



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

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May 27, 2021

Kitsap County Commissioners  
Kitsap County  
619 Division St., 4th Floor  
Port Orchard, WA 98366

RE: Community Assistance Visit (CAV)

Dear Commissioners:

I appreciated the opportunity to meet with David Kinley, Angie Silva, and Katherine Shaffer to discuss Kitsap County's participation in the National Flood Insurance Program (NFIP) on April 8, 2021.

The primary purpose of the CAV is to review the procedures for administering and enforcing your local flood damage prevention ordinance. A CAV is also intended to provide current information regarding the NFIP, and to discuss items of concern your community may have with the administration of the local floodplain management program.

Continued enforcement of the floodplain management ordinance allows the Federal Emergency Management Agency (FEMA) to make federally backed flood insurance available to property owners within Kitsap County.

During our meeting the following items were discussed:

- Currently there are 494 flood insurance policies within Kitsap County, with a total insured value of \$147,629,100. There have been 121 paid losses and five substantial damage claims to date. A copy of Kitsap County's NFIP community profile was provided with my visit.
- Ecology staff reviewed Kitsap County's Flood Insurance Study (FIS) and accompanying Flood Insurance Rate Maps during the CAV. Ecology provided a brief training on how to use the mapping tools and access the maps through FEMA's Map Service Center. No floodplain mapping concerns requiring follow-up beyond the CAV meeting were identified.
- Kitsap County's Flood Damage Prevention Ordinance found at Title 15 of the Kitsap County Code requires revisions in order to be compliant with the current FEMA Model

Ordinance for Washington State. During my visit, I reviewed your current ordinance and identified the sections that require revision. **Please provide a copy of the updated ordinance before December 8, 2021.**

- Procedures for development in the special flood hazard area were reviewed during the CAV. The floodplain review process is led by the County's Department of Community Development. The permitting process typically begins with a permit technician accepting a development application and assigning staff to complete all needed reviews, including building, zoning, environmental and developmental engineering. The environmental reviewer begins the floodplain development review process by completing a floodplain determination and making sure the applicant understands the requirements for development in the special flood hazard area through the completion of a flood hazard plan review checklist. Each application for proposed development in the special flood hazard area is required to submit a habitat assessment and is evaluated by the environmental reviewer to ensure consistency with local implementation of the Puget Sound Biological Opinion requirements. The building plan reviewer ensures that all necessary flood hazard protection requirements are fulfilled and works with the applicant to adjust the development to include the necessary standards as needed. When all supporting materials have been obtained, County staff finalize the floodplain development permit and present final permit conditions to the applicant. During and after construction, County staff work with the applicant to collect any elevation and/or flood proofing certifications needed to issue a certificate of occupancy and finish the permitting process.

The County's procedures are effective in identifying project requirements relevant to the County's flood damage prevention ordinance, the Puget Sound Biological Opinion and ensuring compliant construction.

- A list of all floodplain development permits issued by Kitsap County since April 8, 2016 was provided during the CAV meeting. Twelve permits were identified that Ecology staff would review for compliance with the County's flood damage prevention ordinance. County staff provided the permit files on May 12, 2021 and the review of these files is ongoing. **Ecology will follow-up directly with County staff as needed while the permit files are reviewed.**
- A field review of floodplain development in Kitsap County was performed on October 14, 2020. The findings of the field tour were reviewed during the CAV, and Kitsap County staff were able to provide background and permitting information on each of the items Ecology inquired about, except for a development located at 12012 NE Apple Tree Pt Lane, Kingston, WA. **Ecology will follow-up with County Staff directly to obtain the floodplain development permit and elevation certificate applicable to this property.**
- Regular training should be incorporated to ensure that staff are aware of Kitsap County's floodplain management responsibilities as a participant in the National Flood Insurance Program. A copy of Ecology's and FEMA's regional training calendar was provided during my visit.

Thank you for your willingness to continue to improve Kitsap County's floodplain management program as part of the community's participation in the NFIP. Should you have any questions regarding my report or any other floodplain issues, please do not hesitate to contact me.

Sincerely,



Matt Gerlach  
Southwest Regional NFIP Coordinator  
Shorelands and Environmental Assistance Program

cc: David Kinley, Kitsap County  
Bryr Harris, FEMA Region X  
David Radabaugh, State NFIP Coordinator