



STAFF REPORT

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Staff Report CALAVISTA PLANNED RESIDENTIAL DEVELOPMENT (PRD) & PRELIMINARY PLAT (PP)

To: Poulsbo Planning Commission
From: Edie Berghoff, Associate Planner
Date: June 16, 2020
Subject: Calavista Planned Residential Development & Preliminary Plat | Planning File P-05-08-19-01

Planning and Economic Development (PED) staff respectfully recommends approval of the Calavista Planned Residential Development & Preliminary Plat, Planning File P-05-08-19-01, subject to the SEPA Mitigation and Conditions of Approval.

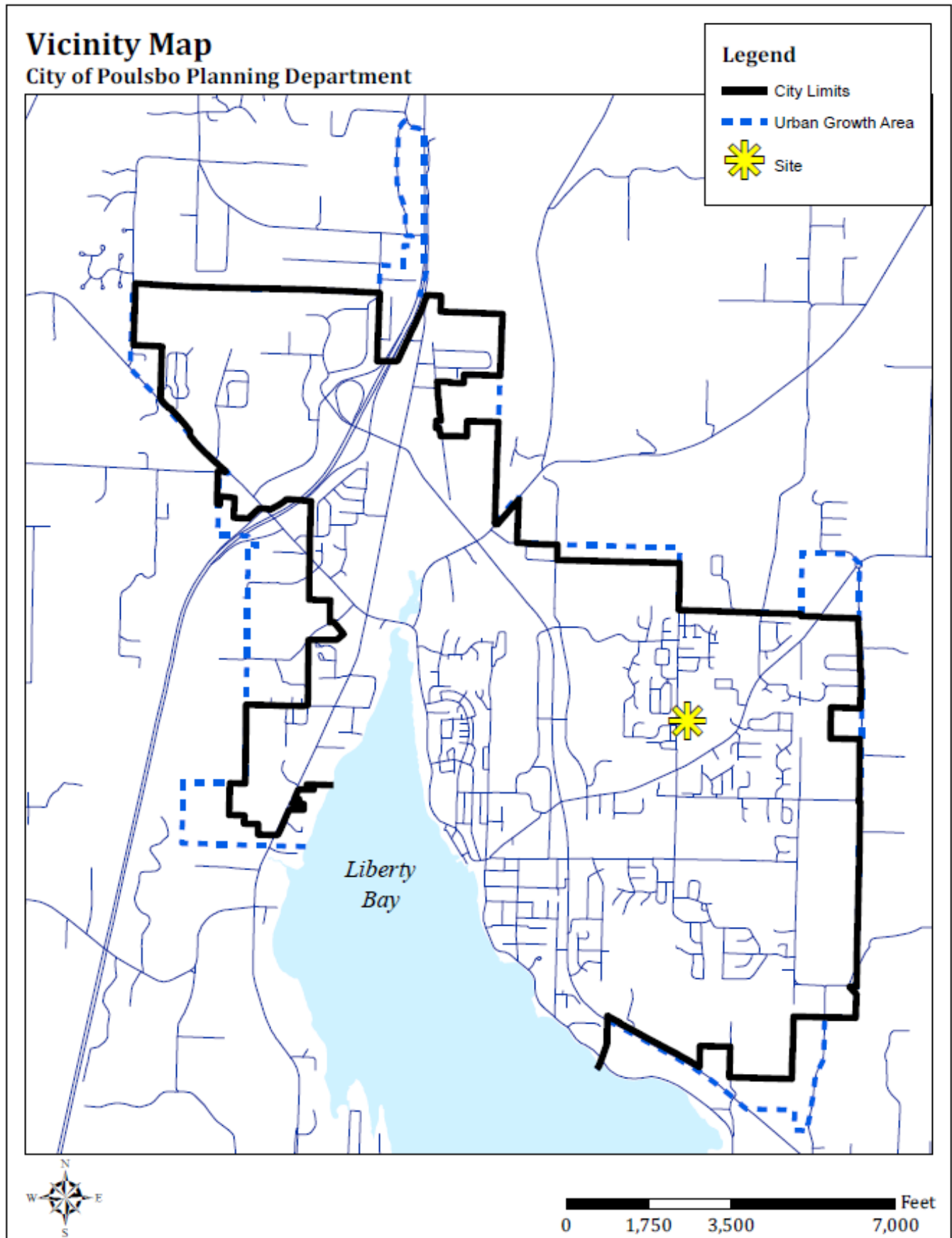
ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) of the Calavista Planned Residential Development & Preliminary Plat, Planning File P- 05-08-19-01, subject to the SEPA Mitigation and Conditions of Approval, AND authorize the Planning Commission Chairman to sign the Findings of Fact, Conclusion and Recommendation.

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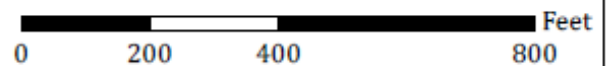
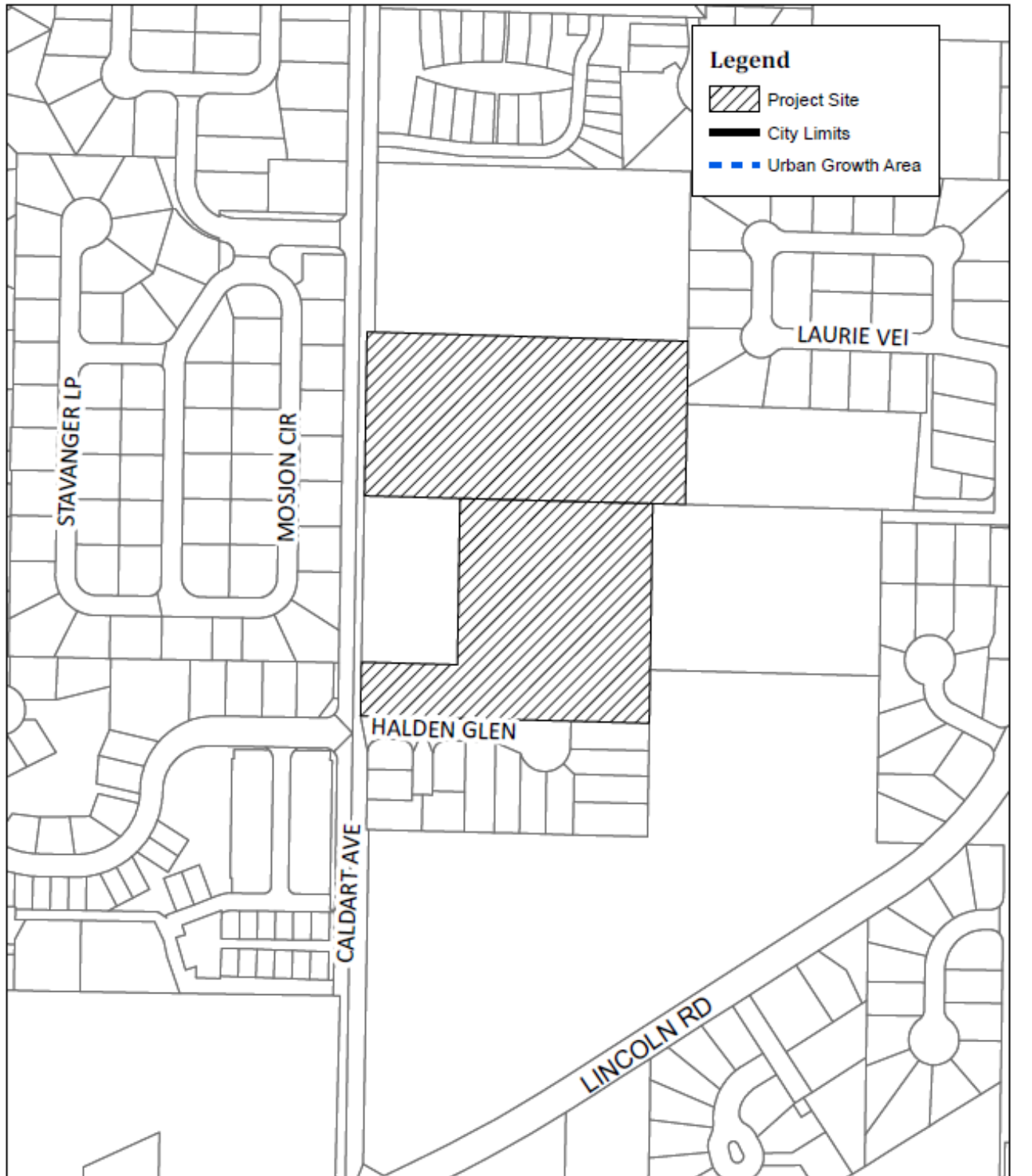
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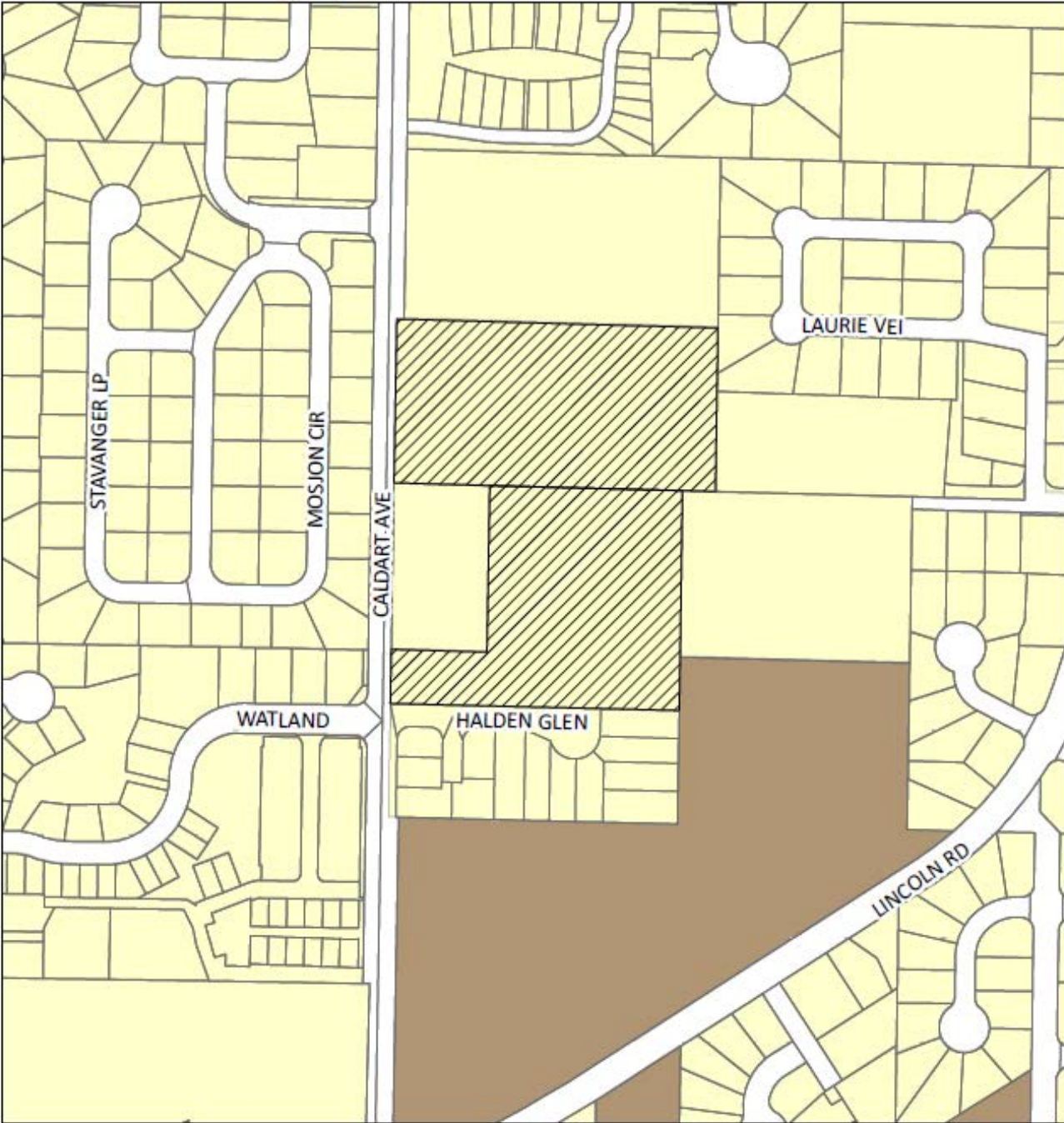


Project Site Map

City of Poulsbo Planning Department

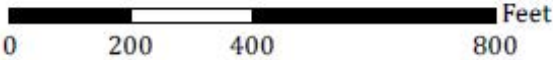


Zoning Ordinance Map
City of Poulsbo Planning Department



Legend

- | | |
|-------------------|-----------------|
| Project Site | Zone |
| City Limits | Residential Low |
| Urban Growth Area | RH |



CALAVISTA PRD & PRELIMINARY PLAT PLANNING FILE P-05-08-19-01

I. GENERAL INFORMATION

Applicant Name and Address:

Ron Cleaver, RDCJR Engineering, LLC; 3231 NE Totten Road, Suite 103; Poulsbo, WA 98370
(Formerly with Team 4 Engineering; 5819 NE Minder, Suite A Box 2; Poulsbo, WA 98370)

Agent Name and Address:

Ron Cleaver, RDCJR Engineering, LLC; 3231 NE Totten Road, Suite 103; Poulsbo, WA 98370
(Formerly with Team 4 Engineering; 5819 NE Minder, Suite A Box 2; Poulsbo, WA 98370)

Owner Name and Address:

Caldart Poulsbo, LLC; c/o Barry Margolese; 1631 15th Ave W, Suite 318; Seattle WA 98119

Land Use Review:

Planned Residential Development, Preliminary Plat, SEPA

Description of Proposal:

Develop 9.05 acres into 43 single family lot Planned Residential Development (PRD) and Preliminary Plat (PP). Project area is two existing properties with one home on each property. One home will be retained. Improvements include roads with parallel parking, open spaces with recreational amenities, and utility and stormwater facilities. Access is from Caldart Avenue and Halden Glen Court. Improvements along Caldart Avenue are proposed.

