



# KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

To enable the development of quality, affordable, structurally safe and environmentally sound communities.

## Administrative Staff Report

**Report Date:** 03/13/26

**Application Submittal Date:** 08/19/25

**Application Complete Date:** 09/12/25

**Project Name:** CRISTA MINISTRIES - Provide Multi-Use Weather Protected Building for Uses Currently Conducted Outdoors and Construct 6 Additional Cabins - (2x6)

**Type of Application:** ADMIN CUP

**Permit Number:** 25-03186

### Project Location

15999 SIDNEY RD SW  
Port Orchard, WA 98367  
Commissioner District 2

### VICINITY MAP



### Assessor's Account #

102201-4-006-2003

### Applicant/Owner of Record

Crista Ministries  
19303 FREMONT AVE  
SEATTLE, WA 98133-3800

### Decision Summary

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

### 1. Background

Administrative Conditional Use Permit to build a 10,500 square foot single-story multi-use building near the center of the site and six (6), 700 square foot cabins. The multi-use structure will have a capacity of 400 occupants, and each cabin will have the capacity for 16. Adjacent to the multi-use building, applicant plans to build a 15-stall parking area. Additionally, the existing gravel driveway will be widened to 20 feet. Abutting this parcel to the east is parcel 102201-4-006-2003, which is similarly owned by Crista Ministries and was granted a Conditional Use Permit to operate the Miracle Ranch Horse Pasture and Arena in conjunction with operations on the parcel of application.

The property has an underlying zone of Rural Residential (1-DU per 5 acres). The land use review does not vest to process. This proposal was reviewed utilizing the associated land use decision from 1983, which approved an "Unclassified Use Permit", recorded under Resolution 70-1989 as well as a "club" per KCC 17.410.044 categorical use 304,

requiring an Administrative Conditional Use Permit (ACUP), within the Rural Residential zone. The request is reviewed pursuant to criteria per KCC 17.540 ACUP. The request is reviewed for consistency with KCC 17.420.030 Design Standards addressing compatibility with the surrounding rural residential uses.

**2. Project Request**

The applicant seeks approval for an Administrative Conditional Use Permit (ACUP) to allow the construction of a multi-use building, six cabins, and a 15-stall parking area.

**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 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 dated September 18, 2025. A Determination of Nonsignificance (DNS) was issued on October 3, 2025.

The SEPA appeal period expired October 17, 2025. No appeals were filed; therefore, the SEPA determination is final.

**4. Physical Characteristics**

The property is a 59.68 acre, irregular polygon shaped lot, with a panhandle on the eastern extent. There are 39 structures on the property, including multi-use facilities, cabins, nurse’s office, and administrative offices. It is heavily wooded for roughly 75% of the property with the northwestern portion abutting Horseshoe Lake (it is in the Rural Conservancy Shoreline Management Plan designation). The site topography generally hilly, descending from the east to the western shoreline of Horseshoe Lake.

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

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
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Minimum Density	NA	NA
Maximum Density	1 dwelling unit / 5 acres	
Minimum Lot Size	5 acres	59.68 acres
Maximum Lot Size	NA	NA
Minimum Lot Width	140'	NA
Minimum Lot Depth	140'	NA
Maximum Height	35'	35'
Maximum Impervious Surface Coverage	NA	NA
Maximum Lot Coverage	NA	NA

**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (West)	50' (accessory & habitable space)	1,075' (multi-use facility) 1,216 (nearest cabin)
Side (North)	5' (accessory) 20' (habitable space)	347'11" (multi-use facility) 566'3" (nearest cabin)
Side (South)	5' (accessory) 20' (habitable space)	776'5" (multi-use facility) 601'9" (nearest cabin)
Rear (East)	5' (accessory) 20' (habitable space)	454'8" (multi-use facility) 107'1" (nearest cabin)

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

Surrounding Property	Land Use	Zoning
North	Single-family residences & Undeveloped	Rural Residential (RR)
South	Pierce County Boundary	Pierce County Boundary
East	Single-family Residence & Resort/group camp (Conditional Use Permit for private recreational facility-Crista Ministries)	Rural Residential (RR)
West	Park	Park

**Table 4 - Public Utilities and Services**

	Provider
Water	Kitsap PUD #1
Power	Puget Sound Energy
Sewer	On-site septic system

Police	Kitsap County Sheriff
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District No. 402

**5. Access**

The subject property receives access off of Sidney RD SW, a collector/arterial, that is maintained jointly by Kitsap County and Pierce County.

