



Hearing Examiner Staff Report and Recommendation

Report Date: 2/19/2026

Application Submittal Date: 24-03301 CUP-ADU: 7/19/2024
25-01632 SCUP: 4/28/2025
25-03338 SSDP: 9/2/2025

Hearing Date: 2/26/2026

Application Complete Date: 24-03301 CUP-ADU: 8/19/2025
25-01632 SCUP: 6/6/2025
25-03338 SSDP: 9/11/2025

Project Name: Glenn Detached Accessory Dwelling Unit (ADU) Above Carport

Type of Application:

Conditional Use Permit (CUP) - ADU
Shoreline Conditional Use Permit (SCUP)
Shoreline Substantial Development Permit (SSDP)

Permit Number:

24-03301 (CUP-ADU)
25-01632 (SCUP)
25-03338 (SSDP)

Project Location

22654 JEFFERSON POINT RD NE,
Kingston, WA 98346
Commissioner District #1

Assessor's Account #

012602-4-004-2001

Applicant/Owner of Record

James D & Tamera E Glenn
22654 JEFFERSON POINT RD NE,
Kingston, WA 98346

Recommendation Summary

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



1. Background

This 1.21 acre shoreline parcel is largely covered with lawn, with a viburnum hedge running along the southern property line and the Puget Sound on its eastern border. The property owners constructed a 2,286 square foot single-family residence, detached carport, and hard shoreline stabilization (bulkhead) in 1962, and a shed in 2023. Kitsap PUD #1 provides potable water, and an existing septic system provides sanitary sewage disposal. An easement to Jefferson Point Road provides direct access to the project site. The parcel contains the following mapped critical areas: erosion and landslide hazard area as well as wetlands related to the shoreline and is a FEMA flood hazard area. The stormwater quantity and quality control connect to an existing drainage conveyance to the ordinary high-water mark.

2. Project Request

The applicant requests approval to replace a carport built in 1962, with a two-story structure, on a 1.21-acre parcel located in the Rural Conservancy shoreline jurisdiction. This structure includes a new carport, an 864 square foot accessory dwelling unit (ADU), and a deck above the new carport. The proposal will not increase the amount of impervious surfaces on the site.

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 09/17/2025. A Determination of Nonsignificance (DNS) was issued on 01/15/2026 (Exhibit 24).

The SEPA appeal period expired 01/29/2026. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics

This Puget Sound shoreline parcel is 1.21 ac and is largely covered with lawn with a

viburnum hedge running along the southern property line. A drainage ditch mostly within a culvert runs underneath the hedge toward the shoreline. A wooden fence runs the northern and western property line. The shoreline runs along the eastern side of the property with grassy switch backs leading to the bulkhead, which is composed of boulders littered with tires and building debris.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Residential Zone: Rural Residential	Standard	Proposed
Minimum Density	NA	1 (primary residence)
Maximum Density	1 du / 5 acres	
Minimum Lot Size	5 acres	NA
Maximum Lot Size	NA	NA
Minimum Lot Width	140 feet	NA
Minimum Lot Depth	140 feet	NA
Maximum Height	35 feet	2 stories, <35 feet
Maximum Impervious Surface Coverage	NA	~11,869 sf or 23%
Maximum Lot Coverage	NA	NA

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (West)	20 feet	20 feet
Side (North)	5 feet	9 feet 3 inches
Side (South)	5 feet	5 feet
Rear (East)	10 feet Defer to environmental: rural conservancy KCC 22.400.120.B.1. requires 130 foot buffer	

Applicable Footnotes:

KCC 17.420.060 A.42

The following exceptions apply to historic lots:

- a. Building setback lines that do not meet the requirements of this title but were legally established prior to the adoption of this title shall be considered the building line for alterations, remodels, and accessory structures on the lot or parcel; providing, that no structure or portion of such addition may further project beyond the established building line.

- b. Any single-family residential lot of record as defined in Chapter 17.110 that has a smaller width or lot depth than that required by this title, or is less than one acre, may use that residential zoning classification that most closely corresponds to the dimension or dimensions of the lot of record, for the purpose of establishing setbacks from the property lines.

Staff Comment: Due to being historical nonconforming lot size, Urban Low setbacks apply.

