



Administrative Staff Report

Report Date: July 1, 2025

Application Submittal Date: September 11, 2024

Application Complete Date: September 24, 2024

Project Name: KITSAP COUNTY PUBLIC WORKS - CK Wastewater Treatment Upgrades

Type of Application: ACUP Type-II

Permit Number: 24-04188

Project Location

12351 Brownsville HWY NW
Poulsbo, WA 98370
Commissioner District 1

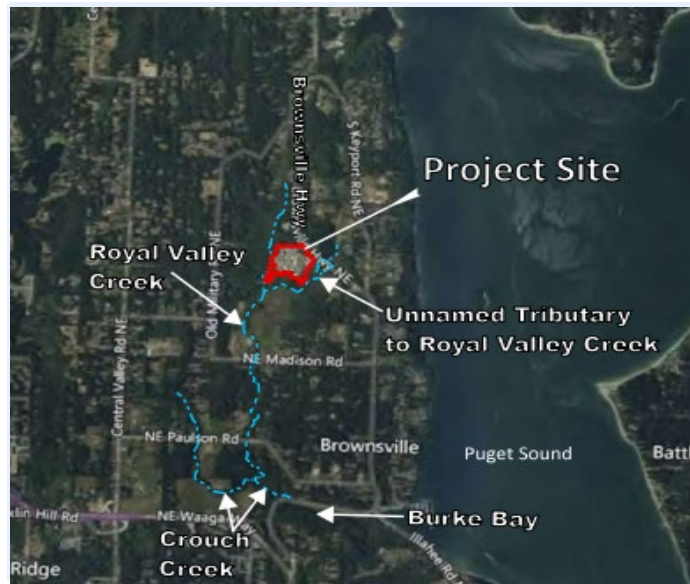
Assessor's Account

112501-1-038-2007

Applicant/Owner of Record

Anthony Burgess, PE
Cap. Proj. Manager
Kitsap County Public Works
614 Division ST MS-27
PORT ORCHARD, WA 98366-4614

VICINITY MAP



Decision Summary

Approved subject to conditions listed in this report.

1. Background

Kitsap County Public Works Sewer Utility Division (PWSUD) is proposing modifications to the existing Central Kitsap Treatment Plant (CKTP) to address aging equipment, rise in demand, and permit adjustments which have created capacity challenges, operational, maintenance and performance issues. The project is implementing recommendations through a capital upgrade of existing solids and liquid hauled waste handling facilities at the CKTP. The project expansion will occur on property on the east side of the treatment plant which was formerly called William's Wood Waste and Recycling that was approved through a Conditional Use Permit (File# 12-02519) and SDAP.

The proposed project is separated into two overall construction phases. The first phase begins in January 2025 and finishes June 2026; it contains essential treatment processes

to enable the function of two new anaerobic digesters. This includes the digesters, control building, thickening building, plant pump station, and septage receiving. The second phase of construction (August 2026 to January 2027) contains items that are important for full functionality of the treatment plant. This includes rehabilitation of existing digesters, construction of the maintenance building, fats and oils-grease receiving, and centrate pumping and storage. Project parking improvements include an additional 39 spaces provided for employees, visitors, and ADA spaces. Improvements are not specific to planning requirements in KCC 17.490, off street parking standards. Project grading is comprised of 21,483 cubic yards of cut and 2,630 cubic yards of fill. The applicant is proposing that noise, light and glare will be reduced by implementation of the associated landscaping plan.

Proposed improvements at CKTP include the following:

- Repair and upgrade of two existing anaerobic digesters and installation of two new anaerobic digesters.
- Construction of a separate control building for the digesters.
- Construction of a new building to house mechanical co-thickening of primary sludge and septage; Construction of a new septage-handling facility.
- Construction of a new fat, oil, and grease-handling facility.
- Refurbishment of a centrate tank to serve as storage.
- Installation of new inorganic biofilters for odor control.
- Construction of a new in-plant pump station to replace the current system; and
- Improvements to ingress/egress.

A new maintenance building is also proposed to replace the existing structure in the eastern portion of the site. New level spreaders are proposed east of this proposed maintenance building to manage stormwater in the eastern portion of the project site.

Kitsap County operates the conveyance system (pipes and pump stations) and treatment facilities within the Central Kitsap service area. The service area is the largest system in the County that includes unincorporated Central Kitsap County, Silverdale, naval facilities at Bangor, Keyport and the City of Poulsbo. Treated wastewater from the plant is discharged into Port Orchard Bay to provide sufficient dilution.

2. Project Request

PWSUD is requesting approval of an Administrative Conditional Use Permit to allow modifications to the existing Central Kitsap Treatment Plant (CKTP). The new expansion includes developing property to the east previously approved for commercial wood waste handling.

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 does not appeal, it becomes part of the record as it was issued, since it cannot be changed.

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency for consistency with KCC Title 17 Zoning, Title 19 Critical Areas, and Title 12 Stormwater. This information is available to the public on request.

This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

COMMENTS:

1. The SEPA comment period previously occurred concurrent with the Notice of Application dated November 11, 2024. We received one public comment related to the desire for inclusion of an RV (Recreational Vehicle) waste station. A comment from the State Department of Ecology related to a previous fuel spill has been addressed. Both comments will be detailed in the staff report.

CONDITIONS:

1. The project will be conditioned to follow the recommendations of the associated geotechnical report per KCC Title 19.400.
2. The proposal is conditioned to follow the recommendations of the Critical Area Report, per KCC 19.200 (wetland protection) and KCC 19.300 (stream protection) to assure no net loss of ecological functions. The project incorporates elements of previous development phases where restoration was implemented to offset impacts.
3. The proposal is conditioned to follow the associated landscape plan to address KCC Title 19.500 screening elements within KCC Title 17.500.027 and the associated Design Standards in KCC 17.420.030.
4. The proposal will be conditioned to follow the recommendations of the stormwater design and will follow KCC Title 12, Stormwater control.

The SEPA appeal period expired February 14, 2025. No appeals were filed; therefore, the SEPA determination is final.

