



## Administrative Staff Report

**Report Date:** November 19, 2018

**Application Submittal Date:** January 24, 2018

**Application Complete Date:** January 24, 2018

**Project Name:** Silverdale Self Storage

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

**Permit Number:** Permit # 18-00317

### Project Location

9781 Provost Road NW  
Silverdale, WA 98383  
Central Kitsap County  
Commissioner District 3

### Assessor's Account #

172501-3-101-2009

### Applicant/Owner of Record

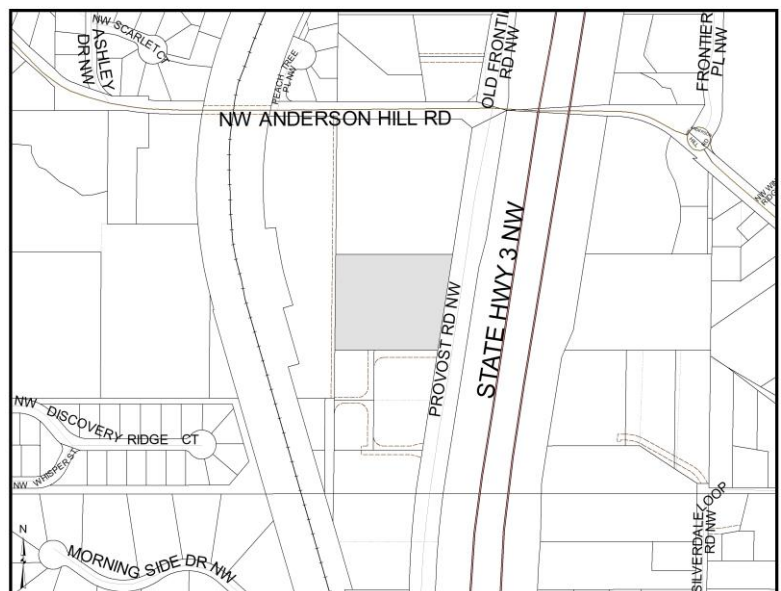
Applicant:

Pacific Storage Partners LLC  
c/o John Harkness  
PO Box 73790  
Puyallup, WA 98373

Owner:

EAW Holdings LLC  
2302 Pacific Hwy E  
Tacoma, WA 98424  
edjr@destinationharley.com

### VICINITY MAP



### Decision Summary

Approved subject to 51 conditions listed under section 13 of this report.

### 1. Background

The 2.87-acre parcel is undeveloped. The site had undergone infrastructure development in 2008, the southern two-thirds of the site was previously cleared and graded, and a stormwater facility installed for planned development.

The applicant proposes to construct 2 buildings for self-service storage. Building 1 will be

approximately 72,000 square feet, 4 stories including the basement that will provide an office for the facility. Building 2 will be approximately 27,200 square feet and 2 stories. Both buildings provide a combination of semi-heated spaces and unconditioned or unheated storage spaces. The project will be served by the public water and sewer.

## **2. Project Request**

The applicant is requesting an Administrative Conditional Use Permit (ACUP) to construct 2 buildings for self-service storage. Building 1 will be 72,272 square feet, 4 stories including the basement that will provide an office for the facility. Building 2 will be 27,342 square feet and 2 stories that is all storage. Both buildings provide a combination of semi-heated spaces and unconditioned or unheated storage spaces.

## **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 record as it was issued.

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 January 29, 2018. A Determination of Nonsignificance (DNS) was issued on September 28, 2018.

SEPA noted the following conditions will be imposed and are listed under conditions 23 and 27-29 at the end of this report:

The proposal will be conditioned for Stormwater Control per Kitsap County Code Title 12 and for Critical Areas per Kitsap County Code Title 19.

The SEPA appeal period expired October 12, 2018. No appeals were filed; therefore, the SEPA determination is final.

## **4. Physical Characteristics**

The 2.87-acre almost square parcel was cleared within the last 10 years and the southern two-thirds graded and prepared for development. The northern third contains a Category IV wetland that is associated with a Strawberry Creek, a type F or fish bearing stream, offsite to

the north; there is a wall approximately 100 feet from the north property line that basically marks the northern third of the property. The area north of the wall is vegetated with a mix of evergreen and deciduous trees and shrubs and is buffer area for the on and offsite critical areas. The parcel slopes from the southwest downward to the northeast.

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

Comprehensive Plan: Urban High Intensity Commercial Zone: Commercial (C)	Standard	Proposed
Minimum Density	10 dwelling units (du) per acre	Not applicable (NA) because this project doesn't propose any dwelling units
Maximum Density	30 du/acre	
Minimum Lot Size	NA	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	NA	NA
Minimum Lot Depth	NA	NA
Maximum Height	35 feet	4 stories, >35 feet, ~44 feet
Maximum Impervious Surface Coverage	85%	61,858 square feet or 50%
Maximum Lot Coverage	NA	32,029 square feet or 26%

Applicable footnotes:

17.420.060.(A)(17) A greater height may be allowed as set forth below and in accordance with the procedures in Title 21. Such approval must be consistent with the recommendations of the fire marshal/fire district and compatible with surrounding uses and zones. Such approval shall result in a decrease in building coverage, an increase in public amenities, and/or a more creative or efficient use of land. The maximum building height approved by the director shall not exceed:

b. In the UH and C zones: sixty-five feet.

