



## Administrative Staff Report

**Report Date:** September 16, 2020

**Application Submittal Date:** November 21, 2019

**Application Complete Date:** January 21, 2020

**Project Name:** United Moving & Storage - Self-Service and Vehicle/Equipment Storage

**Type of Application:** Administrative Conditional Use Permit

**Permit Number:** 19-05447

### Project Location

1740 NE Fuson Road  
Bremerton, WA 98311  
Central Kitsap County  
Commissioner District 3

### Assessor's Account #

362501-2-013-2005

### Applicant/Owner of Record

5900 State Hwy 303 LLC  
1770 NE Fuson Road, Suite A  
Bremerton, WA 98311

### Authorized Agent

Susan Venard  
Map Ltd.  
PO Box 620  
Silverdale, WA 98383

### VICINITY MAP



### Decision Summary

Approved/Denied subject to 31 conditions listed under section 13 of this report.

#### 1. Background

The 2.45-acre parcel is developed with the old Skateland building, an indoor skating facility built in 1985. The project proposal is to expand the approximately 21,600 square foot building by enclosing 12 feet of the front building area on the south side along the entire 100-foot length for an addition of 1,200 square feet and an approximately total finished area of 22,800 square feet. The building will be used for self-service storage and have 21 individual units. The existing paved area that was the old parking lot will be fenced for vehicular and boat storage. The project will be served by public water provided by North Perry Avenue Water District and public sewer provided by Kitsap County Public Works.

**2. Project Request**

The applicant is requesting an Administrative Conditional Use Permit (ACUP) to establish a self-service, vehicular, equipment and boat storage facility. Storage will be both indoor and outdoor.

**3. SEPA (State Environmental Policy Act)**

The State Environmental Policy Act (SEPA), found in Chapter 43.21C RCW (Revised Code of Washington), is a state law that requires the County to conduct an environmental impact review of any action that might have a significant, adverse impact on the environment. The review includes the completion of an Environmental Checklist by the applicant and a review of that checklist by the County. If it is determined that there will be environmental impacts, conditions are imposed upon the applicant to mitigate those impacts below the threshold of “major” environmental impacts. If the impacts cannot be mitigated, an environmental impact statement (EIS) must be prepared. The decision following environmental review, which may result in a Determination of Nonsignificance (DNS), Mitigated DNS, or the necessity for an EIS is called a threshold determination. A separate notice of the threshold determination is given by the County. If it is not appealed, it becomes part of the hearing record as it was issued, since it cannot be changed by the Hearing Examiner.

Pursuant to WAC 197-11-355, the optional DNS process was utilized for this project. The SEPA Comment period previously occurred concurrent with the Notice of Application dated January 29, 2020. A Determination of Nonsignificance (DNS) was issued on August 10, 2020. SEPA noted the following information: The proposal will be conditioned for Stormwater Control per Kitsap County Code Title 12, Critical Areas per Kitsap County Code Title 19, and Zoning per Kitsap County Code Title 17.

The SEPA appeal period expired August 26, 2020. No appeals were filed; therefore, the SEPA determination is final.

**4. Physical Characteristics**

The rectangular 2.45-acre parcel is developed with the previous Skateland recreational facility built in 1985. The property is relatively flat and gradually slopes from the east downward to the west. The entire parcel is located over a Category II Critical Aquifer Recharge Area and there are no other identified critical areas.

