



Hearing Examiner Staff Report and Recommendation

Report Date: March 20, 2025
Hearing Date: March 27, 2025

Application Submittal Date: March 14, 2024
Application Complete Date: April 26, 2024

Project Name: Cook - Accessory Dwelling Unit (ADU)
Type of Application: Conditional Use Permit (CUP)
Permit Number: 24-01190

Project Location

7842 New Haven Ln NW
Silverdale, WA 98383
Commissioner District #3

Assessor's Account

252501-1-059-1007

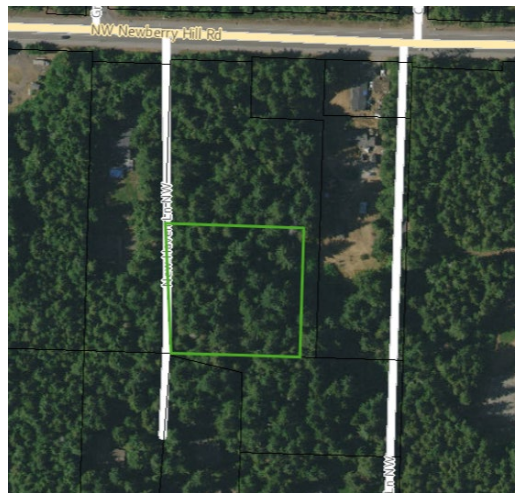
Applicant/Owner of Record

Jacob and Ashlyn Brooke Cook
7842 New Haven Ln NW
Silverdale, WA 98383

Recommendation Summary

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

VICINITY MAP



1. Background

The applicant proposes to convert the existing single-family residence into a 900 square-foot (sf) accessory dwelling unit (ADU) with a 635-sf attached garage on a 1.69-acre lot zoned Rural Residential. The proposal locates the ADU 95 feet from the proposed 3,133-sf primary residence. Puget Sound Energy (PSE), well, and septic system serve the parcel.

2. Project Request

The applicants, Jacob and Ashlyn Brooke Cook, seek approval for a Conditional Use Permit (CUP) to allow the conversion of a single-family residence into a detached ADU. Kitsap County Code (KCC) section 17.410.042 requires a CUP for a detached ADU in the Rural Residential zone.

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 July 30, 2024. A Determination of Nonsignificance (DNS) was issued on February 24, 2025.

The SEPA appeal period expired March 10, 2025. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics

The parcel is square-shaped. The parcel is slightly sloped and has no mapped critical areas.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	N/A	N/A
Maximum Density	1 dwelling unit per 5 acres	
Minimum Lot Size	5 acres	N/A
Maximum Lot Size	N/A	N/A
Minimum Lot Width	140 feet	N/A
Minimum Lot Depth	140 feet	N/A
Maximum Height	35 feet	N/A
Maximum Impervious Surface Coverage	N/A	N/A
Maximum Lot Coverage	N/A	N/A

Staff Comment: Lot is already existing. No newly created lots within this proposal.

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (West)	50 feet	61 feet
Side (North)	5 feet for Accessory Structures	206 feet

Side (South)	5 feet for Accessory Structures	35 feet
Rear (East)	5 feet for Accessory Structures	134 feet

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Vacant Land	Rural Residential
South	Vacant Land	Rural Residential
East	Single-Family Residence	Rural Residential
West	Single-Family Residence	Rural Residential

Table 4 - Public Utilities and Services

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

5. Access

New Haven Ln NW, a private-maintained road, provides direct access to the parcel. The applicant completed a boundary line adjustment to the parcel and an adjacent parcel under contiguous ownership. This organized the two parcels with the potential to access New Haven Ln NW when initially only one parcel had direct access. The Department conditioned the permit to request a copy of an easement for the new parcel (252501-1-058-1008) if it chooses to access from New Haven Ln NW. This will not be required if the parcel accesses from NW Newberry Hill Rd.

A comment letter came in from the residents of New Haven Ln NW requesting the width of New Haven Ln NW be widened to accommodate the increase in usage. Traffic reviewed the proposal and approved with no conditions.

6. Site Design

The proposal includes a single-family residence and ADU located in the south of the project site with septic drainfields and driveways extending to the north. Section 10.a of this report analyzes the site design.

