



Administrative Staff Report

Report Date: June 17, 2019

Application Submittal Date: May 1, 2019

Application Complete Date: May 15, 2019

Project Name: Trueman Plumbing Moderate Home Business

Type of Application: Home Business

Permit Number: 19-01805

Project Location

4825 NE Totten Road

Poulsbo, WA 98370

Commissioner District #1

Assessor's Account

4465-000-034-0000

Applicant/Owner of Record

Devin and Marcy Trueman

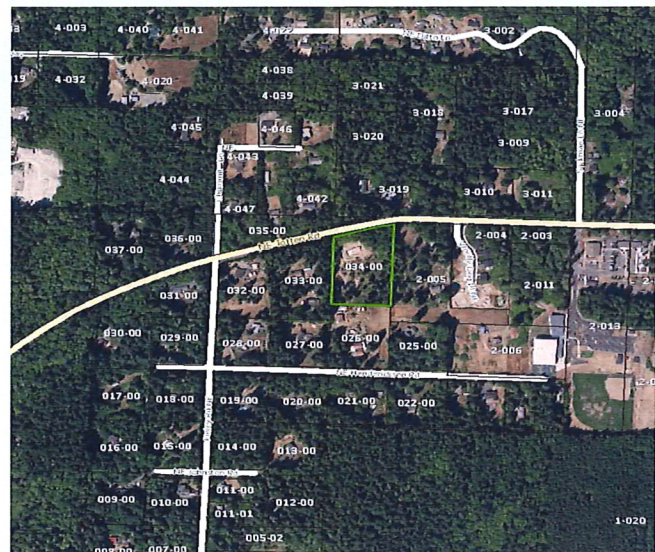
PO Box 928

Suquamish, WA 98392

Decision Summary

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

VICINITY MAP



1. Background

Devin and Marcy Trueman, owners of "Trueman Plumbing, Inc" have applied for a Moderate Home Business Permit. The 3.6-acre parcel is located at 4825 NE Totten Road in Poulsbo. The subject property is zoned Rural Residential.

The applicants own a plumbing company that installs new plumbing for new houses and remodels. The company also does some repair services. Installation and repair occur at job sites. There will be no products sold on the premises. The company has been in business for 22 years at another location.

The business has four employees which includes the proprietors/homeowners. Hours of operation will be Monday through Friday, 7:00AM to 4:30PM. The application states that two employees (not the proprietors/homeowners) will arrive to the residence at 7:00 AM and park their personal vehicles. The two employees will take company vans to job sites. Company vans will be parked at the residence outside of working hours.

There is also a home office in the second story of existing single-family residence in which 1 employee will work. Storage in an existing garage and workshop is also proposed.

2. Project Request

The applicant is requesting approval for a Moderate Home Business Permit.

3. SEPA (State Environmental Policy Act)

This project is SEPA Exempt per Kitsap County Code 18.04.

4. Physical Characteristics

The subject property is rectangle shaped but is angled at the northern property line.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	N/A	1 existing single-family residence
Maximum Density	1 dwelling unit per 5 acres	
Minimum Lot Size	5 acres	Existing lot, subdivision not proposed.
Maximum Lot Size	N/A	Existing lot, subdivision not proposed.
Minimum Lot Width	140 feet	Existing lot, subdivision not proposed.
Minimum Lot Depth	140 feet	Existing lot, subdivision not proposed.
Maximum Height	35 feet	2 story
Maximum Impervious Surface Coverage	N/A	N/A
Maximum Lot Coverage	N/A	N/A

Applicable footnotes:

17.120.060.A.29: One-hundred-foot setback required for single-family buildings abutting FRL or RW zones.

Staff Comment: *Subject property does not abut FRL or RW zones. This footnote does not apply.*

Table 2 - Setback for Zoning District

	Standard	Proposed
Front: North	50 feet	65'
Side: East	20 feet	157'

Side: West	20 feet	95'
Rear: South	20 feet	350'

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	Single-family residence	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 Sherriff
Fire	North Kitsap Fire and Rescue
School	North Kitsap School District #400

5. Access

The subject property has direct access off NE Totten Road which is a County maintained right of way.

