



## Hearing Examiner Staff Report and Recommendation

**Report Date:** 06/18/2026  
**Hearing Date:** 06/25/2026

**Application Submittal Date:** 02/10/2026  
**Application Complete Date:** 04/08/2026

**Project Name:** KLINGMAN - Conditional Use Permit for Accessory Dwelling Unit Above Shop Area

**Type of Application:** CUP-ADU  
**Permit Number:** 26-00445

### Project Location

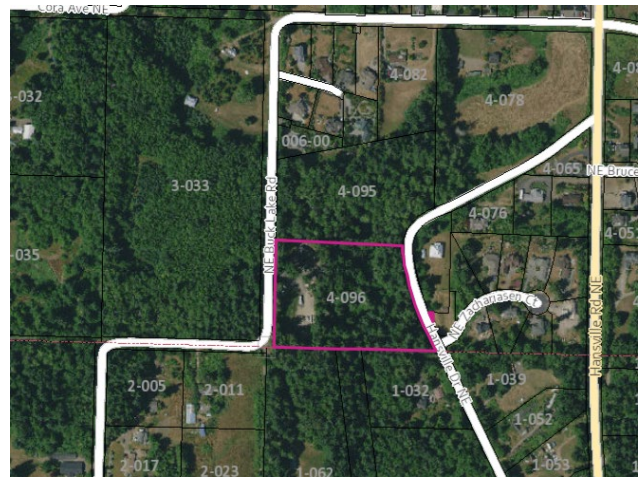
7167 NE BUCK LAKE RD  
Hansville, WA 98340  
Commissioner District #1

**Assessor's Account #**  
162802-4-096-2001

### Applicant/Owner of Record

Shawn Klingman & Elaine Klingman  
7167 NE BUCK LAKE RD  
Hansville, WA 98340

### VICINITY MAP



### Recommendation Summary

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

#### 1. Background

The Applicant proposes converting part of the 2nd floor of an existing 2 story accessory building into a detached Accessory Dwelling Permit (ADU). The existing primary residence is 2,550 Sq ft and the proposed ADU will be 900 square feet. The original building was constructed in 2018 and reviewed for environmental issues at that time. No additional footprint is proposed. The location is 120 ft from a newly constructed single-family residence. Both will use a shared driveway accessing from the West on NE Buck Lake RD. The Applicant is providing one additional off-street parking space.

#### 2. Project Request

The applicant seeks approval to convert an existing structure into an ADU.

**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 197-11-340(2), the Department issued a Determination of Non-Significance (DNS) on May 21, 2026. The SEPA appeal period expired 06/04/2026. No appeals were filed; therefore, the SEPA determination is final.

**4. Physical Characteristics**

The property consists of approximately 5.42 acres, located in the Hansville area of North Kitsap. The west portion of the site is a relatively level plateau with a north-south trending forested ravine located in the central portion of the site and a seasonal stream. A smaller plateau area is located on the east portion of the site adjacent to Hansville Drive NE. An east-west trending swale borders the north portion of the parcel.

**Table 1 - Comprehensive Plan Designation and Zoning**

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	NA	1
Maximum Density	1 DU per 5 Acres	
Minimum Lot Size	5 Acres	5.42 acres
Maximum Lot Size	NA	NA
Minimum Lot Width	140	NA
Minimum Lot Depth	140	NA
Maximum Height	35 ft	28.11 Ft
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

Applicable footnotes:

17.120.060.A.26 No service road, spur track, or hard stand shall be permitted within required yard areas that abut a residential zone.

*Staff Comment: No service road, spur track, or hard stand is proposed within required yard areas abutting a residential zone.*

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (West)	50 ft	50 ft
Side (North)	20-ft	40 ft
Side (South)	20-ft	354 ft
Rear (East)	20 ft	412 ft

*Staff Comment: Not applicable. The proposal converts an existing structure.*

**Table 3 - Surrounding Land Use and Zoning**

Surrounding Property	Land Use	Zoning
North	Undeveloped	Rural Residential (RR)
South	Single-family Residence	Rural Residential (RR)
East	Undeveloped	Rural Residential (RR)
West	Single Family Residence	Rural Residential (RR)

**Table 4 - Public Utilities and Services**

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

**5. Access**

The property is accessed from a county-maintained road, NE Buck Lake RD.