*Staff Response: The applicant has entered into an agreement with the local fire district to allow the increased building height over 35 feet. By increasing the height of the building it has allowed a decrease in building coverage and a more efficient use of the land.*

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (East)	20 feet	50 feet
Side (North)	10 feet or 20 feet when abutting a residential zone	Over 130 feet

	Doesn't abut a residential zone	
Side (South)	10 feet or 20 feet when abutting a residential zone Doesn't abut a residential zone	19 feet or greater
Rear (West)	10 feet or 20 feet when abutting a residential zone Doesn't abut a residential zone	Over 40 feet

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

Surrounding Property	Land Use	Zoning
North	Medical facility	Commercial (C)
South	Harley Davidson Retail, Automotive	C
East	Accessory buildings	Urban High Residential (UH) Urban Restricted
West	Single-family residence	C

**Table 4 - Public Utilities and Services**

	Provider
Water	Silverdale Water District
Power	Puget Sound Energy
Sewer	Kitsap County Public Works
Police	Kitsap County Sheriff
Fire	Central Kitsap Fire & Rescue No. 1
School	Central Kitsap School District #401

**5. Access**

Access to the site is from Provost Road NW, a paved county-maintained road classified as an urban collector.

**6. Site Design**

The site will be developed with 2 storage buildings. One building will be 4 stories including the basement. The other building will be 2 stories. Landscaping will be provided around the perimeter. Designated parking will be provided in front of the office and in the general vicinity of the office, and non-delineated spaces are provided adjacent to storage bays.

## **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 2*

*Support innovative, high quality infill development and redevelopment in existing developed areas within the Urban Growth Areas.*

#### *Policy 4*

*Minimize new one-story commercial development through zoning and design standards.*

### *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.*

#### *Policy 7*

*Encourage full utilization and development of industrially and commercially zoned areas.*

#### *Policy 8*

*Promote revitalization within existing developed industrial and commercial areas.*

### *Environment*

#### *Policy 17*

*Safeguard the quality and quantity of long-term water supplies by identifying and protecting critical aquifer recharge areas, and utilizing Low Impact Development (LID) site planning principles to the greatest extent possible for reducing stormwater runoff.*

### *Silverdale Sub Area Plan*

#### *Policy 5*

*In areas where vehicular transportation will continue to be the predominate mode of travel, ensure that access to rights-of-way and site design standards provide for safe and convenient access by the traveling public.*

*Policy 11*

*Facilitate the diversification and growth of the Silverdale area economic base through a range of appropriate commercial land use designations, adequate land supply, improved transportation infrastructure, active business recruitment, and business friendly policies and regulations.*

*Policy 13*

*Identify and encourage business opportunities that may benefit from the geographic proximity of existing military facilities.*

*Policy 14*

*Encourage full use and development of designated commercial and industrial areas prior to expanding those areas. Promote revitalization within existing developed areas to take advantage of the investment in existing buildings and infrastructure.*

*Policy 16*

*Provide adequate transportation infrastructure to serve a diverse range of commercial activity including retail, and tourism.*

*Policy 32*

*Develop and implement an effective transportation concurrency system that provides effective transportation infrastructure to support concurrent land use in growth and development.*

*Policy 39*

*Ensure that stormwater facilities provide adequate drainage and minimize flooding while protecting and enhancing the water quality and habitat value of streams, wetlands, lakes and Dyes Inlet.*

*Policy 40*

*Coordinate with private solid waste collection services to ensure adequate service capacity for planned growth.*

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 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>
Administrative CUP Application	January 24, 2018
Building Elevations (revised)	May 8, 2018
Building Floor Plans (revised)	May 8, 2018
Building Height Narrative	August 30, 2018
Building Height Mitigation Agreement	August 30, 2018
Environmental (SEPA) Checklist	January 24, 2018
Geotechnical Report	January 24, 2018
Habitat Management Plan (revised)	May 8, 2018
Landscape Plans (revised)	May 8, 2018
Parking Narrative (revised)	May 8, 2018
Project Narrative (revised)	May 8, 2018
Sewer Availability Document	January 24, 2018
Site Plans (revised)	May 8, 2018
Stormwater Plan (revised)	May 8, 2018
Stormwater Report (revised)	May 8, 2018
Subarea Plan Narrative (revised)	May 8, 2018
Trip Generation Document	May 8, 2018
Water Availability Document	January 24, 2018
 <u>Staff Communication</u>	 <u>Dated</u>
Dev. Services & Engineering Memo	June 29, 2018

**9. Public Outreach and Comments**

No public comments received to date.

Issue Ref. No.	Summary of Concern (See corresponding responses in the next table)	Comment Letter Exhibit Reference No.

Issue Ref. No.	Issue	Staff Response

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## 10. Analysis

### a. Planning/Zoning

The applicant is proposing to construct 2 buildings for self-service storage. The total building square footage will be 99,614 square feet; office space will be 1,685 square feet and storage will be 97,929 square feet. Building 1 will be 72,272 square feet, 4 stories including the basement that will provide a 1,685 square foot office and 16,093 square feet of storage. The 1st floor will provide 17,778 square feet of storage, and the 2nd and 3rd floors will each provide 18,358 square feet of storage. Building 2 will be 27,342 square feet and 2 stories. The 1st and 2nd floors will each provide 13,671 square feet of storage. Both buildings provide a combination of semi-heated spaces and unconditioned or unheated storage spaces.

