



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

REVISED **Administrative Staff Report**

Report Date: 1/14/2026

Application Submittal Date: 09/05/2025

Application Complete Date: 11/20/2025

Project Name: DRIFTWOOD KEY CLUB INC - Shoreline Substantial Development Permit for New Playground Equipment Installation (2x6)

Type of Application: Shoreline Substantial Development Permit (SSDP)

Permit Number: 25-03378

Project Location

37584 VISTA KEY DR NE
HANSVILLE, WA 98340

Assessor's Account #

4262-000-001-0004

Applicant/Owner of Record

DRIFTWOOD KEY CLUB INC
37608 VISTA KEY DR NE
HANSVILLE, WA 98340-9725

Decision Summary

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

VICINITY MAP



1. Background

The 1.42 acre property exists within the Shoreline Residential jurisdiction and Rural Residential zoning designation. The property is aligned north to south off Vista Key Dr NE. The property lies between Hood Canal and Coon Bay and serves as a community recreation area with a clubhouse, pool, basketball court, playground, and shoreline access through a coastal dune. The landscaped clubhouse area includes typical native and nonnative landscape, a few mature trees, and lawn. Between the property and Hood Canal is a slack dune with mixed salt-tolerant upland and wetland vegetation, including depressional wetlands entirely within the 100-year floodplain. The landward edge of the dune slack is hundreds of feet from OHWM to Hood Canal.

The parcel has a unique shoreline configuration: the clubhouse frontage is designated Shoreline Residential, while the beach dune is Rural Conservancy. Each designation has a buffer measured landward from the Ordinary High-Water Mark (OHWM), but the dune slack creates a broad swale extending hundreds of feet inland. Under KCC 22.200.145, boundaries between parallel environment designations shall be construed as the top of the buffer or vegetation line that distinguishes existing development from the critical area abutting the shoreline. The shoreline along Coon Bay is designated Shoreline Residential and is approximately 200 feet from the parcel's property line.

2. Project Request

The applicant is proposing to construct a play area that houses a prefabricated modular play creation and an existing swing. The action area is over 200 ft from Coon Bay and over 350 ft from Hood Canal shoreline. In lieu of the establishing the buffer from OHWM, the shoreline designation was delineated at the vegetation line between the slack dune and the clubhouse yard using guidance from Kitsap County Code (KCC) Shoreline Master Program (SMP) Chapter 22.200.145.

The play creation includes stairs, walks, climbers, slides, and will encompass 3,757 square feet with a critical fall height of 72 inches. The proposed play area is designed with self-mitigation infiltration medium creating a pervious system. The play creation structure includes stairs, walks, climbers and slides. It is not a measurable impervious cover. There is no new discernable impervious surface proposed. It is in the standard buffer and below the reduced standard buffer. The seventy-five percent buffer width standard is respected. The existing graveled (impervious) playground will be removed and restored to lawn. The existing playground is mostly outside the standard 130 ft shoreline buffer, however, completely within the FEMA 100-year floodplain.

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 concurrently with the Notice of Application dated November 24, 2025.

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

Ultimately, the project was determined to be SEPA exempt since it is a minor new construction outside of the reduced standard shoreline buffer.

4. Physical Characteristics

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	NA	NA
Maximum Density	1 du/5 acres	NA
Minimum Lot Size	5 acres	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	140	NA
Minimum Lot Depth	140	NA
Maximum Height	35	NA
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (East)	50	NA
Side (North)	20 feet; 5 feet for accessory structures	NA
Side (South)	20 feet; 5 feet for accessory structures	NA
Rear (West)	20 feet; 5 feet for accessory structures	NA

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Single-family residence	Rural Residential (RR)
South	Single-family residence	Rural Residential (RR)
East	Single-family residence	Rural Residential (RR)
West	Marina	Rural Residential (RR)

Table 4 - Public Utilities and Services

	Provider
Water	Kitsap PUD

Power	Puget Sound Energy
Sewer	Kitsap County
Police	Kitsap County Sheriff
Fire	North Kitsap Fire & Rescue
School	North Kitsap School District #402

5. Access

Vista Key Dr NE provides direct access to the project site.

6. Site Design

The property is aligned north to south off Vista Key Dr NE. The property lies between Hood Canal and Coon Bay and serves as a community recreation area with a clubhouse, pool, basketball court, playground, and shoreline access through a coastal dune.

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 2024.

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

Land Use Goal 7. Historic, archeological, and cultural resources

Preserve and celebrate historic, archeological, and cultural resources.

Land Use Policy 7.2. Engage with affected Tribes and the Department of Archeology and Historic Preservation on development proposals that may have impacts to cultural and historic resources.