5. Physical Characteristics

The subject property is 49.14 acres in size. Except for the slope on the east side of the property, the topography of the site is relative flat. The applicant is expanding the facility onto property formerly owned by Williams Wood Waste Recycling site that includes fill from

the last sewer treatment plant expansion. The project site drains to Royal Valley Creek, Crouch Creek, and Puget Sound approximately 1.5 miles south. Aside from the CKTP facility, Brownsville Highway NE, and a residential property northeast of the highway, the project site is relatively undisturbed. To the north, west, and south of the CKTP facility, the subject property site is primarily forested and undisturbed; to the east, the project site is an open field with scattered trees and shrubs. The project site is set within a rural low-density residential region with some agriculture uses in the vicinity. The CKTP facility is developed with buildings, canopy structures for large truck parking, wastewater treatment structures and facilities, and additional impervious surfaces.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Public Facility Zone: Rural Residential (RR)	Standard	Proposed
Minimum Density	NA	NA
Maximum Density	5 (49.14 acres) 10 du	
Minimum Lot Size	NA	NA
Maximum Lot Size	5 acres	NA
Minimum Lot Width	140'	NA
Minimum Lot Depth	140'	NA
Maximum Height	35 feet	<35 feet
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

Applicable footnotes: 17.420.060 Footnote # 40. Height limitations set forth elsewhere in this title shall not apply to the following: barns, silos, or other farm buildings and structures, provided they are not less than fifty feet from every lot line; chimneys, spires on places of worship, belfries, cupolas, domes, smokestacks, flagpoles, grain elevators, cooling towers, solar energy systems, monuments, fire house towers, masts, aerials, elevator shafts, stairs or stair shafts and other similar projections; and outdoor theater screens, provided said screens contain no advertising matter other than the name of the theater. The proponent seeking exception to the height limitation shall certify that the object being considered under this provision will not shade an existing solar energy system which, by the determination of the director, contributes substantially to the space- or water-heating requirements of a building.

Staff Comment: *If applicable to the project a determination will be made during building permit review.*

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (North)	50 feet	130'
Side (East)	20 feet.	251'
Side (West)	20-feet	1320'
Rear (South)	20 feet	705 feet

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Undeveloped Public Works storage yard	Rural Residential (RR)
South	Undeveloped-Agriculture	Rural Residential (RR)
East	Undeveloped and single-family residences	Rural Residential (RR)
West	Undeveloped and single-family residences	Rural Residential (RR)

Table 4 - Public Utilities and Services

	Provider
Water	North Perry Road Water District
Power	Puget Sound Energy
Sewer	Kitsap County
Police	Kitsap County Sheriff
Fire	North Kitsap Fire & Rescue
School	North Kitsap School District #400

6. Access

The subject property receives through a single existing access from Brownsville Highway NE. The Brownsville Highway Road segment has a functional road classification of a minor arterial. The roadway provides a significant north-south connection between Bremerton/Silverdale and Silverdale.

7. Site Design

The proposed The Central Kitsap WWTP Expansion was reviewed for consistency with requirements pursuant KCC 17.540 Administrative Conditional Use Permit (Type-II) and KCC 17.420.030 Design Standards, which includes requirements for off-street parking and loading,

landscaping, lighting, signage, etc.

8. 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

Land Use Goal 2. Capital facilities

Land Use Policy 2.1. Coordinate capital facilities with land use planning.

Land Use Policy 2.2. Coordinate with local jurisdictions to determine what regional public facilities are or will be needed and how these facilities will be located to best serve the public.

Environment Goal 1. Ecosystems and habitat

Protect and enhance the health, resilience, functions, and processes of natural environments and ecosystems, including forest lands, shorelines, freshwater systems, and critical areas to ensure functioning ecosystem services and fish and wildlife habitat are sustained into the future.

Environment Policy 1.1.

Manage development to protect habitats and ecological processes.

Environment Policy 1.2.

Consider the functions and processes of the natural environment in project planning and review.

Environment Goal 2. Critical areas

Environment Policy 2.1.

Use the best available science in developing policies and development regulations to protect the functions and values of critical areas, consistent with the criteria in WAC 365-195.

Environment Goal 4. Natural resources as an asset

Formally treat natural environments and ecosystems including forest lands, shorelines, freshwater systems, and critical areas as essential assets that are planned for, managed, and invested in to meet the needs of current and future generations.

Economic Development Goal 1.

Promote economic Growth and investments that support livable and resilient communities that are fueled by innovation and the diverse people and businesses of Kitsap County.

Economic Development Policy 1.3.

Invest in efficient, cost-effective capital improvements and programs necessary for commerce and industry to thrive and increase the prevalence of living wage jobs.

Capital Facilities and Utilities Goal 2.

Essential Public Facilities Implement a countywide process for siting essential public facilities.

Capital Facilities and Utilities Policy 2.3.

Public facilities located beyond UGAs should be self-contained or be served by urban governmental services in a manner that will not promote sprawl. Utility and service consideration must be incorporated into site planning and development.

Capital Facilities and Utilities Policy 2.5. Essential public facilities for sewage disposal shall adhere to local health district and state agency rules regarding commercial and industrial use of on-site sewage systems.

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 11	Road Standards
Title 12	Storm Water Drainage
Title 13	Water and Sewers
Title 14	Buildings and Construction
Title 17	Zoning
Title 19	Critical Area Ordinance
Chapter 18.04	State Environmental Policy Act (SEPA)
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

9. Documents Consulted in the Analysis

Applicant Submittals

Administrative CUP Application
Environmental (SEPA) Checklist
Critical Areas Habitat Management Plan
Site Plan
Project Narrative (Meeting Summary)
Storm Drainage Plan

Dated or date stamped

September 17, 2024
September 30, 2024
December 18, 2024
September 1, 2024
May 14, 2025
May 14, 2025

Civil Engineering Plan

December 18, 2024

Staff Communication

Dated

Dev. Services & Engineering Memo

June 04, 2025

10. Public Outreach and Comments

Pursuant to KCC Title 21, Land Use and Development Procedures, the Department gave proper public notice 800' around the project site for the Administrative Conditional Use Permit. To date, the Department has received one public comment related to the desire for inclusion of an RV (Recreational Vehicle) waste station and received agency comments with questions from the Department of Ecology.

