



Rafe Wysham  
Director

# KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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

## **\*REVISED\*** **Administrative Staff Report**

**Report Date:** 6/5/2026

**Application Submittal Date:** 11/21/2025

**Application Complete Date:** 12/30/2025

**Project Name:** Kat Trax, INC. Contractor's Storage Yard

**Type of Application:** Administrative Conditional Use Permit (Type-II)

**Permit Number:** 25-04479

### **Project Location**

7305 Bethel Burley Rd. S.E.  
Port Orchard, WA 98367  
Commissioner District 2

### **Assessor's Account #**

4796-027-003-0208

### **Applicant/Owner of Record**

Joshua Peterson  
14198 Colony Ave S.E.  
Port Orchard WA, 98367

### **Decision Summary**

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

### **VICINITY MAP**



### **1. Background**

Applicant Joshua Peterson, owner of Kat Trax, INC., requests approval of an Administrative Conditional Use Permit (ACUP) to operate a Contractor Storage Yard on a 1.17-acre parcel, zoned Rural Industrial (RI), to maintain tools, materials and heavy equipment kept within a 5,400 square foot, metal pole building for security. Site improvements, for parking, utilities, storm drainage, landscaping, well & septic and approximately 270 cubic yards of grading.

This proposal was previously approved under ACUP 19-02966, the expiration date requiring a new application under current Kitsap County Code (KCC).

### **2. Project Request**

Applicants are requesting approval of an Administrative CUP to operate a Contractor Storage Yard in a rural industrial zone.

**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 concurrently with the Notice of Application dated 01/06/2026. A Determination of Nonsignificance (DNS) was issued on May 7, 2026.

The SEPA appeal period expired May 21, 2026. No appeals were filed; therefore, the SEPA determination is final.

**4. Physical Characteristics**

The subject property is located at 7305 Bethel Burley Road SE, which is vacant, partially clear of native vegetation and in unincorporated South Kitsap County. The site consists of a single tax parcel that is rectangle shaped with north-south orientation, fronting on the west side of Bethel-Burley Road SE, and 1.17 acres in size. The parcel is 290 feet in length and 175 feet in width. The site slopes down, generally 2%, from the northwest to the southwest. A small area on the southeastern portion includes slopes of approximately 30% or greater.

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

Comprehensive Plan: Rural Industrial (RI) Zone: RI	Standard	Proposed
Minimum Density	NA	NA
Maximum Density	NA	
Minimum Lot Size	NA	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	NA	NA
Minimum Lot Depth	NA	NA
Maximum Height	35 feet	28' 4", <35 feet
Maximum Impervious Surface Coverage	85%	~11,400 or 21%

Maximum Lot Coverage	NA	NA
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**Table 2 - Setback for Zoning District**

	Standard	Proposed
Front (North) Access	50 feet	50 feet (Indoor heavy equip/materials storage)
Front non access Side (West)	<del>20 feet</del> 50 feet when abutting residential (26)	50 feet (Shop)
Side (East)	<del>20 feet</del> 50 feet when abutting residential zone (26)	~108-feet (Shop)
Rear (South)	<del>20 feet</del> 50 feet when abutting residential (26)	~145 feet (Shop)

KCC17.420.060. A.26 Footnotes for zoning: (26) No service road, spur track, or hard stand shall be permitted within required yard areas that abut a residential zone.

Staff Comment: No road service, spur track, or hard stand is proposed within required yard areas abutting a residential zone.

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

Surrounding Property	Land Use	Zoning
North	Auto repair shop with vehicle storage yard	Rural Industrial (RI)
South	Single-family residences	Rural Residential (RR)
East	Undeveloped	Industrial (RI)
West	Single-family residences	Rural Residential (RR)

**Table 4 - Public Utilities and Services**

	Provider
Water	Off-site well from Nicholson Water to the north
Power	Puget Sound Energy
Sewer	On-Site Septic (OSS)
Police	Kitsap County Sheriff
Fire	South Kitsap Fire & Rescue
School	South Kitsap School District #400

**5. Access**

The subject property receives access from Bethel-Burley Road S.E., via S.E. Olympia St., an unmaintained County right of way (ROW) at the north. The driveway serves multiple parcels to the north and east of the site. Bethel-Burley Road has a functional classification as a Minor Arterial and provides access to collectors south of the development and to the north within the Port Orchard UGA.

**6. Site Design**

The project was evaluated for consistency with KCC 17.420.030 Design Standards for Landscaping per KCC 17.500, lighting KCC 17.105, and signage per KCC 17.410. The RI zone references KCC 17.410 #21 Outdoor Contractor's Storage Yards. The footnote allows contractor storage yards in rural residential zones but the intent is the same regarding buffering/ screening to mitigate impacts from abutting residential zones.

