



# Kitsap County Department of Community Development

## Administrative Staff Report

**Report Date:** June 5, 2026

**Application Submittal Date:** April 18, 2025

**Application Complete Date:** August 6, 2025

**Project Name:** Eglon Community Church ACUP for New Building & Parking

**Type of Application:** Administrative Conditional Use Permit

**Permit Number:** 25-01458

**Vicinity Map:**

**Project Location:**

33690 Eglon Rd NE  
Kingston, WA 98346  
Commissioner District 1

**Assessor's Account #:**

4268-000-010-0601

**Applicant/Owner of Record:**

Eglon Community Church  
33690 Eglon Rd NE  
Kingston, WA 98346



**Recommendation Summary:**

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

### 1. Background

The subject parcel currently has a church and parking lot. The church proposes adding a second building and another parking lot. The proposed expansion of use requires an Administrative Conditional Use Permit (ACUP).

### 2. Project Request:

This applicant requests approval of an Administrative Conditional Use Permit (CUP) to build a 3,600 SF church building and a 21-spot parking lot with a linear driveway.

### 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 requiring 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 permit record as it was issued, since it cannot be changed by the deciding authority.

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 September 9, 2025. A revised NOA was issued on September 15, 2025. The SEPA appeal period expired June 2, 2026.

A SEPA DNS was issued May 19, 2026. The Department did not receive any comments.

**4. Physical Characteristics:**

The parcel is generally rectangular, with a driveway to Eglon Rd NE. The 1.17-acre parcel is generally flat and cleared. The parcel is developed with a church meeting house, an accessory storage structure and an unpaved driveway and parking area. The majority of the parcel is undeveloped.

**Table 1 – Adjacent Land Use and Zoning Designations**

Surrounding Property	Current Land Use	Zoning Designation
North	Single-family residence	Rural Residential (RR)
South	Single-family residence	Rural Residential (RR)
East	Single-family residence	Rural Residential (RR)
West	Single-family residence	Rural Residential (RR)

**Table 2 – Density, Dimensions, and Design (KCC 17.420)**

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Min. density (du/acre)	NA	NA
Max. density (du/acre)	1 unit per 5 acres	2
Min. lot size	5 acres	NA
Max. lot size	NA	NA
Min. lot width	140'	NA
Min. lot depth	32'	NA
Max. height (feet)	35'	NA
Max. impervious surface coverage	NA	NA
Max. lot coverage	NA	NA
<b>Setbacks</b>		
Min. front (41)(42)(43)	50'	108'
Side (42)(43)	20'	343'
Rear (42)(43)	20'	17' existing

**Table 3 – Public Utilities and Services**

Surrounding Property	Current Land Use
Water	Kitsap PUD
Power	Puget Sound Energy
Sewer	NA
Police	Kitsap County Sheriff
Fire	North Kitsap Fire & Rescue
School	North Kitsap School District

**5. Access:**

Eglon Rd NE and NE Norheim Way provide access from the west and north.

**6. Site Design:**

The parcel is developed with a structure and a gravel parking lot in the southwest corner. The rest of the parcel is undeveloped.

**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 December 2024.

The following Comprehensive Plan goals and policies are most relevant to this application:

Land Use Goal 3. Full and Equal Access

Evaluate land use actions and decisions for their impact on the provision of full and equal access to opportunities and resources for all residents, regardless of identity, community, or socioeconomic circumstances.

Land Use Goal 4. Property Rights

Balance community rights for health, safety, and conservation of resources with the rights of private property owners in development regulations.

The County’s development regulations are contained within the Kitsap County Code. The following development regulations are most relevant to this application:

Code Reference	Subject
Title 12	Storm Water Drainage

Title 13	Water and Sewers
Title 14	Buildings and Construction
Title 17	Zoning
Chapter 18.04	State Environmental Policy Act (SEPA)
Chapter 21.04	Land Use and Development Procedures

**8. Documents Consulted in the Analysis:**

Exhibit #	Document	Dated	Date Received / Accepted
1	Project Narrative		July 21, 2025
2	Architectural Plans		July 21, 2025
3	Landscape Plans		July 21, 2025
4	SEPA Checklist		July 21, 2025
5	Site Plan		July 21, 2025
6	Stormwater Worksheet		July 21, 2025
7	Health District Approval		April 23, 2025

**9. Public Outreach and Comments:**

The Department published a Notice of Application pursuant to KCC Title 21 land use and development procedures, which provided recipients with project information and an opportunity for public comment.

The Department received one comment in response which asked for improvements to NE Norheim Way.

**10. Analysis:**

**a. Planning/Zoning**

Per KCC 17.410.042 (row 406) Places of Worship are allowed in the Rural Residential Zone with an Administrative Conditional Use Permit.

A place of worship is defined as:

17.110.600 Places of worship.

“Places of worship” means a permanently located building primarily used for religious worship.

A place of worship must meet the following categorical use standards:

17.415.395 Places of worship.

In the rural protection (RP) or rural residential (RR) zones, all buildings and activities shall be set back a minimum of fifty feet and thirty-five feet in all other zones from a side or rear lot line. All such uses shall access directly to a county right-of-way determined to be adequate by the county engineer and be able to provide access without causing traffic congestion on local residential streets. Any such use shall not be materially detrimental to any adjacent (existing or future) residential development due to excessive traffic generation, noise, light or other circumstances. The director may

increase setback, buffer and landscaping standards or impose other conditions to address potential impacts.