11. Analysis

a. Planning/Zoning

The subject property is designated through the Comprehensive Plan as Public Facility and the underlying zone is Rural Residential. Kitsap County Public Works Wastewater Division is a designated regional urban service provider. The land use review does not vest to process. This proposal was reviewed as a Public Facility per KCC 17.410.044 Use #408, requiring an Administrative Conditional Use Permit (ACUP), in the Rural Residential zone. The requested is reviewed pursuant to criteria per KCC 17.540 ACUP. The request is reviewed for consistency with KCC 17.420.030 Design Standards addressing compatibility with the surrounding rural residential uses. The project site was reviewed previously under multiple permits. The Central Kitsap Sewage Treatment plant was originally permitted through an Unclassified Use Permit/Conditional Use Permit (File # UUP-967) prior to the current comprehensive Plan, a.k.a. Brownsville Treatment Plant, Kitsap County Resolution # 329-1977 and later through multiple SDAPs, including 06-35989, approved on April 27, 2006, for the tank removal. The current building area is estimated to be approximately 76,571 sf. The current proposal is to upgrade and improve the operation of the current facility.

Definitions KCC 17.110

Per KCC 17.110.640, the Central Kitsap Sewage Treatment plant facility is classified as a "public facility" that is publicly owned which is element of the local infrastructure to support urban and rural development. Lighting

Exterior Lighting. In all zones, artificial outdoor lighting shall be arranged so that light is directed away from adjoining properties and so that no more than one-foot candle of illumination leaves the property boundaries consistent with KCC 17.105.110.110 Obnoxious Things. Any new security lighting would be full cutoff to reduce light and glare impacts. In addition, all exterior light fixtures will have horizontal baffles that will eliminate offsite glare to adjacent properties. Existing screen buffers will be maintained, and a new six-foot sight-obscuring fence will be installed along Brownsville Highway NE.

b. Off-Street Parking

Projects are required to provide adequate off-street parking consistent with the standards in KCC Chapter 17.490 Off-street Parking and Loading. Pursuant to KCC 17.490.030 Number of required spaces, projects are required to provide minimum off-street parking for land use projects. The nearest parking category is warehouse storage facility. The applicant determined that pursuant to KCC 17.490.030 Number of Parking Spaces required, that use is public facility and does not fit with listed land use categories.

Applicant's response: Noted. A parking checklist has been submitted as part of the ACUP application. Thirty-nine new off-street parking spaces would be constructed as part of the Project. Per KCC 17.490.060 handicap. Project parking includes two Americans with Disabilities Act (ADA) parking spots, and per KCC 17.490.080 two electric vehicle charging spots.

Staff Comment: Pursuant to KCC 17.490.010 parking standards are guideline and can be reasonably increased or decreased. The facility is not open to the general public with the number of spaces calculated based on staff parking. Staff support the applicant's estimate for meeting parking demand. The applicant will adhere to parking standards

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Public Facility	Unlisted Category	Parking based on projected demand	25 Employee spaces, 2 ADA spaces, 2 EV spaces and 10 fleet vehicle spaces
Total			39

c. Signage

Prior to installation of a new permanent on-premises or off-premises sign or modification of an existing sign that deviates from its originally permitted appearance or structure, an applicant shall obtain a permit from the Kitsap County department of community development, unless the sign is identified as exempt.

Applicant's response: New signage would consist of informational wayfinding signs to delineate which entrance is for septage delivery and which is for CKTP staff only.

Staff Response: Pursuant to KCC 17.510 Sign Code, if needed the applicant can apply for signage near the entrance to the Central Kitsap Treatment Plant can apply after construction upgrade.

d. Landscaping

The project is required to be reviewed for consistency with KCC 17.500 Landscaping and 17.700 Appendix A. The Landscaping Plan is required to show how all disturbed areas, buildings and structures, and off-street parking areas are to be landscaped. Landscaping is calculated based on the total site area. Screening, in accordance with KCC 17.500.027, would be provided by: (1) existing screening vegetation planted along the boundary between the CKTP parcel and Brownsville Highway NE. The existing berm along the northeastern edge of the parcel, and (3) a new six-foot tall sight-obscuring fence located between the perimeter of the facility and Brownsville Highway NE. In addition, all exterior light fixtures will have horizontal baffles that will eliminate offsite glare to adjacent properties. Building materials, colors, and textures will be chosen to be compatible with and blend into a semi-rural environment.

The proposed project will replace approximately 1.2 acres of existing vegetation. Construction is anticipated to demolish trees to accommodate roadway re-alignment and development of new maintenance building. Approximately 5 deciduous species ranging in size from 8" to 24" DHB in size and 9 conifers of varying size are currently anticipated to be removed.

Applicant's response: The Project would adhere to the requirements of KCC 17.500.027. All new landscaping will be installed and maintained in accordance with KCC 17.500.030.

Staff Response: The project consists of KCC 17.500 Landscaping, based the project setting with topography with existing berm, a six-foot-tall sight obscuring fence and existing vegetation planted by Williams Wood Waste and perimeter natural vegetation associated with critical areas (see attached landcover map).

Table 6 - Landscaping Table

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	7.5 acres	
Required Buffer(s) 17.500.025		
North	Separation Buffer	Separation Buffer
South	Separation Buffer	Separation Buffer
East	Separation Buffer	Separation Buffer
West	Separation Buffer	Separation Buffer
Street Trees	No	

e. Frontage Improvements

Kitsap Public Works Road Division is not requiring frontage improvements.

f. Design Districts/Requirements

Not Applicable to request.

g. Development Engineering/Stormwater

The proposed stormwater facilities include conveyance through swales and pipes to underground detention vaults for stormwater quantity control; and compost amended vegetated soils and underground treatment vaults for stormwater quality control. The treatment of runoff is proposed to consist of a filter cartridge treatment system within below ground vault. Which will discharge to the existing ditch and wetland along the east side of the site.