**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 June 30, 2016, and as amended thereafter.

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

*Land Use Goal 14: Foster rural business and business opportunities on designated commercial and industrial lands in the rural area, while balancing protection of rural character.*

*Land Use Policy 57: Unlimited expansion of commercial and industrial uses in the rural areas is not appropriate. Accordingly, only limited new commercial and industrial uses will be permitted in the rural areas. Such commercial and industrial uses must be consistent with the Growth Management Act and Comprehensive Plan requirements for rural areas, preserve Kitsap County’s rural character, and shall not allow urban type uses or services.*

*Economic Development Goal 1: Promote a healthy and diverse economy that provides for a strong and diverse tax base, encourages business formation, retention, and expansion; creates industrial and professional business and employment opportunities to attract new business to the County.*

*Economic Development Policy 3: Provide a diverse-mix and appropriate range of commercial, industrial and business and uses that will encourage economic activity capable of providing living-wage jobs and reasonably scaled to the needs of the community.*

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 19	Critical Areas Ordinance (CAO)

Chapter 20.04	Transportation Facilities Concurrency Ordinance
Chapter 21.04	Land Use and Development Procedures

**8. Documents Consulted in the Analysis**

<u>Applicant Submittals</u>	<u>Dated or date stamped</u>
Administrative CUP Application	November 24, 2025
Submission Application	November 24, 2025
Site Plan Revised & Stamped	March 24, 2026
Water Availability Letter (Binding 12/17/24)	November 24, 2025
KPHD BSA-COMM Memo	November 24, 2025
Environmental (SEPA) Checklist (10.7.25)	November 24, 2025
Technical Reports Geotechnical Report	November 24, 2025
Maintenance Plan Revised & Stamped	March 24, 2026
Project Narrative_ 10.7.25_	November 24, 2025
Floorplan_ 10.7.25_	November 24, 2025
Elevations_11/4/25	November 24, 2025
Front Building Elevations-11/7/25	November 24, 2025
Landscape Plan_ 10.7.25_	November 24, 2025
Drainage Plan Revised & Stamped	March 24, 2026
Final Resubmit Civil Plans Kat Trax_11.21.25	December 16, 2025
Infiltration Soils Report	December 16, 2025
SWPPP Report_12.12.25	March 25, 2026
Information Request Response	March 24, 2026

<u>Staff Communication</u>	<u>Dated</u>
Dev. Services & Engineering Memo	April 17, 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, including the notification of property owners up to 800 feet from the subject site. No public comments were received during the draft of this report.

**10. Analysis**

a. Planning/Zoning

17.110.195 Contractor’s storage yard.

“Contractor’s storage yard” means a place where heavy equipment, vehicles, construction equipment or any material used for development, grading, grubbing, construction, landscaping or related activities is stored. Sites that involve current construction of projects with active permits involving the materials on site shall not be considered a contractor’s storage yard.

KCC 17.415.130 Allowed Use Standards

Contractor's storage yard

B. In the rural protection (RP), rural residential (RR), or parks (P) zone, 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.

Applicants Response: The applicant requests an Administrative Conditional Use Permit (ACUP) to allow them to store and maintain moderate to heavy equipment associated with his business, Kat Trax LLC. The applicant has been in business for over 20 years and is a small-scale local dirt working company. When working on projects, the company's construction equipment is delivered to and stays on the job site, until construction is complete and then typically 2 heads directly to the next job site, however in instances where the equipment needs to be stored off of a job site, the applicant's desire is to do so in compliance with County Code and for safety and security purposes to have all tools, materials, and equipment to be completely enclosed in the proposed metal pole building. The business currently has 1 (one) excavator, 1 (one) dump-truck, 1 (one) flatbed trailer. Minimal amount of construction materials (i.e. piping) will be stored inside the shop, along with smaller tools. There will be no office space that will be on-site, due to the applicant owning another property where his office resides.

No fuel storage and no heavy equipment maintenance are proposed. No overnight vehicle parking outside of the enclosed 5400 sq. ft. pole building is proposed. Kat Trax LLC will employ roughly 3 employees, three car parking spaces (18x8), will be provided for the employees and demonstrated on the site plan. Employees may park on-site and pick up a tools and/or equipment for the day's jobs in the morning, go to the job site and return at the end of the workday, Monday through Friday – 8:00 AM to 5:00 PM. In some cases, employees may go directly to the job site.

The use will be located outside of required zoning setbacks and is in a contained area due to existing vegetation and required screening buffers. The site plan illustrates how the heavy equipment and materials will be stored in the enclosed 5400 square foot structure. The subject proposal will create zero additional lots or tracts, and it will create 1 building in the future. The proposed building will be approximately 5400 sq. ft.

Development with tracts phased, and after the ACUP is approved, the SDAP and then building permit will be obtained. Roof and driveway drainage will be tightlined to an infiltration trench utilizing a 6-inch PVC pipe based on Manning's Flow equation. The proposed driveway will utilize a 10-foot vegetative flow path to ensure water quality standards are being met, as the proposed driveway will measure more than 5,000 sq ft. After the stormwater flows through the flow path, it enters a conveyance swale where it is routed to a catch basin and connected to the 6-inch PVC pipe that will convey it to the infiltration trench. The stormwater from the driveway has been accounted for in the conveyance calculations for the PVC pipe. The 65/10 method of

dispersion is not feasible as the site has been largely cleared of native forestation. Infiltration is feasible at a design infiltration rate of 10 inches per hour. Geocode Engineers has utilized the Western Washington Hydrology Model to size an infiltration trench for the proposed storage providing a 100 percent infiltration for both the roof and driveway areas.