**6. Site Design**

The parcel is mostly trees with clearings and camp facilities on the western quarter of the property. Existing camp facilities consist of parking areas, multi-use facilities, staff offices, and cabins. Approximately, 1.25 acres of clearing is proposed for the new multi-use facility, six additional cabins, internal roadway improvements, and parking. The new parking area will consist of 15, 8'x20' stalls and 452 square feet of landscaping. No new signage is proposed, and lighting is designed to meet Kitsap County Code 17.420.030.

**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 April 1, 2025.

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

*Land Use Goal 1.*

*Establish a development pattern consistent with the County's vision as expressed in the CPPs.*

*Land Use Goal 3.*

*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.*

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

*Land Use Goal 6.*

*Promote health and quality of life in the built environment.*

*Environment Goal 1.*

*Protect and enhance the health, resilience, functions, and processes of natural environments and ecosystems, including forest lands, shorelines, freshwater systems, and critical areas to ensure functioning ecosystem services and fish and wildlife habitat are sustained into the future.*

*Environment Policy 1.1*

*Manage development to protect habitats and ecological processes.*

*Environment Policy 1.2*

*Consider the functions and processes of the natural environment in project planning and review.*

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 18.16	Timber Harvest
Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures
Title 22	Shoreline Master Program

**8. Documents Consulted in the Analysis**

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Administrative CUP Application	August 19, 2025
Environmental (SEPA) Checklist	August 25, 2025
Authorized Land Use Decision 1983	August 25, 2025
Site Plan	August 25, 2025
Final Health District Approval	August 25, 2025
Project Narrative	August 25, 2025
Critical Areas Report	August 25, 2025
Elevations and Floor Plans	August 25, 2025
Drainage Report Checklist	August 25, 2025
Preliminary Civil Plans	August 25, 2025
Site Development Stormwater Worksheet	August 25, 2025
Site Sediment Transport Potential Worksheet	August 25, 2025

Stormwater Site Plan	August 25, 2025
Trip Generation Estimate	August 25, 2025
Civil Plans	December 5, 2025
Landscape Plan	December 5, 2025
Parking Analysis	December 5, 2025
Site Plan	December 5, 2025
Stormwater Forms	December 5, 2025
Transportation Impact Analysis	December 5, 2025
ACUP Site Plan Reference	January 12, 2026
DNR Forestry Permit	February 3, 2026
Site Plan	March 6, 2026
Parking Analysis	March 6, 2026

<u>Staff Communication</u>	<u>Dated</u>
Dev. Services & Engineering Memo	January 14, 2026

## 9. Public Outreach and Comments

Pursuant to KCC Title 21 Land Use and Development Procedures, the Department gave proper public notice for the Administrative Conditional Use Permit to property owners 800 feet from property and to other agencies. To date, the Department has not received public comment.

## 10. Analysis

### a. Planning/Zoning

The property has an underlying zone of Rural Residential (1-DU per 5 acres). The land use review does not vest to process. This proposal was reviewed utilizing the associated land use decision from 1983, which approved an "Unclassified Use Permit", recorded under Resolution 70-1989 as well as a "club" per KCC 17.410.044 categorical use 304, requiring an Administrative Conditional Use Permit (ACUP), within the Rural Residential zone. The request is reviewed pursuant to criteria per KCC 17.540 ACUP. The request is reviewed for consistency with KCC 17.420.030 Design Standards addressing compatibility with the surrounding rural residential uses as well as KCC 17.415 Allowed Uses Standards to ensure proposed uses meet code based criteria for the identified uses.