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Single-family residence	Rural Residential
South	Single-family residence	Rural Residential
East	Open Water	Open Water
West	Empty lot	Rural Residential

Table 4 - Public Utilities and Services

	Provider
Water	Kitsap PUD #1
Power	Puget Sound Energy
Sewer	NA (septic system)
Police	Kitsap County Sheriff
Fire	North Kitsap Fire & Rescue
School	North Kitsap School District #400

5. Access

Jefferson Point RD NE, a county maintained right of way, provides direct access to the project site.

6. Site Design

The site will maintain most of its current landscaping, which is largely covered with lawn with a viburnum hedge running along the southern property line. The lawn behind the home and the grassy switchbacks leading down to the shore will remain. Four mature non-native rhododendrons and a shrubby dogwood will be removed due to proximity to the construction. To mitigate this loss and enhance the vegetation of the buffer, four Northline Serviceberry will be planted on the bottom switch back. The applicant must remove tires and building debris currently in the bulkhead as conditioned in this permit. The proposal will replace an existing carport and add a second story ADU. The proposal will not create additional impervious surface. The new carport and approximately 24ft by 18ft of parking in front of the carport provide off-street parking required by KCC 17.490.

7. Policies and Regulations Applicable to the Subject Proposal

The Growth Management Act of the State of Washington, RCW 36.70A, requires that the County adopt a Comprehensive Plan, and then implement that plan by adopting development regulations. The development regulations must be consistent with the Comprehensive Plan. The Comprehensive Plan process includes public involvement as required by law, so that those who are impacted by development regulations have an opportunity to help shape the Comprehensive Plan which is then used to prepare development regulations.

Kitsap County Comprehensive Plan, adopted December 2, 2024.

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

Environment Goal 1. Ecosystems and habitat

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.

Environment Policy 1.3. Protect and restore marine shorelines, riparian areas, wetlands, floodplains, and estuaries.

Environment Policy 1.4. Preserve and restore the functions of natural habitat to support ESA-listed species, state listed animal and plant species, and species of local importance.

Environment Goal 2. Critical Areas

Designate and protect critical areas. Critical areas include wetlands, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas.

Environment Policy 2.3. Provide development regulations that protect all functions and values of critical areas to ensure no net loss of ecological functions and values.

Environment Goal 4. Natural Resources as an asset

Formally treat natural environments and ecosystems including forest lands, shorelines, freshwater systems, and critical areas as essential assets that are planned for, managed, and invested in to meet the needs of current and future generations.

Land Use Goal 7. Historic, archaeological, and cultural resources

Preserve and celebrate historical, archaeological, and cultural resources.

Land Use Policy 7.2. engage with affected tribes and the Department of Archaeology and Historic Preservation on development proposals that may have impacts to cultural and historic resources.

*Land Use Goal 16. Rural character Protect Kitsap County’s unique rural character.
Land Use Policy 16.3. Allow infill and redevelopment within LAMIRD boundaries consistent with the character of the existing LAMIRD in terms of building size, scale, use, and intensity and that does not increase the need for public facilities and utilities to urban levels.*

Furthermore, the codified goals and policies in KCC Section 22.300 apply to this project as well. These goals and policies encourage public and private access to the shoreline, support residential development and associated uses, and support development that achieves no net loss of ecological function.

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

Code Reference	Subject
Title 12	Storm Water Drainage
Title 13	Water and Sewers
Title 14	Buildings and Construction
Title 17	Zoning
Chapter 18.04	State Environmental Policy Act (SEPA)
Chapter 21.04	Land Use and Development Procedures
Title 22	Shoreline Master Program

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:

Exhibit #	Document	Dated	Date Received / Accepted
1	Staff Report	2/19/2026	
2	Authorization Form	6/13/2024	6/6/2025
3	Concurrency Test Waiver		6/6/2025
4	Permit Submission Form	5/1/2025	6/6/2025
5	Drainage Report	4/9/2025	6/24/2025
6	Engineered Drainage and Temporary Erosion and Sediment Control Plan (TESCP)	4/9/2025	6/24/2025
7	Geologic Report	9/21/2024	6/24/2025

