



Hearing Examiner Staff Report and Recommendation

Report Date: February 20, 2025
Hearing Date: February 27, 2025

Application Submittal Date: May 5, 2024
Application Complete Date: May 29, 2024

Project Name: Sand – Conditional Use Permit for Accessory Dwelling Unit
Type of Application: Type III CUP-ADU
Permit Number: 24-02167

Project Location

25992 Rolling Hills PI NE
Poulsbo, WA 98370
District #1

Assessor's Account

5332-000-014-0002

Applicant/Owner of Record

Kristie & Bret Litten
25992 Rolling Hills PI NE
Poulsbo, WA 98370

VICINITY MAP



Recommendation Summary

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

1. Background

The 2.88-acre parcel has a primary residence that is 2,278 square feet and the detached ADU will be 875 square feet. The ADU will be 77 feet from the SFR. Per Kitsap County Code (KCC) section 17.415.015(B)3(b), a detached ADU proposed outside of an Urban Growth Area (UGA) boundary requires a Conditional Use Permit (CUP). The project site is located outside of a UGA; therefore, a CUP approval is required.

2. Project Request

The applicants seek approval for a Conditional Use Permit (CUP) to allow the construction of a detached ADU.

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 July 3, 2024. A Determination of Nonsignificance (DNS) was issued on October 9, 2024.

The SEPA appeal period expired October 23, 2024. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics

The parcel is mostly vegetated with trees. Kitsap Parcel Search shows moderate erosion hazard across most of the northern half. According to the Kitsap County Assessor, the parcel is 2.88 acres and classified as Single Family Residence (11).

Table 1 - Comprehensive Plan Designation and Zoning

| Comprehensive Plan: Rural Residential Zone: RR | Standard | Proposed |
|--|--------------|-------------------|
| Minimum Density | NA | 1 |
| Maximum Density | 1 du/5 acres | |
| Minimum Lot Size | 5 acres | NA |
| Maximum Lot Size | NA | NA |
| Minimum Lot Width | NA | NA |
| Minimum Lot Depth | NA | NA |
| Maximum Height | 35 feet | 1 story, <35 feet |
| Maximum Impervious Surface Coverage | 85% | NA |
| Maximum Lot Coverage | NA | NA |

Applicable footnotes: NA

Table 2 - Setback for Zoning District

| | Standard | Proposed |
|--------------|-------------------------------------|--------------------|
| Front (west) | 50 feet | Approx. 650 feet |
| Side (north) | 20 feet, 5' for accessory structure | 140 feet |
| Side (south) | 20 feet, 5' for accessory structure | 83 feet (existing) |
| Rear (east) | 100 feet (adjacent to RP) | 65 feet (existing) |

Table 3 - Surrounding Land Use and Zoning

| Surrounding Property | Land Use | Zoning |
|----------------------|-------------------------|------------------------|
| North | Single-family residence | Rural Residential (RR) |
| South | Single-family residence | RR |
| East | Undeveloped | Rural Protected |
| West | Single-family residence | RR |

Table 4 - Public Utilities and Services

| | Provider |
|--------|------------------------------|
| Water | Kitsap PUD #1 |
| Power | Puget Sound Energy |
| Sewer | Kitsap County |
| Police | Kitsap County Sheriff |
| Fire | South Kitsap Fire & Rescue |
| School | South Kitsap School District |

5. Access

The parcel is accessed from the southwest, via Rolling Hills PI NE.

6. Site Design

The parcel is mostly trees and shrubs with a couple cleared areas of lawn and driveway. Minimal clearing and landscaping are proposed.

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 (amended in 2018 and 2020).

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

Land Use Policy 50

Limit the designed rural area to low residential densities that can be sustained by minimal infrastructure improvements, cause minimal environmental degradation, and that will not cumulatively create the future necessity or expectation of urban levels of service.

Land Use Policy 51

Permit residential uses in rural areas consistent with the planned rural character of the surrounding area.

