



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

614 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682
(360) 337-7181 FAX (360) 337-4925 HOME PAGE - www.kitsapgov.com/dcd/

Larry Keeton, Director

NOTICE OF ADMINISTRATIVE DECISION

November 4, 2008

To: Interested Parties and Parties of Record

RE: Project Name: Manchester Place Short Subdivision #7342
Application: Short Subdivision
File Number: LIS#07 47097 (222402-3-001-2003)

Enclosed is the Administrative Decision issued by the Kitsap County Department of Community Development (DCD) for the above referenced application.

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER BEFORE THE CLOSE OF BUSINESS ON NOVEMBER 19, 2008. PLEASE NOTE: THE COURTHOUSE WILL BE CLOSED ON NOVEMBER 11, 2008.

Pursuant to the Kitsap County Land Use and Development Procedures, an appeal may be filed objecting to the Department's Decision. An appeal must be made in writing, and received by the Department of Community Development (DCD). At the time of filing the appeal, the appellant shall pay the sum of **five hundred dollars (\$500.00)**. This fee is non-refundable and subject to change. Make check payable to Kitsap County Department of Community Development (DCD).

The written appeal shall be made on, or attached to, an appeal form provided by DCD, and shall contain the following information.

1. The project name, project applicant, application type, and file number designated by the County;
2. The name, address, and signature of each appellant. If multiple parties file a single appeal, the appeal document shall designate, in writing, one party as the contact representative for all contact with the DCD Director and the Office of the Hearing Examiner. All contact between the County and the appellants regarding the appeal, including notices, shall be through this contact representative; and
3. A written statement of the specific aspect(s) of the Decision and/or SEPA determination being appealed, the reasons why each is in error

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as a matter of fact or law, and the evidence relied upon to prove the error.

The complete application file will be available for review at the Department of Community Development, Monday through Friday, except holidays, from 8:15 a.m. to 4:00 p.m.

If you have questions, please contact me at (360) 337-4487 or Candy Mursell at (360) 337-7181.

Sincerely,



Karen Ashcraft
Clerk of the Examiner

C: Frank Tweten, 4216 SE Mile Hill RD, Port Orchard, WA 98366
NL Olson & Associates, Inc., PO Box 637, Port Orchard, WA 98366

Interested Parties:

Ray Pardo, 8414 E Caraway RD, Port Orchard, WA 98366



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Larry Keeton, Director

November 3, 2008

Frank Tweten
4216 SE Mile Hill Road
Port Orchard, WA 98366

Short Subdivision No. 7342
LIS No. 07 47097
Tax Account No. 222402-3-001-2003

Dear Mr. Tweten:

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

This decision is in compliance with the Kitsap County Code Title 21.04.070 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 Subdivisions.

The Department has further determined that the subdivision as it is presented in the Preliminary Short Plat, received May 11, 2007 by the Department of Community Development, conforms (or will conform, subject to the conditions outlined in this letter) to the following:

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

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. Applicant shall comply with the conditions of approval stated in the Hearings Examiner Decision, File 080710-055 dated October 7, 2008, regarding the associated Conditional Use Permit 06 36892.

SURVEY

4. At the time of submittal of the Final Short Subdivision, a title certificate, current to within 30 days, is required. Please note or delineate all pertinent special exception items in schedule "B" of the title certificate.
5. Per Ordinance 345-2005, Short Subdivisions are required to have an Owners' Declaration on the face of the Short Plat map. Provide the Declaration

statement, along with space for the signatures of all owners and a Notary Public acknowledgement.

STORMWATER

6. 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.
7. Approval of the preliminary short 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.
8. The information provided demonstrates this proposal is a *Major Development* as defined in **Kitsap County Code Title 12**, and as such will require a Site Development Activity Permit (**SDAP**) from Development Engineering.
9. Stormwater quality treatment, and erosion and sedimentation control shall be designed in accordance with **Kitsap County Code Title 12** or as amended at the time of SDAP application. 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.
10. Kitsap County Code Title 12 classifies all water quality BMPs other than wet ponds/vaults, oil/water separators, and biofilters as experimental. The design engineer shall provide the required information as described in Section 6.6 of the Kitsap County Stormwater Design Manual with the SDAP application in order to gain approval from Development Engineering to use the experimental BMP. This requirement may be waived if the Washington State Department of Ecology (Ecology) has approved the specific BMP and the BMP is being utilized in accordance with the Ecology approval parameters. The water quality BMP shall be sized to provide treatment of the post-developed peak flow rate from the 6-month, 24-hour storm event per the KCSDM Section 6.2.
11. Any project that includes off site 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** or as amended at the time of SDAP application.
12. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before issuance of Occupancy Permits for this development, the person or persons holding title to the subject property 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. 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.

