



# STAFF REPORT

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## Staff Report

### JOHNSON RIDGE PLANNED RESIDENTIAL DEVELOPMENT & PRELIMINARY PLAT

**To:** Planning Commission  
**From:** Nikole Coleman, Associate Planner  
**Date:** June 16, 2020  
**Subject:** Johnson Ridge Planned Residential Development & Preliminary Plat | P-08-02-19-01

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Planning and Economic Development (PED) staff respectfully recommends approval of the Johnson Ridge Planned Residential Development & Preliminary Plat, Planning File P-08-02-19-01, subject to the SEPA Mitigation and Conditions of Approval.

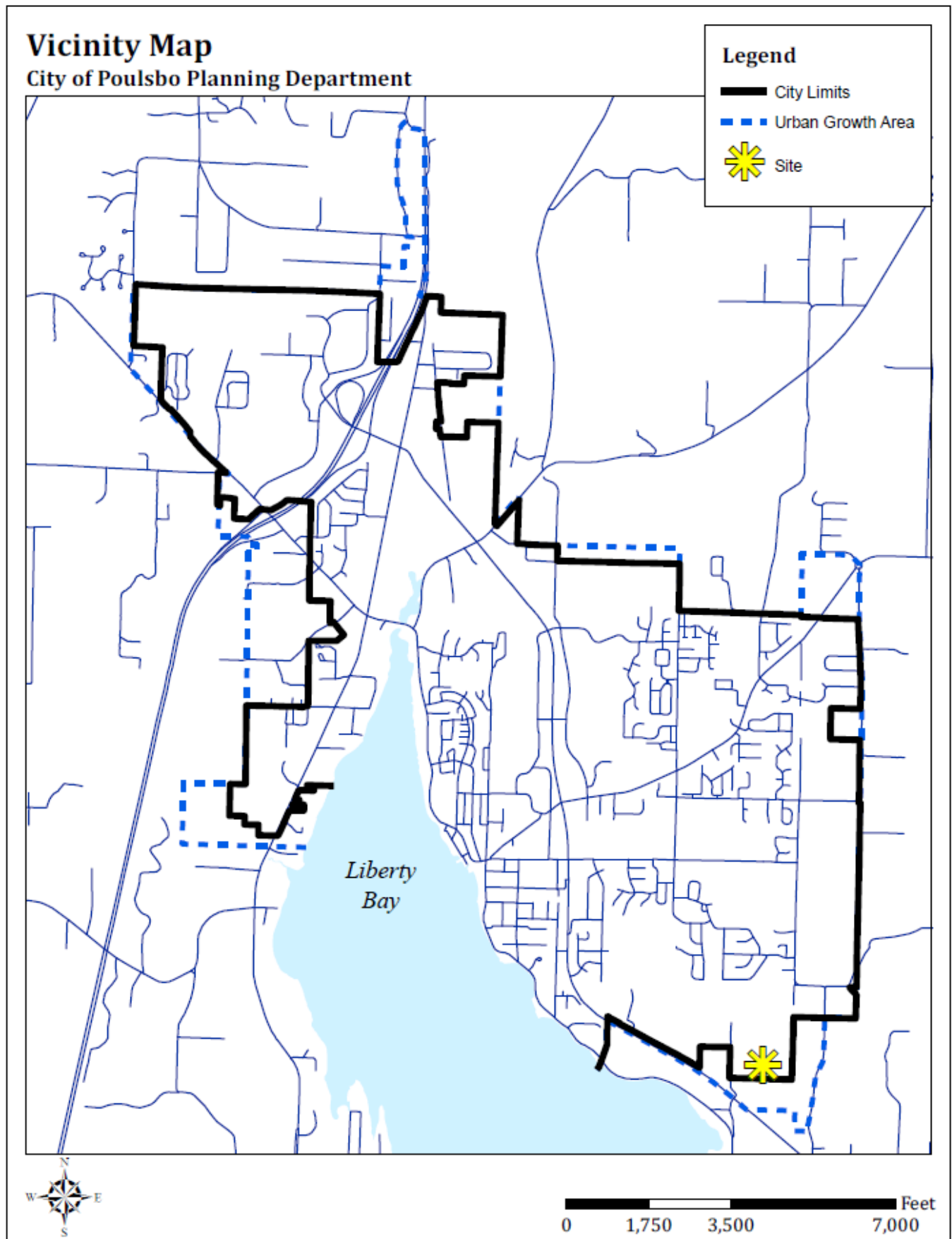
#### ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) of the Johnson Ridge Planned Residential Development & Preliminary Plat, Planning File P- 08-02-19-01, subject to the SEPA Mitigation and Conditions of Approval.

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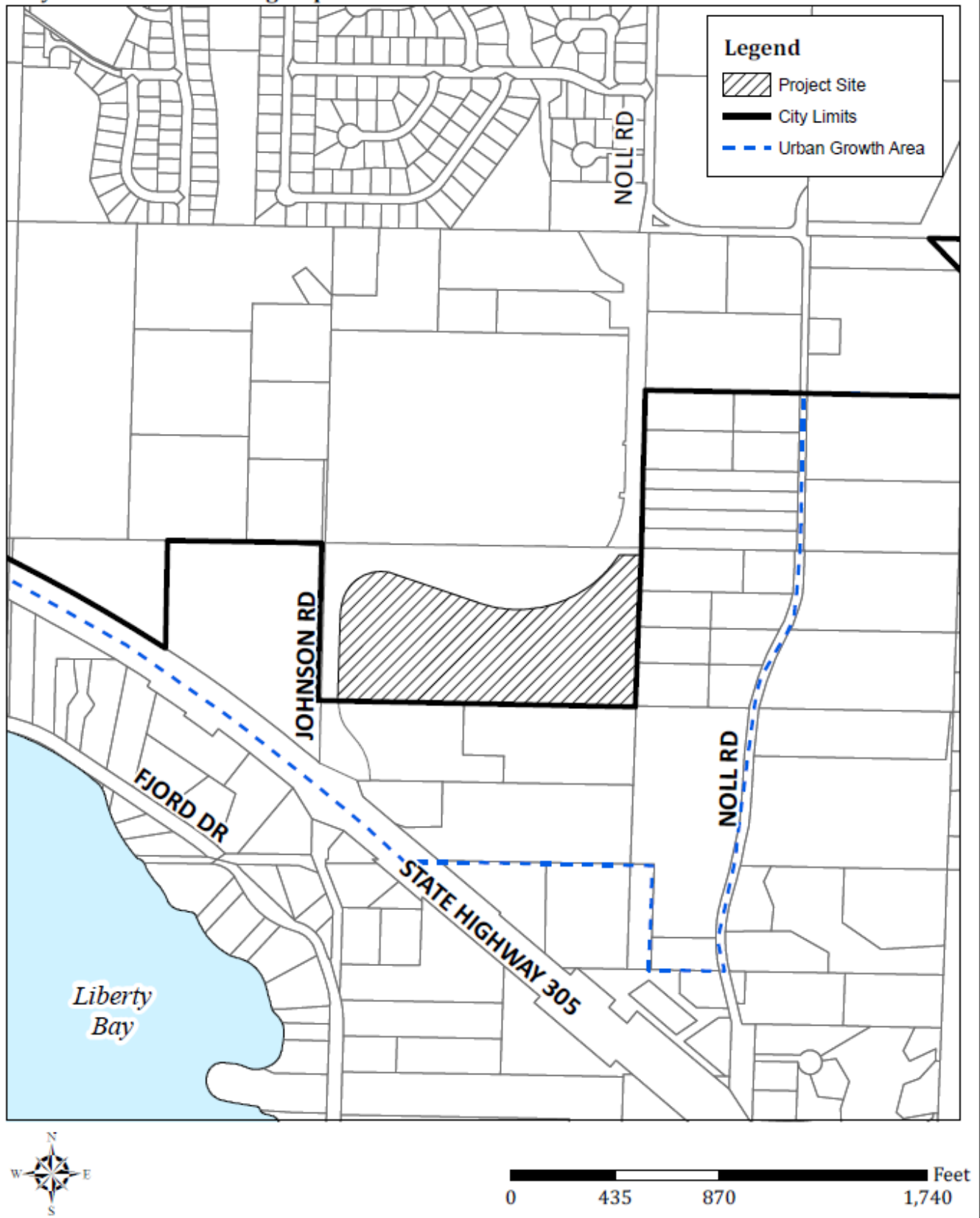
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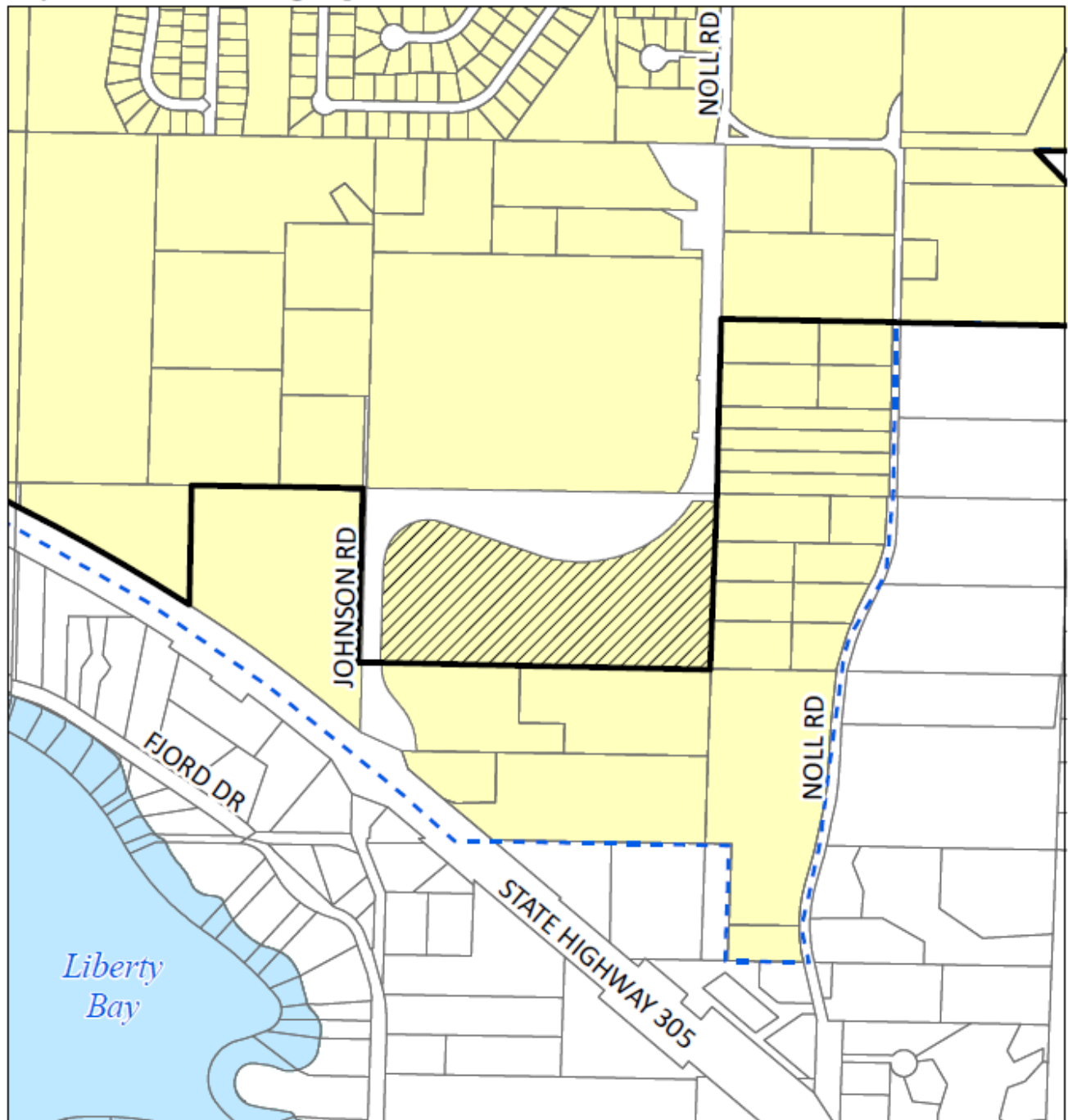
## Project Site Map

