



Pre-Application Meeting Summary

February 24, 2021

Sean Hegstad
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RE: Permit # 21-00015 Lindvog Apartments
Assessor's Tax Account: 262702-1-088-2006 and 262702-1-089-2005

Dear Sean,

Thank you for attending the pre-application meeting on January 26, 2021. The request is for the construction of Lindvog Apartments in Kingston. The subject property is located at 26678 Lindvog Road NE, and is comprised of two parcels totaling approximately 1.78 acres in size within the Kingston Urban Growth Area.

Kitsap Public Utility District will serve the project for water supply, and Kitsap County Public Works for sanitary sewer. The property is zoned Commercial, and bordered to the north, south and east by Commercial zoning, and bordered to the west by a large parcel zoned as Urban High Residential (UH), which is used as a self-storage facility. The property is subject to the Kingston Design standards, within the "Lindvog Commercial" design district.

The subject property is located on the west side of Lindvog Road NE which is an urban major collector. The Kitsap County Road Standards call for 12-foot travel lanes, an 11-foot two-way left turn lane or exclusive turn lane, a 5-foot bike lane and 5-foot sidewalk. The Kingston Complete Streets Study calls for 5-foot sidewalks for collectors and a recommended landscape buffer of 2 to 4 feet. On street parking is not permitted on collector roads.

Multi-family development requires an Administrative Conditional Use Permit (ACUP) in the Commercial zoning. Enclosed with this letter, please find a summary of requirements from County staff who were present at the meeting. The summary identifies important requirements or concerns. This information will aid you in preparing a complete application. Please review carefully, as we only accept complete applications.

The information is based on staff's interpretation of the County's current codes, policies, and standards as applicable to the proposed project as we understand it. If more than six months passes between the date of this letter and application submittal, please contact us to ensure that County codes and policies have not changed. If more than one year transpires, a new pre-application meeting is recommended to confirm your plans and county requirements.

If you have any questions, contact Colin Poff for land use matters and Jenifer Lawrence for stormwater review at (360) 337-5777.

The pre-application summary and checklist (attached) lists the documentation and additional information to be submitted with the Administrative Conditional Use Permit application.

Sincerely,



Colin Poff
Senior Planner
Kitsap County Department of Community Development
cpoff@co.kitsap.wa.us
(360) 337-5777

CC: Sean Hegstad: sean@haven-dw.com
Rick and Karen Flescher: northwestsignaturehomes@gmail.com
Colin Poff, Land Use and Environmental Review, cpoff@co.kitsap.wa.us
Jenifer Lawrence, Engineering, jlawrenc@co.kitsap.wa.us
Christine DeGeus, Transportation, cdegeus@co.kitsap.wa.us
David Forte, Non-motorized, dforte@co.kitsap.wa.us
Michael Brooks, Wastewater mbrooks@co.kitsap.wa.us
Gregory Gentile, Fire, ggentile@co.kitsap.wa.us

Pre-application Summary and Checklist

Land Use

In this zone, multi-family development will require an Administrative Conditional Use Permit (ACUP). If this is a phased project, all proposed phases should be included with the ACUP permit and must be in the SEPA checklist. The following items are needed to be addressed to constitute a complete application:

1. Administrative Conditional Use Permit Submittal Checklist: In addition to all relevant submittal items on the [Administrative Conditional Use Permit Checklist](#), please submit the following:
 - a) Site Plan Requirements per KCC Title 17.400;
 - b) Submit a detailed project narrative, explanation of project scale and scope, and narrative describing consistency with CUP criteria in KCC 17.540.040;
 - c) Submit a design narrative showing consistency with Kingston Design Standards (see more information below);
 - d) Include location of buildings on adjacent/abutting properties;
 - e) Preliminary Landscape Plan KCC Title 17.500 (include and label native vegetation screening buffers around perimeter to remain). See more information about landscaping requirements below;
 - f) Show utility locations, proposed and existing;
 - g) Show fire hydrants, proposed and existing;
 - h) Submit preliminary building elevations and building floor plans.
2. KCC 17.490 Off Street Parking and Loading: The proposal is located just outside of the High Capacity Transit Area, so the standard parking requirements for multifamily in KCC 17.490.030 applies, which are 1.5 spaces per unit, as well as 0.5 set aside (on-street parking is not allowed on Lindvog). For 51 proposed units, the code would require 77

spaces onsite and 26 spaces set aside.

As we discussed, you may request a parking deviation of up to 25% per KCC 17.490.030.A; however, a parking deviation is not guaranteed. Relevant factors in the request may include proximity to high-capacity transit, number of studio and one-bedroom apartments, provision of non-surface parking (provided underneath building), documentation of expected parking demand, use of shared parking agreements, and other factors. A discussion of how the proposal exceeds design standards as they relate internal and external pedestrian connections and amenities may also be relevant.