8	Health District Building Site Application (BSA)	9/27/2024	6/24/2025
9	Stormwater Worksheet		6/24/2025
10	Stormwater Pollution Prevention Plan (SWPPP) Narrative		6/24/2025
11	Water Availability Letter	7/18/2024	6/24/2025
12	Site Photos		9/11/2025
13	Notice of Application	9/17/2025	
14	ADU Floor Plan	5/22/2025	10/9/2025
15	Revised JARPA	5/22/2025	10/9/2025
16	Revised Landscape Plans and No Net Loss Report	8/25/2025	10/9/2025
17	Revised Project Narrative	8/12/2025	10/9/2025
18	Site Assessment and Planning Packet	4/22/2025	10/9/2025
19	Updated SEPA Checklist	5/22/2025	10/15/2025
20	Stormwater Conditions Memo	10/16/2025	
21	Public Comment: Department of Ecology		10/17/2025
22	Revised Site Plan	10/23/2025	12/23/2025
23	Biologist Response to Information Request	12/9/2025	1/9/2026
24	SEPA Determination	1/15/2026	
25	Notice of Public Hearing	2/11/2026	
26	Certification of Public Notice	2/13/2026	
27	Staff Presentation		
28	Hearing Sign In		

9. Public Outreach and Comments

Issue Ref. No.	Summary of Concern (See corresponding responses in the next table)	Comment Letter Exhibit Reference No.
1	Department of Ecology concerns regarding KCC 22.500.100 D.3, selection of native plant species for mitigation plantings, and reasoning for site location.	21

Issue Ref. No.	Issue	Staff Response
1	Environmental Impacts	In response to Dept of Ecology’s concerns, the applicant selected a native species for the plantings rather than a cultivar; their biologist updated their No Net Loss plan to address the criteria within KCC 22.500.100 D.3; and the applicant outlined their site restrictions that led to the site selected for the project. Staff finds the responding information sufficient.

10. Analysis

a. Planning/Zoning

17.415.015 Accessory dwelling unit (ADU) located outside an urban growth area.

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;
2. Owner of the property must reside in either the primary residence or the ADU;
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;
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);
5. The ADU shall be designed to maintain the appearance of the primary residence;
6. All setback requirements for the zone in which the ADU is located shall apply;
7. The ADU shall meet the applicable health district standards for water and sewage disposal;
8. No mobile homes or recreational vehicles shall be allowed as an ADU;
9. An ADU shall use the same side-street entrance as the primary residence and shall provide additional off-street parking; and
10. An ADU is not permitted on the same lot where an accessory dwelling unit, attached (ADU-A), exists.

Staff Comment: The proposed ADU is designed to meet all the codes listed above and reflected in the conditions of approval.

b. Lighting

KCC 17.105.110 ‘Obnoxious things.’ In all zones, except as provided for elsewhere in this title, no use shall produce noise, smoke, dirt, dust, odor, vibration, heat, glare, toxic gas or radiation which is materially deleterious to surrounding people, properties or uses. Lighting is to be shielded and directed downward and away from adjoining properties in accordance with Section 17.420.030(C). Not more than one foot candle of illumination may leave the property boundaries.

c. Off-Street Parking

The primary residence is required to have two off-street parking spaces and the ADU is required to have one parking space.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces

Detached Accessory Dwelling Unit	2 per primary residence + 1 for ADU	3	3
Total	3	3	3

d. Signage

Not analyzed for this permit.

e. Landscaping

Not analyzed for this permit.

Table 6 - Landscaping Table

	Required	Proposed
Required Landscaping (Sq. Ft.) 15% of Site	N/A	N/A
Required Buffer(s)		
North	N/A	N/A
South	N/A	N/A
East	N/A	N/A
West	N/A	N/A
Street Trees	N/A	N/A

f. Frontage Improvements

Not analyzed for this permit.

g. Design Districts/Requirements

Not analyzed for 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 and as revised by additional materials accepted for review 9/4/2025 to Kitsap County Development Engineering.

i. Environmental

22.400.105 Proposed development.

A. Location.

1. New development shall be located and designed to avoid or, if that is not possible, to minimize the need for new and maintenance dredging.