**6. Site Design**

The existing Single Family Residence is located on the western plateau along with a detached garage, the existing building being converted to the ADU, and one small accessory building. The site is bordered by Buck Lake Road to the west which provides direct access to the primary residence as well as the proposed ADU. To the East is Hansville Drive NE. The site includes a 25 ft Native Vegetation buffer as conditioned in the underlying Lage Lot subdivision.

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**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 in December 2024, with an effective date of April 1, 2025.

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

*Land Use Policy 1.1. Designate the general distribution, location, and extent of the uses of land for housing, commerce, recreation, open spaces, public utilities and facilities, and other land uses.*

*Land Use Policy 17.1. Permit residential uses in rural areas in a variety of rural lot sizes consistent with the rural character of the surrounding area.*

*Environment Policy 1.1. Manage development to protect habitats and ecological processes.*

*Environment Policy 6.2. Employ Best Management Practices to protect the long-term integrity of the natural environment, adjacent land uses, and the productivity of resource lands.*

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

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**8. Documents Consulted in the Analysis**

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

Exhibit #	Document	Dated	Date Received
1	Staff Report	6/18/2026	
2	ADU Elevations		4/8/2026
3	ADU Floor Plans		4/8/2026
4	Health District Approval	1/30/2026	4/8/2026
5	Permit Submission	2/10/2026	4/8/2026
6	Project Narrative		4/8/2026
7	SFR Floor Plans		4/8/2026
8	Site Plan	1/19/2026	4/8/2026
9	Stormwater Worksheet Submittal Waiver		4/8/2026
10	Water Availability Letter	4/7/2026	4/8/2026
11	Notice of Application	4/13/2026	
12	Stormwater Conditions Memo	5/13/2026	
13	SEPA Checklist	5/18/2026	5/19/2026
14	SEPA Determination	5/21/2026	
15	Notice of Public Hearing	6/10/2026	
16	Certification of Public Notice	6/15/2026	
17	Staff Presentation	6/25/2026	
18	Hearing Sign In	6/25/2026	

**9. Public Outreach and Comments**

The Notice of Application was sent out on April 13, 2026. No comments were received by the department.

**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;

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*Staff Comment: The owners of the property, Shawn and Elaine Klingman 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 sq ft, whichever is smaller. Dimensions are determined by interior measurements;

*Staff Comment: Fifty percent of the proposed 2,550 sq ft primary residence is 1,275 sq ft. The proposed ADU is 900 sq ft 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 ADU proposes the conversion of a previously approved detached garage and is approximately 125 ft 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 pitched roof, roofing materials, and window style and siding ADU used as accent on the Primary Residence..*

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

*Staff Comment: Existing structure. 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 residence uses. 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**

The 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)	2 per unit (for existing primary residence)  1 additional space for accessory dwelling units	2 + 1 = 3	4 + Spaces
Total	3	3	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		
North	N/A	N/A
South	N/A	N/A
East	N/A	N/A

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West	N/A	N/A
Street Trees	N/A	N/A

**f. Frontage Improvements**

Frontage improvements are not 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**

The proposal does not propose expansion of the structure. The proposed ADU is converting a legally established Garage and Accessory building with permit number #18-01983. The structure is outside all critical area buffers and building setbacks. No further environmental review is required for the conversion to ADU. If expanding the ADU, the proposal would need to be evaluated under KCC Title 19. The project has been conditioned for this.

The parcel is mapped with high erosion and moderate landslide hazard areas and a mapped fish bearing stream in the ravine. This has been reviewed and conditioned for the existing development on the site under previous permits.

**j. Access, Traffic and Roads**

The project was reviewed for Traffic and was approved with no conditions.

**k. Fire Safety**

An automatic fire suppression system is required to mitigate fire department access requirements.