TRAFFIC AND ROADS

14. At Building Permit application, submit (KCPW Form 1601) for issuance of a Concurrency Certificate, as required by KCC Section 20.04.030 Transportation Concurrency.
15. Construction of handicap access facilities within existing or proposed County right-of-way shall conform to the requirements of the Americans with Disabilities Act.
16. The property owners shall be responsible for maintenance of all landscaping within the existing and proposed right-of-way including any structures other than roadway, storm drainage facilities, and traffic signage. Maintenance shall include, but not be limited to, mowing of lawn areas. A note to this effect shall appear on the face of the final plat map and the accepted construction plans. In addition, Development Engineering reserves the right to require that covenants be recorded to address special maintenance requirements depending on final design.
17. Provide surveyed cross-sections at 50-foot intervals on E Main St and Spring St E. 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.
18. 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. Please denote the design vehicle on the plan set if different than the Kitsap County design vehicle. Existing approaches may need to be improved to meet current standards.
19. A wheelchair ramp shall be provided on the west side of the site approach on E Main St and wheelchair ramps shall be provided on Spring St E. Include on the plan set curb ramp details that meet the requirements of the Americans with Disabilities Act per WSDOT Standard Plan F-40 cement concrete sidewalk and approach details.
20. Sidewalk, curb and gutter shall be constructed along the west property line fronting Spring St E and the north property line fronting E Main St.
21. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
22. The developer's engineer shall certify that there is adequate entering sight distance at the intersection of the site access and E Main St. 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 minimum sight triangle.
23. Any work within the County right-of-way shall require a permit to perform work on County right-of-way and possibly a maintenance or performance bond. This application to perform work in the right-of-way shall be submitted as part of the SDAP process. The need for and scope of bonding will be determined at that time.

HEALTH DISTRICT

24. Any existing septic tanks must be pumped with certification of abandonment provided to the Health District.

WASTEWATER

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

SOLID WASTE

26. 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 (e.g. dumpster size and location) for the project. Pay particular attention to the access requirements of collection trucks. Provide documentation from the solid waste/recycling service provider that their requirements for this project have been met.
27. The SDAP submittal shall show solid waste dumpster location, method for securing the enclosure gates in an open position and pad sizes on the civil plans submitted for approval. Details of the enclosure, including interior dimensions, building materials and lighting must be included with the civil plans prior to final approval. These details may be architectural drawings attached to the civil plans. Provided area must accommodate a minimum 6-yard dumpster.
28. The SDAP submittal shall show that at least 150 square feet of exterior recyclable materials storage space for the project. Describe collection containers and show their locations, method for securing the enclosure gates in an open position and pad dimensions on the civil plans submitted for approval. Details of the enclosure, including interior dimensions, building materials and lighting must be included with the civil plans prior to final approval. These details may be architectural drawings attached to the civil plans.
29. If using a compactor, liquid wastes generated as a result of compaction must not discharge into the stormwater system per BKCBH Ordinance No. 1996-11, Section IV.2.a.

OTHER

30. Construction of rock walls or other retaining facilities that exceed four feet in height shall require a building permit.
31. Rock and retaining walls shall meet all applicable setback requirements of KCSDM 4.7.5.

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 could be granted.

Preparation of the final Short Subdivision shall be done in accordance with Kitsap County Code 16.48. All applicable conditions of preliminary approval must be addressed prior to submitting the Final Short Subdivision application. Submittals that do not address all comments will be considered incomplete and returned without review. All of the above relevant conditions must appear on the final short plat. Any/all building

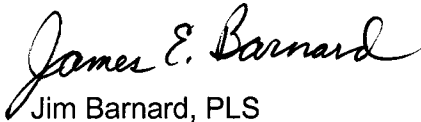
setbacks and buffers established as conditions of approval must also be delineated on the final short plat.

If you have any questions on this matter, please do not hesitate to contact Jeff Smith for Land Use matters; Candy Mursell for Survey matters; Shawn Aire for Stormwater matters; Dave Greetham for Environmental matters; Tina Turner for Fire Marshal matters, all of whom can be reached at (360) 337-7181. Please contact Nathan Holburn at (360) 337-5285 for Health District matters.

Please note that effective February 1, 2008, there is a fee and a Final Short Subdivision application form associated with the Final Short Subdivision, payable at the time of submittal. Please refer to our website at www.kitsapgov.com/dcd/ to view the new fee schedule.

Please refer to our website at www.kitsapgov.com/dcd/ for status information. This information is no longer available by e-mail and telephone.

Sincerely,



Jim Barnard, PLS
Development Engineering
Department of Community Development

cc: N.L. Olson and Associates, Inc.
Ray Pardo
File