City of Poulsbo Planning Department



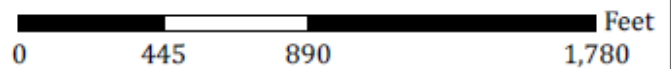
# Zoning Ordinance Map

City of Poulsbo Planning Department



## Legend

- Project Site
- Residential Low
- City Limits
- Urban Growth Area



## JOHNSON RIDGE PLANNED RESIDENTIAL DEVELOPMENT & PRELIMINARY PLAT PLANNING FILE P-08-02-19-01

### I. GENERAL INFORMATION

**Applicant/Agent Name and Address:** CPH Consultants | 11321-B NE 120th Street | Kirkland, WA 98034

**Owner Name and Address:** The Holt Group | PO Box 61426 | Vancouver WA 98666

**Land Use Review:** Planned Residential Development, Preliminary Plat, SEPA

**Description of Proposal:** Develop 13.74 acres into 61 single family lot Planned Residential Development (PRD) and Preliminary Plat (PP). The average lot size is 5,041 SF and the smallest lot is 4,361 SF. 2.35 acres of open space is proposed. Improvements include roads, open spaces, recreational amenities, tree retention, and utility and stormwater facilities. Critical areas include an off-site wetland, steep slope, and Bjorgen Creek. The property is vacant following the removal of multiple dilapidated buildings

**Location:** 17504 Johnson Rd NE | 252601-2-004-2008

**Legal Description:** THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M. EXCEPT ROADS.>>>>ALSO EXCEPT THAT PORTION CONVEYED TO THE CITY OF POULSBORO FOR NOLL ROAD UNDER AUDITOR'S FILE NO. 201906240244, RECORDS OF KITSAP COUNTY, WASHINGTON.

#### **Comprehensive Plan and Zoning Designation:**

Site: Residential Low  
North: Residential Low  
South: Outside City Limits/UGA  
East: Outside City Limits/UGA  
West: Outside City Limits/UGA

#### **Existing Land Use:**

Site: Single family residential  
North: Vacant  
South: Single family residential  
East: Single family residential  
West: Vacant

**Site Features:** The project site is currently comprised of a single tax parcel (Kitsap County tax parcel no. 252601-2-004-2008) totaling approximately 13.74 acres. This site currently contains areas of trees, cleared areas that are now pasture/grass and shrubs. A single-family residence and several outbuildings used to exist on the property but have since been removed. The property is currently vacant. A number of trees of varying type, age, and health conditions exist on portions of the site. The site and surrounding parcels are zoned Residential Low. The site is comprised of two drainage sub-basins that flow primarily as sheet and shallow concentrated flows. The east basin flows from a ridge and knoll running through the project site to lower elevations in the north and east boundaries. The west basin flows from that same ridge to lower elevations in the south and west boundaries. A stream, Bjorgen Creek, exists near the eastern property boundary of the project site. Steep topography in the eastern portion of the site create a ravine area within the buffer of Bjorgen Creek. A wetland exists adjacent to the north of the project site where the future Noll Road will be built. The site generally slopes down in all directions from a localized high point in the center of the site. In general, the site slopes down from the high point at 15 to 25 percent, with localized areas as flat as 6 to 10 percent and as steep as 40 to 55 percent. Vegetation across the site generally consists of various native and invasive grasses, areas of dense blackberry bushes, and moderate stands of coniferous and deciduous trees. No areas of surficial erosion, active slope movement, or surficial seeps, springs, or standing water were observed at the site at the time of reconnaissance.

#### **Aerial Photograph of Subject Site:**





## II. APPLICABLE REVIEW CRITERIA

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

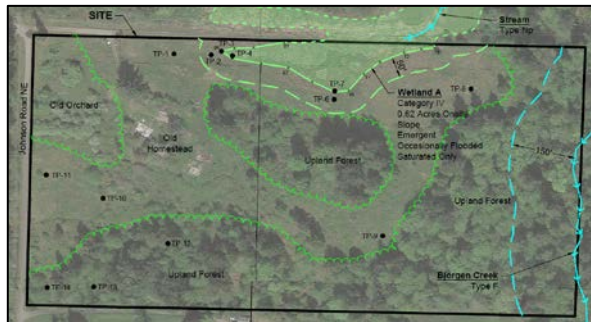
## III. CRITICAL AREAS ORDINANCE (CHAPTER 16.20 PMC)

The 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).

Critical areas are addressed through review under State Environmental Policy Act (SEPA). Exhibit E.1 is SEPA memoranda prepared by Planning and Economic Development (PED) and Engineering Department staff which address critical areas, identify mitigation, and reference information for reports. The Threshold commented environmental checklist is included in Exhibit E.2.

