



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: December 18, 2025

To:

PORT GAMBLE SKLALLAM TRIBE, rorym@pgst.nsn.us

RE:

Permit Number: 25-02731

Project Name: PORT GAMBLE S'KLALLAM TRIBE - Convert Existing Single-Family Residence into a Government Office

Type of Application: ADMIN CUP

The Kitsap County Department of Community Development has **APPROVED** the land use application for **25-02731 PORT GAMBLE SKLALLAM TRIBE - ADMIN CUP**, **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:

Engineer: Pat Fuhrer with MAP LTD, patf@map-limited.com

Designer: Scott Shelton, plansguy@outlook.com

Rory Mcleod with PORT GAMBLE SKLALLAM TRIBE, rorym@pgst.nsn.us

Welch, Abigail with PORT GAMBLE SKLALLAM TRIBE, awelch@pgst.nsn.us

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

25-02731 PORT GAMBLE SKLALLAM TRIBE ADMIN CUP
12/18/2025

Puyallup Tribe
Skokomish Tribe
Squaxin Island Tribe
Suquamish Tribe
WA Dept of Fish & Wildlife
WA Dept of Natural Resources
WA State Dept of Transportation
WA State Dept of Ecology-SEPA
Parks
Navy
DE & PEP
Kitsap Transit
North Kitsap Fire District
North Kitsap School District
Puget Sound Energy
Water Purveyor KPUD No. 1
Sewer Purveyor KPUD No. 1
WA Dept of Transportation/Aviation
Puget Sound Clean Air Agency
Kingston CAC
DCD
Cascade Natural Gas
Assessor's Office
Kitsap Sun
Prosecutor's Office
WA Department of Health
DCD Staff Planner: Jeff Smith



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Administrative Staff Report

Report Date: December 12, 2025

Application Submittal Date: July 21, 2025

Application Complete Date: August 06, 2025

Project Name: PORT GAMBLE S'KLALLAM TRIBE - Convert Existing Single-Family Residence into a Government Office

Type of Application: Administrative Conditional Use Permit (Type-II)

Permit Number: 25-02731

Project Location

7764 NE 288TH ST

Kingston WA 98346

Commissioner District 1

Assessor's Account #

212702-1-019-2005

Applicant/Owner of Record

Port Gamble S'Klallam Tribe

31912 Little Boston Rd.

Kingston, WA 98346

Decision Summary

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

VICINITY MAP



1. Background

The Port Gamble S'Klallam Tribe (Tribe) is requesting land use approval to convert an existing 4,612 sf single family residence and 2,640 sf detached shop into a government office to house the Port Gamble S'Klallam Tribe Department of Natural Resources (PGSTDNR) department for a total of 5,813 sf of building area. The Port Gamble S'Klallam Tribe purchased the parcel in 2024 to convert the building from residential to Government/Public offices, which is a permitted use in the Rural Residential zone reviewed through an Administrative Conditional Use Permit (ACUP). The PGSTDNR will use the structures for offices, conference room, and other ancillary needs such as research equipment storage, parking and maintenance. Parking will be provided for the 12-15 employees who will occupy the buildings. The typical hours of operation are from 7 am to 6 pm on weekdays and the occasional weekend use. The Tribe anticipates that approximately 50 yards of material will need grading to widen the existing

driveway to 2020-sf for an off-street parking area. The NR department monitors water quality and water resources, conducts restoration projects to improve key habitats, and reviews project permits. Our team participates in local and regional processes for ecosystem recovery, salmon recovery, climate resilience and planning.

2. Project Request

The Port Gamble S’Klallam Tribe is requesting approval of an Administrative Conditional Use Permit (ACUP) to construct government offices to house the PGSTDNR department.

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 October 10, 2025. A Determination of Nonsignificance (DNS) was issued on 11-10-2025. SEPA noted the following information/SEPA mitigation conditions have been imposed and are listed under conditions at the end of this report:

COMMENTS:

The SEPA comment period previously occurred concurrently with the Notice of Application dated October 10, 2025. The comment period was 14 days. The proposal to convert existing 4,612 sf. single family residence and 2,640 sf. detached shop into government offices house for their Natural Resources Department will only create moderate impacts.

CONDITION:

1. The project will be conditioned for stormwater controls, pursuant to KCC Title 12, critical areas per KCC Title 19, and mitigate land use impacts per KCC Title 17 Zoning.

