



Administrative Staff Report

Report Date: June 15, 2023

Application Submittal Date: December 2, 2022

Application Complete Date: January 18, 2023

Project Name: Kitsap Transit-Minor Revision for a direct access route from the transit center onto SR 303

Type of Application: Minor Revision to ACUP Type-I

Permit Number: 22-05833

Project Location

1480 NW Sid Uhinck Drive
Silverdale, WA 98383
Commissioner District 3

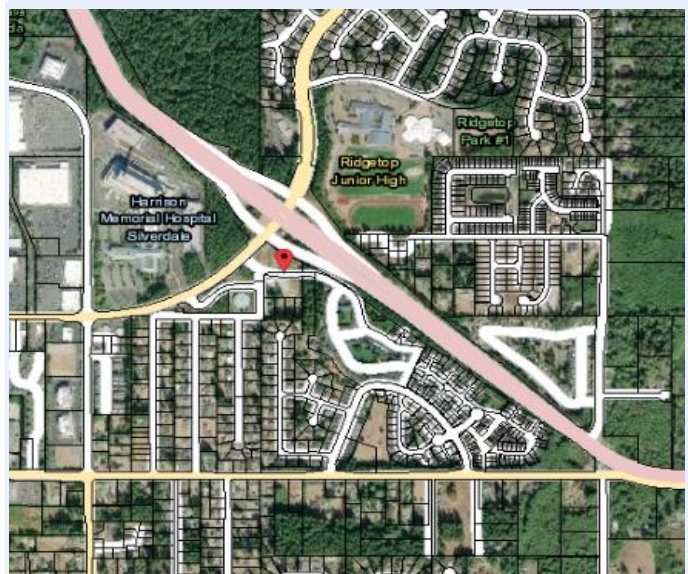
Assessor's Account

152501-3-016-2005
152501-3-088-2009
152501-3-089-2007
152501-4-102-2007

Applicant/Owner of Record

Parametrix/ Katheryn Seckel
719 Second Avenue
Seattle, WA 98104

VICINITY MAP



Decision Summary

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

Background

Kitsap Transit has requested a Minor Revision to the site plan for the Silverdale Transit Center approved, on January 29, 2021 (20-00998) to allow for buses to have direct access to SR-303 southbound on-ramp without having to enter the local road network. This direct connection to SR-303 will reduce the volume of bus traffic on east bound Ridgetop Boulevard NW, which will reduce delays and improving the flow of traffic. The proposed direct access route will include a 13-foot-wide bus lane and an 8-foot shoulder. Access will consist of a 325 linear foot acceleration ramp followed by a 300-foot taper length to allow buses to merge onto the existing on-ramp.

The applicant is requesting a Minor Revision to the approved Administrative Conditional Use Permit (ACUP) approving the existing the transit center, pursuant to KCC 17.540.050 Revisions to Administrative when the approved Administrative Conditional Use Permits.

The Silverdale Transit Center (STC) project consists of an 8-bay transit center provided for routed service for 40-foot Kitsap Transit buses and one paratransit bus. All eight bays will have overhead cantilevered weather protection for waiting riders (see Attachment B). In addition, the project includes realignment of NW Sid Uhinck Drive to improve roadway ingress and egress to the transit center, which includes a new connection with the intersection of NW Chena Road. Kitsap Transit has coordinated with St. Michaels Acute Care (Harrison Hospital) for design and construction of portion of the NW Sid Uhinck Drive alignment. The new alignment of NW Sid Uhinck Drive and new traffic signal at the intersection of NW Sid Uhinck and Ridgetop Boulevard NW is part of a strategic plan agreed upon between the hospital and Kitsap County to mitigate traffic impacts associated with the hospital expansion.

Project Request

The request is for approval of a revision to the Administrative Conditional Use Permit (ACUP).

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 hearing record as it was issued, since it cannot be changed by the Hearing Examiner.

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 May 4, 2020. A Determination of Nonsignificance (DNS) was issued on December 23, 2020. SEPA noted SEPA transportation, screening buffer mitigation conditions which has been imposed. The SEPA appeal period expired on January 6, 2021. No appeals were filed and determined as final. The proposal for the on-ramp on SR-303 was included in the original project description and there falls below the threshold for additional environmental review.