6. Site Design

Site design is analyzed in Section 10 of this report.

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

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

Economic Development Policy 3.

Provide a diverse mix and appropriate range of commercial, industrial and business land uses that will encourage economic activity capable of providing living-wage jobs and reasonably scaled to the needs of the community.

Economic Development Policy 10.

Develop standards for industrial and commercial development that identify appropriate site size for different types of areas, appropriate types of uses, and standards for design that encourage attractive and efficiently functioning areas.

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 Sewer
Title 14	Building and Construction
Title 17	Zoning
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

8. Documents Consulted in the Analysis

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Home Business Application	May 1, 2019
Elevations (Photos)	May 1, 2019
Health District Documentation	May 1, 2019
Stormwater Worksheet	May 1, 2019
Parking Analysis	May 1, 2019
Concurrency Test	May 1, 2019
Site Plan	May 13, 2019

9. Public Outreach and Comments

This project is a Type 1 decision that did not require a Notice of Application (NOA). No public comments were received.

10. Analysis

a. Planning/Zoning

Moderate home business, as defined below, shall be permitted in RW, RP, and RR zones subject to approval by the Director. Said approval is not transferable to any individual, future property owner or location.

- i. Business uses shall be incidental and secondary to the dominant residential use;

Staff Comment: The application describes two types of activities associated with the home business: home office and storage. The second story of the existing residence and garage

will be dedicated to the business. This includes a 117 square foot office and a 1,090 workshop for storing materials. The first story is the living area for the applicants which is the dominant use for the property. The applicants reside in the single-family residence. Therefore, the business use is expected to be incidental and secondary to the residential use.

- ii. The residential character of the building shall be maintained, and the business shall be conducted in such a manner as to moderate any outside appearance of a business;

Staff Comment: According to the application, the only traffic generated will be from two employees. No customers will visit the site. Based on the proposed business use, this business is expected to maintain the residential character of the single-family residence and garage and have a relatively low appearance of a business.

- iii. The residence shall be occupied by the owner of the business;

Staff Comment: The owners of the property are also the proprietors of the business.

- iv. The business shall not infringe upon the right of the neighboring residents to enjoy the peaceful occupancy of their homes;

Staff Comment: Based on the project proposal and all business activity occurring within existing structures, existing vegetation, and location of adjacent homes, this business is not expected to adversely impact neighboring residents or keep them from enjoying the peaceful occupancy of their homes.

- v. No more than five employees (or independent contractors) are allowed;

Staff Comment: The application states that there will be 4 employees. The project is conditioned for no more than 5 employees.

- vi. Nonilluminated signs not exceeding four square feet are permitted, subject to a sign permit approved by the director; and

Staff Comment: No signs are proposed in this application. The project is conditioned for sign requirements.

- vii. In order to ensure compatibility with the dominant residential purpose, the director may require:

- (a) Patronage by appointment.
- (b) Additional off-street parking.
- (c) Screening of outside storage.
- (d) A conditional use permit (required for engine or vehicle repair or servicing).
- (e) Other reasonable conditions.

Staff Comment: The project is conditioned to only have 3 business vehicles parked onsite.

b. Lighting

Light requirements do not apply to home business projects.

c. Off-Street Parking

There are four parking spaces for the business and 3 parking spaces for employee parking. Kitsap County Code 17.490.030 does not have a standard for home businesses. Kitsap County Code 17.410.060.B.c the director may require additional off-street parking. However, after staff reviewed this application, additional parking was deemed unnecessary.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Not identified in Kitsap County Code 17.490.030			7 spaces existing
Total			

d. Signage

No signage is proposed in this application. Please see Condition 8.

e. Landscaping

Landscaping is not required.