Development Engineering has reviewed the above land use proposal and finds the concept supportable in its approach to civil site development. These comments are based on a review of the Preliminary Drainage Report and Preliminary Engineering Plans accepted for review 9/30/2024, and as revised by additional materials accepted for review 5/14/2025 to Kitsap County Development Engineering.

h. Environmental

PWSUD hired Shannon and Wilson to provide a critical area assessment report, dated December 13, 2024, for the subject property. There were four wetlands (Wetlands A, B, C, and D) and two streams (royal Valley Creek and unnamed named tributary) were identified on the project site.

Wetlands.

Wetlands are regulated pursuant to KCC 19.200 Critical Areas Ordinance. A building or impervious surface setback of 15 feet from the edge of any wetland buffer is required per KCC 19.200.220.E. A building or impervious surface setback of 15 feet from the edge of any wetland buffer is required per KCC 19.200.220.

The development site was evaluated for potential wetland conditions using methods in the US Army Corps Manual. A large wetland (A) complex associated with Royal Valley Creek and an unnamed tributary was identified in the south and eastern portions of the project site. Royal Valley Creek and the unnamed tributary flow through the wetland unit and provide a surface water connection to Puget Sound. Wetland B is a palustrine, forested wetland north of the Project site. Numerous depressions from fallen trees and small upland hummocks were observed throughout the wetland. Wetland B does not have a surface water outlet. Wetland C is a large wetland complex west of the Project site that is associated with Royal Valley Creek. Royal Valley Creek flows south through the wetland and provides a surface water connection between the wetland and Puget Sound. Two outfall pipes along the west perimeter of the Project site convey stormwater from the CKTP facility stormwater pond to Wetland C. Wetland D is a small, depressional wetland at the Project site's south perimeter.

No surface water outlet was observed in Wetland D. The current buffer standard is 150 to 300 feet.

Wetland	Rating Category	Habitat Score	Proposed Impact Intensity	Standard Buffer Width (Feet)	Minimum Building Setback
A	II	8	High	300	15 feet beyond buffer
B	III	7	High	150	15 feet beyond buffer
C	II	8	High	300	15 feet beyond buffer
D	III	7	High	150	15 feet beyond buffer

Pursuant to KCC 19.100.120(C) provides that where projects have been approved with conditions to protect critical areas under previous protection policies those conditions will apply. This title shall apply to new applications where the Department determines, based on review of current information that the prior conditions will result in a detrimental impact to a critical area.”

Applicant Comment: Other than the installation of level spreaders for stormwater management, the Project does not intrude further into wetland buffers than was approved by SDAP No. 10- 88078.

Staff Comment: Staff commented, November 14, 2023, and May 29, 2024, determined since the impervious surfaces are existing and may even be reduced under the PW proposal as it is understood, the prior conditions (80-foot buffer) will not result in a “detrimental impact to the critical area”, and therefore the previously approved conditions (buffer) will apply.

Surface Water.

Royal Valley Creek is a perennial stream located west of the Project site. The headwaters of Royal Valley Creek are approximately 0.5 miles north of the Project site, and the stream flows south into Crouch Creek approximately 1.3 miles downstream and the Puget Sound approximately 1.5 miles downstream. An unnamed tributary flows into Royal Valley Creek approximately 400 feet south of the Project site. The applicant’s biologist observed that the Royal Valley Creek appeared to be well-shaded throughout by overhanging herbaceous plants and shrubs.

The headwater of the unnamed tributary is located in the north portion of Wetland A, approximately 1 mile north of Brownsville Highway. The stream flows south from the headwaters, entering Wetland A via a culvert under Brownsville Highway, then turns west and converges with Royal Valley Creek 400 feet south of the CKTP stormwater pond. The applicant’s biologist observed unnamed tributary was observed to be seasonal in the east portion of the study area where a network of excavated ditches appears to drain water from Wetland A. At the southeast perimeter of the Project site, this network of ditches appears to

converge into a single stream channel, which was observed with perennial flow in September 2023.

Stream	Stream Type	Standard Buffer Width (Feet)	Minimum Building Setback
Royal Valley Creek	F	150	15 feet beyond buffer
Unnamed Tributary	F	150	15 feet beyond buffer

Wildlife Habitat Conservation Areas.

Wildlife Habitat Conservation Areas are classified as either “Class I” or “Class II.” Per KCC 19.300.310.3.a, Class I Wildlife Habitat Conservation Areas. The southeastern portion of the project site, including Wetland A, is mapped as a priority habitat for waterfowl concentrations by the WDFW Priority Habitats and Species (PHS) mapper. Wetland A is also mapped as a priority aquatic habitat: freshwater emergent wetland. The unnamed tributary south of the project site is mapped as priority habitat for coastal cutthroat trout. These areas meet the definition of a Class I Wildlife Habitat Conservation Area.

The buffer areas beyond the developed project site are comprised primarily of upland forested areas that are generally composed of Douglas-fir trees, Facultative Upland [FACU]), western red cedar, big leaf maple (*Acer macrophyllum*, FACU), red alder (*Alnus rubra*, FAC), sword fern (*Polystichum munitum*, FACU), bracken fern (*Pteridium aquilinum*, FACU), and Himalayan blackberry.

The installation of new level spreaders will result in permanent and temporary buffer vegetation impacts at the eastern boundary of the project site, which will be replaced in-kind. The development classified as a high-intensity development,



there is no change in site conditions other than the minor vegetation changes from the level spreaders.

Geological Hazard Areas.

Per the Kitsap County parcel map critical areas data layer, the southwest portion of the CKTP site is mapped as a moderate seismic hazard area. The northeast portion of the site is mapped as having a very low liquefaction susceptibility by the Washington Department of Natural Resources Geologic Information Portal. The remainder of the project site is mapped as having a moderate to high liquefaction susceptibility.

Aquifer Recharge Area.

No groundwater would be withdrawn from a well for drinking water or other purposes as part of the project. The Washington Department of Ecology has commented that the site is an active cleanup site (Facility Site ID No.:55114724; Cleanup Site ID No.:9672). The site is contaminated, which was caused by leaking underground storage tanks that resulted in the release of petroleum products to the soil and groundwater. Records indicate that two 6,000-gallon tanks were removed in 2016. Sampling indicates that there are still elevated levels of gasoline, diesel, and benzene that remain in the groundwater. Ecology recommends that the project applicant remediate residual contamination during site redevelopment. Kim Smith, Ecology Toxics Cleanup Program is contact for site cleanup.

