



SOUTH KITSAP INDUSTRIAL AREA PLAN

**DRAFT - IMPLEMENTATION
ORDINANCE**

PLANNING COMMISSION RECOMMENDATION

March 20, 2003

April 15, 2003

DRAFT

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ORDINANCE NO. _____

RELATING TO MASTER PLANNING AND A NEW BUSINESS CENTER ZONE, AND AMENDING THE ZONING CODE, TITLE 17 KITSAP COUNTY CODE, AND TITLE 21 KITSAP COUNTY CODE,

BE IT ORDAINED:

NEW SECTION. SECTION 1. A NEW SECTION IS ADDED TO KITSAP COUNTY CODE CHAPTER 17.110 AS FOLLOWS:

Section 17.110.477: Master Plan.

“Master Plan” means a comprehensive plan to guide the long-term physical development of a particular area, a plan which has been prepared and approved pursuant to Chapter 17.415 of this title.

SECTION 2. KITSAP COUNTY CODE SECTION 17.200.010, ADOPTED BY ORDINANCE 216-1998, IS AMENDED AS FOLLOWS:

17.200.010 Classification of zones.

For the purposes of this title, the county is divided into zones designated as follows:

Zones	Map Symbol	Density
Forest Resource Lands	FRL	1 dwelling unit / 40 acres
Interim Rural Forest	IRF	1 dwelling unit / 20 acres
Rural Protection	RP	1 dwelling unit / 10 acres
Rural Residential	RR	1 dwelling unit / 5 acres
Urban Reserve	URS	1 dwelling unit / 10 acres
Urban Restricted	UR	1-5 dwelling unit(s) / acre
Urban Low Residential	UL	5-9 dwelling units / acre
Urban Medium Residential	UM	10-19 dwelling units / acre
Urban High Residential	UH	20-24 dwelling units / acre
Highway/Tourist Commercial	HTC	not applicable
Urban Commercial	UC	not applicable
Neighborhood Commercial	NC	not applicable
Regional Commercial	RC	not applicable
Business Park	BP	not applicable
Industrial	IND	not applicable
<u>Business Center</u>	<u>BC</u>	<u>not applicable</u>
Airport	A	not applicable
Mineral Resource	MR	not applicable

NEW CHAPTER SECTION 3. A NEW CHAPTER 17.415, “MASTER PLANNING”, IS ADDED TO TITLE 17 KITSAP COUNTY CODE, TO READ AS FOLLOWS:

Sections:

- 17.415.010 Purpose**
- 17.415.020 Concurrent permit processing**
- 17.415.030 Master plan required**
- 17.415.040 Use of existing master plan**
- 17.415.050 Third party review**
- 17.415.060 Subarea conceptual plan update**
- 17.415.070 Master plan elements – general**
- 17.415.080 Stormwater component**
- 17.415.085 Stormwater control standards**
- 17.415.090 Sanitary sewer component**
- 17.415.095 Sanitary sewer standards**
- 17.415.100 Public water system component**
- 17.415.105 Public water system standards**
- 17.415.200 Transportation analysis component**
- 17.415.205 Transportation service standards**
- 17.415.300 Open space component**
- 17.415.400 Economic development component**
- 17.415.500 Environmental analysis component**
- 17.415.505 Environmental standards**
- 17.415.600 Master plan review process**
- 17.415.700 Duration of approval**

Section 17.415.010: Purpose.

The Master Plan is intended to provide means for planning and assessing sites for activities such as those that require processing, fabrication, storage, research and development, business support services, and wholesale trade. Generally, these activities require reasonable accessibility to major transportation corridors including highways, rail, airports or shipping. Development of master plans will occur based on a master planning process intended to assure availability of adequate capital facilities and infrastructure to support such uses and to assure adequate protection of environmental resources located in or near properties required to master plan or that choose to master plan.

Section 17.415.020: Concurrent processing or permits.

When master planning is required in a zone wherein some uses require a conditional use permit or site plan review, the Master Plan process provided by this chapter may be used in lieu of those processes. In areas where Master Planning is not specifically required under county plans or regulations, this master planning process may be used, at the option of the applicant, in lieu of a required site plan review process or conditional use permit process.

Section 17.415.030: Master plan required.

A. MASTER PLAN REQUIRED

1. Development of property within certain zones is permitted only in accordance with the terms and conditions of a Master Plan, reviewed and approved in accordance with the requirements of this chapter.
2. In certain other zones, development applicants have the option to master plan under this chapter in order to qualify for expedited review of individual development permits, according to stipulations under individual zoning classifications.

B. AREA OF INDIVIDUAL MASTER PLANS

1. Master plans, their elements, analyses, plans, and designs shall extend to the boundaries of any and all sub-basins that comprise any portion of the parcel or parcels upon which the development is planned to occur.
2. In cases where zoning classifications differ within a subbasin being master planned, the application of master plan requirements throughout that subbasin will be determined based on the applicable subarea plan. In some cases, this may result in a master plan requirement for parcels or portions of parcels not normally required by their zoning classification to master plan. For example, the South Kitsap Industrial Area Plan requires Business Center development master planning to extend into Industrial zoned areas where subbasins overlap the two zones.

C. EXEMPTIONS The following development activities are exempt from the Master Plan requirement:

1. Renovation, remodeling and maintenance of existing development, provided no significant increase in impervious surface, increase in peak hour traffic, or increase in demand for public water supply or sanitary sewer service occurs as the result of such renovation, remodeling or maintenance.
2. Minor new development projects. For purposes of this exemption, a new development project shall be considered minor if it (a) does not result in new impervious surface in excess of 5,000 square feet on a site, (b) does not generate more than 10 new peak hour traffic trips on public roads serving the site, and (c) does not increase the demand on a public or private water supply by more than 5000 gpd.
3. New minor development projects which are exempt from SEPA pursuant to WAC 197-11-800 through 197-11-880, and KCC 18.04.240.
4. Other new development projects, which the Director determines in his discretion will not significantly adversely impact the environment, will not create a need for regional infrastructure facilities and will not impede the future design and installation of regional infrastructure facilities, including public streets and

highways, stormwater control systems, and public water and sanitary sewer systems.

Section 415.040: Use of Existing Master Plan

Development in zones requiring or allowing master planning shall not require development of a Master Plan in the following situations:

1. A Master Plan is not required to be prepared if a property has a previously approved Master Plan and the Director determines it to be sufficient to permit review of the potential impacts of the development and identification of necessary mitigation measures.
2. An existing Master Plan prepared for other properties in the vicinity of a development site, which addresses some, but not all, of the substantive issues set forth in the Subarea Plan may be supplemented by an addendum, which addresses only the issues not previously analyzed. Such an addendum and the initial Master Plan must be reviewed by the County pursuant to the procedures set forth in this chapter for review and approval of a Master Plan.

