



Kitsap County Department of Community Development

Hearing Examiner Staff Report and Recommendation

Report Date: September 3, 2026

Hearing Date: September 10, 2026

Application Submittal Date: July 19, 2022

Application Complete Date: September 1, 2026

Project Name: Madrona 22-Lot Subdivision

Type of Application: Preliminary Plat

Permit Number: 22-03572

Project Location:

4414 Phillips Rd. S.E.

Port Orchard, WA 98310

Commissioner District #2

Assessor's Account #:

062302-3-008-2007

Applicant/Owner of Record:

CC-PHILLIPS LLC/James Upchurch

Contour Construction Group LLC

113 CHERRY ST PMB 82013

SEATTLE, WA 98104-2205

Vicinity Map:



Recommendation Summary:

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

1. Background

Proposal for a Preliminary Plat (P-Plat) in Urban Low-Density Residential zoning within the Port Orchard Urban Growth Area. A single-family residence detached garage and small storage shed were removed under demolition permit 25-03807, therefore, the parcel is currently vacant. Proposed site improvements include stormwater management, parking, utilities, landscape buffers, internal roads, and recreational open space tracts. Phillips Rd. provides direct access to the site. West Sound Utility District will provide drinking water and sanitary sewer.

2. Project Request:

Applicants are requesting approval to subdivide a 3.05-acre parcel into 22 lots through the Preliminary Plat process, for the benefit of single-family detached residences.

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 February 16, 2023. A Determination of Nonsignificance (DNS) was issued on June 4, 2026.

The SEPA appeal period expired June 18, 2026. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics:

The site is rectangular in shape, measuring approximately 335 ft wide by 400 ft long, 3.05-acres in size, located at 4414 Phillips Rd. S.E. in the Port Orchard area of South Kitsap County. Existing residential development occurs to the north, west, and south and by Phillips Road SE to the east. Vegetation across most of the site consists of coniferous and deciduous trees with a moderately dense understory of native and invasive plants and shrubs. The proposal removes some vegetation in the northeastern portion of the site, around the existing 1,564 single-family residence. This includes scattered coniferous and deciduous trees, grass lawn, and typical residential landscaping.

The site slopes up to the northwest from Phillips Road SE, ranging from 5 to 20 percent with an average slope of 7%. The Natural Resources Conservation Service classifies soils on the site as Kapowsin Gravely Ashy Loam 0 to 6 percent slopes. From Phillips Road SE, the ground surface of the site slopes up to the northwest at approximately 8 to 15 percent. These slopes continue through the central portions of the site. The total topographic relief of the site is on the order of approximately 45 ft and shown on the Site Vicinity Map, Figure 3 of the Geotechnical Report found in the exhibits.

Table 1 – Adjacent Land Use and Zoning Designations

Surrounding Properties	Current Land Use	Zoning Designation
North	Single-family residence (SFR)	Urban Low Density Residential (UL)
South	SFR	UL
East	SFR	UL
West	SFR	UL

Table 2 – Density, Dimensions, and Design (KCC 17.420)

Standard	Existing (5) (33)	Proposed
Min. density (du/acre) (3)	5 (3.27 ac. net developable area x 5) = 16 required units	22 du
Max. density (du/acre)	9 (4.64 acres x 9) = 41.76 or 42 maximum units allowed	
Min. lot size	2,400 sf	3,600 sf
Max. lot size	9,000 sf (25)	5,678 sf
Min. lot width	40 ft	40 ft
Min. lot depth	60 ft	60 ft
Max. height (ft)	35 ft	Less than 35 ft
Max. impervious surface coverage	NA	NA
Max. lot coverage	NA	NA
Setbacks (34)(35)(48)		
	Standard	Proposed
Min. front (41) (42) (43)	20 ft for garage/carport; 10 ft for habitable area (29)	20 ft for garage/carport; 10 ft for habitable area
Side (42) (43)	5 ft for detached housing, 20 ft for a garage or carport if that side opens onto a street or alley (29)	5 ft for detached housing, 20 ft for a garage or carport if that side opens onto a street or alley
Rear (42) (43)	10 ft, 20 ft for garage/carport opening directly onto a street or alley (29)	10 ft, 20 ft for garage/carport opening directly onto a street or alley

Applicable Footnotes per KCC17.420.060 A.

None of the footnotes referenced in the table apply to this subdivision.

Table 3 – Public Utilities and Services

Surrounding Property	Current Land Use
Water	West Sound Water District
Power	Puget Sound Energy
Sewer	West Sound Water District
Police	South Kitsap Police Department
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District No. 402

5. Access

Phillips Rd. SE, a county-maintained right-of-way (ROW), provides direct access to the site.