Kitsap County Code defines self storage at 17.110.689 "Storage, self-service" means a building or group of buildings consisting of individual, self-contained units leased to individuals, organizations, or businesses for self-service storage of personal property. This definition excludes indoor storage, outdoor storage, vehicle and equipment storage, and hazardous materials storage. Kitsap County Code 17.410.044 Commercial, industrial, parks, and public facility zones use table indicates Use 540 Storage, self-service requires an Administrative Conditional Use Permit in the commercial zone (C), which is the zoning of the subject property. The C zone lists the following footnote numbers 19, 30, 48, 57, 101 but only footnote number 19 applies in this case. Kitsap County Code 17.410.050(A)(19) states "All development within the Silverdale Design District boundaries must be consistent with the Silverdale Design Standards".

Requirements of the Silverdale Design District are covered below under the heading g. Design Districts/Requirements. Footnotes 30 references development in Kingston, 48 references urban levels of sewer service for subdivisions, single-family or multi-family developments, 57 applies to property that abuts a residential zone, and 101 references transitory accommodations and none of those elements apply to this project proposal.

### b. Lighting

No lighting shown on the plans. Building lighting is expected to be provided at the applicant's discretion. If light standards are proposed, they need to be shown on the final landscape plan submitted with Site Development Activity Permit (SDAP) 18-04680.

### c. Off-Street Parking

The applicant has shown 6 parking spaces in front of the office, 3 spaces adjacent to the office next to the elevator entry, 3 spaces across from the office near the site entry, and 1 space towards Provost Road across from the elevator entry, for a total of 13 designated and marked spaces. The space closest to the office entry will be a van accessible space. There is temporary parking that can accommodate 13 spaces adjacent to and spread out amongst the storage units, which is an overall total of 26 spaces for

the entire project. Kitsap County Code (KCC) 17.490.030 requires 34 spaces based on the proposed use and square footage; total square footage is 99,614. However, KCC 17.490.030(A)(1) provides for a 25% reduction if a project proposal demonstrates that due to the unusual nature of the proposed use, it is reasonable that the off-street parking required by this section exceeds any likely need, or that trip demand reduction programs or public transit availability serves to further reduce parking demand. Although it is difficult to categorize the use as an "unusual nature of the proposed use", the required parking appears excessive and unnecessary based on the applicant's experience for other storage facilities it operates and based on staff's review of other storage facility operations. Most customers stop and park for a relatively short period of time while they store and/or retrieve their belongs and then leave the site. In addition, the hours the facility is open is wide ranging and helps to minimize the number of customers to the site at a given time, thereby reducing the need for more parking spaces. The facility would not fall into the trip demand reduction option due to having at most 2 employees onsite at any time, and even if public transit serves the property, by the very nature of a storage facility it would be extremely rare for someone to travel by transit to drop off or retrieve their belongs. Therefore, the only category that is appropriate for consideration to reduce the parking requirement is any likely need. Staff has determined the applicant has met that burden and that other storage facilities have requested and received a reduction to the standard number of parking spaces required.

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Self Storage	1 space per 3,000 gross square feet	34 spaces 26 spaces based on approval of a 25% reduction allowed by KCC at 17.490.030(A)(1)	26
Total		26 spaces	26 spaces

**d. Signage**

The only signage shown is on Building 1. If a monument sign is proposed, the location shall be shown on the final landscape plan submitted with SDAP 18-04680. A sign permit will be required for the proposed building sign and any proposed monument sign. A sign permit may be required for other signage.

**e. Landscaping**

A minimum of 15% of the site is required to be landscaped as detailed at KCC 17.500.025. Approximately 63,000 square feet of landscaping will be provided, which is at least 50% of the site.

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	2.87 acres X 15% = 18,753 square feet	63,100 square feet or 50%
Required Buffer(s) 17.500.025		
North	Critical Area and Separation Buffer	Critical Area and Separation Buffer
South	Separation Buffer	Separation Buffer
East	Roadside and Setback Buffer	Roadside and Setback Buffer
West	Separation Buffer	Separation Buffer
Street Trees	Yes	Yes

**f. Frontage Improvements**

Frontage improvements, including a 5-foot bicycle lane and vertical curb, gutter and 6-foot sidewalks will be required along the parcel frontage on Provost Road NW. The standard sidewalk dimension on arterials and collectors is 6 feet; Provost Road NW is designated as a collector. Landscaping will generally be required between the sidewalk and Provost Road as outlined below in the Silverdale Design Standards 11.4.4(C).

**g. Design Districts/Requirements**

Silverdale Design Standards  
 Provost Commercial District

**11.1 Physical Identity Elements & Opportunities**

The Provost Commercial District is located across Highway 3 from the West Hill Neighborhood District. This district is encompassed completely with Highway Tourist Commercial (HTC) zoning. HTC zoning is intended to provide for commercial establishments which require large sites. This zone serves the shopping and service needs for large sections of the county and provides visitor services and accommodations for both destination and en route travelers. Mixed-use development is allowed within the HTC zone. The neighborhood's natural and physical features include large forested areas and moderate to steep slopes with views of downtown Silverdale and Dyes Inlet.

