



## Notice of Administrative Decision

**Date:** 11/09/2020

**To:** **Steven Fredrikson**, [stevefredrikson@seanet.com](mailto:stevefredrikson@seanet.com)  
**Willow Tree Animal Hospital**, [ajsmith11881@yahoo.com](mailto:ajsmith11881@yahoo.com)

**RE: Permit Number:** 20-02914  
**Project Name:** Willow Tree Animal Hospital  
**Type of Application:** Administrative Conditional Use Permit

The Kitsap County Department of Community Development has **APPROVED** the land use application for **20-02914 Willow Tree Animal Hospital Administrative Conditional Use Permit**, **subject to the conditions outlined in this Notice and included Staff Report.**

**THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS TIMELY APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.**

The written appeal shall be made on, or attached to, an appeal form found on DCD's website: <https://www.cognitoforms.com/KitsapCounty1/RequiredPermitQuestionnaireAppealObjectionOfAnAdministrativeDecision>.

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Please contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file is available for review at the Department of Community Development; if you wish to view the case file or have other questions, please contact [help@kitsap1.com](mailto:help@kitsap1.com) or (360) 337-5777.

**CC:** Kitsap Public Health District  
Kitsap County Public Works Dept  
DCD Staff Planner: Tasha Santos  
DCD File # 20-02914



## Administrative Staff Report

Report Date: 11/03/2020

Application Submittal Date: 07/06/2020

Application Complete Date: 07/22/2020

**Project Name: Willow Tree Animal Hospital**

**Type of Application: Administrative Conditional Use Permit (ACUP)**

**Permit Number: 20-02914**

### Project Location

1570 WOODRIDGE DR SE  
PORT ORCHARD, WA 98366  
Commissioner District #2

### Assessor's Account #

4514-000-010-0108

### Applicant/Owner of Record

STEVEN E. FREDRIKSON  
3897 E RAMA DR  
PORT ORCHARD, WA 98366-8313

### Decision Summary

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

### VICINITY MAP



### 1. Background

Willow Tree Animal Hospital is a general practice veterinary clinic that will provide medical and surgical care for dogs and cats. The applicant is proposing to locate the business into an existing structure located at 1570 Woodridge Dr. SE in Port Orchard, Washington.

### 2. Project Request

The Applicant is proposing to remodel an existing 3,654 square foot commercial building to a veterinary clinic. The proposal includes interior improvements to the existing building and the construction of an ADA-compliant restroom. Proposed exterior modifications are limited to minor landscaping and parking lot restriping. No expansion to the building footprint is proposed. Utilities are provided at this site including water (West Sound Utilities District), electric (Puget Sound Energy), telephone (Wave), and garbage (Waste Management). Five employees are proposed, and the clinic's proposed hours of operation are Monday through Saturday from 8 AM – 7 PM. The animal hospital will provide medical and surgical care for animals. Animal boarding is not proposed.

**3. SEPA (State Environmental Policy Act)**

The project is SEPA Exempt under KCC 18.04 State Environmental Policy Act and WAC 19-11-800 (6).

**4. Physical Characteristics**

The subject site is a rectangular-shaped lot, measuring approximately 0.92 acres (40,075 square feet). The site topography is generally flat, gradually sloping from the northwest at an approximately 4% grade. The site is developed with an existing 3,654 commercial building and associated parking and landscaping. The remaining portion of the site is vegetated primarily with mature coniferous trees. The site gains access via Woodridge Dr, a public Right-of Way.

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

Comprehensive Plan: Rural Commercial (RCO) Zone: Rural Commercial (RCO)	Standard	Proposed
Minimum Density	NA	NA
Maximum Density	0	
Minimum Lot Size	NA	NA, lot is existing
Maximum Lot Size	NA	NA, lot is existing
Minimum Lot Width	NA	NA, lot is existing
Minimum Lot Depth	NA	NA, lot is existing
Maximum Height	35 feet	NA, existing building
Maximum Impervious Surface Coverage	85% of lot area	~15,000 or 37%
Maximum Lot Coverage	NA	NA

