

# City of Poulsbo

## *Planning & Economic Development*



March 3, 2017

Phil Struck, Sealaska Environmental Service  
P.O. Box 869  
Poulsbo, WA 98370  
[phil.struck@sealaska.com](mailto:phil.struck@sealaska.com)

RE: Liberty Bay Waterfront Trail  
Planning File No. PA01-20-17-1

Dear Mr. Struck:

Thank you for attending the pre-application meeting for the Liberty Bay Waterfront Trail on February 7, 2017. This letter will summarize the meeting and provide you with City code and application requirements, based on the proposal submitted on January 20, 2017. This information is intended to allow you to make informed decisions about whether and how to proceed in submitting an application.

### Proposal Summary:

Liberty Bay Waterfront Trail proposal is a project by the City of Poulsbo that proposes to construct a public shared use path (SUP) along a portion of the Liberty Bay shoreline in Poulsbo. The proposed SUP will connect to the existing trail in American Legion Park to the south and Fish Park to the north. The path will be approximately 3,515 ft. long and 8' to 10' wide. The trail will be multi-use (suitable for use by both pedestrians and bicycles), hard surfaced, and Americans with Disabilities Act (ADA) compliant. The trail will be a combination of at-grade and elevated structures, with a portion over-water where unstable slopes prevent an upland alignment. Once constructed, the path will provide a continuous non-motorized link between the downtown area, Viking Avenue and several of the City's major parks. The project also includes restoration and enhancement of both upland shoreline buffers and intertidal areas, and creation of back beach habitat area. The trail will cross the property of eleven different parcels: 152601-4-058-2001, 152601-4-015-2003, 152601-4-101-2008, 152601-4-100-2009, 152601-4-055-2004, 152601-4-054-2005, 152601-4-080-2003, 152601-4-081-2002, 152601-4-047-2005, 152601-4-078-2007, 152601-1-133-2006, 152601-1-132-2007.

### Pre Application Meeting Preamble:

A pre-application meeting is valid for six months. A six month extension may be requested no more than 30 days prior to the initial expiration. Pre-application comments are based on the information available at the time of the pre-application meeting, and are subject to change if new, revised, or additional information is subsequently submitted or discovered by either the applicant or City staff. If the project is substantially revised prior to submittal of the land use permit application, a second Pre Application meeting may be required.

An intake appointment with the Planning Department is required to submit the project application, preferably with the planner who coordinated the pre-application meeting. Intake appointments are available between 8:30 am and 4:00 pm, depending on the planners' schedule commitments. Please call the Planning Department at (360) 394-9882 to schedule an intake appointment.

The following comments are provided by the City's technical review staff in response to your pre-application submittal:

### **Planning Department**

The following Planning Department comments were offered at the pre-application conference. All code references are to the Poulsbo's Zoning Ordinance, which can be accessed at <http://www.codepublishing.com/WA/Poulsbo/#!/Poulsbo18/Poulsbo18.html>.

### **Review Process:**

1. The proposal is located within the Shoreline Jurisdiction and regulated under Shoreline Master Program PMC 16.08 and Shoreline Administration and Procedures PMC 16.09. The Environmental Designations include: Natural (N), Shoreline Residential-1 (SR-1), High Intensity (HI), and Aquatic (A). A Shoreline Substantial Development and Shoreline Conditional Use Permit will be required for a shared use path. These will be reviewed and processed simultaneously and are processed as a Type III permit process according to PMC 19.20.020. The Planning Commission will hold a public meeting and make a recommendation to the Hearing Examiner who is the Review Authority for this permit type. The Hearing Examiner's decision will be sent to the Department of Ecology for their required approval per PMC 16.09.160(C).
2. The Shoreline Conditional Use Permit requires a Neighborhood Meeting, see PMC 19.60. This must be completed prior to submitting a complete Land Use Permit. Coordinate the date and time of the meeting with the Planning & Economic Development Department for public notice and staff attendance. A sign-in sheet shall be provided at the meeting. A summary of the attendees and comments received by the applicant shall be included in the application submittal.
3. The proposal is located within the following Zoning Districts: Park (P), Residential High (RH), Downtown/Front Street (C-1), and Viking Avenue (C-2). The zoning review will be conducted in conjunction with the shoreline permit review.
4. The proposal is located within the Geologically Hazardous Critical Area and will be regulated per PMC 16.20.410. The Critical Area review will be conducted in conjunction with the shoreline permit review.
5. Timeline requirements for Shoreline Permits: Per WAC 173-27-090(1) upon a finding of good cause, based on the requirements and circumstances of the project proposed and consistent with the policy and provisions of the master program and this chapter, local government may adopt different time limits from those set forth in subsections (2) and (3) of this section as part of action on a substantial development permit. Permit timeline will be established as a Condition of Approval for the Shoreline Permits.