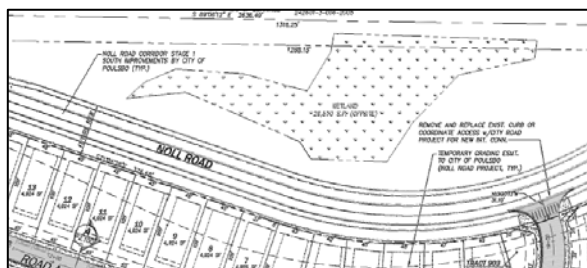
### Staff Comment:

- A. Off-Site Wetland.** A Wetland Delineation Report prepared by Ecological Land Services (Exhibit F.1) was prepared for this project. Wetland A is a .62-acre Category IV. Per page 2 of the Ecological Land Services report (Exhibit F.1), "One wetland, Wetland A, was identified and delineated at the north edge of the property. Wetland A is a narrow sloping emergent system that continues onto the adjacent north property. The onsite portion of the wetland is un-mowed and dominated by reed canarygrass. The offsite portion is mowed as a part of the offsite pasture. A narrow, seasonal stream flows through the offsite wetland area and down the ravine slopes into Bjorgen Creek."



The image to the left shows the extent of wetland A and the 50-foot buffer.

The property lines were reconfigured in 2019 to accommodate the future Johnson Parkway project. Wetland A is now located north of the future Johnson Parkway. Wetland impacts and mitigation to Wetland A were reviewed as part of the permit no. P-11-09-18-01.



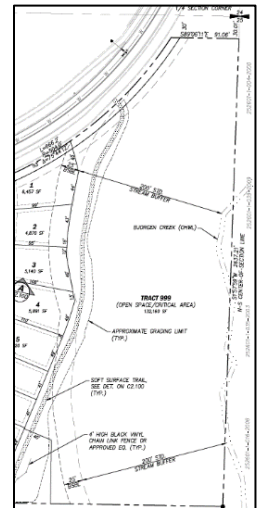
The image to the left shows the new property lines, future Johnson Parkway, and Wetland A to the north.

- B. Bjorgen Creek.** Bjorgen Creek is a type F1 stream requiring a 200-foot buffer and 25-foot building setback. A Habitat Management Plan prepared by Ecological Land Services (Exhibit F.3) was provided for this project. Per page 5 of the Ecological Land Services report (Exhibit F.3), "Bjorgen Creek is confined to the bottom of the steep-sided ravine on the east side. There are terraces along the slope and very steep slopes down between the terraces. The steepest section of the slope is the lowest section that extends down to Bjorgen Creek. The ravine slopes are composed of a mixed coniferous and deciduous

forest with a sparse shrub layer and often nonexistent herbaceous layer.” The location of Bjorgen Creek and the extent of the 200-foot buffer are shown in the image to the right.

“The PMC Section 300 Fish and Wildlife Habitat Conservation Critical Areas (FWHCA) specifies buffer widths for FWHCA based on the water type for streams within the city’s jurisdiction. Bjorgen Creek is considered a Type F water and requires a 200-foot buffer established from the ordinary high-water mark (OHWM) per PMC Section 16.20.315.A(6), Table 16.20.315.”

The initial application submittal requested a 25% reduction in the 200-foot stream buffer. Per PMC 16.20.315 B, the director may decrease the standard buffer or building setback as recommended by a habitat management plan *after consultation with the Washington State Department of Fish and Wildlife and the Suquamish Tribe*, and determine that conditions are sufficient to protect the affected habitat. A habitat management plan shall be required. The director may reduce the buffer or building setback width by up to twenty-five percent, but the buffer width shall not be less than fifty feet.



The Suquamish Tribe provided a comment via email dated December 22, 2019 (Exhibit K.1):

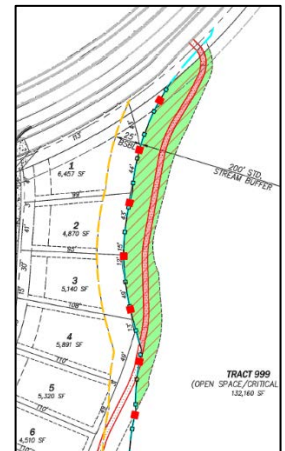
- “Buffer reductions and Reasonable Use Exceptions should not be used in a business as usual scenario but reserved for those instances where the site is truly constrained and there are no other options not just to ensure maximum financial return. It seems that lots 1-9 need to be looked at and reduced and/or reconfigured to ensure that the buffer is maintained. Elimination of square feet of buffer cannot be mitigated via a habitat management plan.”

WA Dept of Fish and Wildlife provided a comment via email dated December 22, 2019 (Exhibit K.1):

- “I agree with everything you said, especially regarding the Habitat Management Plan and its mitigation, and as I mentioned in my previous email I did not think the mitigation in the targeted area is needed and/or adequate for the impact of reduced buffers.”

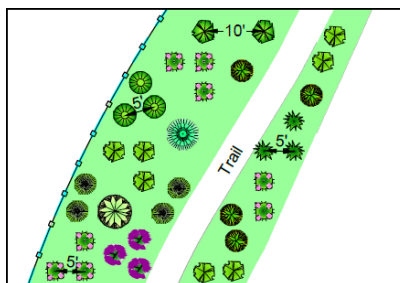
These two comments were provided to the applicant and the project was revised and a request to reduce the 200-foot stream buffer was abandoned.

The project proposal was revised and now only includes grading impacts at the back of Lots 1 through 5 that will total 8,772 square feet and a portion of the trail is proposed within the 200-foot buffer area and will comprise 1,474 square feet of the buffer. *The project buffer impact area is shown in green in the image to the right.* Restoration is proposed to compensate for the impacts and will include installation of native trees and shrubs. The trail will be a 5-foot wide, gravel pedestrian trail within the outer edge of the 200-foot buffer per the PMC requirements.



The revised documents were provided to the Suquamish Tribe and WDFW via email on April 2, 2020. No additional comment was received from Suquamish Tribe and WDFW stated “Because the proposal no longer include reduction to the Bjorgen Creek buffer I do not plan to comment on this one.”

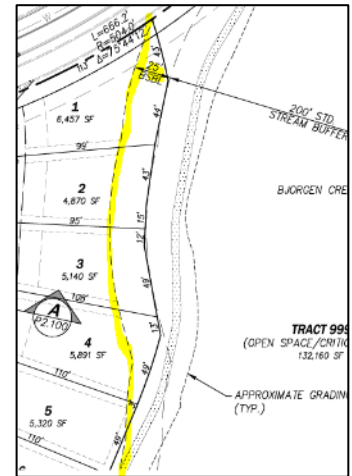
The images below show the proposed restoration to compensate for the impacts from the trail and will include installation of native trees and shrubs.



| Species                                       | Spacing | Quantity   | Size     |
|---|---------|------------|----------|
| <b>TREE STRATUM</b>                           |         |            |          |
| Sitka spruce ( <i>Picea sitchensis</i> )      | 10      | 30         | 1-gallon |
| Bigleaf maple ( <i>Acer macrophyllum</i> )    | 10      | 25         | 1-gallon |
| Cascara ( <i>Frangula purshiana</i> )         | 10      | 20         | 1-gallon |
| <b>Tree Total</b>                             |         | <b>75</b>  |          |
| <b>SHRUB STRATUM</b>                          |         |            |          |
| Boaked huckleberry ( <i>Corylus cornuta</i> ) | 5       | 25         | 1-gallon |
| Indian plum ( <i>Omalia cerniflora</i> )      | 5       | 25         | 1-gallon |
| Serviceberry ( <i>Amelanchier alnifolia</i> ) | 5       | 25         | 1-gallon |
| Oceanspray ( <i>Halodendron divaricatum</i> ) | 5       | 25         | 1-gallon |
| Vine maple ( <i>Acer circinnatum</i> )        | 5       | 25         | 1-gallon |
| Woods rose ( <i>Rosa prinoscorpa</i> )        | 5       | 50         | 1-gallon |
| Oregon grape ( <i>Mahonia nervosa</i> )       | 5       | 50         | 1-gallon |
| <b>Shrub Total</b>                            |         | <b>225</b> |          |
| <b>Plant Total</b>                            |         | <b>300</b> |          |

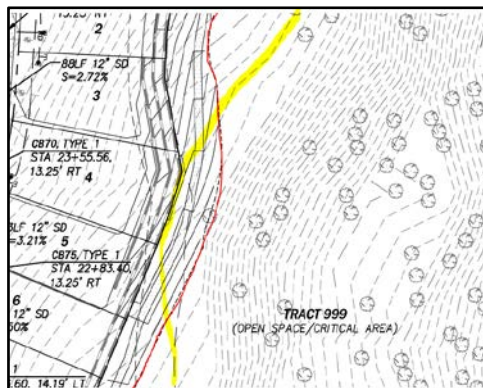
PMC 16.20.315.A.5 identifies a required building setback line of 25-feet from the edge of all fish and wildlife habitat conservation area buffers. The required building setbacks may contribute to the specific yard setback requirements of Title 18, Zoning. The setback is identified on the site plan for lots 1 through 5 as shown in the *image to the right*. Minor structural or impervious surface intrusions may be permitted within the required building setback if the PED director determines, upon submittal of a habitat management plan, that such intrusions will not adversely impact the fish and wildlife habitat conservation area or its buffer.