Location: 19700 Caldart Avenue NE | 132601-3-065-2006
19840 Caldart Avenue NE | 132601-3-003-2001

Legal Description:

19700 Caldart Avenue NE: 132601-3-065-2006: LOT B SHORT PLAT NO. 6570R-1 RECORDED IN VOLUME 13 PAGE 114 OF SHORT PLATS, AUDITOR'S FILE NO. 9603040054 BEING AN AMENDMENT OF VOLUME 11 PAGE 98 OF SHORT PLATS, AUDITOR'S FILE NO. 9409280108/0109. BEING A PORTION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 13, TOWNSHIP 26 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON. TOGETHER WITH EASEMENTS AS DEPICTED ON THE SHORT PLAT.

19840 Caldart Avenue NE: 132601-3-003-2001: THE SOUTH 323 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 13, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; EXCEPT CALDART AVENUE NE; AND EXCEPT THAT PORTION, IF ANY, LYING WITHIN THE NORTH 337 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 13, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

Comprehensive Plan and Zoning Designation:

Site: Residential Low
North: Residential Low
South: Residential Low
East: Residential Low
West: Residential Low

Existing Land Use:

Site: Single family residential
North: Poulsbo Cemetery
South: Halden Glen Court; Single family residential
East: Single family residential
West: Caldart Avenue; Single family residential

Site Features:

Two properties make up the site and combined are "C" shaped open to the west. The west extensions of the site are flat. The properties slope up to the east where slope is approximately 35 percent. Elevation of the site is approximately 300 feet in the southwest to 330 feet in the northeast. Two homes, each with accessory structures, are located on the site. The north property has open grass areas around the residence and among trees. The south property has open grass area around the residence. Trees and some areas of shrubs and Himalayan blackberry cover the remainder of the site. An access and utilities easement crosses the south extension connecting Halden Glen Court to adjacent parcel 132601-3-064-2007.

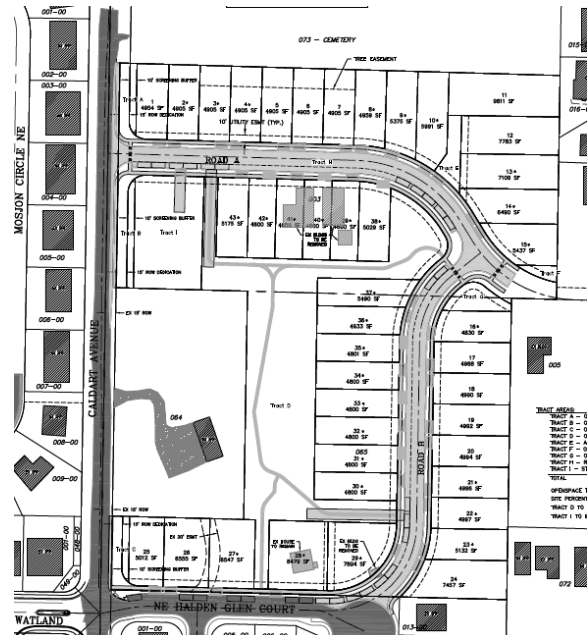
Site Utility Connection History:

A manufactured home on the north property is served by septic and shared 2 party well according to health department records. All structures on the north property will be removed and septic decommissioned. Available well data sources do not identify a well location in the north property or which property the 2 party well may be shared with; single user wells are frequently identified in records as 2 party wells. A 1920's stick built home is on the south property is served by septic and is connected to City water. The home will be retained on a lot in the subdivision; all other structures will be removed and septic decommissioned. A 2 party well was decommissioned, and home connected to water when property to the south was developed in 2016.

Aerial Photograph of Subject Site:



Proposed Site Development Plan:



Maps 1 and 2 show pre-development and proposed development plan at approximately the same scale.

II. APPLICABLE REVIEW CRITERIA

The criteria approval for this project is included in the City's Municipal Code (PMC). The review criteria were established May 30, 2019 the date the application was determined Technically Complete. In particular: PMC Title 18 Zoning, PMC Title 17 Subdivisions, and PMC Title 16 Critical Areas. Copies of applicable codes are available on request.

Project review is under PMC Title 19 Permit Processing Procedures.

III. CRITICAL AREAS ORDINANCE (PMC 16.20)

The City Critical Areas Ordinance (Chapter 16.20 PMC) reviews regulations and development standards in the vicinity of critical areas and their buffers (PMC 16.20.115). The project area includes steep slopes, is identified as Category I Critical Aquifer Recharge Area, and lies within 300 feet of a non-wetland fish and wildlife critical area.

Critical areas are addressed through review under State Environmental Policy Act (SEPA). Refer to Exhibit E. Project Exhibit E.5 includes SEPA memoranda prepared by Planning & Economic Development and Engineering departments staff which address critical areas, identify mitigation, and reference information for reports. The Threshold Determination, commented environmental checklist, reports, and documents referenced in this section are included in Exhibit E.

Onsite Critical Areas: Geologic Hazards include aquifer recharge area of concern, erosion, seismic, and landslide. The site slopes up toward the east with areas of native slope up to 36 percent and manmade slopes approaching vertical. A geotechnical review (ESC1) discusses site soils, groundwater, and hazard considerations, and recommends construction methods for the site. ESC1 identifies no setback from steep slopes are required when construction methods recommended are followed.

Offsite Critical Areas: The South Fork Dogfish Creek headwaters segment is located 260 feet west of the proposal. A stream characterization (SVC1) describes the drainage system. Washington Department of Fish and Wildlife (DFW) determined the creek segment is highly degraded Type Ns (non-fish bearing seasonal stream). Additional information (SVC2) and peer review (BHC1) result from DFW stream review. Reports and peer review concur with PMC 16.20.315 requiring the South Fork Dogfish Creek headwaters segment is provided a 50 feet buffer and 25 feet building setback from the buffer, requires maximum stormwater treatment for new construction, and requires on-site infiltration of stormwater, where soils are appropriate, for new construction.

Soil Conditions / Groundwater

Site soils are interlayered glacial till and outwash deposits in 5 of the 6 test pits dug in late February 2019. (ESC1). Glacial till made up the site soil in the remaining test pit. Groundwater seepage, perched on a dense glacial till, occurred in one test pit 7.5 feet below ground surface.

Geologic Hazards

Aquifer Recharge Area of Concern

Shallow aquifer or Aquifer Recharge Area of Concern (ARAC) are of particular concern when development pose a potential threat to groundwater. ESC1 indicates PMC Table 16.20.515 identifies activities with potential threat groundwater. Single-family development proposed is not identified as an activity with potential threat groundwater. No hydrogeological report is required.

Erosion Hazard

Native glacial till soil at the site have slight erosion hazard. (ESC1). ESC1 notes if site soils are disturbed in the sloping areas, there will be a serious erosion hazard and erosion control measures should be implemented immediately. Engineering condition requires erosion control measures are to be in place before the onset of wet weather. Project mitigation S3 includes ESC1 erosion hazard mitigation recommended in the Limited Geotechnical Engineering Report.

Seismic Hazard

Design parameters for the site are provided in ESC1 based on information in the 2015 International Building Code (IBC) and American Society of Civil Engineers (ASCE) minimum design criteria for buildings and other structures, and U.S. Seismic Design Maps Website. ESC1 acknowledges the project lies in the Seattle and Dabob Bay Fault Zones with evidence of surface rupture observed approximately 10 miles away on south Bainbridge Island. A low potential for liquefaction and amplification of ground motion is identified based on dense sand and silty sand interpreted to underlie the site. Loose or saturated materials on slopes have potential for sloughing failures during seismic events. (ESC1). Landscaping installed with development will reduce sloughing. (ESC1). Mitigation S2 identifies compliance with Geotechnical Report, ESC1, is required.

Landslide Hazard

The project is located on a west facing slope with no known history of landsliding. (ESC1). Stable slopes generally have less than 15 percent grade or in areas of low groundwater or solid bedrock. (ESC). Test pit 2 which include groundwater perched on glacial till is located in the north western flat project area.

Infiltration

Areas mapped as Aquifer Recharge Area of Concern or discharging stormwater to streams require stormwater treatment and infiltration where soils permit. Stormwater infiltration is not feasible due to the presence of glacial till. (ESC1). Glacial till is a low permeable soil. Maximum stormwater treatment is a requirement noted in project mitigation S6.

Required Buffer / Building Setback

A 25 feet buffer from top and toe of steep slope area(s) is required unless noted otherwise in a geotechnical report. ESC1 identifies no setback from steep slopes are required when construction methods recommended are followed. Construction methods recommended by ESC1 are summarized in project mitigation S2 and include: observation and testing during construction; control of surface and near surface water during and after development; design and construction considerations for footings and foundations, foundation drainage, floor slabs rockery and retaining wall, asphalt and concrete pavements; and earthwork for site preparation groundwater concerns, excavations, permanent cut and fill slopes, structural fill, utility trench fill, wet weather earthwork, erosion control, and stormwater. ESC1 further noted all roof, footing, and wall drains are to be connected to the site stormwater system.

IV. SUBDIVISION ORDINANCE (PMC 17)

The City Critical Areas Ordinance (Chapter 16.20 PMC) reviews regulations and development standards in the vicinity of critical areas and their buffers (PMC 16.20.115). The project area includes steep slopes, is identified as Category I Critical Aquifer Recharge Area, and lies within 300 feet of a non-wetland fish and wildlife critical area.

A proposed preliminary subdivision may be approved only if the following findings are made by the Hearing Examiner. If the findings have not been met, the review authority shall deny the proposed preliminary plat, unless specified conditions have been issued to fully satisfy the criteria.

- A. The proposed preliminary subdivision conforms to the requirements of this title.

Staff Comment. As reviewed and conditioned, the proposed preliminary subdivision conforms to the requirements of Title 17 Subdivision. The City Engineer has reviewed the project for consistency with Chapter 12.02 and supports approval of the preliminary plat subject to all conditions of approval.

See also Exhibit F, Engineering Department Staff Report Memorandum.

- B. The proposed preliminary subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.

Staff Comment. As reviewed and conditioned the proposed preliminary subdivision conforms to the requirements of Title 18 Zoning and will comply with the Comprehensive Plan. The site is designated "Residential Low" in the comprehensive plan and "Residential Low" on the Zoning Map and is being platted consistent with these designations. The lots and development pattern will be similar and compatible with the nearby residential development. The project meets the Comprehensive Plan's goals of providing single-family housing according to established zoned densities in order to meet the City's population allocation under the Countywide Planning Policies and Growth Management Act.

- C. The proposed preliminary subdivision:

- a. Makes provision for streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly and efficient circulation of traffic.

Staff Comment. The applicant will be required to provide street improvements consistent with the City of Poulsbo's road standards. Caldart Avenue is designated neighborhood collector in the City's Comprehensive Transportation Plan and Comprehensive Plan.

Calavista PRD has two internal streets providing access to the proposed developments lots. Two connections to public road are provided for Calavista and adjacent Halden Glen development. A third connection is provided for future access to the east, consistent with the City's Comprehensive Transportation Plan and Comprehensive Plan as identified on Figure TR-3. Improvement at the Forest Rock Lane intersection with 10th Avenue, proportional to the impact of the development, is required.

The City has a Traffic Impact Fee Ordinance, which requires the project developer to mitigate for their project's traffic impacts through payment of an impact fee. The traffic impact fee established by this ordinance is based on the ITE Manual calculations for single-family residential trip generation. As identified in project conditions the developer is responsible for paying the current rate with building permit issuance.

Sidewalk improvement will be included as required by the City along both sides of internal roads. Connection between Caldart Avenue continuing to the east is designed to include sidewalk on both sides of the street is a segment of the conceptual future road locations with pedestrian facilities to be installed as development occurs consistent with the City's Comprehensive Parks, Recreation and Open Space Plan and Comprehensive Plan as identified on Figure PRO-3.