6. Applications have 28 days from counter complete to be determined Technically Complete and the decision must be issued within 120 days; see PMC 19.80 Time Frames for Review for specific calculations.
7. Application forms (Master Land Use Application and Shoreline Permits (JARPA)) are available on the City's web site: [http://www.cityofpoulsbo.com/planning/planning\\_application.htm](http://www.cityofpoulsbo.com/planning/planning_application.htm).
8. Shoreline Permits must be completed and approved before construction drawings/civil plans can be submitted. Once the civils are approved, building permits can be submitted.

Shoreline Master Program Standards:

9. Table below identifies Use and Development Standards for Chapter 16.08.

PMC 16.08 Environment SMP				
	Natural	SR-1	High Intensity	Aquatic
Park & recreational facilities, including but not limited to docks and boat launches	Permitted	Conditional Use	Permitted	Conditional Use
Development Standards	The recreational facilities shall be located and constructed to ensure no net loss of shoreline ecological functions and to minimize adverse impacts to natural shoreline resources and wildlife habitat			
	Recreational facilities shall not require hard shoreline stabilization methods to maintain safety and functionality over the expected lifetime of the development, and shall meet the requirements of WAC <a href="#">173-26-231(3)(a)(iii)</a>			
	Recreational facilities that are over water or within fifteen feet of the OHWM shall not have lighting other than safety lighting, which shall be elevated at three feet high or less and shall be directed downward and away from the water and neighboring properties.			
	A boardwalk may be permitted over water when an upland location for a trail connection or continuation is shown not to be feasible.			

10. **PMC 16.08 Shoreline Master Program**

11. PMC 16.08.120.A All development, activities and uses within the shoreline jurisdiction shall require a shoreline substantial development permit, shoreline conditional use permit, and/or a shoreline variance, unless otherwise exempted.

Comment: The proposal for a public multi-use trail is permitted through a Shoreline Substantial Development Permit (SSDP) permit and Shoreline Conditional Use Permit (SCUP) per PMC 16.08.180. Shoreline modification are also being proposed as a part of the proposal and as part of the mitigation. Per PMC 16.08.400 Modifications Table, new piers are permitted as a public day use recreation facility for the over water portion of the shared use trail. Under PMC 16.08.420 it seems the Minor repair of hard or soft shoreline stabilization measures is most applicable to

this project and they shall comply with the requirement for “no net loss of shoreline ecological function” and that a new, repaired or replaced soft or hard shoreline stabilization measure shall not result in significant adverse impacts to adjacent or down-current properties from changes in sedimentation or tidal impacts, see PMC 16.08.420(B) and (G).

12. PMC 16.08.170(D) Shoreline Environment Designation: Natural (N)

The natural shoreline environment is established to protect and restore shoreline areas that are relatively free from human influence, undeveloped, and/or include intact or minimally degraded shoreline functions that are sensitive to proposed impacts from development. N areas within the city include the majority of Fish Park, and areas of Muriel Iverson Waterfront Park, Net Shed Park, American Legion Park and Nelson Park, that are within zero to one hundred feet of the ordinary high water mark of Liberty Bay and/or the estuarine portion of Dogfish Creek.

13. PMC 16.08.170 Shoreline Environment Designation: Shoreline Residential (SR)

The shoreline residential environment is intended to accommodate residential development consistent with the city’s shoreline management standards; protect ecological functions and natural habitat, and restoration when feasible; and provide public access and recreational uses, where appropriate. The SR-1 environment primarily includes those areas of the shorelands waterward of the established shoreline buffer, and/or on the water side of “buffer interruptions,” such as major roads.

14. PMC 16.08.170 Shoreline Environmental Designation: High Intensity (HI)

The high intensity shoreline environment provides for those areas of existing moderate commercial and mixed commercial/residential development. This environment allows for optimum use of shoreline areas that are presently developed with commercial uses, while seeking opportunities to protect habitat and ecological functions from further degradation. The identified HI areas include the downtown waterfront and an area near the head of Liberty Bay.

15. PMC 16.08.170 Shoreline Environmental Designation: Aquatic (A)

The aquatic shoreline environment includes the water and lands waterward of the ordinary high water mark within the city’s jurisdiction, including public and private tidelands, state submerged lands, and areas designated as critical saltwater habitat, and the estuarine portion of Dogfish Creek.