Per PMC 16.20.721, special reports shall be valid for a period of five years from the most recent date of issue identified on the face of the report. Therefore, after the 2020 Ecological Services Report expires, property owners in lots 1-5 will be required to submit an updated Habitat Management Plan if they wish to install minor structural or impervious surface intrusions within the 25-building setback area. See Condition of Approval (COA) P27.



- C. Steep Slopes.** A Geotechnical Engineering Report (Exhibit F.5) was prepared for this project, which was revised on November 25, 2019, with an addendum dated May 29, 2020. The City of Poulsbo Geological Hazard Areas Map identifies this site as a potential geological hazard. Per page 2-3 of the GeoResources Report (Exhibit F.5), “the site generally slopes down in all directions from a localized high point in the center of the site. In general, the site slopes down from the high point at 15 to 25 percent, with localized areas as flat as 6 to 10 percent and as steep as 40 to 55 percent. Within the proposed area of development, the areas steeper than 40 percent have a vertical height on the order of 20 feet.” The report also identified the soil type as primarily Poulsbo gravelly sandy loam (39, 40, and 41) soils, and the northcentral portion of the site as being underlain by McKenna gravelly loam (32) soils. Based on Poulsbo Municipal Code (PMC) 16.20.410, the eastern portion of the site meets one of the criteria (slopes steeper than 15 percent with a high erosion potential) of an Area of Geologic Concern. No development is proposed within the portion of the site that meets the definition of an Area of Geologic Concern. Per Title 16.2.420.C, a standard buffer of 25 feet should be applied to the Area of Geologic Concern, unless otherwise specified through a geological report.

Based on the proposed Site Plan prepared by CPH Consultants, a small portion of the pervious trail and grading are proposed within the 25-foot standard setback area.



The yellow highlighted area in the image to the left shows the 25-foot standard setback. The red line shows the extent of the construction area.

An addendum to the Geotechnical Report (Exhibit G.7) was requested by staff and provided in order to address this encroachment. Per page 1 of the GeoResources Addendum, “We analyzed a new cross section (Du-Du’) through the areas where grading will encroach into the required 25-foot buffer. The area is generally limited to slope below proposed lots 3, 4, 5, and 6 on the east side of the development. A series of three walls will provide additional grade separation in this area, with grades being raised up to about 16 feet across these 4 lots. In our original report, slope stability section D-D’ was south of where the grading will occur within the buffer. As stated, we drew a cross section through Lot 4, where the greatest amount of fill will be placed. Using the same methodology and soil parameters described in our



November 2019 report, the proposed configuration still meets or exceeds the minimum factors of safety of 1.5 and 1.1 against failure in a static and seismic condition, respectively.”

#### IV. LAND DIVISION ORDINANCE (PMC TITLE 17)

The Land Division Ordinance (Title 17) provides that the Planning Commission shall make recommendation on a proposed preliminary plat according to the criteria in PMC 17.60.040:

1. 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, Land Division. 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 L, Engineering Department Staff Report Memo.

2. 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 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.

3. The proposed preliminary subdivision:

- a. Makes adequate 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: See Exhibit L, Engineering Department Staff Report Memo.

- 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: See Exhibit L, Engineering Department Staff Report Memo.

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

Staff Comment: Onsite recreation amenities include a big toy structure, half basketball court, open lawn area, and an interpretive trail. In addition, 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. As identified in COA P28 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 (see S14).

- 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: See Exhibit L, Engineering Department Staff Report Memo.

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

Staff Comment: See section III, Critical Areas, above. The project makes adequate provisions for critical area protection.

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

Staff Comment: See Exhibit L, Engineering Department Staff Report Memo.

- 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 mitigations, 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. Through the SEPA mitigations and conditions of approval, the public health, safety and welfare have been adequately served.

## V. ZONING ORDINANCE (PMC TITLE 18)

The City Zoning Ordinance (Title 18 Poulsbo Municipal Code) 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).

### 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 established 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 61 single-family detached residences on individual lots.

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.

|                                       |  |    |
|---------------------------------------|--|----|
| Maximum Density (5 Units/Gross Acres) | 61 Units Proposed / 13.74 gross acres = 4.43 | OK |
| Minimum Density (4 Units/Net Acres)   | 61 Units Proposed / 8.33 net acres = 7.32    | OK |

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 V.C section of this report.
  - b. **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 applicant has prepared a preliminary landscape plan (Exhibit C). This plan identifies Tatarian Maple along Road B (Residential Access) and American Hornbeam along Road A (Residential Collector). COA P8 identifies street tree landscaping requirements. A final landscape plan showing street trees and groundcover, and open space/amenity 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 COA P12-13.

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 fences and recreation vehicles, watercraft and utility trailers.

**Staff Comment:**

- Fencing is identified on the landscape plan and conditioned in P17-19. Additional fencing may be installed between 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). The applicant has expressed the intent to provide a restriction in the CC&Rs in lieu of providing on-site facilities (see COA P24).
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.
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:** Signage will be reviewed under current standards at the time of proposal.

**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:** Andrews Landscape Architecture provided a Tree Retention Plan with the August 2019 application submittal (Exhibit G.1). The tree retention plan provides tree survey data and retention plan. Survey data indicated 358 significant trees located on site, requiring retention of 90 significant trees. The proposal called for the retention of 43 trees and planting of 47 replacement trees.

Sound Urban Forestry provided peer review of the tree retention plan (Exhibit G.2) and a number of comments were provided, including:

- "The note on the eastern perimeter states "No Trees Located within Proposed Open Space". This is misleading since there are many trees within this area. There is no wording in the City's Tree Retention standards that allows for the exclusion of trees located within a proposed open space or critical area. All trees 10" and greater within the property must be counted in order to

determine the minimum required retention. I am recommending this area be surveyed since these trees will count toward the total saved.”

- “Trees that are to be retained should be clearly identified on the Tree Retention Plan so that they can be easily found on the site. The table states that 43 trees are to be retained but the number of trees shown with that symbol do not match that number.”
- “It is the responsibility of the applicant to show that the trees proposed for retention are healthy enough so that they have a reasonable chance of survival once the site is developed. No information has been presented on the trees to be retained.”

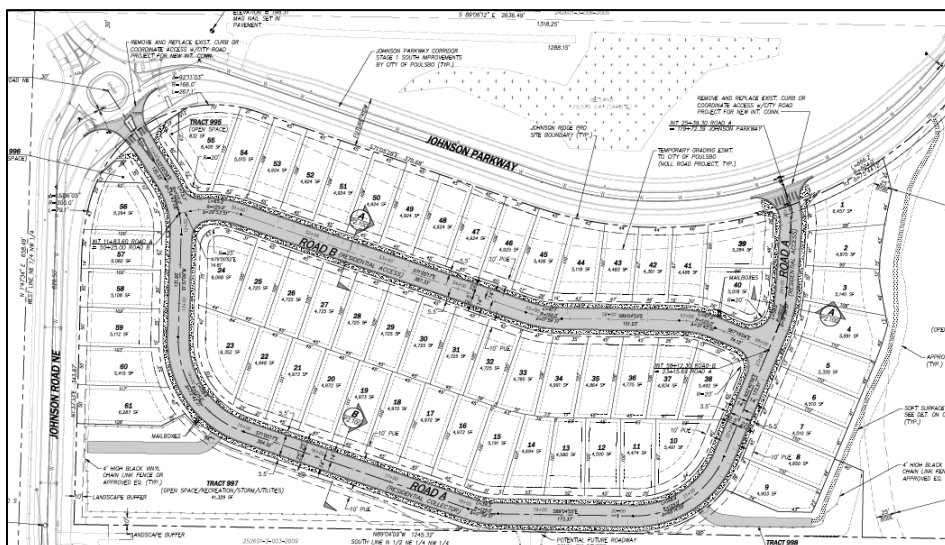
An Arborist Report prepared by Layton Tree Consulting, LLC (Exhibit G.1) was submitted with project revisions in November 2019. Sound Urban Forestry provided a second peer review (Exhibit G.2) of the tree retention plan and Arborist Report and stated “Overall, the arborist report is thorough and is what should have been submitted with the initial package. As requested in my original memo, all trees within the site have been accounted for and assessed with the information clearly presented. The tree protection measures outlined are appropriate and I recommend that they be considered conditions of approval by the City.”