**Table 1 - Comprehensive Plan Designation and Zoning**

Comprehensive Plan: Urban High Intensity Commercial (UHIC) Zone: Commercial (C)	Standard	Proposed
Minimum Density	10 dwelling units (du) per acre	

Maximum Density	30 du/acre	Not applicable (NA) because this project doesn't propose any dwelling units
Minimum Lot Size	NA	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	NA	NA
Minimum Lot Depth	NA	NA
Maximum Height	35 feet	Existing 1 story, <35 feet
Maximum Impervious Surface Coverage	85%	87,535 square feet or 82%
Maximum Lot Coverage	NA	NA

Applicable footnotes: none

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (South)	20 feet	Existing, over 40 feet
Side (East)	10 feet or 20 feet when abutting a residential zone Doesn't abut a residential zone	Existing, approximately 30 feet
Side (West)	10 feet or 20 feet when abutting a residential zone Doesn't abut a residential zone	Existing, over 200 feet
Rear (North)	10 feet or 20 feet when abutting a residential zone Doesn't abut a residential zone	Existing, approximately 20 feet

**Table 3 - Surrounding Land Use and Zoning**

Surrounding Property	Land Use	Zoning
North	Building currently vacant and its previous use was recreational facility, easement and undeveloped property	Commercial (C)
South	Lowe's Home improvement store	C
East	United Moving & Storage General warehouse and office	C
West	Undeveloped	C

**Table 4 - Public Utilities and Services**

	Provider
Water	North Perry Avenue Water District
Power	Puget Sound Energy
Sewer	Kitsap County Public Works
Police	Kitsap County Sheriff
Fire	Central Kitsap Fire & Rescue District No. 1
School	Central Kitsap School District #401

**5. Access**

Access to the site is from NE Fuson Road, a paved county-maintained road classified as an urban local access road.

**6. Site Design**

The site is developed with an existing building that will be expanded by enclosing 1,200 square feet along the south side of the building for a total of 22,800 square feet. The existing Skateland parking lot will be fenced to provide nearly an acre of outdoor storage area for vehicles and equipment. Eight parking spaces will be provided for employees and customers. The perimeter of the property will be landscaped.

**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*

*Goal 1*

*Focus current and future planning on infill and redevelopment of existing Urban Growth Areas.*

*Policy 2*

*Support innovative, high quality infill development and redevelopment in existing developed areas within the Urban Growth Areas.*

*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.*

*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.*

*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.*

*Policy 7*

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

*Policy 8*

*Promote revitalization within existing developed industrial and commercial areas.*

*Environment*

*Goal 3*

*Reduce the risk of damage to life, property and the natural environment through appropriate regulatory and incentive-based approaches in land use, transportation and development engineering programs.*

*Policy 17*

*Safeguard the quality and quantity of long-term water supplies by identifying and protecting critical aquifer recharge areas, and utilizing Low Impact Development (LID) site planning principles to the greatest extent possible for reducing stormwater runoff.*

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>
Administrative CUP Application	November 25, 2019
Building Elevations	December 2, 2019
Building Floor Plans (revised)	July 17, 2020
Environmental (SEPA) Checklist	January 21, 2020
Landscape plan (revised)	May 15, 2020
Project Narrative	December 28, 2017
Site Plan (revised)	July 17, 2020
Stormwater worksheet	November 25, 2019
<u>Staff Communication</u>	<u>Dated</u>
Dev. Services & Engineering Memo	June 3, 2020

**9. Public Outreach and Comments**

No written comments received as of 07.31.2020.

Issue Ref. No.	Summary of Concern (See corresponding responses in the next table)	Comment Letter Exhibit Reference No.

Issue Ref. No.	Issue	Staff Response

**10. Analysis**

**a. Planning/Zoning**

This project is to convert the Old Skateland building from a recreational use to KCC Use 540 Storage, self-service. The building will be expanded by enclosing 12 feet of the front building area on the south side along the entire 100-foot length for an addition of 1,200 square feet and an approximately total finished area of 22,800 square feet and have a total of 21 individual units available for rent. The existing paved area that was the old parking lot will be fenced for KCC Use 542 Storage, vehicle and equipment and be used primarily for vehicular and boat storage.

Kitsap County Code defines self-service storage at 17.110.689 "Storage, self-service" means a building or group of buildings consisting of individual, self-contained units leased to individuals, organizations, or businesses for self-service storage of personal property. This definition excludes indoor storage, outdoor storage, vehicle and equipment storage, and hazardous materials storage.

