KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT



614 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682 (360) 337-7181 FAX (360) 337-4925 HOME PAGE - www.kitsapgov.com LOUISA GARBO, DIRECTOR

STAFF REPORT and INFORMATION FOR THE HEARING EXAMINER

Report Date:	August 30, 2016	Application Submittal Date:	June 15, 2016
Hearing Date:	September 8, 2016	Application Complete Date:	June 15, 2016

Project: McWhirter Accessory Dwelling Unit (ADU)

This staff report was prepared by Meg Sands, Planner, Candy Mursell, Engineer 1, and Katharine Shaffer, Environmental Planner, based on information available up until the time the report was prepared. New information relevant to review of this application may become available prior to the hearing or at the hearing. Staff may wish to change their analysis based upon that new information, and reserves the right to do so.

Project Summary:

The Department of Community Development is recommending approval of the applicant's request for a Conditional Use Permit to construct an 812 square foot accessory dwelling unit (ADU) and attached 288 square foot garage subject to the 28 conditions outlined at the end of this report. The 4.32-acre parcel is zoned Rural Residential (RR) and located at 15351 Angelo Strada Place SE in Olalla. The project will be served by on-site septic and a private two-party well.

Application Number: 16 02649

Type of Application: Conditional Use Permit (CUP)

Project Request:

The applicant requests Conditional Use Permit approval to construct an 812 square foot ADU and attached 288 square foot garage.

Project Location:

15351 Angelo Strada Place SE Olalla, WA 98359 South Kitsap County Commissioner District 2

Assessor's Account #: 4862-001-005-0309



Applicant/Owner of Record:

Devin & Brynne McWhirter 9651 SE Sedgwick Rd Port Orchard, WA 98366

State Environmental Policy Act (SEPA) Status:

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 (Exhibit 9), 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 June 24, 2016 and issued June 27, 2016 (Exhibit 29). A Determination of Nonsignificance (DNS) was issued July 15, 2016 (Exhibits 27 & 30). SEPA noted the following SEPA condition "The proposal will be conditioned for Stormwater Control per Kitsap County Code 12".

The SEPA appeal period expired July 29, 2016. No appeals were filed; therefore, the SEPA determination is final.

Property Characteristics:

The 4.32-acre rectangular parcel is developed with a 2,445-square foot single-family residence (SFR) and 523-square foot attached 2-car garage, constructed under Building Permit 15 04209. There is a Category III wetland along the east side of the property. A majority of the property lies within a Category II Critical Aquifer Recharge Area. Outside the area of development, the property is forested with a mix of coniferous and deciduous trees. The property is relatively flat, with slight rolling topography (Exhibits 25C-I).

Comprehensive Plan and Zoning Designations:

The Comprehensive Plan designation is Rural (Exhibit 25A) and the Zoning designation is Rural Residential (RR, Exhibit 25B).

Base/Maximum Density	not applicable
Minimum Lot Size	5 acres (for newly created lots, this is an existing legal lot)
Lot Width	140 feet
Lot Depth	140 feet

Maximum Height 35 feet

Standard Zoning Setbacks
Front 50 feet
Side 20 feet, 5 feet for an accessory structure, 50 feet for an agricultural structure
Rear 20 feet, 5 feet for an accessory structure, 50 feet for an agricultural structure

Surrounding Land Use and Zoning:

The surrounding area is also zoned RR. Parcels in the area are predominately developed with a single-family residence (SFR) on acreage lots or undeveloped.



Public Utilities and Services:

- Water: private 2-party well
- Power: Puget Sound Energy
- Sewer: on-site septic system
- Police: Kitsap County Sheriff
- Fire: Fire Protection District No. 7
- Schools: South Kitsap School District #402

Policies and Regulations Most 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 11, 2006 (Amended December 2012)

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

Rural and Resource Lands Policy RL-1 Limit the designated 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.

Policy RL-2

Provide a variety of densities in the rural areas to make more efficient use of land, maximize the return on public infrastructure investment, and provide for affordable housing opportunities.

Policy RL-3

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

Policy RL-4

Outside of Type III LAMIRDs, limit development only to that which serves rural residential or resource needs and not draw people from UGAs.

Policy RL-14

Provide road and access standards that enable all-weather access for emergency response vehicles while preserving and enhancing rural character.

Policy RL-15

Ensure proper installation, use and maintenance of on-site septic systems.

Housing

Policy HS-6

Ensure that a broad range of housing types are available through innovative planning, efficient and effective administration of land and building codes and financial assistance.

Policy HS-8

Encourage and facilitate development of a variety of housing types, including singlefamily residential, multi-family, mobile, modular, and manufactured homes. Doublewide mobile, modular and manufactured homes should be considered a single-family dwelling.

Policy HS-9

Encourage innovative land use practices and development standards that will have the effect of minimizing housing costs.