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. COA P21 and P26 identifies 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.



Proposed Planned Residential Development and Preliminary Plat

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.

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 13.74 acres.

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 the table provided below. The proposal meets density, lot area, and lot dimension standards. Building lot coverage, setbacks, and building height are reviewed with building permit submittal.

| RL Development Standards and PRD Modification of Development Standards Combined |   |                                |                                     |
|---|---|--------------------------------|-------------------------------------|
| Development Standard  | RL zone (PMC 18.70.050.A)   | PRD (PMC 18.260.050)           | Project Proposal                    |
| Minimum Density   | 4 dwelling unit/gross acres   | Per underlying zoning district | 7.32                                |
| Maximum Density   | 5 dwelling unit/net acres   |                                | 4.43                                |
| Minimum Lot Size/Area   | 7,500 SF  | 3,750 SF                       | 4,361 SF                            |
| Maximum Lot Area  | 10,890 SF   | None                           | 6,457 SF                            |
| Minimum Lot Width   | 60 feet at the midpoint of the lot (each lot shall have a minimum of 20 feet of frontage)       | 30 feet                        | 30 feet                             |
| Minimum Lot Depth   | 90 feet   | 70 feet                        | 70 feet                             |
| Maximum Building Lot Coverage   | 50 percent  |                                | To be reviewed with building permit |
| Front Yard Setback*   | 20 feet from main building façade (25 feet from attached garage facade if protrudes streetward) | 10 feet                        |                                     |
| Rear Yard Setback*  | 10 feet   | 5 feet                         |                                     |
| Side Yard Setback   | 5 feet, with combined total of 15 feet  | 5 feet                         |                                     |
| Street Corner Yard Setback  | 10 feet (or greater if necessary, for sight distance)   |                                |                                     |
| Maximum Building Height   | No building or structure may exceed 35 feet in height.  |                                |                                     |

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 5,041 square feet. Lot size variation is as shown below. The project area is constrained by critical areas and topography, making it difficult to provide more variety of lot sizes.

|                    |       |       |
|--------------------|-------|-------|
| LOT SIZE < 4,500   | 2 DU  | 3.3%  |
| LOT 4,500 TO 5,499 | 53 DU | 86.9% |
| LOT 5,500 TO 6,499 | 6 DU  | 9.8%  |
| LOT 6,500 TO 7,499 | 0 DU  | 0.0%  |



- 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.

- 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: All proposed lots have direct frontage on a public street.

- 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 home siting plan/designs (Exhibit D). The home siting plan (Exhibit D) provides typical setback for each lot showing the limit of potential structures locations each lot could contain. Building lot coverage and impervious surface review for each lot will limit the amount of development on each lot. The landscape plan and tree retention plan combine to provide conceptual open space, amenities, and street tree design and tree retention information.

- 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:
  - Windows in gables or dormers above the garage doors.
  - Covered porches that emphasize the front entry.
  - Trellis in front of garage.
  - Additional front yard landscaping.
  - Variety of architectural elements incorporated into the front building facade design.

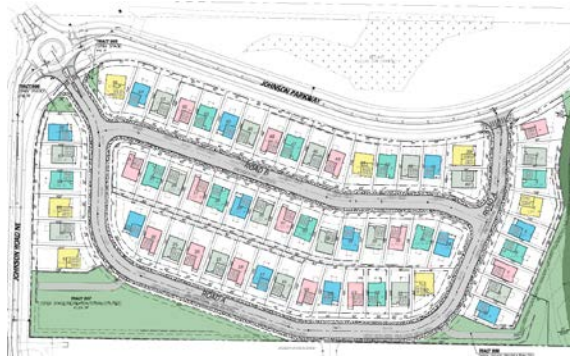
The same building plans cannot be utilized on consecutive lots. "Flip-flopping" of plans does not satisfy this requirement and is not permitted on immediately adjacent lots.

- 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: All homes face a public street. Each design incorporates a covered front entry facing the street (as shown in the images below). Where garages extend toward the street from the main façade, treatments including varied rooflines, roof overhangs, entry walkway cover, and second story façade treatments (corbels, belly bands, window shutters) are provided. 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. Setbacks, lot coverage, building height and consistency with home design style examples will be reviewed with building permit application. See COA P3-5.

Review of home individually standards and consistency with project conceptual architectural renderings is reviewed with building permit. COA P4 requires substantial compliance with the home designs in Exhibit D.

Home Siting Plan



Design 2628



Design 2427



Design 2366



Design 2235



Design 2128



- 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:** Future Johnson Parkway (currently Johnson Rd) is classified as a Minor Arterial. A 10 feet wide landscape strip fronting Johnson Parkway right-of-way adjacent to Lots 1, 39, and 41-61 is shown in plans. The 10 feet wide strip is provided as an easement on these lots.

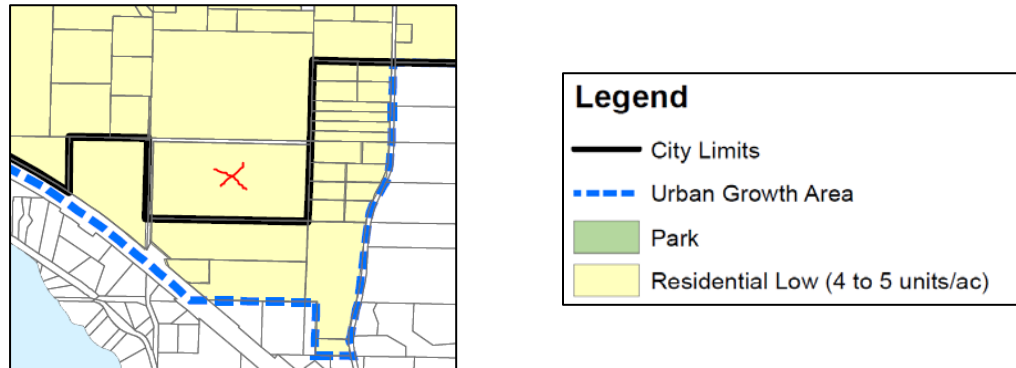
5. PMC 18.260.070 PRD Site Design Criteria.

- 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.

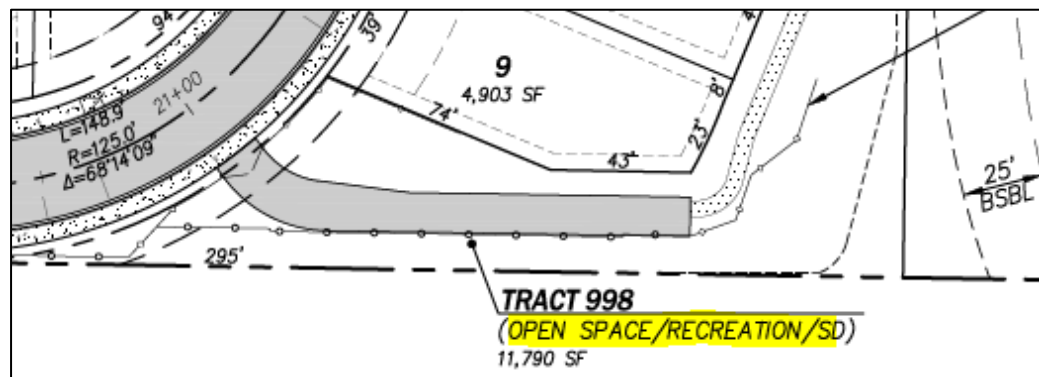
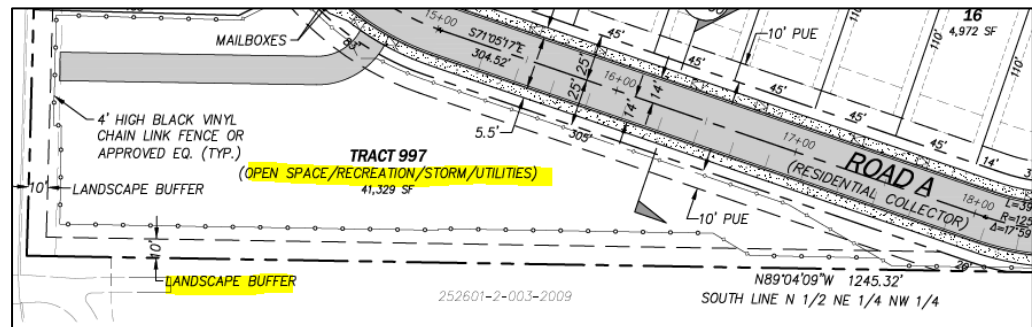
**Staff Comment:** The project area is located at the edge of the city limits, within an area that is still dominated by large lots. Traditional city subdivision development standards and lot sizes are not adjacent to this site.

