



Administrative Staff Report

Report Date: November 6, 2020

Application Submittal Date: July 22, 2020

Application Complete Date: October 19, 2020

Project Name: Groom Envy

Type of Application: Minor Home Business

Permit Number: 20-03223

Project Location

403 SW Bishop Ct.

Port Orchard, WA

Commissioner District #2

Assessor's Account

5264-002-007-0009

Applicant/Owner of Record

Applicant: Tami Vornbrock

Owner: Bruce & Cynthia McKean

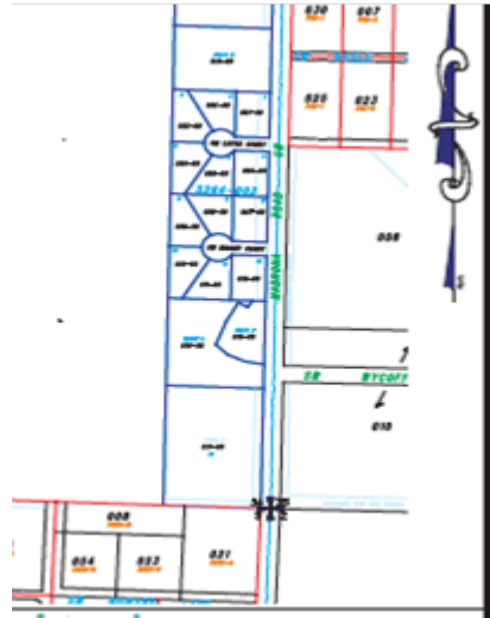
403 SW Bishop Ct.

Port Orchard, WA 98367

Decision Summary

Approved subject to 16 conditions listed under section 13 of this report.

VICINITY MAP



1. Background

The proposal is for a minor home business permit for onsite dog grooming services, including bathing and cutting of hair. No pets will be boarded. No more than four clients per day. Clients are scheduled with time in-between appointments to allow for pick up and drop off. The existing single-family residence is approximately 1,628 sf. and the attached garage is 480 sf and will be the area used for the business. Hours of operation are Tuesday-Saturday, 9am to 5pm by appointment only. No employees are proposed, the sole proprietor, Tami Vornbrock is the owner of the business. The property is zoned Rural Residential (RR) and is located at 403 SW Bishop Ct. in Port Orchard, WA. The property is served by on site septic and public water supply is provided by Parkview Terrace, water company.

2. Project Request

The applicant seeks approval for a Minor Home Business Permit for a dog grooming

business.

3. SEPA (State Environmental Policy Act)

Pursuant to WAC 197-11 and KCC 18.04.090, this project is exempt from SEPA review.

4. Physical Characteristics

The rectangular parcel according to the assessor database is .40 of an acre and is developed with a stick built single family residence. The residence was built in 1996. The 480 square foot attached garage is the area for proposed home business. The parcel has a parking area to accommodate the single-family residence and one client. The parcel is landscaped and shares a large hedge with the neighbor to the west, providing a screening buffer from the driveway and garage. The house is located on an existing berm, above the street, providing a visual buffer from the street.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	NA	NA. Request is not for a land division
Maximum Density	1 dwelling unit per 5 acres	
Minimum Lot Size	5 acres	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	140	NA
Minimum Lot Depth	140	NA
Maximum Height	35 feet	NA
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

Applicable footnotes: None

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (West)	20 feet	Existing
Side (North)	5 feet	Existing
Side (South)	5 feet	Existing
Rear (East)	10 feet	Existing

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Single family residence	Rural Residential
South	Single-family residence	Rural Residential
East	single-family residence	Rural Residential (RR)

West	Single family residence	Rural Residential
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Table 4 - Public Utilities and Services

	Provider
Water	Parkview Terrace
Power	Puget Sound Energy
Sewer	On-site septic
Police	Kitsap County Sheriff
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District #402

5. Access

The existing access is off Bishop Ct. located off Madrona Rd SW a county-maintained ROW.

6. Site Design

The grooming business will be located within the attached garage. The associated parking for the residence and the business is adjacent to the garage.

7. Policies and Regulations Applicable to the Subject Proposal

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

Kitsap County Comprehensive Plan, adopted June 30, 2016

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

Land Use Policy 59

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

Economic Development Goal 1

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

Economic Development Policy 3

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

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

Code Reference	Subject
Title 12	Storm Water Drainage
Title 13	Water and Sewers
Title 14	Buildings and Construction
Title 17	Zoning
Chapter 18.04	State Environmental Policy Act (SEPA)
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

8. Documents Consulted in the Analysis

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Home Business Application	July 22, 2020
Floor plan	July 22, 2020
Parking Analysis	July 22, 2020
Site Plan	July 22, 2020
Final Health District Approval	June 1, 2020
Project Narrative	July 22, 2020
Concurrency test	July 22, 2020

9. Public Outreach and Comments

This project is a Type 1 decision that did not require a Notice of Application (NOA)

Issue Ref. No.	Summary of Concern		Comment Letter Exhibit Reference No.
	N/A		
Issue Ref. No.	N/A	Staff Response	

10. Analysis

a. Planning/Zoning

A home business within the Rural Residential (RR) zone requires an administrative conditional use permit as specified in Kitsap County Code (KCC) Table 17.410.042.128, subject to footnotes 1 and 53. Footnote 1 indicates a home business is subject to compliance with Section 17.410.060 provisions applying to special uses. Footnote 53 further details the home businesses are subject to requirements of Section 17.410.060 (B). KCC 21.04.100 includes a specialized permit for home businesses, processed as a Type 1 application.