Section 415.050: Third Party Review

The County may require third party review in cases where additional professional or technical expertise is required

Section 415.060: Subarea Conceptual Development Plan Update

As Master Plans in zones requiring or allowing master plans are approved, the Department of Community Development will update a “working copy” of the subareas’s conceptual development plan, if such a plan is available. As this “figure” evolves from a “conceptual development plan” toward a “master development plan” based on approved master plans, it may be used as an inventory, planning, and economic development tool for the subarea. Final, approved master plans, including infrastructure and other master plan elements, must be submitted in a data format compatible with ongoing update requirements.

Section 415.070: Master Plan Elements-General

During the pre-application stages of the master planning process, the Director of the Kitsap County Department of Community Development shall determine the extent and adequacy of the analyses to be included in the master plan. These required elements will result in a Proposed Master Plan Scope of Work (see Section 23 of this chapter). The purpose of this approach is to allow the Director and the applicant to tailor the extent of the submittals under this ordinance to the actual and unique circumstances and scope of the proposed development seeking master plan approval. A Master Plan prepared for purposes of this section shall address the following issues to the extent required by the Master Plan Scoping Summary Notice (Section 415.600(3)):

1. Stormwater controls, including both quantity and water quality, pursuant to sections 12 and 13.
2. Sanitary sewer service, pursuant to sections 14 and 15.
3. Public water service, pursuant to sections 16 and 17.

4. Public street and transportation facilities, pursuant to sections 18 and 19.
5. Open space facilities, pursuant to Section 20.
6. Economic Development Component, pursuant to Section 21.
7. Environmental protection and resources, pursuant to sections 22 and 23.
8. Other infrastructure/utility requirements, which the Director determines, based on review under the State Environmental Policy Act, should be analyzed in a Master Plan in order to assure that such facilities are available to serve the proposed development in a timely manner and that such facilities are designed and developed in a manner which is coordinated with the infrastructure needs of other properties zoned Business Center or IND in the vicinity of the development site.

Section 415.080: Stormwater Component of Master Plan

Based on elements required in the approved Master Plan Scope of Work (Section 24), a Master Plan shall include a Stormwater Analysis meeting the requirements of KCC Title 12 the Kitsap County Stormwater Management Ordinance and the following criteria:

1. Based on the approved Master Plan Scope of Work (Section 24). The Stormwater Analysis shall be based on an approved hydrologic model, as determined by the most recent version of the Kitsap County Stormwater Manual
2. The Stormwater Analysis shall provide a comprehensive analysis of existing and proposed surface water quantity and quality conditions for all sub-basins in which any portion of the development site is located as well as upstream basins which contribute flow to any portion of the development site and downstream basins which receive flows from any portion of the development site. The Director may waive the requirement for analysis in any sub-basin in which the proposed development will not create the need for stormwater facilities. Downstream analysis shall extend to an acceptable receiving body of water.
3. The Stormwater Analysis shall assume full buildout of the sub-basins, including upstream and downstream basins, at levels of development permitted by applicable County regulations in effect at the time of Master Plan preparation.
4. At a minimum, specific technical elements of the Stormwater Analysis shall include:
 - a. A conceptual or preliminary plan of the proposed drainage collection and flow control systems, based upon accurate topographic mapping and geologic data.
 - b. All assumptions, parameters, and input data used in the hydrologic model.
 - c. Hydrologic performance data (stage, storage, discharge) for all elements of the hydrologic system, whether existing or proposed.
 - d. Flow data for all existing and proposed conveyance facilities, including swales, streams, pipes, and ditches which will support the proposed system.

- e. Floodplain analysis identifying flows, velocities, and extent of flooding for the existing and proposed conditions, including backwater or tailwater analysis as appropriate.
- f. Erosion analysis of on-site and downstream open-drainage systems, identifying flows, velocities, areas of existing and future deposition and channel erosion, and characterization of sediment.
- g. Geotechnical analysis of the site and proposed improvements which addresses soils and slope stability for proposed lakes/ponds, road alignments, channel/ravine conditions, building setbacks from steep slopes, vegetation preservation and controls, existing and proposed drainage facilities, and downstream system stability.
- h. Method and conceptual design for maintaining existing flow regimes in any swales/ravines that may be altered by the development.
- i. Method, conceptual design, and location of water quality compensating facilities that may be necessary to replace naturally occurring biofiltration functions of site vegetation.
- j. Description of maintenance design features and provisions that will ensure reliable and long-term facility operation.
- k. A construction-phasing plan that will ensure stormwater/erosion control during development of individual sub-basins.
- l. Mapping must be of adequate scale and detail for accurate definition and location of all system elements, both on-site and off-site, and must provide support for hydrologic model characterization.

Section 415.085: Stormwater Control Standards

- A. DESIGN STANDARDS Stormwater control facilities, including both flow control and water quality systems, shall be designed in accordance with and shall meet the standards of KCC Title 19, the Kitsap County Critical Areas Ordinance and KCC Title 12 the Kitsap County Stormwater Management Ordinance.
- B. RESERVE AREAS: Any development subject to a Master Plan shall make provision for such reserved tracts, easements and/or rights-of-way as may be necessary to facilitate extension of stormwater control facilities identified in the Master Plan to adjoining properties in the vicinity of the development.

Section 415.090: Sanitary Sewer Service Component of Master Plan

Based on elements required in the approved Master Plan Scope of Work (Section 24), a Master Plan shall include a Sanitary Sewer Service Analysis meeting the following criteria:

1. The analysis shall include all drainage sub-basins in which any portion of the development site is located, provided the Director may waive the requirement for analysis in any sub-basin in which the proposed development will not create the need for sanitary sewer service.
2. The analysis shall identify the sanitary sewer service infrastructure needed to provide sewer service to all sub-basins affected by the proposed development,

assuming full buildout of the sub-basins at levels of development permitted by the zoning in effect at the time of Master Plan preparation. This analysis shall include a capacity analysis of existing facilities and identify improvements and extensions needed to serve the affected sub-basins at full buildout, including transmission facilities, treatment facilities and related improvements.

3. The Sanitary Sewer Service Analysis shall identify potential methods for funding the design and construction of the system improvements needed to serve the affected sub-basins at full buildout, including transmission facilities, treatment facilities and related improvements.
4. The Sanitary Sewer Service Analysis may provide for phased implementation of the identified improvements, provided that no development subject to Master Planning requirements shall be approved until a commitment to provide that portion of the improvements identified by the Sanitary Sewer Service Analysis as necessary to serve the development site has been provided, including adequate provision for funding. No development subject to Master Plan requirements may be occupied until the sanitary sewer service facilities needed to provide service meeting applicable standards to the development site are completed and operational.
5. No new permanent or interim on-site septic systems will be permitted in areas required to use the master planning process, except as expressly allowed by subarea plans.

Section 415.095: Sanitary Sewer Standards

1. Sanitary Sewer facilities shall be designed in accordance with and shall meet the standards of KCC Chapter 13.12, as applicable, and the standards for the design and construction of sanitary sewer systems adopted by the appropriate sewer system purveyor, the Kitsap County Comprehensive Sewer Plan, and the Washington State Departments of Health and Ecology in effect at the time the Master Plan is prepared.
2. Any development subject to a Master Plan shall make provision for such reserved tracts, easements and/or rights-of-way as may be necessary to facilitate extension of sanitary sewer facilities identified in the Master Plan to adjoining properties in the vicinity of the development.