- 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.

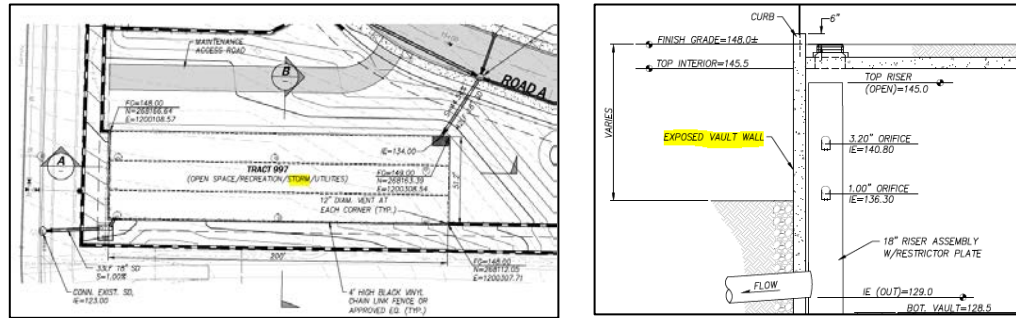
**Staff Comment:** Residentially zoned properties surround the project, including properties outside of the city limits, but within the Urban Growth Area (as shown below).



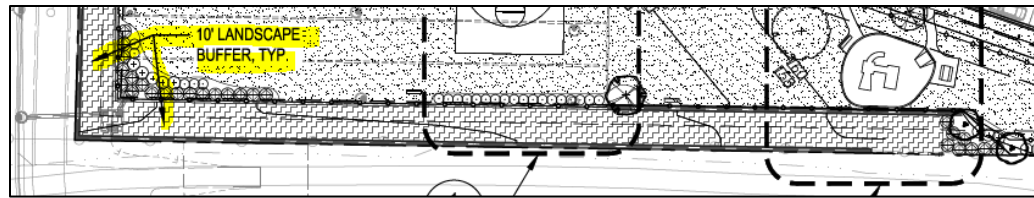
A landscaping buffer and/or open space tracts are provided along the south property line (as shown below).



The storm vault on the SW corner of the development proposes a 12-20-foot exposed retaining wall to be visible from the property to the south and the future Johnson Parkways (coming from SR305) (as shown below).



As stated above, a 10-foot landscaping buffer is proposed to wrap around the SE corner and extend the length of the storm vault and amenity area (as shown below).



The Engineering Department has worked with a committee to determine the aesthetic scheme for the Johnson Parkway project. On-site improvements, including retaining walls, landscaping, signage and lighting, along adjacent to the future Johnson Parkway shall include enhanced landscaping and/or artwork to break up the size of the walls.

Due to the significant aesthetic impact the exposed retaining wall will have on the residents to the south (current and future) and users (pedestrian, bicycle vehicle, etc.) of Johnson Parkway, enhanced landscaping that covers 30% of the exposed wall at full growth and artwork that is consistent with aesthetic scheme for the Johnson Parkway project shall be required (see S10).

- 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. This determination will be made by the planning director during the pre-application process.

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

6. PMC 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. PMC 18.260.090 Open Space Requirements. Common open space and other appropriate beneficial features are required for all planned residential 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, half basketball court, and big toy 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 2.35 acres made up of Tracts 995-999. Tracts 995 and 996 are located in the NW corner of the project and provides passive amenity area. Tract 997 is .95 acres and provides a half basketball court, big toy, and open play area. Tract 998 is at the SE corner and provides passive recreation, with access to the trail in Tract 999. Tract 999 is a total of 1.08 acres, with .82 acres located within the critical area buffer. A trail with interpretive signage is provided and connects to the sidewalk on Johnson Parkway. Open space areas are visible to at least half of the home sites.

- c. Open space is required based on the average lot size in 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. The amount of open space 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.

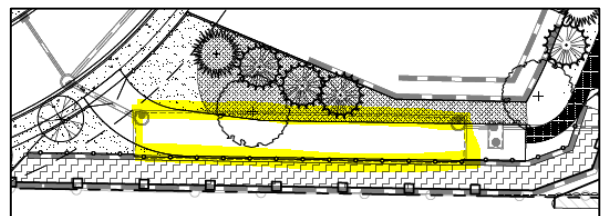
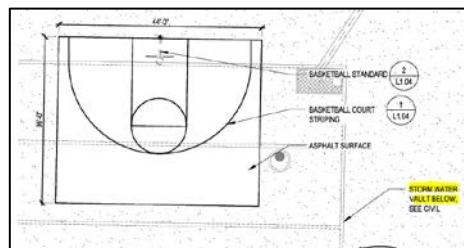
**Staff Comment:** As proposed, the project's average lot size in the development is 5,041 square feet, which requires 15% open space (of gross project area). Proposed open space totals 2.35 acres. Of the project's 13.74 gross acres, the 2.35 acres represents 17 percent.

- d. 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. If less than twenty-five percent of the subject site contains protected critical areas and required buffers, then the critical area and protected buffer area may contribute up to 40 percent of the project's required open space amount, credited on a square-foot-by-square-foot basis

**Staff Comment:** Critical areas and their buffers encompass 22 percent of the project area. 0.82 acres of open space are provided in the critical area buffer. This equals 35 percent of the required open space.

- e. Stormwater management facilities may contribute to a project's required open space amount under the following circumstances:
- 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.
  - 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:** Storm detention vaults are located in tracts 997 and 998. A half basketball court is located on a portion of the vault in tract 997 and trail access is provided over portion of the vault in tract 998 (as shown below).



- f. 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. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in Chapter 16.20, Critical Areas.

Staff Comment: Open space Tracts 995-999 will be landscaped as shown on the landscape plan.

8. PMC 18.260.100 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 (see COA P22).

- b. Amenities, both passive and active, are required. Table 18.80.100 provides guidance on type of passive and active amenities for PRDs. PRDs with 51 to 80 units shall provide one Group 1 amenity and one Group 2 amenity.

Staff Comment: Two Group 1 amenities, both active, and one group 2 amenity, passive, are proposed. In addition, vegetated landscape areas provide a visual amenity and are located near the projects primary entrance.

- Group 1 active amenity is a half basketball court located in tract 997.
- Group 1 active amenity is a big toy located in tract 997 and includes a bench and picnic table. The big toy is identified to be designed to accommodate 20 children ages 5 to 12 years (refer to COA P9).
- Group 2 active passive amenity includes a trail and educational signage in tract 999. Interpretive signage will include a map of the Olympic Mountains, Liberty Bay and Lemolo Bays, and Bjorgen Creek.

- c. Location of recreational amenities shall be distributed throughout the PRD for use by all residents unless clustering related amenities results in recreational opportunities which contribute to the project's overall recreational plan and provisions.

Staff Comment: As proposed and described above, the clustering of amenities in the south and east of the project site takes advantage and works with the existing topography.

- d. All PRD amenity design shall take into consideration possible pedestrian linkages and connectivity between existing or planned PRDs and any other residential development.

Staff Comment: The proposed trail will connect to a shared use path on Johnson Parkway and has the potential to connect to future development to the south. The project site is currently surrounded by large lots that have not yet developed to typical subdivision standards.

9. PMC 18.260.110 Residential Density Incentives.

Staff Comment: No residential density incentives are requested with this proposal.

10. PMC 18.260.120 Street Standard Alternatives.

Staff Comment: No alternative street standards are requested or necessary with this proposal.

11. 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 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 the Poulsbo Zoning Ordinance, while ensuring compliance with the goals and policies of the Poulsbo Comprehensive Plan. The flexibility afforded by the PRD ordinance has allowed the Johnson Ridge PRD to be designed with smaller lot sizes and reduced setbacks, while protecting critical areas 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 on the conceptual landscape plan (Exhibit C), and home siting and design (Exhibit D). COAs will require substantial compliance with the house designs submitted, which will be reviewed for compliance the time of building permit application (refer to COA P4-6). Also, additional information on the site's landscaping and recreational amenities will be submitted with the final landscape plan (refer to COA P8-13).