6. Site Design

A single road extends into the site from the east to multiple hammerhead intersections for turnaround purposes. The lots access from this internal road. The proposal includes recreation and open space areas on the southeastern portion of the site. Frontage improvements will include curb & gutter with a five (5) foot sidewalk along Phillips Road consistent with the Kitsap County Road Standards (KCRS) for "local" roads, as well as street trees defined under KCC 16.24.040 Subdivisions, KCC 17.420.037 Single Family Residential, and KCC 17.500 Landscaping.

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 6 Health and quality of life.

Promote health and quality of life in the built environment.

Land Use Policy 6.2.

Actively integrate amenities such as open space, trail, plazas, pedestrian features, tree canopies, and wildlife corridors within urban growth areas.

Economic Development Goal 5

Acknowledge and address economic disparities experienced by residents of Kitsap County.

Housing Goal 3. Affordable Housing

Increase the supply of affordable housing units both private and public development.

Transportation Policy 2.3.

Transportation Goal2. Maintenance and Operations

Maintain, preserve and operate the County's multimodal transportation infrastructure in a State of Good Repair.

Transportation Policy 2.3

Emphasis maintenance, operation and preservation of arterial and collector classified facilities.

Transportation Policy 3.2

Coordination with School districts to identify and address transportation safety concerns and solutions near schools.

Transportation Policy 4.1

Within Urban Growth Areas, centers and subareas, walk, bike and roll facilities will emphasize access for all ages and abilities, safety and providing access to linking land uses and activity areas within and between communities, public facilities, parks and open space.

Transportation Policy 4.3.

Maximize the opportunities for walking, biking, rolling for transportation, recreation and health within new and existing public and private development through the provision of integrated walk, bike and roll facilities within the development , connecting to adjacent properties, and accessing the multimodal transportation system.

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
Title 18	State Environmental Policy Act (SEPA)
Title 19	Critical Areas Ordinance
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

8. Documents Consulted in the Analysis:

A complete index of exhibits is located in the project file and to date consists of:

Exhibit #	Document	Dated	Date Received / Accepted
1	Staff Report	9/3/2026	
2	Authorization Form	6/23/2022	9/1/2022
3	Cycle 1 Plat Map	6/27/2022	9/1/2022
4	Cycle 1 Plat Map (2)		9/1/2022
5	Engineering Plans	6/23/2022	9/1/2022
6	Lot Areas		9/1/2022
7	Project Narrative		9/1/2022
8	SEPA Checklist	5/12/2022	9/1/2022

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9	Limited Binding Reservation Sewer Availability Commitment for 1 Connection	6/2/2022	9/1/2022
10	Limited Binding Reservation Sewer Availability Commitment for 21 Connections	6/29/2021	9/1/2022
11	Stormwater Drainage Report	6/22/2022	9/1/2022
12	Stormwater Worksheet		9/1/2022
13	Submission	7/19/2022	9/1/2022
14	Stormwater Pollution Prevention Plan (SWPPP) Narrative		9/1/2022
15	Limited Binding Reservation Water Availability Commitment for 1 Connection	6/2/2022	9/1/2022
16	Limited Binding Reservation Water Availability Commitment for 20 Connections	6/29/2021	9/1/2022
17	Notice of Application	2/13/2023	
18	Public Comment: Ley	4/17/2023	
19	Applicant Response to Cycle 1 Information Request		3/14/2024
20	Cycle 2 Plat	2/22/2024	3/14/2024
21	Civil Drawings	2/22/2024	3/14/2024
22	Geotechnical Report	11/11/2021	3/14/2024
23	Landscape Letter	2/28/2024	3/14/2024
24	Landscape Plan	2/28/2024	3/14/2024
25	Planting Schedule	2/28/2024	3/14/2024
26	Updated Geotechnical Report	12/31/2024	1/23/2025
27	Site Plan	12/20/2024	1/23/2025
28	Supplemental Drainage Report, WSE	1/9/2025	1/23/2025
29	Applicant Response to Cycle 3 Information Request		11/5/2025
30	Civil Plan Set	8/22/2025	11/5/2025
31	Drainage Report Supplemental Memo	10/16/2025	11/5/2025
32	Revised Drainage Report Supplemental Memo	1/28/2026	1/29/2026
33	Applicant Response to Cycle 5 Information Request		5/18/2026
34	Civil Plans Set with Landscape Plans	5/6/2026	5/18/2026
35	Public Comment: Fisk – City of Port Orchard	6/4/2026	
36	SEPA Determination	6/4/2026	
37	Stormwater Conditions Memo	6/5/2026	
38	Notice of Public Hearing	8/26/2026	
39	Certification of Public Notice	9/1/2026	
40	Staff Presentation		
41	Hearing Sign In		

9. Public Outreach and Comments:

Pursuant to KCC Title 21 Land Use, and Development Procedures, the Department gave proper public notice for the Preliminary Plat to parcel owners within 800 ft of the project site. To date the Department received two comments from one neighbor.