*Staff Comment: The proposed church building will be used primarily for religious worship. The proposed building is set back 108 feet from NW Norheim Way, which is a County right of way, and meets the minimum setbacks for all other property lines.*

**b. Lighting**

Not reviewed as part of this proposal.

**c. Off-Street Parking**

Use Identified in 17.490.030	Standard	Number of Spaces Required	Number of Spaces Provided
Place of Worship	1 space per 4 seats <b>or</b> 8 feet of bench length in main auditorium	168' total bench length / 8 = 21 minimum spaces	21 spaces

**d. Signage**

Signage is not analyzed for this permit. Signs require an additional permit per the conditions of approval.

**e. Landscaping**

17.500.025 General landscaping requirements.

In all cases where landscaping is required, a minimum of fifteen percent of the total site area shall be landscaped to the standards set forth in this chapter.

*Staff Comment: The project proposes to landscape the parking lot as well as plant a border of fruit trees to the east of the new building and along Eglon Rd NE to the west. The majority of the parcel will remain undeveloped, far exceeding the 15% minimum.*

**f. Frontage Improvements**

None required under this proposal.

**g. Design Districts/Requirements**

The parcel is not within a design district.

**h. Development Engineering/Stormwater**

Applicant proposes a structure and parking for church services on an approximate 4.93 acre parcel. Potable water is proposed to be provided by KPUD; sanitary sewage disposal is proposed to be provided by private septic drainfield. Adequate vehicular access is proposed via an approach from a private easement. The proposed stormwater facilities include dispersion for stormwater quantity control.

Development Engineering has reviewed the above land use proposal and finds the concept supportable in its approach to civil site development. These comments are based on a review of the Preliminary Drainage Report and Preliminary Engineering Plans accepted for review 07/28/2025 to Kitsap County Development Engineering.

**i. Environmental**

No critical areas exist on the project site.

**j. Access, Traffic, and Roads**

The Department reviewed the proposal and approve the concept as proposed, subject to the conditions of approval.

**k. Fire Safety**

The Department reviewed the proposal and approve the concept as proposed, subject to the conditions of approval.

**l. Solid Waste**

No comment at this time.

**m. Water/Sewer**

No comment at this time.

**n. Kitsap Public Health District**

No comment at this time.

**11. Review Authority:**

KCC Sections 17.540.020 and 21.04.100 provide the Director review authority for this Administrative Conditional Use Permit application. 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, the Department of Community Development recommends **approval** subject to the following conditions:

**A. Planning/Zoning**

1. Landscaping shall be installed and maintained in conformance with the requirements of Kitsap County Code 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.
2. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
3. Any and all signage design and location (including exempt signs) shall comply with KCC 17.510. Signage will require a separate permit, unless as otherwise allowed in KCC 17.510. Sign permits shall be reviewed and approved by the Department of Community Development prior to installation.
4. 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.
5. 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. 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.
6. The decision set forth herein is based upon representations made and exhibits contained in the project application #25-01146. 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.
7. 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.

8. 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.
9. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.

**B. Development Engineering**

10. Building permits submitted for this development shall include construction plans and profiles for all roads, driveways, storm drainage facilities and appurtenances. No construction shall be started prior to said plan acceptance.
11. 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.
12. Stormwater quantity control, quality treatment, and erosion and sedimentation control, as required for the development, shall be designed in accordance with Kitsap County Code Title 12 effective at the time the Building Permit is deemed fully complete. If development meets the thresholds for engineered drainage design, 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 Building Permit Application.
13. 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.

**C. Environmental**

None

**D. Traffic and Roads**

14. 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.
15. 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.

**E. Fire Safety**

16. Fire Apparatus access (Norheim Way) and access to building is required to meet the requirements of Kitsap County Road Standards or Kitsap County Title 14 and International Fire Code.
17. Development is required to meet all provision of the International Building and Fire Code.

**F. Solid Waste**

None

**G. Kitsap Public Health District**

None

**Report prepared by:**

***Kate Millward***

3/30/2025

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Kate Millward, Senior Planner and Project Lead

Date

**Report approved by:**

***Darren Gurnee***

6/5/2026

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Darren Gurnee, Planning Supervisor

Date

Attachment A: Site Plan & Landscaping Plan

**CC:**

Applicant/Owner: Eglon Community Church, [jddad6@gmail.com](mailto:jddad6@gmail.com)

Authorized Agent: Scott Shelton, [plansguy@outlook.com](mailto:plansguy@outlook.com)

Permit Contacts: Corey Bryant, [jddad6@gmail.com](mailto:jddad6@gmail.com); Nate Dowers, [natedowers@yahoo.com](mailto:natedowers@yahoo.com)

Interested Parties: Mark Wicklein, [sequimlavender@hotmail.com](mailto:sequimlavender@hotmail.com); Barbara Petty, [bpetty@nkschools.org](mailto:bpetty@nkschools.org)

Kitsap County Health District, MS-30

Kitsap County Public Works Dept., MS-26

DCD Staff Planner: Kate Millward

Staff Report: 25-01458 Eglon Community Church ADMIN CUP

Attachment A: Site plan & Landscaping Plan