Kitsap County Code defines vehicle and equipment storage at 17.110.690 "Storage, vehicles and equipment" means an indoor or outdoor area for parking or holding of motor vehicles and boats or wheeled equipment for more than seventy-two hours. This definition excludes automotive sales and rentals, automotive service and repair shops, and auto wrecking yards.

Kitsap County Code 17.410.044 Commercial, industrial, parks, and public facility zones use table indicates Use 540 Storage, self-service requires and Use 542 Storage, vehicle and equipment both require an Administrative Conditional Use Permit in the commercial zone (C), which is the zoning of the subject property. The C zone lists the following footnote numbers 19, 30, 48, 57, 101 and Use 542 lists footnote number 1. Footnote 1 regards Section 17.410.060 Provisions applying to special uses, 19 regards development in the Silverdale Design District, footnote 30 regards Design Standards for the Community of Kingston, footnote 48 regards sewer for residential-related development, 57 regards permit requirements for certain properties, footnote 101 regards transitory accommodations. None of the footnotes apply to this project request.

**b. Lighting**

Two light standards are located on the subject property along Fuson Road and shown on the plans. Any building and outdoor storage lighting is expected to be provided at the applicant's discretion.

**c. Off-Street Parking**

The applicant has shown 8 parking spaces as required by code for self-storage, 1 space per 3,000 square feet of gross floor area. The total building square footage will be 22,800 square feet. There is no specified standard for vehicle/equipment storage; however, using the ratio for self-storage in this instance is reasonable, sufficient and appropriate.

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Self-Storage	1 space per 3,000 gross square feet	8 spaces	8 spaces

Vehicle/Equipment Storage	No standard		
Total		8 spaces	8 spaces

**d. Signage**

No signage shown or proposed. Any building or monument signage will each require a sign permit and compliance with the sign code at KCC 17.510 or as amended.

**e. Landscaping**

A minimum of 15% of the site is required to be landscaped as detailed at KCC 17.500.025. Approximately 16,008 square feet of landscaping exists or will be provided, which is 15% of the site. Street trees are required in the 2 landscaped beds along NE Fuson Road. The 8 proposed Amelanchier alnifolia or Serviceberry street trees were shown in the roadside landscaped beds and were removed from the 2nd submittal landscape plan, but will be required.

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	16,008 square feet	16,008 square feet
Required Buffer(s) 17.500.025		
North	Separation Buffer	Separation Buffer
South	Roadside and Setback Buffer	Roadside and Setback Buffer
East	Separation Buffer	Separation Buffer
West	Separation Buffer	Separation Buffer
Street Trees	Yes	No

**f. Frontage Improvements**

This is an existing developed site and no new frontage improvements are required.

**g. Design Districts/Requirements**

Not applicable; the subject property is not located within a design district.

**h. Development Engineering/Stormwater**

The information provided demonstrates this proposal is a Small Project as defined in Kitsap County Code Title 12, and as such will require a Commercial Major Tenant Improvement permit for review and approval that complies with KCC Title 12 and includes a Stormwater Pollution Prevention Plan and Narrative, and a Site Plan showing



details of all grading and site work. This requirement will be addressed as an element of Commercial Building Permit 19-04179.

**i. Environmental**

The entire parcel is located over a Category II Critical Aquifer Recharge Area. The proposed use, self-storage and vehicle and equipment storage are not identified as "activities with potential threat to groundwater" at KCC 19.600.620; therefore, a hydrogeological report is not needed for this project. Furthermore, this project will be conditioned to prohibit any "activities with potential threat to groundwater" without additional review and approval by the Kitsap County Department of Community Development.

**j. Access, Traffic and Roads**

Access to the site is from NE Fuson Road, a paved county-maintained road classified as an urban local access road.

Traffic generation for the proposed activity is estimated at 110 average daily trips (ADT). Less traffic is expected for this use than the previous recreational use of the building. No traffic mitigation is required for this project.