Staff Comment: *The contamination is contained, and PWSUD plans to perform the cleanup in the later phase of the project site development.*

Archeological Resources.

The project area is noted as ranging from very high to moderate risk for archaeological resources on the Department of Archaeology and Historic Preservation's archaeological predictive model. However, the project area does not contain known or suspected cultural, archaeological, or historic materials. There is no known or suspected material evidence, artifacts or areas of cultural importance on or near the project. A cultural resource survey was performed for a force main project in 2010 which intersects the project area. During the survey, a historic orchard documented a historic property inventory (HPI) form (property ID #108208); however, it has not been evaluated for eligibility to a preservation registry. Applicant should submit Inadvertent Discovery Plan at final approval.

i. Access, Traffic and Roads

Kitsap County Public Works and Department of Community Development reviewed the project for traffic and road elements. *(See Conditions 24-26 are the result of the review.)*

j. Fire Safety

Kitsap County Fire Marshal reviewed the project and placed one condition.

k. Solid Waste

Solid Waste was reviewed by Department of Community Development staff and conditions will be reviewed at building permit.

l. Water/Sewer

The applicant submitted sewer and water availability letters for the permit.

m. Kitsap Public Health District

The project is required to comply with all applicable Kitsap County Public Health District regulations.

12. 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.

13. Findings

1. The proposal is consistent with the Comprehensive Plan.

Applicant Response: The project is consistent with the Kitsap County 2016 Comprehensive Plan and applicable requirements of the KCC for Rural Residential zoning.

Staff Comment: *The facility expansion/redevelopment is consistent with the Comprehensive Plan and the Public Facility.*

2. The proposal complies with or will comply with the 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 conditions imposed outlined in this report.

Applicant Response: Supporting documentation demonstrates the project's consistency with the Kitsap County 2016 Comprehensive Plan and applicable requirements of the KCC for Rural Residential zoning.

Staff Comment: The request for the ACUP redevelopment/expansion complies with the applicable provisions of KCC Title 17 of the Zoning Code.

3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.

Applicant Response: No adverse impacts from noise, odors, or traffic, are anticipated to surrounding properties or uses. The project will be limited to the proposed parcel, which contains the existing CKTP facility, which is owned and operated by the County. Therefore, the project would not be materially detrimental to existing or

future uses or property in the immediate vicinity of the project.

Staff Comment: The facility redevelopment incorporates environmental analysis and mitigation for wetlands, streams, and stormwater management for quantity and quality, and Critical Aquifer Recharge Area protection.

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.

Applicant Response: The property currently consists of CKTP and the former private shop. The project would not affect the existing characteristics, appearance, or quality of the parcel. In addition, existing and proposed site screening would ensure the project's compatibility with surrounding properties that are zoned rural residential. Site screening would be provided by: (1) existing screening vegetation planted along the boundary between the CKTP parcel and Brownsville Highway NE, (2) the existing berm along the northeastern edge of the parcel, and (3) a new six-foot tall sight-obscuring fence located between the perimeter of the facility and Brownsville Highway NE. All exterior light fixtures will have horizontal baffles that will eliminate offsite glare. All building materials, colors, and textures will be compatible and blend into a semi-rural environment.

Staff Comment: The facility redevelopment incorporates design elements to help increase compatibility with the adjacent Rural Residential zone.

14. Decision

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 the Central Kitsap Wastewater Treatment Plant Upgrades be **approved**, subject to the following 35 conditions:

a. Planning/Zoning

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
2. 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.
3. 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.
4. 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 an 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.
 5. 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.
 6. The decision set forth herein is based upon representations made and exhibits contained in the project application 24-04188. 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.
 7. 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.
 8. 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.
 9. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

b. Development Engineering

GENERAL

10. 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.

STORMWATER

11. 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.
12. 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 (or Building Permit if no SDAP required) 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 or Building Permit if an SDAP is not required.
13. 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.
14. 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/>. This permit is required prior to the issuance of the SDAP.
15. If the application indicates that a significant quantity of grading material will be exported from the site. Prior to issuing the SDAP an approved fill site(s) must be identified.
16. Any fill site receiving 150 cubic yards or more of material must obtain an SDAP.
17. Fill sites receiving 5,000 cubic yards or more, or located within a critical area, must have an engineered SDAP.
18. For any fill site receiving less than 150 cubic yards, the SDAP holder shall submit to Kitsap County Department of Community Development load slips indicating the location of the receiving site and the quantity of material received by said site.
19. The application indicates that a significant quantity of grading material will be imported to and/or exported from the site. Typically, this means five or more trucks entering/leaving the site per hour. Because of this a vehicle wheel wash must be included as an element of the siltation erosion control plan.
20. This project includes the construction of a detention vault, which requires a building permit issued by the Department of Community Development. A

Structural Engineer, registered in the State of Washington, shall prepare the construction drawings. In addition, a geotechnical engineering analysis of the vault design is required. That analysis shall be prepared by a Civil Engineer licensed in the State of Washington, knowledgeable in the practice of soils engineering and mechanics. The analysis shall address the effects of groundwater infiltration, seepage, potential slip planes, and changes in soil bearing strength. The proposed facilities shall be designed following the recommendations of the geotechnical analysis.

21. 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.

c. Environmental

22. The project will is required to follow the recommendations of the associated geotechnical report per KCC Title 19.400.
23. The proposal is conditioned to follow the recommendations of the Critical Area Report, per KCC 19.200 (wetland protection) and KCC 19.300 (stream protection) to assure no net loss of ecological functions. The project incorporates elements of previous development phases where restoration was implemented to offset impacts.
26. The proposal is conditioned to follow the associated landscape plan to address KCC Title 19.500 screening elements within KCC Title 17.500.027 and the associated Design Standards in KCC 17.420.030. 4. The proposal will be conditioned to follow the recommendations of the stormwater design and will follow KCC Title 12, Stormwater control.
27. Subject to the conditions of the Geotechnical report associated with this permit and on file at the Department of Community Development.

d. Traffic and Roads

28. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
29. The Site Development Activity Permit (or Building Permit, if an SDAP is not required) 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 or state 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. Approaches to state rights of way shall be designed in accordance with current WSDOT standards. Existing approaches may need to be improved to meet current standards.