Kitsap Transit serves the City of Poulsbo. Kitsap Transit was notified of the project. No transit facilities are requested with this development.

See also Exhibit F, Engineering Department Staff Report Memorandum.

- b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision, and meets all current and applicable standards.

Staff Comment. The City of Poulsbo will provide water and sewer service to the subdivision. Utility installation is required to meet local and state requirement. Utility stubs are required to be provided for future development.

Storm facility improvement includes a stormwater vault for quantity and quality control with connection to the South Fork Dogfish Creek in Watland Drive. Lots adjacent to Halden Glen Court stormwater is treated in a biofiltration vault with release to the South Fork Dogfish Creek in Odessa Way. A geotechnical report identified site soils are not suitable for infiltration and all roof, footing and wall drains are to be tightlined to the storm treatment facilities on site. The stormwater report and peer review identify predevelopment flows are lower than the post development flows for the 100 year storm with the improvements identified. The storm facilities will be owned and maintained by the City of Poulsbo after 2 years minimum from issuance of final plat or 80% buildout of homes, whichever is longer.

Other utilities will be located in a 10' wide easement fronting streets in the development.

See also Exhibit F, Engineering Department Staff Report Memorandum.

- c. Makes adequate provision for parks, recreation and playgrounds, as required.

Staff Comment. Open space with amenities is required with the development. A park area with trail, play area with "big toy" and seating, and two picnic tables and open play area are identified with the application for use by project residents. Landscape areas at project entrances are also provided.

The City has a Park Impact Fee Ordinance which requires the project developer to mitigate for their project's park impacts through payment of an impact fee. The park impact fee established by this ordinance is estimated to average \$1,208.78 per home. As identified in project conditions the developer is responsible for paying the current rate with building permit issuance.

- d. Makes adequate provision for schools and school grounds, as required.

Staff Comment. The North Kitsap School District receives a school impact fee from the project developer, as determined by the school district to help offset impacts from the new development's residents. School impact fee is a SEPA requirement.

- e. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

Staff Comment. The site is served by the North Kitsap School District. District high, middle, and grade schools are $\frac{3}{4}$ mile, 1 mile, and 1 $\frac{1}{3}$ miles respectively from local schools. Sidewalks are provided along internal project roadways. Project and existing sidewalks connect the site with all area schools.

See also Exhibit F, Engineering Department Staff Report Memorandum.

- f. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.

Staff Comment. The project makes adequate provisions for critical area protection, as reviewed through SEPA. Steep slopes, seismic hazard, and aquifer recharge area of concern are identified on site, and stormwater will be conveyed to the offsite South Fork Dogfish Creek. Geotechnical review identify: infiltration is not suitable for the development with all roof, footing, and wall drains being directed to the stormwater system; slopes are developable as proposed with recommendations implemented; and seismic risk is low with recommendations implemented.

Storm facility improvement includes a stormwater vault for quantity and quality control with connection to the South Fork Dogfish Creek in Watland Drive. Lots adjacent to Halden Glen Court stormwater is treated in a biofiltration vault with release to the South Fork Dogfish Creek in Odessa Way. The stormwater report and peer review identify predevelopment flows are lower than the post development flows for the 100 year storm with the improvements identified.

The site is outside the shoreline jurisdiction. Review of nesting sites identified by Washington State Department of Fish and Wildlife provides the nearest eagle nest and heron rookery are each more than 1 mile away.

- g. Makes adequate provisions for fire and emergency access and protection.

Staff Comment. New interior roads will be built to City standards for residential access roadways. An access tract is sized to accommodate fire apparatus provides access to 3 lots. Hydrants are required.

See also Exhibit F, Engineering Department Staff Report Memorandum.

- h. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

Staff Comment. The proposed project has been mitigated and conditioned according to City code and SEPA conditions, so as not to be detrimental to the public health, safety and welfare of the city and its residents. Compatibility with neighboring properties and adjacent uses has been determined not to require further mitigation. Tree retention is provided. Existing roadways have been mitigated adequately by the requirement to improve to City requirement and by the payment of impact fees. Water looping is provided with development southeast. Through the SEPA mitigations and conditions of approval, the public health, safety and welfare have been adequately served.

See also Exhibit F, Engineering Department Staff Report Memorandum.

V. **ZONING ORDINANCE (PMC 18)**

The City Zoning Ordinance (Chapter 18 PMC) contains regulation to manage the community's growth in a manner that ensures efficient use of land, preserves regulated critical areas, and encourages good urban design. The code supports the vision of the city and is designed to implement the comprehensive plan, and by reference, the requirements of the Washington State Growth Management Act (GMA). (PMC 18.10).

A. **PMC 18.70 Residential Districts**

The Residential Low (RL) district provides for residential areas of low urban densities of four to five dwelling units per acre, and permits compatible, related activities. This district recognizes, maintains, and protects established low urban density residential areas, creates residential areas that promote neighborhood livability, provides for additional related uses such as schools, parks, and utility uses necessary to serve immediate residential areas, and serve as the primary zoning district for single-family detached residences.

Staff Comment. The RL district permits identified uses, provides maximum building height and establishes development standards for lot size, density, setbacks, and building lot coverage for the district. The proposed subdivision is subject to the requirements of the RL district (PMC 18.70.050) where Planned Residential Development (PRD) requirements (PMC 18.260) are silent. Placement of homes on lots shall meet the combined RL and PRD standards.

1. **PMC 18.70.030 Uses**

A variety of residential uses are provided in the RL zone as permitted and conditionally permitted uses. (PMC 18.70.030). Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in PRDs in accordance with the approved development plan. (PMC 18.260.030).

Staff Comment. Single-family residences are permitted in the RL district. The proposal is for 43 single-family detached residences on individual lots. The existing residence on the south property is anticipated to remain and is included in the 43 single-family residences.

2. **PMC 18.70.040 Minimum and maximum density**

Maximum density of 5 dwelling units per gross acre and minimum density of 4 dwelling units per net acre are established to ensure implementation of the city's adopted comprehensive plan for planned densities in the residential zoning districts. All new residential development must meet the minimum and maximum density requirements.

When the minimum or maximum density results in a fraction of a unit, the density shall be rounded to the nearest whole number. For calculations of X.1 to X.4, the density shall be rounded down; for calculations of X.5 to X.9, the density shall be rounded up to the next whole number. Where an existing dwelling exists and is not proposed to be removed or replaced, the existing dwelling will be included in the subject site's minimum/maximum density calculation and must meet the required minimum/maximum lot size.

Staff Comment. Minimum and maximum density requirements are met by the proposal.

- a. Maximum density is 5 dwelling units per gross acre. Maximum density is calculated by multiplying the development's subject site gross acreage by the maximum number of dwelling units allowed in the applicable zoning district.

Maximum density calculation:

9.05 gross acres X 5 maximum units per acre = 45 maximum units are allowed

43 units proposed is less than the 45 maximum number of units allowed in the zone.

Actual maximum density proposed for this subdivision is calculated to provide GMA buildable lands tracking information.

units proposed / gross acres = maximum density proposed

43 / 9.05 = 4.75

4.75 is less than the maximum density of 5 based on gross acreage (project area)

- b. Minimum density is 4 dwelling units per net acre. Minimum density is calculated by multiplying the development's subject site net acreage by the minimum number of dwelling units required in the applicable zoning district. Net acreage is the development subject site's gross acreage minus acreage for public rights-of-way, private road easements, designated critical area and buffer protection, and storm management facilities; but not including parks and public or private recreation facilities dedicated or created as an integral part of the development.

For this proposal gross acreage is reduced for public right-of-way, private access road, and storm management facilities to determine net acreage. Reduction amounts are identified in square feet (sf) on sheet 1 of the drawing set. (Exhibit B). Areas identified are 70,489 sf public road, 2,410 sf private access, and 16,143 sf storm facility. Combined and converted into acreage a reduction of 2.04 ac provides a project net acreage of 7.01 ac.

70,489 sf public road + 2,410 sf private access + 16,143 sf storm facility = 89,042 sf reduction

89,042 sf reduction / 43,560 sf per ac = 2.04 ac reduction

9.05 gross ac - 2.04 reduction ac = 7.01 net ac

Minimum density calculation:

7.01 net acres X 4 minimum units per net acre = 28 minimum units are allowed

43 units proposed is more than the 28 minimum number of units allowed in the zone.

Actual minimum density proposed for this subdivision is calculated to provide GMA buildable lands tracking information.

units proposed / net acres = minimum density proposed

43 / 7.01 = 6.13

6.13 is more than the minimum density of 4 based on net acreage (lots + open space area)

- c. The one existing home proposed to be retained is located on one of the 43 lots designed in the subdivision. The existing home is included in the density calculation.
3. PMC 18.70.050 Development standards in the RL zone

- a. Lot requirements. Lot requirements for the RL district are established in Table 18.70.050 Residential Low (RL) District Development Standards.

Staff Comment. PRD regulations provide modification of development standards. Standards are reviewed in section V.C.3. of this report.

- b. Nonresidential uses are not proposed
- c. Lot averaging is not proposed.
- d. Street trees. Street trees are required for all new residential developments according to PMC 18.130.090. The section requires street trees and related landscaping provided forty feet on center for arterials and thirty feet on center for collectors. Approved groundcover, such as sod, shall be provided. Tree species is indicated in the city's master street tree plan. An alternative may be approved by the review authority.

Staff Comment. The proposed development is adjacent to existing streets, Caldart Avenue and Halden Glen Court. Two new streets, Road A and Road B, are in the proposed development. The

Transportation chapter of the Land Use Comprehensive Plan (LUCP), Figures TR-1, TR-2, and TR-3 provide existing and future road classifications.

Caldart Avenue, immediately west of the project, is classified as a collector on Poulsbo WSDOT Street Classification Map, Figure TR-2. Project Road A is designed as a portion of New Road Segment 10, Laurie Vei Extension, on 2036 New Roadway Segments Map, Figure TR-3, and is classified as future residential collector on Poulsbo Local Access Street Classification Map, Figure TR-2.

Caldart Avenue and Road A, both collectors, require street trees 30 feet on center. The master street tree plan identifies Mt. Fiji Cherry as the street tree on the east side of Caldart Avenue and is species consistent with other developments east of Caldart Avenue. The preliminary landscape plan identifies Mt. Fiji Cherry will be planted in Caldart Avenue right-of-way adjacent to the project.

Within the project, street trees will be planted in a minimum 5 feet wide landscape strip between curbing and sidewalk. Tree species identified on the landscape plan are Himalayan birch on both sides of Road A, and apple serviceberry 'Princess Diana' on both sides of Road B. Dogwood 'constellation' is shown in a planting strip between on street parking and new sidewalk north of Halden Glen Court.

Condition P8 identifies street tree landscaping requirements. A final landscape plan showing street trees and groundcover, and open space landscaping is required prior to final plat. A record drawing of installed landscaping is required. A landscape maintenance bond is required for all project landscaping. Street trees may be under a separate bond. Bonding for landscaping is required prior to final plat recording and is noted in project condition P13.

4. 18.70.070 Additional standards and provisions for R zoning districts

A variety of features common in residential areas require further review to determine compatibility in the RL zone. Features include: accessory dwelling unit; detached accessory structure, garage and carport, guest house; fences; and recreation vehicles, watercraft and utility trailers.

Staff Comment. An accessory dwelling unit (ADU) application may be submitted by a contract purchaser with building permit. Other accessory structures may be proposed with building permit or at a later date.

Perimeter fencing is identified on the landscape plan and condition P17; additional fencing may be installed around lots by the developer or future property owners. Fencing over 6 feet in height may require a building permit.

Recreation vehicles, watercraft and utility trailers storage facilities are required for developments with 12 or more residential units or the development's Conditions, Covenants and Restrictions (CCRs) shall prohibit locating the vehicles on the street. (PMC 18.70.070.T). Application project narrative, Exhibit A2, identifies a restriction in the CCRs is preferred and no storage facility for RV, watercraft and utility trailers is provided in the project. Project condition P21 identifies the restriction is to be included in CCRs.

5. PMC 18.70.080 Parking

Two off street parking spaces are required for single-family residential development. (PMC 18.70.080). Spaces are required on the same site as the use and may be located in the front yard setback. (PMC 18.140.035).

Staff Comment. It is anticipated that the houses to be built will provide the required parking in individual garages and driveways. Compliance with this requirement will be reviewed during building permit application. Refer to condition P2.

6. PMC 18.70.090 Signage

Residential developments are permitted one freestanding sign per entrance/exit from a public street. The freestanding sign may be a maximum 25 square feet and 5' in height. Only external lighting is permitted.

Staff Comment. An entrance sign is shown on the preliminary landscape plan. Sign is to be located at the north or south corner at the Caldart Avenue entrance. Signage will be reviewed under current standards at the time of proposal. Condition P11 addresses signage.