A neighboring resident expressed concern of increased vehicle trips and the need for a traffic calming method such as speed bump(s) near the project entrance to slow speeds along Phillips Rd. The City of Port Orchard planning department contacted County staff to examine the plan set and ensure appropriate frontage improvements are included in the proposal. This comment is addressed in the analysis and conditions of approval provided in this staff report.

10. Analysis:

a. Planning/Zoning

The proposed Madrona Ridge Preliminary Plat was reviewed for consistency with requirements pursuant to KCC 17.420.037 Single-family Subdivision/Design Standards, Chapter 16.24 Land Segregation Standards, and Chapter 16.40 Subdivisions.

KCC 16.24.040 Urban Standards.

Lighting and Central Mailboxes Urban Plats: Urban residential plats generally include illumination of internal roadways and street lighting at the intersection where private roads intersect with County right-of-way, pursuant to 11.40 Street Lighting. The developer is responsible for installing lighting at the County's intersection and conveying the lights to the County. If desired, the developer and/or Homeowners Association (HOA) may install the internal street lighting and assume maintenance responsibilities.

Where clustered mailboxes are proposed, the mailboxes must meet the clear zone requirements and design criteria. Comparable developments have moved away from traditional rural box styles and instead install a clustered mailbox design for efficiency, security, and aesthetics.

Staff Comment: The proposal uses traditional delivery of mail to individual mailboxes. Please note, shifting to a clustered mailbox area resulting in changes to an approved site layout may require a plat amendment.

c. Access

When accessing paved county right-of-way, the project approach shall be paved, per Chapter 4 of the Kitsap County Road Standards, as now or hereafter amended. When adjacent to or accessing Washington State Department of Transportation (WSDOT) right-of-way, WSDOT shall be provided the opportunity to review and comment on the proposed land segregation with respect to access.

- Private roads. Single-family developments proposing more than four lots shall be in the form of separate access tracts and shall be constructed in compliance with the requirements of the fire marshal's office regarding emergency vehicle access. Private roads must be cleared, grubbed, graded and paved, using permeable pavement, where feasible in accordance with the Kitsap County Stormwater Design Manual.
- Public Rights-of-Way. For land segregations proposing more than four lots, dedication of right-of-way shall be required when a proposed road meets the criteria for classification as

an arterial, collector or sub-collector in the KCRS. All roads(s) shall be constructed in compliance with adopted Kitsap County Road Standards, as now or hereafter amended.

- Nonmotorized Facilities.

Pedestrian Sidewalk Requirements shall be provided on a minimum of one side of all public or private streets that meet the criteria for classification as local road, cul-de-sac or very low volume local road as determined under the Kitsap County Road Standards. Sidewalks may be required on both sides based upon site-specific conditions.

d. Signage

Pursuant to KCC 17.510 Sign Code, the applicant can apply for signage near the entrance of the subdivision during or after construction. The applicant has not proposed specific signage at this time. When the final plat is recorded to establish the subdivision and lots are for sale, all signage will be required to be consistent with 17.510.060.M Conditionally Exempt signs – Real Estate Signage Program.

e. Landscaping

Pursuant to KCC 16.24.040 Urban Standards Landscaping Requirements, landscaping is required at entrances and street trees planted by the developer along streets or on individual lots at construction of units prior to certificate of occupancy.

KCC Section 17.500.027 B.3. requires a solid screen buffer around the perimeter of storm drainage facilities, with the exception of vegetation-based LID BMPs, to provide sight-obscuring screening from adjacent properties and/or roadways.

Street trees, landscaping and stormwater consistent with Titles 12 and 17 shall be provided along all public and private streets that meet the criteria for classification as a principal or minor arterial, collector or local sub-collector and local access roads as determined by the Kitsap County Road Standards. Street trees shall be located in the road right-of-way or access tract, or the front yards of individual lots or units. Where adequate ROW is available, street trees shall be located between roadway and sidewalk. Street trees located on individual lots may be installed before final plat approval or before the certificate of occupancy for individual building permits. There shall be at least one tree per twenty-five ft of road frontage. Trees shall be spaced no more than thirty-five ft. Street tree species shall be consistent with the Kitsap County Road Standards (KCRS) and shall be large canopy trees unless otherwise approved by the director for special mitigating circumstances. Maintenance of street trees and landscaping within county right-of-way is the responsibility of the fronting property owner(s).

The applicant will be required to submit a detailed landscape plan (90% design threshold) with the Site Development Activity Permit, including a solid screening buffer around storm drainage facility, street trees, the recreation facilities and natural vegetation retained.

Off-Street Parking

Projects shall provide off-street parking consistent with requirements of Chapter 17.490. Kitsap County encourages the use of low impact development (LID) techniques that conserve natural areas and minimize development impacts. Deviations from the off-street parking requirements set forth herein may be supported when LID techniques are employed without risk to the traveling public, critical infrastructure, or maintenance operations.