*Staff Response: The HTC zone was changed to Commercial (C) in 2016.*

### 11.2 Design Intent

The following standards and guidelines are intended to implement the goals and policies of the comprehensive plan and the purpose of the commercial zoning districts (Kitsap County Title 17). The standards are a mandatory requirement and are intended to be used in conjunction with the requirements of Kitsap County Title 17. The guidelines are general in their nature in order to encourage unique and innovative site design solutions from the applicant and to provide a varied landscape in the county. The design intent of the Provost Commercial District is to coordinate development in a manner that results in an attractive streetscape, to promote traffic safety and to coordinate internal access.

### 11.3 Design Principles

A. The Provost Commercial District will be a pedestrian-friendly environment with convenient walkways connecting buildings and parking lots in a landscaped setting.

*Staff Response: Sidewalks will be provided along the road frontage of the subject property. A sidewalk will be provided along a portion of the east side of Building 1 to provide safe walking from the designated parking spaces next to the building to the office. There is not a separate "parking lot" for the project. The project will install perimeter landscaping.*

B. Parking lots will be conveniently located in dispersed lots, avoiding large expansive areas of paved surfaces. Low impact development is encouraged.

*Staff Response: Parking has been conveniently located adjacent to the office and storage bays located at ground level. Parking is located such that it appropriately serves the use and avoids large expansive parking areas. Landscaping will be provided in areas adjacent to the building where access is not required. Low impact development is not proposed due to soil conditions.*

C. Visitor parking shall be visually evident from access roads, located in small landscaped lots close to buildings and separate from peripheral employee parking.

*Staff Response: Customer parking is located near the office in designated marked parking spaces and is visible from the driveway entrance. Only one employee is expected at the site at any given time so requiring a separate parking area for employees is not warranted but can be provided in the parking spaces closest to the driveway entrance and it is separate from the spaces in front of the office.*

D. Semi-formal arrangements of open space geometries will respond to and adapt to the sloping wooded slopes, and should retain trees and natural features.

*Staff Response: There is no requirement for open space for this project; however, there are critical area buffer requirements that include sloped areas and trees and natural features will be retained in those areas.*

E. Access roads will continue the formal landscape characteristics of the open spaces with landscaped edges or medians.

*Staff Response: Landscaping will be provided along the road frontage of Provost Road NW and around the perimeter of the parcel.*

F. Highway Tourist Commercial development patterns will protect and buffer adjacent residential developments with special landscape features.

*Staff Response: The subject property was previously zoned Highway Tourist Commercial (HTC), but with a recent Comprehensive Plan update the HTC zone was changed to Commercial (C). The subject property does not abut residential zoning; however, the parcel abutting to the west is developed with a single-family residence (SFR) at the far north end of that property. There are significant trees on the north end of the subject property and between the SFR and the subject property that will provide adequate protection to the residential development.*

G. Wooded slopes, ravines and surface water drainage areas will be protected and incorporated into new developments as open space features.

*Staff Response: The project complies with all required critical area buffer requirements, which can be considered as "open space", but there is no separate required open space for this project.*

H. Commercial and office activities shall be designed to complement local neighborhoods and educational facilities.

*Staff Response: The proposed project, as designed, will be an attractive development and complement the local neighborhoods and educational facilities.*

#### 11.4 Design Actions

##### 11.4.1 Site Development Guidelines & Heights

A. To provide for a welcoming and accessible streetscape, primary building entrances shall be oriented toward the public street and pedestrian and transit facilities.

*Staff Response: Building 1, which is located closest to the public street and sidewalk along Provost Road NW, is oriented so the office entrance is facing east towards those features.*

B. Buildings shall be located as close as possible to the public street and sidewalk, preferably at the sidewalk line or the minimum required buffer. If buildings are not located at the street, the circulation drive and parking at the front of the building shall

be designed with the look and feel of a street including such things as street trees, parallel parking, street furniture, windows and sidewalks.

*Staff Response: Building 1 is located to take the greatest advantage of site topography; the building is approximately 50 feet at the closest point to the east property line and the public right-of-way. The front setback area will be attractively landscaped with street trees and other trees and shrubs, a sidewalk will be provided in front of the office and Building 1 will have many windows on the east side.*

C. Commercial development should provide spaces for civic interaction and frequently serve as public spaces. To make these more accessible and accommodating to the public, pedestrian plazas, street furniture and public open spaces should be incorporated as site amenities whenever possible. Creative configuration and type of landscaping and buffering can be used to accomplish this.

*Staff Response: This standard indicates a commercial development should provide various elements but is not required to do so. Storage business customers are not generally expected to stay on site after dropping off items for storage, picking up items from storage or permanently removing stored items. This type of facility is typically secured and fenced such that only rental customers can access the facility and not the general public, which further minimizes the likelihood of civic interaction. As a result, providing spaces for civic interaction is not warranted or required.*

D. To create welcoming public spaces and increase accessibility and penetrability of commercial development, buildings on corner lots shall be located on the street corner with building frontage on both streets with primary entrances oriented toward the intersection. If no buildings are located at street corners pedestrian plazas and amenities should provide a focus for the area.

*Staff Response: The subject property is not a corner lot.*

E. New, remodeled or reconfigured buildings in the HTC zone will have a maximum base height of 35 feet, with an approved height increase not to exceed 65 feet except where authorized by Kitsap County Code.