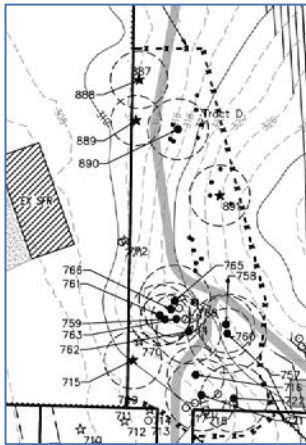
Recommended Finding. The proposal meets use density and street tree requirements and is in compliance with additional standards and provisions of residential zoning districts, parking and signage as reviewed and conditioned.

B. PMC 18.180 Tree Retention

The City tree retention requirement is intended to preserve and retain clusters of existing trees that contribute to the community character; maintain and protect property values; enhance visual appearance of the City; reduce the impacts of development on the storm drainage system and water resources; and provide better transition between the various land uses permitted. Retention of trees must be evaluated with new development in the RL district.

Staff Comment. Tree retention is proposed and meets City requirements. Trees in Open Space Tract D and in the rear 30 feet of lots 3 through 7 are identified for retention. Exhibit B sheets 8 and 9 show survey drawing of significant trees. Exhibit E.12 and E.13 includes tree retention report and City Consultant peer review in addition to Planning Department SEPA memo reviewing tree retention.

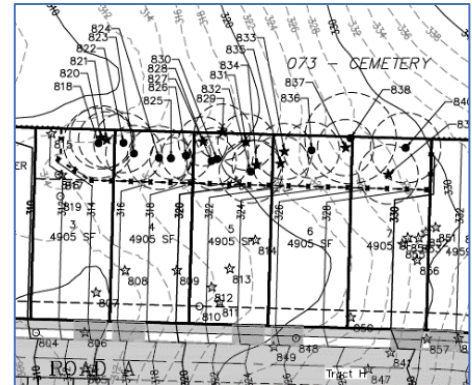
The proposal identifies 38 significant trees and 12 tree equivalents which provides a total retention of 50 trees. Forty-nine trees are required to be retained. Development consistent with the arborist report, project drawings, and peer review is identified in mitigation S7. Conditions P14-15 identify protection of trees during construction. A Tree Cutting and Clearing Permit is required for this project in condition P16.



Maps show tree retention shown in Exhibit B. Project CCRs are required to provide maintenance information for retention trees.

Map 3, left, is open space Tract D.

Map 4, right, is 30 feet easement at the rear of Lots 3 through 7.



Tree retention is required to be in tracts or other permanent protective mechanism owned and maintained through a homeowners' association or other common ownership and incorporated into the projects CCRs. Conditions P21, 22, and 26 identify long term tree protection and maintenance responsibility.

Recommended Finding. The proposal meets tree retention requirements.

C. PMC 18.260 Planned Residential Developments

Planned Residential Development (PRD) is provided to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other residential development options, while ensuring compliance with the goals and policies of the Poulsbo comprehensive plan. PRD implements the City's comprehensive plan and Washington's Growth Management Act and: provides flexibility in lot size and design to enable development to attempt to achieve the zoned density; provides flexibility in design for creative site planning and superior residential subdivision developments; preserves and protects critical areas and their buffers; provides open space and recreational opportunities and other benefit features for development occupants; encourages preservation of cultural, scenic or natural features; encourages diversity of housing units and types between neighborhoods; provides for maximizing efficiency of street layout, utility networks, and other public improvements; and preserves and retains groups of trees.

1. PMC 18.260.030 Use Permitted

Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in planned residential developments in accordance with the approved development plan.

Staff Comment. Table 18.70.030 Residential District Uses identifies permitted, conditionally permitted and prohibited uses in the RL zone. Dwelling, single-family is a permitted use and PRD is a permitted use subject to provisions of Chapter [18.260](#). This requirement is met.

2. PMC 18.260.040 Size of Planned Residential Development

A tract of land to be developed as a PRD shall have a minimum of five acres. Exceptions for smaller land area is provided.

Staff Comment. The site is 9.05 acres. This requirement is met.

3. PMC 18.260.050 Modification of Development Standards

The City's standard development regulations may be modified for a PRD; all other development standards shall be as set forth in the underlying zoning district.

Staff Comment. PRD modified standards and underlying RL zoning district standards are combined in Table 1. The proposal meets density, lot area, and lot dimension standards. Building lot coverage, setbacks, and building height are reviewed with building permit submittal. Refer to condition P2.

Table 1. RL Development Standards and PRD Modification of Development Standards Combined		
Development Standard	RL zone (PMC 18.70.050.A)	PRD (PMC 18.260.050)
Density	See report section V.A.2	Per underlying zoning district
Minimum Lot Area		3,750 square feet
Maximum Lot Area	10,890 square feet when subdividing, a parent lot may remain larger than 10,890 square feet; provided, that it must be a minimum of 15,000 square feet in order to be further subdivided in 7,500-square-foot increments.	
Minimum Lot Width		30 feet
Minimum Lot Depth		70 feet
Maximum Building Lot Coverage		50 percent
Front Yard Setback*		10 feet
Rear Yard Setback*		5 feet
Side Yard Setback		5 feet
Street Corner Yard Setback* (corner lots at intersection(s) of public streets/rights of way)		10 feet or greater if necessary for sight distance as determined by the City Engineer
Maximum Building Height	No building or structure may exceed 35 feet in height.	

* Additional building setback may be required per adopted International Building Code.

4. PMC 18.260.060 PRD Development Standards

- a. Lot Sizes. When a PRD subdivision has an average lot size of four thousand square feet or less, a variety of lot sizes are desired to provide for market variety, clustering and creativity.

Staff Comment. As proposed the average lot size is 5,439 square feet. Lot size variety is not reviewed.

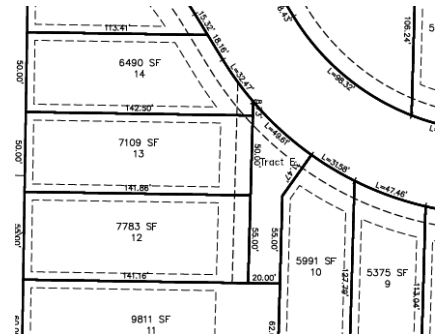
- b. Alleys. If a unit abuts an alley, the garage shall take access from the alley whenever possible.

Staff Comment. The development has no alleys. This requirement is met.

- c. Privacy. Dwellings on lots without direct frontage on a public street should be situated to respect the privacy of abutting homes and to create usable private yard space for the dwelling(s). The review authority shall have the ability/discretion during the review process to establish alternate setbacks in order to accomplish this objective.

Staff Comment. Tract E parallels the side of Lot 10 and provides private access from Road A along the front of Lots 11, 12 and 13. The 20 feet wide tract is adjacent to a 10 feet wide utilities easement located in Lot 12 and 13 front yards. Lot 12 and 13 homes and garages are setback 20 feet from the access tract and 10 feet from the utility easement. All homes typical setback is shown a minimum 40 feet from the side yard of Lot 10. Lots 11, 12 and 13 are provided adequate yard space.

Lot 10 side yard abuts the shared access tract. The driveway location for Lot 10 is adjacent to the tract access, consistent with the Engineering Department paired driveway policy. Orienting the home with the garage adjacent to the easement will limit the amount of livable space adjacent to the access tract. Lot 10 includes adequate yard space.



Map 5 shows easement access from Road A for lots 11, 12 and 13 adjacent to Lot 10. Across Road is across Road A from portion of open space tract D. Exhibit B sheet 2.

Across Road A from the paired driveways of Lot 10 and the shared access tract for Lots 11, 12, and 13 is open space Tract D. On street parking, street tree landscape strip and public sidewalk abut Tract D. There are no privacy or yard area concerns to address for the open space tract.

Fencing along the side property line of Lot 10 provides additional separation and privacy for Lot 10. Separation of at least 40 feet, fencing, and home orientation provides privacy for Lot 10. Refer to condition P7 and P17.

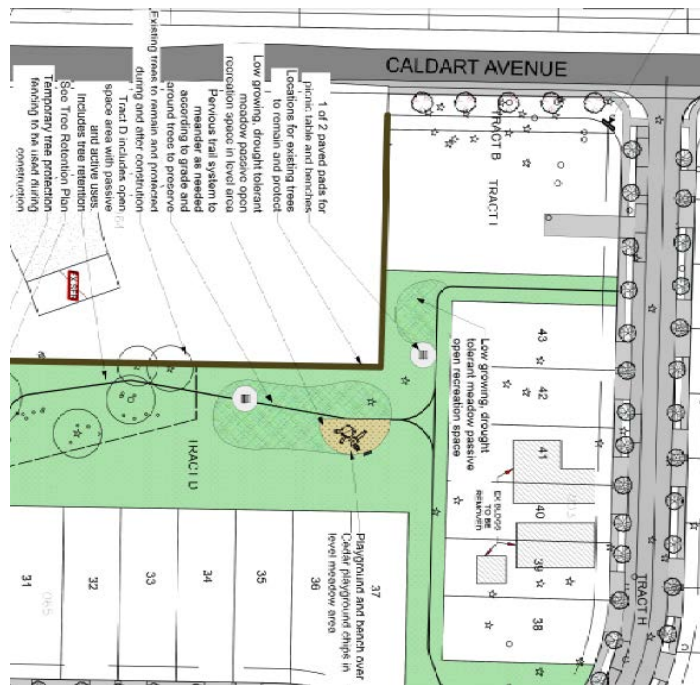
No parking signage will be posted in the access tract consistent with Engineering Construction Standards as the access is the minimum width required for Fire Department requirements. Garages and homes setback 20 feet from access provides adequate parking space in driveways.

- d. Project Design. Site design for the entire project (including open space areas, recreational amenities, any attached units and/or condominium areas, and building architectural renderings) shall be submitted in support of the proposed PRD. The renderings shall include possible footprint locations and housing elevations or generally identified architectural style. Open space areas and preliminary location of active recreational amenities, trails, conceptual landscaping, and other amenities shall also be identified.

Staff Comment. Project site design is provided in project drawings (Exhibit B), landscape plan (Exhibit C), and general home designs (Exhibit D).

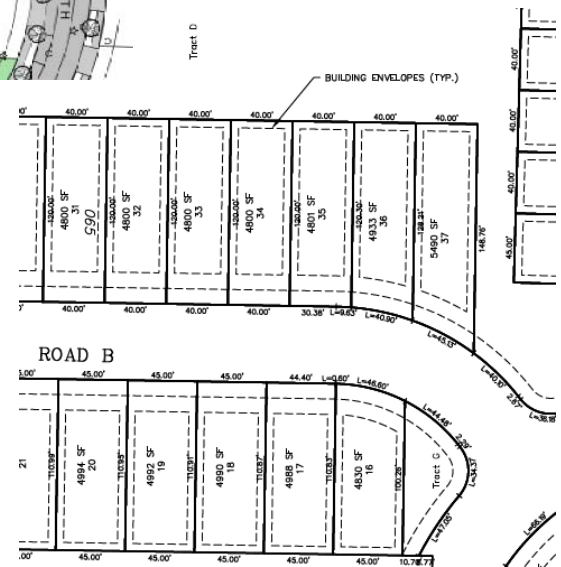


A variety of home designs for flat and sloped lots show varied roof and front façades. Variety of architectural details and materials are shown in Exhibit D.



A portion of the Exhibit C, Landscape Plan, shows open space Tract D, connecting trails and street trees. Perimeter fencing is also shown.

Setbacks or building envelopes for each lot show where structures may be located on each lot. Front yard setback is shown 10 feet behind the 10 feet public utility easement fronting all streets, and access tract. This provides a 20' driveway for off street parking. Project drawings, Exhibit B, Sheet 2.



Project drawing, Exhibit B, Sheet 2 provides typical setback for each lot showing the limit of potential structures each lot could contain. Building lot coverage and impervious surface review for each lot will limit the amount of development on each lot.

The preliminary landscape plan and project drawings tree retention plan combine to provide conceptual open space, amenities, and street tree design and tree retention information. Five feet wide landscape strips are along roads for street trees. Open space is provided as a 10 feet wide strip along Caldart Avenue, landscape areas along Road A extension to the east, and mid project open space with amenities. Amenities include trail, open play area, paved picnic tables near open play areas, and a big toy play structure and bench. Trail between Lots 29 and 30, and between Lot 43 and Tract I will be improved for City utility vehicle access to storm manholes.

Building architectural renderings are provided as general style examples of homes to be constructed. Façade variations for each home are provided in the examples. The homes are typical Northwest design with pitched roof, emphasized entries, and a variety of exterior treatments.

Setbacks, lot coverage, building height and consistency with home design style examples will be reviewed with building permit application. Conditions P2-P5 identify submittal requirements for building permits.

- e. Individual Identity. Home individuality shall be achieved through the following methods:
- i. When lots front on a public street, the house shall have windows and doors that face the street. Houses shall have a distinct entry feature such as a porch or weather-covered entryway.
 - ii. When lots front on a public street, garage doors must not be the dominant feature of the building facade. At least two of the following design elements shall be provided on home designs that have the garage door projecting forward from the first level living space:
 - o Windows in gables or dormers above the garage doors.
 - o Covered porches that emphasize the front entry.
 - o Trellis in front of garage.
 - o Additional front yard landscaping.
 - o Variety of architectural elements incorporated into the front building facade design, such as knee braces, varied column types, window boxes, corbels, and raised panel garage doors with windows.

