



Staff Report

Report Date: April 10, 2018

Application Submittal Date: January 24, 2018 Application Complete Date: February 14, 2018

Applicant: Amanda Guidry, amanda@kitsaplearning.com

Owner: Peter Simpson, pls49@msn.com

Permit Number: 18-00328

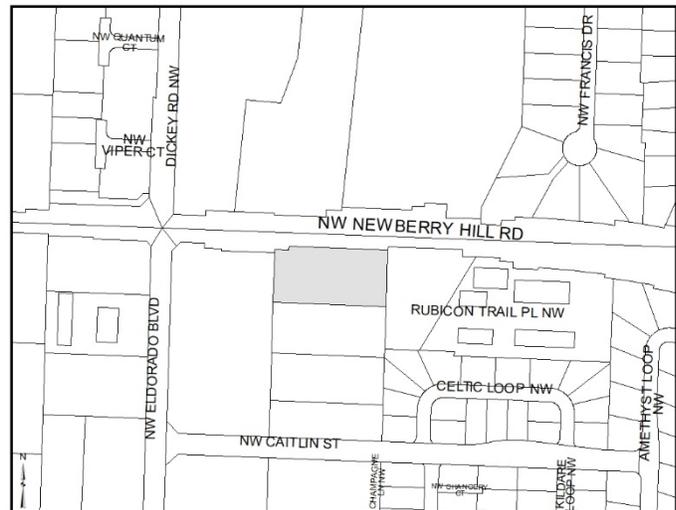
Project Name: Kitsap Learning Academy

Type of Application: Administrative Conditional Use Permit (ACUP)

Background

The applicant proposes to operate a community based learning facility to teach up to 20 students, grades four to nine. Typical hours of operation are Monday to Friday 9:00 AM – 1:00 PM. During the summer months, students may be present for tutoring by appointment, typically 9:00 AM – 1:00 PM.

VICINITY MAP



Project Request

Amanda Guidry is requesting Administrative Conditional Use Permit approval to operate a private school.

Project Location

5451 NW Newberry Hill Road STE 101
Silverdale, WA 98383
Commissioner District #3

Assessor's Account

302501-1-021-2003

Applicant

Amanda Guidry
5306 Bunker Street NW
Bremerton, WA 98311

Owner of Record

Peter Simpson
4955 Alpenglow Drive
Bremerton, WA 98312

SEPA (State Environmental Policy Act)

The project is SEPA Exempt under KCC 18.04 State Environmental Policy Act.

Physical Characteristics

The subject property is rectangular shaped and slopes gently from west to east. The site is developed with a 3,888 square-foot warehouse building which includes 5 separate suites, with associated parking and landscaping. There are no mapped critical areas on-site, however a non-fish bearing stream is mapped just to the east. The entire property lies within a Category 1 Critical Aquifer Recharge Area.

Comprehensive Plan Designation and Zoning

	Standard	Proposed
Zone: Industrial		
Minimum Density	N/A	N/A Existing Development
Maximum Density	N/A	N/A Existing Development
Minimum Lot Size	N/A	N/A Existing Development
Maximum Lot Size	N/A	N/A Existing Development
Min. Lot Width	N/A	N/A Existing Development
Min. Lot Depth	N/A	N/A Existing Development
Max Height	35	N/A Existing Development
Max Impervious Surface Coverage	N/A	N/A Existing Development
Max Lot Coverage	60%	N/A Existing Development

Applicable footnotes:
 None

Standard Setback for Zoning District

	Standard	Proposed
Front (North)	20	34 feet – Existing Building
Side (West)	None	240 feet – Existing Building
Side (East)	None	56 feet – Existing Building
Rear (South)	None	21 feet – Existing Building

Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Vacant land/ Silverdale Water District/ Central Kitsap Fire & Rescue	Industrial (IND)
South	Industrial warehouse	Industrial (IND)
East	Industrial warehouse/ County owned storm detention facilities	Industrial (IND)
West	Vacant land	Industrial (IND)

Public Utilities and Services

	Provider
Water	Silverdale Water
Power	Puget Sound Energy
Sewer	Kitsap County Public Works
Police	Kitsap County Sherriff
Fire	Central Kitsap Fire & Rescue
Schools	Central Kitsap (401)

Access

Access to the site is existing from NW Newberry Hill Road a County maintained right-of-way. NW Newberry Hill Road is classified as a minor arterial.

Site Design

The site is currently developed with a 3,888 square-foot building, parking lot, landscaping and associated utilities. The applicant is proposing to occupy and existing tenant space within the existing building.

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:

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 land uses that will encourage economic activity capable of providing living-wage jobs and reasonably scaled to the needs of the community.

Economic Development Goal 2 - Support and develop new methods of insuring sustainable business development that create living wage jobs and economic opportunities consistent with local and regional plans.

Economic Development Policy 7

Encourage full utilization and development of industrially and commercially zoned areas.

Economic Development Policy 8

Promote revitalization within existing developed industrial and commercial areas.