The SEPA appeal period expired October 24, 2025. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics

The subject property is 3.56 acres in size approximately 450ft in width and 350 ft in depth and includes an existing 4,612 sf single-family unit with attached garage built in 1994 and a 2,640-sf detached garage. The site topography is relatively flat on the east side and

characterized as hilly towards the northwest corner with steep slopes in the forested portion approximately up 25%. The remaining portion of the property includes existing perimeter landscaping and lawn. To the north the project site abuts the S’Kallam federally recognized reservation boundary (1,303 acres) established in 1938. The project is located east of Miller Lake and surrounding parcels owned by the Tribe which are approximately 250 acres in size.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential (RR)	Standard	Proposed
Minimum Density	NA	1 DU
Maximum Density	1 DU per 5 acres	
Minimum Lot Size	5 acres	3.56 acres
Maximum Lot Size	NA	NA
Minimum Lot Width	140 ft	450 ft
Minimum Lot Depth	140 ft	350 ft
Maximum Height	35 ft	<35 feet
Maximum Impervious Surface Coverage	85%	~28,306 or 18%
Maximum Lot Coverage	NA	NA

Applicable footnotes: KCC 17.420.060A.4 If a single lot of record, legally created as of April 19, 1999, is smaller in total square footage than that required under this chapter, or if the dimensions of the lot are less than required, said lot may be occupied by any reasonable use allowed within the zone subject to all other requirements of this chapter. If there are contiguous lots of record held in common ownership, each of the lots legally created as of April 19, 1999, and one or more of the lots is smaller in total square footage than required by this chapter, or the dimensions of one or more of them are less than required, said lots shall be combined to meet the minimum lot requirements for size and dimensions.

Staff Comment: The existing property is a single parcel which is a legal lot of record that is less than the minimum lot area per Zoning.

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (North)	50 ft	210 ft
Side (East)	20 ft (5-feet accessory structure)	18.75 ft
Side (West)	20 ft (5-feet accessory structure)	208 ft
Rear (South)	20 ft (5-feet accessory structure)	25 ft

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Natural-Undeveloped	Federal Reservation
South	Single-family residence	Rural Residential (RR)
East	Single-family residence	RR
West	Single-family residence	RR

Table 4 - Public Utilities and Services

	Provider
Water	Kitsap PUD #1
Power	Puget Sound Energy
Sewer	Kitsap County
Police	Kitsap County Sheriff
Fire	North Kitsap Fire & Rescue
School	North Kitsap School District #400

5. Access

The project site receives access from a rural local access county-maintained road, NE 288TH ST from Hansville Road which is also a county-maintained road with a function classification as a major collector.

6. Site Design

The proposal 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, signage, and screening with landscaping to maintain rural compatibility.

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 December 2, 2024.

The following Comprehensive Plan goals and policies are most relevant to this application:

Land Use Goal 2. Capital Facilities

Channel growth to areas where adequate services can be provided.

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.

Land Use Goal 17 Rural Character

Protect Kitsap County’s unique rural character.

Land Use Strategy 17a

Review and revise as necessary standards and development regulations for rural area to preserve rural character.

Economic Development Goal 2.6

Support efforts to enhance economic , visual and environmental qualities of rural areas.

Environmental Goal 1 Ecosystems and habitat

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

Environment Policy1.1

Manage development to protect habitat and ecological processes.

Environment Policy 1.2

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

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

Applicant Submittals

Submission (ACUP Application)

Authorization Form

Environmental (SEPA) Checklist

Site Plan

Storm Drainage Worksheet

Health District Building Clearance

Project Narrative

Landscape plan

Staff Communication

Dev. Services & Engineering Memo

Dated or date stamped

July 24, 2025

July 24, 2025

July 24, 2025

July 24,2025

July 24, 2025

July 24, 2025

July 24, 2025

July 24,2025

Dated

August 21, 2025

9. Public Outreach and Comments

Pursuant to KCC Title 21 Land Use, and Development Procedures, the Department gave proper public notice for the Administrative Conditional Use Permit to property owners 800 feet from property and to other agencies.