**k. Fire Safety**

Fire flow, an automatic sprinkler system and fire alarm system are required for this project. Water lines and hydrants will be required to be shown on the Commercial Building Permit (CBP) 19-04179. All fire hydrants will be required on the landscape plan submitted with CBP 19-04179.

Fire apparatus access roads are required and must be maintained by the property owner. The design is required to comply with the International Fire Code (IFC).

**l. Solid Waste**

The project will be required to have a trash receptacle commensurate with the storage use and 150 square feet of exterior recyclable area. This information needs to be submitted with and shown on the CBP 19-04179.

**m. Water/Sewer**

Public water will be provided to the site by the North Perry Water District.

Sewer will be provided to the site by Kitsap County Public Works, Sewer Utility Division.

**n. Kitsap Public Health District**

The Kitsap Public Health District (KPHD) has review and approved the project for public water and sewer.

### **11. 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 of the Director. The Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

### **12. 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.

### **13. Decision**

Based upon the analysis above and the decision criteria found in KCC 17.540.040.A, the Department of Community Development approves the Administrative Conditional Use Permit for United Moving & Storage, subject to the following 31 conditions:

#### **a. Planning/Zoning**

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy
2. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
3. Artificial outdoor lighting shall be arranged so that the lighting is fully recessed or fully shielded from side view and directed downward and away from surrounding properties. No more than one foot-candle of illumination shall leave the property boundary. Lighting shall be the minimum necessary for safety purposes and be compatible with surrounding properties. Light standards (poles) shall not exceed 20 feet in height.
4. Landscaping shall be installed and maintained in conformance with the requirements of Kitsap County Code (KCC) 17.500. Landscaping shall be installed and inspected prior to requesting a final inspection, or guaranteed by means of an assignment of funds or bonded in the amount of 150 percent of the cost of

- installation.
5. A final landscape plan that complies with KCC 17.500 shall be submitted with Commercial Building Permit 19-04179. The landscape plan shall be consistent with the 2nd landscape plan in Administrative Conditional Use Permit 19-05447 and include the addition of 8 Amelanchier alnifolia or Serviceberry street trees in the 2 landscape beds along NE Fuson Road. The plan shall also include new light standards (poles), if proposed, and hydrants.
  6. Any and all signage design and location (including exempt signs) shall comply with Kitsap County Code (KCC) 17.510, and be reviewed and approved by the Department of Community Development prior to installation. Signage may require a separate permit.
  7. The recipient of any administrative conditional use permit 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 administrative conditional use permit 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.
  8. 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 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 more extensive or other utilization of the subject property.
  9. The decision set forth herein is based upon representations made and exhibits contained in the project application 19-05447 United Moving & Storage - Self-Service & Vehicle/Equipment Storage ACUP. 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.
  10. 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.
  11. This Administrative Conditional Use Permit approval shall automatically become void if no development permit application is accepted as complete by the

Department of Community Development within four years of the Notice of Decision date or the resolution of any appeals.

12. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

**b. Development Engineering**

13. The information provided demonstrates this proposal is a Small Project as defined in Kitsap County Code Title 12, and as such will require a Commercial Major Tenant Improvement permit for review and approval that complies with Kitsap County Code Title 12 and includes a Stormwater Pollution Prevention Plan and Narrative, and a Site Plan showing details of all grading and site work
14. The required Commercial Major Tenant Improvement permit application materials shall include certification from a civil engineer, licensed in the State of Washington that the existing stormwater system has been cleaned, properly maintained and that the facilities are properly functioning.
15. 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.
16. If the project proposal is modified from that shown on the submitted site plan received May 15, 2020, Development Services and Engineering will require additional review and potentially new conditions.
17. Kitsap County currently serves sanitary sewer service to the property. Any changes to the service will require approval from Kitsap County Public Works - Sewer Utility Division.

**c. Environmental**

18. This use is conditioned to follow the Spill Response Plan by Map Ltd, received by DCD 5/15/2020.
19. No uses that are identified as "activities with potential threat to groundwater" at Kitsap County Code 19.600.620 shall occur prior to amending this Administrative Conditional Use Permit.