Physical Characteristics

The project site is comprised of four abutting parcels for a total 161,516 square feet (3.7

acres). The surface of the development site is nearly level to gently sloping from the elevation of 200 feet to 250 feet, steepening along the northeast property line bordering the SR-303 eastbound on ramp. The site gently slopes down east to west approximately 10%. The Transit Center site is bordered to the northwest by Ridgetop Boulevard NW, to the northeast by the east bound on-ramp for SR-303. The selection of the existing site was identified through the development of the Kitsap Transit STC Alternative Analysis, dated June 2, 2015. Future improvement (planned activities that are not part of this proposal) include a pick-up/drop off area across Sid Uhinck Drive from the transit center, and a future direct access to SR-303 via a new southbound on-ramp.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Urban High Intensity Commercial Zone: Commercial	Standard	Proposed
Minimum Density	10 (3.70 acres of net developable acreage x 10 = 37 required units)	NA
Maximum Density	30 (3.70 acres x 30 = 111 maximum units)	
Minimum Lot Size	NA	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	NA	NA
Minimum Lot Depth	NA	NA
Maximum Height	35 feet	1 story, <35 feet
Maximum Impervious Surface Coverage	85%	~65,312 (18%)
Maximum Lot Coverage	NA	NA

Applicable footnotes: 17.420.060.A.21, 20' required yard areas that abut a residential zone.

Staff Comment: When a Commercial property abuts a residential zone, a greater setback is required to help mitigate impacts.

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (South)	20'	20'
Side (West)	10'	10'
Side (East)	10' (20-feet when abutting residential)	20'
Rear (East)	10'	10'

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Ridgetop Blvd/SR-303	Regional Center (RC)
South	Silverdale Water District Reservoir	Urban Residential (UL)
East	Single-family residences	Urban Residential (UL)
West	St. Michaels Hospital	Regional Center (RC)

Staff Comment: See Permit 19-05357 Chena Reservoir for alteration to boundary line for NW Sid Uhinck Road realignment south of the project site.

Table 4 - Public Utilities and Services

	Provider
Water	Silverdale Water District
Power	Puget Sound Energy
Sewer	Kitsap County
Police	Kitsap County Sheriff
Fire	Central Kitsap Fire & Rescue
School	Central Kitsap School District #402

Access

The subject property receives access from new NW Sid Uhinck Drive extension via a new traffic signal on NW Ridgetop Boulevard and from NW Chena Road, which are both local access roads south of the property.

Site Design

The STC revision was reviewed through requirements, pursuant to KCC 17.540.050 KCC 17.420.030 Design Standards for landscaping, lighting, signage, solid waste, off-street parking, etc. The following analysis below provides information on consistency with design standards for land use review of the minor revision.

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:

See referenced Comprehensive Plan Policies in the Silverdale Transit Center approved ACUP, dated January 29, 2021 (20-00998)

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 11	Kitsap County Road Standards
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

Documents Consulted in the Analysis

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Administrative ACUP Questionnaire	December 12, 2022
WSDOT Letter of Support	January 6, 2023
Silverdale Cultural Addendum	December 12, 2022
Silverdale TC Geotech Addendum	December 12, 2022
Access Ramp Site Plan	May 25, 2023
SEPA/Project Narrative	December 12, 2022

<u>Staff Communication</u>	<u>Dated</u>
NA	

Public Outreach and Comments

Kitsap Transit stated that they pursued community engagement on many levels to help provide input on the operation and design of the transit facility. The Department gave proper public notice 800 feet around the project for the ACUP. The revision Type-I does not require public notice.

Analysis

Planning/Zoning

The Silverdale Transit Center facility is classified as institutional use under the public facility category per KCC 17.410.042 Rural, Resources and Urban Residential zones use table. Consistent with the footnote KCC 17.410.060 #402, the STC was reviewed under an ACUP. The ACUP application is reviewed pursuant to KCC 17.540. The STC was reviewed as permitted use but conditionally approved addressing compatibility (screening, landscaping) with the local permitted residential uses.

Lighting

Artificial outdoor lighting should be arranged so that light is fully shielded from the side view, directed downward, and away from adjacent residential properties and so that no more than one-foot candle of illumination leaves the property boundaries.

Off-Street Parking

If applicable, the projects are required to provide adequate off-street parking consistent with the standards in KCC Chapter 17.490 Off-street Parking and Loading. Pursuant to KCC 17.490.030 Number of required spaces, projects are required to provide minimum off-street parking for land use project. The STC is considered an unmanned facility and designed for staging of buses and not for off-street parking for visitors.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
N/A			

Signage

Pursuant to KCC 17.510 Sign Code, the applicant can apply for signage near the entrance to the storage facility during or after construction. Signage is not proposed currently.

Landscaping

The projects are required to be reviewed for consistency with KCC 17.500 Landscaping. The Landscaping Plan is required to show how all disturbed areas are to be landscaped, which includes buildings and structures and bus parking area. The proposed improvements are located within the State ROW and are subject WSDOT landscape standards.