The same building plans cannot be utilized on consecutive lots. “Flip-flopping” of plans does not satisfy this requirement and is not permitted on immediately adjacent lots.
 - iii. Varied architectural design features (such as roof line articulation, color and materials) and home placements shall be utilized to avoid appearance of a long row of identical homes.
 - iv. At building permit application submittal, the planning director will review submitted building permits for compliance with this section, as well as substantial compliance with the conceptual architectural renderings required in subsection D of this section, Project Design.
 - v. The planning director has the ability to modify any of the standards within this subsection, if the subject site topography precludes the compliance with any of the stated standards.

Staff Comment. Forty homes face public streets and portions of all homes front façade will be visible from public streets. All homes have covered entryways facing the lot access.

Garage doors are not the façade dominant feature. Where garages extend toward the street from the main façade, treatments including roof overhangs, second story porches, entry walkway cover, and second story façade treatments are provided. All homes provide two or more treatments identified. Condition 4 identifies the requirement. Condition P5 identifies front façade drawings of homes on adjacent lots are required to be submitted with each home building permit to verify the same home plans are not used on consecutive lots and that the left-right or “flip-flopping” of home design are not sited on adjacent lots.

A variety of northwest architectural design features including roof line articulation, color, and material are provided in Exhibit D. Home placement within the typical building envelope is identified in condition P7 to avoid a long row of homes with identical front and side setbacks. Given slope constraints of the site and tree retention easement need for varied front setback will be reviewed with building permit. Refer to condition P7.

Home designs which meet the individual identity standards are Exhibit D. Condition P4 requires homes exterior be substantially consistent with the home designs in Exhibit D. Review of home individually standards and consistency with project conceptual architectural renderings is reviewed with building permit.

- f. Landscaping. Landscaping in a minimum ten-foot-wide strip shall be provided on site and visible along all public street frontage classified as a neighborhood collector. The landscaping can be provided through a landscape easement on lots. If the landscaping is provided in an open space tract and maintained by a homeowners’ association, it may contribute to the project’s open space requirement.

Staff Comment. Caldart Avenue is classified as a Neighborhood Collector on Figure TR-3 of the Land Use Comprehensive Plan. A 10 feet wide landscape strip fronting Caldart Avenue right-of-

way adjacent to Lots 1 and 25 and Tract I is shown in plans. The 10 feet wide strip is open space Tracts A, B and C, and is incorporated into the open space calculation for the project.

5. 18.260.070 Planned Residential Development Site Design Criteria

Design criteria provides compatibility with adjacent existing and future development and maintains consistency of tree retention opportunity in PRDs.

- a. When a PRD is proposed adjacent to an existing single-family residential zone which has been developed utilizing traditional city subdivision development standards and lot sizes (seven thousand five hundred square feet or larger), the PRD shall be designed and developed so as to be consistent with the single-family residential environment at its adjacent perimeter. The review authority may require the PRD to make provisions such as matching lot sizes, lot widths or house height and scale (or other provisions as deemed appropriate) for those lots that are located adjacent to the existing subdivision. Further, any proposed attached units shall be clustered and located away from the established single-family subdivision.

Staff Comment. Traditionally developed 7,500 square feet single-family residential lots are located west of Caldart Avenue in the Poulsbo Gardens development. Between Poulsbo Gardens and Lot 1 is a 10-foot open space tract, 60 feet of right-of-way which includes street trees, two lane neighborhood collector roadway, infiltration drainage swale, and sidewalk and fencing on both sides. Lot size consistency is negated by the major improvements located between standard subdivision and the Calavista site.

Caldart Heights PUD is across Caldart Avenue from Lot 25. PUD standards provided less than traditionally developed 7,500 square feet lots. PRD standards supersede PUD standards in 2007. Lot size consistency is negated by the PUD development standards and major improvements located between Caldart Heights and the Calavista site.

Halden Glen subdivision, located south, is developed using 7,500 square feet single-family residential lots with lot averaging provisions. Lot averaging provides for lots larger and smaller than traditional 7,500 square feet subdivision as long as the developments lots average size exceeds 7,500 square feet. Lot averaging also provides for reduction in lot width and depth which the Halden Glen project incorporated with limited use. Halden Glen lots are larger to the east and smaller to the west as are Calavista PRD lots. The applicant provided the following lot size comparison:

“The lots adjacent to the subject development are all sized comparably.

- a. Lot 25 (5,012 SF) is across the street from Halden Glen Lot 001 (5,227 SF).
- b. Lot 26 (6,555 SF) is across the street from Halden Glen Lot 001 (5,227 SF) and Halden Glen Lot 005 (6,098 SF).
- c. Lot 27 (6,547 SF) is across the street from Halden Glen Lot 005 (6,098 SF).
- d. Lot 28 (8,479 SF) is across the street from Halden Glen Lot 006 (10,890 SF) and Halden Glen Lot 007 (8,276 SF)
- e. Lot 29 (7,804 SF) is across the street from Halden Glen Lot 008 (6,970 SF) and Halden Glen Lot 009 (6,970 SF).

Very comparable, especially given that only one lot is smaller than its Halden Glen counterpart.”

One additional lot is adjacent to Halden Glen Plat: Lot 24 (7,457 SF) is adjacent to Halden Glen Lot 13 (8538 SF).

Lot size consistency is negated by the use of Lot Averaging with the Halden Glen development. However, lot sizes are consistent between the two developments.

- b. When a PRD is proposed adjacent to a single-family residential zone (developed or un/underdeveloped), the perimeter of the PRD shall be subject to screening provisions (this is in addition to subsection A of this section as applicable). The review authority may require the PRD to make such provisions as providing a six-foot sight-obscuring fence or a minimum twenty-five-foot vegetated buffer (designated as an open space tract), or other provisions as deemed appropriate to provide adequate screening.

Staff Comment. The landscape plan identifies 6 feet high cedar privacy fencing. Project perimeter is uniformly fenced with the following exceptions: along the north tree retention easement at the rear of Lots 3 through 7, in the utility easement of Lot 24, the front yards of lots 25 through 29, and along Caldart Avenue. Condition P17 identifies perimeter fencing requirement. Fence design is required to be included with construction drawings and shown on final landscape plan.

- c. Undeveloped parcels that are cleared within five years prior to the filing of a PRD application, and where no substantial stands of existing trees or natural features exist, shall not qualify for a PRD unless the proposed design warrants consideration under the PRD provisions, or significant landscaping is proposed to mitigate the loss of natural vegetation.

Staff Comment. Tree clearing has not occurred within the last five years. Further, there is adequate tree cover on the Calavista site to provide tree retention consistent with similar developments.

6. 18.260.080 Residential Types in Residential Low (RL) Zoning District

Attached dwellings, not to exceed fourplexes, may be allowed in the RL zone through a PRD if the proposal meets the criteria.

Staff Comment. Attached dwellings are not proposed with this development.

7. 18.260.090 Open Space Requirements

Common open space and other appropriate beneficial features are required for all planned unit developments.

- a. Open space is intended to benefit the occupants of the planned residential development and shall be improved with recreational amenities.

Staff Comment. Open space is provided for the occupants of the PRD. The landscape plan, Exhibit C, provides open space layout and identifies amenities provided with development. Trail, open play areas, picnic tables in hard surface areas adjacent to open play areas, and big toy with bench are proposed with the development.

- b. The open space design shall be appropriate to the size, natural features, and topography of the subject site. The design shall include open space that is accessible for all residents through pedestrian connections. Further, the open space area(s) shall be visible to at least half of the home sites. This may require multiple open space areas.

Staff Comment. Proposed open space is appropriate to the project's size and is designed to incorporate natural features and topography. The open space for the site is 1.54 acres made up of Tracts A through D, F and G. Tract D located in the center of the project and provides active and passive amenities. Tract D is 1.38 acres or over 15 percent of the project area. Pedestrian path traverses Tract D with four connections to the sidewalk distributed throughout the development. Design assures open space Tract D will be visible from 30 of the 43 lots. Other open space tracts are also visible from lots. Sheet 1, Exhibit B depicts lots with view of open space with the "*" symbol.

- c. Open space is required based on the average lot size of the proposed development. The greater the deviation from the RL standard lot size, the greater the open space requirement. This relationship is intended to mitigate the effects of smaller lot sizes including reduced recreation space on private lots, reduced setbacks between structures and overall intensity of the development. The required open space is a percentage of the gross project area.

Staff Comment. As proposed, the project's lot size range is 4,600 to 9,811 square feet with an average lot size in the development is 5,439 square feet. Proposed open space totals 1.54 acres. Of the project's 9.05 acre gross area, the 1.54 acres represents 17 percent.

- d. The amount of open space area required is set forth in Table 18.260.090.A. The amount of open space required is based upon a range of proposed average lot sizes. The determination of average lot size shall be the sum of all individual lot square footage, divided by the total number of proposed lots.

Staff Comment. The calculated average lot size is 5,439 square feet. Table 18.260.090.A identifies developments with a proposed average lot size of 4,500 to 5,499 are required to provide 15 percent of the area in open space. As indicated, the development is providing 17 percent of the project area in open space.

- e. For PRDs where no individual lots are proposed (i.e., commonly held ownership/condominium), the amount of open space required is tied to the proposed intensity of the PRD.

Staff Comment. The proposal is for individual ownership lots. This requirement is not applicable.

- f. For projects with a combination of individual lots and units on commonly held ownership, total amount of open space required is cumulative.

Staff Comment. The proposal is for individual ownership lots. This requirement is not applicable.

- g. Critical area protection areas and required buffers as defined and required by the city's adopted critical areas ordinance can contribute to the above-required open space amount.

Staff Comment. The site is not impacted by critical area or required buffers. Geotechnical review provides development on site sloped may be mitigated with appropriate construction methods. Refer to mitigations S2 and S3.

- h. Stormwater management facilities may contribute to a project's required open space amount under the following circumstances:

- i. For projects that utilize low impact development (LID) techniques for their stormwater management, the planning director may consider on a case-by-case basis, with demonstration that the LID technique will beneficially contribute to a project's open space and/or landscaping and can be maintained and operated as passive open space, allowing an area of the LID technique to contribute towards the project's passive open space requirement.
- ii. For projects that utilize stormwater vaults, the top of the vault may be proposed to also serve as an active recreational amenity (i.e., sport court), if grade and landscaping provide for a usable area. The area proposed to serve as the active amenity can therefore contribute toward the open space requirement.

Staff Comment. Geotechnical review provides the site is not suitable for infiltration. One stormwater vault is provided on site. The stormwater vault will be turned over to the City for maintenance. No open space or amenities are proposed on the stormwater vault. Should amenities be proposed in future, Engineering and Public Works departments will identify conditions of development and use.

- i. Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or landscaped with groundcover, shrubs and trees consistent with the type and location of open space. Removal of natural vegetation in preserved and approved open space shall only be permitted for public safety reasons and upon review and approval of the planning director and city arborist.

Staff Comment. Open space Tracts A through C, F and G will be landscaped as shown on the landscape plan. Conditions P19 and P23 addresses removal of vegetation in preserved and approved open space.

8. Amenities Required

- a. Both passive and active recreational amenities (owned and maintained by the homeowners) are required to be provided for all PRDs, and shall be located within the required open space areas.

Staff Comment. Project CCRs are required to address ownership and maintenance of open space tracts within the development. Recreational amenities are shown on the landscape plan. Conditions P19, P22, and P23 address ownership and maintenance of recreational amenities.

- b. Table 18.260.100 shall provide guidance on the type of passive and active amenities in proposed PRDs. At a minimum, PRDs with less than fifty-one units shall provide at least two Group 1 amenities.

Staff Comment. When two amenities are required, one active and one passive are preferred. One active and one passive amenity are proposed in Tract D. In addition to the described amenities, vegetated landscape areas provide a visual amenity and are located near entrances to the project. Amenities are shown on the landscape plan.

Passive amenity. A walking path meanders through retention trees and connects sidewalks along Road A, Road B, Halden Glen Court, and near the intersection of Road A & B. The path measures approximately 1,200 feet in length. Near the west end of Road A and south end of Road B the path is coincident with utility access for stormwater maintenance. The terrain is anticipated to be steep and may require switchbacks or stairs in some areas. Two picnic tables are located along the path adjacent to open paly areas. Tables are identified to be in paved pads.

Active amenity. A minimum 0.25 acre play area with a large toy is proposed south of Lots 41 and 42. A bench will be located near and cedar ground cover is proposed under the toy. The play area will be in a flat area adjacent to the walking path for easy access.

The walking path with connections to public right of way is to be soft surface material such as woodchip or gravel with pavement being an option if the safety of users is necessary on slopes. A minimum two picnic tables in hard surface near open play space are required. The park play structure “big toy” is identified to be designed to accommodate 20 children ages 5 to 12 years with a minimum of 1 bench near the toy. Installation of vegetation and amenities is required prior to final plat. Refer to conditions P9, P10, P12 and P13.