- 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 under Section III B of the staff report.

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

**Recommended Finding.** This site is physically suited for the type and intensity of land use being proposed. The applicant has submitted the necessary critical area reports to ensure consistency with PMC Chapter 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, and rural residential outside City jurisdiction and Urban Growth Area. No existing single-family subdivisions are adjacent to the site. Adequate screening and buffering is proposed for the site.

- 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 protected natural features as required by the Critical Areas Ordinance. 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. See also Exhibit L, Engineering Dept Staff Report Memo.

- 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 two access points on Noll Road and a future access at the south property boundary for neighborhood connectivity. See also Exhibit L, Engineering Dept Staff Report Memo.

- 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 for minimal impacts to the buffers. The applicant will mitigate impacts to the City's park and transportation system by paying mitigation fees.

- 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. **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 18.270.020 identifies the review authority shall approve, approve with conditions, disapprove, or revoke PRDs. A summary of the timeline is provided:

| Application Timeline Summary Table |                                    |   |
|------------------------------------|------------------------------------|---|
| Date                               | Milestone                          | Note  |
| 3/27/19                            | Neighborhood Meeting Held          |   |
| 8/02/19                            | Application submittal              |   |
| 8/27/19                            | Request additional information     |   |
| 11/25/19                           | Additional information submittal   |   |
| 12/17/19                           | Technically Complete               | 120-day review period begins                          |
| 12/27/19                           | Notice of Application issued       | 14-day public comment period                          |
| 12/31/19                           | Request additional information     | 90 days allowed for resubmittal                       |
| 3/31/20                            | Additional information submittal   |   |
| 4/13/20                            | Request additional information     | 23 <sup>rd</sup> day of review (of 120-day permitted) |
| 5/29/20                            | Additional information submittal   |   |
| 6/8/20                             | SEPA MDNS issued                   | 14-day public comment period                          |
| 6/15/20                            | Public Meeting Notice Issued       | Required at least 7 days prior                        |
| 6/15/20                            | Staff Report Available             | Required at least 7 days prior                        |
| 6/23/20                            | Planning Commission Public Meeting | 48 <sup>th</sup> day of review (of 120-day permitted) |
| 7/10/20*                           | Hearing Examiner Public Hearing    | *Subject to change                                    |

A Neighborhood Meeting is required before formal application submittal and was held on March 27, 2019, with City staff in attendance. Noticing of the meeting was completed by the applicant. (Exhibit J.1). There was zero attendance at the Neighborhood Meeting.

The application was received on August 2, 2019. The project was determined Technically Complete December 17, 2019. A Notice of Application was issued December 27, 2019 (Exhibit J.2). The SEPA MDNS was issued on June 8, 2020 (Exhibit E.1). 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.

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

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

A Mitigated Determination of Non-Significance was issued June 8, 2020 with a 14-day comment period and is included in Exhibit E.1. No comments were received during the determination comment period. Exhibit E.3 includes affidavits of noticing.

**VIII. PUBLIC COMMENT**

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

- A. Suquamish Tribe/Washington Department of Fish and Wildlife (Exhibit K.1). Expressed concern with the original proposal to reduce the 200-foot stream buffer.
- B. Kitsap Public Health District (Exhibit K.2). Comment regarding the existing septic tank and well on the property.
- C. North Kitsap School District (Exhibit K.3). Request for school impact fees.
- D. Kenworthy (Exhibit K.4). Kenworthy represents the property owner to the south (Ecklemen) and expressed concern with the future road connection to the south and extent of exposed vault wall. See also Exhibit L, Engineering Department Staff Memo.

**IX. PLANNING COMMISSION PUBLIC MEETING, JUNE 23, 2020**

A public meeting has been scheduled for 7:00 on June 23, 2020 for the Planning Commission to review the proposal and receive public comments on the proposed Johnson Ridge PRD and Preliminary Plat. Due to the Governors "Stay Home – Stay Healthy" Order, **public hearings must be held virtually**. This call-in number: **1-623-404-9000** and meeting id: **149-849-8375** are provided for attendance.

**X. 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 Johnson Ridge Planned Residential Development and Preliminary Plat, Planning File P-08-02-19-01 as presented and subject to all Conditions of Approval contained herein.

**XI. EXHIBITS**

- A. Application and Project Narrative
- B. Plan Set (dated March 30, 2020)
- C. Preliminary Landscape Plan
- D. Home Siting Plan and Home Designs
- E. SEPA Review Documents
  - 1. SEPA Threshold Determination, Staff Memos, and Mitigation
  - 2. Environmental Checklist, commented
  - 3. Affidavit of Publication and Distribution
- F. Critical Area Documents
  - 1. Wetland Delineation Report Prepared by Ecological Land Services
  - 2. Peer Review Wetland Delineation Prepared by Grette
  - 3. Habitat Management Plan Prepared by Ecological Land Services
  - 4. Peer Review Habitat Management Plan Prepared by Grette Associates
  - 5. Geotechnical Engineering Report Prepared by GeoResources

6. Geotechnical Response to City Comments Prepared by GeoResources
  7. Geotechnical Engineering Report Addendum Prepared by GeoResources
  8. Peer Review of Geotechnical Report Prepared by Aspect Consulting
- G. Tree Retention Documents
1. Arborist Report Prepared by Layton Tree Consulting
  2. Peer Review Tree Retention/Arborist Report Prepared by Sound Urban Forestry
- H. Stormwater Documents
1. Preliminary Stormwater Plan Prepared by CPH Consultants
  2. Peer Review Preliminary Stormwater Plan Prepared by BHC Consultants
- I. Traffic Impact Analysis Prepared by Transportation Engineering NorthWest
- J. Public Noticing
1. Neighborhood Meeting Notice, Comments, Affidavit of Distribution
  2. Notice of Application, Affidavit of Publication and Distribution
  3. Notice of Planning Commission Meeting, Affidavit of Publication and Distribution
- K. Public Comments
1. Suquamish Tribe and WDFW Comment on Proposal via Email
  2. Kitsap Public Health District Comment via Email
  3. North Kitsap School District Comment via Email
  4. Kenworthy Comment via Email
- L. Engineering Department Staff Report Memorandum



Johnson Ridge PRD and Preliminary Plat

**CONDITIONS OF APPROVAL**  
**PLANNING FILE 08-02-19-01**

Following are the SEPA Mitigation issued June 8, 2020:

Earth:

- S1. Development of the site shall comply with the recommendations of the Preliminary Stormwater Site Plan dated March 30, 2020 or as amended.
- S2. Development of the site shall comply with the recommendations of the Geotechnical Engineering Report dated July 29, 2019, as clarified November 25, 2019, or as amended. Recommendations in the report shall be incorporated in final design plans.
- 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. Development shall occur consistent with the Habitat Management Plan, dated October 9, 2019, as clarified May 5, 2020, or as amended.
- S5. Project proponents shall file notice to title for this project regarding critical areas, critical area buffers, and setback from critical area buffers located on development property lots which will be encumbered by a critical area buffer or setback to buffer with Kitsap County Auditor per PMC 16.20.135. Critical area requirements will be identified on the approved notice to title. The proponent shall submit proof that the required notice has been filed before the Director will issue the underlying permit's notice of decision.

Animals:

- S6. 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.

Plants:

- S7. Tree protection measures shall be consistent with the Arborist Report dated November 22, 2019, or as amended, and the tree retention plan dated March 30, 2020 or as amended.
- S8. The City Arborist shall review the revised tree retention plans at the time of tree cutting and clearing/grading permit to determine the viability of protecting trees #968, #969, and #1004. This shall be at the cost of the applicant.
- S9. The City Arborist shall review the locations and installation of the tree protection fencing with the contractor prior to any site work. This shall be at the cost of the applicant.

Aesthetics:

- S10. Enhanced landscaping that covers 30% of the exposed retaining wall at full growth and artwork that is consistent with aesthetic scheme for the Johnson Parkway project shall be required. Review of the landscaping and artwork shall be reviewed at the time of tree cutting and clearing and grading permit.

Historic and Cultural Preservation:

- S11. 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:

- S12. Coordinate frontage improvements along Noll Road NE with the City of Poulsbo to ensure consistency with the proposed cross-sectional improvements as part of the City Noll Road Improvement project.
- S13. The project would be subject to Traffic Impact Fees (TIF) as outlined in Chapter 3.86 of Poulsbo Municipal Code.

