



## Notice of Administrative Decision

**Date:** 11/25/2024

**To:** David A. & Terry L. Cooper, [davecooper1957@gmail.com](mailto:davecooper1957@gmail.com)  
Michael A. Cooper, [mike.cooper18@gmail.com](mailto:mike.cooper18@gmail.com)  
Hubbell, Jason, [jhubbell@barghausen.com](mailto:jhubbell@barghausen.com)  
Interested Parties and Parties of Record

**RE:** **Permit Number:** 23-02169  
**Project Name:** SELBO DEVELOPMENT - Preliminary Short Plat SP# 7465  
**Type of Application:** P SP

The Kitsap County Department of Community Development has **APPROVED** the land use application for **23-02169 SELBO DEVELOPMENT - Preliminary Short Plat SP# 7465 – P SP**, **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: AES Consultants, Inc., [aes@bainbridge.net](mailto:aes@bainbridge.net)  
Representative/Engineer: Jason Hubbell, [jhubbell@barghausen.com](mailto:jhubbell@barghausen.com)  
Sierra Baker, [sbaker@barghausen.com](mailto:sbaker@barghausen.com)  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Peggy Bakalarski, [Pbakalar@kitsap.gov](mailto:Pbakalar@kitsap.gov)  
Interested Parties: Cathy Bonsell, 956 NW Selbo Rd BREMERTON, WA 98311;  
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23-02169 SELBO DEVELOPMENT - Preliminary Short Plat SP# 7465  
11/25/2024

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Parks

Navy

DSE

Kitsap Transit

North Kitsap Fire District

North Kitsap School District

Puget Sound Energy

City of Poulsbo Planning Director

Water Purveyor - WATER DIST - SILVERDALE

Sewer Purveyor - WATER DIST - SILVERDALE

Point No Point Treaty Council

Suquamish Tribe

Port Gamble S'Klallam Tribe

Squaxin Island Tribe

Puyallup Tribe

Skokomish Tribe

WA Dept of Fish & Wildlife

WA State Dept of Ecology-SEPA

WA State Dept of Ecology-Wetland Review

WA State Dept of Transportation

Dept of Archeological Historic Preservation

WA Dept of Natural Resources



## Kitsap County Department of Community Development

November 15, 2024

David A. & Terry L. Cooper  
Michael A. Cooper  
PO Box 66  
Olalla, WA 98359  
davecooper1957@gmail.com

RE: Short Subdivision # 7465 - Cooper  
Permit No. 23-02169  
Tax Account No. 222501-3-059-2004

Dear Applicant(s):

This is to inform you that the above-referenced short 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 short subdivision in accordance with Kitsap County Code Title 16.48 Short Subdivision.

The Department has further determined that the land segregation as it is presented in the preliminary short subdivision, received 09/21/2023 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 16.48.
2. The following condition shall be added to the face of the final short subdivision: Building permits issued on a lot in this short subdivision may be subject to impact fees pursuant to Kitsap County Code.
3. The names of the roads in this land segregation shall be approved by Community Development prior to final subdivision approval.

4. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
5. The decision set forth herein is based upon representations made and exhibits contained in the project application (23-02169). 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.

### **SURVEY**

1. A Final Short/Large Lot/Subdivision Plat shall be prepared by a licensed Land Surveyor in compliance with KCC Title 16.
2. All private roads shall be labeled as tracts and constructed in accordance to Fire Code requirements. Ten feet for utility easement shall be provided on each side of private road tracts.
3. Title 16.040.080.E - Proof of registration of the Homeowner's Association. HOA is to be registered with the Secretary of State Office. Must be submitted with final short subdivision submittal.
4. Private roads to be conveyed to the HOA (16.24.040.A) Conveyance language to the HOA needs to be on the face of the plat map.
5. All potential park areas shall be labeled as separate tracts. The ownership and maintenance responsibility shall be addressed on the face of the final plat, as well as in the CCRs. (If CC&R's are being submitted with the final submittal.) CC&R's will need language regarding conveyance of access tracts/stormwater tracts to HOA and language regarding maintenance.