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 June 30, 2016 (amended in 2018 and 2020).

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

Land Use Policy 50

Limit the designed rural area to low residential densities that can be sustained by minimal infrastructure improvements, cause minimal environmental degradation, and that will not cumulatively create the future necessity or expectation of urban levels of service.

Land Use Policy 51

Permit residential uses in rural areas consistent with the planned rural character of the surrounding area.

Land Use Policy 53

Outside of the Type III Limited Area of More Intensive Rural Development (LAMIRD), limit development only to that which serves rural residential or resource needs and does not draw population from Urban Growth Areas. This policy is implemented through Comprehensive Plan Land Use designation, zoning designation, and zoning code provisions.

Housing, Human Services Goals and Policies

Housing, Human Services Policy 5

Use regulatory strategies to incentivize and provide flexibility for development of affordable and special needs housing.

Housing, Human Services Policy 7

Adopt regulatory changes to allow non-traditional housing types.

Housing, Human Services Policy 11

Promote fair housing to ensure that all residents of Kitsap County have an equal and fair opportunity to obtain safe and sanitary housing suitable to their needs and financial resources, regardless of race, religion, gender, sexual orientation, age, national origin, family status, income, disability, or other protected class.

Housing, Human Services Policy 12

Identify and remove regulatory barriers and limits access to or the provision of a diverse affordable housing supply.

Housing, Human Services Policy 13

Identify and remove impediments to creating housing for harder to house populations.

Housing, Human Services Policy 14

Disperse affordable housing opportunities throughout the County.

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

A complete index of exhibits is in the project file. To date, the index to the record consists of the following exhibits.

Exhibit #	Document	Dated	Date Received / Accepted
1	STAFF REPORT		
2	ADU Floor Plan and Elevations	3/26/2021	4/02/2024
3	Permit Questionnaire Form	3/15/2024	4/02/2024
4	SEPA Checklist	2/12/2024	4/02/2024
5	Notice of Application	7/30/2024	
6	Interested Party Comment – Residents of New Haven Lane	8/11/2024	8/13/2024
7	SFR Floor Plan and Elevations	11/20/2024	11/25/2024
8	Stormwater Worksheet		11/25/2024
9	Site Plan	2/12/2025	2/20/2025
10	SEPA Determination	2/24/2025	
11	Notice of Public Hearing	3/12/2025	
12	Certification of Public Notice	3/17/2025	
13	Staff Presentation		
14	Hearing Sign In		

9. Public Outreach and Comments

The Department published a Notice of Application on September 5, 2024. One comment letter was received by the department requesting an updated easement and driveway improvements.

10. Analysis

a. Planning/Zoning

Kitsap County Code 17.415.015.B: In order to encourage the provision of affordable housing, an accessory dwelling unit (ADU), detached, located outside an urban growth area shall meet the following criteria:

1. Only one ADU shall be allowed per lot;

Staff Comment: Only one ADU is proposed and there are no existing ADUs on the subject property.

2. Owner of the property must reside in either the primary residence or the ADU;

Staff Comment: The owners of the property, Jacob and Ashlyn Brooke Cook will reside in the primary residence.

3. The ADU shall not exceed fifty percent of the square footage of the habitable area of the primary residence or nine hundred square feet, whichever is smaller. Dimensions are determined by interior measurements;

Staff Comment: The proposed ADU is 900 sf with a 635 sf garage attached and the proposed primary residence has 3,133 habitable square feet. The size of the existing primary residence allows for a 1,566 sf ADU. The proposed ADU is 900 sf and meets this requirement.

4. The ADU shall be located within one hundred fifty feet of the primary residence or shall be the conversion of an existing detached structure (e.g., garage);

Staff Comment: The proposed ADU is proposed to be 95 feet from the primary residence. The distance meets this requirement.

5. The ADU shall be designed to maintain the appearance of the primary residence;

Staff Comment: The proposed ADU will have the same roof material and siding.

6. All setback requirements for the zone in which the ADU is located shall apply;

Staff Comment: The setbacks are being met.

7. The ADU shall meet the applicable health district standards for water and sewage disposal;

Staff Comment: The Kitsap County Health District approved the site for additional sewage and water supply.