Land Use Policy 53

Outside of the Type III Limited Area of More Intensive Rural Development (LAMIRD), limit development only to that which serves rural residential or resource needs and does not draw population from Urban Growth Areas. This policy is implemented through Comprehensive Plan Land Use designation, zoning designation, and zoning code provisions.

Housing, Human Services Goals and Policies

Housing, Human Services Policy 5

Use regulatory strategies to incentivize and provide flexibility for development of affordable and special needs housing.

Housing, Human Services Policy 7

Adopt regulatory changes to allow non-traditional housing types.

Housing, Human Services Policy 11

Promote fair housing to ensure that all residents of Kitsap County have an equal and fair opportunity to obtain safe and sanitary housing suitable to their needs and financial resources, regardless of race, religion, gender, sexual orientation, age, national origin, family status, income, disability, or other protected class.

Housing, Human Services Policy 12

Identify and remove regulatory barriers and limits access to or the provision of a diverse affordable housing supply.

Housing, Human Services Policy 13

Identify and remove impediments to creating housing for harder to house populations.

Housing, Human Services Policy 14

Disperse affordable housing opportunities throughout the County.

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

8. Documents Consulted in the Analysis

A complete index of exhibits is located in the project file. To date, the index to the record consists of the following exhibits:

| Exhibit # | Document | Dated | Date Received / Accepted |
|-----------|--|------------|--------------------------|
| 1 | STAFF REPORT | 2/20/2025 | |
| 2 | ADU Floor Plan & Elevations | 6/29/2023 | 5/28/2024 |
| 3 | Geotechnical Report | 12/12/2023 | 5/28/2024 |
| 4 | Health District Building Site Application (BSA) | 9/28/2023 | 5/28/2024 |
| 5 | Permit Questionnaire Form | 5/06/2024 | 5/28/2024 |
| 6 | SFR Floor Plan | | 5/28/2024 |
| 7 | Site Plan | 4/17/2024 | 5/28/2024 |
| 8 | Stormwater Pollution Prevention Plan (SWPPP) Narrative | | 5/28/2024 |
| 9 | Stormwater Worksheet | | 5/28/2024 |
| 10 | Water Availability Letter | 10/05/2023 | 5/28/2024 |
| 11 | Wetland Certification | 4/30/2024 | 5/28/2024 |
| 12 | SEPA Checklist | 5/29/2024 | 5/29/2024 |
| 13 | Notice of Application | 8/14/2024 | |
| 14 | SEPA Determination | 10/09/2024 | |
| 15 | Site Plan | 1/13/2025 | 2/03/2025 |
| 16 | Notice of Public Hearing | 2/12/2025 | |
| 17 | Certification of Public Notice | 2/14/2025 | |
| 18 | Staff Presentation | | |
| 19 | Hearing Sign In | | |

9. Public Outreach and Comments

The Notice of Application was sent out on July 3, 2024. No comments were received.

10. Analysis

a. Planning/Zoning

Kitsap County Code 17.415.015.B: In order to encourage the provision of affordable housing, an accessory dwelling unit (ADU), detached, located outside an urban growth area shall meet the following criteria:

1. Only one ADU shall be allowed per lot;

Staff Comment: Only one ADU will be developed on this lot.

2. Owner of the property must reside in either the primary residence or the ADU;

Staff Comment: The property owner will reside in the primary residence.

3. The ADU shall not exceed fifty percent of the square footage of the habitable area of the primary residence or nine hundred square feet, whichever is smaller. Dimensions are determined by interior measurements;

Staff Comment: The primary residence is 2,778 square feet, fifty percent of which is 1,389 square feet. The ADU will be 875 square feet, which is less than 900 square feet.

4. The ADU shall be located within one hundred fifty feet of the primary residence or shall be the conversion of an existing detached structure (e.g., garage);

Staff Comment: The ADU will be located approximately 77 feet from the primary residence, which is less than one hundred fifty feet.

5. The ADU shall be designed to maintain the appearance of the primary residence;

Staff Comment: The ADU is designed to maintain the appearance of the primary residence, using similar roof style, siding, orientation of siding, color scheme, and windows.