When calculating the required number of parking spaces, fractional parking space requirements shall be rounded up to the nearest whole number. If the development includes set-aside parking areas, each area shall be limited to no more than ten spaces and shall be distributed throughout the development. The proposal includes the 11 on-street parking spaces required in KCC 17.490.030, scattered throughout the development. Parallel parking shown would require a driver to back into driveways of the southern parcels or drive in reverse to access these parallel parking spaces, therefore the Department is conditioning the permit to shift spaces 7-11 on the civil plan set from parallel to 90-degree parking with a small area for backing movements. The applicant agreed to this condition of approval prior to submitting this staff report.

Table 5 – Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Single-family	2 per unit + 0.5 per unit on street or set aside. (Garages...	44 + 11 on-street or set aside	44 + 11 on-street or set aside
Total		56 spaces	56 spaces

Utilities

Water Supply and Sanitary Sewer System. Where an approved public water supply and/or an approved public sewer system is available to the land segregation project, connection thereto may be required upon the recommendation of the health officer or other Kitsap County requirements.

A ten-foot utility easement shall be located along those lot frontages within the land segregation project that abut private and public roads. This easement shall accommodate what is commonly referred to as broadband access.

Recreation Requirements

Kitsap County Code (KCC) Section 16.24.040 I. requires 390 sf of active open space per lot, with grades less than or equal to 5%. The minimum area of active open space for this development is equal to $390 \times 22 = 8,580$ sf. Tract C designates area for active recreation area/open space which meets KCC for development. This area meets the 5% grade requirement, is located on site, maintains visibility from approximately half of the homes, and meets dimensional requirements.

Play equipment, paved sports courts, exercise fitness trails, community gardens with water service, age-appropriate facilities or similar amenities shall be provided within the recreational open space tract. Construction of amenities shall meet the latest industry safety standards. A recreational plan shall be included in the landscaping during SDAP for review and approval.

g. Design Districts/Requirements

Proposal is not within a design district.

h. Development Engineering/Stormwater

Development Engineering has reviewed the above land use proposal and finds the concept supportable in its approach to civil site development noted below and requires the conditions at the end of this report be met as an element of the land use approval.

Stormwater

This project was reviewed using the 2021 KCSDM. Water quality and flow control for rooftops, driveways, sidewalks, and new roads are provided by onsite bioretention.

Traffic and Roads

The proposed roads will be public roads designed to the 2020 Kitsap County Road Standards.

Frontage Improvements

Phillips Road is an Urban Local Road, the standards for that are 10' travel lane and 5' sidewalk that transition to asphalt shoulders at frontage boundary. The project shall provide frontage improvements on Phillips Road on sections that front the project site.

Solid Waste

Waste Management concurrency will be required at SDAP.

Sewer

West Sound Utility District will provide sewer services prior to approval of any permit granting occupancy.

1. Environmental

Geological Hazards: A report by GeoResources Earth Sciences (GEO), dated December 31, 2024, and an updated Geotechnical Engineering Report, was prepared. Slopes near the construction area measure approximately/on average 9 to 18 percent and appear to be a significant distance from a steep slope to the south. Based on the results of our data review, site reconnaissance, subsurface explorations, and our experience in the area and opinion that the site is suitable for the proposed residential plat.

Geologic Hazards Mapping, KCC 19.400

If the recommended erosion and sediment control BMPs are properly implemented and maintained, it is our opinion that the planned development should not increase the potential for erosion of the site. The infiltration potential of glacial till is generally limited. No landslides, mass wasting deposits, or alluvial fans are mapped at or within the site vicinity. Additionally, no fault hazard zones are mapped at or near the site by the County. Based on the density of the soils encountered at the site, we concur with the Kitsap County map there is no indication of

potential liquefaction hazard, and our opinion that the site soils are not prone to seismically induced liquefaction determined by GEO, updated December 31, 2024.

j. Access, Traffic, and Roads

ROW Permitting will be required as part of the SDAP as conditioned in the end of this report.

k. Fire Safety

The project is located within the South Kitsap Fire & Rescue District #1. The nearest fire station is located near the corner NW Newberry Hill Road and Dicky Road NW. The Fire Marshal has reviewed and conditioned the proposal found at the end of this report. Fire flow verification and adequate fire apparatus access for emergency responders, including fire hydrants, water supplies for firefighting, and emergency vehicle access (EVA) shall be provided in accordance with Title 14, the Kitsap County Building and Fire Code, and other applicable ordinances and will be reviewed through SDAP review. Refer to Kitsap County brochure #67 Fire Code for compliance and requirements.

l. Solid Waste

Permit conditioned for solid waste approval with SDAP.

m. Water/Sewer

The project requires an urban level of service for water and sanitary sewer service. The applicant has provided a limited availability letter from West Sound Utility District for the water and wastewater services. The applicant must provide binding letters of availability for both sewer and water, prior to approval of any permit granting occupancy.