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	No	

f. Frontage Improvements

This project does not require frontage improvements.

g. Design Districts/Requirements

This project is not located within a design district.

h. Development Engineering/Stormwater

Stormwater was reviewed under the single-family residence, Permit #17-01677.

i. Environmental

Extensive environmental review was under Permit #17-01677 for the single-family residence.

j. Access, Traffic and Roads

Access to the site is direct from NE Totten RD, a paved county-maintained road. Traffic is expected to be minimal to low based on the proposed business activity.

k. Fire Safety

This project was reviewed and approved for fire safety.

l. Solid Waste

Any solid waste generated by the home business will be picked up with the residential solid waste.

m. Water/Sewer

The property is served by an existing on-site well and on-site septic system.

n. Kitsap Public Health District

The Health District reviewed and approved the proposal.

11. Review Authority

The Director has review authority for this Administrative Conditional Use Permit application under KCC, Sections 17.540.020 and 21.04.100. The Kitsap County Commissioners have determined that this application requires review and approval of the Director. The Director may approve, approve with conditions, or deny an Administrative Conditional Use Permit.

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. Decision

Based upon the analysis above and the decision criteria found in KCC 17.540.040.A, the Department of Community Development recommends that the (Permit Type) request for Project Name be **approved**, subject to the following ## conditions:

a. Planning/Zoning

1. Building Permit 18-1468 for the Trueman Plumbing, Inc shall be finalized prior to conducting any business activity.
2. The Moderate Home Business Permit for Trueman Plumbing Inc is not transferable to any individual, future property owner or location.
3. The Trueman Plumbing Inc uses shall be incidental and secondary to the dominant residential use.
4. The residential character of the building shall be maintained, and the business shall be conducted in such a manner as to moderate any outside appearance of a business.
5. The residence shall be occupied by the owner of the business, Trueman Plumbing Inc.
6. The business shall not infringe upon the right of the neighboring residents to enjoy the peaceful occupancy of their homes.
7. The business is limited to five (5) employees.
8. Signage is limited to one (1) non-illuminated sign not to exceed four (4) square feet subject to a sign permit approved by the director.
9. No outside business storage is allowed.

10. All business patronage shall be by appointment only.
11. Business hours are limited to those proposed by the applicant; hours of operation are Monday-Friday, 7:00 AM to 5:00 PM.
12. Only 3 company vans shall be parked at the property.
13. 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.
14. The decision set forth herein is based upon representations made and exhibits contained in the project application 19-01805. 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.
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. Any violation of the conditions of approval shall be grounds to initiate revocation of this Moderate Home Business Permit.

b. Development Engineering

None

c. Traffic and Road

None

d. Fire Safety

None

e. Solid Waste

None

f. Kitsap Public Health District
None

Report prepared by:

Katharine Shaffer
Katharine Shaffer, Staff Planner / Project Lead

6.14.19
Date

Report approved by:

Shawn Alire
Shawn Alire, Development Services and Engineering Supervisor

6.14.19
Date

Attachments:

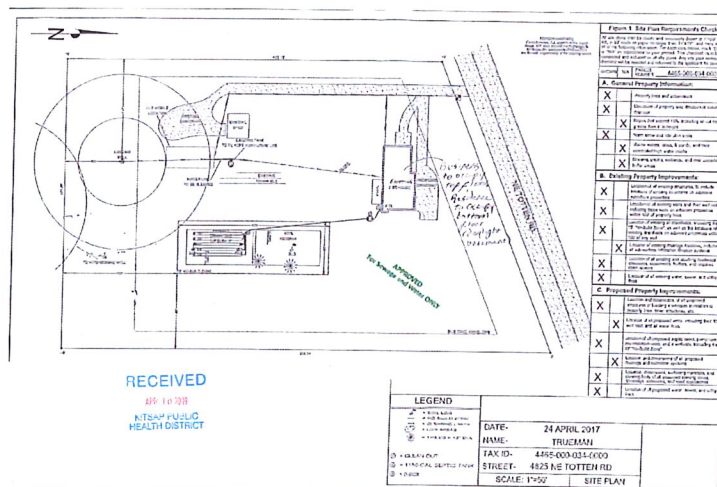
Attachment A – Zoning Map

CC: Applicant/Owner email: Marcy and Devin Trueman, marcy@truemanplumbing.com

Interested Parties: None

DCD Staff Planner: Katharine Shaffer

Site Plan



Attachment A - Zoning Map