Comment: A shared use path is permitted or permitted as a conditional use in all Shoreline Environments.

16. **PMC 16.08.200** Shoreline development and use standards-All environments and uses

A Shoreline Buffer and setbacks: The shoreline buffer is 100’ from the Ordinary High Water Mark (OHWM) and there is a 25’ setback from the buffer.

Comment: In general, activities and structures that are not for a water-dependent, water-related, public recreation or public access use are not permitted within the shoreline buffer. This is a public recreation and public access use.

17. **Review of the Habitat Assessment and Mitigation Plan** reveals the following observations:

- A. Include copies (or links) to the plans this proposal implements, i.e. City's adopted Trails Plan, Transportation Plan, Parks and Recreation Plan and Shoreline Master Plan, the city's waterfront trail system and the regional Sound to Olympics Trail.
- B. In the section for Consistency with City Shoreline Master Program add the Aquatic Shoreline Environment to the list of shoreline environments the proposal will intersect.
- C. In section 2.3.1 Upland At-Grade Construction, include re-vegetation outside the shoreline buffer area and add restore to pre construction conditions or better for any area impacted by development of the trail.
- D. In section 2.3.8 Construction Access and Storage identify the estimated number of calendar days stockpiling will occur. Stockpiling is not a permitted use in any of the zoning districts affected by this proposal. Limiting stockpiling to only the construction timeline of 120 days could be a condition of approval for this permit.
- E. In section 2.3.9 Construction Timing include the recommendation of the Geotechnical Report as the dry season from May to September. To consolidate reference points for construction timelines affecting different areas of the proposal.
- F. The third party review was not conducted for this Pre Application meeting. Please expect additional comments from our third party review after the application is submitted.
- G. The City of Poulsbo has requested comments from the Department of Ecology and documents have been provided and comments related to permitting process in general have been received, but no comments specific to this proposal have been received to date.

18. **PMC 16.08.34** Signage standards apply. See referenced PMC.

19. **PMC 16.08.350** Lighting. Exterior lighting shall be controlled using limits on height, maximum lighting levels, light shields, lighting direction and other mechanisms in order to prevent light pollution, disturbance of aquatic or shoreline wildlife, or other adverse effects that could infringe on public enjoyment of the shoreline, affect neighboring properties, or have environmental impacts.

Comment: During the Pre-Application meeting discussion, it was clear that lighting will not be a part of the proposal.

20. **PMC 16.08.360** Public viewsheds and public view corridors

Comment: Not applicable as part of this proposal. Viewing platforms will be provided along the trail as part of this proposal.

21. **PMC 16.08.370** Public access design standards

- A. New and expanded public access to the shoreline that is intended to meet the requirements of this chapter shall comply with the following standards:

1. Walkways shall be designed and sited to minimize the amount of native vegetation removal, impact to existing trees, soil disturbance, and disruption of existing habitat corridor structures and functions, according to the requirements in Sections 16.08.120(B) and 16.08.140.
2. Where feasible, walkways that are adjacent to other public shoreline access areas such as street ends, walkways, parks and other connections shall maximize the public nature and connectivity of the access.
3. Walkways shall minimize intrusions of privacy for occupants and residents of the site, by avoiding locations directly adjacent to residential windows and outdoor private open spaces and recreational amenities.
4. Public access shall be indicated by signs installed at each entrance to the public pedestrian walkway, and on the abutting rights-of way that lead into the development site. Signs shall be located for maximum visibility. Design, materials and mounting requirements shall meet city specifications.
5. All public pedestrian walkways and access points shall be in a minimum six-foot-wide easement or tract, or similar legal agreement in a form acceptable to the city attorney, and recorded on the plat or site plan. Easements extending through individual lots shall have required notice on title. Land survey information for these purposes shall be provided by the applicant in a format approved by the shoreline administrator.

Comment: The proposed materials show that these standards are being met. Additional consideration should be given to increased number of access points onto the trail where feasible.

B. Operation and Maintenance Requirements. The following operation and maintenance requirements apply to all new and expended public pedestrian walkways and shoreline access points required under this section:

1. Hours of Operation. Unless otherwise established by the shoreline administrator, all required pedestrian walkways and shoreline access points shall be open to the public between dawn and dusk.
2. The applicant is permitted to secure the subject property outside of the hours of operation by a security gate, subject to the following provisions:
3. The gate shall remain unlocked and in an open position during hours of permitted public access.

Comment: These items were discussed at the Pre-Application meeting and at that time these items were properly addressed.

