



Planning & Community Development
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Bainbridge Island, WA 98110
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Notice of Administrative Decision

The City of Bainbridge Island has made a decision concerning the following land use application:

Date of Issuance: April 1, 2026
Project Name: Austin Preliminary Short Plat (PLN53133 SPT)
Project Number: PLN53021 SPT
Permit Type: Preliminary Short Plat
Owner: AUSTIN STACY A & WILLIAM H
Project Site & Tax Parcel: 11050 Hart Ln NE, TA#16250210362003

Project Description: Subdivide a 2.15-acre parcel in R-2 zoning into 2 lots

Project Decision: The application is **conditionally approved**. This proposal is subject to administrative review under Chapter 2.16.030 of the Bainbridge Island Municipal Code. The staff report containing the findings of facts upon which the decision is based, including the conclusions of law derived from those facts and the conditions of approval, is available to the public upon request.

Responsible Official: Patricia Charnas, Planning Director
Address: City of Bainbridge Island
Department of Planning and Community Development
280 Madison Avenue North
Bainbridge Island, WA 98110

Signature: 

Date: 4/1/2026

Appeal: This administrative decision may be appealed by filing a written appeal containing a summary of grounds for the appeal and paying the \$530 filing fee to the City Clerk at 280 Madison Avenue North, Bainbridge Island, WA 98110, in accordance with the procedures set forth in the Bainbridge Island Municipal Code, Section 2.16.020. **An appeal must be filed no later than 4:00 p.m., April 15, 2026.**

Staff Contact: Brian Brightbill, Planner
Department of Planning & Community Development
280 Madison Ave N, Bainbridge Island, WA 98110
pcd@bainbridgewa.gov or (206) 780-3767

Conditions of Approval

PLANNING AND COMMUNITY DEVELOPMENT

1. Except for modifications reflecting compliance with these conditions of approval, the project shall be in substantial conformance with the revised plat drawings submitted October 27th, 2025, and the conceptual preliminary utility plan date stamped February 2nd, 2026.
2. Prior to any construction, the applicant shall obtain the appropriate permits from the City of Bainbridge Island, including but not limited to clearing, grading, and/or building permits.
3. Future development shall follow the guidelines in Bainbridge Island Municipal Code (BIMC) [16.16.025](#) which limits the hours of construction activities in residential zones.
4. If any historical or archaeological artifacts are uncovered during excavation or construction, work shall immediately stop and the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation shall be immediately notified. Construction shall only continue thereafter in compliance with the applicable provisions of law.
5. School impact fees may be required. If school impact fees are in effect at the time of submittal for the final short plat, the applicant shall pay one half of the impact fees for the single-family units. The remaining half of the fees shall be paid at the time of building permit issuance for the single-family units. If the fees are in effect at the time of building permit submittal rather than final short plat submittal, then the applicant apply for the single-family residential building permits shall pay the full impact fee prior to building permit issuance.
6. Pursuant to RCW 58.17.140(3), a final plat shall be submitted to the city for approval within five years of the date of preliminary plat approval.
7. The extent of land disturbing activities, as defined in [BIMC 15.20.020.22](#), shall be limited to the minimum required for site preparation and construction.
8. Prior to any occupancy of Lot A, the applicant shall construct parking facilities consistent with the parking configuration depicted in the plan dated October 27th, 2025.
9. Individual homeowners are responsible for the maintenance and modification of landscaping on their lots, subject to any rules and guidelines established by a homeowners' association or similar body. Native vegetation on the site should be retained and maintained where possible and landscaping should be responsive to the natural contours of the lot.
10. A plat certificate shall be provided with the final short plat application.
11. At the time of final plat submittal, maximum allowable lot coverage must be listed on the final plat drawing and a portion of the maximum allowable lot coverage must be assigned to each lot and specified on the face of the plat.
12. Building setbacks and lot coverage shall be provided on the face of the final plat in accordance with [BIMC Table 17.12.070-1](#).
13. Sight-obscuring fencing is prohibited at the subdivision exterior boundary.
14. All activities shall comply with Puget Sound Clean Air Agency (PSCAA) regulations.
15. Tree Protection Fencing in accordance with BIMC 18.15.010.C.4 shall be shown on building permit plans.
16. There is a 30ft max building height for any future development of lots.

FIRE DISTRICT

17. Any future development shall comply with all provisions of the adopted Fire code.
18. Private fire apparatus access roads shall be not less than 12' wide drivable surface with 13.5 feet overhead clearance. BIMC 20.04.080 503.2.1(1).
19. The grade of existing private fire apparatus access roads shall not exceed 12%. Private fire apparatus access roads where grades are greater than 12% but not exceeding 15% shall be paved, or in lieu of paving, shall have an automatic fire sprinkler system installed in any new structure. Grades exceeding 15% will require the fire apparatus access road to be paved, all new structures to be equipped with automatic fire sprinkler systems, and special approval by the fire code official. BIMC 20.04.080 503.2.7.2.
20. All new buildings in excess of 3,600 square feet total floor area are required to install an automatic fire sprinkler system. BIMC 20.04.100 903.2.13(1).

****Please show on site plan****

21. Please place the following on the face of the short plat: "Compliance with the fire flow requirements of BIMC 20.04 will be by a residential fire sprinkler system if required at the time of construction."