### b. Lighting

Exterior Lighting. In all zones, artificial outdoor lighting shall be arranged so that light is directed away from adjoining properties and so that no more than one foot candle of illumination leaves the property boundaries consistent with KCC 17.105.110.110 Obnoxious Things. Any new security lighting must reduce light and glare impacts. In addition, all exterior light fixtures will have horizontal baffles that will eliminate offsite glare to adjacent properties.

**c. Off-Street Parking**

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 projects. The off-street parking is consistent with minimum parking requirements.

Applicant Response: As the existing and proposed use is a summer camp where the campers are not of driving age and primarily arrive on buses, conventional use and square foot area calculations are not the most accurate measure of required parking. Since the proposed multi-use building is duplicating uses already provided in existing outdoor areas on the property, no additional parking is needed to support that use. Similarly, the proposed new cabins will also be occupied by campers arriving on buses and thus will not require additional parking on site. The initial 1989 CUP noted a total of 60 parking stalls, but the actual number of existing parking spaces is 78 spaces as shown on the updated site plan. Fifteen additional new spaces have been provided for incidental support and disabled access to the south of the multi-use building on either side of the fire access lane. The parking provided in the large lot on site is for summer staff, stable at 55 staff members during the high season, and in support of the existing lower intensity off-season uses, which are not affected by this proposal. There is an additional gravel parking area with 15 parking spaces adjacent to the upper stable building (on the adjacent Miracle Ranch parcel) used by existing staff, bringing the total existing and proposed parking count to 93 spaces.

Staff Comment: The proposed amount of parking is a roughly 17% reduction in the required spaces. Per Kitsap County Code 17.490.030(A)(1), "The director may authorize a reduction up to twenty-five percent to the amount of required parking if a project proponent demonstrates that, due to the unusual nature of the proposed use, it is reasonable that the 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." The proposed use is an extension of the applicant's approved Unclassified Use Permit of 1989, where the primary users of the site facilities are adolescent "campers" who will be transported to and from the site via bus (a form of trip reduction). Thus, the increase in cabins and the addition of a multi-use building will not result in an increase of vehicular traffic requiring parking. This requested reduction in parking meets the criteria described in 17.490.030(A)(1).

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Professional Office	1 space per 400 square feet of gross floor area	$1374/400 = 3.4$ off-street parking spaces	
Warehouse, Storage and Wholesale Facilities	1 space per 2 employees; 1 space per company vehicle parked on site at night; 1 space per 300 square feet of office space	A. Total # of employees: 2/2 B. Total # vehicles parked on site at night = 1 C. Total square feet of office area = 0/300 A+B+C = 3 parking spaces	
Motels and Hotels	1 per bedroom, and spaces to meet the combined requirements of the uses being conducted such as hotels, restaurants, auditoriums, etc.	A. 1 per bedroom: 31 rooms (cabins) = 31 spaces B. 1 per 4 seats (auditorium) $300/4 = 75$ spaces (note: same users in cabins as in auditorium, so both numbers do not apply) A+B = 106	
			78 existing spaces 15 proposed spaces
<b>Total</b>		<b>112.4</b>	<b>93</b>

**d. Signage**

Prior to installation of a new permanent on-premises or off-premises sign, or modification of an existing sign that deviates from its originally permitted appearance or structure, an applicant shall obtain a permit from the Kitsap County department of community development, unless the sign is identified as exempt, per 17.510 Signage.

**e. Landscaping**

The project is required to be reviewed for consistency with KCC 17.500 Landscaping and 17.700 Appendix A. The applicant submitted a Landscaping Plan, as required, to show how the off-street parking areas are to be landscaped. The landscaping is calculated based on the total number of spaces.