Policy HS-11

Permit and encourage the development of residential accessory dwelling units (motherin-law apartments) in all residential zones with sufficient public facilities to support such development. Subject accessory dwelling units to development standards and design guidance that facilitates their compatibility with existing neighborhood character.

The County's development regulations are contained within the *Kitsap County Code*. The following development regulations are most relevant to this application:

Kitsap County Code (KCC)

Title 11Roads, Highways and BridgesTitle 12Storm Water DrainageTitle 13Water and SewersTitle 14Buildings and ConstructionTitle 17ZoningChapter 18.04State Environmental Policy Act (SEPA)Title 19Critical Areas OrdinanceChapter 20.04Transportation Facilities Concurrency OrdinanceChapter 21.04Land Use and Development Procedures

Relevant 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 Exhibits 1 - 33.

Applicant submittals:		
Document	<u>Exhibit #</u>	Dated or date stamped
Building Clearance	23	June 23, 2016
Building Elevations – ADU	13	June 15, 2016
Building Elevations – SFR	11	June 15, 2016
Condition Use Permit Application	3	June 15, 2016
Environmental (SEPA) Checklist	9	June 15, 2016
Floor Plan – ADU	14	June 15, 2016
Floor Plan – SFR	11	June 15, 2016
Site Plan	23 & 12	June 23 & 15, 2016
Soil Management Plan	6	June 15, 2016
Soil Test	5	October 2, 2015
Stormwater Plan (SWPPP) Narrative	4	June 15, 2016
Wetland Analysis Report	18	May 2006
Staff communication:		
Document	Exhibit #	Dated or date stamped
Development Engineering Memo	28	June 27, 2016
Determination of Nonsignificance	27 & 30	July 15, 2016
Health District Email	33	August 30, 2016

Public comments:

No comments received to date.

Analysis:

Land Use and Zoning

An accessory dwelling unit within the RR zone requires a Conditional Use Permit as specified in KCC Table 17.381.040(E) Parks, Rural and Resource Zones, subject to footnote 1. Footnote 1 indicates an ADU is subject to compliance with Section 17.381.060 Provisions applying to special uses.

Accessory Dwelling Unit (ADU) Standards

An ADU is required to meet the provisions and requirements outlined in KCC 17.381.060(B)(3) – Provisions applying to special uses; Accessory Dwelling Unit (ADU). In order to encourage the provision of affordable and independent housing for a variety of households, an accessory dwelling unit may be located in residential zones. Criteria from KCC 17.381.060(B)(3) are listed below (italics), with a discussion of the individual standard immediately following:

a. An ADU shall be allowed as a permitted use in those areas contained within an urban growth boundary.

The proposed ADU is not within an urban growth boundary. Therefore, the ADU cannot be permitted in conjunction with a building permit as an outright use. Land use approval is required for this ADU.

b. An ADU shall be subject to a conditional use permit in those areas outside an urban growth boundary.

The subject property is outside an urban growth boundary. As a result, the applicant has applied for and is requesting approval of a conditional use permit as required by the KCC.

c. Only one ADU shall be allowed per lot.

Only one ADU is proposed for the subject lot.

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

The owners of the property, Devin and Brynne McWhirter, currently live in the SFR constructed in 2016. They plan to continue occupying the SFR after construction of the ADU (Exhibit 3).

e. The ADU shall not exceed fifty percent of the square footage of the habitable area of primary residence or 900 square feet, whichever is smaller.

The primary residence's habitable area is 2,445 square feet according to the floor plan (Exhibit 11, Sheet 4 of 6). Fifty percent of its habitable area is over 900 square feet (2,445 square feet X 50% = 1,222 square feet). The ADU would be limited to 900 square feet as determined by exterior measurements. The entire ADU building is proposed at 1,100 square feet according to the floor plans; habitable area is 812 square feet and the attached single car garage is 288 square feet (Exhibit 14). The garage shall be used as garage space only and not converted to habitable area unless this CUP is revised through the proper permitting process. In no case shall the habitable area of the ADU be greater than 900 square feet.

f. The ADU shall be located within 150 feet of the primary residence or shall be the conversion of an existing detached structure (i.e., garage).

The ADU building would be located approximately 30 feet from the primary residence (Exhibit 23).

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

The primary residence and ADU are planned to be similar in appearance. Both buildings will have a pitched, composite-shingle roof, lap wood siding, vinyl windows and the same base color and trim, grey and black respectively. The ADU's planned residential architectural design and building materials would be similar and complementary to the appearance of the primary residence (Exhibit 11, Sheets 1 and 2 of 6 & Exhibit 13).