Erosion control measures will be in place throughout the project. On a temporary basis, they will consist of silt fencing installed along downhill sections of the site and along areas being graded. The site entrance will also have temporary construction entrance installed (per PCSWMM Appendix C, Detail 4). Permanent erosion control will consist of residential landscaping. The total proposed hard surface area is 11,400 and 5% of the parcel. See attached Drainage plan with the ACUP for further details. The approximate density calculation shows a net developable area of 91 %. There are no open space tracts/ or recreational areas required. There will be no tree removal since the property is just low shrubbery and is absent of trees.

The proposal for a Contractor's Storage Yard in the projected location will not be materially detrimental to the area in its immediate vicinity, due to the nature of the surrounding land uses patterns and zoning designations. The subject property's northern border is a Rural Industrial Zoning designation and is currently being utilized by a Well Drilling Business (Nicholson Drilling), the eastern border is vacant Rural Industrial Land and Highway 16, the western border is a major arterial road (Bethel Burley Rd. SE) with Rural Residential being on the other side, along with the southern border being zoned Rural Residential, as well.

The property will have appropriate screening and buffering, per Kitsap County Code to ensure the impacts to the Rural Residential south and western border are minimized. The attached Landscape Plan to this permit reflects the landscaping features and screening that will be implemented to ensure an aesthetically pleasing project site and proper buffering requirements. The subject properties land use proposal is consistent with the intent of the type of land use patterns per GMA, Kitsap County's Comprehensive Plan Goals and Policies and Kitsap County Code, and per the Rural Industrial Zoning.

Staff Comments: The project is for the principal use of a contractor's storage yard. Vegetative buffering no less than twenty-five feet in width and capable of providing functional screening from adjacent properties within residential zoning or use. Standards for lot size and a minimum of fifty-foot setbacks as required in RI zones are met. The County Engineer determined the proposed access is adequate. There will be no traffic congestion added to local residential streets and the use will not be materially detrimental to any adjacent (existing or future) residential development due to excessive traffic generation, noise, light or other circumstances.

#### 17.330.030 Special provisions.

A. All business, service repair, processing, storage, or merchandise display on property abutting or across the street from a lot in any residential zone shall be conducted wholly within an enclosed building unless screened from the residential zone by a sight-obscuring fence or wall.

B. In any industrial zone, an industrial park, as further described, may be permitted. An industrial park is intended to provide centers or clusters of not less than twenty acres for most manufacturing and industrial uses under controls which will minimize the effect of such

industries on nearby uses. Industrial parks are intended to encourage industrial activities to occur within a park-like environment. Any use permitted outright in industrial zones or by conditional use review when located in an industrial park is subject to the following requirements:

1. Lot Setback. Minimum lot setback shall be one hundred feet for any yard abutting a residential zone, unless berming and landscaping approved by the director is provided which will effectively screen and buffer the industrial activities from the residential zone which it abuts; in which case, the minimum setback shall be fifty feet.
  - a. Front Yard. Minimum front yard setback shall be forty feet.
  - b. Side Yard. Minimum side yard setback shall be twenty-five feet.
  - c. Rear Yard. Minimum rear yard setback shall be twenty feet.
2. Lot Coverage. Maximum lot coverage by buildings shall be consistent with provisions set forth in Section 17.420.054, Commercial, industrial, and parks zones density and dimensions table.
  - a. No service roads, spur tracks, hard stands, or outside storage areas shall be permitted within required yard areas adjacent to residential zones.
  - b. No yards are required at points where side or rear yards abut a railroad right-of-way or spur track.
3. Fences, walls and hedges will be allowed inside of a boundary planting screen where it is necessary to protect property of the industry concerned, or to protect the public from a dangerous condition, with no fence being constructed in a required yard adjacent to public right-of-way.
4. Signs shall be permitted according to the provisions of Chapter 17.510.
5. Off-street parking and loading shall be provided as required by Chapter 17.490. In addition, no off-street parking or loading shall be allowed within fifty feet of an adjacent residential zone, unless the director finds that a buffer will exist that effectively screens the parking and loading from the adjacent residential zone, in which case, no off-street parking or loading shall be allowed within thirty feet of an adjacent residential zone. Off-street parking or loading may be permitted within the side yard but not within a required front yard area. Off-street loading shall not be permitted in a required side or rear yard setback abutting a residential zone. No off-street loading may be permitted within fifty feet of a public right-of-way or access easement.
6. Site Landscaping and Design Plan. As a component of land use review, development within this zone shall be subject to review and approval by the director of a site landscape and design plan. In addition to the requirements of Chapter 17.500 and any required design standards for the area, the following requirements shall apply:
  - a. All required landscaping shall be installed prior to occupancy.
  - b. Required rear and side yard setback areas abutting a residential zone shall provide and maintain a dense evergreen buffer which attains a mature height of at least eleven feet, or other screening measure as may be prescribed by the director.
  - c. Areas which are to be maintained shall be so designated on a landscape plan, and subject to the review and approval of the director.
  - d. All mechanical, heating and ventilating equipment shall be visually screened.