10. Analysis

a. Planning/Zoning

The property has an underlying zone of Rural Residential (1-DU per 5 acres). The land use review does not vest to process. This proposal was reviewed as a government/public structure per KCC 17.410.044 categorical use 400, requiring an Administrative Conditional Use Permit (ACUP), within the Rural Residential zone. The request 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.

b. 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 must reduce light and glare impacts. In addition, all exterior light fixtures will have horizontal baffles that will eliminate offsite glare to adjacent properties.

c. 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 off-street parking is consistent with minimum parking requirements.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Professional Office	1-space per 300 sf of gross floor area	4,612 sf =15 off- street parking spaces	15 off-street parking spaces
Total		15	15

d. 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, per 17.510 Signage. The applicant proposes to construct a wooden monument sign near the driveway approach which should be consistent with the neighborhood’s rural character.

e. 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.

The project is consistent with landscaping standards for percentage of landscaping and screening buffers around the perimeter of the property. These screening buffers will use existing vegetation and low to moderate height native plantings between the perimeter of the new off-street parking area for screening from and 288th.

Table 6 - Landscaping Table

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	23,261 sf (.53 acres)	82% (127,768 sf Landscaped area)
Required Buffer(s) 17.500.025		
North	Roadside and Separation Buffer	Roadside and Separation Buffer
South	Screening Buffer	Separation Buffer
East	Screening Buffer	Screening Buffer
West	Screening Buffer	Screening Buffer
Street Trees	No	No

f. Frontage Improvements

Kitsap County Public Works Road Division does not require frontage improvements, and the project can maintain a rural level of service along the road frontage.

g. Design Districts/Requirements

Not Applicable to the request.

h. Development Engineering/Stormwater

The project includes 21,615 sf existing and an additional 6,691 sf of impervious surface, and with approximately 50 cubic yards of earthwork. The proposed stormwater facilities include dispersion for stormwater quantity control. Applicant proposes to provide additional parking and driving surfaces to accommodate change in use on an approximate 3.56-acre parcel. Adequate vehicular access exists via NE 288th St. 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 on August 06, 2025, by Kitsap County Development Engineering. Development Engineering accepts the concepts contained in this preliminary submittal.

i. Environmental

The project is reviewed for consistency with KCC Title 19 Critical Areas Ordinance. If critical areas are present, the project is reviewed for consistency with requirements for wetlands, fish and wildlife habitat Areas, geologically hazardous areas and aquifer recharge areas. The existing conditions include slopes towards a stream ravine and an area 300 feet away from the west side of the site is identified by the National Wetland Inventory as having wetlands. Kitsap County resource mapping only shows onsite permeable soils associated with Critical Aquifer Recharge Area a CARA-II per KCC 16.600.610. Pursuant to KCC 16.600.620 Activities with a potential threat to groundwater, the proposed land use is not listed as a potential threat groundwater contamination and does not require a hydrogeological report.

j. Access, Traffic and Roads

Kitsap County Public Works and Department of Community Development reviewed the project for traffic and road elements.

k. Fire Safety

Kitsap County Fire Marshal reviewed the project Fire apparatus access road is required to meet Kitsap County Road Standards and/or Kitsap County Title 14. For commercial development turn radius is R-35 and turn around width is 90 feet. Fire flow of 2000 gpm at 20 psi for 2 hours is required. Two fire hydrants are required to be within 400 feet of the structure. A fire flow letter is required at time of SDAP. No parking Fire Lane signs are required.

l. Solid Waste

Through civil plan review the applicant may need to demonstrate that there is adequate solid waste collection with approval by Waste Management.

m. Water/Sewer

The property is within the designated water retail service area for the KPUD North Kitsap Water System. The applicant may be required to demonstrate that adequate fire flow can be provided. It appears that at least one fire hydrant with fire flow is located adjacent near the property frontage. The project will include an on-site sewage disposal system.

n. Kitsap Public Health District

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

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. Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

