



Hearing Examiner Staff Report and Recommendation

Report Date: 9/17/2026

Hearing Date: 9/24/26

Application Submittal Date: 03/27/2026

Application Complete Date: 05/11/2026

Project Name: Lewark - Conditional Use Permit for an Accessory Dwelling Unit (2x6)

Type of Application: CUP-ADU

Permit Number: 26-01067

Project Location

12983 Olalla Valley Rd SE

Olalla, WA 98359

Commissioner District 2

Assessor's Account

042202-2-045-2007

Applicant/Owner of Record

Chrystal Thea and Wade Allen Lewark

12983 Olalla Valley Rd SE

Olalla, WA 98359

Recommendation Summary

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

VICINITY MAP



1. Background

The applicant proposes to place an 886 square foot detached Accessory Dwelling Unit (ADU) on a 10.06-acre parcel in the Rural Protection zone. The proposed ADU will be 80 ft from the primary residence. Kitsap County Code (KCC) section 17.410.042 requires a Conditional Use Permit (CUP) for a detached ADU in the Rural Protection zone.

2. Project Request

The applicant seeks approval for a Conditional Use Permit (CUP) to for the placement of a manufactured home to be used as an 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 05/18/2026. A Determination of Nonsignificance (DNS) was issued on 08/13/2026.

The SEPA appeal period expired 08/27/2026. No appeals were filed; therefore, the SEPA determination is final.

4. Physical Characteristics

The parcel is irregularly shaped sloping south to north. The parcel is mapped with moderate landslide and high erosion hazards.

Table 1 - Comprehensive Plan Designation and Zoning

Comprehensive Plan: Rural Protection Zone: Rural Protection	Standard	Proposed
Minimum Density	N/A	N/A
Maximum Density	1 dwelling unit per 10 acres	
Minimum Lot Size	10 acres	N/A
Maximum Lot Size	N/A	N/A
Minimum Lot Width	140 ft	N/A
Minimum Lot Depth	140 ft	N/A
Maximum Height	35 ft	N/A
Maximum Impervious Surface Coverage	N/A	N/A
Maximum Lot Coverage	N/A	NA

Table 2 - Setback for Zoning District

	Standard	Proposed
Front (South)	50 ft	~56 ft
Side (East)	20 ft, 5 ft for accessory structure	~92 ft

Side (West)	20 ft, 5 ft for accessory structure	~150 ft
Rear (West)	20 ft, 5 ft for accessory structure	~540 ft

Table 3 - Surrounding Land Use and Zoning

Surrounding Property	Land Use	Zoning
North	Single-family residence	Rural Protection (RP)
South	Single-family residence	Rural Protection (RP)
East	Single-family residence	Rural Protection (RP)
West	Single-family residence	Rural Protection (RP)

Table 4 - Public Utilities and Services

	Provider
Water	Kitsap PUD #1
Power	Puget Sound Energy
Sewer	Kitsap PUD #1
Police	Kitsap County Sheriff
Fire	South Kitsap Fire and Rescue
School	South Kitsap School District No. 402

5. Access

The site is accessed from the south via Olalla Valley Rd SE, a county-maintained road.

6. Site Design

The parcel is developed currently with the single-family residence, located on the eastern portion of the parcel. The proposed ADU will be located south of the primary residence. The site is developed with septic and drainfields which serve the primary residence and the proposed ADU to the east of the ADU. Section 10.a of this report analyzes the site design.

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 in December 2024, effective on April 1, 2025.

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

Land Use Policy 15.4. Maintain consistency with Countywide Planning Policies regarding growth targeting.

Land Use Policy 17.1. Permit residential uses in rural areas in a variety of rural lot sizes consistent with the rural character of the surrounding area.

Land Use Policy 17.4. Accommodate appropriate rural uses not characterized by urban growth.

Housing Policy 6.1. Promote fair housing to ensure that all residents of Kitsap County have an equal and fair opportunity to obtain safe and healthy 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 Policy 6.3. Encourage affordable housing opportunities to be distributed throughout the County, prioritizing opportunities in historically marginalized communities and areas with a concentration of households making less than 80 percent of the Area Median Income.