Kitsap Public Health District

The Kitsap County Health District has conditioned the preliminary plat to submit binding water and sanitary sewer availability letters for each unit prior to final plat approval and to decommission the abandoned existing septic tank per code. A tank abandonment form must be submitted to this KCPHD.

Review Authority:

The Hearing Examiner has review authority for this Preliminary Plat application under KCC, Sections 16.40.030 and 21.04.100. The Hearing Examiner may approve, approve with conditions, or deny a Permit Type. The Hearing Examiner may also continue the hearing to allow for additional information necessary to make the proper decision. The powers of the Hearing Examiner are at KCC, Chapter 2.10.

Staff 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 conditions imposed 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.

Recommendation:

Based upon the analysis above and the decision criteria found in KCC 16.40.030, the Department of Community Development recommends that the Preliminary Plat request for Madrona Ridge Plat, application number 22-03572, be approved, subject to the following conditions:

Planning/Zoning

2. All required permits shall be obtained prior to commencement of land clearing and/or construction.
3. Review the linked Hearing Examiner decision for conditions of approval. The Staff Report conditions below are only recommended conditions to the Hearing Examiner and may be modified or not required by the Hearing Examiner.
4. All Building permits on these lots will be subject to impact fees pursuant to Kitsap County Code.
5. A Final Landscape Plan will be required to be submitted, consistent with KCC 17.500 Landscaping, during civil site development activity plan (SDAP) review, which depicts natural vegetation, and the planting and irrigation plan. The tree retention plan shall be included with the SDAP.
6. A recreational open space plan shall be submitted to the department and made part of the final landscape and irrigation plan subject to approval by the Department prior to SDAP approval. And reviewed and approved with the site development activity permit (SDAP). Said plan shall show dimensions, finished grade, equipment, landscaping and improvements to demonstrate that the requirements of this subsection are met.
7. Street trees shall be planted along the access and throughout the internal road on individual lots at approximately 25-ft spacing in the vegetative strip between the sidewalk and thickened edge. Trees on individual lots are required to be installed prior to Certificate of Occupancy of individual residential units.
8. Landscaping, including street trees are a condition of preliminary plat approval and required to be maintained in a healthy growing condition per KCC 17.500.030.
9. At the time of SDAP include the location of mailbox clusters consistent with KCC 16.24.040©(1)(d) and specify the type of the facility to be provided within Tract B per KCC

- 16.24.040(H)(4) and confirm at final inspection.
10. This project shall follow all recommendations of geotechnical engineering report from GeoResources Earth Sciences & Geotechnical Engineering (GES), dated December 31, 2024, and under KCC Tile 19.400 and KCC19.700.
 11. Prior to transferring the Plat to the Homeowner's Association (HOA), the developer will be responsible for irrigation, and maintenance of all landscaping to ensure survival for two years. The developer or the HOA shall maintain all landscaping, consistent with the Tree Care Industry Association's standard practices.
 12. Pursuant to KCC Section 21.04.270 Duration of decisions, Kitsap County's land use approval for the preliminary plat is valid for a period of up to five (5) years from the decision date of the preliminary plat consistent with RCW 58.17.140 and RCW 58.17.170.
 13. The decision set forth herein is based upon representations made and exhibits contained in the project application found as an Exhibit. 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.
 14. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is a continuing requirement of such approvals. By accepting these approvals, the applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.
 15. Any violation of the conditions of approval shall be grounds to initiate revocation of this Plat.
 16. Land segregations of five or more lots within a UGA that propose roads and/or storm water facilities to be privately maintained shall form a homeowners' association, registered with the state of Washington. The Conditions, covenants and restrictions (CCR) document shall address, at a minimum, ownership of and maintenance responsibilities for any private roads and any private storm water facilities.
 17. If the 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, and this note shall be placed on the face of the final construction drawings. Rock and retaining walls shall meet all applicable setback requirements of Vol. II, Chapter 9 of the Kitsap County Stormwater Drainage Manual.

18. Parking spaces 7 through 11 as shown in a parallel formation on the civil plan set are not permitted, however the applicant has agreed to reorient and shift the layout of the five (5) parking spaces to 90-degree parking with a small area for backing movements.
19. Separation buffers consistent with KCC Section 17.500.027 A. shall be part of the landscape plan when making application for SDAP review and approval.
20. The face of the final plat shall include a note as follows: Fences and/or vegetation plantings shall be maintained in perpetuity to comply with the partial separation buffer requirements of the project.
21. All stormwater facilities require a solid screen buffer consistent with KCC Section 17.500.027 B. The associated SDAP must show detailed plant spacing, schedule, and implementation notes. All installations must comply with KCC Section 17.500.030 Installation and maintenance.
22. A Forest Practices Application shall be reviewed and approved by Kitsap County DCD prior to the commencement of any conversion logging of the site as applicable under KCC 18.16. Any proposal to thin or log existing forested areas outside of the project area are subject to the requirement of a timber harvest conversion option harvest plan with Kitsap County DCD to the extent required by County or state regulations.
23. Building permits shall comply with the building setbacks required at the time of application.