12. Findings

1. The proposal is consistent with the Comprehensive Plan.

Applicant Response: The Port Gamble S’Klallams, like all recognized tribes in the United States is a sovereign nation, predating the formation of this country. This gives them the inherent right to independently govern their lands and people. Tribal sovereignty is enshrined in the U.S. Constitution, federal statutes, and case law and is essential to the continued protection of indigenous peoples and cultures. Today, the Port Gamble S’Klallams are governed by a six-person, duly elected Tribal Council. Operations are managed by a robust governmental structure that provides services to Tribal members and protects the Tribe’s land, culture, and resources. In recent years, this has included assuming management of programs previously overseen by state or federal offices. These programs require more infrastructure and more facilities than the Tribe has available on its Administration Campus. Government Structures are a Permitted Use in the Rural Residential zone, subject to review and approval of an Administrative Conditional Use permit. The Port Gamble S’Klallam Tribe’s Natural Resources Department is committed to sustainably managing, protecting, enhancing, conserving, and restoring culturally relevant species, landscaped, and seascapes integral to the unique identity of the S’Klallam People. This includes protecting treaty rights of the natural and cultural resources of the Point No Point Treaty. This department serves to safeguard treaty rights and advocate for the protection of natural and cultural resources from the increasing threats of pollution, loss of habitat, harmful land uses, and the effects of a changing climate, which in turn also serves the greater North Kitsap community. The NR department monitors water quality and water resources, conduct restoration projects to improve key habitats and review project permits. Our team participates in local and regional processes for ecosystem recovery, salmon recovery, climate resilience and planning.

Staff Comment: *The proposed S’Klallam Tribe Natural Resource office facility is consistent with the Comprehensive Plan and applicable land use policies.*

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.

Staff Comment: *The request for ACUP to convert the single-family unit to office space with associated storage complies with 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: The proposed project and its improvements are compatible with the Rural elements of the Comprehensive Plan given its daytime hours of operation and quiet office use. The use of this property as a Government Structure will be a great neighbor to adjoining parcels and is well-screened by the existing landscaping and topography.

Staff Comment: *The request incorporates elements to maintain the appearance as a residential home to reduce the potential to be detrimental to existing property owners in the 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.

Applicant Response: The topography of the property together with its full complement of existing landscaping serves to effectively screen the existing (and proposed) improvements from all adjoining properties as well as the traveling public on 288th Street. The proposed office use will continue and have the "look" as a rural residential parcel, ensuring its continued compatibility with Rural Residential uses. Please review the Site Photos submitted with the application for a "feel" of how well the site is screened.

Staff Comment: *The residential conversion incorporates design elements to help increase compatibility (i.e. maintain residential design, screening buffers) with the adjacent Rural Residential Zone.*

13. 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 Port Gamble S’Klallam Tribe Natural Resource Office project be **approved**, subject to the following 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. Any and all signage design and location (including exempt signs) shall comply with Kitsap County Code 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. 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 all 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.
 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 date 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.
 10. Issuance of this permit certifies that the applicant has read and examined this application and knows the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.

b. Development Engineering

General

11. Building permits submitted for this development shall include construction plans

and profiles for all roads, driveways, storm drainage facilities and appurtenances. No construction shall be started prior to said plan acceptance.

Stormwater

12. The information provided demonstrates that this proposal is a Small Project as defined in Kitsap County Code Title 12, and as such will require a Grading Site Development Activity Permit (SDAP) from Development Services and Engineering for construction of the access road.
13. Stormwater quantity control, quality treatment, and erosion and sedimentation control, as required for the development, shall be designed in accordance with Kitsap County Code Title 12 effective at the time the Building Permit is deemed fully complete. If development meets the thresholds for engineered drainage design, 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 Ordinances in effect at the time of Building Permit Application.
14. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before requesting final inspection for the SDAP (or for the Building Permit if an SDAP is not required) 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.
15. 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.
16. Issuance of this permit certifies that the applicant has read and examined this application and knows the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.
17. Building permits submitted for this development shall include construction plans and profiles for all roads, driveways, storm drainage facilities and appurtenances. No construction shall be started prior to said plan acceptance.

c. Environmental

18. The applicant shall adhere to all applicable development regulations per KCC Title

19 Critical Areas Ordinance.

d. Traffic and Roads

19. 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.
20. 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.

e. Fire Safety

21. Fire apparatus access road is required to meet Kitsap County Road Standards and/or Kitsap County Title 14. For commercial development turn radius is R35 and turn around width is 90 feet.
22. Fire flow of 2000 gpm at 20 psi for 2 hours is required. Two fire hydrants are required to be within 400 feet, to the structure. A fire flow letter is required at time of SDAP.
23. No parking Fire Lane signs are required.

f. Solid Waste

24. Comply with applicable requirements by Waste Management.

g. Kitsap Public Health District

25. All required Health District permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.

Report prepared by:



Jeff Smith, Staff Planner / Project Lead

12/12/2025

Date

Report approved by:



Darren Gurnee, Department Manager / Supervisor

12/12/2025

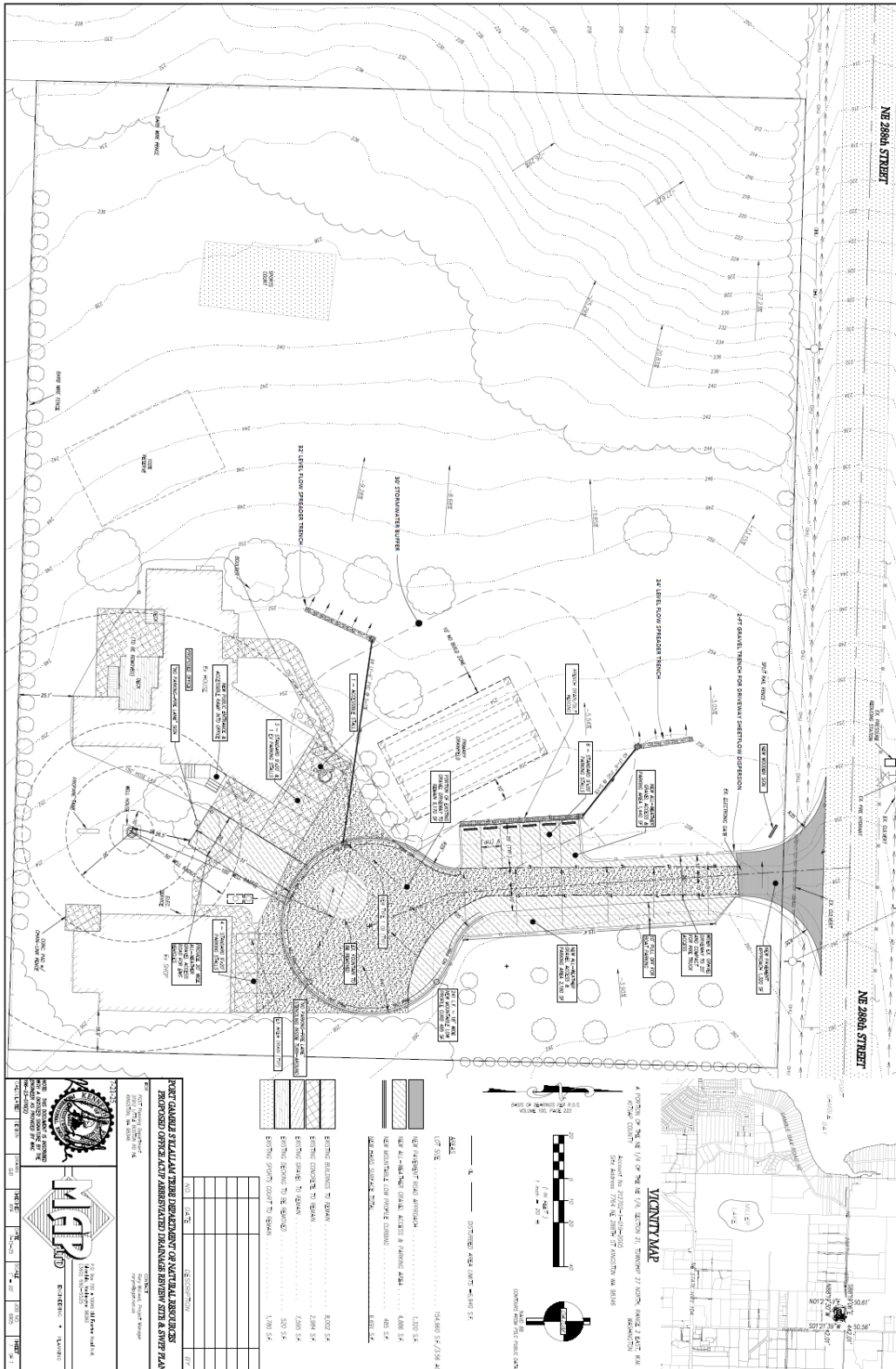
Date

Attachments:

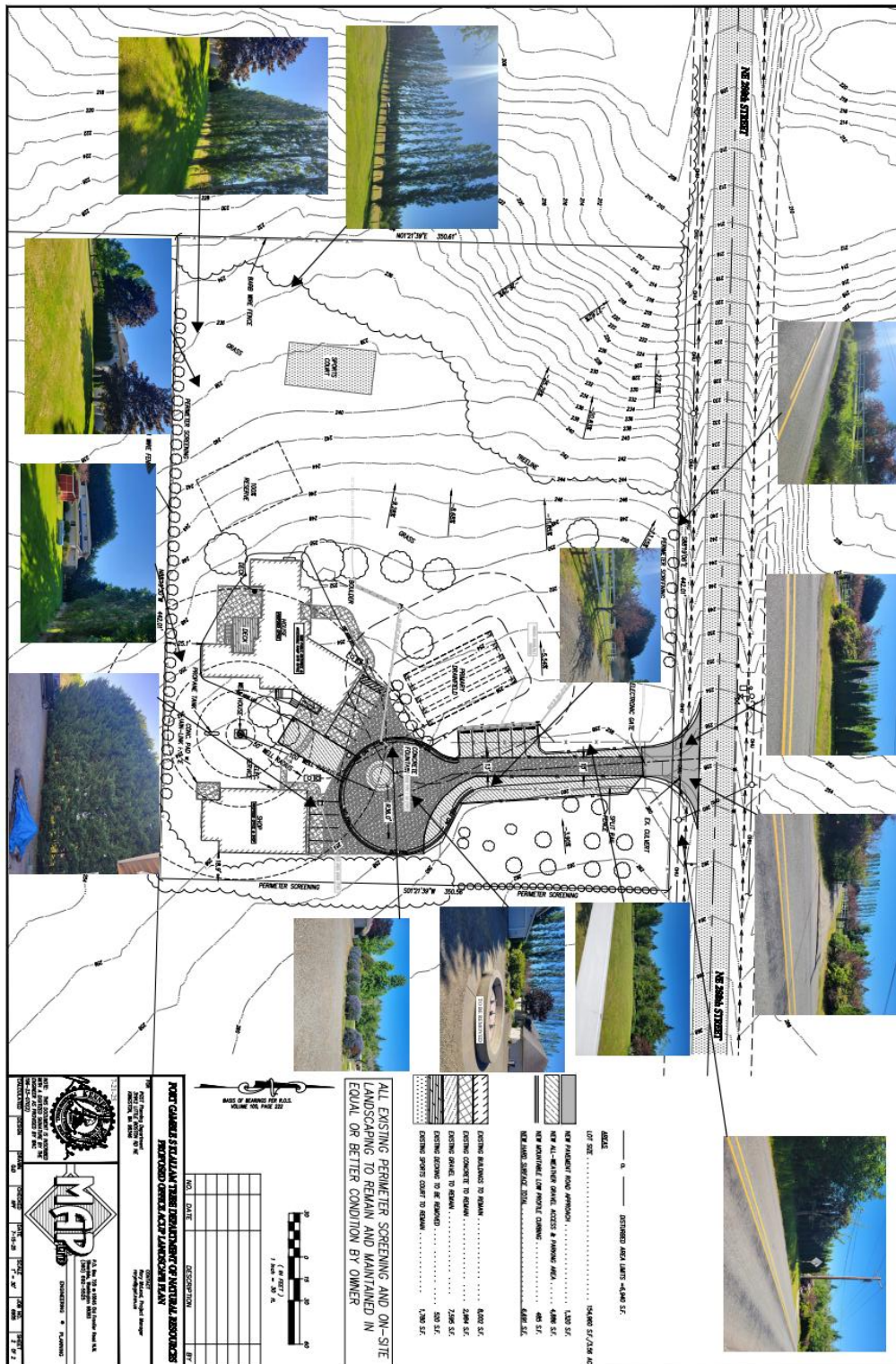
Attachment A – Site Plan
Attachment B – Landscape Plan
Attachment C – Zoning Map

CC: PORT GAMBLE SKLALLAM TRIBE Rory Mcleod, rorym@pgst.nsn.us
PORT GAMBLE SKLALLAM TRIBE Abigail Welch, awelch@pgst.nsn.us
Scott Shelton, plansguy@outlook.com
Pat Fuhrer with MAP LTD, patf@map-limited.com
Interested Parties: NA
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Jeff Smith

Site Plan



Landscape Plan



Zoning Map



Comments

** This map is not a substitute for field survey ** Map Scale: 1 inch = 100 feet
Parcel No: 212702-1-019-2005 TaxPayer: PORT GAMBLE SKALLAM TRIBE Site Address: 7764 NE 288TH ST

Kitsap Co. Parcel Search Application



Printed November 7, 2025