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
Title 19	Critical Areas Ordinance
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:

Exhibit #	Document	Dated	Date Received/Accepted
1	Staff Report	09/17/2026	
2	ADU Elevations	07/12/2023	03/30/2026
3	ADU Floor Plans	05/21/2025	03/30/2026
4	Geotechnical Evaluation from Envirotech Engineering	02/27/2026	03/30/2026
5	Health District Approval	12/19/2025	03/30/2026
6	Project Narrative		03/30/2026
7	Permit Submission	03/30/2026	03/30/2026
8	SFR Floor Plans and Elevations	June 2020	03/30/2026
9	Stormwater Worksheet	11/17/2025	03/30/2026
10	SEPA Checklist	05/07/2026	05/11/2026
11	Notice of Application	05/18/2026	05/18/2026
12	Applicant Response about Design Criteria		07/08/2026
13	Geotechnical Engineering Investigation by Resolve Environmental	09/20/2020	07/08/2026
14	SEPA Determination	08/13/2026	08/13/2026
15	Site Plan	08/10/2025	08/25/2026
16	Notice of Public Hearing	09/09/2026	09/09/2026
17	Certification of Public Notice	09/16/2026	09/16/2026
18	Staff Presentation		
19	Hearing Sign In		

9. Public Outreach and Comments

The Notice of Application was sent out on May 18, 2026. No comments were received by the department.

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 3,457 sf, fifty percent of which is 1,728 sf. The ADU will be 886 sf, which is less than fifty percent of the primary residence and less than 900 sf.

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 80' from the primary residence

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 color, siding color, siding, and window frame color.

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: The Kitsap County Health District approved the site for sewage and water supply.

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 proposed ADU will use the same driveway entering the property that the primary residence uses.

In addition, parking for the ADU and primary residence meet the requirements of Kitsap County Code 17.490.030 which requires 3 total spaces. Please see Table 5.

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

Staff Comment: No other ADUs are present or proposed.

b. Lighting

Lighting is not analyzed for ADU proposals

c. Off-Street Parking

The parking requirement is met. Please see Table 5 below.

Table 5 - Parking Table

Use Identified in 17.490.030	Standard	Required Spaces	Proposed Spaces/Existing Spaces
Accessory Dwelling Unit (ADU)	During subdivision, 2 per unit on site + 0.5 per unit on street or set aside; for historical lots or lots with no standing requirement, 2 per unit. 1 additional space for accessory dwelling units or accessory living quarters. 1 garage space may count toward this requirement for multiple car garages.	2+1=3	3
Total			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 (Sq. Ft.) 15% of Site	N/A	N/A
Required Buffer(s) 17.500.025	N/A	N/A
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

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 Services and Engineering reviewed and accepts the concepts contained in this preliminary submittal and requires the conditions stated in Section 13 as an element of the land use approval.

i. Environmental

The parcel slopes to the north and is mapped with high erosion hazards and moderate landslide hazards. As a part of this application, Geotechnical Evaluation by Envirotech Engineering dated February 27, 2026 and Geotechnical Engineering Investigation by Resolve Environmental dated December 9, 2020 were submitted for review. Resolve Environmental stated in their report for the original Single Family Residence “Based on the findings of this investigation and previous geotechnical experience in the project area, it is our preliminary opinion that, utilizing conservative criteria for anticipated loads, the proposed development appears to be feasible. Geologic hazards can be fully mitigated provided the recommendations described in this report are followed.” Envirotech Engineering reviewed the Resolve Environmental report as stated the following; “Envirotech concludes that the proposed property is satisfactory with regards to the existing geologic report, and in our opinion, the ADU development may commence without further geotechnical studies or inspections of the property. There are no new geologic hazards observed or discovered during research of available mapping within the influence of the

project.” The project has been conditioned to follow the recommendations of the submitted reports.

j. Access, Traffic and Roads

Traffic is not evaluated as a part of this proposal.

k. Fire Safety

Kitsap County Building and Fire Safety Division reviewed and approved the ADU with no conditions.

l. Solid Waste

No solid waste requirements apply to this permit.

m. Water/Sewer

Property is outside the service area for KCPW Sewer Utility Division.

n. Kitsap Public Health District

Water and Septic were approved by the Kitsap County Health District.

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 or will comply with requirements of KCC Title 17 and complies with or will comply with all of the other applicable provisions of Kitsap County Code and all other applicable regulations, including all applicable development standards and design guidelines, through the imposed conditions outlined in this report.
3. The proposal is not materially detrimental to existing or future uses or property in the immediate vicinity.
4. The proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the subject property and the immediate vicinity.

13. Recommendation

Based upon the analysis above and the decision criteria found in KCC 17.550.030.A, the Department of Community Development recommends that the Conditional Use Permit request for Lewark - Conditional Use Permit for an Accessory Dwelling Unit 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 (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.
3. 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.
4. Only one accessory dwelling unit (ADU) 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 (ADU) and only one of the structures may be rented at any one time.
6. The accessory dwelling unit's (ADU) habitable area shall not exceed 50% of the primary residence or 900 sf, whichever is smaller. The proposed size of the ADU is 886 sf. Any future expansion of the ADU 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.
7. The accessory dwelling unit (ADU) shall be located within 150 ft of the primary residence.
8. The accessory dwelling unit (ADU) shall be designed to maintain the appearance of the primary residence.
9. This permit shall comply with all Kitsap Public Health District regulations and conditions of approval.
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.
 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 and 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 (KCC). 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 26-01067. 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.