30. Any work within the County right-of-way requires 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.

e. Fire Safety

31. The project is required to comply with all applicable Kitsap County Marshal regulations in KCC Title 14.

f. Solid Waste

32. Prior to SDAP approval, Waste Management (360) 674-3166 shall be contacted for information on implementing the solid waste/recycling storage requirements influenced by the service provider for the project. Pay particular attention to the access requirements of collection trucks. Documentation shall be provided from the solid waste/recycling service provider that their requirements for this project have been met.

g. Kitsap Public Health District

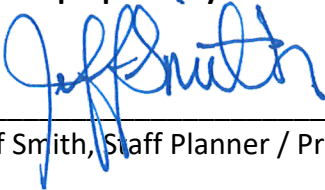
33. The project is required to comply with all applicable Kitsap County Public Health District regulations.

OTHER

34. If this project includes the construction of rock walls or other retaining facilities that either exceed four feet in height or sustain a surcharge. A separate building permit with an engineered design is required for such walls. This note shall be placed on the face of the final construction drawings.

35. Rock and retaining walls shall meet all applicable setback requirements of Vol. II, Chapter 9 of the Kitsap County Stormwater Drainage Manual.

Report prepared by:



Jeff Smith, Staff Planner / Project Lead

June 30, 2025

Date

Report approved by:



Daren Gurnee, Department Manager / Supervisor

6/29/2025

Date

Attachments:

Attachment A – Site Plan

Attachment B – Existing Critical Area Map

Attachment C - Site Landcover Map

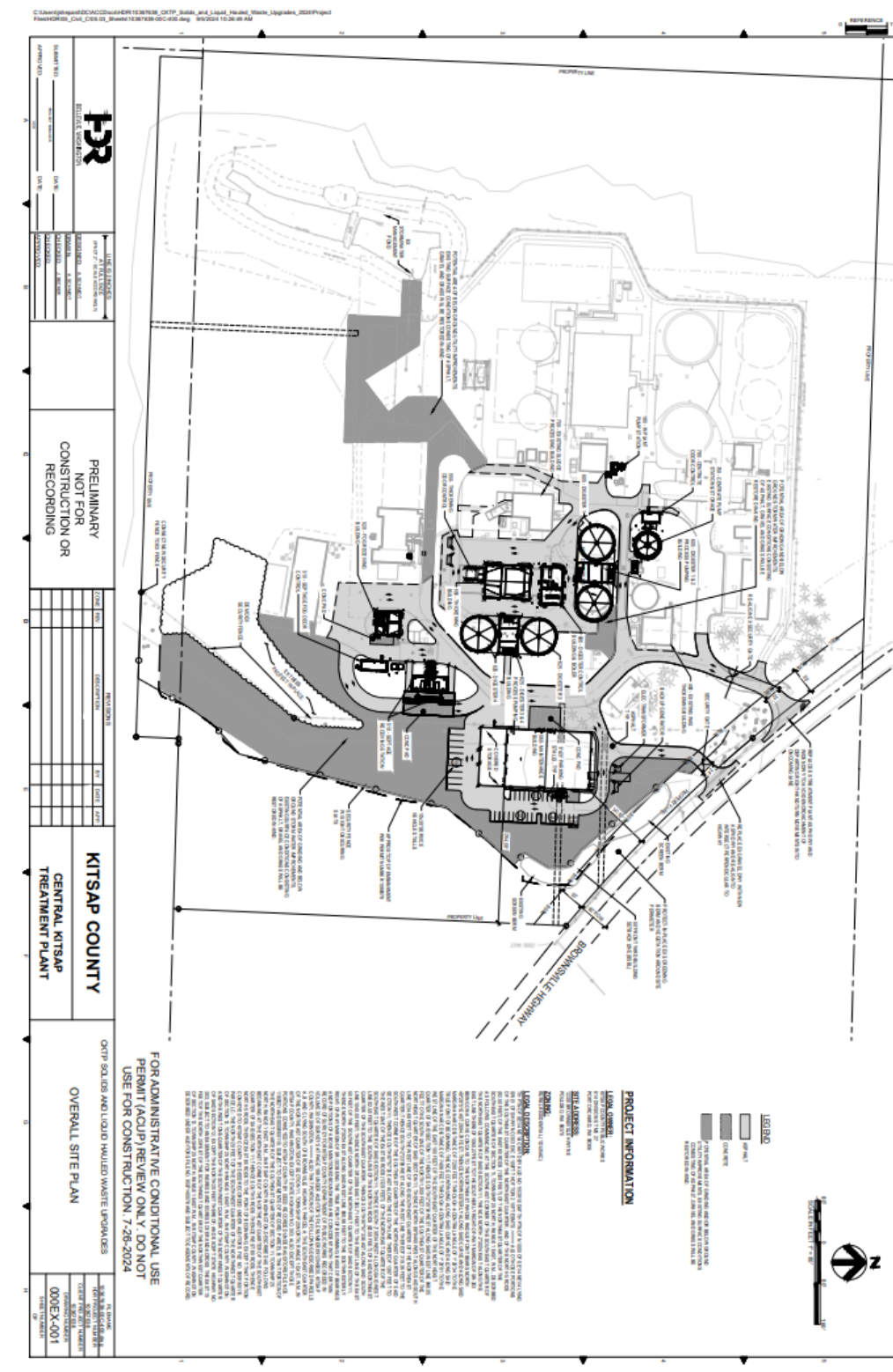
Attachment D - Former Williams Wood Waste Delineation

Attachment E - Site Landcover Map

Attachment F – Zoning Map (Required)

CC: Project Manager: Anthony Burgess, awburgess@kitsap.gov
Steve Hitch, PE, HDR Engineering, 929 108th Avenue NE Suite 1300, Bellevue, WA
98004-4361
Interested Parties: Kelli Price, Ecology nwsepa@ECY.WA.GOV
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Jeff Smith