Section 415.100: Public Water System Component of Master Plan

Based on elements required in the Master Plan Scoping Summary Notice (Section 415.600(3)), a Master Plan shall include a Public Water System Analysis meeting the following criteria:

1. The analysis shall include all of the development site and all additional areas, as determined by the Director, which would logically be served by a water system extended to serve the development site, provided the Director may waive the requirement for analysis in any portion of the proposed development site that will not create the need for public water service.
2. The analysis shall identify the public water service infrastructure needed to provide water service to all of the proposed development, assuming full buildout of site and other areas logically served by a water system extension to the development site, based on the levels of development that are permitted by the zoning in effect at the time of Master Plan preparation. This analysis shall include a capacity analysis of existing facilities and identify improvements and

- extensions needed to serve the affected areas at full buildout, including transmission facilities, storage facilities and related improvements.
3. The Public Water Service Analysis shall identify any feasible alternatives for providing water service in the affected areas.
 4. The Public Water Service Analysis shall identify potential methods for funding the design and construction of the system improvements needed to serve the affected areas at full buildout, including transmission facilities, storage facilities and related improvements.
 5. The Public Water Service Analysis may provide for phased implementation of the identified improvements, provided that no development subject to Master Planning requirements shall be approved until a commitment to provide that portion of the improvements identified by the Public Water Service Analysis as necessary to serve the development site has been provided, including adequate provision for funding. No development subject to Master Plan requirements may commence combustible construction or be occupied until the public water service facilities needed to provide service meeting applicable standards to the development site are completed and operational.

Section 415.105: Public Water System Standards

1. Public water system facilities, including transmission and storage systems, shall be designed and constructed in accordance with and shall meet the standards of KCC Chapter 13.28, as applicable, and the standards for the design and construction of public water systems adopted by the water system purveyor, the adopted Coordinated Water System Plan, and the Washington State Departments of Health and Ecology in effect at the time the Master Plan is prepared.
2. The water system or systems shall provide adequate potable water and adequate pressure to meet minimum fire flow standards as required under the applicable fire regulations and standards.
3. Any development subject to a Master Plan shall make provision for such reserved tracts, easements and/or rights-of-way as may be necessary to facilitate extension of public water facilities identified in the Master Plan to adjoining properties in the vicinity of the development.

Section 415.200: Transportation Analysis Component of Master Plan

Based on elements required in the approved Master Plan Scope of Work (Section 24), a Master Plan shall include a Transportation Analysis meeting the following criteria:

1. The analysis shall include all Kitsap traffic analysis zones, as defined pursuant to KCC 20.04.020(19), in which any portion of the development site is located. The Director of Public Works may waive the requirement for analysis of any area that will not be affected by the road system needed to serve the development site. The Director of Public Works may also require analysis of arterials located outside the affected Kitsap traffic analysis zones if the Director determines that development in the Master Plan area may generate the need for traffic mitigation measures on

such arterials. Washington State Department of transportation shall review transportation analyses for any area which is likely to affect traffic on state highways.

2. The analysis shall identify a multi-modal circulation and access plan identifying transportation infrastructure improvements, including changes to existing roads, new roads, transit service and non-motorized transportation facilities which are needed to provide transportation service to all of the proposed development, assuming full buildout of site and the Kitsap traffic analysis zones in which any portion of the development site is located, based on the levels of development permitted. This analysis shall include a capacity analysis of existing facilities and identify improvements and extensions needed to serve the affected areas at full buildout. The Transportation Analysis shall identify a Transportation Demand Management Plan (TDMP) for the area and identify how the TDMP coordinates with other TDMPs in the vicinity of the development, commute trips made by single occupant vehicles and vehicle miles traveled (VMT) per employee. The following listing is intended to provide a broad list of potential TDM strategies for incorporation into the TDMP's.
 - Provision of preferential parking for carpools and vanpools; bicycle parking facilities, changing areas/ showers for employees who walk or bike to work.
 - Provision of commuter ride matching services to facilitate employee ridesharing;
 - Provision of subsidies for transit fares, carpooling and/or vanpooling
 - Alternate Work Schedules/Flex time
 - On-site amenities such as cafeterias and restaurants, ATM's and other services that would eliminate the need for additional trips;
 - Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
 - Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care and emergency ride home service.
 - Employers or owners of worksites may form or utilize existing transportation management associations to assist members in developing and implementing Transportation Demand Management Plans.
6. The Transportation Analysis shall identify any feasible alternatives for providing transportation service in the affected areas.
7. The Transportation Analysis shall identify potential methods for funding the design and construction of the system improvements needed to serve the affected areas at full buildout.

8. The Transportation Analysis may provide for phased implementation of the identified improvements, provided that no development subject to Master Planning requirements shall be approved until a commitment to provide developer improvements identified by the Transportation Analysis. All improvements shall meet the adopted concurrency standards of Kitsap County, as set forth in KCC chapter 20.04.
9. The Transportation Analysis shall include appropriate trip generation analyses, trip distribution analyses, and level of service analyses. The Director of Public Works shall require the applicant to use standard trip generation rates published by the Institute of Transportation Engineers or other documented information and surveys approved by the department. The Director of Public Works may approve a reduction in generated vehicle trips based on additional information supplied by the applicant, including information related to commute trip reduction programs pursuant to KCC chapter 20.08. The calculation of vehicle trip reductions shall be based upon recognized technical information and analytical process that represent current engineering practice. The Director of Public Works shall have final approval of such data, information and technical procedures as are used to develop trip generation analyses, trip distribution analyses, and level of service analyses.

Section 415.205: Transportation Service Standards

Public transportation facilities, including road, transit and non-motorized vehicle systems, shall be designed and constructed in accordance with and shall meet the Level of Service standards set forth in the Kitsap County Comprehensive Plan, and all applicable standards for the design and construction of roads and streets for the agency or agencies with jurisdiction over the particular transportation improvement in effect at the time the Master Plan is prepared.

Any development subject to a Master Plan shall make provision for such reserved tracts, easements and/or rights-of-way as may be necessary to facilitate extension of transportation facilities identified in the Master Plan to adjoining properties in the vicinity of the development.

Section 415.300: Open Space Component

Based on elements required in the Master Plan Scoping Summary Notice (Section 415.600.3), a Master Plan shall include an Open Space Component meeting the following criteria:

1. The Master Plan shall identify an interconnected system of passive open spaces, habitat areas and recreational trails accessible to the public and coordinated with and linked to adjacent regional trails. All proposed open spaces and trails shall be based on adopted standards and shall be consistent with and coordinated with adopted County park, open space and trail plans and with the Kitsap County Critical Areas Ordinance.
2. Master plans shall provide for the construction and long-term maintenance of identified trails and open space, based on National Park and Recreation Association guidelines for accessibility. Construction and long-term maintenance of trails and open space may be achieved through dedication of conservation easements, or other public or private means.