21. 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.
- b. Development Engineering**
- 22 Erosion and sedimentation control devices shall be installed in accordance with best management practices. Provide silt fence(s) along contours. Provide appropriate gravel construction entrance mat. Protect all exposed soils.
- 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.
- c. Environmental**
24. The project shall follow the recommendations of the Geotechnical Evaluation by Envirotech Engineering dated February 27, 2026 and Geotechnical Engineering Investigation by Resolve Environmental dated December 9, 2020
- d. Traffic and Roads**
- No Conditions
- e. Fire Safety**
- No Conditions
- f. Solid Waste**
- No Conditions
- g. Kitsap Public Health District**
- No Conditions

Report prepared by:

Izzy Lotz
Izzy Lotz, Staff Planner / Project Lead

8/27/26
Date

Report approved by:

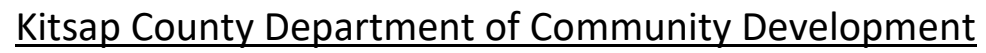
Darren Gurnee
Darren Gurnee, Current Planning Supervisor

9/3/2026
Date

Attachments:

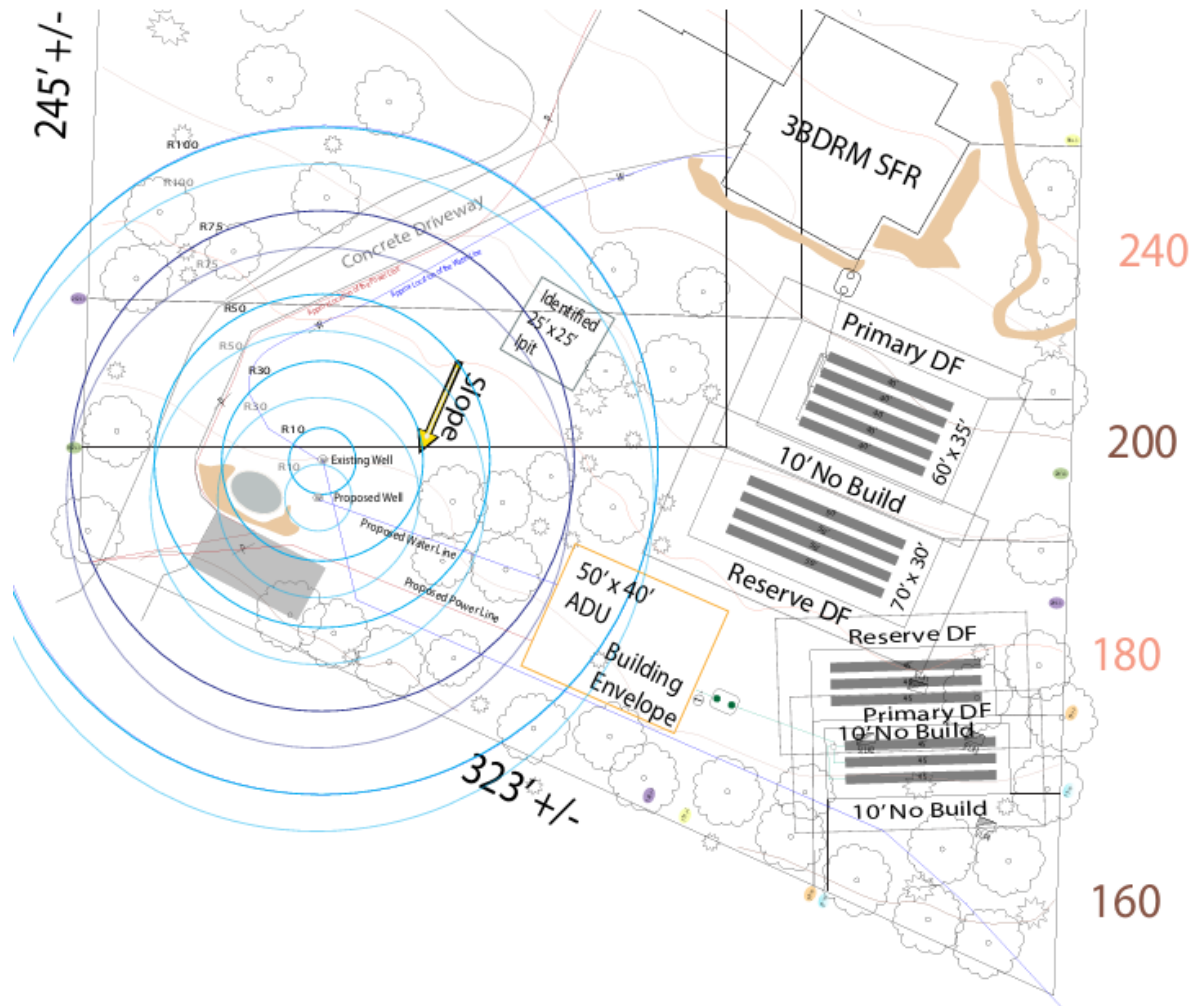
Attachment A – Site Plan
Attachment B – Site Plan Inset
Attachment C – Critical Areas Map
Attachment D – Zoning Map