Per KCC 17.490.020.H.10, Bicycle parking should be provided at a ratio of one space per ten vehicle spaces, and shall be required at a ratio of one space per twenty vehicle spaces. Because Kingston is a walkable/bikeable community, the apartment complex should consider how it would manage bike ownership beyond what the racks would allow.

A reduction of greater than 25% will require a Type III zoning variance, with approval by the hearing examiner.

3. KCC 17.490 Landscaping: At minimum, 15% of the site must be landscaped. Parking lot landscaping is required per standards in KCC 17.500.050, which for 51-99 spaces would require 25 square feet of landscaping per parking space. For the property boundaries abutting compatible uses/zones, a separation buffer may be required per KCC 17.500.027.A.2. A solid screening buffer may be required to the storage use to the west per KCC 17.500.027.B. The director may require different buffer types depending on the proposed use of the site and adjacent zones and/or uses. Lastly, the landscaping concept should address the Kingston Design Standards, specifically, Chapter V Landscape Design.
4. Kingston Design District: Located in Commercial (C) zoning, conformance with KCC 17.470 Multi-Family Design Standards is not required, however, conformance with the Kingston Design District Standards (Lindvog Commercial District) will be required. You must submit a design narrative showing consistency with the intent of this document to ensure your development is compatible with surrounding neighborhood character, enhances the built environment for pedestrians, and provides well-connected streets, sidewalks, and trails. Kingston is a walkable/bikeable community and that should be enhanced with individual projects.

The narrative may be organized by chapters in the Design Standards (site planning, roads/parking, walkways, building design, landscape design, etc.). Because the buildings do not directly front the street, internal and external pedestrian connections and amenities will be particularly important for this site. With director's approval, flexibility in some standards may be possible. Per section D of the Design Standards, all requests for a variance from numerical or dimensional design standards must demonstrate conformance with the general goals, policies, and objectives of the Kingston Subarea Plan, the Kingston Design Standards, and the criteria for variance approval outlined in KCC 17.560.

5. KCC 17.420.054 Commercial density and dimensional requirements: The property is located in the Commercial (C) zoning designation and includes the following dimensional requirements:
 - a) Density: 10-30 dwelling units per acre
 - b) Max. Height: 35'
 - i. A greater height of up to a maximum of 45' may be allow by director's

approval pursuant to footnote 17 in KCC 17.420.060 and the Kingston Design Standards.

- ii. Per Chapter IV Section C.1 of the design standards, for structures over 35', an upper story setback is required for any façade *abutting street frontages*, however, this would not apply to this site as you are not abutting a street. Any façade visible from public ROW or pedestrian routes must provide horizontal and roofline building modulation, and other features per Section C.1.
 - c) Max. Impervious Surface: 85%
 - d) Setbacks: Front – N/A; Side – 10'; Rear – 10'
6. Kingston Citizens Advisory Council – Consistent with the optional process of KCC 21.04.130, you may wish to provide a presentation to the Kingston Citizen Advisory Council. The Council is purely advisory and sometimes can provide helpful input. The Kingston core area invites a lot of interest in projects of significance, and we have observed that these optional meetings can mitigate opposition, invite ideas, and manage rumors or hearsay.
7. Fee Schedule – Attached is copy of the Impact Fee Table for 2020 which breaks it down by Roads, Schools, and Parks. Call Veronica Bassen, Permit Center Supervisor, for questions on calculations at (360) 337-5777. The fee table for 2021 will be available in March.

Please contact Colin Poff, Planner for any specifics regarding the required submittal documents at (360) 337-5777 or cpoff@co.kitsap.wa.us.

Environmental Review

The site does not have any mapped significant slopes and is moderately vegetated. A very small area of moderate erosion hazard is mapped at the southeast edge of the property. The site is within a Type I Critical Aquifer Recharge Area (CARA), however, the proposal is not a regulated activity in Chapter KCC 19.600.

SEPA , for all contemplated phases, will be required for the project as the number of units and parking spaces exceed the flexible thresholds in KCC 18.04.090.

Fire Protection

The Fire Marshal's Office has the following comments:

1. Fire apparatus access roads are required and must be maintained in accordance with IFC 503 Amended by Kitsap County Code. Any proposed revision to these roads must be submitted to, reviewed and approved by the Kitsap County Fire Marshal's Office. Access roads shall comply with the following:
 - a) Unobstructed width of 20 feet and height of 13 feet 6 inches.
 - b) Shall be designed and maintained to support a 60,000-pound fire apparatus and be provided with an all-weather driving surface.
 - c) Dead end access roads exceeding 150 feet in length shall be provided with an approved turnaround.
 - d) Inside turning radius shall be a minimum of 25 feet (residential) 35 feet (commercial).
 - e) Access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the structure as measured by an approved route around the exterior of the structure or facility.
 - f) Road shall not be more than 12% grade.
2. Water line size and location, fire hydrants, fire department connections, and externally accessed riser rooms must be shown on SDAP plans. A letter of water availability indicating

available fire flow from the water purveyor is required to be submitted to the Kitsap County Fire Marshal's office prior to the approval of any building permits.