Section 415.400: Economic Development Component

Based on elements required in the Master Plan Scoping Summary Notice (Section 415.600.3), a Master Plan shall include an Economic Development Component meeting the following criteria:

1. Master Plans shall strive to create developments in which 50% of jobs pay the average or higher than average annual covered wage for Kitsap County as defined and published by the Washington State Division of Employment Security, “Kitsap County Profile” or comparable publication by that entity. Master Plans must include a wage calculation as follows:
 - a. Plans shall identify, as far as possible, the anticipated land uses for the proposed development.
 - b. Plans shall identify, as far as possible, the anticipated type and number of jobs which the proposed development is intended to accommodate.
2. Technology Infrastructure. Master Plans shall contain a plan for technology infrastructure to be constructed by the developer, according to adopted County technology regulations and the following criteria:
 - a. The plan shall depict the type and siting of technology infrastructure serving planned and future development in the area. The plan shall include fiber optic or other high-speed data links or conduit for fiber optic or other high-speed data links to regional technology infrastructure and to other technology infrastructure within the master planned area.
 - b. The plan shall demonstrate a provision for reserve capacity and/or potential for future expansion of technological capability. Upon adoption of regional technology guidelines, goals, policies and/or standards, these shall be consulted as to the suitability of the type of infrastructure to be installed and/or accommodated in the future.
3. Design Standards. Master Plans shall adhere to any Design Standards adopted as a requirement of the subarea in which the development is located. No Master Plan shall be approved for a subarea requiring design standards until design standards have been developed and approved in accordance with subarea plan policies.

Section 415.500: Environmental Analysis Component of Master Plan

Based on elements required in the Master Plan Scoping Summary Notice (Section 415.600(3)): a Master Plan shall include an Environmental Analysis meeting the following criteria:

1. The Master Plan shall identify existing conditions on the site, including the delineation of all critical areas, as defined in KCC Title 19, which are located in whole or in part in the master planning area for the proposed development.
2. The Master Plan shall, to the extent as may be otherwise required by KCC section 19.700, include the following special reports:
 - a. Wetland Report/Wetland Mitigation Plan.

- b. Habitat Management Plan, including wildlife corridor links and connections.
 - c. Geotechnical Report /Geological Report.
 - d. Hydrogeological Report which addresses aquifer recharge area protection and includes analysis of groundwater quantity and quality, hydrologic continuity and impacts to stream flow in adjacent streams.
3. The Master Plan shall identify all federal and state permits and approvals required for development of the site, including but not limited to NPDES permits, HPA approvals, and approvals required pursuant to the Endangered Species Act. To the extent that mitigation plans are required for such permits, conceptual plans for such mitigation shall be identified in the Master Plan, recognizing that final approval authority for such mitigation plans may rest with agencies other than Kitsap County.

Section 415.505: Environmental Standards for Master Plans

Development within a Master Plan area shall comply with the substantive environmental standards identified in other regulations pertinent to the specific subarea and KCC Title 19 (Critical Areas Ordinance) in effect at the time a Master Plan is prepared.

Section 415-525: Environmental Review

Kitsap County staff shall endeavor to make a SEPA determination at the earliest possible stage in the Master Plan Review Process. A SEPA threshold determination shall be made no later than Step 5 of the Master Plan Review Process outlined in Section 415.600. If, at any time during the master plan review process, an Environmental Impact Statement is determined to be required, timelines and processes shall revert to those under the Kitsap County SEPA Ordinance (Title18). If an EIS is determined to be required, the development of the master plan may be completed concurrently with development of environmental documents.

Section 415.550: Parties to Master Plan

Landowners representing a majority of property-owners in the subbasin/master plan area shall be party to the Application for Master Plan Scoping and the Application for Master Plan Approval for that subbasin/master plan area. The master plan will include the properties of non-participants in the master plan development process.

Section 415.600: Master Plan Review Process

A proposed Master Plan shall be processed as a Type II development application under KCC 21.04.070. The Master Plan will require a Pre-application meeting as described at KCC 21.04.040: After the applicant has received the Summary Letter from the pre-application meeting, the following process will apply. [The purpose and goal of this process is to allow the Director and the applicant to tailor the extent of the submittals under this ordinance to the actual and unique circumstances and scope of the proposed development seeking Master Plan approval.](#)

1. An application for Master Plan Scoping together with a SEPA checklist shall be submitted by the Applicant to the Department.

2. A Master Plan Scoping Conference will be held between the Department and the applicants to identify the required components of the Master Plan; to determine the assumptions and standards to be applied in the Plan; and to identify existing information and analyses which may be used in the Master Plan process together with any site-specific issues of concern. The applicant will provide preliminary project information to the extent required to complete the scoping process.
3. Within 30 days of the scoping conference, a written Scoping Summary Notice will be mailed to the Applicant. This notice will include a summary of overall scoping conclusions and a review of elements necessary for an application for a Master Plan and will direct the applicant to proceed with development of the Master Plan. The Scoping Summary Notice will also describe the level of environmental review needed for the Master Plan, which may include a SEPA threshold determination. Upon receipt of the scoping notice the applicant will return a signed copy to the Department.
4. The applicant shall be responsible for all analysis and planning involved in the preparation of a completed Master Plan. Upon completion of the master plan, the Applicant shall submit an application for Master Plan approval. Within forty-five days of such application, and in order to ensure that all Master Plan requirements have been addressed, the Department will issue a notice, using the procedure described in KCC 21.04.050, declaring the Master Plan application to be Complete or Incomplete.
5. Upon determination that the Master Plan Application is complete and ready for review, the Department shall complete a technical review of the Master Plan and will act on the application in accordance with the procedures and time lines of KCC Title 21.04.070 for a Type II application. Approval of a Master Plan shall be subject to the appeal procedures set forth for such Type II decisions in KCC Title 21.04.120
6. Following approval of a Master Plan, development activity pursuant to each Master Plan shall be reviewed and approved subject to Kitsap County Site Development, Building, and related permits only. No additional Land Use permitting will be required, provided such development is consistent with the Approved Master Plan.

Section 415.650: Subdivision of areas subject to master planning

Properties subject to master planning (KCC 17.415) may not be subdivided under KCC Title 16 until a Master Plan has been approved. Properties subject to master planning (KCC 17.415), which desire subdivision, will be subdivided under KCC Title 16 concurrently with a Master Plan approval process. [KCC Title 16 does not apply to publicly owned lands.](#)

~~Section 415.700: Duration of Approval for Master Plans~~

~~The requirements of KCC 21.04.110 “Timelines and Duration of Approval” shall not apply to areas master planned under this section. Instead, the following will apply:~~