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (South)	20 feet	~80 feet
Side (East)	20 feet	~ 75 feet
Side (West)	20 feet	12 feet, existing non-conforming structure.
Rear (North)	20 feet	70 feet

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

Surrounding Property	Land Use	Zoning
North	Public ROW Kitsap Saddle Club	Public ROW Rural Residential
South	Public ROW General Office Medical and Dental Clinics	Public ROW Rural Commercial (RCO)
East	Undeveloped	Rural Commercial (RCO)
West	Medical and Dental Clinics	Rural Commercial (RCO)

**Table 4 - Public Utilities and Services**

	Provider
Water	West Sound Utility District
Power	Puget Sound Energy
Sewer	Private Septic
Police	Kitsap County Sheriff
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District #400

**5. Access**

The site gains access via Woodridge Dr. SE. Access is existing and no modifications to site access are proposed.

**6. Site Design**

The site is already developed with an existing commercial building, parking area and landscaping. The proposed improvements are primarily building improvements to accommodate the new use. The improvements affecting the site design are limited to parking lot restriping and minor landscaping improvements to replace dead/dying plant materials in existing landscaping beds.

**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:

*Land Use Policy 55*

*Encourage development practices and design standards for the rural area, such as minimizing changes in grade from pre-development site conditions in order to maximize native vegetation retention.*

*Land Use Goal 14*

*Foster rural businesses and business opportunities on designated commercial and industrial lands in the rural area, while balancing protection of rural character.*

*Economic Development Policy 3*

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

*Economic Development Policy 8*

*Promote revitalization within existing developed industrial and commercial 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 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**

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
ACUP Project Questionnaire	July 06, 2020
Authorization Form	July 06, 2020
Floor Plans	July 06, 2020
Parking Analysis Worksheet	July 06, 2020
Project Narrative	July 06, 2020
SEPA Environmental Checklist	July 06, 2020
Concurrency Test Application	July 07, 2020
Health District BSA - septic repair	
Site Plan	July 07, 2020
Stormwater Worksheet	July 08, 2020
Waiver Request	July 15, 2020
Water Availability Letter	July 15, 2020
Commercial Building Clearance Application	July 15, 2020
 <u>Staff Communication</u>	 <u>Dated</u>
Dev. Services & Engineering Memo	September 09, 2020

**9. Public Outreach and Comments**

A Notice of Application (NOA) was distributed on August 7, 2020 to external agencies, tribes, and adjacent property owners within 800-ft of the subject site, in accordance with the land use permit procedures identified in KCC Title 21. A public comment period remained open for 14-days from the date the NOA was distributed. No comments were received by the

department.

## 10. Analysis

### a. Planning/Zoning

The structure's previous use was a medical clinic. According to the applicant, the building has been abandoned for more than twenty-four months; therefore, the previous use is considered discontinued (KCC 17.570.050.E). The structure is subject to the current code provisions regarding allowed uses. Per KCC 17.410.044.298, veterinary clinics and animal hospitals are allowed with an approved Administrative Conditional Use Permit (ACUP) in the Rural Commercial (RCO) zone where the subject site is located.

The existing structure does not meet the minimum 20-foot side yard setback from the westerly property line, as required by current code. However, the structure is deemed a non-conforming structure per KCC 17.570.040 and may remain.

Kennels and pet daycares require an approved Conditional Use Permit and Hearing Examiner approval. The proposal does not include animal boarding and no animal boarding will be allowed unless incidental to veterinary treatment services, per KCC 17.110.375 (Condition 1).

### b. Lighting

No new lighting is proposed. All lighting shall be provided in accordance with 17.420.030.C (Condition 2).

### c. Off-Street Parking

Per KCC 17.790.030.B.1, uses not specifically listed shall furnish parking as required by the director, using the table provided in this chapter as general guidance. Animal hospitals and veterinary clinics are not specifically listed, and the director will require parking as required for "medical and dental offices or clinics". The applicant has submitted a parking plan that meets the quantity requirements of this section. The applicant will be required to provide permanent striping, according to the approved plan prior to building occupancy (Condition 3).