7. Performance Standards. No land or structure shall be used or occupied within this zone unless there is compliance with the following minimum performance standards:

- a. Maximum permissible noise levels shall be in compliance with the Kitsap County noise ordinance.
- b. Vibration other than that caused by highway vehicles, trains, and aircraft which is discernible without instruments at the property line of the use concerned is prohibited.
- c. Air emissions (smoke and particulate matter) must be approved by the Puget Sound Air Pollution Control Authority.
- d. The emission of noxious gases (odors) or matter in such quantities as to be readily detectable at any point beyond the property line of the use causing such odors is prohibited.
- e. Heat and Glare. Except for exterior lighting, operations producing heat and glare shall be conducted within an enclosed building. Exterior lighting shall be designed to shield surrounding streets and land uses from nuisance and glare.

8. Administration. As a condition for the granting of a building permit and/or site plan approval, at the request of the director, information sufficient to determine the degree of compliance with the standards in this title shall be furnished by the applicant. Such request may include continuous records of operation, for periodic checks to assure maintenance of standards or for special surveys.

Staff Comments: Staff finds the proposal meets conformance criteria and standards required in Special Provisions and is conditioned at the end of this report, to be reviewed at time of SDAP and/or building permit applications.

b.

**Lighting**

The project is required to be consistent with KCC Obnoxious things. In all zones no use shall produce noise, smoke, dirt, dust, odor, vibration heat glare, etc., which is deleterious to surrounding properties. If security lighting is required, the lighting should be directed away from surrounding properties. Not more than one-candle foot of illumination can leave the property boundary. The development permits will be conditioned for lighting to prevent glare.

**a. Off-Street Parking**

Industrial use is required to be reviewed for consistency with KCC 17.490 Off-street Parking and Loading. The applicant proposes that the nearest category for parking is Industrial - warehouse, storage and wholesale facilities.

**Table 5 - Parking Table**

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Warehouse, Storage, and Wholesale Facilities	1 per 2 employees,	3-off street parking spaces	3-off street parking spaces

	1 company vehicle parked overnight & 1/300 sf office space		
Total		3	3

**b. Signage**

Pursuant to KCC 17.510 Sign Code the applicant can apply for signage near the entrance or along the road frontage during or after construction. Signage is not proposed at this time. When signage is proposed the applicant will be required to apply for a Sign Permit, which will be evaluated to be consistent with KCC 17.510 ‘Sign Code’.

**c. Landscaping**

All land use projects are required to be consistent with KCC 17.500 Landscaping. The landscaping, screening and rural compatibility are critical components of the project site design. In addition, a minimum 15% of the site is required to be landscaped.

The applicant's landscape plan submitted to DCD November 24, 2025, (plan dates July 19, 2019), is consistent with the regulations for screening (landscaping and fencing) along the perimeter of the contractor's storage yard and pole building and reviewed to be no less than 60% complete, and will be reviewed during the SDAP or Building permit application submittal. Landscaping will be required in the area identified as a storm drainage easement.

**Table 6 - Landscaping Table**

	Required	Proposed
Required Landscaping (Sq. Ft) 15% of Site	7,643 sf of 50,951 sf	18% or 9,171 sf
Required Buffer(s) 17.500.025		
North	Setback Buffer	Setback Buffer
South	Solid Screen Buffer	Solid Screen Buffer
East	Setback Buffer	Roadside and Setback Buffer
West	Solid Screen Buffer	Solid Screen Buffer
Street Trees	No	NA

**d. Frontage Improvements**

Bethel Burley Rd SW is classified as a minor arterial road and a non-motorized route requiring a 12-foot wide travel lane and 8 foot shoulder. A minimum of 4 feet of the shoulder must be paved as Bethel Burley is a non motorized route.

**e. Design Districts/Requirements**

The project site is located outside of any design district but will be required to be designed to be compatible with the local rural residential character.

**f. Development Engineering/Stormwater**

Stormwater will be managed with an infiltration trench.

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 documents uploaded to the 1<sup>st</sup> and 2<sup>nd</sup> cycle submittal lines.

Development Engineering accepts the concepts contained in this preliminary submittal and requires the conditions found at the end of this report, as an element of the land use approval.

**g. Environmental**

The site plan was reviewed for consistency with KCC Title 19 Critical Areas for potential environmental impacts. Kitsap County Resource maps show an area located in the southeast corner with a steep slope (50 -60%).

Based on our test pits and the observed slopes onsite, we believe the majority of the site is buildable. Prescriptive setbacks should be kept regarding the steep slopes on the southeastern portion of the parcel. We recommend that any proposed development occur outside of the steep slope areas. Should development be proposed within the steep slope area special considerations will need to be employed which are beyond the scope of this report.

Since the scope of this report was limited to stormwater management topics, additional work is required to develop recommendations for building support etc. Given that the buildings will need to be supported on piles, additional explorations are required. Specifically, we recommend that two to three deep borings are performed on site to establish soil properties at a depth of 30 to 40 feet, or until bearing soils are encountered to a depth suitable to develop an appropriate pile capacity. We also recommend further consultation with the site designer to develop a suitable strategy for utility management and pavement design. Subject to the recommendations of the Geotechnical Assessment Letter and Maintenance Plan from DEVELOPMENT ENGINEERING, PLLC, dated March 25, 2025, and added as a condition of approval at the end of this report.

Staff Comments: It appears slopes were graded, and the vegetation was removed. The soil on slopes will be required to be amended and replanted to be stabilized to prevent erosion.