- ~~1. Master Plans approved under Section 25 shall be valid for a period of ten (10) years after approval. If the project is to be completed in phases, the Master Plan shall include a phasing plan with a timetable encompassing the ten-year duration of the Master Plan.~~
- ~~2. Approved Master Plan holders may receive five-year extensions from the Director in accordance with the criteria below:
 - ~~a. An extension request must be filed in writing with the Director at least sixty (60) days prior to the expiration of the approval period.~~
 - ~~b. The applicant must demonstrate to the Director tangible progress toward completion of the approved master planned development.~~
 - ~~c. The applicant must demonstrate to the Director that there are no significant changes in conditions which would render approval of the extension contrary to the public health, safety or general welfare.~~
 - ~~d. An extension request must include a revised phasing plan.~~~~
- ~~3. The Director may take either of the following actions upon receipt of a timely extension request:
 - ~~a. Approve the extension if no significant issues are presented under the criteria set forth in this section;~~
 - ~~b. Conditionally approve the extension if any significant issues presented are substantially mitigated by minor revisions to the original master plan; or~~
 - ~~c. Deny the extension if any significant issues presented cannot be substantially mitigated by minor revisions to the approved master plan.~~~~
- ~~4. A request for extension shall be processed as a Type II action.~~

Section 415.700800: Amendment of Master Plans

Master Plans may be amended or changed through a Type II application consistent with Title 21.04.070 if the amendment meets the following criteria:

- ~~a. The applicant must have approval of all parties to the existing Master Plan whose ownership portion of the master planned area would be physically changed by the proposed amendment.~~
- b. The amended Master Plan must conform to all requirements of this chapter.
- c. The applicant must demonstrate to the Director that there are no significant changes in conditions which would render approval of the amendment contrary to the public health, safety or general welfare.
- ~~d. An amendment request must include a revised phasing plan.~~
- ~~d. The amendment itself will not extend the duration of the original Master Plan.~~

The Director shall approve the amendment if it conforms to the requirements of this Chapter. ~~may take either of the following actions upon receipt of an amendment.~~

- ~~a. Approve the amendment if no significant issues are presented under the criteria set forth in this section;~~

- ~~b. Conditionally approve the amendment if any significant issues presented are substantially mitigated by minor revisions to the original master plan; or~~
~~e.a. Deny the amendment if any significant issues presented cannot be substantially mitigated by minor revisions to the approved master plan.~~

NEW CHAPTER. SECTION 4. A NEW CHAPTER 17.365, “BUSINESS CENTER ZONE”, IS ADDED TO TITLE 17 KITSAP COUNTY CODE, TO READ AS FOLLOWS:

Sections:

- 17.365.010 Purpose**
- 17.365.020 Uses**
- 17.365.025 Master planning required**
- 17.365.030 Height regulations**
- 17.365.040 Site requirements**
- 17.365.050 Signs**
- 17.365.060 Off-street parking and loading**
- 17.365.070 Site landscaping and design plan**
- 17.365.080 Performance standards**
- 17.365.090 Administration**

Section 17.365.010: Purpose

This zone is intended to provide for integrated grouping of medium to large size businesses within an attractive park-like setting. The Business Center (BC) Zone allows flexibility in the amount of space within each business dedicated to office use, warehousing, and/or light manufacturing operations. Permitted businesses are intended to support the creation, development and retention of primary wage employment in the professional and technical fields, and not intended for the general retail commercial needs of the area. In order to allow higher intensity uses while protecting environmental resources, master planning by watershed subbasin is required unless specifically exempted.

Section 17.365.020: Uses

The following uses are prohibited within the Business Center Zone.

- A. Residential Uses, except by caretaker of property in conjunction with a permitted use.
- B. Adult entertainment
- C. Animal-related facilities such as stockyards, slaughterhouses and rendering, tanning and butchering facilities.
- D. Uses generating obnoxious impacts as defined under KCC Section 17.455.110.
- E. Processing, milling or grinding of lumber, stumps, paper, pulp etc.

- F. Gravel, asphalt, and concrete mixing; rock crushing and top soil production facilities or operations
- G. Sales and storage of autos, recreational vehicles, heavy equipment, boats and trailers unless associated with a primary use of on-site manufacturing of same, subject to provisions of KCC Section 17.370.020.A.5
- H. Shipping Container storage, open storage yards and lay down yards not associated with the primary use.
- I. Water and energy intensive businesses
- J. Regional retailers & large supermarkets
- K. Automotive salvage yards
- L. Self Storage facilities
- M. Assembly, processing or manufacturing facilities performing on-site hazardous substance processing and handling, or hazardous waste treatment and storage facilities unless clearly incidental and secondary to a permitted use. On-site hazardous waste treatment and storage facilities shall be subject to the state siting criteria (RCW 10.105).
- N. Bulk storage of hazardous materials not used in an on-site manufacturing process resulting in a regulated product.

For a list of examples of allowable uses in the BC Zone see Business Park, Business Center and Industrial Use Table at KCC 17.370.020.

Section 17.365.025: Exemptions from Master planning.

Except as specifically exempted below, all development within this zone must be accomplished under the Master Planning Mechanism (*Section 415*).

A. SOUTH KITSAP INDUSTRIAL AREA

Development in the Business Center zone located immediately to the Northeast of the existing Industrial zone (as depicted in the South Kitsap Industrial Area Plan, (page 30, figure 3) will have the option of utilizing the Master Planning mechanism (KCC 17.415). Those developments, in this area, opting not to comply with Section 415 (Master Planning) must complete Site Plan Review for Permitted Uses depicted on the Business Center Use Table (370.020).

Section 365.030: Height Regulation.

No structure shall be hereafter erected, enlarged, or structurally altered to exceed thirty-five (35) feet in height, EXCEPT a greater height may be allowed upon review/approval by the Director with concurrence from the Fire Marshall/Fire District, if the net result is an overall increase in areas used for open space, recreational areas, or other public amenities, or the design results in a more creative or efficient use of land.

Section 365.040: Site Requirements.

- A. Site area - There shall be no minimum site area within this zone.

- B. Yard abutting a residential zone -- The minimum site setback shall be seventy-five (75) feet for any yard abutting a residential zone, unless berming and landscaping approved by the Director is provided which will effectively screen and buffer the business park activities from the residential zone which it abuts; in which case, the minimum site setback may be reduced to less than seventy-five (75) feet but no less than twenty-five (25) feet. In all other cases, minimum site setbacks shall be twenty (20) feet. No structures, open storage, or parking shall be allowed in the setback area. The plan for landscaping may only be approved if the landscaping is designed to preserve the quality of the residential zone.
- C. Site coverage - Site coverage will be determined through the master plan process in accordance with subarea and master plan policies.
- D. Service roads, spur tracks, and hard stands. No service road, spur track, or hard stand shall be permitted within required yard areas that abut residential zones.
- E. Yards are required where side or rear lot lines abut railroad right-of-way or spur tracks.
- F. Fences, walls and hedges will be allowed inside of a boundary planting screen where it is necessary to protect property of the industry or business concerned; or to protect the public from a dangerous condition. Fences may not be located in or adjacent to a required yard adjacent to a public right-of-way.

Section 365.050: Signs.

Signs shall be permitted according to the provisions of Section 445, providing that signs also conform to design standards associated with this zone and/or design standards associated with a particular subarea.

Section 365.060: Off-street Parking and Loading.

Off-street parking and loading shall be provided as required by Section 435.

Section 365.070: Site Landscaping and Design Plan.