PUBLIC WORKS

22. The applicant shall comply with the following conditions to the satisfaction of the City Engineer:
 - a. Every lot corner shall be staked by a three-quarter-inch galvanized iron pipe or equivalent approved by the City, driven into the ground and marked or tagged with the certificate number of the surveyor setting said monument. The position and type of every permanent monument shall be noted on the plat. Perimeter and public street monuments (if required) shall be twenty-four inches long, set in concrete, or shall be constructed of an equivalent approved by the City.
 - b. No building permit, subdivision, short subdivision, or planned unit development shall be approved or granted until the owner of the affected property dedicates to the city the portion of land designated on the official street map or required by the COBI Design and Construction Standards and Specifications, "the Standards", as a street right-of-way (ROW) [BIMC 12.30.010]. Initial review indicates that Hart Lane Ne is classified as a Residential Suburban Street with a minimum required ROW width of 30-FT. The existing ROW width is 30-FT, thus no additional ROW dedication is anticipated to be required at this time.
 - c. Section 6-06 of the COBI Design and Construction Standards sets the number of access points for a residential development to one two-way access point. The preliminary plat application proposes road approach access for proposed lots A and B from Hart Lane NE utilizing road approach standards found in COBI standard drawing 8-170. It is COBI policy that the road approach to a public road matches that road in surfacing (i.e., asphalt, gravel, concrete, etc. Any new driveway/road approach will be assumed to require a driveway culvert (COBI drawing 8-175R,) unless it can be demonstrated to COBI engineering that the absence of a culvert does not alter existing roadside drainage patterns and there is no risk of flooding damage to existing roadway prism or adjacent properties during the design storm event.
 - d. Mailbox locations, relocations, and clustering shall be approved by the local postmaster and shall conform to the Standards for mailbox placement per standard drawings DWG. 8-220, DWG. 8-230, DWG. 8-240, and DWG. 8-250. Mailbox relocations shall be the financial responsibility of the developer if required.

- e. Resultant lots shall be subject to evaluation for Transportation Impact Fees (TIFs) as part of the building permit review process for future development. Fees are due prior to building permit issuance.
- f. A final stormwater report shall be submitted with the final plat detailing compliance with all applicable minimum requirements (MR 1-5) as required by BIMC 15.20.
- g. A Stormwater Pollution Prevention Plan (SWPPP) is required prior to construction activities including clearing or grading or civil improvements. Stormwater quality treatment, erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington
- h. The following condition shall be recorded on the face of the plat referencing the stormwater plan and report that are submitted with the final plat:
 - a. The final stormwater plan, report, and memorandum prepared by Browne Wheeler Engineers, INC, dated 2/25/2026, 10/08/2025, and 2/2/2026 respectively demonstrate compliance with the applicable stormwater minimum requirements, MR 1-5, and any future development shall be in substantial conformance with the aforementioned stormwater plan and report. If future development on any of the subject lots does not substantially conform with the final stormwater plan and report, a new stormwater plan and report shall be prepared by a professional engineer licensed in the State of Washington that demonstrates compliance with MR 1-5 for all subject lots collectively regardless of their state of development.
- i. Placement of any rain garden, infiltration system and/or downspout dispersion systems shall comply with the Kitsap County Health Ordinance 2008A-01 for setbacks from wells, primary septic fields and reserve areas, and septic system components. (See Table 1B of the ordinance). It's highly recommended to Include any proposed stormwater measures with the septic BSA to avoid future permitting conflicts.
- j. All on-site stormwater facilities shall remain privately owned and maintained. The owner(s) shall be responsible for maintenance of the storm drainage facilities for this development following construction. Annual inspection and maintenance reports shall be provided to the City.
- k. The site and resultant lots are not located within the COBI water or sanitary sewer service areas. Any utility expansion or improvements shall conform with the agency having jurisdiction. The final short plat submittal shall include a preliminary conceptual utility plan that includes the locations of all existing and proposed utility facilities (including but not limited to water, septic, power and telecom).
- l. Short subdivision as proposed will not require a plat utility permit as no specific civil improvements are required prior to applying for final plat. Future development on newly created lot(s) remains subject to COBI and Kitsap Public Health District (KPHD) water and sewer availability requirements for building permits. This condition in no way alleviates potential civil improvements arising from requirements of other reviewing departments or agencies (i.e. Fire Marshall).
- m. Construction within the ROW will require a ROW use construction permit. The ROW use permit is subject to an independent review resulting in separate conditions, fees, and bonding requirements.
- n. No construction on or to the site may take place until civil improvement plans have been reviewed and

approved by the City as part of a construction permit to include but not limited to Building, Grade and Fill, or Right of Way Use permits.

NATURAL AREA AND ARPA

23. A final Natural Area Management Plan (NAMP) shall be recorded on the face of the final plat. The NAMP shall include limitations on activities within the natural area, ownership, and maintenance. The NAMP must distinguish between uses that are and are not permitted in the perimeter buffer. Final review and approval of the NAMP will occur at the time of final plat approval.
24. No construction staging is permitted in the designated natural area.
25. Prior to any construction activities or final plat approval, the applicant shall install signs at approximately 50-foot intervals along the interior natural area boundary to designate the natural areas in accordance with BIMC 17.12.050.A.6. Low impact fencing may be substituted for any portion of the signage, as approved by the Department. Signage and any fencing must be maintained in perpetuity and shall be subject to the approval of the Department.

The following conditions shall be listed on the final short plat: **Conditions** 2-5, 7-9, 13-16, 17, and 21-25.