6. All setback requirements for the zone in which the ADU is located shall apply;

Staff Comment: The primary and accessory structures meet the setback requirements for the Rural Residential zone.

7. The ADU shall meet the applicable health district standards for water and sewage disposal;

Staff Comment: Kitsap Public Health District (KPHD) has approved the proposal.

8. No mobile homes or recreational vehicles shall be allowed as an ADU;

Staff Comment: The ADU will not be a mobile home nor a recreational vehicle.

9. An ADU shall use the same side-street entrance as the primary residence and shall provide additional off-street parking; and

Staff Comment: The ADU will use the same access as the primary residence, off Rolling Hills Pl NW. The ADU will be supplied with additional off-street parking.

10. An ADU is not permitted on the same lot where an accessory dwelling unit, attached (ADU-A), exists.

Staff Comment: There is no attached ADU on the property.

b. Lighting

Lighting is not analyzed for ADU proposals.

c. Off-Street Parking

The property has a paved driveway, vehicle navigation and parking areas, providing the required 4 parking spaces.

Table 5 - Parking Table

| Use Identified in 17.490.030 | Standard | Required Spaces | Proposed Spaces/Existing Spaces |
|--------------------------------------|-----------------------------------|-----------------|---------------------------------|
| Single-Family (attached or detached) | 3 per unit, 1 additional for ADUs | 3 + 1 = 4 | 4 |
| Total | 4 | 4 | 4 |

d. Signage

Signage is not analyzed for this permit.

e. Landscaping

Landscaping is not analyzed for this permit.

Table 6 - Landscaping Table

| | Required | Proposed |
|----------------------|----------|----------|
| Required Landscaping | NA | NA |

| | | |
|-------------------------------------|----|----|
| (Sq. Ft.) 15% of Site | | |
| Required Buffer(s) 17.500.025 | | |
| North | NA | NA |
| South | NA | NA |
| East | NA | NA |
| West | NA | NA |
| Street Trees | NA | NA |

f. Frontage Improvements

Frontage improvements are not required for this permit.

g. Design Districts/Requirements

No design/district requirements apply to this permit.

h. Development Engineering/Stormwater

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 05/28/2024, and as revised by additional materials accepted for review 09/10/2024 to Kitsap County Development Engineering.

i. Environmental

Geologic assessment by Resolve Environmental & Geotechnical Inc. dated December 12, 2023 finds: There did not seem to be any geologic issues of concern for the area directly around the construction portion of the property that would preclude construction. Footings on the site may well be as deep as two to three feet below the graded surface in order to utilize dense and suitable soils. As mentioned, the base of the foundations will be imported and compacted structural fill.

Wetland certification by Ecological Land Services, Inc. dated April 25, 2024 says there are no wetlands on site.

j. Access, Traffic and Roads

No comment at this time.

k. Fire Safety

No comment at this time.

l. Solid Waste

No comment at this time.

m. Water/Sewer

Property is outside the service area for KCPW Sewer Utility Division and will rely on on-site treatment.

n. Kitsap Public Health District

No comment at this time.

11. Review Authority

The Hearing Examiner has review authority for this Conditional Use Permit application under KCC, Sections 17.550.020 and 21.04.100. The Hearing Examiner may approve, approve with conditions, or deny a Conditional Use Permit. The Hearing Examiner may also continue the hearing to allow for additional information necessary to make the proper decision. The powers of the Hearing Examiner are at KCC, Chapter 2.10.

12. Findings

Findings are noted in KCC 17.550.030.A, and read as follows:

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 above, the Department of Community Development recommends that the request 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 accessory dwelling unit is subject to the payment of impact fees. Impact fees must be paid at time of permit issuance, or if deferred, must be paid prior

to final inspection. No certificate of occupancy will be granted until all impact fees are paid.