2. New development shall be located and designed to avoid the need for future shoreline stabilization for the life of the structure. Likewise, any new development which would require shoreline stabilization which causes significant impacts to adjacent or down-current properties shall not be allowed.
3. New development on lots constrained by depth, topography or critical areas shall be located to minimize, to the extent feasible, the need for shoreline stabilization.
4. New development on steep slopes or bluffs shall be set back sufficiently to ensure that shoreline stabilization is unlikely to be necessary during the life of the structure, as demonstrated by a geotechnical analysis.
5. Subdivision shall be planned to avoid the need for shoreline stabilization for newly created lots, utilizing geotechnical analysis where applicable.
6. Non-water-oriented facilities and accessory structures, except for preferred shoreline uses, such as single-family residences and single-family residential appurtenances when consistent with buffer provisions in this chapter, must be located landward of buffers and adjacent water-oriented uses, or outside shoreline jurisdiction, unless no other location is feasible.

Staff Comment: The proposed ADU will not need future shoreline stabilization and has been located landward to minimize the need for additional shoreline stabilization. The proposed ADU is sufficiently setback to not affect existing shoreline stabilization. The proposed plantings of native shrubs will enhance shoreline function.

22.400.115 Critical Areas

Kitsap County GIS indicates the presence of a Landslide and Erosion Hazard Area, as defined in Kitsap County Code 19.400. The Geologic Report completed by Envirotech Engineering PLLC states, "For the planned development, as provided in the Introduction Section of this report, it is Envirotech's opinion that the proposed development is not subjected to or cause adverse impacts to a landslide hazard area or its associated buffer or setback as defined in the KCO" and "it is Envirotech's opinion that additional geotechnical studies are not required to further evaluate this project."

22.400.120 Vegetation conservation buffers

The proposed project is outside the 130 ft shoreline buffer and therefore does not require vegetation conservation buffers. However, some work will occur in the 15ft building setback to the buffer with the removal of four mature native rhododendrons and a shrubby dogwood.

Staff Comment: The vegetation impacts occur outside the standard buffer and thus have a 0.5:1 mitigation ratio that applies. Applicant proposes to achieve no net loss by planting four Northline Serviceberry along the bulkhead landing. This mitigation planting meets the intent of the code by enhancing native vegetation within the buffer. Permit is also conditioned to require removal of debris from the bulkhead.

22.400.125 Water Quality and Quantity

The Department reviewed the project against Kitsap County Code Title 12 Stormwater Drainage.

22.400.130 Historic, Archaeological, Cultural, Scientific and Educational Resources. The Department conditioned approval of this permit and subsequent building permit(s) to notify Kitsap County DCD, the Washington State Office of Archaeology and Historic Preservation, and the affected tribes if archaeological resources are uncovered during excavation.

22.400.135 View Blockage

There are no view blockage concerns for this project.

22.400.140 Bulk and Dimension Standards

In the rural conservancy designation, lot size and setbacks are regulated by Title 17, buffer is regulated by Title 22, impervious area is regulated in 22.400.125, and the maximum building height is 35ft in rural residential. The development of the ADU meets all these code sections.

22.500.100.B. Substantial Development Permit.

1. The Act provides that no substantial development shall be undertaken on the shorelines of the state without first obtaining a substantial development permit (SDP).
2. An SDP shall be classified under Chapter 21.04.
3. An SDP shall be granted only when the applicant can demonstrate that the proposed development is consistent with the policies and procedures of the Act and this program, as well as criteria in WAC 173-27-150.
4. The Act provides a limited number of exceptions to the definition of substantial development. Those exceptions are contained in RCW 90.58.030 and are summarized below in subsection (C)(3) of this section, and do not require an SDP. Whether or not a development constitutes a substantial development, all development must comply with the requirements contained in the Act and this program and may require other permits or approvals under this master program. Permits may be issued with limitations or conditions to assure consistency with the Act and this program.
5. All applications for shoreline substantial development permits or permit revisions shall be submitted to the Department of Ecology upon a final decision by local government pursuant to WAC 173-27-130. "Final decision by local government" shall mean the order of ruling, whether it be an approval or denial, that is established after all local administrative appeals related to the permit have concluded or the opportunity to initiate such appeals has lapsed.

Staff comment: This permit (25-03338) is for a shoreline substantial development permit and includes a condition of approval to stop excavation or construction and notify the appropriate agency or tribes if cultural significant artifacts are discovered.