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping 15 square feet per parking space	225 square feet	452 square feet

**f. Frontage Improvements**

Kitsap County Public Works Road Division does not require frontage improvements, and the project can maintain a rural level of service along the road frontage.

**g. Design Districts/Requirements**

Not Applicable to the request.

**h. Development Engineering/Stormwater**

The proposed stormwater facilities include bioretention facilities and full dispersion for stormwater and quality control. Development Engineering has reviewed the above land use proposal and finds the concept supportable in its approach to civil site development.

**i. Environmental**

The project is reviewed for consistency with KCC Title 19 Critical Areas Ordinance. If critical areas are present, the project is reviewed for consistency with requirements for wetlands, fish and wildlife habitat Areas, geologically hazardous areas and aquifer recharge areas. The proposed expansion does not encroach on any critical areas or critical area buffers.

**j. Access, Traffic and Roads**

Upon review of the TIA memo provided, insufficient number of PM-peak trip to trigger the need for further analysis was found. Therefore, no TIA is required for this permit.

**k. Fire Safety**

Kitsap County Fire Marshal reviewed the project Per KCC 14.04.730, Fire Apparatus Access roads will need to provide access to all sides of the exterior of the building with in 150ft travel distance.

**l. Solid Waste**

Solid Waste requirements were reviewed, and the facility is not expected to generate solid waste.

**m. Water/Sewer**

Not analyzed as part of this permit.

**n. Kitsap Public Health District**

The project is required to comply with all applicable Kitsap County Public Health District regulations.

**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 the 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. 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 ACUP request for Crista Ministries-Provide Multi-Use Weather Protected Building be **approved**, subject to the following conditions:

**a. Planning/Zoning**

1. All required permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.
2. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
3. 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.
4. Any and all signage design and location (including exempt signs) shall comply with Kitsap County Code 17.510, and be reviewed and approved by the Department of Community Development prior to installation. Signage may require a separate permit.
  5. 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.
  6. 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.
  7. The decision set forth herein is based upon representations made and exhibits contained in the project application 25-03186. 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.
  8. 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.
  9. 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.
  10. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.
  11. Wheel stops and/or curbing in all parking areas shall be required to prevent potential damage to landscaping. Wheel stops and/or curbing shall be depicted on the construction plans.

12. 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 the rural character of the area. Light standards (poles) shall not exceed 20 feet in height.
13. This property is located within the Rural Residential zone, which has specific height restrictions. The maximum height of new construction shall not exceed 35 feet, measured from the mid-slope point of the property's buildable area to the highest point of the structure. A survey prepared by a Washington State registered surveyor may be required to determine compliance with the specific height restrictions in accordance with the zone.
14. A schematic irrigation plan shall be provided showing irrigation zones and proposed irrigation methods within each zone, as part of the required submittals items for the subsequent SDAP.
15. A Building Site Application submitted by a licensed wastewater designer or P.E. will be required before final inspection.
16. Issuance of this permit certifies that the applicant has read and examined this application and knows the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction.
17. Required Minimum Zoning Setbacks:
  - a. Minimum Front: 50' (southwestern property line)
  - b. Minimum Side: 5'
  - c. Minimum Side: 5'
  - d. Minimum Rear: 5'
18. A 50-foot native vegetation buffer must be maintained along the delineated wetland boundary as depicted on the approved site. In addition, a building or impervious surface setback line of 15 feet is required from the edge of the buffer.

**b. Development Engineering**

General

19. 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.