**h. Access, Traffic and Roads**

The access is from Bethel-Burley Road which has a designation of minor arterial. The additional trips created by the storage yard will be minor and will have less than a moderate impact on adjacent transportation facilities.

**i. Fire Safety**

Fire Marshal approved the proposal with conditions upon approval found at the end of this report.

**j. Solid Waste**

A dumpster pad and enclosure for refuse and recycling will be provided.

**k. Water/Sewer**

This project is served by a proposed onsite septic system.

**l. Kitsap Public Health District**

Kitsap Public Health District approved and conditioned the project application January 5, 2026, to comply with all Kitsap 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 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 with 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 Administrative Conditional Use Permit request for 25-04479 Kat Trax Contractor Storage Yard 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. 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 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.
3. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
4. 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.
5. 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 or Site Development Activity Permit (SDAP).
6. 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.
7. There shall be no smoke, dust, odor, vibration or persistent loud or penetrating noise, direct or reflected glare, or heat discernible beyond the encumbered project boundaries that are a result of business activities.
8. There shall be no activity conducted on the property, which would create hazards of fire, explosion, or other danger, which might adversely affect the use of adjacent properties.
9. 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.
10. 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.

11. The decision set forth herein is based upon representations made and exhibits contained in the project application (25-04479). 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.
12. 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 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.
13. 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.
14. Any violation of the conditions of approval shall be grounds to initiate revocation of this Administrative Conditional Use Permit.
15. 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.
16. No outside storage is allowed.

**b. Development Engineering**

17. 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.
18. 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.

19. 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.
20. Any project that includes offsite 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.
21. The Washington State Department of Ecology (Ecology) may require registration of the infiltration trench as an Underground Injection Control (UIC) well in accordance with the Underground Injection Control Program (Chapter 173-218 WAC). The applicant shall contact Ecology to determine if the facility is regulated under the UIC program.
22. The design of the infiltration facilities shall be in accordance with Vol. II, Chapter 5 of the Kitsap County Stormwater Design Manual.
23. 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.
24. 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.
25. 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 person 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 allows 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.

26. 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**

27. Subject to the recommendations of the Geotechnical Assessment Letter and Maintenance Plan from DEVELOPMENT ENGINEERING, PLLC, [www.de-civil.com](http://www.de-civil.com), dated March 25, 2025.
28. The geological consultant requests to be contacted for inspection and recommendations when footings are cut. The consultant recommends that disturbed areas where utilities are installed provide suggested slope mitigation plants in disturbed areas as listed in the report.
29. Consistent with KCC 19.600.615 follow storm water best management practices in accordance with Title 12 Storm Water Drainage.

**d. Traffic and Roads**

30. At building permit application, the Transportation Concurrency Test must be submitted as required by Kitsap County Code 20.04.030.
31. Public roads shall not exceed 12% grade or less depending on the road classification per Kitsap County Road Standards.
32. 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.
33. Frontage improvements are required along the entire property frontage on Bethel Burley Rd SE, and shall consist of 12-foot wide travel lane and 8 foot shoulder. A minimum of 4 feet of the shoulder must be paved as Bethel Burley is a non motorized route.
34. 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.

35. Any work within the County right-of-way requires 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**

36. Access into site will have signs stating "Fire Lane No Parking" in order to maintain at minimum 20ft wide access to the purposed storage building and any laydown yards.

37. Gate will be equipped with key box (knox lock system or opticom) coordinate with South Kitsap Fire and Rescue to assure fire department access in case of an emergency.

**f. Solid Waste**

38. Prior to SDAP approval, applicants shall provide documentation from the solid waste/recycling service provider that their requirements for this project have been met. Waste Management Northwest can be reached at pnwcmsservices@wm.com or 1-800-592-9995; their website is <http://wmnorthwest.com/kitsap/index.html>

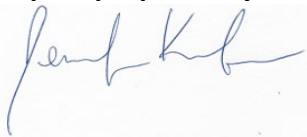
39. The SDAP submittal shall show solid waste dumpster location, method for securing the enclosure gates in an open position and pad sizes on the civil plans submitted for approval. Details of the enclosure, including interior dimensions, building materials and lighting must be included with the civil plans prior to final approval. These details may be architectural drawings attached to the civil plans. Provided area must accommodate a minimum 6-yard dumpster.

40. The SDAP submittal shall show at least 150 square feet of exterior recyclable materials storage space for the project. Describe collection containers and show their locations, method for securing the enclosure gates in an open position and pad dimensions on the civil plans submitted for approval. Details of the enclosure, including interior dimensions, building materials and lighting must be included with the civil plans prior to final approval. These details may be architectural drawings attached to the civil plans.

**g. Kitsap Public Health District**

41. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.