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 Policy 1.3. Protect and restore marine shorelines, riparian areas, wetlands, floodplains, and estuaries.

Environment Policy 1.4. Preserve and restore the functions of natural habitat to support ESA-listed species, state listed animal and plant species, and species of local importance.

Environment Goal 2. Critical Areas

Designate and protect critical areas. Critical areas include wetlands, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas.

Environment Policy 2.3. Provide development regulations that protect all functions and values of critical areas to ensure no net loss of ecological functions and values.

Environment Goal 3. 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.

Environment Policy 3.1. Recognize that a healthy and vibrant environment is a foundation of strong social, community, health, and other positive outcomes.

Environment Goal 4. Collaboration and partnerships

Coordinate natural environment management and recovery with internal and external partners.

Environment Policy 4.1. Collaborate across County programs and external agencies and organizations that supply data, analysis, and support for managing and restoring natural environments and resources.

Environment Goal 5. Use Best Practices

Utilize best practices to protect people, property, and the natural environment.

Environment Policy 5.2. Employ Best Management Practices to protect the long-term integrity of the natural environment, adjacent land uses, and the productivity of resource lands.

Environment Policy 5.3. Maintain and enhance long term quality and quantity of water resources.

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)
Title 19	Critical Areas Ordinance
Chapter 21.04	Land Use and Development Procedures
Title 22	Shoreline Master Program

8. Documents Consulted in the Analysis

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Authorization Form	September 11, 2025 (C1)
Site Plan	October 28, 2025 (C1)
Geotechnical Report	October 22, 2025 (C1)
No Net Loss & Flood Habitat Assessment	April 17, 2025 (C1)
SEPA Checklist	October 28, 2025 (C1)
Photos of the Shoreline Property	September 11, 2025 (C1)
Project Narrative	September 11, 2025 (C1)

9. Public Outreach and Comments

The Notice of Application and SEPA Comment Period were published on December 24, 2025. The Department received the following comments:

1. The Suquamish Tribe requested the completion of an archeological survey prior to any ground disturbing activities associated with the project.
2. A community member provided a comment to support the approval of the playground equipment installation.
3. A member of the steering committee for the rebuilding or replacement of the playground equipment provided their support for the new playground.
4. A community member provided a comment explaining their concerns about the location of the proposed playground, citing that the location seems unreasonable, less safe and possibly problematic.

10. Analysis

a. Planning/Zoning

See analysis under environmental.

b. Lighting

Lighting is not analyzed for this permit.

c. Off-Street Parking

Off-street parking is not analyzed for this permit.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
NA	NA	NA	NA

d. Signage

Signage is not analyzed for this permit.

e. Landscaping

Landscaping is not analyzed for this permit.

Table 6 - Landscaping Table

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	NA	NA
Required Buffer(s) 17.500.025	NA	NA
North	NA	NA
South	NA	NA
East	NA	NA
West	NA	NA
Street Trees	NA	NA

f. Frontage Improvements

Frontage improvements are not analyzed for this permit.

g. Design Districts/Requirements

This parcel is not within a design district.

h. Development Engineering/Stormwater

No comment at this time.

i. Environmental

- The No Net Loss Report, prepared by BGE Environmental on April 17, 2025, states There is a positive effect on hydrologic and vegetation function to the shoreline, specifically within the floodplain. There is no new discernable impervious surface proposed. No net loss of shoreline ecological function is achieved. Cumulative impacts are positive to the delineated FEMA 100-year floodplain because the existing use will be mostly removed from the area prone to flooding.
- The Geotechnical Engineering Investigation, prepared by Coastal Solutions, LLC on October 22nd, 2025, states: Based on the conditions encountered and our geotechnical review of the project plans, the playground project is feasible from a geotechnical standpoint. Neither the fill nor the lodgment till are

susceptible to liquefaction based on relatively high density, favorable grain size distribution, and the lack of groundwater.

- A site visit was conducted with the project's biologist, members from the Department of Ecology, and Kitsap County on December 17th, 2025. The Ordinary High Water determination, presence of wetlands within the slack dune, and the topographical and vegetative break between parallel environmental designations were verified. Due to these findings and the fact that the new play area will be located farther from the FEMA 100-year Floodplain than the previous playground location, there are no critical area issues associated with this proposal.

