



## Notice of Hearing Examiner Decision

12/23/2020

To: Interested Parties and Parties of Record

RE: Project Name: COMBS – Convert Existing Residence into Accessory Dwelling Unit  
Applicant: Charlie & Stephanie Combs  
13500 OLYMPIC DR SE  
OLALLA, WA 98359-9415  
Application: Conditional Use Permit – Accessory Dwelling Unit  
Permit Number: 20-02161

The Kitsap County Hearing Examiner has **APPROVED** the land use application for **20-02161: COMBS – Convert Existing Residence into Accessory Dwelling Unit**, subject to the conditions outlined in this Notice and included Decision.

**THE DECISION OF THE HEARING EXAMINER IS FINAL, UNLESS TIMELY APPEALED, AS PROVIDED UNDER WASHINGTON LAW.**

The applicant is encouraged to review the Kitsap County Office of Hearing Examiner Rules of Procedure found at:

<https://spf.kitsapgov.com/dcd/HEDocs/HE-Rules-for-Kitsap-County.pdf>

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Please contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file is available for review at the Department of Community Development, Monday through Thursday, 8:00 AM to 4:00 PM and Friday 9:00 AM to 1:00 PM, except holidays. If you wish to view the case file or have other questions, please contact [Help@Kitsap1.com](mailto:Help@Kitsap1.com) or (360) 337-5777.

CC: Owner/Applicant: Charlie & Stephanie Combs, [wogboyrift@hotmail.com](mailto:wogboyrift@hotmail.com)  
Geologist: Resolve Environmental & Geotechnical, Inc., [resolveeg@comcast.net](mailto:resolveeg@comcast.net)  
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Interested Parties:  
None  
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**KITSAP COUNTY HEARING EXAMINER  
FINDINGS OF FACT, CONCLUSIONS OF LAW, AND DECISION**

**Accessory Dwelling Unit Conditional Use Permit  
Combs, File No. 20-02161**

**December 22, 2020**

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**1. FINDINGS OF FACT**

**1.1 Proposal.** Convert an existing single-family residence to an 884 square foot accessory dwelling unit (“ADU”) on a 4.41 acre lot.

**Applicant/Property Owner.** Charlie and Stephanie Combs, 13500 Olympic Drive SE, Olalla, WA 98359-9415.

**Location.** 13500 Olympic Drive SE, Olalla, WA 98359-9415. Assessor Parcel No. 012201-2-012-2000.

**1.2 Hearing.** An open record public hearing was held December 10, 2020. Due to COVID-19 restrictions, the hearing was conducted remotely, with the Examiner, Kitsap County Department of Community Development (“DCD”), and Applicant calling in. Access information was provided to the public to allow citizens to join via either a video link or telephone call-in. There were no reported technical difficulties during the call or afterwards. However, in case any citizens who wished to comment had difficulty calling in, the record was kept open for a week, through December 17.<sup>1</sup> No comment was received following the hearing. At the hearing, DCD, through Ms. Santos, described the project. DCD found it consistent with requirements, and recommended approval with conditions. The Applicant, through Mr. Combs, confirmed there were no concerns with DCD's proposed conditions. No member of the public indicated a wish to speak.

**1.3 Administrative Record.** The Hearing Examiner admitted Exhibits 1-34, which included the Staff Report, application materials, documentation of agency consultation, public notice documents, and a DCD Power Point presentation.

**1.4 SEPA.** DCD issued an unappealed Determination of Non-Significance,<sup>2</sup> with conditions requiring compliance with Title 12 to address stormwater control, Title 19 to address critical areas, and Title 17 to address land use impacts.

**1.5 Agency Comment.** The proposal was circulated within the County. As long as requirements are met, there were no objections to approval.

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<sup>1</sup> Temporary Emergency Rule to Address COVID-19 Situation (April 1, 2020).

<sup>2</sup> Exhibit 22; Exhibit 31 (Staff Report), p. 2.