**Report prepared by:**



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Name, Staff Planner

May 1, 2026

Date

**Report approved by:**

***Darren Gurnee***

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Darren Gurnee, Department Supervisor

May 27, 2026

Date

**Attachments:**

Attachment A – Site Plan

Attachment B – Critical Areas Map

Attachment C – Zoning Map

Attachment D – Kitsap County Health BSA

Attachment E – Shop Photo

Attachment F – Building Elevation Rendering

Attachment G – Aerial Image 2023

Attachment H – Boundary Line Adjustment (BLA)

Attachment I – Landscape Plan

**CC:**

Applicant/Owner: Kat Trax INC, [kattrax@centurytel.net](mailto:kattrax@centurytel.net)

Representative: Joshua Peterson/Kat Trax INC, [kattrax@centurytel.net](mailto:kattrax@centurytel.net)

Brandon Adams, [brandonea@msn.com](mailto:brandonea@msn.com) [kattrax@centurytel.net](mailto:kattrax@centurytel.net)

Engineer: Glen Coad, Civil Engineer, PLLC, [glen@de-civil.com](mailto:glen@de-civil.com)

Engineer: South Valley Engineering, [orders@southvalleyengineering.co](mailto:orders@southvalleyengineering.co)

Portal Access Contact: Heather Adams, [heatherlen7777@yahoo.com](mailto:heatherlen7777@yahoo.com)

Interested Parties: Tana & Kenneth Ridens, [kenridens@gmail.com](mailto:kenridens@gmail.com)

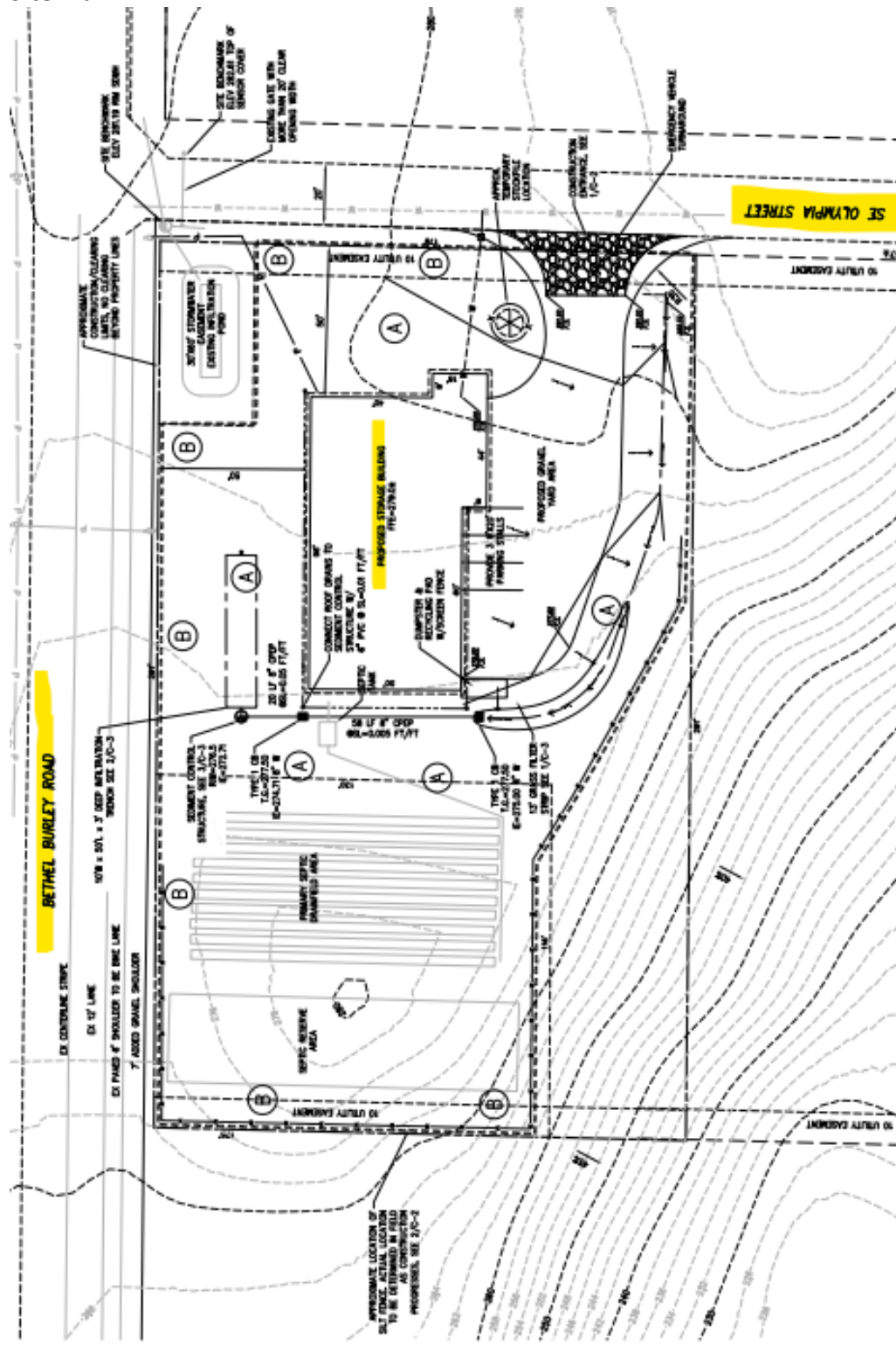
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Kitsap County Public Works Dept., MS-26