*Staff Response: Building 1 will be approximately 44 feet in height from the lowest ground level to the top of the building. While it exceeds the maximum base height of 35 feet it does not exceed 65 feet. The applicant has worked with the local fire district to obtain approval for the height increase above the standard maximum base height of 35 feet. The ACUP will be conditioned to require submittal of a fully executed and signed agreement between the property owner and Central Kitsap Fire and Rescue as part of the application for SDAP 18-04680.*

#### 11.4.2 Architectural and Building Design Guidelines

A. The ground floor of building facades facing streets shall have at least fifty percent (50%) of the total wall area in permeable surfaces (windows, pedestrian entrances, open shops).

*Staff Response: Only Building 1 faces the street and the ground floor total wall area is approximately 1,366 square feet (12 feet, 5 inches or 12.42 feet X 110 feet = 1,366.2 square feet); 50% of the ground floor wall area required in permeable surface is 683 square feet. The architectural drawing shows approximately 398 square feet in permeable surface. Therefore, the permeable area shown is approximately 285 square feet below the requirement. Based on the architectural drawings submitted with the ACUP, Building 1 will be conditioned to require at least 50% permeable surface wall area on the ground floor. The architect will need to show and provide the calculations for the total ground floor wall area and the ground floor permeable surface area as part of the commercial building permit for Building 1. The other alternative would be to request a variance to this standard. Based on the calculations provided above, a Zoning Variance - Administrative would be the appropriate application, which applies to a variance greater than 10% but less than or equal to 25%. For a variance to be supportable it will need to comply with the requirements outlined at KCC 17.560 Variances.*

B. Buildings with frontages greater than fifty (50) linear feet shall vary the building line and create offsetting walls, awnings, arcades, modulated wall textures, climbing landscaping materials and other features that break down the scale of the wall.

*Staff Response: Building 1 is greater than 50 linear feet and shows offsetting walls and different modulated wall textures, including windows on each floor level that reduce the scale of the frontage wall. Building 2 is not considered a frontage building; however, the east elevation will include modulated wall textures and an awning above the "storefront" located near the middle of the building.*

C. Buildings shall integrate awnings, overhangs or other rain protection features when abutting pedestrian amenities.

*Staff Response: It is unclear if an awning or overhang is proposed over the office entrance. As a result, the project will be conditioned to provide a rain protection feature over the office entrance.*

#### 11.4.3 Commercial Vehicular Circulation & Parking

A. Parking lots should be located in such a manner as to encourage pedestrian access to the development, connect uses to the street and decrease the distance between adjacent developments. To accomplish this, parking shall be located behind and to the side of buildings and should not be placed on the corner of two streets.

*Staff Response: Pedestrians are not likely to access a storage facility. This project has a small "parking lot" near the office. The location of parking to access the office and storage units is appropriately located.*

B. The auto circulation system and parking should be designed as an extension of the public street system to provide a connection to the public street and to draw users onto the site. This can be accomplished through the use of continuous sidewalks, landscaping consistent with public streets, utilization of the street elevation, the use of parallel parking and the use of driveways and circulation drives as midblock connections.

*Staff Response: An appropriate and controlled access point is provided from the public street into the site. Landscaping of the road frontage will include street trees and other trees and shrubs that further delineate the access point.*

C. In order to reduce the amount of land devoted to surface parking, shared parking between users is encouraged. Users with differing peak periods such as offices and movie theaters are especially suitable for shared parking.

*Staff Response: Shared parking is not suitable for this project due to the existing development pattern, area topography, existing critical areas, and the need to fence the project to provide appropriate security for the storage facility.*

D. Common driveways between users are strongly encouraged wherever possible in order to reduce curb cuts and the frequency of auto traffic interrupting the pedestrian infrastructure. All curb cuts shall be as narrow as safety allows in order to reduce the distance a pedestrian must cross.

*Staff Response: A common driveway is not appropriate for the same reasons cited above, the existing development pattern, area topography and existing critical areas. The access, or curb cut, is as narrow as possible. The pedestrian crossing location between the curb cut, will be colored concrete to clearly define the crossing area and provide a visual cue to motorists to alert them to the potential that there may be a pedestrian. The crossing is not the shortest horizontal distance possible because it is located to provide the greatest visual location to motorists to provide for greater safety to pedestrians and to minimize the travel distance overall to the pedestrian.*

E. To provide greater opportunity for pedestrian interconnectivity and to prevent autos from having to use the public street system to travel between adjacent developments, parking and pedestrian circulation shall be designed to accommodate connections between developments.

*Staff Response: It is not appropriate to provide connections between developments due to the existing development pattern, existing uses and this proposed use, area topography and*

*existing critical areas.*

F. To facilitate more pedestrian-friendly design and foster the civic associations of more public spaces, parking separating building frontages from the public street system shall be designed to have a "street feel," incorporating pavement markings, street trees, street furniture and parallel parking.

*Staff Response: This project doesn't lend itself towards civic associations or public spaces to foster civic interaction. Storage facilities serve their paying tenants and others generally only go there to consider renting a storage unit not for general shopping. However, the project will provide an attractively landscaped area including street trees along the public street and the parking area will incorporate pavement markings for each stall between the building and the public street. The parking area is a relatively small and somewhat broken up into separate areas.*

G. In order to reduce the growth of surface parking which results in decreased densities, increased sprawl, separation of uses and anti-pedestrian environments the amount of parking shall be limited to no more than one hundred twenty-five percent (125%) of the required minimum amount.