Development within this zone shall be subject to review and approval by the Director of a site landscape and design plan based on conformance to design standards associated with this zone and/or design standards associated with a particular subarea. In addition to the requirements of Section 385, the following requirements shall apply:

- A. All required landscaping shall be installed prior to occupancy, unless installation is bonded at 150 percent of the cost of materials and labor (or other method) for a period not to exceed six (6) months.
- B. Required rear and side yard setback areas abutting a residential zone shall provide and maintain a dense evergreen buffer which attains a mature height of at least eleven (11) feet, or other screening measure as may be prescribed by the Director.
- C. Required setback areas adjacent to streets and those abutting a residential zone shall be continuously maintained in plantings, with such live ground cover and trees or shrubs established and maintained in a manner providing a park-like character to the property.
- D. Areas which are to be maintained in their natural setting shall be so designated on a landscape plan, and subject to the review and approval of the Director.

- E. All mechanical, heating, and ventilating equipment shall be visually screened whether on grade or building mounted.

Section 365.080: Performance Standards.

No land or structure shall be used or occupied within this zone unless there is compliance with the following minimum performance standards:

- A. Maximum permissible noise levels - shall be in compliance with the Kitsap County Noise Ordinance.
- B. Vibration - other than that caused by highway vehicles, trains, and aircraft which is discernible without instruments at the property line of the use concerned is prohibited.
- C. Smoke and particulate matter - air emissions must meet standards approved by the Puget Sound Air Pollution Control Authority.
- D. Odors - the emission of noxious gases or matter in such quantities as to be readily detectable at any point beyond the property line of the use causing such odors is prohibited.
- E. Heat and glare - except for exterior lighting, operations producing heat and glare shall be conducted within an enclosed building. Exterior lighting shall be designed to shield surrounding streets and land uses from nuisance and glare.

Section 365.090: Administration.

- A. As a condition for the granting of a building permit and/or site plan approval, at the request of the Director, information sufficient to determine the degree of compliance with the standards in this Title, shall be furnished by the applicant. Such request may include continuous records of operation, for periodic checks to assure maintenance of standards or for special surveys. Maximum permissible noise levels shall be in compliance with the Kitsap County Noise Ordinance.
- B. All business, service repair, processing, storage, or merchandise display on property abutting or across the street from a lot in any residential zone, shall be conducted wholly within an enclosed building unless screened from the residential zone by a site-obscuring fence or wall.

SECTION 5. KITSAP COUNTY CODE SECTION 17.370.020, ADOPTED BY ORDINANCE 216-1998, IS AMENDED AS FOLLOWS:

17.370.020: Uses.

The following Business Center, Business Park and Industrial Use Table 17.370.020 is a list of examples of allowable uses in the business park (BP) and industrial (IND) zones.

Any use allowed in the airport (A) zone is also an allowable use in the IND and BP zones utilizing the same review process as identified in the airport zone. The appropriate review, as listed, is mandatory.

Business Center, Business Park and Industrial Use Table 370.020

USES		BP	<u>BC</u>	IND
A. Services, Retail and Amusements				
1.	Laundry for carpets, overalls, rugs, and rug cleaning, using non-explosive and non-flammable cleaning fluids	SPR	<u>P</u>	SPR
2.	Parcel delivery service	SPR	<u>P</u>	SPR
3.	Animal hospital, kennels and animal boarding places	SPR	<u>P</u>	SPR
4.	Ambulance service	SPR	<u>P</u>	SPR
5.	All types of automobile, motorcycle, truck, and equipment service, repair, and rental	SPR	<u>P</u>	SPR
6.	Boat building, and repair	SPR	<u>P</u>	SPR
7.	Fuel oil distributors	X	<u>X</u>	SPR
8.	Service commercial uses such as banks, restaurants, cafes, drinking places, automobile service stations, and other business services located to serve adjacent industrial areas	C	<u>P</u>	SPR
9.	Retail or combination retail/wholesale lumber and building materials yard	X	<u>P1</u>	SPR
10.	Manufactured home and trailer storage or rental	X	<u>X</u>	SPR
11.	Amusement park	X	<u>X</u>	C
12.	Circus, carnival or other type of transient and outdoor amusement enterprises	X	<u>X</u>	SPR
13.	Race track; auto or motorcycle	C	<u>X</u>	C
14.	Museums, aquariums, historic, or cultural exhibits	SPR	<u>P</u>	SPR
15.	Tourism facilities including outfitters, guides, and seaplane and tour-boat terminals	SPR	<u>P</u>	SPR
1.	Assembly and fabrication of sheet metal products	SPR	<u>P</u>	SPR
2.	Assembly, manufacture, compounding, packaging or treatment of articles or merchandise (Non-Hazardous)	SPR	<u>P</u>	SPR
3.	Assembly, manufacture, compounding, packaging or treatment of articles or merchandise (Hazardous)	X	<u>X</u>	C
4.	Ship building, dry dock, ship repair, dismantling	X	<u>P</u>	SPR
5.	Manufacture of paper and by-products of paper	X	<u>X</u>	SPR
6.a	Manufacture of roofing paper or shingles, asphalt in facilities less than 10,000 square feet	SPR	<u>P</u>	SPR
6.b	Manufacture of roofing paper or shingles, asphalt in facilities 10,000 square feet or greater	C	<u>P</u>	C
7.	Manufacture of mobile and manufactured homes	X	<u>P</u>	SPR

1 Retail must be associated with a primary permitted use.

P= Permitted; SPR=Site Plan Review, Section 410; C=Conditional Uses, Section 420; X =Uses specifically prohibited

Business Center, Business Park and Industrial Use Table 370.020 (continued)

USES		BP	BC	IND
8.a	Forest products manufacturing or shipping facilities which are not located on the waterfront	X	<u>P2</u>	SPR
8.b	Forest products manufacturing or shipping facilities which are located on the waterfront	X	<u>N/A</u>	C
C. Processing and Storage				
1.	Spinning or knitting of fibrous materials	SPR	<u>P</u>	SPR
2.	Non-marine related wholesale business, and warehouses not including mini-storage facilities	SPR	<u>P</u>	SPR
3.	Non-marine related cold storage plants, including storage and office	SPR	<u>X</u>	SPR
4.	Processing uses such as bottling plants, creameries, laboratories, blue printing, and photocopying, tire retreading, recapping, and rebuilding	SPR	<u>P</u>	SPR
5.	Storage or sale yard for building materials, contractors' equipment, house mover, delivery vehicles, transit storage, trucking terminal, and used equipment in operable condition	X	<u>X</u>	SPR
6.	Brewery, distillery, or winery	SPR	<u>P</u>	SPR
7.	Junkyards or wrecking yards	X	<u>X</u>	C
8.	Grain elevator and flour milling	X	<u>P</u>	SPR
9.	Sawmills, lumber mills, Planing mills, and molding plants	X	<u>P</u>	SPR
10.	Junk, rags, paper, or metal salvage, storage or processing	X	<u>X</u>	C
11.	Rolling, drawing, or alloying ferrous and nonferrous metals	X	<u>X</u>	SPR
12.	Rubber, treatment or reclaiming plant	X	<u>X</u>	SPR
13.	Slaughterhouse or animal processing	X	<u>X</u>	C
14.	Major petroleum storage and/or refining	X	<u>X</u>	C
15.	Recycling centers (excluding junkyards)	SPR	<u>X</u>	SPR
16.	Incinerator or reduction of garbage, offal, dead animals or refuse	X	<u>X</u>	C
17.	Marine-related storage of equipment, supplies, materials, boats, nets, and vehicles	X	<u>X</u>	SPR
18.	Cold storage facilities for marine or agricultural products	SPR	<u>X</u>	SPR
19.	Processing, grinding or mixing of organic material for topsoil or soil amendments	X	<u>X</u>	SPR
D. Aggregate Products				
1.	Manufacture of concrete products and associated uses	X	<u>X</u>	C
2.	Manufacture of concrete products entirely within an enclosed building	SPR	<u>P</u>	SPR
3.	Surface mining and quarries, subject to the provisions of the Mineral Resource Zone	X	<u>X</u>	C

