



<b>Title:</b> Requirements for Special Residential Situations	Page 1 of 2
Number: [Administrative] Policy OS-04	Effective Date: March 17, 2025
Applies To: Special Residential Situations	Supersedes: N/A
Approved: Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

Purpose: This policy outlines the regulatory requirements of the Kitsap Public Health District (Health District) and the Kitsap County Department of Community Development (KCD CD) for permitting special residential uses beyond standard single-family homes. It provides a comprehensive list of conditions needed to comply with Health District and KCD CD regulations, with a focus on properties served by onsite sewage systems (OSS). For properties within the jurisdiction of other building departments, including the City of Poulsbo, City of Port Orchard, City of Bremerton, or City of Bainbridge, the appropriate building department must be consulted for specific regulatory requirements.

The following special residential situations are addressed in this policy:

1. Accessory dwelling unit -detached (ADU-detached)
2. Accessory dwelling unit-attached (ADU-attached)
3. Guest house
4. Special care residences
5. Seasonal RV occupancies (“Snow bird”)
6. Construction Living Quarters (CLQ)
7. Outbuildings/garages with plumbing
8. DSHS Adult Family Homes

Policy: Special residential situations shall be addressed as follows:

## 1. ACCESSORY DWELLING UNIT-DETACHED (ADU-DETACHED)

A. Definition/Description: A separate dwelling unit, that does not meet the definition of KCC Section 17.110.017, ADU-attached. No mobile home or recreational vehicle shall be considered an ADU-detached. Refer to Kitsap County code for additional information.

### B. Requirements & Restrictions:

- The minimum land area required is **two-times** the minimum lot size required by the Health District for one single-family residence, based on soil type and type of water supply (See Kitsap County Board of Health Ordinance No. 2008-01, Section 15, Minimum Land Area Requirements for Developments Using Onsite Sewage Systems). **\*\*Exception:** For lot sizes larger than 1 acre, but less than 2 acres, on an individual well, a lot size waiver may be granted provided that the applicant can meet both the Private Two-Party Water Supply Requirements and provide for conforming onsite sewage systems (primary and reserve) for both residences without additional waivers. (Health District)
- The ADU-detached structure shall be sized according to Department of Community Development requirements. (KCDCD)
- Kitchen facilities are required. (KCDCD)
- A full bath is required. (KCDCD)
- A separate septic tank is required for the ADU-detached. (Health District)
- The ADU-detached primary and reserve drainfields shall each be sized as a two-bedroom, minimum, if separate from the primary dwelling unit drainfield and reserve. The primary residence and ADU-detached may share a drainfield. When the drainfield is shared, the drainfield may be sized for the number of bedrooms in the primary dwelling unit and one bedroom for the ADU-detached, as long as the ADU-detached is only one bedroom. Any new drainfields (regardless for which unit they serve) must meet current Health District code requirements. (Health District)
- A separate water availability letter is required for the ADU-detached if it is served by a public water system. Water adequacy is required for well systems, and two-party water system capabilities are required.
- A notice to title is required. (KCDCD)
- The ADU-detached must be designed to maintain the appearance of the primary residence. (KCDCD)
- The ADU-detached must be located within 150 feet of the primary residence or be located in an existing detached structure. (KCDCD)
- No ADU-detached will be a mobile home or a recreational vehicle. (KCDCD)
- The ADU-detached will take its access from the same road approach as the primary residence unless Kitsap County Code allows multiple access points to the lot. (KCDCD)
- The property owner must reside in either the primary residence or ADU-detached if the property is located outside an Urban Growth Area. (KCDCD)
- The unit may be rented. (KCDCD)
- Only one ADU-detached is allowed per lot unless the property is within an Urban Growth Area, then two are allowed. (KCDCD)
- An ADU-detached is a permitted use in all urban residential zones, but requires a conditional use permit in all rural residential zones. (KCDCD)

- An ADU-detached will meet all building setback requirements of the zone in which it is located. (KCDCD)

## **2. ACCESSORY DWELLING UNIT-ATTACHED (ADU-ATTACHED)**

A. Definition/Description: A separate dwelling unit contained within, or directly connected by a minimum of four feet to the habitable space of, the primary residence. Alternate configurations shall not be allowed as an ADU-attached. Refer to Kitsap County Code for additional information.

B. Requirements & Restrictions:

- The ADU-attached structure shall be sized according to the requirements of the Department of Community Development. (KCDCD)
- Kitchen facilities are required. (KCDCD)
- A full bath is required. (KCDCD)
- The ADU-attached primary and reserve drainfields shall each be sized as a minimum one-bedroom so long as the ADU-attached shares its use with the primary residence. If the flows from the ADU-attached are separated from the primary residence, the primary and reserve drainfields shall be sized as a minimum two bedroom. Any new drainfields, regardless of which unit they serve, must meet current OSS code requirements. (Health District)
- A notice to title is required. (KCDCD).
- The owner must live in the primary residence or ADU-attached if the property is outside an Urban Growth Area. (KCDCD)
- The unit may be rented. (KCDCD)
- Only one ADU-attached is allowed per lot unless the property is in an Urban Growth Area, then two are allowed. (KCDCD)

## **3. GUEST HOUSE (GH)**

A. Definition/Description: A living quarters in an accessory building for the use of the occupant, persons employed on the premises, or for temporary use by guests of the occupant. Such quarters have no kitchen facilities and are not otherwise used as a separate dwelling unit.

