



Rafe Wysham
Director

KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

To enable the development of quality, affordable, structurally safe and environmentally sound communities.

Notice of Administrative Decision

Date: 5/2/2025

To: ARGO ASSOCIATES, jasonm@argobuilt.com

Authorized Agent: Peter Spruance with Spotswood Design, peter@spotswood.design

Interested Parties and Parties of Record: Theodore and Sylvia Born, ted_born@yahoo.com ; Zachary T Eller, ELLER56@GMAIL.COM ; R J and Barbara J Huget, BHUGET@WINDERMERE.COM

RE:

Permit Number: 24-00604

Project Name: ARGO ASSOCIATES - Preliminary Short Plat SP # 7467

Type of Application: P SP

The Kitsap County Department of Community Development has **APPROVED** the land use application for **Permit #24-00604: ARGO ASSOCIATES - Preliminary Short Plat SP # 7467 – P SP**, subject to the conditions outlined in this Notice and included Staff Report.

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS TIMELY APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.

The written appeal shall be made on, or attached to, an appeal form titled: *'Appeal/Objection of an Administrative Decision'* found on DCD's website, through the Online Permit Application Portal: <https://app.oncamino.com/kitsapcounty/login>.

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 by contacting the Department of Community Development; if you wish to view the case file or have other questions, please contact help@kitsap1.com or (360) 337-5777.

CC:

Surveyor: ADAMS, GOLDSWORTHY, OAK LAND SURVEYING LLC, gavin@agols.com

Kitsap County Health District, MS-30

Kitsap County Public Works Dept., MS-26

Dept of Archaeological Historic Preservation

Point No Point Treaty Council

Port Gamble S'Klallam Tribe

Permit #24-00604, ARGO ASSOCIATES - Preliminary Short Plat SP # 7467
5/2/2025

Puyallup Tribe
Skokomish Tribe
Squaxin Island Tribe
Suquamish Tribe
WA Dept of Fish & Wildlife
WA Dept of Natural Resources
WA State Dept of Transportation
DCD Staff Planner: Peggy Bakalarski, Pbakalar@kitsap.gov
Interested Parties: Theodore and Sylvia Born, ted_born@yahoo.com ; Zachary T Eller, ELLER56@GMAIL.COM ; R J and Barbara J Huget, BHUGET@WINDERMERE.COM
CC NOA Distribution List:
Applicant/Owner: ARGO ASSOCIATES
Surveyor: AGO Land Surveying, LLC, Gavin@agols.com
Project Representative: Jason Manges, jasonm@argobuilt.com
Health District
Public Works
Parks
Kitsap Transit
North Kitsap Fire District
North Kitsap School District
Puget Sound Energy
Water Purveyor - PUBLIC UTILITY DIST NO 1
Sewer Purveyor - PUBLIC UTILITY DIST NO 1
Point No Point Treaty Council
Suquamish Tribe
Port Gamble S'Klallam Tribe
Squaxin Island Tribe
Puyallup Tribe
WA Dept of Fish & Wildlife
WA State Dept of Ecology-SEPA
WA State Dept of Ecology-Wetland Review



Kitsap County Department of Community Development

April 28, 2025

Argo Associates
11392 NE 3rd ST
Kingston, WA 98346

ATTN: jasonm@argobult.com

RE: Short Subdivision # 7467
Permit No. 24-00604
Tax Account No. 4316-011-010-0105

Dear Applicant:

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 03/04/2024 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. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.

4. The decision set forth herein is based upon representations made and exhibits contained in the project application (24-00604). 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.
5. 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 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.
6. Landscaping shall be reviewed for approval and conditions during SDAP for installation and maintenance in conformance with the requirements of Kitsap County Code 17.500 Landscaping/Irrigation and 16.24.040 (G) and (I). Recreation, and shall be installed and inspected prior to requesting a final occupancy inspection, or guaranteed by means of an assignment of funds or bonded in the amount of 150 percent of the cost of installation.

SURVEY

1. A road maintenance agreement will be required for the access easements shown on the face of the final short subdivision. 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.
2. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.