22.500.100.D.3. Conditional Use Permits

3. Shoreline CUPs shall be granted only after the applicant can demonstrate compliance with WAC 173-27-160 and this section as follows:
 - a. That the proposed use is consistent with the policies of RCW 90.58.020 and this program;
 - b. That the proposed use will not interfere with the normal public use of public shorelines and does not conflict with existing water-dependent uses;
 - c. That the proposed use of the site and design of the project are compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and this program;
 - d. That the proposed use will not result in significant adverse effects or a net loss to the shoreline ecosystem functions in which it is to be located;
 - e. That the public interest suffers no substantial detrimental effect;
 - f. That consideration has been given to the cumulative impact of additional requests for like actions in the area and shall not result in substantial adverse effects or net loss of shoreline ecosystem functions. For example, if CUPs were granted for other developments in the area where similar circumstances exist, the total of the conditional uses shall also remain consistent with the use preference policies and shall not produce substantial adverse impacts to the shoreline environment. Consideration shall be demonstrated through preparation of a cumulative impacts report, if requested, that substantially conforms to the applicable provisions of Chapter 22.700 (Special Reports);

Staff comment: This permit (25-01632) addresses the criteria for the shoreline conditional use. The proposal achieves no net loss through mitigation plantings. The cumulative impact of projects that achieve no net loss would not create a substantial adverse impact to the shoreline environment.

22.200.125 Rural Conservancy

This proposed work supports 22.200.125 C(3), "Residential development standards shall ensure no net loss of shoreline ecological functions and should preserve the existing character of the shoreline consistent with the purpose of the "rural conservancy" environment" by accommodating a residential use while ensuring no net loss through enhancement of the shoreline environment through planting of native vegetation and removal of debris from the bulkhead.

j. Access, Traffic and Roads

See conditions below.

k. Fire Safety

Staff comment: ADU is under 5,000 sq ft and access only serves 2 dwellings, Fire Marshal has no requirements.

l. Solid Waste

Not analyzed for this permit.

m. Water/Sewer

Not analyzed for this permit.

n. Kitsap Public Health District

The approved septic design increases the maximum number of bedrooms allowed between both structures to four bedrooms.

Staff comment: Reviewed and approved under permit 24-03301.

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

1. The proposal is consistent with the Comprehensive Plan.
2. The proposal complies with requirements of KCC Title 17 and all other applicable provisions of Kitsap County Code.
3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.
The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.

13. Recommendation

Based upon the analysis above and the decision criteria found in KCC 17.550.030.A, the Department of Community Development recommends that the Shoreline Substantial Development Permit 25-03338, CUP-Shoreline Permit 25-01632, and CUP-ADU Permit 24-03301 requests for Glenn Detached Accessory Dwelling Unit be **approved**, subject to the following conditions:

a. Planning/Zoning

1. KCC 17.105.110 'Obnoxious things.' In all zones, except as provided for elsewhere in this title, no use shall produce noise, smoke, dirt, dust, odor, vibration, heat, glare, toxic gas or radiation which is materially deleterious to surrounding people, properties or uses. Lighting is to be shielded and directed downward and away from adjoining properties in accordance with Section 17.420.030(C). Not more than one foot candle of illumination may leave the

property boundaries.

2. 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.
3. The accessory dwelling unit (ADU) 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.
4. Any proposed modification (not including cosmetic work such as painting, papering and similar finish work), remodel or expansion of the accessory dwelling unit (ADU) 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.
5. Only one accessory dwelling unit (ADU) shall be permitted on the subject property.
6. The owner of the property must reside in either the primary residence or the accessory dwelling unit (ADU) and only one of the structures may be rented at any one time.
7. The accessory dwelling unit's (ADU) habitable area shall not exceed 50% of the primary residence (1,143 square feet) or 900 square feet, whichever is smaller. The proposed size of the ADU is 864 square feet.
8. The accessory dwelling unit (ADU) shall be located within 150 feet of the primary residence.
9. The accessory dwelling unit (ADU) 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 (ADU).
11. The accessory dwelling unit (ADU) 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 (ADU) is removed and the ALQ or GH complies with all requirements imposed by the Kitsap County Code (KCC).
13. A property with a primary residence and an accessory dwelling unit (ADU) 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 (ADU) cannot be sold separately from the primary residence unless it has legally been segregated onto its own lot

b. Development Engineering

15. 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 the Building Permit Application.