Development Engineering

GENERAL

19. 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.
20. Approval of the preliminary plat shall not be construed to mean approval of the total number of lots or configuration of the lots and tracts. These parameters may be required to be revised for the final design to meet all requirements of Kitsap County Code Titles 11 and 12.

STORMWATER

21. 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.
22. 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.

23. Any project that includes offsite improvements that create additional hard surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12.
24. 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 issuance of SDAP.
25. The design of the infiltration facilities shall be in accordance with Vol. II, Chapter 5 of the Kitsap County Stormwater Design Manual.
26. The infiltration facilities shall remain off line until the drainage areas are stabilized and the water quality treatment facility is adequately established. Temporary erosion and sedimentation ponds shall not be located over infiltration facilities. In addition, retention ponds shall not be utilized as temporary erosion and sedimentation control ponds.
27. During the construction of the proposed infiltration facilities, the Project Engineer shall provide an inspection(s) to verify that the facilities are installed in accordance with the design documents and that actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report(s), properly stamped and sealed to Development Engineering.
28. The impervious area per lot accounted for in the overall drainage facilities installed shall be indicated on the face of the final plat, along with the following note: Additional impervious surfaces created on an individual lot beyond the amount accounted for in the overall drainage facilities shall be mitigated in accordance with Kitsap County Code Title 12 and may require a Site Development Activity Permit.
29. The following shall be added to the face of the Final Plat, under the heading Notes and Restrictions:
 - a. Maintenance of roof and yard drains and appurtenances shall be the responsibility of the individual homeowners.
 - b. All runoff from roof and yard drains must be directed so as not to adversely affect adjacent properties.

- c. All lots are obligated to accept road drainage at the natural locations after the grading of streets is complete.
 - d. This Plat is subject to all elements of the Declaration of Covenant Conditions and Restrictions (CC&R's) recorded under Auditor File Number #####
 - e. No owner or occupant may obstruct or re-channel the drainage flows after location and installation of drainage swales, storm sewers or storm drains. It is expressly understood that any alteration of the water flow shall be completed only after approval by Kitsap County Department of Community Development.
30. The following condition shall be added to the face of the Final Plat: At time of submittal for a building permit for any lot within this plat, soil amendment is required for all disturbed areas not covered by hard surface.
31. Prior to recording the Final Plat, soil amendment is required over all disturbed areas within Tracts that are not covered by hard surface; provided that in the event completion of a Recreational Tract has been bonded, soil amendment shall be completed prior to expiration of the bond covering that work.
32. All publicly maintained drainage systems outside public dedicated right of way shall be located either in a tract dedicated to Kitsap County or in an easement, granted to Kitsap County, for ingress, egress, operations and maintenance of the stormwater facilities contained therein.
33. Prior to SDAP acceptance, the applicant shall submit a set of drawings to the City of Port Orchard for review. The applicant shall notify Development Engineering in writing when the plans have been submitted to the City. Development Engineering shall coordinate with the City to determine if the City has any comments to the submittal.
34. Upon completion of the storm drainage facilities, the developer will be required to post a two-year maintenance bond for the facility. The developer will be responsible for providing regular and adequate maintenance during this two-year period and supportive maintenance records. At the end of this time, the County will inspect the system and, when the facility is acceptable and 80% of the homes have been completed, the County will take over maintenance and operation of the system. Wording to this effect must appear on the plat and in the covenants before final recording. Areas proposed to be maintained by the County that are not in the right-of-way must be shown as a separate tract/s or drainage easement/s with Kitsap County being designated as the grantee.
35. 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.

36. Prior to recording the Final Plat, all work associated with the required Site Development Activity Permit shall be completed, including approval of all required inspections, and submittal of all engineer's certifications or other documentation required by the Site Development Activity Permit.
37. If the project proposal is modified from that shown on the site plan approved for this permit application, Development Engineering will require additional review and potentially new conditions.

TRAFFIC AND ROADS

38. When making application for individual building permits, the Transportation Concurrency Test must be submitted as required by Kitsap County Code 20.04.030.
39. Prior to recording the Final Plat, vehicular access shall be constructed to provide access to all proposed lots.
40. Public roads shall not exceed 12% grade or less depending on the road classification per Kitsap County Road Standards.
41. The interior roads of the proposed plat shall be designed and constructed in accordance with Kitsap County Code 11.22 and the Kitsap County Road Standards for a local access road or an approved higher standard. Roads shall be publicly maintained and the right-of-way dedicated to Kitsap County as proposed.
42. The interior roads of the proposed plat shall be designed and constructed in accordance with Fire Marshal standards for emergency vehicular access.
43. The following shall appear on the face of the Final Plat, under the heading Conditions:
 - a. All lots shall access from interior roads only.
 - b. The property owners within the plat shall be responsible for maintenance of all landscaping within the existing and proposed right of way including any structures other than roadway, storm drainage facilities and traffic signage. Maintenance shall include, but not be limited to, mowing of law areas.
 - c. Road approach permits shall be obtained prior to commencement of work on an individual lot.