- c. The location of the recreational amenities shall be distributed throughout the PRD for use by all residents unless clustering related amenities will result in recreational opportunities which contribute to the project’s overall recreational plan and provisions.

Staff Comment. As described above, provision of pathways linking all areas of the project to the play and picnic areas provides an improved overall recreation plan. This design provides homes potential views to the west.

- d. All PRD amenity design shall take into consideration and provide, when feasible, pedestrian linkages and connectivity between adjacent properties consistent with the city’s Urban Paths of Poulsbo map.

Staff Comment. The Urban Paths of Poulsbo Conceptual Map, Figure PRO-3, of the Land Use Comprehensive Plan, identifies a “conceptual future road location with pedestrian facilities (as development occurs)” connecting Caldart Avenue to Laurie Vei Loop similar to project Road A. This Caldart Avenue to Lauri Vei Loop is also New Road Segment 10, Laurie Vei Extension, on 2036 New Roadway Segments Map, Figure TR-3, of the Land Use Comprehensive Plan. The applicant has provided a potential future road connection extending Road A to Laurie Vei Loop demonstrating the connection with sidewalk is feasible. Road A servs as the projects contribution and is consistent with the City’s Urban Paths of Poulsbo map.

9. PMC 18.260.110 Residential Density Incentives

Staff Comment. No residential density incentives are requested. This section is not applicable.

10. PMC 18.260.120 Street Standard Alternatives

Staff Comment. No street standard alternatives are requested. This section is not applicable.

11. PMC 18.260.130 Submittal Requirements

Staff Comment. Submittal requirements are reviewed when and application is reviewed for completeness. Completeness was determined May 30, 2019.

12. PMC 18.260.140 Findings

In approving a planned residential development, the review authority must make the following findings:

- a. The proposal, through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of this chapter.

Recommended Finding. The stated purpose of the of the PRD Ordinance is to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other chapters of this title, while ensuring compliance with the goals and policies of the Poulsbo comprehensive plan. The flexibility afforded by the PRD Ordinance has allowed the Calavista PRD to be designed with smaller lot sizes and reduced setbacks, enabling inclusion of an attractive park and the consolidation of accessible open space, and working with the existing topography. The proposed design provides efficient street, utility, and public improvement layout through double loading streets with provision for future extension.

- b. The proposal complies with all of the applicable provisions of this title, except those provisions from which deviation has been allowed under this chapter.

Recommended Finding. The proposal as reviewed and conditioned in the staff report meets all applicable provisions of the Zoning Ordinance with specific deviations as identified for planned residential developments. The proposal meets use, density and street tree requirements and is in compliance with additional standards and provisions of residential zoning districts, parking, and signage as reviewed and conditioned.

- c. The proposal provides overall site design features through its conceptual architectural renderings for the entire project, and has included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.

Recommended Finding. The proposal includes information on the overall site design features, identified on the project drawing set (Exhibit B) as well as the conceptual landscape plan (Exhibit C), home designs (Exhibit D). Conditions of approval will require substantial compliance with the house plans submitted. Refer to conditions P3, P4, and P4. Also, additional information on the sites landscaping and recreational amenities will be submitted with the final landscape plan. Refer to conditions P8 through P12.

- d. The proposal would not impair the integrity and character of the zoning district in which it is to be located.

Recommended Finding. The proposal will not impair the integrity and character of the Residential Low zoning district, because it has been designed and conditioned to meet the minimum PRD development standards and design criteria as discussed in the staff report.

- e. The site is physically suited for the type and intensity of land use being proposed.

Recommended Finding. The site is physically suited for the type and intensity of the land use being proposed. The applicant has submitted necessary critical area reports to ensure consistency with PMC 16.20 Critical Areas. In addition, the lot configuration, open space, and amenities have been sited to utilize the difficult topography of the site.

- f. The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.

Recommended Finding. The surrounding properties are zoned Residential Low, same as the subject site. Properties across Caldart Avenue west and south are developed. Larger residential lots are located east and west. Six feet high sight obscuring fence as well as a 10-foot landscape tract along Caldart Avenue are provided. The project proposal as reviewed and conditioned provides for screening and buffering through the proposed design.

- g. The proposal would preserve natural features and critical areas and would preserve and incorporate existing significant stands of trees within the project design as much as possible.

Recommended Finding. The site design has attempted to preserve and enhance natural features. Tree retention is appropriate for the project as proposed.

- h. There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.

Recommended Finding. The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. Water will be provided by the City of Poulsbo with connections and stubs for future adjacent lands to be developed along Caldart Avenue, Halden Glen Court, and future extension of planned Road A. The City Engineer has determined there is adequate provision for sanitary sewer. Other public utilities including electric and phone are available.

- i. There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the city.

Recommended Finding. The proposal provides adequate provisions for public access to serve the subject site, with access to Caldart Avenue and Halden Glen Court. A future connection east is also provided.

- j. The proposal is consistent with the comprehensive plan and the city's adopted development standards.

Recommended Finding. The proposed PRD is consistent with the City's Comprehensive Plan and adopted development standards. The subject development is located in the Residential Low zoning district and, as conditioned, is consistent with the City's development standards, infrastructure standards, and Comprehensive Plan.

- k. There will not be significant unmitigated harmful effects upon environmental quality and natural resources.

Recommended Finding. There will not be any significant harmful effects upon environmental quality and natural resources with the proposed development. Critical areas have been identified, reviewed, and mitigation provided with minimal impact. The applicant will mitigate impacts to the City's park and transportation system by paying mitigation fees. School Impact fees are also required.

- l. The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety or welfare of the city.

Recommended Finding. The proposed site meets the PRD requirements for size and location. The design has been reviewed against the City's development standards and, as conditioned, meets the City's adopted ordinances for stormwater, critical areas, transportation, subdivision, and zoning.

VI. PUBLIC COMMENT

Public comment is collected at the neighborhood meeting required prior to application submittal and accepted throughout the development review process.

A. Neighborhood Meeting. No written comment received.

B. Notice of Application. Comment received in response and forwarded to the applicant for consideration.

1. Ramirez owns property west surrounded by the development on 3 sides: existing easement connecting to Halden Glen Court; requests development drainage downhill to his property be considered; and requests a fence be constructed along the common property line.
2. Caputo owns property in Halden Glen development: expresses concerns regarding traffic, street parking, construction traffic and work hours; HOA for new development; and water pressure.
3. Greene owns property in Halden Glen development: expresses concern for City infrastructure including roads and natural resources; water pressure; parking; privacy; and requests construction enter from Caldart Avenue.
4. Padilla owns property in Halden Glen Development: concerned about development access to Halden Glen Court; increase in traffic; parking along Halden Glen Court; eliminate driveway access to Halden Glen Court.

C. Other Comments Received.

1. Roesler lives in Halden Glen development: retention of trees; Halden Glen mailbox relocation; traffic, street parking, construction traffic and work hours; HOA for new development; and water pressure.
2. Buckel resides in Poulsbo Gardens: requests stormwater release point be in Watland Drive not to Poulsbo Gardens HOA property.
3. North Kitsap School District requests school impact fees be collected.

VII. **STATE ENVIRONMENTAL POLICY ACT (SEPA)**

A Mitigated Determination of Non-Significance was issued May 28, 2020 with a 14-day comment period and is included in Exhibit E. Mitigations address soil and erosion, stormwater, agency permits, tree retention, endangered species, historic and cultural preservation, transportation, and schools. No comment was received during the Determination comment period. On June 11, the applicant provided an email stating acceptance of the 11 mitigations. Exhibit G.3 includes affidavits of noticing.

VIII. **TITLE 19 PROJECT PERMIT PROCEDURES**

PRD and preliminary plat permit are reviewed as Type III applications. A public hearing is required for Type III applications. The Hearing Examiner is the review authority for PRD and preliminary plat permit. PMC 18.260.020 identifies the review authority shall approve, approve with conditions, disapprove, or revoke PRDs. PMC 17.60.020 D identifies a preliminary subdivision shall be approved, approved with conditions, denied, or returned to the applicant for modification or correction within ninety days from the date of filing of a complete application unless the applicant agrees to an extension of the time period in writing, or as set forth in Chapter 19.80, Time Frames for Review. A preliminary subdivision application shall not be deemed filed until all the requirements for a technically complete application established in Chapter 19.30 have been met. A summary of the timeline is provided:

Application Timeline Summary Table		
Date	Milestone	Note
4/16/19	Neighborhood Meeting Held	
5/8/19	Application submittal	Includes additional 30-days review time
5/30/19	Technically Complete	120-day review period begins
6/7/19	Notice of Application issued	14 day comment period
7/9/19	Request for Revisions / Suspend timeline #1	31 st days of 120 review period used per PMC 19.80.040.A 90 day suspension through 10/9/20
7/10/19	Additional Request for Revision	
9/6/19	Request to Extend 90-Day Suspended Timeline	
10/15/19	Approve request for extension of revision due.	+90 day suspension through 1/9/20
10/29/19	Revision Submittal	32 nd day of 120-day review period
11/1/19	City notified of Potential Stormwater Design Modification by Applicant	
11/20/19	Request for Revisions / Suspend Timeline #2	53 rd day of 120 day review period used per PMC 19.80.040.A 90 day suspension through 2/20/20
12/23/19	Revision Submittal – Paper	Requested digital for complete resubmittal
1/2/20	Revision Submittal – Digital	54 th day of 120 day review period
1/22/20	Request for Revisions / Suspend Timeline #3	73 rd day of 120 day review period used per PMC 19.80.040.A 90 day suspension through 4/22/20
3/2/20	Revision Submittal	74 th day of 120 day review period
4/1/20	Request for Revisions / Suspend Timeline #4	103 rd day of 120 day review period used per PMC 19.80.040.A 90 day suspension through 7/1/20
4/21/20	Revision Submittal	104 th day of 120 day review period

5/28/20	SEPA MDNS issued	14-day comment period
6/16/20	Public Meeting Notice	Mailing to 300'; applicant; owner; commenters
6/23/20	Planning Commission Public Meeting	
6/25/20	Public Hearing Notice	Thursday publish in Times
7/10/20	Hearing Examiner Public Hearing	184 th day of 120-day review period

A Neighborhood Meeting is required before formal application submittal and was held on April 16, 2019, with City staff in attendance. Noticing of the meeting was completed by the City. (Exhibit G.1). No written comments were received, however, the two verbal comments, retention of a tree east of the development property and potential for provision of single story homes were discussed at length.

The application was received on May 8, 2019 and determined Technically Complete May 30, 2019. A Notice of Application was issued June 7, 2019. (Exhibit G.2). Four comments received in response to the Notice of Application were forwarded to the applicant for consideration. The comments are Exhibit H.1.

The project timeline was suspended for the first time July 9, 2019 with a request for clarification and additional information. Per PMC 19.80.050 the applicant is provided 90 days to submit City required revisions. A request to extend the suspended timeline was received by the City September 6, 2019 and approved September 16, 2019. Project revisions were submitted on October 29, 2019 within the extended 180-day project timeline suspension. On November 1, 2019, the applicant notified the City of a potential revision to the Stormwater Drainage Plan, with a request that the plan provided October 29th be peer reviewed by the City's review consultant. The project timeline was suspended three additional times with request for clarification and additional information on November 20, 2019, and January 22 and April 1, 2020. Revised information was provided within the 90 day suspension timelines. Following completion of necessary City consultant peer review, a SEPA MDNS was issued May 28, 2020. The applicant confirmation acceptance of the 11 mitigation covering Earth, Water, Plants, Animals, Historic and Cultural Preservation, Transportation, and Public Services on June 11, 2020.

This staff report and Notice of Public Meeting, will be issued at least 7 days prior to the Planning Commission meeting scheduled for June 23, 2020 and a Notice of Public Hearing will be published, posted and mailed at least 14 days prior to the public hearing, per Title 19 requirements. The Notice of Decision will be sent to the applicant, agencies with jurisdiction, and interested parties of record within seven days of the Hearing Examiner's decision.

Exhibit G contains affidavits of publication, posting and distribution for required notices.

IX. **STAFF COMMENT AND RECOMMENDATIONS**

Comments: This project as proposed is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommends approval of the Calavista Planned Residential Development & Preliminary Plat, Planning File P- 05-08-19-01 as presented and subject to all SEPA Mitigation and Conditions of Approval contained herein, and authorize the Planning Commission Chairman to sign the Findings of Fact, Conclusion and Recommendation.

