 2/3 of the total gross floor area for the eventual conversion to mixed commercial and residential uses consistent with Kitsap County Code Table 17.420.050(B) and maximum lot coverage.
10. Add the following condition to the face of the plat: "Upon conversion to

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commercial use, the residential use shall not exceed 2/3 of the total gross floor area consistent with Kitsap County Code Table 17.420.050(B) and maximum lot coverage".

11. The maximum impervious surface of the project shall not exceed 85% consistent with Kitsap County Code Table 17.420.050(B). The SDAP shall clearly indicate the total impervious surface coverage within the property boundaries.

### **SURVEY**

1. At the time of submittal of the Final Short Subdivision a title certificate, current to within 30 days, is required. Please note or delineate on the face of the Final Short Plat all pertinent special exception items in Schedule "B" of the title certificate.
2. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.
3. All private roads shall be labeled as tracts and constructed in accordance to Fire Code requirements. Ten feet for utility easement shall be provided on each side of private road tracts.
4. A road maintenance agreement will be required for the access easements shown on the face of the plat. This may be in the form of a note on the face of the Final Plat that addresses ownership and maintenance responsibilities of the access easement, or in the form of a Road Maintenance Agreement document to be recorded separately and referenced on the face of the Final Plat.
5. At Final Large Lot submittal, you will need to provide CC&R's and provide proof of registration from the Secretary of State Office for the Homeowner's Association.

### **STORMWATER**

1. Construction plans and profiles for all roads, storm drainage facilities and appurtenances prepared by the developer's engineer shall be submitted to Kitsap County for review and acceptance. No construction shall be started prior to said plan acceptance.
2. Approval of the preliminary plat shall not be construed to mean approval of the total number of lots or configuration of the lots and tracts. These parameters may be required to be revised for the final design to meet all requirements of Kitsap County Code Titles 11 and 12.
3. The information provided demonstrates this proposal is a Major Development as defined in Kitsap County Code Title 12 and will require a Site Development Activity Permit (SDAP) from Development Services and Engineering.
4. Stormwater quantity control, quality treatment, and erosion and sedimentation control shall be designed in accordance with Kitsap County Code Title 12 effective at the time the Preliminary Short Subdivision application was deemed

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fully complete, December 28, 2016. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The fees and submittal requirements shall be in accordance with Kitsap County Ordinances in effect at the time of SDAP application.

5. Should the proponent propose phasing of the project, a phasing plan shall be submitted to Development Services and Engineering for review and approval. The phasing plan shall, as a minimum, address the following items: Time tables indicating the anticipated time between initial site grubbing/grading activity and the completion of construction, including site stabilization of that specific phase. The extent of drainage improvements to be installed during the various phases.
6. Any project that includes offsite improvements that create additional impervious surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12 effective at the time the Preliminary Short Subdivision application was deemed complete, December 28, 2016.
7. The Washington State Department of Ecology (Ecology) may require registration of the infiltration trench as a Underground Injection Control (UIC) well in accordance with the Underground Injection Control Program (Chapter 173-218 WAC). The applicant shall contact Ecology to determine if the facility is regulated under the UIC program.
8. The design of the infiltration facilities shall be in accordance with Section 7.3.4 of the Kitsap County Stormwater Design Manual.
9. The infiltration facilities shall remain off line until the drainage areas are stabilized and the water quality treatment facility is adequately established. In addition, retention ponds shall not be utilized as temporary erosion and sedimentation control ponds.
10. During the construction of the proposed infiltration facilities, the Project Engineer shall provide an inspection to verify that the facilities are installed in accordance with the design documents and that actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report properly stamped and sealed with a professional engineer's stamp to Development Services and Engineering.
11. Immediately after excavation of the proposed infiltration facilities, the Project Engineer shall provide an inspection(s) to verify that the actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report(s), properly stamped and sealed to Development Engineering.
12. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before recording the final short plat for this development, the person or persons holding title to the subject property

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for which the storm drainage facilities were required shall record a Declaration of Covenant that guarantees the County that the system will be properly maintained. Wording must be included in the covenant that will allow the County to inspect the system and perform the necessary maintenance in the event the system is not performing properly. This would be done only after notifying the owner and giving him a reasonable time to do the necessary work. Should County forces be required to do the work, the owner will be billed the maximum amount allowed by law.

13. The impervious area per lot accounted for in the overall drainage facilities installed shall be indicated on the face of the final plat in a chart as shown below. Additional impervious surfaces created on an individual lot beyond the amount accounted for in the overall drainage facilities shall be mitigated in accordance with Kitsap County Code Title 12.

