



**CITY OF PORT ORCHARD**  
**Public Works Department**

Permit Center  
216 Prospect Street, Port Orchard, WA 98366  
Ph.: (360) 874-5533 • permitcenter@portorchardwa.gov

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**NOTICE OF DECISION**

**Issuance Date:** June 20 2024

**Applicant:** Jason Anderson  
Team 4 Engineering, LLC  
5819 NE Minder Rd, Poulsbo WA 98370

**File Number(s):** PW 23-068 & PW23-069

**Project Name:** Construction of Infrastructure for the Fireweed Plat

**Type of Application(s):** Major Land Disturbing Activity Permit, Storm Drainage Permit

**Assessor Parcel Number(s):** 022301-3-021-2005

**Site Location:** 2414 Sherman Ave

**PROPOSAL:**

Subdivision of one existing tax parcel into 21 residential lots and a communal tract with associated infrastructure.

**DETERMINATION OF CONSISTENCY 20.24.100**

Administrative applications are reviewed by the City to determine consistency between the proposed project and the applicable regulations and the Comprehensive Plan provisions. A determination of consistency shall consider the type of land use, the level of development, availability of infrastructure, and the character of development. The application shall be found to be consistent with the Comprehensive Plan, the provisions of Title 20, the Washington State Environmental Policy Act (SEPA), and the City's Design Standards.

**PUBLIC COMMENT AND RESPONSE:**

Notice of Application was issued January 5th with comment period running through January 19th, 2024. The City received no comments during the comment period.

**FINDINGS MADE BY THE PUBLIC WORKS DIRECTOR/CITY ENGINEER**

1. A counter complete application for Land Disturbing Activity Permit was submitted on November 28, 2023.
2. Revised documents were submitted on April 23rd, and April 25th, 2024.
3. The application was determined to be technically complete on December 22, 2024.
4. A Notice of Application was issued January 5th, 2024 with a two-week comment period that ended January 19th, 2024.

5. The Notice of Application was properly noticed by mailing to surrounding property owners, publishing in the newspaper of record, and posting on the site.
6. The City of Port Orchard issued a Capacity Reservation Certificate for water, sewer and transportation for the Fireweed Plat on May 25, 2023.
7. The application is consistent with the Comprehensive Plan, the provisions of Title 20, the Washington State Environmental Policy Act (SEPA), and the City's Design Standards. The application is consistent with the criteria of approval as identified in this report.

Approved Documents; Exhibit Number(s):

- Civil Plans, June 6, 2024
- Geotechnical Report, April 25, 2024
- Storm Drainage Report, April 25, 2024
- Storm Water Pollution Prevention Plan, April 25, 2024

**CONDITIONS OF APPROVAL**

1. The decision set forth herein is based upon representations made and information submitted, including development plans and proposals submitted to the Director. Any substantial change(s) or deviation(s) in such development plans, proposals, or conditions of approval imposed shall be subject to the approval of the Director, and may require additional permitting, public notification and comment.
2. The authorization(s) granted herein is/are subject to all applicable federal, state and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances are conditions precedent to the approvals granted and are continuing requirements of such approvals. By accepting this/these approvals, the applicant represents that the development and activity allowed will comply with such laws, regulations and ordinances. If, during the term of the approvals granted, the developments and activities permitted do not comply with such laws, regulations or ordinances, the applicant agrees to promptly bring such developments or activities into compliance.
3. Upon approval of the application and issuance of the land disturbing activity permit, no work shall be done that is not provided for in the permit.
4. Applicable fees shall be paid prior to permit issuance.
5. The approved permit must be picked up within sixty (60) days of notification. If the permit is not picked up within 60 days of notification, it may be canceled by the director and become null and void. If the permit is canceled, the director shall notify the applicant by mail. Permit review fees are not refundable for a permit that is canceled due to a failure to pick up.
6. The land disturbing permit application expires as specified in POMC 20.140.090(4)
7. A Separate Right-of -Way (Street Excavation) permit is required when working in the City's Right-of-Way. Contact Port Orchard Permit Center at (360) 874-5533 for further information.
8. *Per POMC 20.140.090(4), an issued land disturbing activity permit shall automatically expire or be extended when the building permit expires or is extended; or, if a building permit is not issued for the same site, the LDAP shall expire if the authorized work has not begun within 180 days from the date of permit issuance, or if work is abandoned for over 60 consecutive*

*days, unless an extension has been granted. The applicant shall be responsible for notifying the director, in writing, if delays or unforeseen circumstances are impacting the start or continuation of the work. If the authorized work is continually performed, the permit shall expire one year from the date of issuance, unless a different time frame is specified on the permit, or an extension is granted. Up to two one-year extensions may be granted by the director for a land disturbing activity permit, provided the request is in compliance with provisions found in POMC 20.140.090(5).*