**d. Traffic and Roads**

20. Submit an Application for Concurrency Test (KCPW Form 1601) as required by Chapter 20.04.030, Transportation Concurrency, of the Kitsap County Code. The

KCPW 1601 form reserves road capacity for the project.

21. 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.
22. 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. Existing approaches may need to be improved to meet current standards.
23. Any work within the County right-of-way shall require a Public Works permit and possibly a maintenance or performance bond. This application to perform work in the right-of-way shall be submitted as part of the building permit. The need for and scope of bonding will be determined at that time.
24. Prior to completion of this permit with the Department of Community Development, the Applicant shall satisfy all conditions of a Right-of-Way Permit through the Department of Public Works for any and all work performed in the county Right-of-Way associated with this project. Apart from the Site Development Activity Permit (SDAP), the Right of Way permit may require extra work to comply with current Washington State Department of Transportation or Kitsap County Road Standards. You may contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.

**e. Fire Safety**

25. Fire flow in the amount of 4000 gpm @ 20 psi for a minimum of 4 hrs is required for the project. This is based on the proposed building of square feet and constructed of Type VB construction. A reduction in required fire flow of up to 75% as approved for commercial buildings is allowed when the building is provided with an approved automatic fire sprinkler system. The resulting fire flow shall not be less than 1000 gpm. Any changes to the structure will require a recalculation of fire flow. IFC 507.3 Amended by Kitsap County.
26. Water line size and the location of fire hydrants must be shown on SDAP plans. A letter of water availability indicating available fire flow from the water purveyor is required to be submitted to the Kitsap County Fire Marshal's office prior to the approval of any building permits.
27. Where hydrants supply commercial or multi-family fire flows, a hydrant shall be placed between fifty (50) feet and one hundred fifty (150) feet from the protected building.
28. For buildings with automatic sprinkler systems, one on-site hydrant should be located within approximately 50 feet of the fire department connection(s).
29. Fire apparatus access roads are required and must be maintained in accordance with IFC 503 Amended by Kitsap County Code. Any proposed revision to these roads must be submitted to, reviewed and approved by the Kitsap County Fire

Marshal's Office. Access roads shall comply with the following:

- Unobstructed width of 20 feet and height of 13 feet 6 inches.
- Shall be designed and maintained to support a 60,000 pound fire apparatus and be provided with an all weather driving surface.
- Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
- Inside turning radius shall be a minimum of 35 feet (commercial).
- Access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the structure as measured by an approved route around the exterior of the structure or facility.
- Road shall not be more than 12% grade.

30. When required by the Fire Code Official, fire department access roads shall be posted with approved signs or marked as follows: All curbs shall be painted red on the sides and top, and shall be labeled with 4-inch high white lettering at 25-foot intervals with the words "NO PARKING FIRE LANE" IFC 503.3.

**f. Solid Waste**

31. The solid waste service provider, Waste Management (360) 674-3166, shall be contacted for information on implementing the service provider's solid waste/recycling storage requirements for the proposed activity. Indicate method of waste disposal on the final plans. Documentation shall be provided by the solid waste/recycling service provider that their requirements for this project have been met. The required information shall be submitted with the Commercial Major Tenant Improvement permit application.

