

2026

Administrative Code Updates

Planning Commission Briefing

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May 19, 2026



KitsapCounty

Department of Community Development

Background

2026 Code Edits

- DCD updates code annually
- Edits are intended to move quickly through the adoption process
- Edits that are more “substantive” may fall off the list and be addressed through another process

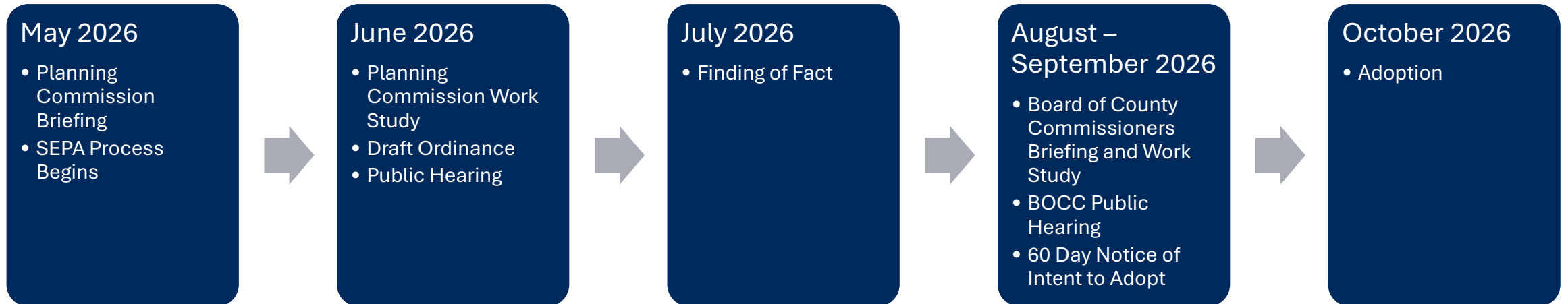
Objectives

2026 Code Edits

- Eliminate or reduce conflicting provisions of code
- Add clarity to existing sections of code without changing meaning or intent of language
- Create more predictability and certainty in development standards and the permit review process
- Create an efficient system to catalog and organize previous and new code edits initiated by County staff or the public
- Codify certain Director's Interpretations

Timeline

2026 Code Edits



Proposed Edits

2026 Code Edits

Administrative Edits

- 17.110.116 “Clubhouse” definition
- 17.110.504 “Multiple-family” definition
- 17.440 Master Planning Code Removal
- 17.495 Tree canopy requirements clarification
- 17.495.030 Deciduous tree credit updating math
- 17.510.020 Adding a definition for a sign “Face”
- 21.02.085 Clarifying the definition of “building site”
- 22.400.135 correcting a reference error

Proposed Edits, continued

2026 Code Edits

Director's Interpretations:

- 17.530 Director's Interpretation – Cell tower
- 17.570.050(D) Director's Interpretation – Replacement of certain nonconforming homes

Additional administrative code may be brought to the workstudy (we have one potential addition at this time).

Title 17 - Zoning

17.110.166 Clubhouse Definition

“Clubhouse” means the structure or premises occupied by a club and its staff. This definition excludes places of worship, and groups organized primarily for commercial business purposes.



Title 17 - Zoning

17.110.504 Multiple-Family Definition

“Multiple-family” means a building or portion thereof containing three or more dwelling units constructed with units above other units, side-by-side units, and designed for occupancy by three or more families.



Title 17 - Zoning

17.440 Master Planning

Removal of entire section of code.



Title 17 - Zoning

17.495 Tree Canopy Requirements Clarification

Tree canopy requirements shall apply to commercial uses, subdivision of land or single-family and multi-family development creating four or more developable lots or units or on a property of one-half acre or more within unincorporated urban growth areas.



Title 17 - Zoning

17.495.030 Tree Canopy Deciduous Tree Credit Update

On a seven thousand five-hundred-square-foot lot in ULR zone (three credits needed) with one twenty-four-inch DBH tree, one twelve-inch DBH tree, and two six-inch DBH trees, the minimum tree unit credits are met by retaining the twenty-four-inch DBH tree only, or retaining the twelve-inch DBH tree and one of the six-inch DBH trees, or remove all trees on site and plant ~~six~~ three new deciduous or three new conifers to meet the minimum tree density units for the lot.



Title 17 - Zoning

17.510.020 Adding Definition for Sign “Face”

"Face" means the area of a sign on which the graphics, letters, figures, symbols, trademark or text is placed - it should not be included with the height and width of the entire structure.



Title 21 – Land Use and Development Procedure

21.02.085 Clarifying the Definition of “Building Site”

“Building site” means an area of land, lying within one or more lots (or portions of lots when aggregated), that is legally developed or capable of being developed under current federal, state and local laws and that, exclusive of required setbacks and critical area buffers (except as reduced through critical area buffer reduction per 19.200.220 C), contains or is capable of containing a primary structure and, if required, associated septic system components.



Title 22 – Shoreline Master Program

22.400.135 Correcting a Reference

1. Siting Accessory Structures. Accessory structures may be sited within the shoreline structure setback area; provided, that they do not substantially obstruct the view of adjacent principal buildings and they comply with applicable buffer provisions. Fences six feet or less, unenclosed decks eighteen inches or less from average grade, and structures less than ten feet in height from grade level and under two hundred square feet do not constitute view blockage but are still subject to the other provisions of this title including vegetation conservation buffers. Water-oriented storage structures that meet the requirements in ~~Section 22.400.120(D)(1)(e)~~ 22.400.120(D)(1)(f) do not constitute a view blockage.



Director's Interpretation – Cell Tower

Interpretation

- A division of land conducted pursuant to RCW 57.18.040 (8) for the purposes of leasing land for facilities providing personal wireless services is exempt from minimum lot size requirements established by KCC provided the owner meets certain requirements.
- Collaborating with Current Planning to develop language.



Director's Interpretation – Replacement of Certain Nonconforming Homes

Interpretation – 17.570.050(D)

- When requested by the applicant, the replacement square footage of a mobile or manufactured home under this section may be exceeded by no greater than 10% in size if they can demonstrate they meet the variance criteria noted in 17.105.010.
- Collaborating with Leadership to refine the proposed language.



Planning Commission Next Steps

2026 Code Edits

- Work Study June 2, 2026
- Public Hearing June 16, 2026
- Finding of Fact July 7, 2026



KitsapCounty

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[Administrative Code Edits](#)