



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

614 DIVISION STREET MS-36, PORT ORCHARD WASHINGTON 98366-4682  
(360) 337-5777 FAX (360) 337-4925 HOME PAGE - [www.kitsapgov.com/dcd/](http://www.kitsapgov.com/dcd/)

Larry Keeton, Director

### NOTICE OF ADMINISTRATIVE DECISION

August 1, 2011

To: Interested Parties and Parties of Record

RE: Project Name: Northwoods Lodge Expansion  
Application: Site Development Activity Permit  
File Number: LIS#11 97910

Enclosed is the Administrative Decision issued by the Kitsap County Department of Community Development (DCD) for the above referenced application.

**THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER BEFORE THE CLOSE OF BUSINESS ON AUGUST 15, 2011.**

Pursuant to the Kitsap County Land Use and Development Procedures, an appeal may be filed objecting to the Department's Decision. An appeal must be made in writing, and received by the Department of Community Development (DCD). At the time of filing the appeal, the appellant shall pay the sum of **five hundred dollars (\$500.00)**. This fee is non-refundable and subject to change. Make check payable to Kitsap County Department of Community Development (DCD).

The written appeal shall be made on, or attached to, an appeal form provided by DCD, and shall contain the following information.

1. The project name, project applicant, application type, and file number designated by the County;
2. The name, address, and signature of each appellant. If multiple parties file a single appeal, the appeal document shall designate, in writing, one party as the contact representative for all contact with the DCD Director and the Office of the Hearing Examiner. All contact between the County and the appellants regarding the appeal, including notices, shall be through this contact representative; and
3. A written statement of the specific aspect(s) of the Decision and/or SEPA determination being appealed, the reasons why each is in error as a matter of fact or law, and the evidence relied upon to prove the error.

Notice of Administrative Decision – Northwoods Lodge Expansion – Site  
Development Activity Permit  
August 1, 2011  
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The complete application file will be available for review at the Department of Community Development, Monday through Thursday, except holidays, from 10:00 a.m. to 3:45 p.m. by appointment only. You may make an appointment by calling me at (360) 337-4487.

If you have questions, please contact me at (360) 337-4487 or Douglas Frick at (360) 337-5777.

Sincerely,



Karen Ashcraft  
Clerk of the Examiner

C: Rick Krueger, Clearbrook Lodge, Inc., 30 Romance Hill RD, Suite 101,  
Belfair, WA 98528  
Mike Wnek, PE, PS, Wnek Engineering, 3388 NW Byron ST, Suite 200,  
Silverdale, WA 98383

Interested Parties:  
(None)



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton, Director

July 27, 2011

Rick & Leslie Krueger  
Clearbrook Lodge, Inc.  
30 NE Romance Hill Rd. Suite 101  
Belfair, WA 98528

**RE: Northwoods Lodge Expansion, SDAP 11 97910  
PLAN ACCEPTANCE, 2<sup>nd</sup> Submittal Revised  
Affects Building Permits: 11 97492 & 11 98510**

Dear Mr. & Mrs. Krueger:

This SDAP does not require a land use action. Because a Site Development Activity Permit is a Type II decision, a two-week appeal period is required after SDAP approval (per KCC 21.04.070). Due to this procedural requirement, after the SDAP is approved, we will notify the interested parties. The pre-construction meeting can be scheduled after the two-week appeal period has ended.

We have reviewed and accept for construction the civil site plans for the above referenced project. This permit must be issued within **[12]** months from the date of approval (per KCC 12.10.055). The Site Development Activity Permit and accepted construction drawings will be issued at the pre-construction meeting. Please contact Ellen Tietz at (360) 337-5777 to schedule the pre-construction meeting.

The initial permit fee for all SDAPs applies to review and processing through permit approval. All review, inspection and processing after the date of the approval letter will be charged at the DCD hourly rate. The balance remaining at approval will be credited toward post-approval hourly fees. The additional post-approval fees will be estimated at the pre-construction meeting based on the proposed construction schedule, and up to 80% of that fee may be required by DCD as a deposit. Any unused deposit will be refunded upon project completion. All fees must be paid prior to final inspection.

**A. The following items shall be submitted to Development Engineering prior to scheduling the pre-construction meeting:**

1. Provide a Certificate of Liability Insurance remaining in force until final construction acceptance is issued by the County. Specify the liability insurance in the amount of not less than one million dollars combined single limit bodily injury and property damage, with a two million dollar aggregate. Include Kitsap County, its officers, and employees as additional insured's with respect to the terms and conditions of the policy. Reference **Northwoods Lodge Expansion, SDAP 11 97910** on the Certificate.

**B. Development Engineering will not schedule a final inspection until all of the following conditions are completed:**

Northwoods Lodge Expansion, SDAP 11 97910

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1. This project is subject to the conditions of the Geotechnical report by ESC dated 4/27/11.
2. **EXISTING FIRE PROTECTION:** Where an existing fire sprinkler system and/or fire alarm system is present in the building or tenant space, the protection shall be maintained in accordance with applicable IBC and IFC standards. Any modification or revision to such fire protection systems shall be done only under a separate issued FIRE CODE PERMIT.
3. Fire flow in the amount of **2375 gpm @ 20 psi for a minimum of 4 hours** is required for the project. Any changes to the structure will require a recalculation of fire flow. The calculated fire flow includes the 50% for fire sprinklers. A letter from the water purveyor indicating required fire flow is available shall be provided to the Kitsap County Fire Marshal's Office. It is the owner's responsibility to obtain this documentation.
4. Fire apparatus access roads are required and must be maintained. 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.
  - 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.
5. Submittal of two blackline copies of as-built plans, and a reproducible mylar or scalable electronic PDF (once as-built copies have been approved). All sheets containing road and drainage plans, profiles and associated details shall be included in the as-built set. It is not necessary to include grading and erosion control plans and details. The as-built plan set shall be stamped "**RECORD DRAWING**" and shall be signed and stamped by a professional engineer or land surveyor.
6. Permanent stabilization and restoration of the project site. Final replanting may be delayed to the appropriate season, provided that temporary soil stabilization measures are in place and financial security is provided to assure the completion of work.

**Northwoods Lodge Expansion, SDAP 11 97910**

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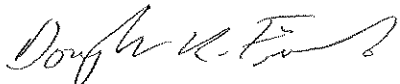
7. Certification, by the Project Engineer, of the as-built live and dead storage volumes.
8. The engineer shall review the as-built drawings and provide certification to Kitsap County that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.
9. Submittal, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities.
10. Payment of all outstanding fees.
11. Fulfillment of all conditions of approval.
12. Submittal of any required maintenance bonds.

**C. Please be aware of the following requirements by other agencies associated with the proposed construction:**

1. This project includes the construction of rock walls or other retaining facilities that exceed four feet in height, which require a building permit.
2. This project is subject to the conditions of the Kitsap County Health District memo dated June 16, 2011.
3. Any work within the County right-of-way will require a permit to perform work in the County right-of-way and possibly a maintenance or performance bond.

If we can be of further assistance, please contact **Jenifer Lawrence** at (360) 337-5777.

Sincerely,



Douglas R. Frick  
Manager, Development Engineering  
Department of Community Development

Copy to: Michael F. Wnek, PE  
Jeff Smith