9. *Per POMC 20.150.150, an issued stormwater drainage permit shall expire three years from the date of issuance if the permitted work has not yet commenced. If construction has begun and is continuing, the property owner or permit applicant may request an extension in writing to the director prior to expiration. Inspections performed and approved within every 360 days is evidence that work has commenced and is continuing. The director may grant a one-time extension not to exceed two additional years.*
10. *Engineering or Architecture: Any changes in proposed construction shall be reviewed by the engineer or architect of record and submitted in writing to the City of Port Orchard Public Works Department prior to any revised construction. All engineering and/or architectural documents are a part of the approved set of plans, shall remain attached thereto, and become a part of the public record at the City. If documents are removed, or changes are made without approval from the architect or engineer and the Public Works Department, approval and occupancy will not be granted.*
11. *The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/sea/pac/index.html> or by calling the Assistant City Engineer at (360) 876-4991. This permit is required prior to issuance of any construction permits.*
12. *Should the proponent propose phasing of the project, a phasing plan shall be submitted to City Public Works Department for review and approval. The phasing plan shall, as a minimum, address the following items: 1) Timetables indicating the anticipated time between initial site grubbing/grading activity and the completion of construction, including site stabilization of that specific phase. 2) The extent of drainage improvements to be installed during the various phases.*
13. *Water service is billed at the construction rate beginning when the water meter is dropped. When the Certificate of Occupancy is issued, water, sewer and storm will be billed at the current non-construction rate.*
14. *The contractor is responsible to provide the required temporary traffic control per the MUTCD.*
15. *A homeowner's association and/or covenants and conditions shall be established prior to recording of the plat that insures the perpetual maintenance of private roads, utilities, recreational facilities and common open space. Provide a copy of the recorded document in PDF on a CD to the City.*
16. *Submittal and approval, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities prior to issuance of the Certificate of Occupancy.*

17. *Clearing limits shall be marked on-site prior to any land clearing. Clearing limits shall be the minimum necessary to construct and install all facilities. Every effort shall be made to disturb as little of the existing natural vegetation in order to retain the maximum vegetation possible. Please call the Planning Department to schedule your inspection at (360)874-5533.*
18. *Erosion and sedimentation control devices shall be installed in accordance with best management practices. Provide gravel construction entrance mat and other appropriate BMPs as required. Protect all exposed soils. Contact Port Orchard Permit Center to schedule an inspection by calling (360) 874-5533.*
19. *Cover and properly locate stockpiles. (1) Earth stockpiles should be set back at least 50 feet from downslope drainage features (e.g. channels, catch basins, detention ponds, pavement, stream banks, critical drainage areas); (2) Stockpiles should be located on the uphill side of the excavated area wherever possible so that they can act as diversions; (3) Earth stockpiles should not be placed on pavement without implementation of a procedure to prevent sediment transport; (4) Earth stockpiles should be completely covered or otherwise stabilized with an appropriate BMP on a daily basis during winter months and within 30 days during dry seasons; (5) The bottom of the stockpile should be circled with an interceptor swale and/or Filter Fabric Fence to catch sediment-laden runoff from the stockpile.*
20. *Any work within the City right-of-way will require an application to perform work on City right-of-way and possibly a maintenance or performance bond. The need for and scope of bonding will be determined at that time.*
21. *It is the responsibility of the Contactor to schedule all paving operation inspections for approval.*
22. *Submittal of a recorded (with the Kitsap County Auditor) Maintenance Covenant for maintenance of erosion and sedimentation control facilities located on the project site which gives the City of Port Orchard the right to inspect the facilities and guarantees the City that the facilities will be properly maintained (enclosed).*
23. *Erosion and sedimentation control devices shall be installed in accordance with best management practices. Provide appropriate gravel entrance mat. Protection of all exposed soils is required. Installation and inspection are required prior to any work commencing on-site. The contractor is responsible for continued maintenance during and after construction.*
24. *Submittal of a recorded (with the Kitsap County Auditor) Maintenance Covenant for maintenance of private storm drainage facilities located on the project site which gives the City of Port Orchard the right to inspect the facilities and guarantees the City that the facilities will be properly maintained (enclosed).*
25. *The required drainage facilities must be inspected and approved by the City of Port Orchard Public Works Department prior to the final inspection.*
26. *The engineer shall provide certification to the City that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.*
27. *Certification, by the Project Engineer that the soils encountered under any infiltration systems is consistent with the design criteria. Certification for Infiltration Soils*
28. *The owner/applicant shall provide certification to the City of Port Orchard that the drainage conveyance pipes and structures were cleaned prior to final site inspection.*