B. Requirements & Restrictions:

- The GH must comply with the setback requirements for an accessory building in the zone (KCDCD)
- No kitchen plumbing, appliances, sink or provisions for cooking of any kind. (KCDCD)
- Maximum of two bedrooms. (KCDCD)
- A separate septic tank for the GH is recommended but not required. (Health District)
- The drainfield size is based on the total number of bedrooms for GH and primary residence on the property. Any new drainfield additions required (regardless for which unit they serve) must meet current code requirements OSS. (Health District)
- Maximum of one full bath. (KCDCD)
- A recorded notice to title is required. (Health District and KCDCD)
- The GH cannot be rented. (KCDCD)
- Only one GH per parcel. (KCDCD)
- No GH is allowed on a parcel with an existing ADU-detached (KCDCD)

#### 4. SPECIAL CARE RESIDENCES

A. Definition/Description: A manufactured or mobile home used by a family member in need of special, frequent, and routine care and assistance by reason of advanced age or ill health.

B. Requirements & Restrictions:

- The unit must be removed when it is no longer needed as a special care residence, or when the main house is sold or unoccupied. (KCDCD).
- Occupancy is limited to no more than two family members. (KCDCD)
- For new development, the minimum land area required is the minimum lot size for one single family residence, based on Health District standards for soil type and type of water supply. For existing development, there is no minimum land area requirement provided that all existing and proposed structures and drainfields fit on the property. (Health District)
- Kitchen facilities are required. (KCDCD)
- A full bath is required. (KCDCD)
- A separate septic tank (and pump tank if necessary) may be required for the special care unit. (Health District)
- If wastewater disposal is separate from the main house, the primary and reserve drainfield areas for the special care residence shall each be sized as a two-bedroom minimum. (Health District)
- A separate water availability letter is not required. (Health District)
- A notice to title is required. (KCDCD)
- The owner must reside either in the primary residence or the special care residence. (KCDCD)
- Only one special care residence is allowed per parcel. (KCDCD)
- The unit cannot be rented. (Health District and KCDCD)
- A temporary building permit is required, which must be renewed annually. (KCDCD)

#### 5. SEASONAL RV OCCUPANCIES (“SNOW BIRD”)

A. Definition/Description: A rural building site with all utilities available for a habitable residence, where a RV can be occupied for a limited 90 day period.

B. Requirements & Restrictions:

- Only properties located in three rural residential zones – Interim Rural Forest, Rural Protection or Rural Residential are eligible for a Temporary RV permit. (KCDCD)
- No holding tanks are permitted. (KCDCD)
- The property must have an approved minimum two-bedroom OSS installed with an approved water source available. (KCDCD and Health District)
- The RV must be 200 square feet or larger. (KCDCD)
- The RV cannot be rented. (KCDCD)
- The RV must be sited to meet the setback requirements for the zone. (KCDCD)
- The RV must be occupied by the property owner or an immediate family member. (KCDCD)
- A building permit is required each time the RV is placed on the parcel. (KCDCD)
- No more than one RV per parcel. (KCDCD)

## 6. CONSTRUCTION LIVING QUARTERS (CLQ)

A. Definition/Description: A temporary habitable structure occupied during the construction of a primary residence. Refer to Kitsap County Code 17.455.090 D (or as amended) for additional information.

B. Requirements & Restrictions:

- The CLQ must meet all the setback requirements of the zone. (KCDCD)
- The CLQ must meet all the setback requirements of Kitsap County Board of Health Ordinance 2008A-01, Table 1A. (KCDCD)
- A Building Permit must be issued and kept active for legal occupancy of the CLQ. (KCDCD)
- The property must have an approved minimum two-bedroom OSS installed with approved water source available (holding tank chemicals may not be disposed of in the OSS), or a holding tank permit must be obtained from the Health District. (Health District)
- If the CLQ is a recreational vehicle which has self-contained holding tanks and liquid level alarms, a pumping contract must be obtained with a Health Districted-certified pumper. (Health District)
- The CLQ may not be rented. (KCDCD)
- The CLQ must be vacated and removed prior to KCDCD final of building permit approval. (KCDCD and Health District)

## 7. OUTBUILDINGS/GARAGES WITH PLUMBING

A. Definition/Description: Garages or other structures (i.e. home office, recreation room, etc.) that are not dwelling units and are not intended for ongoing habitation or residency, but for intermittent use. Not an ADU-detached, ADU-attached, GH or CLQ.

B. Requirements & Restrictions:

- The property must have an approved minimum two-bedroom OSS installed with an approved water source available. (KCDCD and Health District)
- The structure must be shown on the approved Building Site Application or Building Clearance. (KCDCD and Health District)
- No kitchen facilities allowed. (KCDCD and Health District)
- No bedrooms allowed. (Health District)
- Sink and toilet only, no notice to title required. (Health District)
- Full bath requires a notice to title. (KCDCD)

## 8. DSHS ADULT FAMILY HOMES

A. Definition/Description: These are residential homes licensed to care for up to six non-related residents. They provide room, board, laundry, necessary supervision, and necessary help with activities of daily living, personal care and social services. (RCW 70.128.010).

B. Requirements & Restrictions:

- The property must be served by a public water source (WAC 246-291 – Group B Public Water Systems – Definitions (61)) (Washington State Department of Health).
- The septic system must be sized to meet the number of bedrooms that the home contains (Health District).
- In general, Adult Family Homes generate effluent exceeding typical residential sewage as defined Kitsap County Board of Health Ordinance 2008A-01. A septic system serving an Adult Family Home must include a treatment component approved to meet, at a minimum, Category 2 requirements as specified in the List of Registered On-site Treatment and Distribution Products, and all other provisions of Kitsap County Board of Health Ordinance 2008A-01 (Health District).
- Monitoring & Maintenance is required (Health District).
- Requires local building official approval prior to construction or modification (KCDCCD)