Stormwater

20. 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.
21. 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.
22. 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/>. This permit is required prior to issuance of the SDAP.
  23. The application indicates that a significant quantity of grading material will be exported from the site. Prior to issuing the SDAP an approved fill site(s) must be identified.
    - a. Any fill site receiving 150 cubic yards or more of material must obtain an SDAP.
    - b. Fill sites receiving 5,000 cubic yards or more, or located within a critical area, must have an engineered SDAP.
    - c. 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.
  24. The application indicates that a significant quantity of grading material will be imported to and/or exported from the site. Typically, this means five or more trucks entering/leaving the site per hour. Because of this a vehicle wheel wash must be included as an element of the siltation erosion control plan.
  25. The design of the infiltration facilities shall be in accordance with Vol. II, Chapter 5 of the Kitsap County Stormwater Design Manual.
  26. The infiltration facilities shall remain offline until the drainage areas are stabilized, and the water quality treatment facility is adequately established. Temporary erosion and sedimentation ponds shall not be located over infiltration facilities. In addition, retention ponds shall not be utilized as temporary erosion and sedimentation control ponds.
  27. During the construction of the proposed infiltration facilities, the Project Engineer shall provide an inspection(s) to verify that the facilities are installed in accordance with the design documents and that actual soil conditions encountered meet the design assumptions. The Project Engineer shall submit the inspection report(s), properly stamped and sealed to Development Engineering.
  28. 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.

29. 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.
30. Groundwater monitoring for at least 1 wet season is required when infiltrating over 10,000sf on a project site. Groundwater monitoring will be required for review on the SDAP. A minimum number of 3 wells will be required. Please see Appendix G of the 2021 KCSDM for more details.

Other

31. This project includes the construction of rock walls or other retaining facilities that either exceed four feet in height or sustain a surcharge. A separate building permit with an engineered design is required for such walls. This note shall be placed on the face of the final construction drawings.
32. Rock and retaining walls shall meet all applicable setback requirements of Vol. II, Chapter 9 of the Kitsap County Stormwater Drainage Manual.

**c. Environmental**

33. A Kitsap County Timber Harvest Permit will be required if greater than 5000 board feet of merchantable timber is harvested for the proposal.

**d. Traffic and Roads**

34. 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.
35. 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.
36. 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.

37. 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 standards 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.
38. All work, equipment and materials for traffic signal and street lighting installations shall meet and be in compliance with all requirements of the Kitsap County Road Standards, Project Contract Provisions of Plans and Specifications accepted for construction by Kitsap County, Manual on Uniform Traffic Control Devices (MUTCD), National Electrical Manufacturer's Association (NEMA), National Electrical Code (NEC), Washington State Department of Transportation (WSDOT) Standard Specifications and Standard Plans, and the Occupational Safety and Health Administration (OSHA).
39. 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**

40. NA

**f. Solid Waste**

41. NA

**g. Kitsap Public Health District**

42. All required Health District permits shall be obtained prior to commencement of land clearing, construction and/or occupancy.

**Report prepared by:**

Jason Robert Walsh

Jason Robert Walsh, Staff Planner / Project Lead

3/12/26

Date

**Report approved by:**

Darren Gurnee

Darren Gurnee, Supervisor

3/11/2026

Date

**Attachments:**

Attachment A – Site Plan

Attachment B – Landscape Plan

Attachment C – Zoning Map

CC: Applicant/Owner: Crista Ministries, [mhart@crista.net](mailto:mhart@crista.net)  
Authorized Agent: Robert Guyt, [help@blue-nw.com](mailto:help@blue-nw.com)  
Biologist: Ecological Land Services Inc, [Joanne@eco-land.com](mailto:Joanne@eco-land.com)  
Designer: Lauren Kmitta, [laurenk@blue-nw.com](mailto:laurenk@blue-nw.com); Kierstin Ross, [kierstin@blue-nw.com](mailto:kierstin@blue-nw.com)  
Other: Momentum Civil, [liama@momentumcivil.com](mailto:liama@momentumcivil.com)  
Interested Parties: None  
Kitsap County Health District, MS-30  
Kitsap County Public Works Dept., MS-26  
DCD Staff Planner: Jason Robert Walsh