Public Services:

- S14. 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, and the developer will present a receipt of payment to the City.

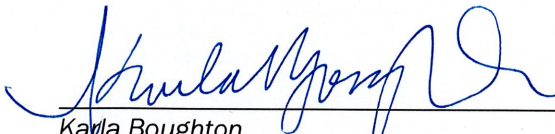
**Following are the Planning and Economic Development Departments Conditions of Approval:**

- P1. Development of the site shall be in conformance with the plan set, elevations, and associated documents identified in Exhibits B-D, stamped approved in Planning File No. P-08-02-19-01 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. Critical area building / impervious setbacks from buffer shall be shown and identified on building permit submittal documents. Minor structural improvements may be located in the setback from buffer. Review of setbacks, and structural improvements shall be on a case by case basis and reviewed with building permit. Building permit drawings are to clearly identify critical area buffer setbacks.
- 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 Exhibit 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 Johnson Ridge 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 999.
- P7. A setback of 5 feet from the 10 feet utility easement fronting all public and private roads is implemented to provide utility workspace away from structure foundations and provide space for street trees in front yards where necessary.
- P8. Street trees are required along future Johnson Parkway frontage spaced 40 feet on center and may be clustered along the frontage. Internal project Road A and B 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 997 is to accommodate 20 or more individuals 5 to 12 years of age. 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, half basketball court, seating/picnic areas, and hard and soft surface walking path sections, and interpretive signage.

- 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 submittal. 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. Protective fencing shall be inspected by the City Arborist prior to construction activity.
  - c. The City Arborist shall review the final grading plan to determine the feasibility of protecting trees #968, #969, and #1004. This review shall be at the cost of the applicant.
- 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. Critical area, critical area buffer, and building/impervious surface setback from buffers are to be shown on development on construction documents. Recording documents shall label and show critical area, critical area buffer, and building / impervious surface setback from the buffer where they occur on the plat property.
- P18. Perimeter fencing is required as follows:
- a. Adjacent to the future Johnson Parkway, in conjunction with enhanced landscaping.
  - b. Adjacent to the south property line in tract 998.
  - c. New perimeter fencing shall be 6 feet high sight obscuring.
  - d. Fence design/details shall be provided with construction drawings.
  - e. Fence location shall be shown on construction drawings.
- P19. Fencing shall be provided around open space/amenity tract 997. This will allow the closing of the open space area for maintenance of the storm vault. Design/details on fencing shall be including in the construction drawings.
- P20. Consistent with PMC 16.20.315 F, the fish and wildlife habitat conservation area and buffer shall be permanently fenced, signed or an acceptable alternative, to further protect the conservation area. The fencing shall be located adjacent to the trail in tract 999. Location and type of installation shall be identified in the construction drawings.
- P21. 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.

- P22. CC&Rs shall include provisions that the Homeowner's Association (HOA) will own, maintain and enforce all open space tracts, perimeter buffers, retention trees and tree retention maintenance and easements, perimeter buffers, fences, recreation amenities, and all other applicable project condition(s) regarding ownership, maintenance and enforcement of all commonly owned elements.
- P23. Street tree maintenance, including irrigation, shall be identified in project CC&Rs.
- P24. 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.
- P25. Open space and amenities are to be located in tracts on the final plat with a note identifying project amenities are for the benefit of project owners and residents.
- P26. The face of the final plat shall include statement(s) that the project's HOA will own, maintain and enforce all open space tracts, perimeter buffers, retention trees and tree retention maintenance and easements, perimeter buffers, 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.
- P27. Project proponents shall file notice to title for this project regarding critical areas, critical area buffers, and setback from critical area buffers located on development property lots which will be encumbered by a critical area buffer or setback to buffer with Kitsap County Auditor per PMC 16.20.135. Critical area requirements will be identified on the approved notice to title. The proponent shall submit proof that the required notice has been filed before the Director will issue the underlying permit's notice of decision.
- P28. Park impact fee is required with this project. Fee is determined at the time of building permit issuance according to current code requirement.
- P29. 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.
- P30. 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 shall 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. A final geotechnical report shall be submitted with the construction drawings to support the vault design and provide guidance on vault construction.
- E16. 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.
- E17. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.
- E18. All secondary storm systems and easements shall be in compliance with City standards and remain privately maintained.
- E19. Storm vault tracts shall be fenced per Public Works Department requirements. Maintenance responsibilities, agreements and liability protection for vault tracts and amenities shall be resolved to the satisfaction of the Public Works Department and City Attorney prior to final plat application. Refer to Public Works Department conditions of approval.

#### **SANITARY SEWER**

- E20. Refer to Public Works Department comments for sewer connection requirements and construction standards.

#### **WATER**

- E21. Refer to Public Works Department comments for water construction standards, connection and looping requirements.

## **ALL UTILITIES**

- E22. 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.
- E23. 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.
- E24. 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.
- E25. 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.
- E26. 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**

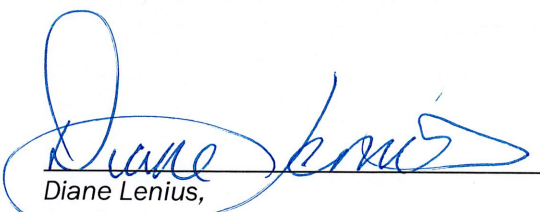
- E27. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards (refer to Developer's Guide – Section 2 – Street Standards).
- E28. The developer's engineer shall certify that there is adequate entering sight distance at the intersection Road #1 and Noll 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.
- E29. 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.
- E30. 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. 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 (10<sup>th</sup> 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. In the case of this project the City's Johnson Parkway & SR305 Roundabout - Noll Corridor South Segment project will be completing the improvements to Johnson Parkway. The applicant will be required via SEPA to ensure that the finish work for retaining walls and adjacent landscaping along the project's frontage are consistent with and coordinated with the Johnson Parkway Art

Plan to minimize impacts. These construction details shall be included with the construction and landscape drawings submitted to the City for review with the grading permit.

- E34. Future connection to the South from Road A is provided as required. The future roadway connection 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 Johnson Parkway to SR305 to the South.

**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 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, rights-of-way, 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**

- PW1. All lots shall be connected to city water.
- PW2. 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.
- PW3. Water main looping shall comply with City and Department of Health water design standards.
- PW4. Locate meters in a single bank when possible.
- PW5. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located within 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.
- PW6. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
- PW7. Meters for all lots shall be located adjacent to public right-of-way.
- PW8. Existing on-site well(s) shall be decommissioned per Department of Health requirements prior to commencement of site grading.
- PW9. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.

**IRRIGATION**

- PW10. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- PW11. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW12. 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**

- PW13. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the sanitary sewer system stubbed to the property from Johnson Parkway.
- PW14. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
- PW15. 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.
- PW16. All side sewers shall enter public right-of-way as gravity flow.
- PW17. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.
- PW18. All septic systems on the subject properties shall be decommissioned according to Health District regulations prior to commencement of site grading.

**SOLID WASTE**

- PW19. Solid waste service shall be provided by the City of Poulsbo.
- PW20. 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.
- PW21. 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.

**STORMWATER**

- PW22. Stormwater vault tracts shall be fenced to the requirements of the Public Works Department. Fencing shall assure that during vault maintenance public access to the work area can be fenced to assure public safety.
- PW23. Maintenance of the public amenities in the stormwater vault tracts shall be the responsibility of the homeowner's association. The requirement shall be stated in the CC&R's prior to final plat approval. An agreement satisfactory to the Public Works Department and City Attorney's office memorializing maintenance



responsibility and liability projection for the City shall be referenced on the face of the plat and recorded on the tracts with final plat recording.

#### **GENERAL CONDITIONS**

PW24. 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.

PW25. 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

PW26. In the event there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW27. No walls or structures shall be permitted in utility easements unless approved at time of construction review.

PW28. 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**

PW29. 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.

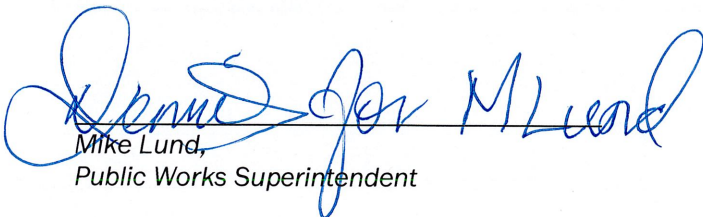
PW30. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.

PW31. 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**

PW32. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.

PW33. 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

  
Date