Table 6 - Landscaping Table

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	A minimum of 15% (24,227 sf or 0.55 acres)	27% (43,609 sf or 1 acre)
Required Buffer(s) 17.500.025		
North	Roadside and Setback Buffer	Roadside and Setback Buffer
South	Screening Buffer	Screening Buffer
East	Roadside and Setback Buffer	Roadside and Setback Buffer
West	Roadside Buffer	Roadside Buffer
Street Trees	Yes	Yes

Frontage Improvements

The project was reviewed for potential pedestrian and vehicular traffic impacts. The project site already includes frontage improvements that provide for pedestrian safety, and a commercial road approach will be provided to help reduce pedestrian and vehicle conflicts. The -on-ramp improvements will not require pedestrian facilities.

Design Districts/Requirements

The subject property is not located within Silverdale design district.

Development Engineering/Stormwater

The proposed stormwater improvements consist of a system of catch basins and conveyance pipes to direct runoff to an existing wet/detention pond, which is proposed to be enlarged to accommodate this development. Development Services and Engineering (DSE) has reviewed the above land use proposal and finds the concept supportable in its approach to civil site development. WSDOT has reviewed the proposal for storm drainage impact within the State right-of-way (See Condition of Approval #9).

Environmental

There are no significant critical areas on the development site. However, the project site contains moderate slopes and will be conditioned to follow the geotechnical report recommendations, per KCC Chapter 19.400 Geological Hazardous. The property is also mapped as a Category 1 Critical Aquifer Recharge Area based on Kitsap County resource maps. The transit center is not a listed land use requiring a hydrogeologic report based on the Table KCC 19.600.620. Areas.

Access, Traffic and Roads

The transit center will include primarily one ingress from the realignment of NW Sid Uhinck Road to the intersection of Ridgetop Boulevard. The request for the Minor Revision to the site plan will allow for buses to have direct access to SR-303 southbound on-ramp without having to enter the local road network. WSDOT is expected to approve the revision to allow bus access to SR-303. The revision to provide access to SR-303 will improve the flow of traffic on Ridge Boulevard effect water or sewer (See Condition of Approval #9).

Fire Safety

The Fire Marshall has reviewed the site plan and approved the fire hydrant locations as submitted and will review the site improvements through the Site Development Activity Permit. The revision to provide access to SR-303 should not affect fire safety.

Solid Waste

Development must comply with guidelines set forth in solid waste regulations and coordinate service with Waste Management. The revision to provide access to SR-303 and should not affect solid waste collection.

Water/Sewer

The applicant submitted a non-binding water letter from Silverdale Water District, dated March 5, 2020, and non-binding sewer availability letter from Kitsap County on February 6, 2020, for a comfort station. The revision to provide access to SR-303 will not affect water or sewer service.

Kitsap Public Health District

Kitsap Public Health has reviewed the development proposal and recommends approval. Like stated above, the revision to provide access to SR-303 will not affect sewer and water service.

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.

Findings

1. The proposal is consistent with the Comprehensive Plan.

Staff Comment: The minor revision is consistent with the comprehensive plan, Silverdale Sub Area Plan, applicable land use regulations and the multi-county transportation plan.

2. The proposal complies or will comply with requirements of KCC Title 17 and complies with or will comply with all 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.

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 Type I permit request for a Minor Revision to the approved site plan for 20-00998 ACUP for direct access to SR-303 be **approved**, subject to the following 9 conditions:

Planning/Zoning

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
2. The Minor Revision to the Administrative Conditional Use Permit will be subject to all conditions of approval per the Administrative Conditional Use Permit (ACUP) decision for the Silverdale Transit Center, File # 20-00998, dated January 29, 2021. If there are conflicts between these conditions and the conditions per the approved ACUP, the conditions below shall appl.
2. 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 % of the cost of installation.
3. The recipient of any revision to an 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 sitework, 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 an 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.
4. 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.
5. The decision set forth herein is based upon representations made and exhibits contained in the project application (insert #). 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.
6. 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.

7. This minor revision the ACUP 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.
8. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

Development Engineering

9. The Department requests concurrence from WSDOT for access and storm drainage design with the submittal of an as-built prior to final approval of the SDAP (20-04811).

Environmental

NA

Traffic and Roads

NA

Fire Safety

NA

Solid Waste

NA

Kitsap Public Health District

NA

Report prepared by:



Name, Staff Planner / Project Lead

06/15/2023

Date

Report approved by:

Katharine Shaffer

Katharine Shaffer, Planning Supervisor

June 15, 2023

Attachments:

Attachment A – Approved Civil Site Plan

Attachment B – SR-303 On-Ramp Site Plan

Attachment C – Zoning Map

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