16. 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.
17. 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

18. Buffers shall remain undisturbed natural vegetation areas except where the buffer can be enhanced to improve its functional attributes. Buffers shall be maintained along the perimeter of fish and wildlife habitat conservation areas, as listed in Table 19.300.315. Refuse, fill, yard waste or other debris shall not be placed in buffers unless otherwise allowed through an approved buffer reduction or variance of this chapter.
19. If archaeological resources are uncovered during excavation, developers and property owners must immediately stop work and notify Kitsap County, the Office of Archaeology and Historic Preservation and affected Indian tribes.

Uncovered sites shall require a site inspection by a professional archaeologist in coordination with the affected tribe(s). Tribal historic preservation officers shall be provided the opportunity to evaluate and comment on cultural resources evaluations conducted by the professional archaeologist.

Work shall not recommence until authorized by the Office of Archaeology and Historic Preservation through an archaeological excavation and removal permit, which may condition development permits pursuant to Chapter [25-48](#) WAC (Archaeological Excavation and Removal Permit), Chapter [27.44](#) RCW (Indian Graves and Records), and Chapter [27.53](#) RCW (Archaeological Sites and Resources).

20. Prior to occupancy, the applicant shall remove tires and building debris from

the shoreline native vegetation buffer.

- 21. The project must comply with the No Net Loss report authored by BGE Environmental LLC on 1/30/2025, revised on 8/25/2025, and the supplemental letter drafted 12/9/2025.

d. Traffic and Roads

- 22. 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

- 23. ADU is under 5,000 sq ft and access only serves 2 dwellings, thus there are no requirements from the Fire Marshal.

f. Solid Waste

Not reviewed for these permits.

g. Kitsap Public Health District

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

Report prepared by:

Amanda O'Connor
 Name, Staff Planner / Project Lead

1/29/2026
 Date

Report approved by:

Darren Gurnee
 Darren Gurnee, Current Planning Supervisor

1/29/2026
 Date

Attachments:

- Attachment A: Site Plan
- Attachment B: Detailed Site Plan
- Attachment C: Shoreline Jurisdiction
- Attachment D: Zoning Map (Required)
- Attachment E: Critical Areas

CC:

Applicant/Owner: James D & Tammera E Glenn, teglenn@comcast.net

Authorized Agent: Charles Ritter, designworkshop@rocketmail.com; Lainie Ritter, lainie.ritter@yahoo.com

Biologist: BGE Environmental LLC, bgerobbbyn@comcast.net

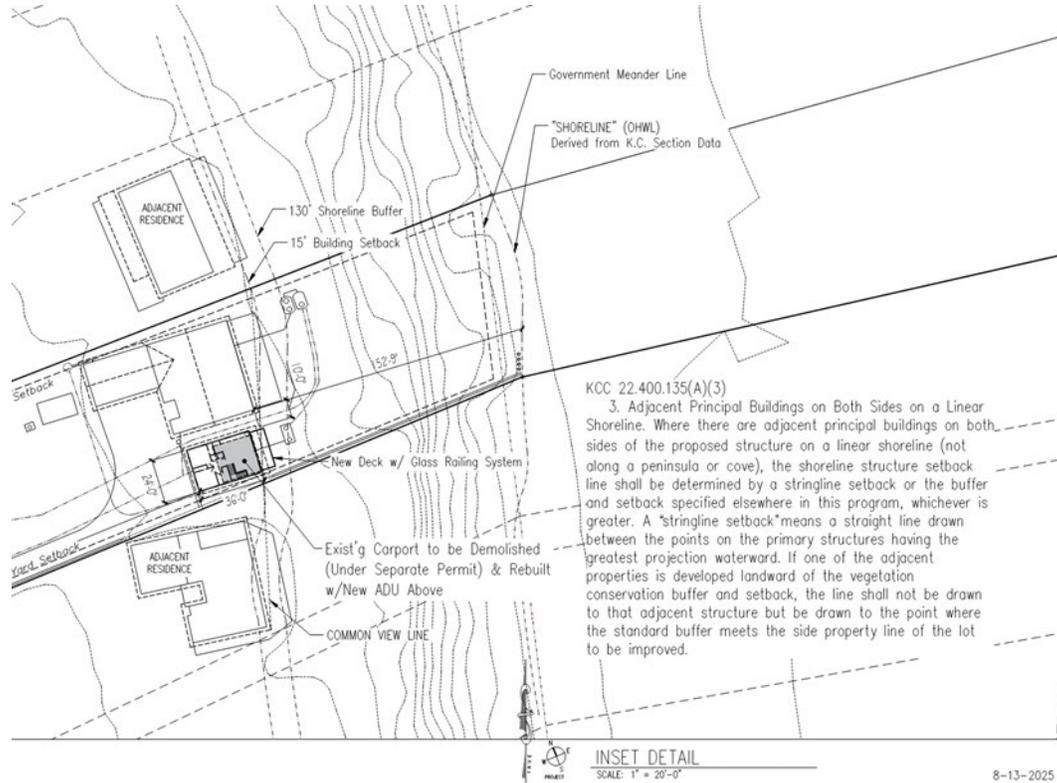
Engineer: Envirotech Engineering PLLC, envirotech@geotechnicalinfo.com; MAP LTD, PO BOX 720 SILVERDALE, WA 98383