**l. Solid Waste**

Solid waste was not reviewed as part of this proposal.

**m. Water/Sewer**

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

**n. Kitsap Public Health District**

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

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### **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 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 with 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 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 found in KCC 17.550.030.A, the Department of Community Development recommends that the CUP-ADU be **approved**, subject to the following conditions:

#### **a. Planning/Zoning**

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
2. The accessory dwelling unit (ADU) 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 (ADU) 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 (ADU) 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 (ADU) and only one of the structures may be rented at any

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one time.

6. The accessory dwelling unit's (ADU) habitable area shall not exceed 50% of the primary residence or 900 sq ft, whichever is smaller. The proposed size of the ADU is 900 sq ft.
7. The accessory dwelling unit (ADU) shall be located within 150 ft of the primary residence or meet the exception in this requirement for conversion of existing structure under KCC17.415.015 (B) (4).
8. The accessory dwelling unit (ADU) shall be designed to maintain the appearance of the primary residence.
9. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
10. No mobile home or recreational vehicle shall be allowed as an accessory dwelling unit (ADU).
11. The accessory dwelling unit (ADU) shall use the same side street entrance as the primary residence and shall provide one additional off-street parking space.
12. An accessory living quarters (ALQ) or guest house (GH) is not permitted on the same lot unless the accessory dwelling unit (ADU) is removed and the ALQ or GH complies with all requirements imposed by the Kitsap County Code (KCC).
13. A property with a primary residence and an accessory dwelling unit (ADU) 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.
14. The accessory dwelling unit (ADU) cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot.
15. 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.
16. The uses of the subject property are limited to the uses proposed by the applicant and any other uses will be subject to further review pursuant to the requirements of the Kitsap County Code (KCC). Unless in conflict with the conditions stated and/or any regulations, all terms and specifications of the application shall be binding conditions of approval. Approval of this project shall not, and is not, to be construed as approval for more extensive or other utilization of the subject property.
17. 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

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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.

5. The decision set forth herein is based upon representations made and exhibits contained in the project application 26-00445. 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.
18. 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.
19. Any violation of the conditions of approval shall be grounds to initiate revocation of this Conditional Use Permit.
20. Issuance of this permit certifies that the applicant has read and examined this application and knows the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.
21. Required Minimum Zoning Setbacks –
  - a. Minimum Front: 50 ft (West property line)
  - b. Minimum Side: 20 ft; 5 ft for accessory structures
  - c. Minimum Side: 20 ft; 5 ft for accessory structures
  - d. Minimum Rear: 20 ft; 5 ft for accessory structures
- b. Development Engineering**
  22. If the project proposal is modified from that shown on the site plan approved for this permit application, Development Engineering will require additional review and potentially new conditions
- c. Environmental**

Not applicable.
- d. Traffic and Roads**
  23. Any work within the County right-of-way shall require a Public Works permit and possibly a maintenance or performance bond. This application to perform work in the right-of-way shall be submitted as part of the SDAP process, or Building Permit process, if a SDAP is not required. The need for and scope of bonding will be determined at that time.
- e. Fire Safety**
  24. An automatic fire suppression system is required to mitigate fire department access requirements

**f. Solid Waste**  
Not applicable.

**g. Kitsap Public Health District**  
Not applicable.

**Report prepared by:**

*Keith Hafner*

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Keith Hafner, Staff Planner / Project Lead

June 3, 2026

Date

**Report approved by:**

***Darren Gurnee***

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Darren Gurnee, Current Planning Supervisor