### **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. Approval of the preliminary plat shall not be construed to mean approval of the total number of lots or configuration of the lots and tracts. These parameters may be required to be revised for the final design to meet all requirements of Kitsap County Code Titles 11 and 12.

3. The information provided demonstrates this proposal is a Large Project as defined in Kitsap County Code Title 12 and as such will require a Full Drainage Site Development Activity Permit (SDAP) from Development Engineering.
4. 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 (or Building Permit if no SDAP required) 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, or Building Permit if an SDAP is not required.
5. Any project that includes off-site improvements that create additional hard surface such as lane widening, sidewalk or shoulder installation or intersection channelization shall provide stormwater mitigation in accordance with Kitsap County Code Title 12.
6. The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) Stormwater Construction permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/html> or by calling Josh Klimek at (360) 407-7451, email [joshklimek@ecy.wa.gov](mailto:joshklimek@ecy.wa.gov). This permit is required prior to issuance of the SDAP. Processing time for NPDES permit is a minimum of 37 days.
7. Prior to issuing the SDAP an approved fill site(s) must be identified.
  - Any fill site receiving 150 cubic yards or more of material must obtain an SDAP.
  - Fill sites receiving 5,000 cubic yards or more, or located within a critical area, must have an engineered SDAP.
  - For any fill site receiving less than 150 cubic yards, the SDAP holder shall submit to Kitsap County Department of Community Development load slips indicating the location of the receiving site and the quantity of material received by said site.
8. This project includes the construction of a detention vault, which requires a building permit issued by the Department of Community Development. A Structural Engineer, registered in the State of Washington, shall design the vault and prepare the construction drawings. In addition, a geotechnical engineering analysis of the vault design is required. That analysis shall be prepared by a Civil Engineer licensed in the State of Washington, and knowledgeable in the practice of soils engineering and mechanics. The analysis shall address the effects of groundwater infiltration, seepage, potential slip planes, and changes in soil bearing strength. The proposed facilities shall be designed following the recommendations of the geotechnical analysis.

9. The impervious area per lot accounted for in the overall drainage facilities installed shall be indicated on the face of the final plat. Additional impervious surfaces created on an individual lot beyond the amount accounted for in the overall drainage facilities shall be mitigated in accordance with Kitsap County Code Title 12 and may require a Site Development Activity.
10. 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.
  - c. All lots are obligated to accept road drainage at the natural locations after the grading of streets is complete.
  - d. No owner or occupant may obstruct or re-channel the drainage flows after location and installation of drainage swales, storm sewers or storm drains. It is expressly understood that any alteration of the water flow shall be completed only after approval by Kitsap County Department of Community Development.
11. 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.
12. Prior to recording the Final Plat, soil amendment is required over all disturbed areas within Tracts that are not covered by hard surface; provided, that in the event completion of a Recreational Tract has been bonded, soil amendment shall be completed prior to expiration of the bond covering that work.
13. The owner shall be responsible for maintenance of the storm drainage facilities for this development following construction. Before requesting final inspection for the SDAP (or for the Building Permit if an SDAP is not required) 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.
14. If the project proposal is modified from that shown on the site plan approved for this permit application, Development 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. All traffic control devices on public and private roads shall comply with the Manual on Uniform Traffic Control Devices as amended by the Washington Administrative Code. This is in accordance with 23 Code of Federal Regulations (CFR), Part 655.
3. Prior to recording the Final Plat, vehicular access shall be constructed to provide access to all proposed lots.
4. The following shall appear on the face of the Final Plat, under the heading Conditions:
  - a. All interior roads shall remain private. Should the applicant or his successors or assigns choose to dedicate these roads to Kitsap County, it shall be subject to a further review by Kitsap County Development Services and Engineering. All improvements necessary to bring said road to the then current Kitsap County standards shall be done, at no expense to the County, prior to being accepted into the Kitsap County Road system for maintenance.
  - b. All lots shall access from interior roads only.
  - c. The property owners within the plat 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.
5. Sidewalk ramps shall conform to the current requirements of the Americans with Disabilities Act per WSDOT standard plans at the time of construction.
6. 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 Engineering reserves the right to require that covenants be recorded to address special maintenance requirements depending on final design.
7. Frontage improvements are required along the entire property frontage on NW Selbo Road and shall consist of 10-foot-wide travel lane, vertical curb, gutter and 5-foot sidewalks.