44. All traffic control devices on public and private roads shall comply with the Manual on Uniform Traffic Control Devices as amended by the Washington Administrative Code. This is in accordance with 23 Code of Federal Regulations (CFR), Part 655.
45. The hammerhead shall be designed to accommodate an SUV design vehicle. The wheel path of the design vehicle shall remain within the paved area for all required movements.
46. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
47. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
48. 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.
49. Frontage improvements are required along the entire property frontage on Phillips Rd and shall consist of 10-foot-wide travel lane, vertical curb, gutter and 5-foot sidewalks.
50. Subdivisions must bring adjacent road frontages up to standard. Phillips Road is an Urban Local Road, the standards for that are 10' travel lane and 5' sidewalk that transition to asphalt shoulders at frontage boundary. These improvements must be included in the SDAP and Final Plat submittals.
51. ADA-accessible pedestrian crossings are required where the public road intersects private Tract A & Tract B. At the end of the public road, provide an ADA-accessible connection from the south side to the north side. This could be accomplished with ramps typical for an intersection, or by carrying the sidewalk around the end of the road.
52. If internal roads are to be public, they must
 - a. Be constructed to Kitsap County Road Standards for very low volume urban road with design speed of 20 mph
 - b. Provide a traffic study that demonstrates the site access will operate at Level of Service (LOS) D or better under PM peak hour traffic.
 - c. Provide intersection line of sight calculations for site access.
53. Frontage improvements are required on the interior plat roads and shall consist of 10-foot-wide travel lanes, vertical curb, gutter and 5-foot sidewalks.

54. Interior plat roads shall be constructed to current County standards and deeded as public right-of-way.
55. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on existing fronting roads where access is proposed. The cross-sections shall show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections shall also depict centerline of pavement and right-of-way, the right-of-way lines, and easements.
56. 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.
57. The developer's engineer shall certify that there is adequate entering sight distance at all project intersections with County rights of way or State rights of way. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the Kitsap County Road Standards for County rights of way and shall meet WSDOT standards for state rights of way. The certification shall also note necessary measures to correct and maintain the minimum sight triangle. The required information shall be submitted with the SDAP, or with the commercial building permit application if a SDAP is not required.
58. 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.
59. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.
60. All private roads shall be labeled as tracts and constructed in accordance to Fire Code requirements. Ten ft for utility easement shall be provided on each side of private road tracts.
61. All potential park areas, common open space, buffers and stormwater management areas shall be labeled as separate tracts. The ownership and maintenance responsibility shall be addressed on the face of the final plat, as well as in the CCRs.
62. Access to all lots shall be from roads within the proposed plat boundaries. A note to this

effect shall be placed on the Final Plat.

Solid Waste

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

Environmental

64. This project shall follow all recommendations of the geotechnical engineering report from GeoResources Earth Sciences & Geotechnical Engineering (GES), dated December 31, 2024, and under KCC Title 19.400 and KCC 19.700.

65. Conversion logging will be reviewed under the associated SDAP. A Forest Practice application shall be submitted with application.

Traffic and Roads

65. The proposed roads will be public roads designed to the 2020 Kitsap County Road Standards.

Fire Safety

66. A fire hydrant shall be placed at the entrance of the development.

Kitsap Public Health District

67. The existing septic tank must be abandoned to code. A tank abandonment form must be submitted to this office.

68. Binding water and Sewer availability letters will be required prior to final plat approval.

Staff Report: 22-03572 Madrona Ridge Preliminary Plat

Report prepared by:



Jennifer Kreifels, Senior Planner

8/20/2026

Date

Report approved by:

Darren Gurnee

Darren Gurnee, Planning Supervisor

8/20/2026

Date

Attachment A: Preliminary Plat/Site Plan

Attachment B: Critical Areas Map

Attachment C: Zoning Map

Attachment D: Aerial Imagery

Attachment E: Landscaping Plan (60%)

CC:

Owner/Applicant: James Upchurch with Contour Construction Group LLC,
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98104