CC: Applicant/Owner email: Lewark, Chrystal Thea & Wade Allen,
wade.lewark@astound.net
Engineer or Project Representative email: Kipperberg, Johanna,
jkipperberg@gmail.com
Interested Parties:
Kitsap County Health District, MS-30
Kitsap County Public Works Dept., MS-26
DCD Staff Planner: Izzy Lotz
Current Planning Supervisor: Darren Gurnee

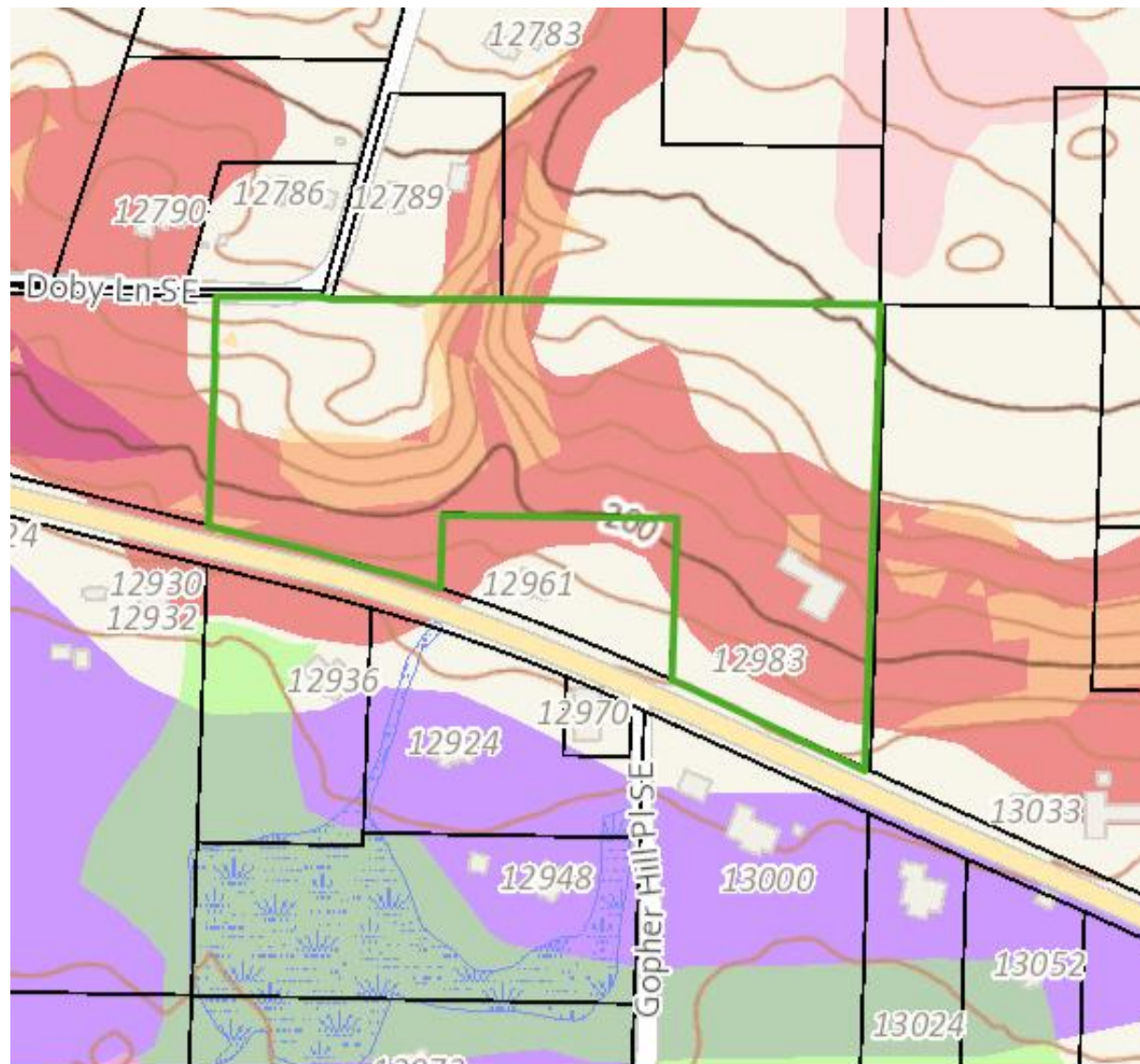
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Site Plan Inset



Critical Area Map



Zoning Map