**1.6 Notice.** Hearing and application notice was provided consistent with KCC requirements.<sup>3</sup>

**1.7 Zoning/Plan Designations and Critical Areas.** Outside the urban growth area, the site's Comprehensive Plan and zoning designation are Rural Protection (RP),<sup>4</sup> allowing one dwelling unit per ten acres. An ADU is authorized by CUP, with requirements specific to the use. Surrounding properties are also zoned RP and are developed with single-family residences, public right-of-way, and Washington State Route 16 (SR 16); or undeveloped.<sup>5</sup>

**1.8 Utility and Public Services.**

- **Water:** Private well
- **Power:** Puget Sound Energy
- **Sewer:** Septic
- **Police:** Kitsap County Sheriff
- **Fire:** South Kitsap Fire & Rescue
- **Schools:** South Kitsap School District #402

**1.9 Access.** Olympic Drive SE, a County maintained local road.

**1.10 Site Characteristics, Dimensions and Setbacks.** The eastern half of the property is relatively flat; the western half slopes down toward the west at an approximately 22% grade. There are large and medium diameter conifers, deciduous trees, and common shrubberies on the site, along with landscaped areas. The site is developed with a single-family residence (the proposed ADU conversion) and a new 2,264 square foot single-family residence currently under construction. Two parking areas are provided. The ADU will be about 70 feet away from the single-family residence and meet the 35-foot height limit.<sup>6</sup> Setbacks meet or exceed requirements, with over 200 feet on the front, over 250 on the rear, over 25 on the north side and over 250 on the south side.<sup>7</sup>

**1.11 Building and Site Aesthetics.** The primary residence and ADU will be similar in appearance. Both are traditional modern style, and will share similar roof slopes and materials, siding and window styles, and paint colors.<sup>8</sup> The extensive setbacks provide visual mitigation.

**1.12 Environmental.** The site is within a mapped geologic hazard area.<sup>9</sup> However, the structure is existing and environmental compliance was reviewed under the associated building permit. No alterations to the structure are proposed. No further environmental review is needed.

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<sup>3</sup> Exhibits 20, 23 and 34; KCC 21.04.080, .210.

<sup>4</sup> Exhibits 25 and 28; Exhibit 31 (Staff Report), p. 3.

<sup>5</sup> Exhibit 31 (Staff Report), p. 3.

<sup>6</sup> Exhibit 24; Exhibit 31 (Staff Report), pp. 3 and 8.

<sup>7</sup> Exhibit 31 (Staff Report), p. 3.

<sup>8</sup> Exhibits 1 and 7; Exhibit 31 (Staff Report), p. 8.

<sup>9</sup> Exhibit 26.

**1.13 Development Engineering/Stormwater.** Development Services and Engineering has reviewed the proposal and finds the concept supportable in its approach to civil site development. Development Services and Engineering accepts the concepts contained in this preliminary submittal and requires two conditions (Conditions 22 and 23).<sup>10</sup>

**1.14 Conditions/Staff Report.** The Applicant accepted the proposed conditions, which are incorporated without revision. Except as the Decision revises it, the Staff Report is incorporated.

## 2. CONCLUSIONS OF LAW

**2.1 Hearing Examiner Review Authority.** The Hearing Examiner has CUP review authority for this ADU.<sup>11</sup> The Examiner may approve, approve with conditions, or deny a CUP.<sup>12</sup>

**2.2 Code Requirements Specific to an ADU in the RP Zone.** An ADU outside the urban growth area, and within the RP zone, must obtain a CUP and comply with requirements specific to the use.<sup>13</sup> Only one ADU is allowed per lot, on which no accessory dwelling quarters are located, and the owner "must reside in either the primary residence or the ADU."<sup>14</sup> These requirements are met. Only one ADU is proposed for a lot outside the urban growth area, no accessory living quarters or other ADUs are on the lot, and the property owners will live in the single-family residence.