Economic Development Policy 10

Develop standards for industrial and commercial development that identify appropriate site size for different types of areas, appropriate types of uses, and standards for design that encourage attractive and efficiently functioning areas.

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

Documents Consulted in the Analysis

<u>Document</u>	<u>Dated or date stamped</u>
Project Application	February 8, 2018
Supplemental Application	February 8, 2018
Site Plan	February 14, 2018
Floor Plan	February 14, 2018
Landscaping Plan	February 14, 2018
Parking Analysis	February 14, 2018
SEPA Checklist	February 14, 2018

Public Outreach and Comments

Pursuant to Kitsap County Code Title 21, Land Use Development Procedures, the Department provided proper notice to property owners within a radius of 800 feet of the property which is subject to the development proposal.

To date, no comments have been received.

Analysis

Planning/Zoning

This proposal was reviewed as a private school requiring an Administrative Conditional Use Permit. The development was specifically reviewed for consistency with requirements in Kitsap County Code Title 17 "Zoning" (Chapter 17.410.040(B) Allowed Uses, Chapter 17.420.030 Design Standards, and Chapter 17.540 Administrative Conditional Use Permit).

Lighting

Lighting is existing. No additional lighting is proposed.

Off-Street Parking

Use Identified in 17.490.030	Square footage dedicated to use	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Elementary/Middle or Jr. High School	1,600	1 per employee, 2 per classroom	3	4
Shops & stores for sales, services, or repair of auto, machinery, plumbing, heating, electrical and building supplies	972 x 3 suites	1 per 600 sq. ft	2 per suite	6
Total *			9	10

Signage

Any proposed signage requires separate permits per Kitsap County Code 17.510.

Landscaping

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	8,036	14,275 (Existing)
Required Buffer(s) 17.500.025		
North	Partial Screening/Separation Buffer	Existing Adequate
South	Partial Screening/Separation Buffer	Lot was developed as part of an industrial subdivision in 1992, buffers were likely not required abutting like uses at that time.
East	Partial Screening/Separation Buffer	Lot was developed as part of an industrial subdivision in 1992, buffers were likely not required abutting like uses at that time.
West	Partial Screening/Separation Buffer	Lot was developed as part of an industrial subdivision in 1992, buffers were likely not required abutting like uses at that time.
Street Trees	N/A	This project is not subject to review under Kitsap County Code 17.420.037 and therefore, street trees are not required.

Frontage Improvements

This project is not subject to review under Kitsap County Code 17.420.037 and therefore, frontage improvements are not required.

Development Engineering

Development Engineering has reviewed the project and approved the stormwater and traffic components of the proposal with no conditions of approval. The buildings, access and stormwater components of the development are existing. No changes are proposed.

Environmental

Environmental staff have reviewed the proposal and found no critical areas or forest practice concerns with the project. All improvements are internal. The project is SEPA exempt as all proposed activities will be conducted within an existing building. The private school use does not create any aquifer recharge concerns.

Traffic and Roads

Traffic and concurrency have been reviewed and evaluated. No traffic concerns were noted, and no traffic conditions have been imposed. Concurrency test indicates an additional 28 Average Daily Trips (ADT) in Traffic Analysis Zone (TAZ) 319.

Fire Safety

The Kitsap County Fire Marshal's Office has reviewed the application and has no concerns nor have they imposed any conditions of approval. The applicant has a Tenant Improvement permit (17-05163) currently in review. The Fire Marshal's Office has reviewed the building permit and any fire safety compliance requirements are imposed through the building permit.

Solid Waste

Buildings and refuse service are existing. No additional requirements are necessary to ensure compliance with solid waste requirements.

Kitsap Public Health

This property is served by public water and sewer. The Kitsap Public Health District has reviewed and approved the project request.

Review Authority

The Director has review authority for this Administrative Conditional Use Permit application under KCC, Sections 17.540.020 and 21.04.100. The Kitsap County Commissioners have determined that this application requires review and approval by the Director of the Department of Community Development. The Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

Findings

1. The proposal is consistent with the Comprehensive Plan.
2. The proposal complies or will comply with requirements of KCC Title 17 and complies with or will comply with all of 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.
3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.
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.

Recommendation

Based upon the analysis above and the decision criteria found in (KCC 17.540.040.A), the Department of Community Development recommends that the Administrative Conditional Use Permit request for Kitsap Learning Academy be **approved**, subject to the following 11 conditions:

Report prepared by:



Holly Roberts, Staff Planner / Project Lead

4/20/2018

Date

Report approved by:



Shawn Alire, Supervisor

4/10/2018

Date

Attachments

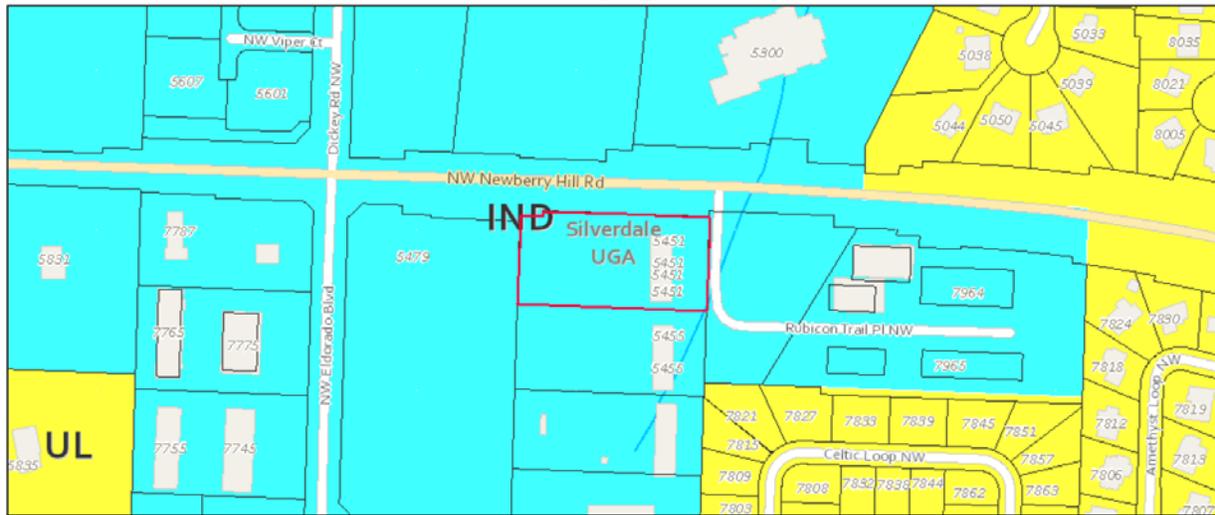
Attachment A – Site Plan

Attachment B – Zoning Map

CC: Interested Parties: None
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26

Zoning Map

Zoning Map



Legend
 Kitsap County Zoning Designations

<ul style="list-style-type: none"> RR - Rural Residential (1 DU/5 Ac) RP - Rural Protection (1 DU/10 Ac) RW - Rural Wooded (1 DU/20 Ac) FRL - Forest Resource Lands (1 DU/40 Ac) COMMERCIAL... BC - Business Center 	<ul style="list-style-type: none"> BP - Business Park Commercial (10-30 DU/Ac) Regional Center (10-30 DU/Ac) NC - Neighborhood Commercial (10-30 DU/Ac) Low Intensity Commercial (10-30 DU/Ac) RCO - Rural Commercial REC - Rural Employment Center Ri - Rural Industrial 	<ul style="list-style-type: none"> TTEC - Twelve Trees Employment Center URBAN Greenbelt (1-4 DU/Ac) UCR - Urban Cluster Residential (5-9 DU/Ac) UR - Urban Restricted (1-5 DU/Ac) UL - Urban Low Residential (5-9 DU/Ac) UM - Urban Medium Residential (10-18 DU/Ac) 	<ul style="list-style-type: none"> UH - Urban High Residential (19-30 DU/Ac) UVC - Urban Village Center (up to 18 DU/Ac) KEYPORT VILLAGE KVC - Keyport Village Commercial KVLR - Keyport Village Low Residential KVR - Keyport Village Residential MANCHESTER VILLAGE 	<ul style="list-style-type: none"> MVC - Manchester Village Commercial MVLR - Manchester Village Low Residential MVR - Manchester Village Residential RURAL HISTORIC TOWN RHTC - Rural Historic Town Commercial REHR - Rural Historic Town Residential 	<ul style="list-style-type: none"> RHTW - Rural Historic Town Waterfront SUQUAMISH VILLAGE SVC - Suquamish Village Commercial SVLR - Suquamish Village Low Residential SVR - Suquamish Village Residential OTHER Park CITY - Incorporated City 	<ul style="list-style-type: none"> MIL - Military P - Park (Kitsap County) T - Tribal Land Lake Salt Water INDUSTRIAL LI - Light Industrial CITY OF POULSBORO RL - Residential Low RURAL 	<ul style="list-style-type: none"> RP - Rural Protection (1 DU/10 Ac) RR - Rural Residential (1 DU/5 Ac) Interim Rural Forest (1 DU/20 Ac) URS - Urban Reserve (1 DU/10 Ac) COMMERCIAL BP - Business Park HTC - Highway Tour... UL - Urban Low Residential (5-9 DU/Ac) 	<ul style="list-style-type: none"> NC - Neighborhood Commercial (10-30 DU/Ac) RC - Regional Commercial (10-30 DU/Ac) RI - Rural Industrial URBAN UR - Urban Restricted (1-5 DU/Ac) UH - Urban High Residential (19-30 DU/Ac) UL - Urban Low Residential (5-9 DU/Ac) 	<ul style="list-style-type: none"> UM - Urban Medium Residential (10-18 DU/Ac) OTHER CITY - Incorporated City MIL - Military T - Tribal Land Lake INDUSTRIAL IND - Industrial
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Comments Parcel No: 302501-1-021-2003 TaxPayer: SIMPSON PETER L Site Address: MULTIPLE ADDRESSES ON FILE

Kitap Co. Parcel Search Application
 Printed April 9, 2018