29. *Certification, by the Project Engineer, of the as-built live and dead storage volumes.*
30. *Submit soil compaction testing reports when complete to the City of Port Orchard Assistant Engineer.*
31. *WITHIN 5 FEET OF BUILDING STRUCTURE: The required sanitary sewer system must be inspected and approved by the City of Port Orchard Building Inspector prior to backfilling the trench and the final inspection. Call (360)874-5533 to set up inspection.*
32. *Sewer Manholes shall be vacuum tested prior to final inspection. If contractor is testing the manholes, the City Inspector shall be present for all testing, if a third party performs the testing a report shall be submitted to the City.*
33. *Inspection shall occur for every fitting, restraint (including, but not limited to Field-Lok Gaskets, Tiebacks, etc.), service line, and pipe every 100 feet for both the water and sewer installations.*
34. *The required water system must be inspected and approved by the City of Port Orchard Public Works Department prior to the final inspection.*
35. *LANDSCAPE INSPECTION: The contractor must schedule a landscape inspection for compliance with the approved landscape plan. This inspection must be approved prior to Final Inspection. Schedule the inspection by calling the Permit Center at (360)874-5533 or by emailing [inspections@portorchardwa.gov](mailto:inspections@portorchardwa.gov). The required water system must be inspected and approved by the City of Port Orchard Public Works Department prior to the final inspection.*
36. *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.*
37. *Completion, to the satisfaction of City of Port Orchard Public Works Department, of all work indicated on the plans.*
38. *SOIL AMENDMENTS: All disturbed areas proposed as landscape or lawn shall install soil amendments per Department of Ecology BMP T5.13 Post-Construction Soil Quality and Depth. Please coordinate soil amendments with Public Works inspector prior to installation.*
39. *The Contractor must keep track of any field changes which will be turned over to the engineer of record to use in preparation of the as-built drawings for the project. The owner must submit the as-built plan set drawings to the Permit Center for the City's review and approval prior to submitting the final copies. Once approved, submit as-built plans to the Permit Center consisting of one paper copy and an electronic copy of both DWG and vector-converted PDF digital drawings.*
40. *LIABILITY INSURANCE. A Certificate of Liability Insurance is required prior to issuance of a stormwater drainage permit. The liability insurance shall remain in force until final project approval is issued by the City. The commercial liability insurance shall be in the amount of not less than \$1,000,000 combined single limit bodily injury and property damage, with a \$2,000,000 aggregate. Such insurance shall include the city of Port Orchard, its officers, and employees as additional insureds, with respect to the terms and conditions of the policy. The Certificate must be submitted to the Permit Center Office at 720 Prospect Street.*

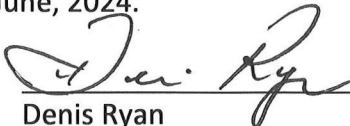
41. Applicant shall provide a landscape maintenance bond consistent with the requirements of POMC 20.128.120 prior to issuance of a Certificate of Occupancy for the associated structures

## **DECISION**

A Type II permit action is reviewed and considered in accordance with the procedures for such actions as set forth in Subtitle II of POMC Title 20 and applicable chapters.

The request to construct a single-family residential subdivision, as described and set forth in this report and decision, is hereby approved subject to the conditions of approval listed above.

ORDERED this 20<sup>th</sup> day of June, 2024.



Denis Ryan  
Public Works Director

6/20/2024

The effective date of approval for this request is June 20, 2024, provided no appeal is filed.

## **APPEAL PROCEDURES**

PLEASE NOTE: This approval is subject to a 14-day appeal period per POMC Chapter 20.22.040.

APPEAL PERIOD CLOSES: July 5 2024 at 4:00 PM.

APPEAL TO HEARING EXAMINER: Pursuant to Section 20.22.040 of the *Port Orchard Municipal Code*, a party of record may file an appeal within fourteen (14) days after the issuance of the Notice of Decision.

## **DISTRIBUTION**

Full Decision transmitted this 20<sup>th</sup> day of June, 2024 by email and first class mail to:

Jerry and Nancy Reid, PO Box 307 Belfair, WA 98528

Team 4 Engineering, 5819 NE Minder Rd., Poulsbo, WA 98370

Jason Anderson, Team 4 Engineering – [Jason@team4eng.com](mailto:Jason@team4eng.com); Jerry Reid [owner-ireid@reidrealestate.com](mailto:owner-ireid@reidrealestate.com) ; Matt Rasmusson, Team 4 Engineering – [matt@team4eng.com](mailto:matt@team4eng.com)  
(indicate if emailed or mailed)

## **CONTACT INFORMATION**

For additional information concerning this permit please contact:

K. Chris Hammer, PE  
City Engineer  
Public Works Department  
216 Prospect Street  
Port Orchard, WA 98366  
360-876-4991