X. EXHIBITS

- A. Application
 - 1. PRD and Preliminary Plat Applications
 - 2. Project Narrative
 - 3. Developability of Lots 26 and 27 adjacent to out-parcel access easement
 - 4. Transportation Concurrency
- B. Project Drawing Set (Revised 2/24/20)
- C. Preliminary Landscape Plan (Revised 3/2/20)
- D. PRD Home Design Elevations
- E. Environmental Documents
 - 1. SEPA Threshold Determination
 - 2. Mitigations
 - 3. Site Location Map
 - 4. Environmental Checklist Commented
 - 5. SEPA Cover Memoranda – Planning and Engineering Department Memoranda
 - 6. Project Drawing Set (Revised 2/24/20)
 - 7. DFW stream Type determination
 - 8. Preliminary Storm Drainage Report (Revised 4/20/20)
 - 9. Peer Review Preliminary Storm Drainage Report
 - 10. Revised Limited Geotechnical Engineering Report (Revised 12/19/19) and Letters (12/13/19 and 1/13/20)
 - 11. Peer Review Geotechnical Information
 - 12. Stream Drainage Assessment (9/24/19) and Letter (12/20/19)
 - 13. Tree Retention Report (Revised 2/20/20)
 - 14. Peer Review Tree Retention
 - 15. Traffic Impact Analysis (Revised 2/20)
 - 16. Applicant acknowledgment of 11 Mitigations
- F. Engineering Department Review
- G. Public Noticing
 - 1. Neighborhood Meeting Notice and Affidavit of mailing
 - 2. Notice of Application and Affidavits of distribution and publication
 - 3. SEPA Determination Affidavits of distribution and publication
- H. Public Comment
 - 1. Notice of Application
 - 2. Other Comment Received

CALAVISTA PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY PLAT
CONDITIONS OF APPROVAL
PLANNING FILE P-05-08-19-01

Following are the SEPA Mitigation Conditions of Approval:

Earth

- S1. Development of the site shall comply with the recommendations of the Preliminary Stormwater Drainage Report dated April 20, 2020 or as amended.
- S2. Development of the site shall comply with the recommendations of the Geotechnical Engineering Report dated October 25, 2019, as clarified December 13, 2019 and February 13, 2020 or as amended. Recommendations in the report shall be incorporated in final design plans. Recommendations include observation and testing during construction; control of surface and near surface water during and after development; design and construction considerations for footings and foundations, foundation drainage, floor slabs, rockery and retaining wall, asphalt and concrete pavements; and earthwork for site preparation, groundwater concerns, excavations, permanent cut and fill slopes, structural fill, utility trench fill, wet weather earthwork, erosion control, and stormwater. All roof, footing, and wall drains are to be connected to the site stormwater system.
- S3. Erosion control measures must be implemented immediately to reduce a serious erosion hazard of cut soils in sloping areas. Immediate implementation of erosion control measures must be included in the Temporary Erosion and Sediment Control (TESC) Plan.

Water

- S4. All federal, state, and local permits must be obtained by the developer prior to construction drawing approval.
- S5. All Best Management Practices, avoidance, and minimization measures are required to be implemented with development of this proposal and in particular with stormwater outfall connection.
- S6. Maximum stormwater treatment is required for this project.

Plants

- S7. Tree protection measures shall be consistent with the Arborist Report dated February 20, 2020 and peer review recommendations dated December 19, 2019 and May 13, 2020 or as amended, and the site plan drawing set tree retention plan dated February 24, 2020 or as amended.

Animals

- S8. It shall be the responsibility of the applicant to take all necessary steps to prevent the incidental taking of protected species under the Endangered Species Act through habitat modification or degradation during the life of the project or development authorized by this permit or approval. The applicant shall notify the City through its Public Works Superintendent and the Federal agencies with responsibility for enforcement of the Endangered Species Act immediately, in the event of any damage or degradation to salmon habitat by or from the project or the development subject to this permit or approval. In any such case, the applicant shall, at its sole cost and expense, take all actions necessary to prevent the furtherance of the damage or degradation and to restore the salmon habitat as required by the Federal, State, and local agencies with jurisdiction.

Historic and Cultural Preservation

- S9. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.

Transportation

- S10. The developer is to provide proportionate mitigation for its direct impact to the intersection of 10th Ave NE at Forest Rock Ln in the form of constructed improvement or proportional monetary contribution as agreed upon by the City of Poulsbo. Proposal of this mitigation shall be in the form of an updated Traffic Impact Analysis

submitted with Final Engineering Drawing. Agreement with the City regarding appropriate mitigation measure shall be required prior to Grading Permit release and mitigation measure in place prior to Final Plat.

Public Services

- S11. School mitigation fees are required for this project. Fees shall be paid prior to building permit issuance. Payment will be to the North Kitsap School District directly. Evidence of payment will be provided to the City.

Following are the Planning and Economic Development Departments Conditions of Approval:

- P1. Development of the site shall be in conformance with the plan set, elevations, and associated documents identified in Exhibits B-F, stamped approved in Planning File No. P-05-08-19-01 and subject to the conditions of approval contained herein.
- P2. Setbacks, building lot coverage, and building height shall be reviewed at time of building permit submittal. Building permit drawings are to clearly identify easements, setbacks, building lot coverage and building height.
- P3. The construction of all single-family homes in the proposed development shall substantially conform to the conceptual architectural drawings and elevations, and the identified location of each housing type on the lots, as shown in Exhibits B and D. This condition shall bind the applicant and any subsequent developers or assignees of the project. Comparison of the architectural drawings and house placement will occur at Building Permit submittal.
- P4. The Planning Department will review each building permit submitted for the Calavista PRD to determine compliance with 18.260.060.E and to ensure substantial compliance with the architectural renderings submitted. Side and rear facades facing public or private roadways in or adjacent to the project shall include façade treatments similar to the front façade.
- P5. The applicant shall submit a streetscape plan with the building permit application, which will show plot plans, elevations, and unit types for the adjacent properties. The plan shall ensure architectural variety is provided in accordance with PMC 18.260.060.E.2.e and E3. Building footprint and exterior design on adjacent lots is to be varied and will be reviewed with building permit. Reverse building plans or left/right "flip" of the footprint are considered the same footprint.
- P6. Site lighting is to be oriented and shielded to avoid direct glare onto adjacent properties, while providing adequate safety, including along the pedestrian trail in Tract D.
- P7. A setback of 10 feet from the 10 feet utility easement fronting all public and private roads is implemented as shown in Exhibit B, Sheet 2 to provide adequate parking in driveways for all lots and utility workspace away from structure foundations and provide space for street trees in front yards where necessary.. Lots 11-13 to provide 40 feet setback from Lot 10 for privacy. Given slope constraints of the site and tree retention easement, need for home placement within typical building envelope and varied front setback will be reviewed with building permit.
- P8. Street trees are required along Caldart Avenue frontage spaced 40 feet on center and may be clustered along the frontage. Internal project Road A and B and Halden Glen Court street trees are required 30 feet on center and may be location adjusted around hardscape and utilities. Placement of street trees may be within right-of-way or in residents front yards. Irrigation and maintenance shall be addressed in developments CCRs. Bonding for street trees and associated groundcover is required prior to final plat recording.
- P9. The proposed play structure in Tract D is to accommodate 20 or more individuals 5 to 12 years of age. A minimum of 1 bench is required near the play structure as proposed. Design information for the play structure is required submitted with the final landscape plan. A similar structure which meets the intent of the requirement may be proposed with the final landscape plan. Fencing between roads and park play area is required for safety. Fence design is to be provided with construction drawing.
- P10. The final landscape plan shall include details on the recreational amenities approved, including play area structure with nearby bench, 2 seating/picnic areas set in hard surface near open play areas, and hard and soft surface walking path sections connecting to right of way in multiple locations.
- P11. The development monument sign(s) shall be shown on the final landscape plan. A building permit is required for construction of the monument sign.

- P12. A final landscape plan and irrigation plan shall be submitted and approved prior to final plat. The final landscape plan shall address required street trees, any right-of-way landscaping, and any other areas in common ownership of the homeowners. Planting specifications shall be consistent with PMC 18.130, and are subject to approval by the PED Department. The final landscape plan shall be suitable for contractor bid, as this will be the basis for calculating the required two-year landscape maintenance bond. The plan shall include plant species, common name, number to be planted, and minimum size at time of planting. Street trees may be under separate landscape bond.
- P13. Bonding for landscaping is required prior to final plat recording. Landscape bond(s) will be required and based on current City requirements. Landscape bid estimates for material and labor shall match the final landscape plan, itemizing plant species, common name, number to be planted, and minimum size at time of planting. An estimate for material and labor matching the irrigation plan shall also be required.
- P14. Tree Retention:
- a. Construction drawings must show trees identified for retention and protective fencing detail.
 - b. The City Arborist shall review the final grading plan to verify planned grading will not damage retention trees. This review shall be at the cost of the applicant.
 - c. Protection fencing shall be inspected by the City Arborist prior to construction activity.
 - d. Tree and stump removal in the vicinity of protection trees shall be under the direction of an ISA certified arborist.
 - e. A Certified Arborist shall be on site when trenching for utility installation takes place in open space Tract D.
 - f. Installation of walking path meandering through retention trees in open space Tract D shall be observed by an ISA certified arborist to ensure minimal disruption of trees.
 - g. Protective fencing shall follow recommendations outlined in the tree retention report as reviewed by the City Arborist.
 - Tree Protection fencing should be erected prior to any site grading.
 - First, protect roots that lie in the path of construction. Approximately 90 to 95 percent of a tree's root system is in the top three feet of soil, and more than half is in the top one foot. Construction activities should be avoided in this area. Protect as much of the area beyond the tree's dripline as possible. Some healthy trees survive after losing half of their roots. However, other species are extremely sensitive to root damage even outside the dripline.
 - Do not disturb the Critical Root Zone (CRZ). The CRZ is defined by its "critical root radius." It is more accurate than the dripline for determining the CRZ of trees growing in forests or that have narrow growth habits. To calculate critical root radius, measure the tree's diameter (DBH) in inches, 4.5 feet above the ground. For each inch, allow for 1 to 1.5 feet of critical root radius. If a tree's DBH is ten inches, its critical root radius is 10 to 15 feet.
 - In addition to the CRZ, it is important to determine the Limits of Disturbance (LOD) for preserved trees. Generally, this approximates the CRZ however in previously excavated areas around the dripline the LOD may be smaller, or in the case of a tree situated on a slope the LOD may be larger. The determination of LOD is also subject to the tree species. Some tree species do better than others after root disturbance.
 - Tree protection is advised throughout the duration of any construction activities whenever the critical root zone or leaf canopy may be encroached upon by such activities.
 - The Critical Root Zone (CRZ) or LOD should be protected with fencing adequate to hinder access to people vehicles and equipment. Fencing should consist of continuous 4 ft. high temporary chain-link fencing with posts set at 10' on center or polyethylene laminar safety fencing or similar. The fencing must contain fencing signage detailing that the tree protection area cannot be trespassed on.

- Soil compaction is one of the most common killers of urban trees. Stockpiled materials, heavy machinery and excessive foot traffic damage soil structure and reduce soil pore space. The effected tree roots suffocate. When construction takes place close to the protected CRZ, cover the site with 4 inches of bark to reduce soil compaction
- Tree Protection fencing must be erected prior to soil excavation, boring, grading or fill operations. It is erected at the LOD. If it is necessary to run utilities within the LOD, the utilities should be combined into one cut, as practical. Trenching is not allowed in the LOD. In these areas, boring or tunneling techniques should be used. If roots greater than 1" diameter near the LOD are damaged or torn, it is necessary to hand trim them to a clean cut. Any roots that are exposed during construction should be covered with soil as soon as possible.
- During drought conditions, trees must be adequately watered. Site should be visited regularly by a qualified ISA Certified Arborist to ensure the health of the trees. Tree protection fencing is the last item to be removed from the site after construction is completed.
- After construction, has been completed, evaluate the remaining trees. Look for signs and symptoms of damage or stress. It may take several years for severe problems to appear.
- If fencing around portions of the CRZ of a tree to be retained are not practical to erect due to construction or obstacles, tree protection fencing should be placed three feet laterally from the obstruction (ex. three feet back of a curb, building, or other existing or planned permanent infrastructure).

P15. The construction of pedestrian trails and trail-related facilities, such as benches, shall be established as a nature path when located in the open space area; are not intended for motorized use; and are no wider than five feet, unless additional width is necessary for safety along a precipice, steep hillside, or other hazardous area. All trail construction shall be observed by an ISA certified arborist and avoid damaging significant and retention trees, including critical root zone of trees to be retained, and other habitat elements to the greatest degree possible. Trails shall be constructed in a manner that does not increase the risk of landslide or erosion. Trails should be pervious material, unless slope or erosion concerns dictate paving is necessary. Stormwater controls may be required for paved trail areas and larger areas providing access to storm manholes.

P16. A Tree Cutting and Clearing permit application shall be submitted and reviewed with the grading/construction application. The application form and associated fees are available on the PED Department website.

P17. Perimeter fencing, sight obscuring 6 feet high, is required as follows:

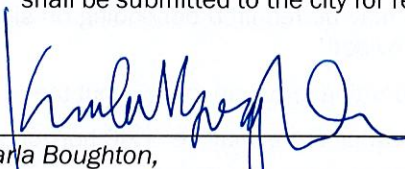
- a. Along the rear Lot lines of Lots 1-2, and 9-24.
- b. Along north, south, and east sides of property with assessor tax number 132601-3-064-2007.
- c. Along project perimeter edges of Lots 11 and 24.
- d. Along the east edge of Lot 10 for privacy.
- e. Along open space tracts: A, north edge; B, south edge; C, north edge; F, east edge; and G, east edge.
- f. Along the project boundary connecting open space Tracts F and G until future connection roadway is installed.
- g. Fencing is not required in the 10' utility easement fronting lots.