C. Signage shall be included noting the hours of permitted public access.

- D. The city planning director is authorized to approve temporary closures for maintenance and repair, or if hazardous conditions are present that would affect public safety.
- E. No certificate of occupancy or final inspection approval shall be issued until all required public access improvements are complete.
- F. The applicant, and its successor or assigns, shall be responsible for the completion and maintenance of all waterfront public walkways and access points and signage on the subject property, and shall keep these in a safe, accessible and functioning condition.

Comment: As discussed during the Pre-Application meeting Mary McCluskey, Director of Parks and Recreation was the one who completed the design and installation of the signage for Fish Park and therefore is able to aid in the ability of the city to continue this design theme for signage for this proposal. IN addition, restrictions to the trail are being considered as well as perhaps increasing the number of specific access points (temporary construction access becoming permanent access points that have a gate or bollards to restrict access during closures).

22. The location of the ordinary high water mark (OHWM), as determined by a field investigation and survey, shall be included in shoreline permit application submittals to determine the location of shoreline jurisdiction. Please see PMC 16.08.080 Shoreline maps and boundaries for additional information.

Comment: Survey of the OHWM is provided in the Pre-Application application packet and will be provided in the permit application packet.

23. All work at or waterward of the OHWM may require permits or approvals from one or more of the following state and federal agencies: U.S. Army Corps of Engineers, Washington Department of Fish and Wildlife, Washington Department of Natural Resources, or Washington Department of Ecology per PMC 19.08.130.

Comment: Habitat Assessment and Management Plan, Section 3 City, State and Federal Permit Requirements lists the types of permits required for the trial, beginning on page 3-1.

#### Zoning Development Standards:

24. Zoning: The zoning of the proposed trail traverses four Zoning Districts: Park, Residential High, C-1 Downtown and C-2 Viking Avenue. The table below identifies pedestrian and Multi-Use Trails and Public Parks as permitted in all four Zoning Districts.

Comment: The project site is governed by the Shoreline Master Program (SMP). The zoning standards will default to the SMP where the SMP states a specific and more stringent development standard.

PMC 18 Zoning Ordinance				
	Park	Residential High	C-1 Downtown	C-2 Viking Avenue
Pedestrian & multi-use trails	Permitted			

Requirements	In conjunction with master park plan			
Public Parks		Permitted	Permitted	Permitted
Requirements		Park not excluded from net density calculations- ROW is excluded	Purpose to encourage high quality and recreation amenities, tourist-oriented and commercial development which will enhance public access and the use of the shoreline.	Purpose to increase the opportunities for residents to live near commercial amenities, public transportation, and nearby public parks.

**Note:** 18.70.040(B)(1) Calculation for minimum density shall be calculated by multiplying the development's subject site net acreage by the minimum number of dwelling units required in the applicable zoning district. (Net acreage is the development subject site's gross acreage minus acreage for public right-of-way, private road easements, designated critical area and buffer protection, and storm management facilities; but not including parks and public or private recreation facilities dedicated or created as an integral part of the development.)

Comment: The shared use trail meets the intent and general development standards of the zoning districts through which it will cross.

	PMC 16.20.405
	Geological Hazard Areas
Trail and Trail-Related Facilities	Allowed: may require construction plans, details and specifications for clearing, grading, erosion and sedimentation control and stormwater drainage, and detailed hydrological, geotechnical, soils and drainage reports and analysis. Standard native vegetation buffer of 20' shall be established from top, toe, and all edges of geologically hazardous areas and areas of geologic concern. Clearing and grading limited to between May 1 <sup>st</sup> and October 1 <sup>st</sup> . Enhancement of buffer vegetation to increase protection of the hazard area may be required.

## 25. Geologically Hazardous Critical Areas PMC 16.20.405

PMC 16.20.415(C) Minimum Native Vegetative Buffer Required. A standard native vegetation buffer of twenty-five feet shall be established from the top, toe, and all edges of geologically hazardous areas and areas of geologic concern.

Comments: The proposal shows a minimum 10' setback from T.O.S. It is not clear in the Geotechnical Report dated September 30, 2016 by Cobalt Geosciences what the setback from



top of slope is recommended to be. The setback of 25' can only be reduced through a geological report or site-specific determination. Ensure this setback reduction is addressed in an amended version of the Geotechnical Report.

PMC 16.20.415(D) Buffer and Building Setback Modifications. The minimum native vegetative buffer and/or building setback requirement may be decreased if a geotechnical report demonstrates that a lesser distance, and the design and engineering, will adequately protect the proposed development and stabilize the potential hazard.