2 Examples include: assembly of previously milled wood into furniture, cabinetry, decorative items, etc.

Business Center, Business Park and Industrial Use Table 370.020 (continued)

USES		BP	<u>BC</u>	IND
E. Other				
1.	Business and Professional services	P	<u>P</u>	SPR
2.	Welding shop	C	<u>P</u>	SPR
3.	Existing residential use without any increase in density	P	<u>P</u>	P
4.	Residential dwelling for caretaker on the property in conjunction with a permitted use	P	<u>P</u>	P
5.	Administrative, educational, and other related activities and facilities in conjunction with a permitted use	SPR	<u>P</u>	SPR
6.	Research Laboratory	SPR	<u>P</u>	SPR
7.	Aquaculture	X	<u>P</u>	C
8.	Cabinet, electrical, plumbing, sheet metal/welding, electroplating and similar fabrication shops	SPR	<u>P</u>	SPR
9.	Marine manufacturing repairs and services	SPR	<u>P</u>	SPR
10.	Shellfish/fish hatcheries and processing facilities	X	<u>X</u>	C
11.	Marinas	X	<u>X</u>	C
12.	Forestry	P	<u>P</u>	P
13.	Agriculture	P	<u>P</u>	P
14.	Industrial Park	SPR	<u>N/A</u>	SPR
F. Public Services and Facilities				
1.	Police and fire substations	SPR	<u>P</u>	SPR
2.	Educational institutions	SPR	<u>P</u>	SPR
3.	Land/water transshipment facilities, including docks, wharves, marine rails, cranes, and barge facilities	C	<u>P</u>	C
4.	Recreational Facilities Public/Private	C	<u>P</u>	C

P= Permitted; SPR=Site Plan Review, Section 410; C=Conditional Uses, Section 420; X =Uses specifically prohibited

NEW SECTION. SECTION 6. A NEW SECTION IS ADDED TO KITSAP COUNTY CODE CHAPTER 17.370, “INDUSTRIAL ZONE (IND)”, AS FOLLOWS:

Section 17.370.025: Master Planning Optional

Development within the Industrial Zone will have the option of utilizing the Master Planning mechanism (Section 415) except as specifically required below:

- A. Development within any subbasin, any portion of which is zoned “Business Center” and is not exempted from compliance with Section 415 (Master Planning), must meet the requirements of Section 415. Within these subbasins, master planning is required to the extent that, even if no development is planned within Industrial portions for the subbasin, analysis, coordination and master planning of infrastructure must be completed.

- B. For those developments opting to comply with Section 415 (Master Planning), uses normally requiring Conditional Use or Site Plan Review processes will be processed as Permitted uses. (See Business Park, Business Center and Industrial Use Table (370.020).
- C. Uses permitted under the approved master plan shall be required to obtain all necessary development permits including, but not limited to, building permits and site development activity permits and shall be subject to SEPA review as required.

SECTION 7. KITSAP COUNTY CODE SECTION 17.370.030, ADOPTED BY ORDINANCE 216.1998, IS AMENDED AS FOLLOWS:

030. Height Regulation [Industrial Zone]

No structure shall be hereafter erected, enlarged, or structurally altered to exceed thirty-five (35) feet in height, EXCEPT a greater height may be allowed upon review/approval by the Director with concurrence from the Fire Marshall/Fire District, if the net result is a more efficient or creative use of land for aviation or an overall increase in areas used for open space, recreational areas, or other public amenities, ~~or the design results in a more creative or efficient use of land.~~

SECTION 8. KITSAP COUNTY CODE SECTION 17.370.090, ADOPTED BY ORDINANCE 216.1998, IS AMENDED AS FOLLOWS:

- B. In the case of an approved or recognized master planned industrial development or an industrial park (as described in Section 17.370.090(A)), which was approved prior to ~~January 1, 2003~~ the time of the final approval of the applicable subarea plan, any use identified in Table 17.370.020 as requiring site plan review shall be considered a permitted use if consistent with the approved or recognized plan and shall be submitted exactly as identified and proposed in the approved master plan or industrial park plan, ~~and~~ subject to the development requirements of the master plan or industrial park approval. Further permitted uses under this section shall be required to obtain all necessary development permits including, but not limited to, a building permit and a site development activity permit and shall be subject to SEPA review as required. After the final approval of any applicable subarea plan, any changes or amendments submitted involving plans previously recognized or approved under this section must be processed under the Master Planning section of KCC 17.415. ~~Changes or updates to those master plans or industrial parks approved prior to January 1, 2003, must be completed under the Master Plan process (Chapter 17.415).~~

SECTION 9. KITSAP COUNTY CODE SECTION 17.375.050, ADOPTED BY ORDINANCE 216.1998, IS AMENDED AS FOLLOWS:

050. Height Regulation [Airport Zone]

No structure shall be hereafter erected, enlarged, or structurally altered to exceed thirty-five (35) feet in height with the exception of aircraft hangar buildings. A greater height may be allowed upon review/approval by the Director with concurrence from the Fire Marshall/Fire District, if the net result is a more efficient or creative use of land for industry or an overall increase in areas used for open space, recreational areas, or other public amenities, ~~or the design results in a more creative or efficient use of land~~

NEW SECTION. SECTION 10. A NEW SECTION IS ADDED TO KITSAP COUNTY CODE CHAPTER 17.375, “AIRPORT ZONE (P)”, AS FOLLOWS:

Section 17.375.045: Master Planning.

- A. Development within any subbasin, any portion of which is zoned “Business Center” and is not exempted from compliance with Section 415 (Master Planning), must meet the requirements of Section 415. Within these subbasins, master planning is required to the extent that, even if no development is planned within Airport or industrial portions for the subbasin, analysis, coordination and master planning of infrastructure must be completed.
- B. Uses permitted under the approved master plan for these areas shall be required to obtain all necessary development permits including, but not limited to, building permits and site development activity permits and shall be subject to SEPA review as required.