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

The proposed ADU building will be required to comply with the standard RR setbacks. The subject property has 2 fronts – Angelo Strada Place SE along the west property line, and SE Bocelli Way along the south property line, and 2 sides, the north property line and east property line. The ADU shall be a minimum of 50 feet at the closest point to the west property line. The front yard setback, along the west property line and Angelo Strada Place SE, is delineated at 50 feet; the front yard setback, along SE Bocelli Way scales over 230 feet. The side yard setback, along the north property line, scales over 330 feet and the other side yard, along the east property line, scales over 220 feet (Exhibit 23). All required zoning setbacks as delineated for the ADU are in compliance with the KCC.

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

The Health District has approved the Building Clearance (BC) for the ADU with no conditions (Exhibit 23). However, the Health District has conditioned the CUP. The ADU requires a separate septic tank, which is depicted on the BC. The septic tank must meet setbacks to the building and driveway. If the septic tank is to be parked on it must be traffic rated (Exhibit 33).

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

The proposed ADU will be a stick-built structure.

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

Both the primary residence and the ADU would use the same existing driveway. The driveway is paved.

Two parking spaces are required for the single-family residence (SFR) and could be accommodated on the existing paved driveway. One parking space is required for the ADU. At least one parking space would be available in front of the ADU building on the proposed driveway (Exhibit 23).

I. An ADU is not permitted on the same lot where an accessory living quarters exists.

Based on the SFR floor plan the structure does not have accessory living quarters (Exhibit 11, Sheet 4 of 6).

Critical Areas

According to Kitsap County geographic information system (GIS) data, there is a wetland on the eastern portion of the subject property (Exhibit 25D). The subject property was divided as part of Large Lot Subdivision #291 under Permit Number 06 39961. In this land division, the subject parcel was conditioned for a 110-foot buffer plus 15-foot building construction setback for the Category III wetland. The proposed ADU is approximately 200 feet from the wetland, exceeding all buffers and setbacks.

The GIS data also indicates a majority of the site lies within a Category II Critical Aquifer Recharge Area (Exhibit 25C). Single-family development is not a threat and doesn't require any further analysis or reports within this recharge area designation.

Stormwater

The information provided demonstrates the proposed ADU is adjacent to a designated Critical Area (wetland), and as such will require an Engineered Small Site Review (ESSR) to provide stormwater quantity control and quality treatment. This aspect of review will take place with the ADU building permit application.

Agency Recommendations

All reviewing entities recommend approval of the proposed project and any required conditions are stipulated at the end of this report.

Staff Evaluation of Decision Criteria:

- The Hearing Examiner has review authority for this Conditional Use Permit application under KCC, Sections 17.421.020 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.
- 2. The proposal is consistent with the comprehensive plan.
- 3. The proposal complies with or will comply with requirements of Title 17 and complies with or will comply with all of the other applicable provisions of the KCC and all other applicable regulations, including all applicable development standards and design guidelines, through the imposed conditions outlined in this report.
- 4. The proposal will not be materially detrimental to existing or future uses or property in the immediate vicinity.
- 5. 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 information above, the Department of Community Development recommends that the Conditional Use Permit (CUP) request for McWhirter Accessory Dwelling Unit (ADU) be approved, subject to the following 28 conditions:

Development Services and Engineering

Development Engineering

- This project creates greater than 2,000 square feet of new or replaced impervious surface area. Therefore at time of building permit submittal Minimum Site Development Requirements 1-5 of KCC 12.18 will need to be addressed.
- 2. At the time of building permit application, submit an Application for Concurrency Test (KCPW Form 1601) as required by Chapter 20.04.030, Transportation Concurrency, of the Kitsap County Code. The KCPW 1601 form reserves road capacity for the project.

3. Submit a Road Approach Permit application at the time of building permit and plans for construction of the road approach between the edge of existing pavement and the right-of-way line at all intersections with county rights-of-way. Approaches shall be designed in accordance with the Kitsap County Road Standards as established in Chapter 11.22 of the Kitsap County Code. Existing approaches may need to be improved to meet current standards.

Environmental Review

4. A 110-foot native vegetation buffer shall be maintained along the delineated wetland boundary as depicted on the approved site plan. In addition, a building or impervious surface setback line of 15 feet shall be required from the edge of the buffer.

Planning/Zoning

- 5. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
- 6. The Building Clearance (BC) required for the accessory dwelling unit (ADU) building permit shall delineate the 25-foot native vegetation buffer on the perimeter.
- 7. An approved and issued building permit is required to construct the proposed accessory dwelling unit (ADU).
- 8. 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.
- 9. 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.
- 10. Only one accessory dwelling unit (ADU) shall be permitted on the subject property.
- 11. 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 one time.
- 12. The accessory dwelling unit's (ADU) habitable area shall not exceed 50% of the primary residence or 900 square feet, whichever is smaller. The proposed size

of the ADU is 812 square feet as indicated in Exhibit 14.