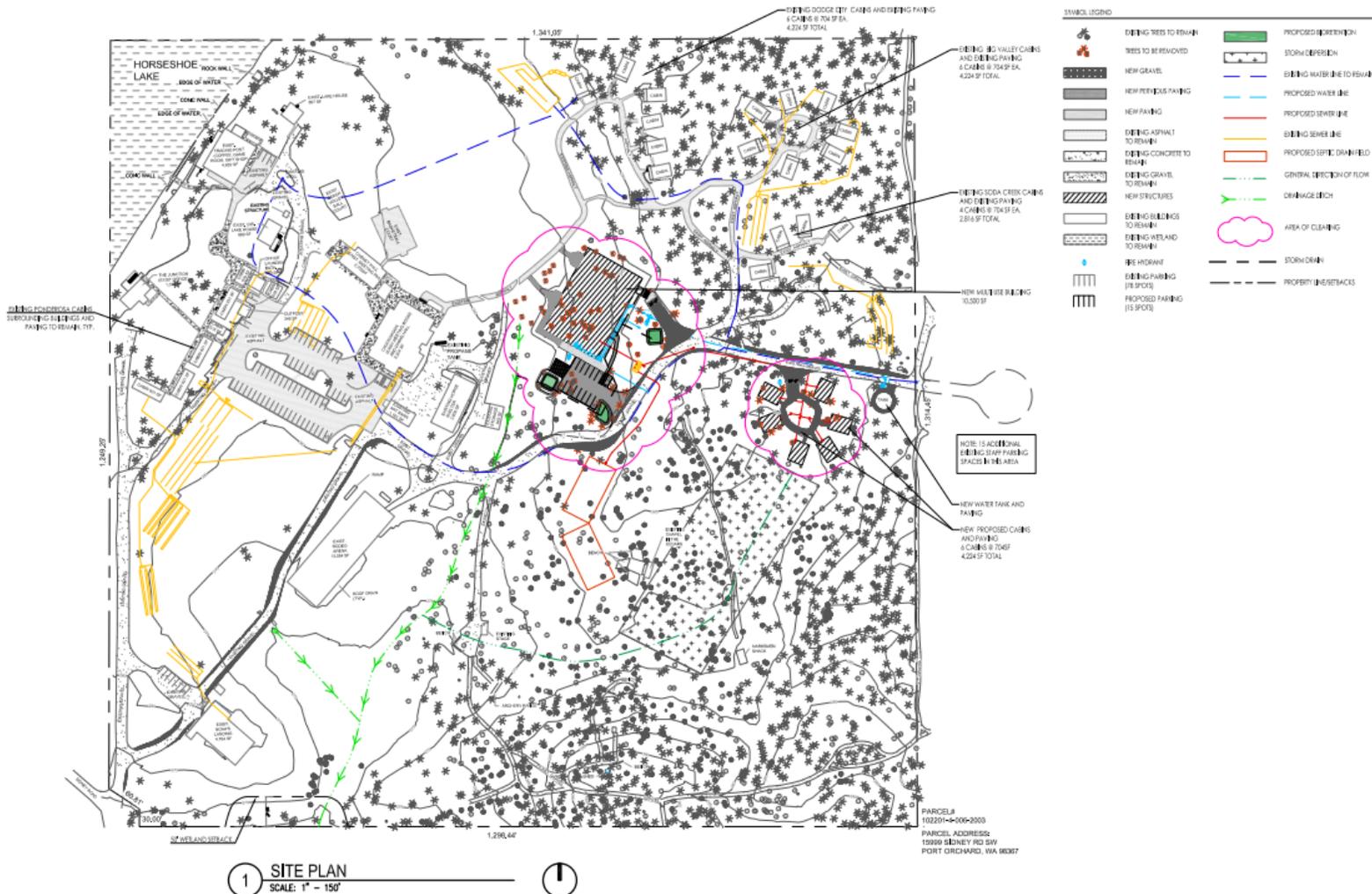


# KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

To enable the development of quality, affordable, structurally safe and environmentally sound communities.

