



Kitsap County Department of Community Development

August 22, 2023

Walter & Vicki Carlson
PO Box 655
Tracyton, WA 98393-0655

RE: Short Subdivision # 7457
Permit No. 21-04377
Tax Account No. 342501-1-020-2000

Dear Applicant(s):

This is to inform you that the above-referenced short subdivision has been granted **preliminary** approval.

This decision is in compliance with Kitsap County Code 21.04 Land Use and Development Procedures. All applicable criteria have been met for preliminary short subdivision in accordance with Kitsap County Code Title 16.48 short subdivision.

The Department has further determined that the land segregation as it is presented in the preliminary short subdivision, received 09/24/2021 by the Department of Community Development, conforms or will conform subject to conditions set forth in this letter, to the following:

1. Kitsap County Code Title 17 Zoning.
2. Kitsap County Code Title 12 Storm Water Drainage.
3. Kitsap County Comprehensive Plan and subarea plans.
4. Kitsap County Critical Areas Ordinance.
5. And all other elements of the Kitsap County Code that pertain to this land segregation.

Approval is subject to the following conditions:

LAND USE

1. Adhere to all elements and requirements set forth in Kitsap County Code 16.48.
2. The following condition shall be added to the face of the final short subdivision: Building permits issued on a lot in this short subdivision may be subject to impact fees pursuant to Kitsap County Code.
3. The name of the road in this land segregation shall be approved by Community Development prior to final subdivision approval.

4. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
5. The decision set forth herein is based upon representations made and exhibits contained in the project application (21-04377). 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.
6. 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.

SURVEY

1. At the time of submittal of the final short subdivision a title certificate, current to within 30 days, is required. Please note or delineate on the face of the final short subdivision all pertinent special exception items in Schedule “B” of the title certificate.
2. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.
3. All private roads shall be labeled as tracts and constructed in accordance with Fire Code requirements. Ten feet for utility easement shall be provided on each side of private road tracts.
4. All potential park areas, common open space, buffers and stormwater management areas shall be labeled as separate tracts. The ownership and maintenance responsibility shall be addressed on the face of the final plat, as well as in the CCRs.
5. Access to all lots shall be from roads within the proposed plat boundaries. A note to this effect shall be placed on the Final Plat.
6. Proof of registration of the Homeowner's Association is required at final short plat submittal. (Per Title 16.04.080.E) Must be registered with Secretary of State Office.
7. CC&R's will need to be submitted along with the final short plat submittal. Provide in CC&R's language regarding conveyance of access tracts, stormwater tracts to HOA and language regarding maintenance responsibilities.
8. Private roads in a separate tract, to be conveyed to the HOA (16.24.040.A) Make sure access tract is depicted and conveyance language to the HOA is on the face of the plat.

9. A Road Maintenance Agreement will be required. This may be in the form of a note on the face of the Final Plat that addresses ownership and maintenance responsibilities of the access easement, or in the form of a Road Maintenance Agreement document to be recorded separately and referenced on the face of the Final Plat.

STORMWATER

1. Construction plans and profiles for all roads, storm drainage facilities and appurtenances prepared by the developer's engineer shall be submitted to Kitsap County for review and acceptance. No construction shall be started prior to said plan acceptance.
2. Approval of the preliminary plat shall not be construed to mean approval of the total number of lots or configuration of the lots and tracts. These parameters may be required to be revised for the final design to meet all requirements of Kitsap County Code Titles 11 and 12.
3. The information provided demonstrates this proposal is a Large Project as defined in Kitsap County Code Title 12, and as such will require a Full Drainage Site Development Activity Permit (SDAP) from Development Engineering.
4. Stormwater quantity control, quality treatment, and erosion and sedimentation control shall be designed in accordance with Kitsap County Code Title 12 effective at the time the SDAP application. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The fees and submittal requirements shall be in accordance with Kitsap County Code in effect at the time of SDAP application, or Building Permit if an SDAP is not required.
5. Any project that includes offsite improvements that create additional hard surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12.
6. The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) Stormwater Construction permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/> or by calling Josh Klimek at 360-407-7451, email joshklimek@ecy.wa.gov. This permit is required prior to issuance of the SDAP. Processing time for NPDES permit is a minimum of 37 days.
7. During the construction of the proposed permeable pavement infiltration facilities, the Project Engineer shall provide an inspection to verify that the facilities are installed in accordance with the design documents and that actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report properly stamped and sealed with a professional engineer's stamp to Development Engineering.