The ADU cannot "exceed fifty percent of the square footage of the habitable area of primary residence or nine hundred square feet, whichever is smaller."<sup>15</sup> The new proposed primary residence's habitable area is 2,264 square feet.<sup>16</sup> At 884, the ADU complies.

The ADU, at 70 feet from the primary residence,<sup>17</sup> complies with the requirement to be "within one hundred fifty feet of the primary residence or shall be the conversion of an existing detached structure (*e.g.*, garage)..."<sup>18</sup> The proposal complies with all other setback requirements.

As for design, as the findings address, the primary residence and ADU will be similar in appearance,<sup>19</sup> as the ADU has been "designed to maintain the appearance of the primary residence."<sup>20</sup> Also, the proposed ADU is stick-built, so is not a mobile home or recreational vehicle.<sup>21</sup>

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<sup>10</sup> Exhibit 18.

<sup>11</sup> KCC 17.410.010, 21.04.100 (permit type #18), and 17.410.042 (use #100).

<sup>12</sup> KCC 17.550.030.

<sup>13</sup> KCC Table 17.410.042, FN 1, requiring KCC 17.410.060 compliance. *See* KCC 17.410.060(B)(3).

<sup>14</sup> KCC 17.410.060(B)(3).

<sup>15</sup> KCC 17.410.060(B)(3).

<sup>16</sup> Exhibit 31 (Staff Report), p. 8.

<sup>17</sup> Exhibit 24; Exhibit 31 (Staff Report), p. 8.

<sup>18</sup> KCC 17.410.060(B)(3).

<sup>19</sup> Exhibits 1 and 7; Exhibit 31 (Staff Report), p. 8.

<sup>20</sup> KCC 17.410.060(B)(3).

<sup>21</sup> KCC 17.410.060(B)(3).

The ADU will be supplied by well water and a septic system. Kitsap Public Health approved the ADU.<sup>22</sup> The ADU will "meet the applicable health district standards for water and sewage disposal."<sup>23</sup>

Parking and entry requirements are met. The ADU will use "the same side street entrance as the primary residence."<sup>24</sup> The driveway will provide adequate off-street parking for both the ADU and the new single-family residence.<sup>25</sup> With sufficient space to meet minimum parking requirements and with the "additional off-street parking,"<sup>26</sup> parking requirements are met. All requirements specific to the ADU use are met.

### **2.3 Conditional Use Permit Requirements.**

A CUP must meet four requirements.

1. The proposal is consistent with the Comprehensive Plan;
2. The proposal complies with applicable requirements of [Title 17];
3. The proposal will not be materially detrimental to existing or future uses or property in the immediate vicinity; and
4. The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.<sup>27</sup>

These criteria are met. The Staff Report provided detail on Comprehensive Plan policies. They provide for development at low residential densities that can be sustained without urban levels of service, and which will cause minimal environmental degradation. The Plan supports residential uses consistent with the existing and planned rural character of the surrounding rural area, while minimizing housing costs and providing for a range of housing types. The ADU does not have significant environmental impacts, does not require urban infrastructure, and is consistent with the surrounding area's rural character. The proposal is consistent with the Comprehensive Plan.

The proposal is conditioned to ensure compliance with Titles 12, 17, and 19, and other code requirements. No code provision was identified which would not be complied with. Also, the proposal will not be materially detrimental to existing or future uses or property in the immediate vicinity. All impacts identified have been addressed through project design, additional mitigation, and/or code requirements.

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<sup>22</sup> Exhibit 31 (Staff Report), p. 8; Building Permits 15-00622 and 20-02010.

<sup>23</sup> KCC 17.410.060(B)(3).

<sup>24</sup> KCC 17.410.060(B)(3).

<sup>25</sup> Exhibit 31 (Staff Report), p. 9; KCC 17.490.030.

<sup>26</sup> KCC 17.410.060(B)(3).

<sup>27</sup> KCC 17.550.030(A).

The proposal is compatible with surrounding existing uses. It is aesthetically consistent with the existing residence. The ADU's small size, existing vegetation, and extensive setbacks which exceed code requirements all ensure it is consistent with the surrounding character, appearance, and quality of development on site and in the immediate vicinity. As conditioned and proposed, the ADU meets all CUP criteria and should be approved.