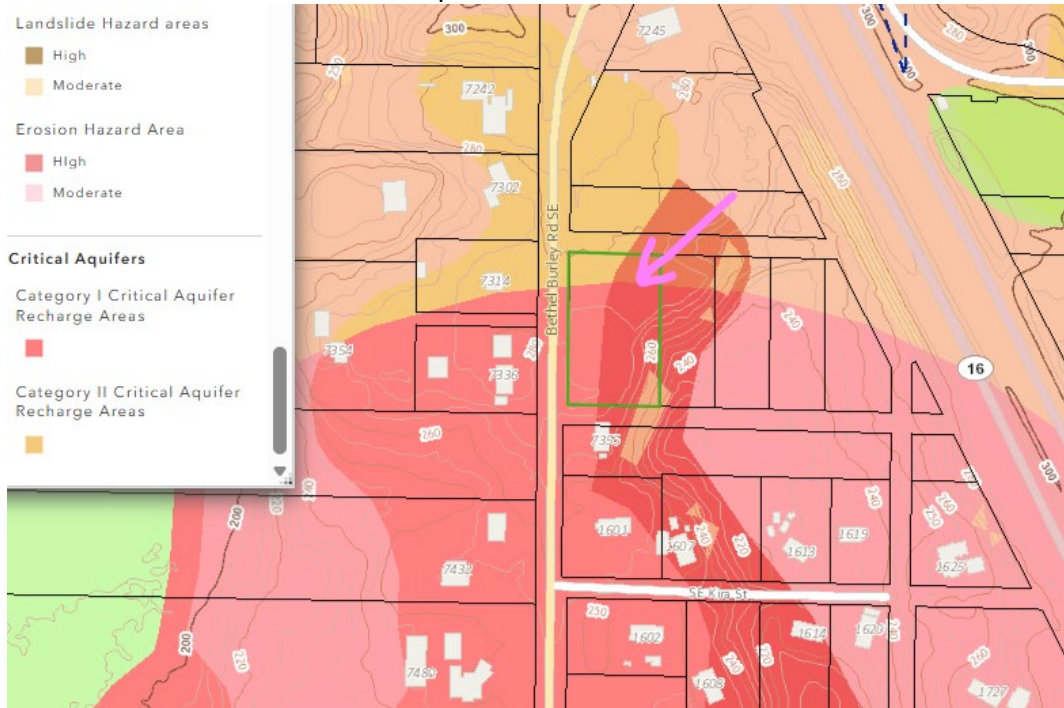
Kitsap County Development Engineer

DCD Staff Planner: Jennifer Kreifels

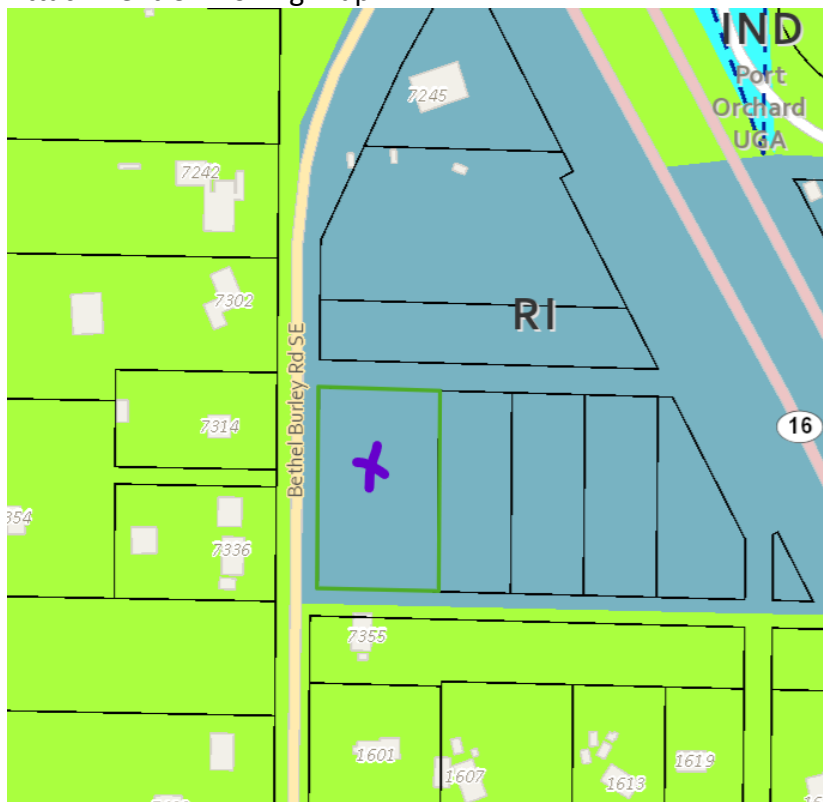
Site Plan



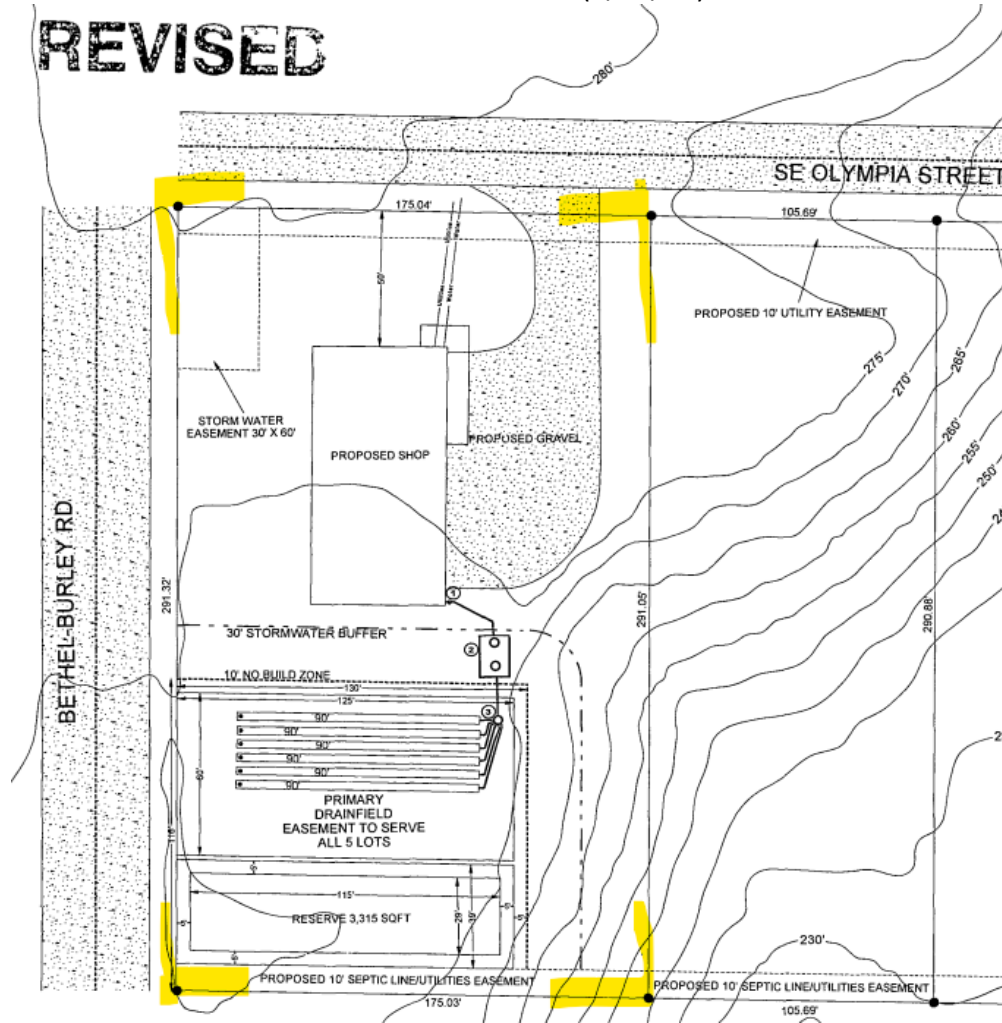
Attachment B – Critical Areas Map