*Staff Response: The parking provided is consistent with Kitsap County Code and is less than the standard required number of spaces. The applicant requested and received a 25% reduction to the standard number of spaces required for a self storage facility.*

H. Collector street(s) connecting the development to major arterials will be 22 to 24 feet in width with a raised or protected sidewalk (bollards, planting features) and a parking land on at least one side of the street.

*Staff Response: Provost Road NW is existing and a curb, gutter and raised sidewalk will be provided along the frontage of the subject property. No street parking will be provided along the right-of-way. Parking on the right-of-way is not needed or warranted and if required could create a safety hazard and would increase impervious surfaces unnecessarily.*

I. Secondary streets connecting parking lots to main streets and collector streets should be 20 to 22 feet in width with a raised protected sidewalk.

*Staff Response: There is no secondary "street" connecting the parking lot to the main or collector street. The access driveway complies with dimensional requirements for the type of vehicle that will typically access the site.*

#### 11.4.4 Pedestrian Infrastructure Guidelines

A. Pedestrian linkages shall be designed to provide the most direct route to the public transportation infrastructure to avoid out-of-direction travel and minimize travel

distance. Linkages should be a continuation of the public infrastructure to reduce dead-end paths and encourage users to the development. Consideration should be given to off-site destinations in the design of the system.

*Staff Response: Sidewalks are proposed and required along the subject property's road frontage. To ensure the most direct pedestrian travel and minimize travel distance the southern portion of the sidewalk shall be extended to the south property line. This requirement shall be delineated on SDAP 18-04680. The stormwater drainage plan and report shall reflect the additional impervious surface area.*

B. Pedestrian circulation routes shall be composed of treated surfaces such as scored, brushed, stamped and colored concrete, and brick pavers in order to differentiate the pedestrian system from the auto system. Where routes cross driveways a continuous raised crossing composed of a different paving material should be provided.

*Staff Response: Colored concrete has been proposed and will be required to clearly differentiate the pedestrian travel way across the auto driveway entrance.*

C. Landscaping shall be provided between the pedestrian circulation system and automobile areas to provide protection, security and accessibility for the pedestrian. Parallel parking can also be used to buffer pedestrian routes from moving vehicles.

*Staff Response: Landscaping shall be provided between Provost Road and the proposed pedestrian circulation system or sidewalk along Provost Road to provide for the required protection for pedestrians except to connect to the existing sidewalk to the north. At the north end, the critical area necessitates the sidewalk location next to the existing roadway. The landscaped area between the road and sidewalk shall be a minimum width of 6 feet and include street trees. This requirement shall be detailed on the final landscape plan submitted with SDAP 18-04680. Parallel parking on Provost Road is not warranted, would increase impervious area unnecessarily and could create an unsafe area for the traveling public because there is no other on-street parking on this road in the general vicinity.*

D. Amenities such as benches, sitting areas, art, pedestrian squares and varied building facades shall be provided along pedestrian routes to add interest and convenience to the user.

*Staff Response: The proposed storage facility is not expected to generate pedestrian traffic so providing benches, sitting areas and pedestrian squares is not warranted for this project; however, to comply with this and other design district requirements the project will provide a varied building façade along the pedestrian route.*

E. To provide for convenience, pedestrian facilities along building frontages and developments shall incorporate rain protection and boulevard landscaping whenever

possible. When such facilities are provided, special attention should be given to ensure pedestrian safety, security and convenience by not creating enclosed spaces that may shelter potential criminal activity. Appropriate lighting shall be incorporated whenever possible.

*Staff Response: It is unclear if an awning or overhang is proposed over the office entrance. As a result, the project will be conditioned to provide a rain protection feature over the office entrance. Boulevard landscaping is not warranted for this project. The project is expected to provide appropriate lighting on the building to provide for customer and building safety and security.*

**h. Development Engineering/Stormwater**

The parcel has existing stormwater detention that provides flow control and a treatment system, which was designed and constructed approximately a decade ago through a previous Site Development Activity Permit (SDAP) 07-46917. Because SDAP 07-46917 never received final approval in a timely manner that permit expired. As a result, the applicant applied for SDAP 18-01492 to obtain final inspection approval. This project proposal will necessitate design and construction of some additional stormwater management features for both water quantity and water quality treatment resulting from the required road frontage improvements. As a result, the applicant has submitted SDAP 18-04680.

**i. Environmental**

The updated Habitat Management Plan dated 3/27/18 by Ecological Land Services outlined critical area buffer requirements for the site and project. The site is encumbered a Category IV wetland that also extends offsite to the north and west. The wetland buffer requirement is 50 feet with an additional 15-foot building setback. Strawberry Creek, a Type F or fish-bearing stream, is located offsite to the north, but a portion of the 150-foot standard buffer has been averaged and is located on the subject property on the north side of an existing wall. Critical Area Buffer signs will be required along the top or face of the existing wall every 40 feet prior to final inspection of SDAP 18-01492.

The entire parcel is located over a Category II Critical Aquifer Recharge Area. The proposed use, mini-storage or self-storage is not identified as "activities with potential threat to groundwater" at KCC 19.600.620; therefore, a hydrogeological report is not needed for this project. Furthermore, this project will be conditioned to prohibit any "activities with potential threat to groundwater" without additional review and approval by the Kitsap County Department of Community Development.