3. Where hydrants supply commercial or multi-family fire flows, a hydrant shall be placed between fifty (50) feet and one hundred fifty (150) feet from the protected building.
4. For buildings with automatic sprinkler systems, one on-site hydrant should be located within approximately 50 feet of the fire department connection(s)

Please contact the Gregory Gentile at the Fire Marshall's Office for any specifics regarding the required submittal documents at (360) 337-4674.

Stormwater

The information provided demonstrates this proposal is a Large Project as defined in Kitsap County Code Title 12.08. This project type requires preliminary civil design plans prepared by a licensed professional engineer. Preliminary design submittal requirements can be found in the Kitsap County Stormwater Design Manual, Vol. II, Chapter 1.2.3.2.

Following land use approval, a Site Development Activity Permit (SDAP) will be required prior to construction activities. The Guidelines for submitting a SDAP can also be found in the Kitsap County Stormwater Design Manual, in Vol. II, Chapter 1.

The SDAP type will be a Full Drainage Review Commercial Site Development Activity Permit (SDAP). See the link to the -current KCSDM below:

https://www.codepublishing.com/WA/KitsapCounty/html/images/Stormwater_Design_Manual.pdf

The two parcels included in this preapplication are part of a 10-parcel agreement for stormwater detention per a previous agreement for right of way deeded to Kitsap County, and referenced below. At the time of preliminary land use application, please include a copy of a properly executed agreement signed by the property owners whose property is subject to the Lindvog Road Right-of-Way Deeds (recorded at AFN #s 3253368, 3253369 and 3253370). These properties are currently identified as:

262702-1-088-2006	262702-1-093-2009
262702-1-089-2005	262702-1-087-2007
262702-1-090-2002	262702-1-020-2007
262702-1-091-2001	262702-1-083-2001
262702-1-092-2000	262702-1-084-2000

The agreement must fully allocate among the ten properties the 3.08 acres of impervious surface referenced in paragraph 2 of Exhibit B to the Lindvog Road Right-of-Way Deeds. The agreement must be binding on all current and future owners and must be recorded with the County Auditor following verification from the County that such agreement fully allocates the referenced 3.08 acres and that the terms of the agreement allow the County to implement paragraph 2 of Exhibit B to the Lindvog Road Right-of-Way Deeds on a clear and consistent basis for all affected properties. At the County's sole discretion and for good cause, the County may accept separate acknowledgments from each property owner agreeing to the established allocation in lieu of a single agreement.

The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) Stormwater Construction permit from the Washington State Department of Ecology. More information about

this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction/> or by calling Josh Klimek at (360) 407-7451, email joshklimek@ecy.wa.gov -. This permit is required prior to issuance of the SDAP.

Please contact Jenifer Lawrence, Development Engineering for any specifics regarding the required preliminary submittal documents at (360) 337-5777.

Traffic/Roads

Public Works and DCD Development Engineering have the following traffic comments:

1. Lindvog Road is a local sub-collector. Frontage improvements along property frontage with road shall consist of a 5-foot sidewalk and a 13-foot travel lane.
2. Site access shall align with driveway access locations on the opposite side of Lindvog Road. Avoid positioning driveways where opposing left turning movements conflict with each other. Provide intersection sight distance calculations for site access.
3. A traffic study is required for the project. The traffic study shall evaluate PM peak hour operations at site access points and the Lindvog Road/SR 104 intersection.
4. Site driveway on Lindvog Road shall be designed per Kitsap County Road Standards Section 4.3.2 and Figures 4-4 or 4-5.

Sewer Utilities

Kitsap County sanitary sewer may be available, and the Wastewater Division has the following comments:

1. Kitsap County sanitary sewer may be available for the project. Applicant needs to submit an "Application to Construct Sanitary Sewer" to KCPW Sewer Utility Division.

Please contact Michael Brooks, Wastewater Division for any specifics regarding the required preliminary submittal documents at (360) 337-5777.

Solid Waste

1. Please provide documentation from the solid waste/recycling service provider that their requirements for this project have been met. Waste Management can be reached at pnwcmsservices@wm.com or 1-800-592-9995; their website is <http://wmnorthwest.com/kitsap/index.html>
2. The SDAP submittal shall show solid waste dumpster location(s), method(s) 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. The provided area must accommodate a minimum 6-yard dumpster.
3. The SDAP submittal shall also show that at least 150 square feet of exterior recyclable materials storage space is provided 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.
4. If using a compactor, liquid wastes generated as a result of compaction must not discharge into the stormwater system per BKCBH Ordinance No. 1996-11, Section IV.2.a.

Other

For information and assistance in preparing permits required by agencies other than Kitsap County contact the Washington State Office of Regulatory Assistance: email, assistance@ora.wa.gov ; phone, (800)917-0043 or (360) 407-7037; website, <http://www.ecy.wa.gov/programs/sea/pac/indx.html>

Kitsap County Department of Community Development
(360) 337-5777