**Report prepared by:**



Jeff Smith, Staff Planner / Project Lead

09/16/2020

Date

**Report approved by:**



Shawn Alire, Department Manager / Supervisor

09/16/2020

Date

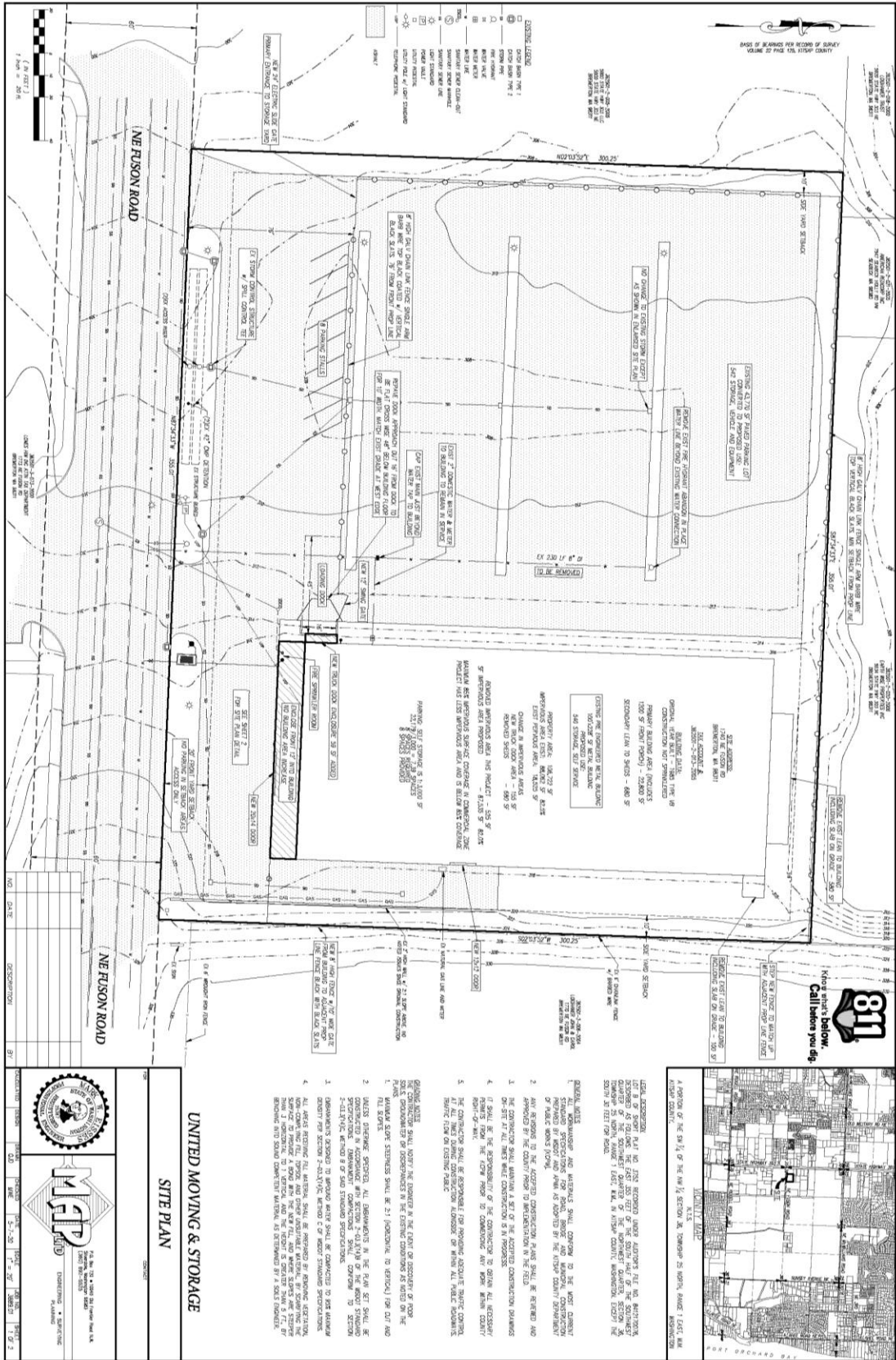
**Attachments:**

Staff Report: 19-05447 United Moving & Storage - Self-Service & Vehicle/Equip. Storage ACUP 15  
September 16, 2020

Attachment A – Self-Service Storage Floor Plan (include page 6 only)

Attachment B – Zoning Map

CC: Applicant/Owner email  
Engineer or Project Representative email  
Interested Parties: none as of 07.31.2020  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Jeff Smith



Site Plan