Total	Available Impervious Area, Rooftop	Available Impervious Area, Driveway
Lot A		
Lot B		
Lot C		
Lot D		
Lot E		
Lot F		

14. The following conditions shall be added to the face of the Final Short Plat:

- a. 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.
- b. If the per lot impervious area for rooftop or driveway surfaces exceeds that shown in the chart, a Site Development Activity Permit will be required for that lot.

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

**TRAFFIC**

1. 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.
2. The following note shall appear on the face of the final plat map. “All interior roads shall remain private.”

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3. All traffic control devices on public and private roads shall comply with the Manual on Uniform Traffic Control Devices as amended by the Washington Administrative Code. This is in accordance with 23 Code of Federal Regulations (CFR), Part 655.
4. Frontage improvements, consisting of vertical curb, gutter and sidewalk, are required along the entire property frontage on both Iowa Avenue NE and Ohio Avenue NE.
5. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
6. All lots shall access from interior roads only. This note shall appear on the face of the final plat map.
7. The property owners within the plat 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 final plat map and 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.
8. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on Iowa Avenue NE and on Ohio Avenue NE. The cross-sections should show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections should also depict centerline of pavement and right-of-way, the right-of-way lines, and easements.
9. Submit plans for construction of the road approach between the edge of existing pavement and the right-of-way line at all intersections with county rights-of-way. Approaches shall be designed in accordance with the Kitsap County Road Standards as established in Chapter 11.22 of the Kitsap County Code. Existing approaches may need to be improved to meet current standards.
10. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
11. The developer's engineer shall certify that there is adequate entering sight distance at the intersection of Iowa Avenue NE and road Tract A; and at the intersection of Ohio Avenue NE and road Tract B. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the Kitsap County Road Standards. The certification shall also note necessary measures to correct and maintain the

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minimum sight triangle.

12. All work, equipment and materials for traffic signal and street lighting installations shall meet and be in compliance with all requirements of the Kitsap County Road Standards, Project Contract Provisions of Plans and Specifications accepted for construction by Kitsap County, MUTCD Manual on Uniform Traffic Control Devices, NEMA National Electrical Manufacturer's Association, NEC National Electrical Code, WSDOT Standard Specifications and Standard Plans, and the Occupational Safety and Health Administration (OSHA).
13. 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. This application shall be submitted as part of the SDAP process. You may contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.

#### **FIRE MARSHAL**

1. 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.
2. The minimum fire flow requirements for one and two-family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes.

#### **HEALTH DISTRICT**

1. A sewer building clearance from the Kitsap Health District will be required for each detached building. A sewer and water binding availability letter will be required.

#### **WASTEWATER**

1. Kitsap County sanitary sewer is available for the project. Applicant needs to submit an "Application to Construct Sanitary Sewer" to KCPW Sewer Utility Division.

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- 2. Kitsap County sanitary sewer is available for the project. Applicant needs to submit a complete set of sewer plans, profiles, and specifications designed in accordance with KCPW - Sewer Utility Division Standards and Regulations.

**SOLID WASTE**

- 1. Prior to SDAP approval, Waste management (360)674-3166 shall be contacted for information on implementing the solid waste/recycling storage requirements influenced by the service provider for the project. Pay particular attention to the access requirements of collection trucks. Documentation shall be provided from the solid waste/recycling service provider that their requirements for this project have been met.

**OTHER**

- 1. Construction of rock walls or other retaining facilities that exceed four feet in height or sustain a surcharge shall require a building permit.
- 2. Rock and retaining walls shall meet all applicable setback requirements of KCSDM 9.4.4.

Preliminary approval of this Short Subdivision will automatically expire five (5) years from the date of this letter. However, upon written request to the Department of Community Development by the original applicant and the current owner(s) of the subject property, at least thirty (30) days prior to expiration, a six (6) month extension may be granted.

Preparation of the Final Short Plat shall be done in accordance with Kitsap County Code 16.48. All applicable conditions of preliminary approval must be addressed with the submittal of Final Short Subdivision application. Submittals that do not address all conditions will be considered incomplete and returned without review. All of the above relevant conditions and any/all building setbacks and buffers established as conditions of approval must appear on the Final Short Plat.

If you have any questions or comments regarding this letter, please feel free to contact **Peggy Bakalarski** for Survey matters; **Candy Vickery** for Stormwater and Traffic matters; **Meg Sands** for Land Use matters; **Tina Turner** for Fire Marshal matters; or **Michael Brooks** for Wastewater matters, all of whom can be reached at (360) 337-5777. Health District matters at (360) 337-5285.

Sincerely,

  
 \_\_\_\_\_  
 Peggy Bakalarski, Project Lead

1.16.18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Shawn Alire, Development Services and Engineering Supervisor

1/16/18  
 \_\_\_\_\_  
 Date

Cc: Team 4 Engineering – [Mark@team4eng.com](mailto:Mark@team4eng.com)