8. No mobile homes or recreational vehicles shall be allowed as an ADU;

Staff Comment: The proposed ADU is stick-built and not a mobile home or recreational vehicle.

9. An ADU shall use the same side-street entrance as the primary residence and shall provide additional off-street parking; and

Staff Comment: The proposed ADU will use the same driveway entering the property that the primary residences uses. The old driveway in front of the ADU is to be abandoned and a concrete barrier will be placed to prevent use of the abandoned driveway. In addition, parking for the ADU and primary residences meet the requirements of Kitsap County Code 17.490.030 which requires 4 total spaces. Please see Table 5.

10. An ADU is not permitted on the same lot where an accessory dwelling unit, attached (ADU-A), exists.

Staff Comment: No other ADUs are present or proposed.

b. Lighting

Lighting is not analyzed for ADU proposals.

c. Off-Street Parking

Parking requirement is met. Please see Table 5 below.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Single-Family (attached or detached)	3 per unit (for existing primary residence)	3+1 = 4	4 spaces – the area near the single-family residences and the

	1 additional space for accessory dwelling units		proposed ADU exceed 720 square feet required for 4 parking spaces.
Total			4

d. Signage

No signage was proposed in this application.

e. Landscaping

Landscaping is not analyzed for ADUs.

Table 6 - Landscaping Table

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

f. Frontage Improvements

Frontage improvements are no required for this proposal.

g. Design Districts/Requirements

The subject property is not within a design district.

h. Development Engineering/Stormwater

Development Services and Engineering reviewed and accepts the concepts contained in this preliminary submittal and requires the conditions stated in Section 13 as an element of the land use approval.

i. Environmental

There are no environmental concerns with the site.

j. Access, Traffic and Roads

Traffic reviewed and approved the ADU with no conditions.

k. Fire Safety

Kitsap County Building and Fire Safety Division reviewed and approved the ADU no conditions.

l. Solid Waste

Solid waste was not reviewed as part of this proposal.

m. Water/Sewer

A well and septic system serve the parcel.

n. Kitsap Public Health District

Water and septic were approved by the Kitsap County Health District.

11. Review Authority

The Hearing Examiner has review authority for this Conditional Use Permit application under KCC, Sections 17.550.020 and 21.04.100. The Kitsap County Commissioners have determined that this application requires review and approval of the Hearing Examiner. The Hearing Examiner may approve, approve with conditions, or deny a Conditional Use Permit. 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.

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. Recommendation

Based upon the analysis above and the decision criteria discussed in Section 11, the Department of Community Development recommends **approval** 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. The accessory dwelling unit is subject to the payment of impact fees. Impact fees must be paid at time of permit issuance, or if deferred, must be paid prior to final inspection. No certificate of occupancy will be granted until all impact fees are paid.
3. Any proposed modification (not including cosmetic work such as painting, papering and similar finish work), remodel or expansion of the accessory dwelling unit building, regardless of whether a building permit is required, shall be reviewed by the Department of Community Development and granted approval prior to such modification, expansion, construction and/or issuance of a building permit.
4. Only one accessory dwelling unit shall be permitted on the subject property.
5. The owner of the property must reside in either the primary residence or the accessory dwelling unit and only one of the structures may be rented at any one time.
6. The accessory dwelling unit's (ADU) habitable area shall not exceed 50% of the 3,133 square foot primary residence (1,566 square feet) or 900 square feet, whichever is smaller. The proposed size of the ADU is 900 square feet.
7. The accessory dwelling unit shall be designed to maintain the appearance of the primary residence.
8. No mobile home or recreational vehicle shall be allowed as an accessory dwelling unit.
9. The accessory dwelling unit shall use the same side street entrance as the primary residence and shall provide one additional off-street parking space.
10. An attached accessory dwelling unit (formerly called accessory living quarters) or guest house is not permitted on the same lot unless the accessory dwelling unit is removed and the ADU-attached or GH complies with all requirements imposed by the Kitsap County Code.