Interested Parties: Matthew Evinger – Department of Ecology, Matthew.Evinger@ecy.wa.gov
Kitsap County Health District, MS-30

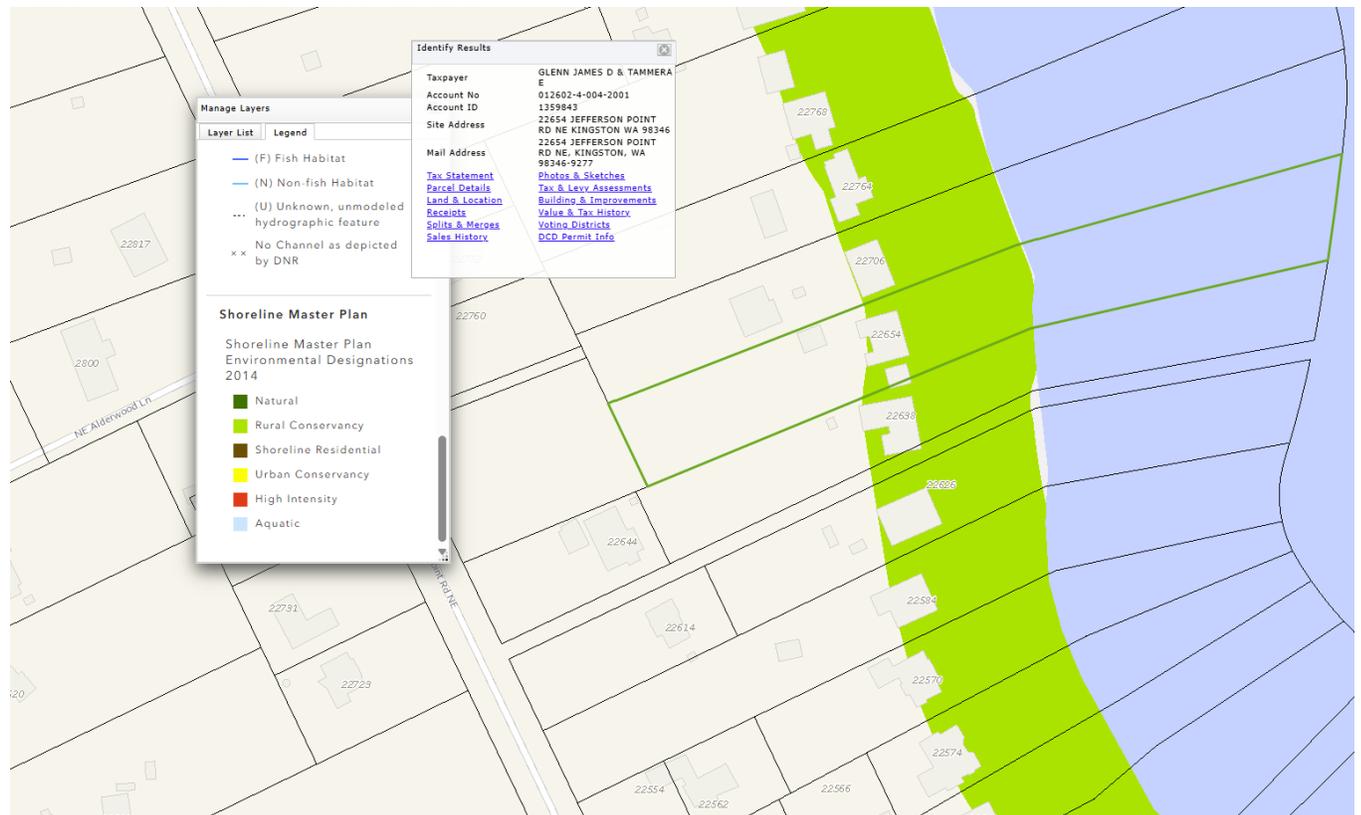
Kitsap County Public Works Dept., MS-26