8. Provide surveyed cross-sections at 50-foot intervals along the parcel frontage on existing fronting roads where access is proposed. The cross-sections shall show existing and proposed pavement, shoulders, ditches and slopes. The cross-sections shall also depict centerline of pavement and right-of-way, the right-of-way lines, and easements.
9. The Site Development Activity Permit (or Building Permit, if an SDAP is not required) shall include plans for construction of the road approach between the edge of existing pavement and the right-of-way line at all intersections with county or state rights-of-way. Approaches to county rights of way shall be designed in accordance with the Kitsap County Road Standards as established in Chapter 11.22 of the Kitsap County Code. Approaches to state rights of way shall be designed in accordance with current WSDOT standards. Existing approaches may need to be improved to meet current standards.
10. Any required sidewalk shall be constructed prior to roadway paving. This note shall appear on the face of the final construction drawings.
11. The developer's engineer shall certify that there is adequate entering sight distance at all project intersections with County rights of way or State rights of way. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the Kitsap County Road Standards for county rights of way and shall meet WSDOT requirements for state rights of way. The certification shall also note necessary measures to correct and maintain the minimum sight triangle. The required information shall be submitted with the SDAP, or with the commercial building permit application, if a SDAP is not required.
12. 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, or Building Permit process, if a SDAP is not required. The need for and scope of bonding will be determined at that time.

### **FIRE MARSHAL**

1. Plat requires the installation of automatic sprinkler system. Automatic sprinkler system approval is required before signing off on framing inspection. Additional permit required for fire sprinkler systems.
2. Per Preliminary Plat -- Due to dead-end road over 150FT, all homes will be sprinkled. Additional permit required for fire suppression system. No inspection pass framing until sprinkler system is inspection and approved.



**HEALTH DISTRICT**

1. Sewered Building Clearances with binding water and sewer availability letters will be required for each house/connection.
2. The septic tank for the existing house must be decommissioned to code, with a tank pump report and tank abandonment form submitted.

**PUBLIC WORKS SEWER**

1. Sewer Availability Agreement account must be kept current and in good standing through this permit's approval date.
2. Kitsap County sanitary sewer is available for the project. Applicant needs to submit a complete set of sewer plans, profiles, and specifications designed in accordance with Kitsap County Public Works - Sewer Utility Division Standards and Regulations.

Preliminary approval of this Short Subdivision/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 short subdivision shall be done in accordance with Kitsap County Code 16.48. All applicable conditions of preliminary approval must be addressed with the submittal of final short 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 short subdivision.

If you have any questions or comments regarding this letter, please feel free to contact **Peggy Bakalarski** for Survey matters; **William Sullivan** for Stormwater and Traffic matters; **Jennifer Kreifels** for Land Use/Environmental matters; **Scott Austin** 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

11.14.24

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Date



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Cecilia Olsen, Manager, Development Engineering

11/14/2024

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Date

23-02169 Selbo Development Preliminary Approval Letter  
November 15, 2024

Cc: Surveyor: AES Consultants, Inc. – aes@bainbridge.net  
Engineer: Jason Hubbell, jhubbell@barghausen.com  
Sierra Baker, sbaker@barghausen.com

**Interested parties of record:**

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