**j. Access, Traffic and Roads**

Access to the site is from Provost Road NW, a paved county-maintained road classified as an urban collector.

Traffic generation for the proposed activity is estimated at 250 average daily trips (ADT).

**k. Fire Safety**

Fire flow and an automatic sprinkler system for both buildings are required for this project. Water lines and hydrants will be required to be shown on the Site Development Activity Permit (SDAP) 18-4680. All fire hydrants will be required on the landscape plan submitted with SDAP 18-04680. Hydrants should be placed no more than 600 feet from each other if the commercial building is protected by a fire sprinkler system.

Fire apparatus access roads are required and must be maintained by the property owner. The design is required to comply with the International Fire Code (IFC).

**l. Solid Waste**

The project will be required to have a trash receptacle commensurate with the office use and 150 square feet of exterior recyclable area. To discourage dumping of stored items by renters, at the applicant's request, commercial size dumpsters will not be required.

**m. Water/Sewer**

Public water will be provided to the site by the Silverdale Water District.

Sewer will be provided to the site by Kitsap County Public Works, Sewer Utility Division.

**n. Kitsap Public Health District**

The Kitsap Public Health District (KPHD) has review and approved the project for public water and sewer. KPHD requires a sewer building clearance prior to building permit issuance.

**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. Recommendation**

Based upon the analysis above and the decision criteria found in KCC 17.540.040.A, the Department of Community Development approves the Administrative Conditional Use Permit for Silverdale Self Storage, subject to the following 51 conditions:

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

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
2. Commercial Building Permit 18-04330 for Building 1, east elevation, shall include a drawing that shows compliance with Silverdale Design Standards, Provost Commercial District 11.4.2(A) and includes the ground floor total wall area and the total wall area of permeable surfaces.
3. Commercial Building Permit 18-04330 for Building 1 shall include a drawing that shows compliance with Silverdale Design Standards, Provost Commercial District 11.4.2(C). Building 1 shall show a rain protection feature over the office entrance. This requirement shall be shown on the east elevation drawing.
4. Due to the building height exceeding 35 feet, submit a fully executed and signed Voluntary Mitigation Agreement between the property owner and Central Kitsap Fire and Rescue as part of the application for SDAP 18-04680.
5. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
6. No outside storage is allowed.
7. Colored concrete shall be installed to clearly differentiate the pedestrian travel way across the driveway entrance to the property.
8. The southern portion of the sidewalk shall be extended to the south property line. This requirement shall be delineated on SDAP 18-04680.
9. All parking spaces on the east side of Building 1 shall be marked/striped and have a wheelstop. This information shall be included on SDAP 18-04680 site plans and final landscape plans.
10. Artificial outdoor lighting shall be arranged so that the lighting is fully recessed or fully shielded from side view and directed downward and away from surrounding properties. No more than one foot-candle of illumination shall leave the property boundary. Lighting shall be the minimum necessary for safety purposes and be compatible with surrounding properties. Light standards (poles) shall not exceed 20 feet in height.

11. Landscaping shall be installed and maintained in conformance with the requirements of Kitsap County Code (KCC) 17.500. Landscaping shall be installed and inspected prior to requesting a final inspection, or guaranteed by means of an assignment of funds or bonded in the amount of 150 percent of the cost of installation.
12. Landscaping shall be provided between the sidewalk and Provost Road except along the critical area in order to connect to the sidewalk located to the north. The landscape strip shall be a minimum width of 6 feet and include street trees.
13. A final landscape plan that complies with KCC 17.500 and Silverdale Design Standards for the Provost Commercial District shall be submitted with SDAP 18-04680. It shall include lighting standards (poles) if proposed, hydrants and wheelstops in all parking spaces on the east side of Building 1.
14. 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.
15. 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.
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 decision set forth herein is based upon representations made and exhibits contained in the project application #18-00317 Silverdale Self-Storage ACUP. 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. 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.

19. 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.
20. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

**b. Development Engineering**

21. Construction plans and profiles for all roads, storm drainage facilities and appurtenances prepared by the developer's engineer shall be submitted to Kitsap County for review and acceptance. No construction shall be started prior to said plan acceptance.
22. The information provided demonstrates this proposal is a Large Project as defined in Kitsap County Code Title 12, and as such will require a Site Development Activity Permit (SDAP) from Development Services and Engineering that addresses compliance with Minimum Requirements #1-9.
23. Stormwater quantity control, quality treatment, and erosion and sedimentation control shall be designed in accordance with Kitsap County Code Title 12 effective at the time the Administrative Conditional Use Permit application was deemed complete, January 24, 2018. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The fees and submittal requirements shall be in accordance with Kitsap County Ordinances in effect at the time of SDAP application.
24. Any project that includes offsite improvements that create additional impervious surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12 effective at the time the Administrative Conditional Use Permit application was deemed complete, January 24, 2018.
25. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before issuance of Occupancy Permits for this development, the person or persons holding title to the subject property for which the storm drainage facilities were required shall record a Declaration of Covenant that guarantees the County that the system will be properly maintained. Wording must be included in the covenant that will allow the County to inspect the system and perform the necessary maintenance in the event the system is not performing properly. This would be done only after notifying the owner and giving him a reasonable time to do the necessary work. Should County forces be required to do the work, the owner will be billed the maximum amount allowed by law.
26. If the project proposal is modified from that shown on the submitted site plan dated May 8, 2018, Development Services and Engineering will require additional review and potentially new conditions.