6/4/2026

Date

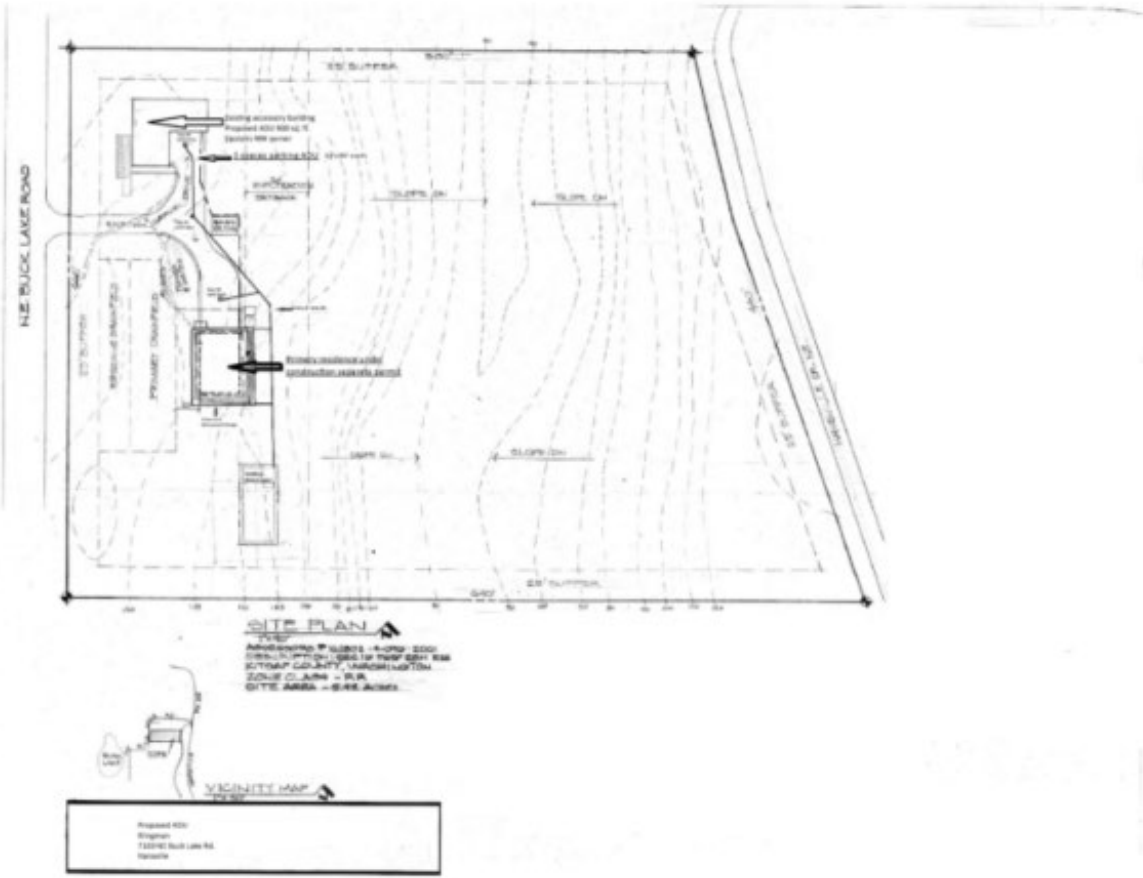
**Attachments:**

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

**CC:**

Applicant/Owner: Shawn Douglas & Elaine Diane Klingman, [northpacificgc@hotmail.com](mailto:northpacificgc@hotmail.com)  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Keith Hafner

**Attachment A**  
**Site Plan**



Date June 18, 2026

Attachment B - Critical Areas Map



\*\* This map is not a substitute for field survey \*\* Map Scale: 1 inch = 200 feet