P18. The final project Covenants, Conditions and Restrictions (CC&Rs) shall be submitted with the final plat application and shall be recorded with final plat. The CCRs are subject to review and approval of the PED Department and City Attorney to ascertain if the documents are sufficient to assure compliance with the Conditions of Approval and SEPA Mitigations. Language shall also be included in the CCRs which requires notification to the City of Poulsbo PED Director of any amendments to the CCRs, and that the City shall have the authority to object to any modification that is inconsistent with any condition lawfully placed upon the subdivision by the City of Poulsbo.

P19. CC&Rs shall include provisions that the Homeowner's Association (HOA) will own, maintain and enforce all open space tracts, retention trees and tree retention maintenance and easements, fences, recreation amenities,

and all other applicable project condition(s) regarding ownership, maintenance and enforcement of all commonly owned elements.

- P20. Street tree maintenance, including irrigation, shall be identified in project CC&Rs.
- P21. In lieu of required RV storage, the applicant shall include a provision in the CC&Rs that addresses recreational vehicle parking, which shall be reviewed by the PED Department and the City Attorney prior to final plat approval and recording of plat documents.
- P22. Open space and amenities are to be located on the final plat with a note identifying project amenities are for the benefit of project owners and residents.
- P23. The face of the final plat shall include statement(s) that the project's HOA will own, maintain and enforce all open space tracts, retention trees and tree retention maintenance and easements, fences, recreation amenities, and all other applicable project condition(s) regarding ownership, maintenance and enforcement of all commonly owned elements. The City will not join the Homeowners Association as enforcers of the project's Covenants, Conditions and Restrictions.
- P24. Park impact fee is required with this project. Fee is determined at the time of building permit issuance according to current code requirement.
- P25. Modifications to preliminary subdivisions are reviewed under PMC 17.60.070 as currently adopted. Where significant deviation from the approved plan is proposed, the revision will be considered a major modification under the initial approval review authority.
- P26. Within 5 years following the approval of the preliminary plat, or as otherwise stipulated in RCW, a final plat shall be submitted to the city for review and approval.


Karla Boughton,
Planning and Economic Development Director

6/15/2020
Date

Following are the Engineering Department's Conditions of Approval:

GENERAL

- E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
- E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved preliminary plat drawing are approved in concept only and are not considered approved for construction. Approval of the preliminary plat does not constitute approval of any construction drawings submitted with the preliminary plat approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
- E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final plat approval the applicant shall: construct the required improvements per City standards and submit "as-built" drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
- E4. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent

submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

- E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
- E6. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.
- E9. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
 - a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.
 - d. All elements on the drawings shall be legible as determined by the City Engineer.
- E10. All infrastructure must be installed before Final Plat approval. If the applicant wishes to construct the project in phases, those phases must be defined as divisions in the preliminary plat approval. At the time of Final Plat approval for each division, that division shall be "stand alone". A division shall be considered "stand alone" if it contains complete utilities and access for the future residents of that division and is not dependent on other as yet un-built divisions for this purpose. Any infrastructure outside of the plat that is necessary to serve the division or allow it to function must be completed as well.

CLEARING, GRADING, AND EROSION CONTROL

- E11. A Clearing and Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35). The permit may include restrictions as to the limits of any area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit for seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control. A final geotechnical report shall be submitted with the construction drawings to provide recommendations for site grading and compaction. The report shall include a section with recommendations for wet weather and wet season construction methods.

STORMWATER

- E12. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
 - a. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapters 12.02 and 13.17.

- b. City of Poulsbo standards and ordinances.
 - c. All conditions of approval associated with any clearing and/or grading permits.
 - d. Recommendations of the geo-technical engineer.
- E13. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E14. The design of the detention system shall include appropriate access for maintenance as determined by the Public Works Department.
- E15. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater detention system for a minimum of two-years or until 80% of the residences have been completed, whichever is longer. At the end of this time, the City will inspect the system and, if acceptable, the City will take over maintenance and operation of the system.
- E16. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.
- E17. All secondary storm systems and easements shall be in compliance with City standards and remain privately maintained.
- E18. Storm vault tract shall be fenced per Public Works Department requirements.

SANITARY SEWER

- E19. Refer to Public Works Department comments for sewer connection requirements and construction standards.

WATER

- E20. Refer to Public Works Department comments for water construction standards, connection and looping requirements.

ALL UTILITIES

- E21. For utilities not within City right-of-way, the Public Works Director will determine if the City will assume ownership and maintenance of the utility.
- E22. All water mains and all primary sanitary sewer and storm drainage mains shall be within public right-of-way or within easements dedicated to the City which meet the City's criteria for dimensions and access. All water, sewer, and storm service laterals and all secondary sanitary sewer and storm drainage lines located within easements or private property shall remain privately owned and maintained by the Homeowner's Association or applicable lot owners.
- E23. Easements for access and maintenance of utilities determined to be City-owned shall be legally described and dedicated to the City on the Final Plat drawings. Easements shall be fifteen feet (15') wide minimum and comply with all City requirements. Additional width is required to accommodate turning radii, more than one utility or deep utilities. The City Engineer may require an all-weather surface, conforming to City standards, to be constructed over the easement to provide vehicular access for maintenance. Ownership of the pipe and appurtenances shall be conveyed to the City on the Final Plat drawings. The easements shall be shown on the construction drawings, "as-built" drawings, and Final Plat drawings.
- E24. When private storm or sewer pipe is located in an easement that is adjacent and parallel with the property line between two lots/parcels, the easement shall be located entirely on one property and not split between the adjacent properties OR the utilities shall be off-set from the property line a minimum of 2 feet due to the high potential for fence posts to be placed on the property line.
- E25. All street ends with the possibility for extension must have utilities stubbed out of the paved area a minimum of six feet or as directed by the City Engineer. Pavement and sidewalks shall be extended to within six feet of the property line at the end of the road. Appropriate barricades in compliance with current MUTCD standards shall be constructed at the road ends. See City Construction Standards for recommendations.

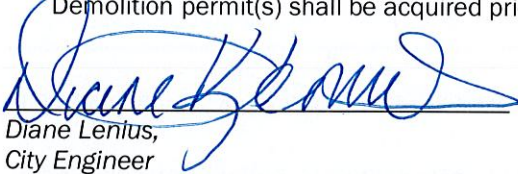
STREETS

- E26. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards (refer to Developer's Guide – Section 2 – Street Standards).
- E27. The developer's engineer shall certify that there is adequate entering sight distance at the intersection Road #1 and Noll Road at construction plan submittal. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The certification shall also note necessary measures to correct and maintain the minimum sight triangle.
- E28. At time of construction plan submittal, the applicant shall submit site distance and stopping report at all intersections which have K values which do not meet the standard as stated in Section 2 of the City's current Construction Standards.
- E29. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards. Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance.
- E30. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance as of the date of this memo. The impact fee is due at the time of each single-family home building permit and shall be calculated using the most current ADT for a single-family home identified in the ITE manual (10th edition identifies an ADT of 9.44) and multiplying the most current traffic impact fee established by PMC 3.86.090.
- E31. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. New streetlights shall be LED light fixtures.
- E32. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E33. As a condition of site plan development, the construction of frontage improvements is generally required in accordance with PMC section 17. The applicant is responsible for frontage improvements to Caldart Avenue NE and NE Halden Glen Court consistent with City Construction Standards. Additional dedication of ROW as shown on the plat may be required to complete the require frontage improvements.
- E34. Future access roadway to the East from Road A is shown stubbed as required. Roadway end shall be marked following either MUTCD Section 3C.04 (OM4 series signs) or MUTCD Section 3F.01 (Type III Barricade). Incorporated into the MUTCD installations shall be an information sign with white background and black lettering that reads; "FUTURE STREET EXTENSION". All of the above elements shall appear as details on the site construction plans subject to Public Works Department approval.
- E35. A temporary truck route has been established by the City Police Chief in accordance with PMC 10.24. The project's construction truck traffic shall use Caldart Ave NE to NE Lincoln Road. The project's construction truck traffic shall not use NE Forest Rock Lane or NE Hostmark St.

OTHER

- E36. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E37. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of operations under this permit.
- E38. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway shall be the responsibility of the property owners served by the driveway.
- E39. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes. The face of the plat shall state this requirement.

- E40. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not conflict with City codes or ordinances. No agreements between the applicant and the property owner shall exempt either party from obtaining proper City approval for land use activities regulated under the Poulsbo Municipal Code.
- E41. The covenants shall state that no fence shall be placed within two feet of the back of any sidewalk.
- E42. All public utilities shall be provided within the plat and shall include power, telephone, natural gas, and cable television. All utilities shall be placed underground (PMC 17.08.140). A ten-foot easement fronting all lots shall be dedicated for public utilities. The developer shall provide and install a minimum of one additional empty four-inch conduit trunk line with road crossings, in parallel with the aforementioned utilities, with appropriate termination points within junction boxes, for future telecommunications use (PMC 12.02.015). Ownership of the conduit shall be conveyed to the City on the Final Plat drawings. All existing and new utilities shall be underground. A plan sheet titled Dry Utilities shall be included with Construction Plan submittal and include all above mentioned utilities.
- E43. The applicant shall be responsible for obtaining all required offsite easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.
- E44. Demolition permit(s) are required through the building department for the removal of existing structures. Demolition permit(s) shall be acquired prior to issuance of grading permit.


Diane Lenius,
City Engineer


Date

Following are the Public Works Department's Conditions of Approval:

WATER

- W1. All lots shall be connected to city water.
- W2. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- W3. Water main looping shall be in compliance with City and Department of Health water design standards, City construction standards and WAC 246-290-230. The plat of Calavista will be required to connect and loop the water system to meet minimum pressure per Department of Health requirements and minimum fire flow per International Fire Code and City Comprehensive Water Plan requirements. The project will be required to construct a connection to the East High Zone.
- W4. Locate meters in a single bank when possible.
- W5. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum.
- W6. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
- W7. Meters for all lots shall be located adjacent to public right-of-way.
- W8. Existing on-site well(s) shall be decommissioned per Department of Health requirements prior to commencement of site grading.
- W9. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.

IRRIGATION

- W10. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- W11. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.

- W12. The double check valve assembly shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

SEWER

- W13. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the sanitary sewer system in Caldart Avenue.
- W14. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
- W15. Sanitary sewer manholes shall not be located in roadway curb and gutter, sidewalk or landscaping strip adjacent to roadway. Sewer mains shall not be located generally parallel to and under road curb and gutter, sidewalk, or landscaping strip adjacent to the roadway.
- W16. All side sewers shall enter public right-of-way as gravity flow.
- W17. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.
- W18. All septic systems on the subject properties shall be decommissioned according to Health District regulations prior to commencement of site grading.

SOLID WASTE

- W19. Solid waste service shall be provided by the City of Poulsbo.
- W20. Garbage and recycle cans shall be placed curbside on the 'no parking' side of the road. The requirement shall be stated in the CC&R's prior to final plat approval.
- W21. Lots accessed by private easement will be required to place solid waste containers curbside on public right-of-way. The requirement shall be stated in the CC&R's prior to final plat approval.

GENERAL CONDITIONS

- W22. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owner's responsibility.
- W23. Design and Development Standards: Design shall be subject to the following Standards:
- City of Poulsbo Utility Comprehensive Plan
 - City of Poulsbo Design, Development and Construction Standards
 - City of Poulsbo Municipal Code
 - Washington State Department of Health Design Standards
 - Washington State Department of Ecology's Criteria for Sewage Works Design
 - American Public Works Association/Department of Transportation Standard Specifications
- W24. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
- W25. No walls or structures shall be permitted in utility easements unless approved at time of construction review.
- W26. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.

SUBMITTAL AND APPROVAL

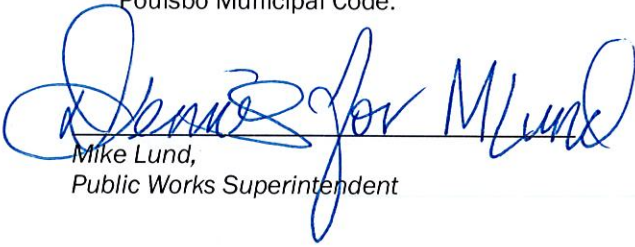
- W27. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.
- W28. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.

W29. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

CONNECTION FEES AND ASSESSMENTS

W30. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.

W31. Utility connection fees are required paid at the time of building permit issuance and are based on the current fee schedule in effect at that time. Early payment and reservation of utility connection are not provided for in Poulsbo Municipal Code.



Mike Lund,
Public Works Superintendent

6/15/2020
Date