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Medical and Dental Office or Clinic	1 per 200 square feet of gross floor area	$3654/200 = 18$ , rounded down.	27 existing
Total		18	27

### d. Signage

All signage shall comply with Kitsap County Sign Code (Condition 4).

**e. Landscaping**

Per KCC 17.500.027, the director may require different buffer types depending on the proposed use of the site and adjacent zones and/or uses. The site was previously developed, leaving much of the native vegetation and trees along the perimeter of the site. Additionally, landscaping is existing around the building façade in established landscaping beds. Using the authority in KCC 17.500.027, the director will require landscaping and buffers that exist currently. No removal of existing landscaping is approved with this application, except where to install the approved septic drain field. To maintain existing buffers, no clearing of trees within 25-ft of the property line is allowed. Any future vegetation removal will be subject to department review, and potentially require additional permits (Condition 5).

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	Retain Existing Landscaping	Retain Existing Landscaping
Required Buffer(s) 17.500.025		
North	Retain Existing Landscaping	Retain Existing Landscaping
South	Retain Existing Landscaping	Retain Existing Landscaping
East	Retain Existing Landscaping	Retain Existing Landscaping
West	Retain Existing Landscaping	Retain Existing Landscaping
Street Trees	No	None

**f. Frontage Improvements**

No frontage improvements are proposed or required.

**g. Design Districts/Requirements**

The subject site is not within any regulated design district.

**h. Development Engineering/Stormwater**

The project has been reviewed for compliance with applicable sections of Kitsap County Code and a preliminary conditions memo, dated September 9, 2020 has been provided (See Attachment A). The application has been approved with two conditions (Condition 15 and 16).

**i. Environmental**

According to Kitsap County Critical Areas maps, the site is outside of the area of review for critical areas, as defined in KCC 19.100.110.G.

**j. Access, Traffic and Roads**

The project has been reviewed for compliance with applicable sections of Kitsap County Code and a preliminary conditions memo, dated September 9, 2020 has been provided (See Attachment A). The application has been approved with three conditions (Conditions 17 through 19)

**k. Fire Safety**

There is no proposed increase in square footage and a hydrant is located on the south side of Woodbridge Dr. SE, at the entrance of 1570 Woodbridge Dr. SE. The Kitsap County Fire Marshal has reviewed and approved the project with no conditions.

**l. Solid Waste**

The subject site is served by Waste Management, a private solid waste service provider. The applicant has included the location of the proposed dumpster on the submitted site plan. At the time of building permit submittal, the applicant shall provide a plan for solid waste disposal and documentation from Waste Management that this plan (including dumpster location and size) meets their requirements (Condition 20 and 21).

**m. Water/Sewer**

The subject site is outside of the service area for Kitsap County Public Works Sewer Utility Division.

The subject site is served by public water; however, at the time of permit application, drinking water adequacy had not been reviewed. Future building permit activities will require water adequacy review per Local Health Ordinance 2018-01, Section 6. This will be addressed through the commercial Building Clearance process with the Kitsap Public Health District (KPHD) (Condition 22).

**n. Kitsap Public Health District**

The applicant has obtained an approved Building Site Application from the Kitsap Public Health District (KPHD) to repair the existing, on-site septic system. As stated above, KPHD has not reviewed the project for drinking water adequacy; therefore, at the time of building permit, an approved commercial Building Clearance from Kitsap Public Health is required to be submitted (Condition 22).

**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 Administrative Conditional Use Permit request for Willow Tree Animal Hospital be **approved**, subject to the following 21 conditions:

### a. Planning/Zoning

1. Boarding of animals shall be allowed only when incidental to veterinary treatment services. The structure shall not be used as a kennel or pet daycare, as defined by KCC 17.110.375, without an approved Conditional Use Permit.
2. All lighting shall be provided in accordance with 17.420.030.C.
3. Parking lot striping, as depicted on the associated site plan, shall be completed prior to building occupancy.
4. Any and all signage design and location (including exempt signs) shall comply with Kitsap County Code (KCC) 17.510, and be reviewed and approved by the Department of Community Development prior to installation. Signage may require a separate permit.
5. Except where required to establish a functional drainage field as shown on the approved health district BSA site plan, no clearing of trees within 25-ft of the property line is allowed. Any additional clearing shall be subject to department review, and potentially require additional permits.
6. Any regulations set by the business park are outside of Kitsap County's authority of review and enforcement. The applicant shall be responsible for ensuring the proposed development meets those standards, as applicable.

7. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
8. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
9. The recipient of any administrative 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 administrative 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.
10. 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.
11. The decision set forth herein is based upon representations made and exhibits contained in the project application (20-02914). 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.
12. 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.
13. This Administrative 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.
14. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

**b. Development Engineering**

15. New and/or replaced hard surfaces do not exceed the 2,000 square foot threshold; nor does the project exceed 7,000 square feet of disturbed area. While a formal plan is not required, the applicant must consider all elements required of a stormwater pollution prevention plan and make allowances for managing erosion and sediment

discharge on site. Per KCC Title 12, if the project exceeds either of the thresholds noted above, then additional review for stormwater management will be required.

16. Prior to approval of the associated Commercial Tenant Improvement permit 20-03410, applicant shall provide maintenance records for the existing storm drainage system to demonstrate it has been adequately maintained, or shall provide an Engineer's Certification that the storm drainage system is functioning properly.

**c. Environmental**

None

**d. Traffic and Roads**

17. The property owners shall be responsible for maintenance of all landscaping within the existing and proposed right-of-way including any structures other than roadway, storm drainage facilities, and traffic signage. Maintenance shall include, but not be limited to, mowing of lawn areas.
18. Submit 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.
19. 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 building permit process. The need for and scope of bonding will be determined at that time.

**e. Fire Safety**

None

**f. Solid Waste**

20. Prior to approval of the associated Commercial Tenant Improvement permit, Waste Management (360) 674-3166 shall be contacted for information on implementing the solid waste/recycling storage requirements influenced by the service provider (e.g. dumpster size and location) for the project. Pay particular attention to the access requirements of collection trucks. Documentation shall be provided from the solid waste/recycling service provider that their requirements for this project have been met.
21. The solid waste service provider, Waste Management (360) 674-3166, shall be contacted for information on implementing the service provider's solid waste/recycling storage requirements for the proposed activity. Indicate method of waste disposal on the final plans. Documentation shall be provided by the solid waste/recycling service provider that their requirements for this project have been met. The required information shall be submitted with the commercial building

permit application

**g. Kitsap Public Health District**

22. Prior to approval of the associated Commercial Tenant Improvement permit, an approved commercial Building Clearance from Kitsap Public Health is required to be submitted.

**Report prepared by:**



11/03/2020

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Name, Tasha Santos / Project Lead

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Date

**Report approved by:**



11/03/2020

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Shawn Alire, Department Supervisor

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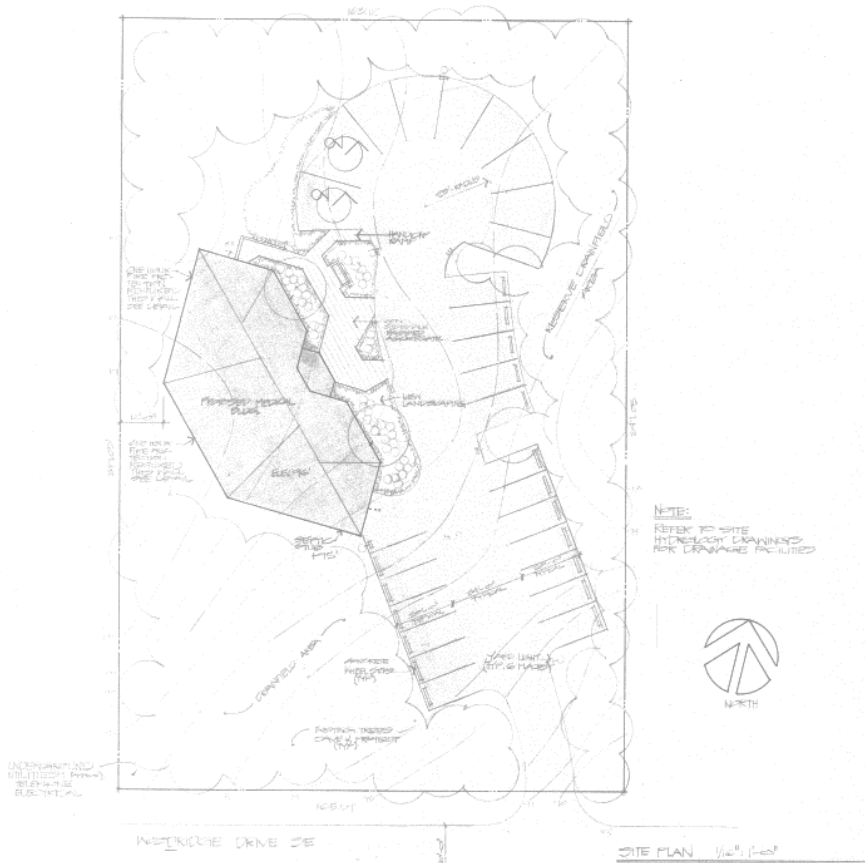
Date