Legend

- |   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li> Tax Parcels Outlines</li> <li> Building Footprints</li> </ul>   | <ul style="list-style-type: none"> <li> No Channel as depicted by DNR</li> </ul>  | <ul style="list-style-type: none"> <li> Hydric Soils Potential Wetlands</li> </ul>   | <ul style="list-style-type: none"> <li> Seismic Moderate Hazard Area Moderate</li> </ul>  |
| <p><b>Watercourse - DNR and Wildfish Conservancy</b></p> <ul style="list-style-type: none"> <li> (S) Designated Shoreline of the State</li> <li> (F) Fish Habitat</li> <li> (N) Non-fish Habitat</li> <li> (U) Unknown, unmodeled hydrographic feature</li> </ul> | <p><b>Waterbodies</b></p> <ul style="list-style-type: none"> <li> Includes DNR NWI and Surveyed Wetlands</li> <li> DNR NWM Surveyed Wetlands</li> </ul> | <p><b>Seismic High Hazard Area</b></p> <ul style="list-style-type: none"> <li> High</li> </ul> <p><b>Landslide Hazard areas</b></p> <ul style="list-style-type: none"> <li> High</li> <li> Moderate</li> </ul> | <p><b>FEMA Flood Hazard Areas</b></p> <ul style="list-style-type: none"> <li> 100 Year Floodplain</li> <li> Storm Induced Velocity Wave Hazard</li> </ul> |
|   |   | <p><b>Erosion Hazard Area</b></p> <ul style="list-style-type: none"> <li> High</li> <li> Moderate</li> </ul>   |   |

Comments Parcel No: 162802-4-096-2001 TaxPayer: KLINGMAN SHAWN DOUGLAS & KINCL ELAINE DIANE Site Address: MULTIPLE ADDRESSES ON FILE File Co. Parcel Search Application



Printed June 3, 2026

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Attachment C - Zoning Map



\*\* This map is not a substitute for field survey \*\* Map Scale: 1 inch = 200 feet

Legend	
<b>Kitsap County Zoning Designations</b>	
<b>RURAL</b>	<b>Mineral Resource/For... Resource Lands</b>
RR - Rural Residential (1 DU/5 Ac)	BC - Business Center
Mineral Resource/Rural Residential	BP - Business Park
RP - Rural Protection (1 DU/10 Ac)	IND - Industrial
Mineral Resource/Rural Protection	Mineral Resource/Ind...
RW - Rural Wooded (1 DU/20 Ac)	Commercial (15-60 DU/Ac)
Mineral Resource/Rural Wooded	Regional Center (19 DU/Ac - No Max)
FRL - Forest Resource Lands (1 DU/40 Ac)	NC - Neighborhood Commercial (10-30 DU/Ac)
	Mineral Resource/Nei... Commercial
	Low Intensity Commercial (10-30 DU/Ac)
	RCC - Rural Commercial
	REC - Rural Employment Center
	RI - Rural Industrial
	Mineral Resource/Rural Industrial
	TTEC - Twelve Trees Employment Center
	Mineral Resource/Tw...
	Trees Employment Center
	URBAN
	Greenbelt (1-4 DU/Ac)
	UCR - Urban Cluster Residential (5-9 DU/Ac)
	UR - Urban Restricted (1-5 DU/Ac)
	Mineral Resource/Ur... Restricted
	UL - Urban Low Residential (5-9 DU/Ac)
	Mineral Resource/Ur... Low Residential
	Urban Medium Residential (10-30 DU/Ac)
	Urban High Residential (10-80 DU/Ac)
	Urban Village Center (min 10 DU/Ac)
	KEYPORT VILLAGE
	KVC - Keyport Village Commercial
	KVLR - Keyport Village Low Residential
	KVR - Keyport Village Residential
	MANCHESTER VILLAGE
	MVC - Manchester Village Commercial
	MVLR - Manchester Village Low Residential
	MVR - Manchester Village Residential
	RURAL HISTORIC TOWN
	RHTC - Rural Historic Town Commercial
	RHTR - Rural Historic Town Residential
	RHTW - Rural Historic Town Waterfront
	SUQUAMISH VILLAGE
	SVC - Suquamish Village Commercial
	SVLR - Suquamish Village Low Residential
	SVR - Suquamish Village Residential
	OTHER
	Park
	CITY - Incorporated City
	ML - Military
	P - Park (Kitsap County)
	T - Tribal Land
	Lake
	Salt Water
	INDUSTRIAL
	LI - Light Industrial
	CITY OF FOULSBORO
	RL - Residential Low

Comments Parcel No: 162802-4-096-2001 TaxPayer: KLINGMAN SHAWN DOUGLAS & KINCL ELAINE DIANE Site Address: MULTIPLE ADDRESSES ON RIVER Co. Parcel Search Application



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