8. Infiltration facilities will require subsurface investigation in accordance with Vol. II, Chapter 5 of the Kitsap County Stormwater Design Manual. Subsurface investigation and groundwater monitoring reports shall be provided with SDAP application.
9. The design of the infiltration facilities shall be in accordance with Vol. II, Ch. 5 of the Kitsap County Stormwater Design Manual. With SDAP application, the project must comply with infiltration testing requirements established in KCSDM, Section 5.3.2.
10. During the construction of the proposed infiltration facilities, the Project Engineer shall provide an inspection(s) to verify that the facilities are installed in accordance with the design documents and that actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report(s), properly stamped and sealed to Development Services and Engineering.
11. The impervious area per lot accounted for in the overall drainage facilities installed shall be indicated on the face of the final plat, along with the following note: Additional impervious surfaces created on an individual lot beyond the amount accounted for in the overall drainage facilities shall be mitigated in accordance with Kitsap County Code Title 12 and may require a Site Development Activity Permit.
12. The following shall be added to the face of the Final Plat, under the heading Notes and Restrictions:
 - a. Maintenance of roof and yard drains and appurtenances shall be the responsibility of the individual homeowners.
 - b. All runoff from roof and yard drains must be directed so as not to adversely affect adjacent properties.
 - c. All lots are obligated to accept road drainage at the natural locations after the grading of streets is complete.
 - d. This Plat is subject to all elements of the Declaration of Covenant Conditions and Restrictions (CC&R's) recorded under Auditor File Number #####
 - e. No owner or occupant may obstruct or re-channel the drainage flows after location and installation of drainage swales, storm sewers or storm drains. It is expressly understood that any alteration of the water flow shall be completed only after approval by Kitsap County Department of Community Development.
13. The following condition shall be added to the face of the final plat: At the time of submittal of a building permit for any lot within this plat, soil amendment is required for all disturbed areas not covered by hard surface.
14. Prior to recording the Final Plat, soil amendment is required over all disturbed areas within Tracts that are not covered by hard surface; provided, that in the event completion of a Recreational Tract has been bonded, soil amendment shall be completed prior to expiration of the bond covering that work.

15. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before requesting final inspection for the SDAP 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 site plan approved for this permit application, Development Engineering will require additional review and potentially new conditions.

TRAFFIC & ROADS

1. Prior to recording the Final Plat, vehicular access shall be constructed to provide access to all proposed lots.
2. The interior roads of the proposed plat shall be designed and constructed in accordance with Fire Marshal standards for emergency vehicular access.
3. The following shall appear on the face of the Final Plat, under the heading Conditions:
 - a. All interior roads shall remain private. Should the applicant or his successors or assigns choose to dedicate these roads to Kitsap County, it shall be subject to a further review by Kitsap County Development Services and Engineering. All improvements necessary to bring said road to the then current Kitsap County standards shall be done, at no expense to the County, prior to being accepted into the Kitsap County road system for maintenance.
 - b. All lots shall access from interior roads only.
 - c. The property owners within the plat 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 law areas.
4. All traffic control devices on public and private roads shall comply with the Manual on Uniform Traffic Control Devices as amended by the Washington Administrative Code. This is in accordance with 23 Code of Federal Regulations (CFR), Part 655.
5. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
6. Frontage improvements are required along the entire property frontage on Holland Rd. and shall consist of 10-foot-wide travel lane, vertical curb, gutter and 5-foot sidewalks.