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 is deemed fully complete. 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.
5. Any project that includes off-site 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 Washington State Department of Ecology (Ecology) may require registration of the infiltration trench as an Underground Injection Control (UIC) well in accordance with the Underground Injection Control Program (Chapter 173-218 WAC). The applicant shall contact Ecology to determine if the facility is regulated under the UIC program.
7. The design of the infiltration facilities shall be in accordance with Vol. II, Ch. 5 of the Kitsap County Stormwater Design Manual.
8. The infiltration facilities shall remain offline until the drainage areas are stabilized, and the water quality treatment facility is adequately established. Temporary erosion and sedimentation ponds shall not be located over infiltration facilities. In addition, retention ponds shall not be utilized as temporary erosion and sedimentation control ponds.
9. Infiltration testing that meets the standards within the Kitsap County Stormwater Design Manual at the time of SDAP application shall be provided.
10. During 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 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. 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 submitting 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. At building permit application, submit Kitsap County Public Works Form 1601 for issuance of a concurrency certificate, as required by Kitsap County Code 20.04.030, Transportation Concurrency.
2. Prior to recording the Final Plat, vehicular access shall be constructed to provide access to all proposed lots.
3. Public roads shall not exceed 12% grade or less depending on the road classification per Kitsap County Road Standards.

4. 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 further review by Kitsap County Development 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.
5. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction and curb ramps shall be constructed per the direction of travel on all frontages of the project parcel.
6. Frontage improvements are required along the entire property frontage on Ohio Ave NE and NE 3rd St. and shall consist of 10-foot-wide travel lane, vertical curb, gutter, and 5-foot sidewalks from back of curb. Frontage improvements along NE 3rd St shall include a half street overlay.
7. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on existing fronting roads where access is proposed. The cross-sections shall show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections shall also depict the centerline of pavement and right-of-way, the right-of-way lines, and easements.
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 all intersections with county rights-of-way. Approaches to county rights of way 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.
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. 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. The need for and scope of bonding will be determined at that time.

ENVIRONMENTAL

1. Subject to the conditions of the geotechnical engineering services provided by Landau Associates, Inc. (Landau) and HWA GeoSciences Inc. (HWA) and Technical Memorandum dated September 25, 2024, associated with this permit and on file at the Department of Community Development.

FIRE MARSHAL

1. A fire suppression system is required for more than 4 townhomes. Each town townhomes shall have a separate suppression system.
2. At the time of building permit submittal, a letter from the water district shall be submitted indicating that 500 gpm at 20 psi can be provided for 30 minutes and a working hydrant is within 400 feet of project.

HEALTH DISTRICT

1. A Sewered Building Clearance will be required for each lot prior to the start of construction.

SOLID WASTE

1. Prior to SDAP approval, the 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>
2. Solid Waste enclosures shall be covered and placed on an impervious surface. Enclosures shall be directly connected to the sewer system, where feasible. If direct connection to sewer is infeasible, the enclosure shall be sloped to drain into a dead-end sump.

PW-SEWER

1. Kitsap County sanitary sewer is available for the project. Applicants need to submit a complete set of sewer plans, profiles, and specifications designed in accordance with Kitsap County Public Works - Sewer Utility Division Standards and Regulations.
2. Kitsap County sanitary sewer currently serves the project parcel. The project will not have additional impacts on the sewer system.

24-00604 Argo Associates – Preliminary Approval Letter
April 28, 2025

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; **Enita Liang** for Stormwater and Traffic matters; **Jennifer Kreifels** for Land Use/Environmental matters; **Tina Turner** for Fire Marshal matters; all of whom can be reached at (360) 337-5777. Please contact **Christine Bronder** for Health District matters at (360) 337-5285.

Sincerely,



Peggy Bakalarski, Project Lead

4.28.25

Date



Cecilia Olsen, Manager, Development Engineering

4/28/2025

Date

Cc: Authorized Agent: Peter Spruance with Spotswood Design,
peter@spotswood.design
Surveyor: AGO Land Surveying, LLC – gavin@agols.com
Interested parties of record: BORN THEODORE & SYLVIA,
ted_born@yahoo.com; ELLER ZACHARY T, Eller56@gmail.com; HUGET
R J & BARBARA J, bhuget@windermere.com