22.400.110 Mitigation

Per the no net loss report, all impacts are vegetation only as the proposed play creation station is not a measurable impervious area and it is designed with a pervious, or semi-pervious self-mitigating footprint. Applying standard mitigation requirements for no net loss results in a non-impact of 1,130 sq ft. This amounts to 1,130 sq ft of pervious, or semi-pervious play area, which does not require mitigation plantings. This project removes materials and use from the floodplain and results in shoreline buffer impact that consists of removing grass and replacing it with a filtration medium and engineered wood fiber, a pervious or semi-pervious surface. The proposed play area is surely more pervious than the existing yard space. No net loss of ecological function is better assessed as the retreat from the FEMA 100-year floodplain. This project removes 2,611 sq ft of materials and use from an active floodplain. No net loss of ecological function is achieved.

22.400.115 Critical Areas

Kitsap County GIS indicates the presence of moderate and high erosion and moderate landslide hazard areas. The applicant provided a geological assessment that discusses the project setting from a geological perspective, conclusions, and recommendations. This report concludes that based on the conditions encountered and our geotechnical review of the project plans, the playground project is feasible from a geotechnical standpoint. Neither the fill nor the lodgment till are susceptible to liquefaction based on relatively high density, favorable grain size distribution, and the lack of groundwater.

22.400.135 View Blockage

There are no view blockage concerns for this project.

Staff Comment: The project removes approximately 2,611 square feet of materials from an active floodplain. No net loss of ecological function is achieved. The permit has been conditioned to reflect any inadvertent archeological discoveries and archeological survey requests from the Suquamish Tribe.

j. Access, Traffic and Roads

No impacts to traffic or roads anticipated.

k. Fire Safety

Fire safety is not analyzed for this permit.

l. Solid Waste

Solid waste is not analyzed for this permit.

m. Water/Sewer

Water/sewer is not analyzed for this permit.

n. Kitsap Public Health District

No comment at this time.

11. Review Authority

The Director has review authority for this Administrative Conditional Use Permit application under KCC, Sections 17.540.020 and 21.04.100. The Kitsap County Commissioners have determined that this application requires review and approval of the Director. The Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

12. Findings

1. The proposal is consistent with the Comprehensive Plan.
2. The proposal complies or will comply with requirements of KCC Title 17 and complies with or will comply with all of the other applicable provisions of Kitsap County Code and all other applicable regulations, including all applicable development standards and design guidelines, through the imposed conditions outlined in this report.
3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.
4. The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.

13. Decision

Based upon the analysis above and the decision criteria found in KCC 22.500.100(B)3, the Department of Community Development recommends **approval** of the Shoreline Substantial Development Permit request for DRIFTWOOD KEY CLUB INC - Shoreline

Substantial Development Permit for New Playground Equipment Installation (2x6), subject to the following conditions:

a. Development Engineering

1. 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.
2. The information provided demonstrates this proposal is a Small Project as defined in Kitsap County Code Title 12 and as such will require an Abbreviated Drainage Site Development Activity Permit (SDAP) from Development Engineering.
3. 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.
4. 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.
5. 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.
6. The property owners shall be responsible for maintenance of all landscaping within the existing and proposed right-of-way including any structures other than roadway, storm drainage facilities, and traffic signage. Maintenance shall include, but not be limited to, mowing of lawn areas. A note to this effect shall appear on the accepted construction plans. In addition, Development Engineering reserves the right to require that covenants be recorded to address special maintenance requirements depending on final design.
7. 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.

b. Environmental

8. Subject to the conditions of the Geotechnical Engineering Investigation, prepared by Coastal Solutions, LLC on October 22nd, 2025, associated with this permit and on file at the Department of Community Development.
9. Subject to the conditions of the No Net Loss Report, prepared by BGE Environmental on April 17, 2025, associated with this permit and on file at the

Department of Community Development.

10. Given the presence of potentially historic objects, the extent of proposed ground disturbance, and the proximity to documented precontact archaeological sites, the Suquamish Tribe requested the completion of an archeological survey prior to any ground disturbing activities associated with the project.

Suquamish Tribe Contact: Taylor Harriman, tharriman@suquamish.nsn.us In the event that any ground-disturbing or other project related activities associated with this development, or any future development of this site, uncover protected cultural materials (e.g., bones, shell, antler, horn or stone tools), developers and property owners must immediately stop work and notify Kitsap County, the Office of Archaeology & Historic Preservation and affected Indian tribes to comply with the Inadvertent Archaeological and Historic Resources Discovery Plan. (KCC 22.400.130).

c. Traffic and Roads

NA

d. Fire Safety

NA

e. Solid Waste

NA

f. Kitsap Public Health District

NA

Report prepared by:




Chelsea Nitsch, Staff Planner / Project Lead

January 14th, 2026

Date

Report approved by:



Darren Gurnee, Current Planning Supervisor

January 14th, 2026

Date

Attachments:

Attachment A: Site Plan

Attachment B: Critical Areas Map

Attachment C: Zoning Map

Attachment D: Aerial Imagery

Attachment E: Ecology Shoreline Photo

CC: Applicant/Owner email: DRIFTWOOD KEY CLUB INC, coleman.gehri@driftwoodkey.org

Portal Access Contact:

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Leon Robert, ler3@outlook.com

Engineer:

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N. L. Olson & Associates, Nina Cousins, nina@coastalsolns.com

Biologist: BGE Environmental, LLC., bgerobbyn@comcast.net

Surveyor: David Evans and Associates Inc., Al.Fure@deainc.com

Interested Parties:

Little, William, bill.little@driftwoodkey.org

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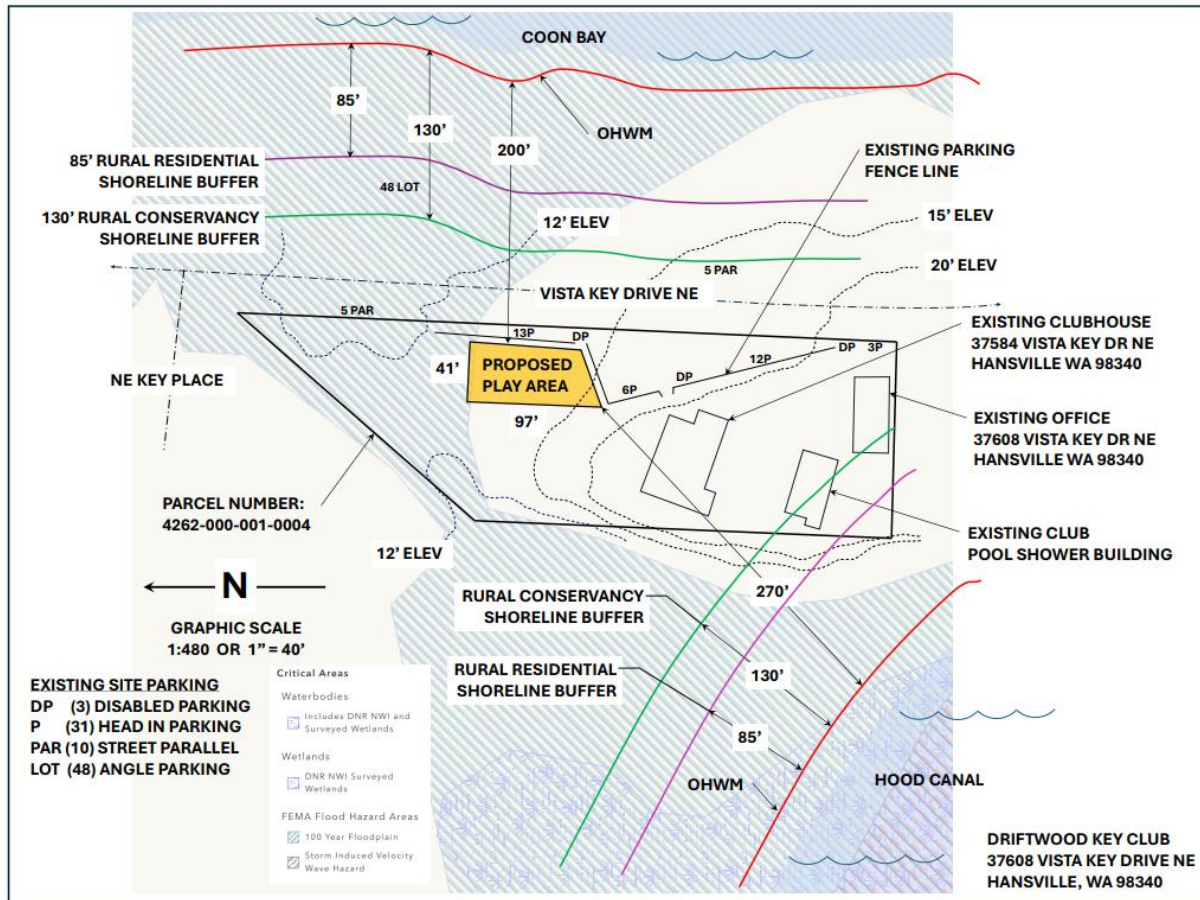
First American Title Insurance Company

Kitsap County Health District, MS-30

Kitsap County Public Works Dept., MS-26

DCD Staff Planner: Chelsea Nitsch

Attachment A: Site Plan



Attachment B: Critical Areas Map



Attachment C: Zoning Map



Attachment D: 2023 Aerial Imagery



** This map is not a substitute for field survey **

200 ft

Attachment D: 2017 Ecology Shoreline Photo