**c. Environmental**

27. This project shall comply with the buffer requirements outlined in the updated Habitat Management Plan dated 3/27/18 by Ecological Land Services. The Category IV wetland shall maintain the existing 50-foot buffer with an additional 15-foot building setback. Strawberry Creek, an offsite Type F stream, shall maintain the 150-foot buffer except the portion of the stream buffer that was averaged.
28. Critical Area Buffer signs shall be installed along the top or face of the existing wall every 40 feet prior to final inspection of SDAP 18-01492.
29. No uses that are identified as "activities with potential threat to groundwater" at Kitsap County Code 19.600.620 shall occur prior to amending this Administrative Conditional Use Permit.

**d. Traffic and Roads**

30. 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.
31. Frontage improvements, consisting of vertical curb, gutter and 6-foot sidewalk; and 5-foot bicycle lane, shall be constructed along the entire property frontage of Provost Road.
32. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
33. 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. A note to this effect shall appear on the accepted construction plans. In addition, Development Services and Engineering reserves the right to require that covenants be recorded to address special maintenance requirements depending on final design.
34. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on Provost Road. The cross-sections should show existing and proposed pavement, shoulders, curb, gutter and sidewalk, bicycle lane, ditches and slopes. The cross-sections should also depict centerline of pavement and right-of-way, the right-of-way lines, and easements.
35. 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.
36. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
37. A Right of Way Permit shall be submitted for frontage improvements and associated stormwater facilities. Prior to completion of the SDAP permit with the Department

of Community Development for this proposed work, the Applicant shall apply for and satisfy all conditions of a Right-of-Way Permit through the Department of Public Works for any and all work performed in the county Right-of-Way associated with this project. Apart from the Site Development Activity Permit (SDAP), the Right of Way permit may require extra work to comply with current Washington State Department of Transportation or Kitsap County Road Standards. You may contact Kitsap County Public Works, Right-of-Way Division at (360) 337-5777 to obtain a Right-of-Way permit.

**e. Fire Safety**

38. Fire flow in the amount of 5,750 gallons per minute (gpm) at 20 pounds per square inch (psi) for a minimum of 4 hours shall be required for the project based on the largest proposed building of 72,272 square feet and constructed of Type 2B construction. A reduction in required fire flow of up to 75% as approved for commercial buildings is allowed when the building is provided with an approved automatic fire sprinkler system.
39. An automatic fire sprinkler system shall be installed for each storage building.
40. Water line size and hydrant locations shall be shown on the SDAP plans.
41. Hydrants shall be installed and placed between 50 feet and 150 feet from the protected commercial building.
42. One hydrant shall be installed within 50 feet of the fire department connection (FDC) and comply with International Fire Code (IFC) 507.5.1.1 as amended by Kitsap County.
43. A 3-foot clear space shall be maintained around the circumference of fire hydrants and comply with IFC 507.5.5.
44. Where a fire hydrant is subject to impact by a motor vehicle, guard posts or other approved means shall be installed and comply with Section 312 of IFC 507.5.6.
45. Fire apparatus access roads shall be constructed and maintained. Any proposed revision to these roads shall be submitted to, reviewed and approved by the Kitsap County Fire Marshal's Office. All fire apparatus access roads shall comply with IFC 503 as amended by Kitsap County.
46. Access roads shall comply with the following:
  - a. Unobstructed width of 20 feet and height of 13 feet 6 inches.
  - b. Shall be designed and maintained to support a 60,000-pound fire apparatus and be provided with an all-weather driving surface.
  - c. Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
  - d. Inside turning radius for commercial projects shall be a minimum of 35 feet.
  - e. Access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the structure as measured by an approved route around the exterior of the structure or facility.
  - f. Road shall not be more than 12% grade.

**f. Sewer**

- 47. Kitsap County sanitary sewer is available for the project. Applicant shall submit an "Application to Construct Sanitary Sewer".
- 48. Applicant shall submit a complete set of sewer plans, profiles, and specifications designed in accordance with Kitsap County Public Works - Sewer Utility Division Standards and Regulations.

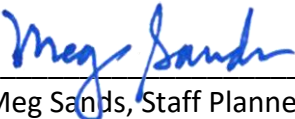
**g. Solid Waste**

- 49. Prior to SDAP approval, 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, with the Site Development Activity Permit application, from the solid waste/recycling service provider that their requirements for this project have been met.
- 50. A 150 square feet of exterior recyclable area shall be provided and shown on SDAP 18-04680.

**h. Kitsap Public Health District**

- 51. KPHD requires sewer building clearance prior to building permit issuance.

**Report prepared by:**

  
\_\_\_\_\_  
Meg Sands, Staff Planner / Project Lead

19 November 2018  
Date

**Report approved by:**

  
\_\_\_\_\_  
Shawn Alire, Department Manager / Supervisor

11/21/18  
Date

**Attachments:**

Attachment A – Landscape Plan

Attachment B – Building Elevations

Attachment C – Zoning Map

CC: Pacific Storage Partners LLC, c/o John Harkness, john@soundbuilt homes.com  
EAW Holdings LLC, edjr@destinationharley.com  
Wnek Engineering, mike@wnekeng.com  
Interested Parties: none to date 11.16.2018  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Meg Sands