## **DECISION**

The Hearing Examiner, pursuant to the above Findings of Fact and Conclusions of Law, approves the requested CUP for the proposed ADU, provided these conditions are adhered to:

### **Planning/Zoning**

1. The Applicant must obtain an approved final inspection for the associated single-family residence (permit 20-02010) prior to scheduling the final inspection for the ADU.
2. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
3. The ADU is subject to the payment of impact fees. Impact fees must be paid at time of permit issuance, or if deferred, must be paid prior to final inspection. No certificate of occupancy will be granted until all impact fees are paid.
4. Any proposed modification (not including cosmetic work such as painting, papering and similar finish work), remodel or expansion of the ADU building, regardless of whether a building permit is required, shall be reviewed by DCD and granted approval prior to such modification, expansion, construction and/or issuance of a building permit.
5. Only one ADU shall be permitted on the subject property.
6. The owner of the property must reside in either the primary residence or the ADU and only one of the structures may be rented at any one time.
7. The ADU's habitable area shall not exceed 50% of the primary residence or 900 square feet, whichever is smaller. The existing size of the ADU is 884 square feet. Any future expansion of the ADU will require a building permit and would have to comply with all code requirements in place at the time of the new building permit application.
8. The ADU shall be located within 150 feet of the primary residence.
9. The ADU shall be designed to maintain the appearance of the primary residence.
10. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.

11. No mobile home or recreational vehicle shall be allowed as an ADU.

12. The ADU shall use the same side street entrance as the primary residence and shall provide one additional off-street parking space.

13. An accessory living quarters or guest house is not permitted on the same lot unless the ADU is removed and the ALQ or GH complies with all requirements imposed by the KCC.

14. A property with a primary residence and an ADU cannot be segregated to create two separate legal lots unless it complies with all subdivision, zoning and density requirements in place at the time of a complete subdivision application.

15. The ADU cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot.

16. The recipient of any CUP shall file a Notice of Land Use Binder with the county auditor prior to any of the following: initiation of any further site work, issuance of any development/construction permits by the county, or occupancy/use of the subject property or buildings thereon for the use or activity authorized. The Notice of Land Use Binder shall serve both as an acknowledgment of and agreement to abide by the terms and conditions of the CUP and as a notice to prospective purchasers of the existence of the permit. The Binder shall be prepared and recorded by the Department at the Applicant's expense.

17. The uses of the subject property are limited to the uses proposed by the Applicant, and any other uses will be subject to further review pursuant to the requirements of the 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 be, and is not to be, construed as approval for more extensive or other utilization of the subject property.

18. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, the Applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the Applicant agrees to promptly bring such development or activities into compliance.

19. The decision set forth herein is based upon representations made and exhibits contained in the project application Permit #20-02161. Any change(s) or deviation(s) in such plans, proposals, or conditions of approval imposed shall be subject to further review and approval of the County and potentially the Hearing Examiner.

20. This CUP approval shall automatically become void if no development permit application is accepted as complete by DCD within four years of the Notice of Decision date or the resolution of any appeals.



21. Any violation of the conditions of approval shall be grounds to initiate revocation of this CUP.

### **Development Engineering**

22. Approval of an ADU is dependent upon the existence of a primary use. Applicant shall complete construction of the primary residence, as permitted under Single Family Residential permit #20-02010, and shall comply with all conditions imposed with that permit.

23. If the project proposal is modified from that shown on the submitted site plan accepted for review June 24, 2020, Development Services and Engineering will require additional review and potentially new conditions.

Absent a timely appeal, this Decision is final.<sup>28</sup>

DECISION entered December 22, 2020.



Kitsap County Hearing Examiner  
Susan Elizabeth Drummond

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<sup>28</sup> See Ch. 36.70C RCW (any appeal to be filed within 21 days to superior court).