Rafe Wysham  
Director

## Site Plan



MIRACLE RANCH - MULTI-USE BUILDING  
PORT ORCHARD  
Washington

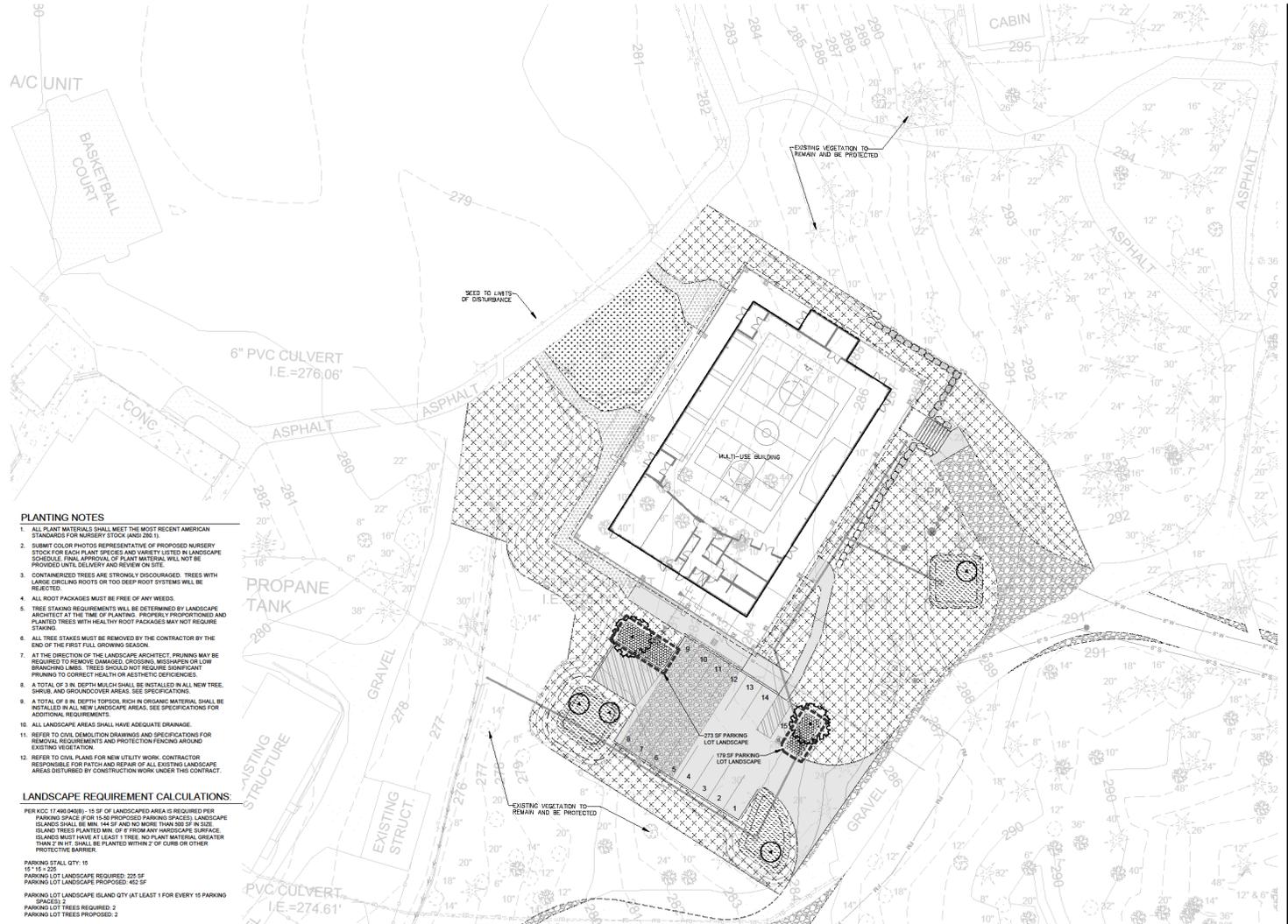
PROJECT #  
2025141.00  
ISSUED: AUGUST 11, 2025  
REVISIONS:  
AUGUST 19, 2025  
DECEMBER 4, 2025