DCD Staff Planner: Amanda O'Connor

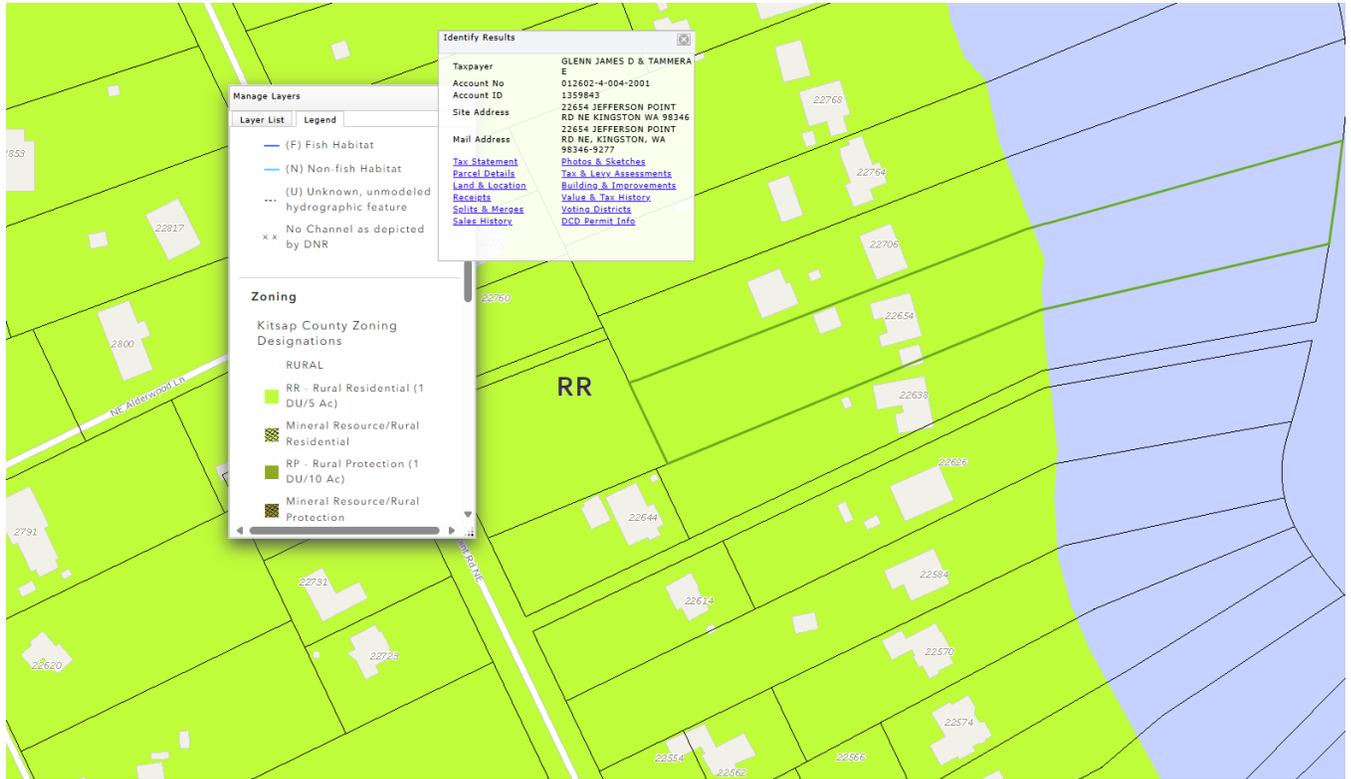
Attachment B: Detailed Site Plan



Attachment C: Shoreline Jurisdiction



Attachment D: Zoning Map



Attachment E: Critical Areas