Minor home businesses are required to meet the provisions in KCC 17.410.060 B.1. b.

Minor home businesses shall be permitted in all residential zones subject to the following standards:

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

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

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

Staff comment: The structure resembles a residential garage and all business activities will be conducted within this structure. No outdoor storage or outdoor activities are proposed.

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

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

4. The business shall not occupy more than thirty percent of the gross floor area of the residence.

Staff comment: The total square footage of the residence is 1628 and the attached garage is 480 square feet, less than thirty percent.

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

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

6. No more than two employees, including proprietors (or independent contractors),

are allowed:

Staff comment: The owner of the business Tami Vornbrock, is the only employee of the business.

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

Staff comment: No signs are proposed. If signage is desired in the future a sign permit is required.

8. No outside storage is allowed.

Staff comment: No outside storage is proposed.

9. In order to assure compatibility with the dominant residential purpose, the director may require,
 - a. Patronage by appointment
 - b. Additional off-street parking
 - c. Other reasonable conditions

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

b. Lighting

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

c. Off-Street Parking

There are two parking spaces for the residence and one parking space for the business. Kitsap County /code does not have a standard for home businesses. Kitsap County Code 17.410.060.B. specifies the director may required additional off-street parking. However, after review of the application, additional parking was deemed unnecessary.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces

d. Signage

No signage is proposed in this application.

e. Landscaping

No landscaping is required. The proposed use will occur entirely within the existing garage.

Table 6 - Landscaping Table

	Required	Proposed
N/A	N/A	N/A

f. Frontage Improvements

N/A

g. Design Districts/Requirements

N/A; the property is not located within a design district.

h. Development Engineering/Stormwater

None.

i. Environmental

No environmental concerns.

j. Access, Traffic and Roads

Access is off Bishop Ct. Traffic is expected to be minimal or low, based on the proposed business activity, volume and scheduling.

k. Fire Safety

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

l. Solid Waste

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

m. Water/Sewer

On-site septic system and public water system serves the property.

n. Kitsap Public Health District

The proposal received a building clearance on June 1, 2020.

11. Review Authority

The Director has review authority for this Home Business application under KCC, Sections 17.410.060 (B) (1)(b) and 21.04.100. The Director may approve, approve with conditions, or deny a Home Business application.

12. Findings

10. The proposal is consistent with the Comprehensive Plan.
11. The proposal complies or will comply with requirements of KCC Title 17 and complies with or will comply with all the other applicable provisions of Kitsap County Code and all other applicable regulations, including all applicable development standards and design guidelines, through the imposed conditions outlined in this report.
12. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.
13. The proposal is compatible with and, to the extent DCD can impose conditions on the home business, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.

13. Decision

Based upon the analysis above and the decision criteria found in KCC 17.410.060 (B)(1)(b) the Department of Community Development recommends Minor Home Business request for Groom Envy be approved, subject to the following 16 conditions:

a. Planning/Zoning

1. The Minor Home Business for Groom Envy is not transferable to any individual, future property owner or location.
2. The Groom Envy grooming business use shall be incidental and secondary to the dominant residential use.
3. All business activity, including parking, shall be contained on the subject parcel;
4. The residential character of the building shall be maintained, and the business shall be conducted in such a manner as to moderate any outside appearance of a business.
5. The business shall not occupy more than thirty percent of the gross floor area of the residence.

6. The business shall not infringe upon the right of the neighboring residents to enjoy the peaceful occupancy of their homes.
7. The business is limited to no more than two (2) employees, including proprietors.
8. A single nonilluminated sign not to exceed four square feet is allowed, subject to a sign permit.
9. No outside storage is allowed.
10. All business patronage shall be by appointment only.
11. Business hours are limited to those proposed by the applicant, Tami Vornbrock, Tuesday through Saturday 9:00 AM to 5:00 PM.
12. The uses of the subject property are limited to the uses proposed by the applicant any other uses will be subject to review pursuant to the requirements of the Kitsap County Code (KCC). Unless in conflict with the conditions stated and/or any regulations, all terms and specifications of the application shall be binding conditions of approval. Approval of this project shall not, and is not, to be construed as approval for the extensive use or other utilization of the subject property.
13. The decision set forth herein is based upon representation made and exhibits contained in the project application # 20-03223. Any changes or deviations in such plan, proposal, or conditions of approval imposed shall be subject to further review and approval by the County.
14. The authorization granted herein is subject to all applicable federal, state and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is continuing requirements of the development activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such, the applicant agrees to promptly bring such development or activities into compliance.
15. A building permit is required prior to occupancy. The building permit may stimulate additional requirements, including life safety or fire safety upgrades.
16. Any violation of the conditions of approval shall be grounds to initiate revocation of this minor home business permit.