Attachment C – Zoning Map



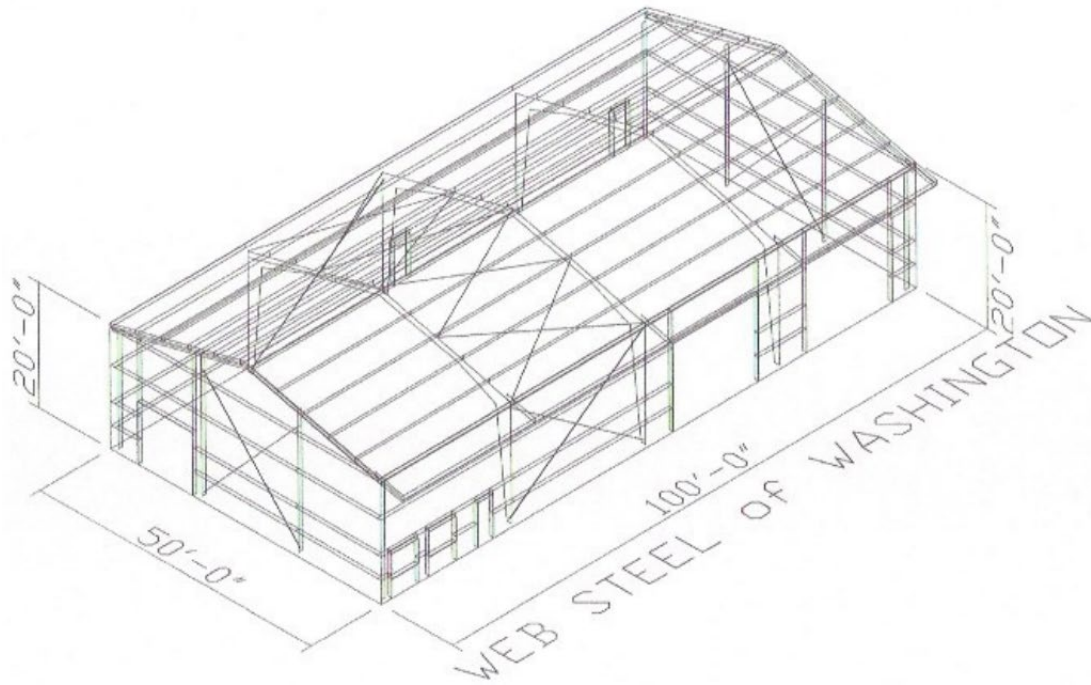
Attachment D – BSA KCPHD OSS Placement (3/17/25)



Attachment E – Proposed Shop Photo



Attachment F – Building Elevation Rendering



Attachment G – Aerial Photo