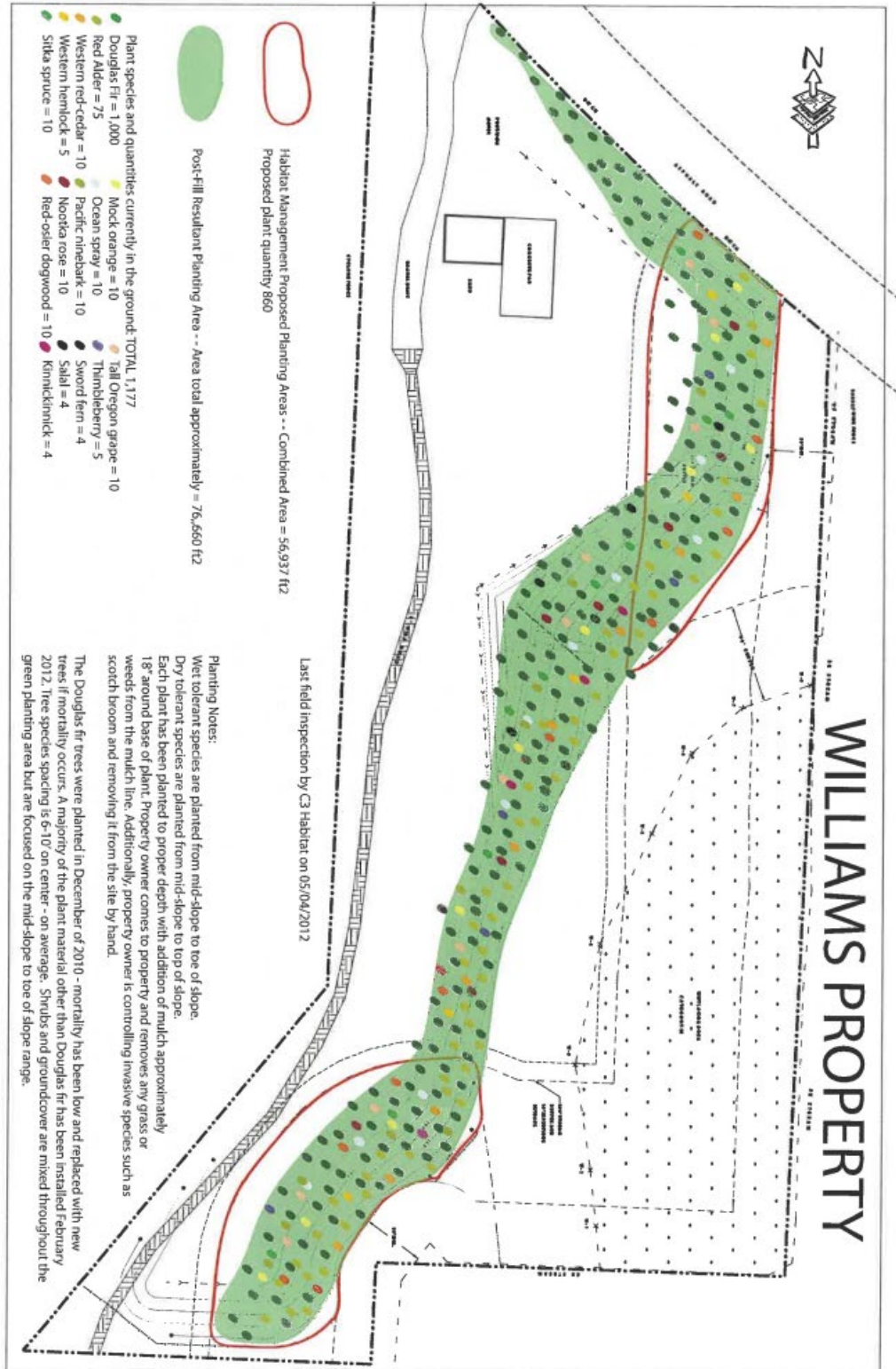
Site Plan



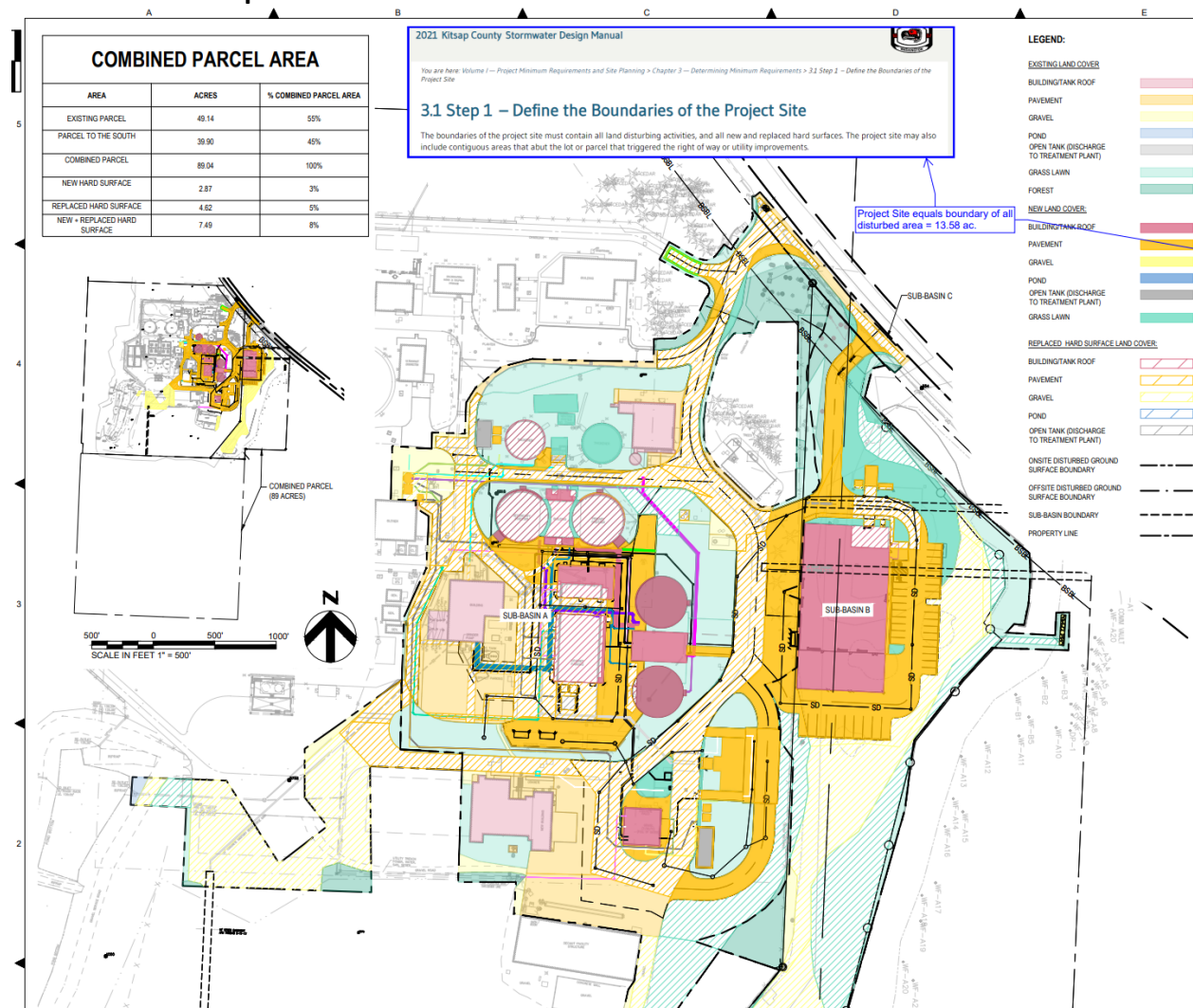
Existing Critical Area Map



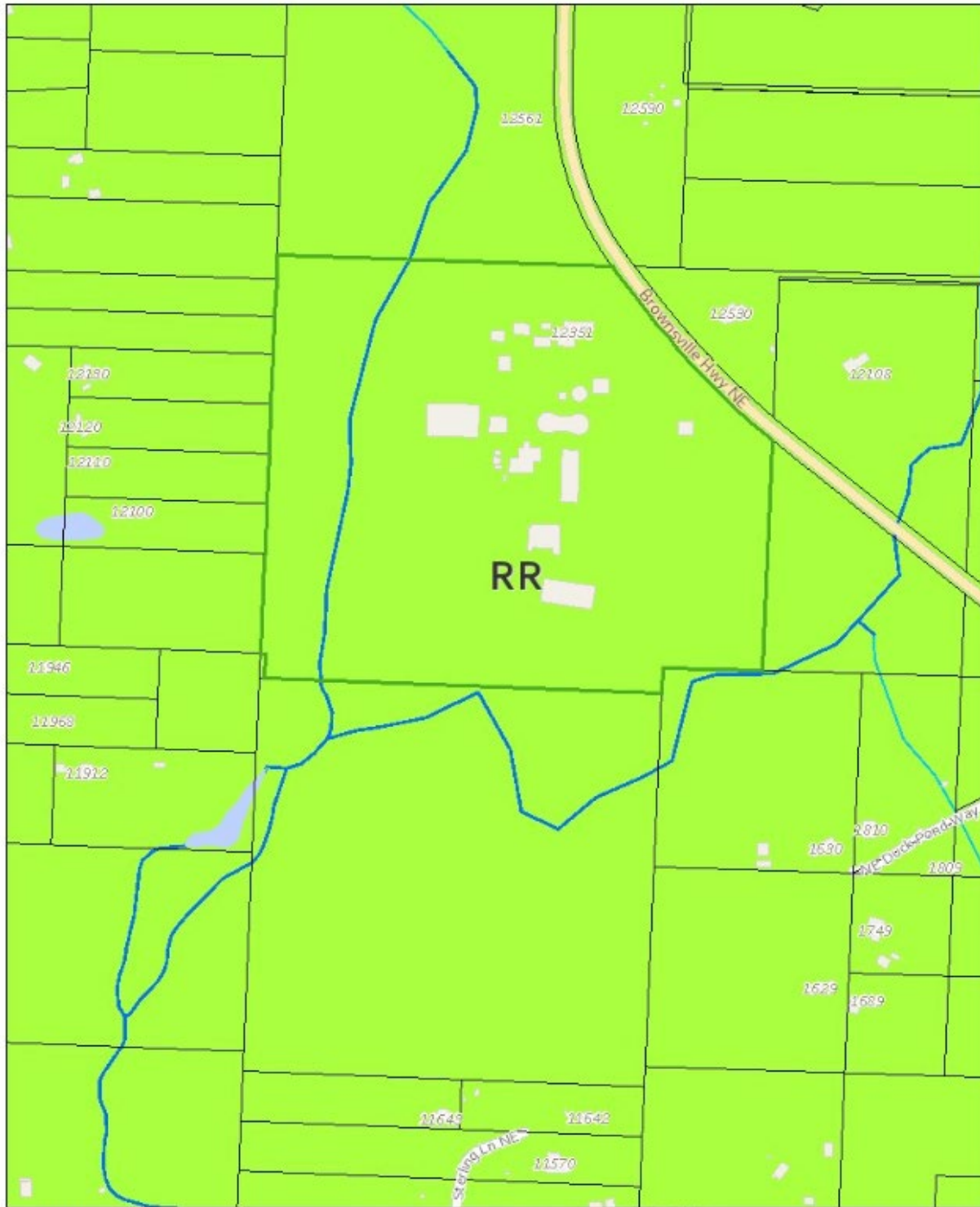
Former Williams Wood Waste Recycling Delineation



Site Landcover Map



Zoning Map



Comments

** This map is not a substitute for field survey ** Map Scale: 1 inch = 400 feet

Parcel No: 112501-1-038-2007 TaxPayer: KITSAP COUNTY PUBLIC WORKS Site Address: 12351 BROWNSVILLE HWY NE

Kitsap Co. Parcel Search Application



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