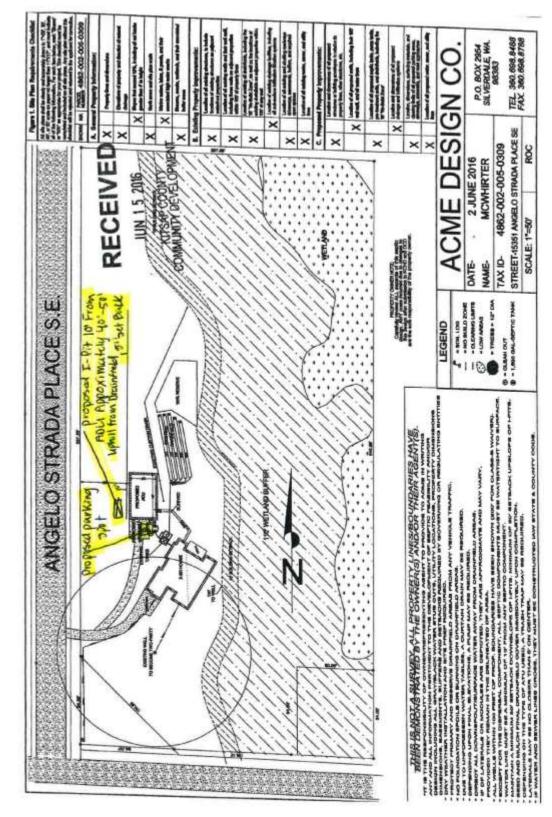
- 13. Any future expansion of the ADU shall require a minor revision to this Conditional Use Permit and a new building permit.
- 14. The accessory dwelling unit (ADU) shall be designed to maintain the appearance of the primary residence.
- 15. The accessory dwelling unit (ADU) shall meet the applicable health district standards for water and sewage disposal.
- 16. No mobile home or recreational vehicle shall be allowed as an accessory dwelling unit (ADU).
- 17. 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.
- 18. 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).
- 19. 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.
- 20. The accessory dwelling unit (ADU) cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot.
- 21. 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 by the Department and recorded at the applicant's expense. The applicant shall provide recorded copies of the Binder to the Department immediately after recording. The Binder shall be recorded within 30 days of notification from the Department that the Binder is ready to be recorded.
- 22. 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.

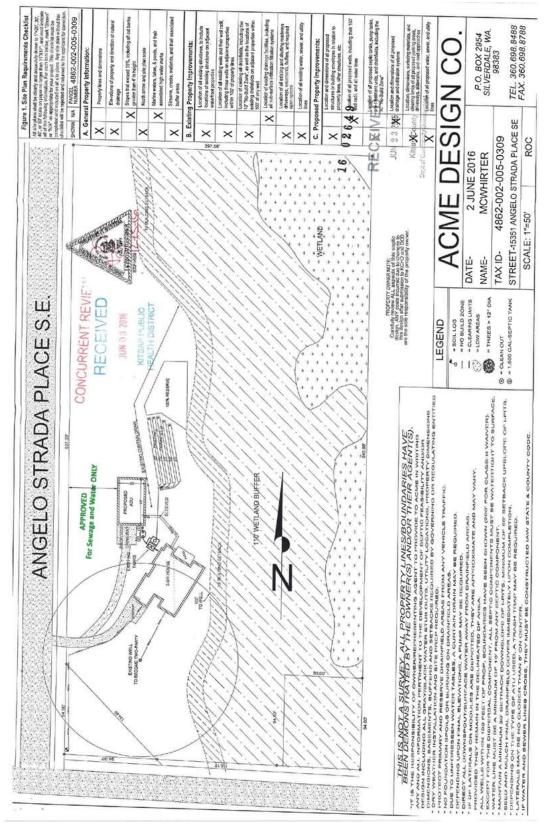
- 23. The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, 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.
- 24. The decision set forth herein is based upon representations made and exhibits contained in the project application 16 02649. 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.
- 25. 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 three years of the Notice of Decision date or the resolution of any appeals.
- 26. Any violation of the conditions of approval shall be grounds to initiate revocation of this Conditional Use Permit.

Health District

- 27. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
- 28. The ADU shall install a separate septic tank. The septic tank shall meet health regulation setbacks to the building and driveway. If the septic tank is to be parked on it shall be traffic rated.
- c: Devin & Brynne McWhirter, brynneeb@yahoo.com Interested Parties: none identified to date Kitsap County Health District, MS-30 Kitsap County Public Works Dept., MS-26 DCD Staff Planner: Meg Sands DCD Code Compliance DCD File 16 02649 DCD Building Permit File DCD Development Services and Engineering DCD Fire Marshal Hearing Examiner Clerk of Hearing Examiner



Site Plan (Exhibit 12)



Site Plan (Exhibit 23)