



## Notice of Administrative Decision

**Date:** 01/02/2025

**To:** Applicant: PROCTOR DONALD A & CHRISTINE M, [don.proctor@altusengr.com](mailto:don.proctor@altusengr.com)  
Authorized Agent: WILLIAM M PALMER, [wpconslts@telebyte.net](mailto:wpconslts@telebyte.net)  
Interested Parties and Parties of Record: Mann, Steven, [mannsteven@me.com](mailto:mannsteven@me.com);  
Williams, Bruce, [bruwilli@gmail.com](mailto:bruwilli@gmail.com); Caras, Angela, [no\\_or@yahoo.com](mailto:no_or@yahoo.com)

**RE:** Permit Number: 22-03570  
Project Name: LL# 442 Proctor - 2 lot preliminary Large Lot Subdivision  
Type of Application: P LL

The Kitsap County Department of Community Development has **APPROVED** the land use application for **22-03570 LL# 442 Proctor - 2 lot preliminary Large Lot Subdivision – P LL**, **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 titled: *'Appeal/Objection of an Administrative Decision'* found on DCD's website, through the Online Permit Application Portal: <https://app.oncamino.com/kitsapcounty/login>.

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 by contacting 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:** Surveyor: CSI SURVEYING, [dave@csisurveying.com](mailto:dave@csisurveying.com)  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Peggy Bakalariski, [pbakalar@kitsap.gov](mailto:pbakalar@kitsap.gov)  
Interested Parties: Mann, Steven, [mannsteven@me.com](mailto:mannsteven@me.com) ; Williams, Bruce, [bruwilli@gmail.com](mailto:bruwilli@gmail.com) ; Caras, Angela, [no\\_or@yahoo.com](mailto:no_or@yahoo.com)  
Health District  
Public Works  
Parks  
Navy  
DSE

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Kitsap Transit  
North Kitsap Fire District  
North Kitsap School District  
Puget Sound Energy  
Point No Point Treaty Council  
Suquamish Tribe  
Skokomish Tribe  
Port Gamble S'Klallam Tribe  
Squaxin Island Tribe  
Puyallup Tribe  
WA Dept of Fish & Wildlife  
WA State Dept of Ecology-SEPA  
WA State Dept of Ecology-Wetland Review  
WA State Dept of Transportation



## Kitsap County Department of Community Development

December 26, 2024

Donald A. & Christine M. Proctor  
26437 Leyman Lane NE  
Kingston, WA 98346

RE: Large Lot Subdivision # 442 - Proctor  
Permit No. 22-03570  
Tax Account No. 262702-2-030-2003

Dear Applicant:

This is to inform you that the above-referenced large lot subdivision has been granted preliminary approval.

This decision is in compliance with Kitsap County Code 21.04 Land Use and Development Procedures. All applicable criteria have been met for Preliminary large lot subdivision in accordance with Kitsap County Code Title 16.52 Large Lot Subdivision.

The Department has further determined that the land segregation as it is presented in the preliminary large lot subdivision, received 11.30.2022 by the Department of Community Development, conforms or will conform subject to conditions set forth in this letter, to the following:

1. Kitsap County Code Title 17 Zoning;
2. Kitsap County Code Title 12 Storm Water Drainage;
3. Kitsap County Comprehensive Plan and subarea plans;
4. Kitsap County Critical Areas Ordinance;
5. And all other elements of the Kitsap County Code that pertain to this land segregation.

Approval is subject to the following conditions:

### **LAND USE**

1. Adhere to all elements and requirements set forth in Kitsap County Code 16.52.
2. The following condition shall be added to the face of the final large lot subdivision: Building permits issued on a lot in this large lot subdivision may be subject to impact fees pursuant to Kitsap County Code.
3. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.

4. The decision set forth herein is based upon representations made and exhibits contained in the project application (22-03570). 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.
5. 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.

### **SURVEY**

1. At the time of submittal of the final large lot subdivision a title certificate, current to within 30 days, is required. Please note or delineate on the face of the final large lot subdivision all pertinent special exception items in Schedule "B" of the title certificate.
2. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.

### **STORMWATER**

1. 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.
2. The information provided demonstrates this proposal is a Small Project as defined in Kitsap County Code Title 12 and as such will require an Abbreviated Drainage Site Development Activity Permit (SDAP) from Development Engineering for improvements to NE Shorty Campbell Rd.
3. 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 SDAP application is deemed fully complete. 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 Code in effect at the time of SDAP application.
4. The following shall be added to the face of the Final Plat, under the heading Notes and Restrictions:
  - a. Maintenance of roof and yard drains and appurtenances shall be the responsibility of the individual homeowners.
  - b. All runoff from roof and yard drains must be directed so as not to

adversely affect adjacent properties.

5. The following condition shall be added to the face of the Final Plat: At the time of submittal of a building permit for any lot within this plat, soil amendment is required for all disturbed areas not covered by hard surface.
6. If the project proposal is modified from that shown on the site plan approved for this permit application, Development Services and Engineering will require additional review and potentially new conditions.

### **TRAFFIC & ROADS**

1. At building permit application, submit Kitsap County Public Works Form 1601 for issuance of a concurrency certificate, as required by Kitsap County Code 20.04.030, Transportation Concurrency.
2. 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 SDAP process. The need for and scope of bonding will be determined at that time.
3. At time of building permit for Lot 2, a permit from WSDOT may be required for improvements to the road approach. Final plan approval will require documentation of Washington State Department of Transportation (WSDOT) approval for project impacts to, and any required mitigation on State rights of way.

### **HEALTH DISTRICT**

1. Final large lot subdivision will require building site applications for both proposed lots.

Preliminary approval of this large lot subdivision will automatically expire five (5) years from the date of this letter. However, upon written request to the Department of Community Development by the original applicant and the current owner(s) of the subject property, at least thirty (30) days prior to expiration, a six (6) month extension may be granted.

Preparation of the final large lot subdivision shall be done in accordance with Kitsap County Code 16.52. All applicable conditions of preliminary approval must be addressed with the submittal of final large lot subdivision application. Submittals that do not address all conditions will be considered incomplete and returned without review. All of the above relevant conditions and any/all building setbacks and buffers established as conditions of approval must appear on the final large lot subdivision.

22-03570 Proctor Preliminary Approval  
December 26, 2024

If you have any questions or comments regarding this letter, please feel free to contact **Peggy Bakalarski** for Survey matters; **Enita Liang** for Stormwater and Traffic matters; **Jennifer Kreifels** for Land Use/ Environmental matters; **Tina Turner** for Fire Marshal matters; all of whom can be reached at (360) 337-5777. Please contact **Kimberly Jones** for Health District matters at (360) 337-5285.

Sincerely,



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Peggy Bakalarski, Project Lead

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12/24/2024



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Cecilia Olsen, Manager, Development Engineering

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12/24/2024

Cc: Surveyor: CSI Land Surveying – [dave@csisurveying.com](mailto:dave@csisurveying.com)  
Interested parties of record: [bruwilli@gmail.com](mailto:bruwilli@gmail.com); [mannsteven@me.com](mailto:mannsteven@me.com);  
[no\\_or@yahoo.com](mailto:no_or@yahoo.com)