**Attachments:**

- Attachment A – Preliminary Conditions Memo
- Attachment B - Floor Plans
- Attachment C – Zoning Map

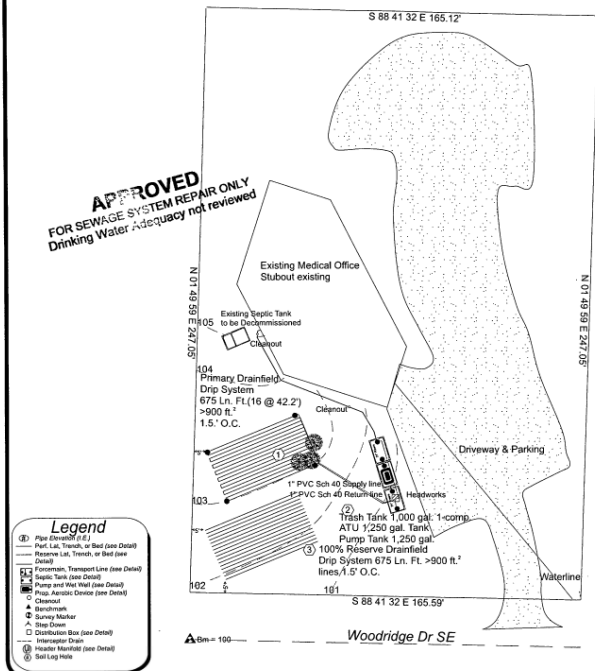
CC: Applicant/Owner: Steven Fredrikson, 3897 E Rama Dr. Port Orchard, WA 98366  
Project Representative: Amanda Smith, ajsmith11881@yahoo.com  
Interested Parties: None  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Tasha Santos

Site Plan



**OCS** Onsite Consulting Services PLLC Design -Overview-2

216 27th Ave NW Gig Harbor, WA 98335 253-225-8405 360-340-2362 ocs.sewage@gmail.com



Elevations:

Trash Tank	100
Inlet	98.5
Outlet	98.25
ATU	97.75
Outlet	97.5
Pump Tank	97
Inlet	97
Pump	93.5

**Soil Log Notes:** 8/16/2020 Brent Fox

- 0-22' 22" Tan Gravelly Loamy Fine Sand with roots Compaction
- 0-22' 22" Tan Gravelly Loamy Fine Sand with roots Compaction
- 0-24' 24" Tan Gravelly Loamy Fine Sand with roots Compaction

**RECEIVED**  
 OCT -1 2020  
 PORT ORCHARD PUBLIC HEALTH DISTRICT

<p><b>Client:</b>                  Amanda Smith                  1010 Heron Ridge Ave                  Port Orchard, WA 98366                  405-338-8881</p>	<p><b>Site Address:</b>                  1570 Woodridge Dr SE                  Port Orchard, WA 98366                  Lot B                  S.P. 2506                  Parcel # 45140000100108</p>	<p>Page 2 of 4</p> <p>Drawn By: BF                  Date: 9/20/20</p>
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