SITE PLAN  
DRAWN BY: LK  
LAURENKB@BLUE-NW.COM

SHEET:  
**A10.1**

03/13/2026

Attachment B - Landscape Plan



PLANTING NOTES

1. ALL PLANT MATERIALS SHALL MEET THE MOST RECENT AMERICAN STANDARDS FOR NURSERY STOCK (ANSI Z60.1).
2. SUBMIT COLOR PHOTOS REPRESENTATIVE OF PROPOSED NURSERY STOCK FOR EACH PLANT SPECIES AND VARIETY LISTED IN LANDSCAPE SCHEDULE. FINAL APPROVAL OF PLANT MATERIALS WILL NOT BE PROVIDED UNTIL DELIVERY AND REVIEW ON SITE.
3. CONTAMINATED TREES ARE STRONGLY DISCOURAGED. TREES WITH LARGE CIRCLING ROOTS OR TOO DEEP ROOT SYSTEMS WILL BE REJECTED.
4. ALL ROOT PACKAGES MUST BE FREE OF ANY WEEDS.
5. TREE STAKING REQUIREMENTS WILL BE DETERMINED BY LANDSCAPE ARCHITECT AT THE TIME OF PLANTING. PROPERLY PROPORTIONED AND PLANTED TREES WITH HEALTHY ROOT PACKAGES MAY NOT REQUIRE STAKING.
6. ALL TREE STAKES MUST BE REMOVED BY THE CONTRACTOR BY THE END OF THE FIRST FULL GROWING SEASON.
7. AT THE DIRECTION OF THE LANDSCAPE ARCHITECT, PRUNING MAY BE REQUIRED TO REMOVE DAMAGED, CROSSING, MISSHAPEN OR LOW BRANCHING LIMBS. TREES SHOULD NOT REQUIRE SIGNIFICANT PRUNING TO CORRECT HEALTH OR AESTHETIC DEFICIENCIES.
8. A TOTAL OF 3 IN. DEPTH TOPSOIL SHALL BE INSTALLED IN ALL NEW TREE, SHRUB, AND GROUNDCOVER AREAS. SEE SPECIFICATIONS.
9. A TOTAL OF 3 IN. DEPTH TOPSOIL, RICH IN ORGANIC MATERIAL, SHALL BE INSTALLED IN ALL NEW LANDSCAPE AREAS. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
10. ALL LANDSCAPE AREAS SHALL HAVE ADEQUATE DRAINAGE.
11. REFER TO CIVIL DEMOLITION DRAWINGS AND SPECIFICATIONS FOR REMOVAL REQUIREMENTS AND PROTECTION FENCING AROUND EXISTING VEGETATION.
12. REFER TO CIVIL PLANS FOR NEW UTILITY WORK. CONTRACTOR RESPONSIBLE FOR PATCH AND REPAIR OF ALL EXISTING LANDSCAPE AREAS DISTURBED BY CONSTRUCTION WORK UNDER THIS CONTRACT.

LANDSCAPE REQUIREMENT CALCULATIONS

PER MCC 17.480 (ASB) - 14 SF OF LANDSCAPE AREA IS REQUIRED PER PARKING SPACE (FOR 15-50 PROPOSED PARKING SPACES). LANDSCAPE ISLANDS SHALL BE MIN. 14' 0\"/>

PARKING STALL QTY: 15  
 14' 0\"/>

fora

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CRISTA MINISTRIES  
MIRACLE RANCH - MULTI-USE BUILDING  
15989 SIDNEY RD SW, PORT ORCHARD, WA 99587

SCALE	AS NOTED
DATE	10/10/2025
DRAWN	KC
CHECKED	PN
REVISIONS	

LANDSCAPE PLAN  
**L1.0**

03/13/2026

**Attachment C - Zoning Map**