Report prepared by:

Kim Shadbaert

Staff Planner / Project Lead

11/06/2020
Date

Report approved by:



Shawn Alire, Department Manager / Supervisor

11/06/2020

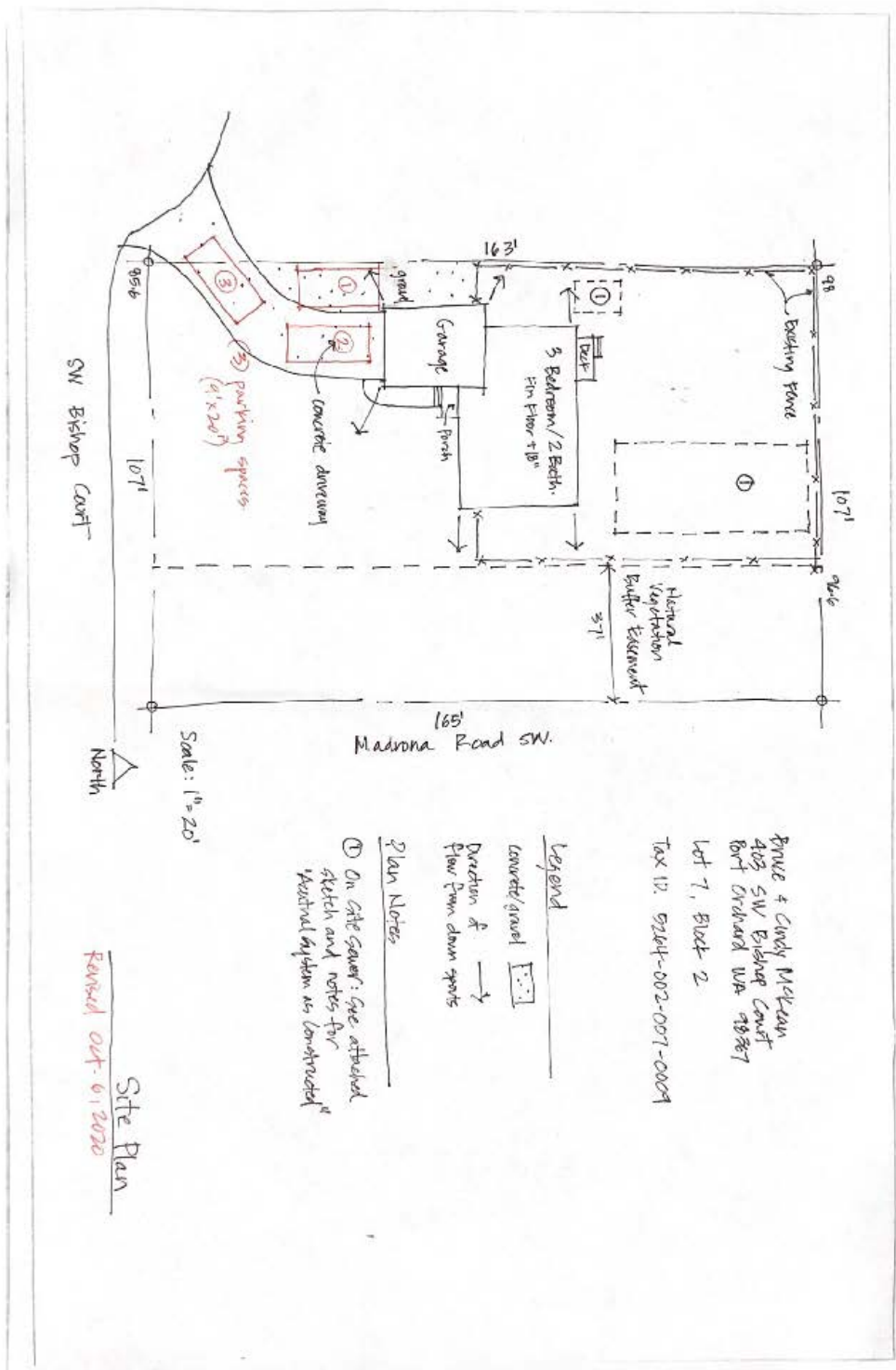
Date

Attachments:

Attachment A – Zoning Map

CC: Applicant: Tami Vornbrock, vortams@gmail.com
Owner: Bruce & Cynthia McKean - cindym@helixdesigngroup.net
Interested Parties: N/A
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Kim Shadbolt

Site Plan



Attachment A - Zoning Map