SECTION 11. KITSAP COUNTY CODE SECTION 17.640.000, “APPLICATION FEE SCHEDULE”, LAST AMENDED BY ORDINANCE 291-2002, IS AMENDED AS FOLLOWS:

Table 21.06.100

KITSAP COUNTY DEVELOPMENT PERMIT FEE SCHEDULE		
Assessor		
Open Space/Current Use Assessment Application Fee	\$250	
Application for Classification as Open Space Land for Current Use Assessment		
Application for Classification as Farm and Agricultural Land for Current Use Assessment		
Application for Classification as Timber Land for Current Use Assessment		
Community Development		
Pre Permit Actions		
Pre Application Meeting	\$250	100% applied toward any Permit for same project within 12 months of Pre Application Meeting Summary Letter
Zoning Confirmation Letter	\$150	Per Letter
Critical Area Pre Permit Site Visit	\$50	Per Visit
Title Elimination Request	\$150	
Shoreline Exemption Request	\$150	
Administrative Land Subdivisions And Land Use Decisions (Type I & II)*	\$1,750	
Large Lot Subdivisions		
Short Subdivisions (Short plats)		
Binding Site Plans		
Administrative Site Plan Reviews		
Minor Site Plan Reviews		
Master Plan Scoping		
Master Plan Approval		
Administrative Land Subdivision Amendments (Type II)*	\$875	
Hearing Examiner And Board of Commissioner Decisions (Type III & IV)*	\$2,500	
Conditional Use Permits		
Hearing Examiner Site Plan Reviews		
Plats		
Performance Based Development		
Shoreline Substantial Development Permit		
Residential		
Commercial		
Shoreline Conditional Use Permits		
Site Development Activity Permits (SDAP's)		
Grading (No impervious surface created)	\$500	<500 cubic yards
	\$750	≥500 but <5000 cubic yards
	\$2,500	5000 cubic yards or more

Table 21.06.100 (continued)

SDAP's for Single Family Residences and Accessory Dwelling Units	\$750	
All other SDAP's	\$3,000	
Additional Inspection Fee	\$75	
Additional Plan Reviews Beyond 2 Reviews	25%	of initial SDAP fee
Permit Renewal	50%	of initial SDAP fee
<u>Other Community Development Fees</u>		
Address Request	\$50	(No Charge if submitted with Building Permit)
Appeals	\$200	
Building Permits		Per Chapter 3 of Title 14
Environmental Impact Statement Review (EIS)		Staff Hourly wage +30%
Home Business Permits	\$250	
Monitoring Report Review	\$250	Per Report
Road Approach	\$150	(No Charge if submitted with Building Permit or SDAP)
Road Name Petition (No fee if part of land subdivision)	\$200	
SEPA Checklist Review without another permit	\$250	
Sign Permit	\$250	
Temporary Land Use Permit	\$250	
Third Party Review of Application	110%	of Contract Rate + listed fee
Timber Harvest Permit	\$500	
Variances and Conditional Waivers		
Director	\$250	
Hearing Examiner or County Commissioners	\$500	
PUBLIC WORKS		
Franchise Permit	\$135	
Oversize Vehicle Permit	\$50	
Petition for Sale of Tax Title Strip	\$450	
Right-of-Way Use and Improvement	\$1,500	
Right-of-Way Vacation Petition	\$550	
Temporary Right-of-Way Use	\$250	
Traffic Concurrency Test	\$200	(No fee if submitted with Building Permit)
Capacity Inquiry		
Capacity Reservation		
Certificate of Concurrency		
Renewal of any Concurrency test listed above	\$25	
Utility Line/Right-of-Way Permits:		
Crossing	\$75	
Longitudinal	\$75	up to 250 ft \$0.05 per ft thereafter
Extra Inspections	\$25	
Non-disturbing activities	\$20	

*Refer to Chapter 21.04 for definitions of Type I, II, II and IV permits

SECTION 12. KITSAP COUNTY CODE SECTION 21.04.030, “TYPE CLASSIFICATION OF DEVELOPMENT ACTIVITIES, PERMITS AND REGULATIONS”, ADOPTED BY ORDINANCE 219-1998, IS AMENDED AS FOLLOWS:

21.04.030: Type classification of development activities, permits and regulations.

- A. Upon presentation, all development applications shall be classified by the county as either Type I, Type II, Type III or Type IV. The classification shall be in accordance with Table 21.04.030 below and shall determine the process which will govern the review of the application for approval.
- B. If this chapter expressly provides that an application is subject to one of the four types of procedures or another procedure, then the application shall be processed accordingly. If this chapter does not expressly provide for review using one of the four types of procedures, and another specific procedure is not required by law, the review authority for the application in question shall classify the application as one of the four procedural types and it will be processed accordingly.
 - 1. The act of classifying an application shall be a Type I action. Classification of an application shall be subject to reconsideration and appeal at the same time and in the same way as the merits of the application in question.
 - 2. Questions about what procedure is appropriate shall be resolved in favor of the type providing the greatest public notice and opportunity to participate.

TABLE 21.04.030

PERMIT/ACTIVITY	Review Authority	CLASSIFICATION				
		Exempt	Type I	Type II	Type III	Type IV
Amendments – Comprehensive Plan (Legislative)	BC					X
Amendments – Regulations (Legislative)	BC					X
Appeals	HE				X	
Binding Site Plan	HE				X	
Building Code Interpretation	BO		X			
Building Permit	D	X				
Complete Application	D		X			
Conditional Use Permit	HE				X	
Construction Standards, Amendment	BC					X
Critical Areas Variance	HE				X	
Concurrency Certificates	CE		X			
Determination of Zone Boundaries	D		X			
Discretionary Administrative Determinations	D		X			
Final Plat	BC			X		
Landscape Plan Approval	D		X			
Large Lot Subdivision	CE			X		
<u>Master Plan Approval</u>	<u>D</u>			<u>X</u>		
Master Planned Developments	BC				X	
<u>Master Plan Scoping</u>	<u>D</u>			<u>X</u>		
Minor Site Plan Review	D		X			
Plan Interpretations	D		X			
Performance Based Development	HE				X	
Pre-application Conference Request	D		X			
Preliminary Plat	HE				X	
Road Vacation	BC				X	
Subdivision	HE				X	
SEPA Threshold Determination	D			X		
Shorelines Substantial Development, Conditional Use, Variance Permit	HE				X	
Short Subdivision	D/HE			X		
Site Development Activity Permit (grading, clearing, drainage)	CE			X		
Site Plan Review	D/HE			X		
Temporary Use	D		X			
Timber Harvest Permit	D		X			
Variance	HE				X	
Zoning Interpretations	D		X			

D = Director CE = County Engineer BO = Building Official HE = Hearing Examiner BC = Board of Commissioners

Severability. If any provision of this ordinance, or its application to any person, entity or circumstance is for any reason held invalid, the remainder of the ordinance, or the application of the provision to other persons, entities or circumstances is not affected.

DATED this _____ day of April, 2001.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

JAN ANGEL, Chair

ATTEST:

CHRIS ENDRESEN, Commissioner

Holly Anderson
Clerk of the Board

PATTY LENT, Commissioner

Approved as to form:

Deputy Prosecuting Attorney