11. A property with a primary residence and an accessory dwelling unit cannot be segregated to create two separate legal lots unless it complies with all subdivision, zoning and density requirements in place at the time of a complete subdivision application.
12. The accessory dwelling unit cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot.
13. The recipient of any 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 and agreement to abide by the terms and conditions of the 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.
14. 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. 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.
15. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, the applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.
16. 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.
17. This Conditional Use Permit approval shall automatically become void if no

development permit application is accepted as complete by the Department of Community Development within four years of the Notice of Decision date or the resolution of any appeals.

18. Any violation of the conditions of approval shall be grounds to initiate revocation of this Conditional Use Permit.
19. 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.
20. An easement addressing the new parcel (252501-1-058-1008) if accessing from New Haven Lane NW shall be required at time of building permit review.

b. Development Engineering

21. 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.
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 this permit application was 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. The Washington State Department of Ecology (Ecology) may require registration of the infiltration trench as an Underground Injection Control (UIC) well in accordance with the Underground Injection Control Program (Chapter 173-218 WAC). The applicant shall contact Ecology to determine if the facility is regulated under the UIC program.
24. The design of the infiltration facilities shall be in accordance with Vol. II, Ch. 5 of the Kitsap County Stormwater Design Manual.
25. 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.

26. 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.
27. 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.
28. 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.
29. Rock and retaining walls shall meet all applicable setback requirements of Vol. II, Chapter 9 of the Kitsap County Stormwater Drainage Manual.

c. Environmental

None

d. Traffic and Roads

None

e. Fire Safety

None

f. Solid Waste

None

g. Kitsap Public Health District

30. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.

Report prepared by:

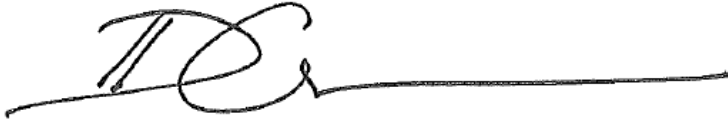
Izzy Lotz

Izzy Lotz, Associate Planner/ Project Lead

3/6/2025

Date

Report approved by:



Darren Gurnee, Current Planning Supervisor

3/6/2025

Date

Attachments:

- Attachment A – Site Plan
- Attachment B – Zoning Map
- Attachment C – Critical Areas Map

CC: Applicant/Owner: Jacob and Ashlyn Cook, jacob.c@prodwelling.com

Interested Parties:

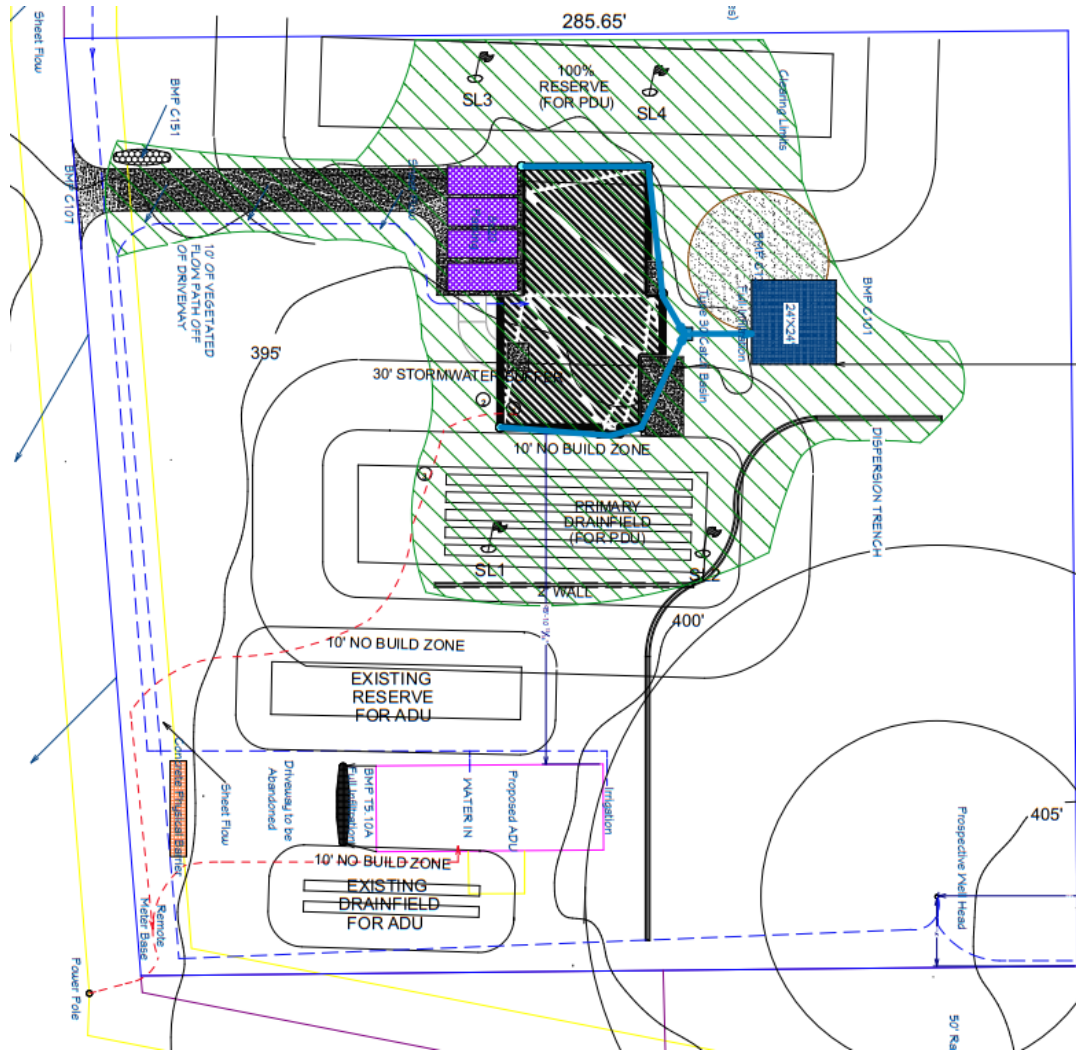
- Vinton Linard, mlinard@wavecable.com
- Alfredo Athie III, athieiii@yahoo.com
- Bill, cloyceoutram@aol.com
- Robert L Fickes, bfdawg@msn.com
- Robert Sanchez, amestoyart@finestplanet.com
- Linda Sanchez, sanchezlc321@gmail.com
- Pat Garrett, soulmates@wavecable.com
- Peggy Ottmar, pkottmar@gmail.com
- Steve Ottmar, steveottmar@wavecable.com

Kitsap County Health District, MS-30

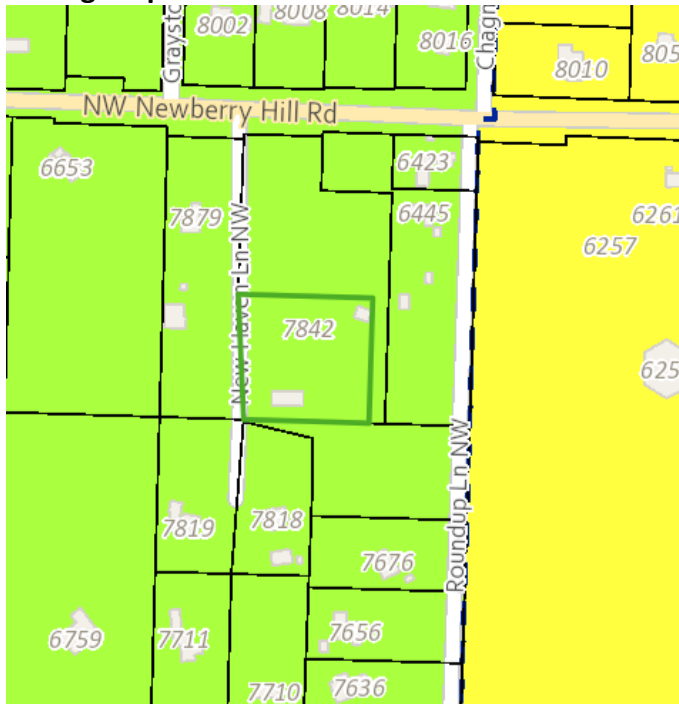
Kitsap County Public Works Dept., MS-26

DCD Staff Planner: Izzy Lotz

Attachment A
Site Plan



**Attachment B
Zoning Map**



Attachment C – Critical Areas Map