7. Provide surveyed cross-sections at 50-foot intervals along the parcel for Holland Rd. The cross-sections shall show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections shall also depict centerline of pavement and right-of-way, the right-of-way lines, travel land width, sidewalk width, sidewalk slope and easements. Provide asphalt transition from sidewalk to shoulder on Holland Road.
8. The Site Development Activity Permit shall include plans for construction of the road approach between the edge of existing pavement and the right-of-way line at Holland Rd. Approaches to county rights of way shall be designed in accordance with the Kitsap County Road Standards Section 4.0 as established in Chapter 11.22 of the Kitsap County Code. Corner radii shall be 35 feet. Allowable intersection angles are between 75 and 105 degrees. Adjacent driveway access shall be designed per Fig 4-3 of the KCRS.
9. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
10. The developer's engineer shall certify that there is adequate entering sight distance at all project intersections with County rights of way. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the Kitsap County Road Standards for County rights of way. The certification shall also note necessary measures to correct and maintain the minimum sight triangle. The required information shall be submitted with the SDAP.
11. A modified traffic study that evaluates intersection operations under PM peak hour volumes at site access, Holland Road/Tracyton, Holland Road/Central Valley shall be submitted with the SDAP.
12. All work, equipment and materials for traffic signal and street lighting installations shall meet and be in compliance with all requirements of the Kitsap County Road Standards, Project Contract Provisions of Plans and Specifications accepted for construction by Kitsap County, Manual on Uniform Traffic Control Devices (MUTCD), National Electrical Manufacturer's Association (NEMA), National Electrical Code (NEC), Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans, and the Occupational Safety and Health Administration (OSHA).
13. 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 SDAP process, or Building Permit process, if a SDAP is not required. The need for and scope of bonding will be determined at that time.

FIRE MARSHAL

1. This project is proposing to install pervious asphalt for the entire length and width of the access road that will serve all the newly created lots and parking areas. Since this road will also provide fire access, and a fire access turn-around, the road shall be designed and constructed to tolerate the loads of 60,000-pound apparatus. Prior to the Fire Marshals office approving the fire access road, a letter shall be provided by the Engineer of Record that states it has been installed to tolerate the required loads. If the road is not installed to meet the load requirement, then the homes will require automatic fire sprinklers.

HEALTH DISTRICT

1. Binding water availability and an approved building site application for the community drainfield will be required prior to building permit issuance.

SOLID WASTE

1. Prior to SDAP approval, applicant shall provide documentation from the solid waste/recycling service provider that their requirements for this project have been met. Waste Management Northwest can be reached at pnwcmsservices@wm.com or 1-800-592-9995; their website is <http://wmnorthwest.com/kitsap/index.html>

Preliminary approval of this short subdivision will automatically expire five (5) years from the date of this letter. However, upon written request to the Department of Community Development by the original applicant and the current owner(s) of the subject property, at least thirty (30) days prior to expiration, a six (6) month extension may be granted.

Preparation of the final short subdivision shall be done in accordance with Kitsap County Code 16.48. All applicable conditions of preliminary approval must be addressed with the submittal of final short subdivision application. Submittals that do not address all conditions will be considered incomplete and returned without review. All of the above relevant conditions and any/all building setbacks and buffers established as conditions of approval must appear on the final short subdivision.

If you have any questions or comments regarding this letter, please feel free to contact **Peggy Bakalarski** for Survey matters; **Cecelia Olsen** for Stormwater and Traffic matters; **Katharine Shaffer** for Land Use/Environmental matters; **Tina Turner** for Fire Marshal matters; all of whom can be reached at (360) 337-5777. Please contact **Kimberly Jones** for Health District matters at (360) 337-5285.

21-04377 Carlson – Preliminary Approval Letter
August 22, 2023

Sincerely,



Peggy Bakalarski, Project Lead

8.18.23

Date



Samantha Long, Development Services and Engineering
Supervisor

8.18.23

Date

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