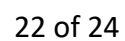
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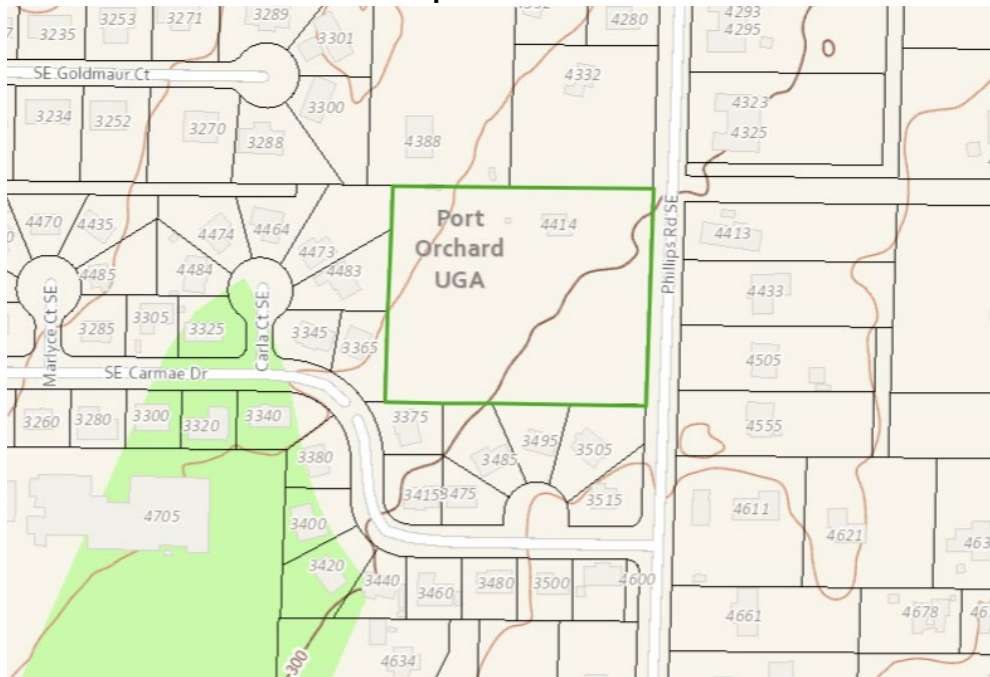
Kitsap County Health District, MS-30

Kitsap County Public Works Dept., MS-26

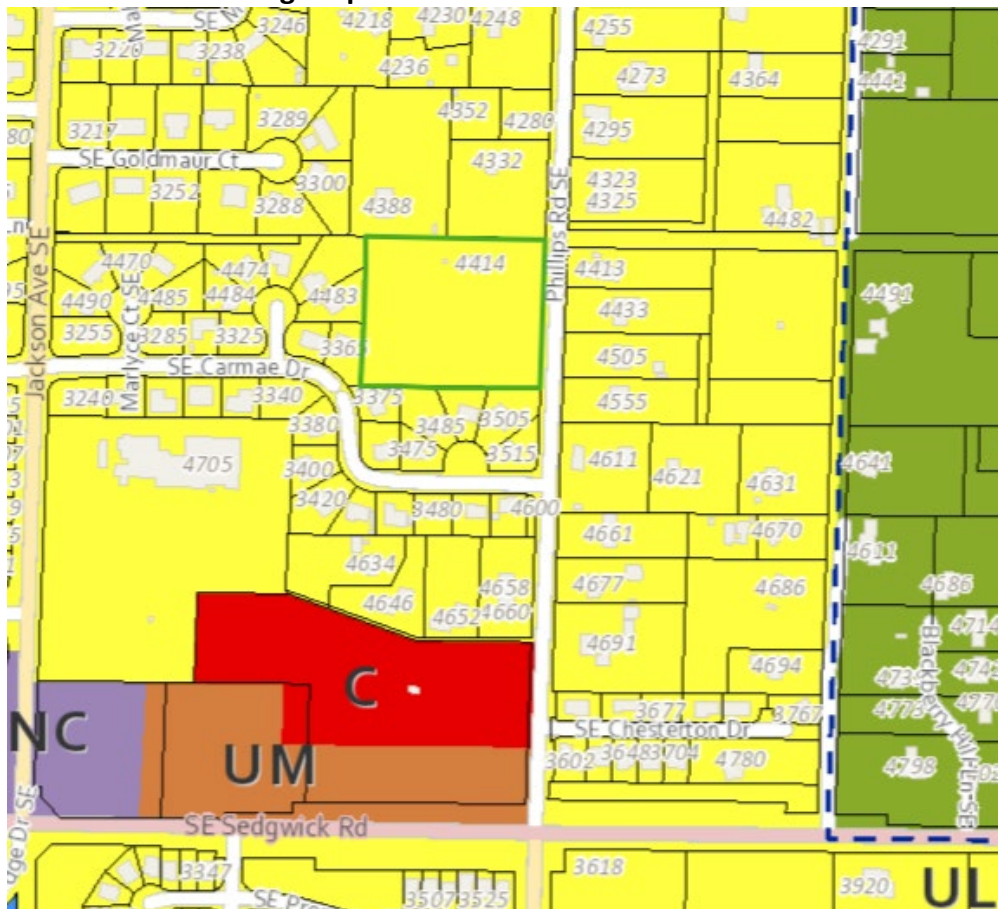
DCD Staff Planner: Jenny Kreifels



Attachment B: Critical Areas Map



Attachment C: Zoning Map



Attachment D: Aerial Imagery



Attachment E: Landscaping Plan (preliminary)