3. Any proposed modification (not including cosmetic work such as painting, papering and similar finish work), remodel or expansion of the accessory dwelling unit building, regardless of whether a building permit is required, shall be reviewed by the Department of Community Development and granted approval prior to such modification, expansion, construction and/or issuance of a building permit.
4. Only one accessory dwelling unit shall be permitted on the subject property.
5. The owner of the property must reside in either the primary residence or the accessory dwelling unit and only one of the structures may be rented at any one time.
6. The accessory dwelling unit's habitable area shall not exceed 50% of the primary residence or 900 square feet, whichever is smaller.
7. Any future expansion of the accessory dwelling unit will require a building permit and would have to comply with all code requirements in place at the time of the new building permit application.
8. The accessory dwelling unit shall be located within 150 feet of the primary residence.
9. The accessory dwelling unit shall be designed to maintain the appearance of the primary residence.
10. No mobile home or recreational vehicle shall be allowed as an accessory dwelling unit.
11. The accessory dwelling unit shall use the same side street entrance as the primary residence and shall provide one additional off-street parking space.
12. An accessory living quarters (ALQ) or guest house (GH) is not permitted on the same lot unless the accessory dwelling unit is removed and the ALQ or GH complies with all requirements imposed by the Kitsap County Code.
13. A property with a primary residence and an accessory dwelling unit cannot be segregated to create two separate legal lots unless it complies with all subdivision, zoning and density requirements in place at the time of a complete subdivision application.
14. The accessory dwelling unit cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot.
15. The recipient of any 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 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.

16. 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.
17. 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.
18. The decision set forth herein is based upon representations made and exhibits contained in the project application. 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.
19. This 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.
20. Any violation of the conditions of approval shall be grounds to initiate revocation of this Conditional Use Permit.

b. Development Engineering

21. 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.
22. 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.
23. 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.
24. 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.

25. Rock and retaining walls shall meet all applicable setback requirements of Vol. II, Chapter 9 of the Kitsap County Stormwater Drainage Manual.

c. Environmental

26. The development shall be subject to the conditions of the geologic assessment associated with this permit and on file at the Department of Community Development.

d. Traffic and Roads

No conditions

e. Fire Safety

27. A fire sprinkler system is required for the development of this project to be installed in the ADU.

f. Solid Waste

No conditions

g. Kitsap Public Health District

No conditions

Report prepared by:



Kate Millward, Staff Planner / Project Lead

12/11/24

Date

Report approved by:



Scott Diener / Manager

2/13/25

Date

Attachments:

Attachment A – Site Plan

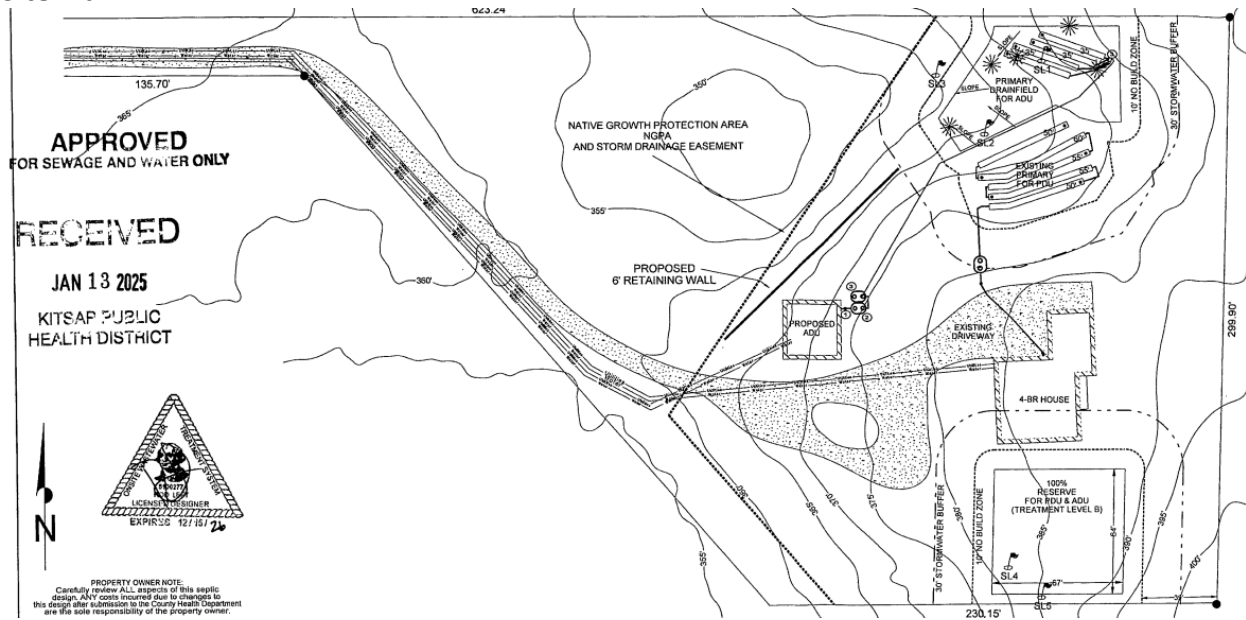
Attachment B – Critical Areas Map

Attachment C – Zoning Map

CC: Applicant/Owner: Kristie & Bret Litten, bretlitten@yahoo.com
Architect: Hi Line Homes, appoulsbo@hilinehomes.com
Interested Parties: None
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Kate Millward

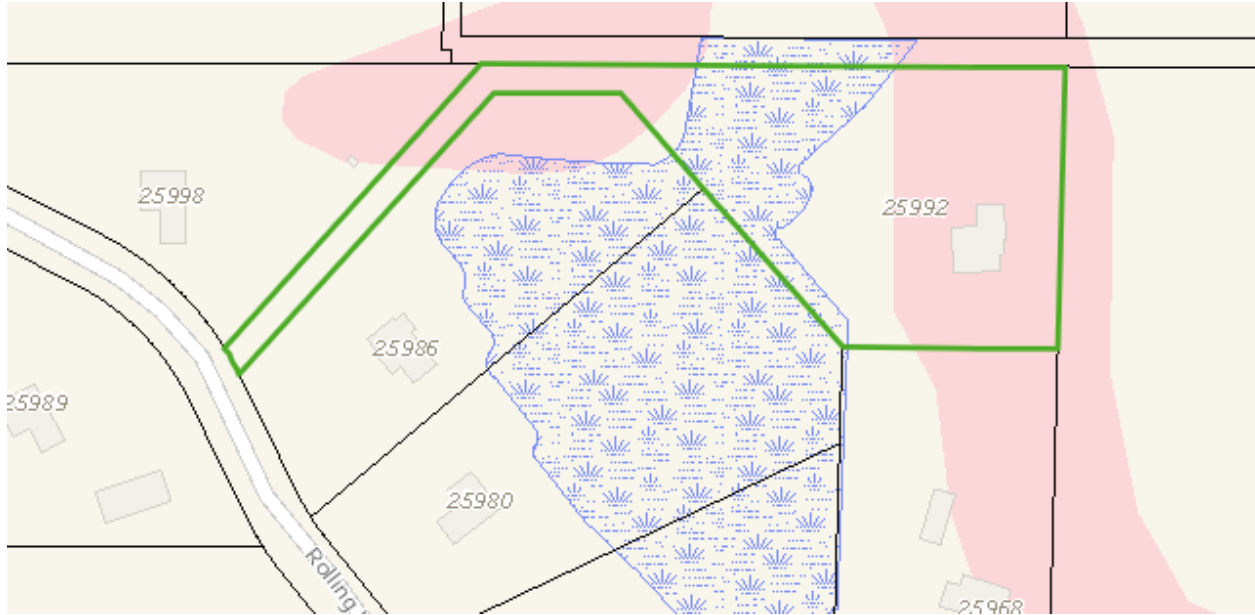
Attachment A

Site Plan



Attachment B

Critical Areas Map



Attachment C

Zoning Map