Comments: Please include information in the project summary discussing the applicability of PMC 16.20.415 Geologically Hazardous Area Development Standards.

PMC 16.20.415(E) Time Limitations. For new or redevelopment, clearing and grading may be limited by the city engineer to the period between May 1<sup>st</sup> and October 1<sup>st</sup>, unless the applicant provides an erosion and sedimentation control plan prepared by a professional engineer licensed in the state of Washington that specifically identifies methods of erosion control for wet weather conditions.

Comments: The Habitat Assessment and Mitigation Plan proposes a construction timeline for the overwater portion of the proposal to be between July 16<sup>th</sup> and August 31<sup>st</sup>. The Geotechnical Report discusses the soil, foundation, utility, and other work requiring excavation or the disturbance of the site soils to take place during the dry season (generally May through September).

## 26. SEPA Review

Review under SEPA is required for this proposal and an Environmental Checklist will be required with the permit application. SEPA review determination is based on the structure size (more than 4,000 square feet) and the amount of earth moved for the project (more than 100 cubic yards).

27. Type III Permit Process: A Shoreline Substantial Development and Shoreline Conditional Use with SEPA review will be required for a shared use path. These will be reviewed and processed simultaneously and are processed as a Type III permit process according to PMC 19.20.020. The Planning Commission will hold a public meeting and make a recommendation to the Hearing Examiner who is the Review Authority for this permit type. The Hearing Examiner's decision will be sent to the Department of Ecology for their required approval per PMC 16.09.160(C).

The following is offered as a timeline for how the application will be processed.

- Pre-Application Meeting (completed February 7, 2017)
- Neighborhood Meeting (14-day notice) (Summary of attendees and comments received by the applicant shall be included in the application submittal)
- Application (120-day Review)
- Review by Planning Commission (7-day notice required for public meeting)
- Staff Recommendation submitted to Hearing Examiner (14 days prior to Public Hearing)

- Hearing Examiner Public Hearing (decision issued 14 calendar days from close of public hearing)
- Hearing Examiner decision forward to Department of Ecology
- Department of Ecology (30-day review)(21-day appeal from decision)

## 28. APPLICATION FEES AND DEPOSITS

Fees for Shoreline Substantial Development Permits and Shoreline Conditional Use Permits are based on the currently adopted fee schedule; if the building size changes or if a new fee schedule is adopted, the fees will also change. For deposits, unused funds will be returned to the applicant after approval of the permit. If additional deposit funds are required, the applicant will be billed for the excess amount.

### Planning

Shoreline Substantial Permit \$1,070 + Hearing Examiner Costs	\$1,070.00
Shoreline Conditional Use Permit \$800 + \$.25/sq ft (2,650 ft/10' wide=\$6,625) and (865 ft/8' wide=\$1,730)	9,155.00
Hearing Examiner Deposit*	\$3,000.00
Consultant Deposit Critical Area*	\$1,800.00
Consultant Deposit Geotechnical	\$1,500.00
Publication/Notice Deposit*	\$150.00
SEPA Review	\$320.00
<u>Engineering</u>	
Per Drainage Basin Review \$430	\$430.00
Shoreline Substantial Development Permit	\$390.00
<b>Total due at submittal:</b>	<b>\$17,815.00</b>

## **TECHNICALLY COMPLETE APPLICATION REQUIREMENTS:**

To pursue this application as a Shoreline Substantial Development Permit/Shoreline Conditional Use Permit with SEPA review, processed concurrently as two Type III permits, please submit three (3) copies of the drawings and items listed below for a “counter complete application” determination. The application is counter complete if it is determined that the application submittal appears to include the information required by this summary letter. No effort shall be made to evaluate the substantive adequacy of the information at the counter complete stage. Within twenty-eight (28) days of counter complete determination, the application shall be determined “technically complete” or returned to the applicant for corrections. Upon technically complete determination, a letter will be sent to you with a tentative review and process schedule.

The Notice of Application (NOA) will be sent to property owners within 300 feet of the perimeter of the project property. There is a 15 day public comment period for the NOA.

1. Completed application forms (paper and electronic):
  - a. Master Land Use Application
  - b. JARPA (for each shoreline permit)
  - c. Habitat Assessment and Mitigation Plan
  - d. Geotechnical Report



- e. Project Narrative
- 2. Site plan drawings
- 3. Landscape Plan (if restoration vegetation is not clear in Habitat Assessment and Mitigation Plan)
- 4. Legal description, signed by a title company, surveyor licensed in the State of Washington, or other party approved by the Planning Director.
- 5. Vicinity map
- 6. Other supporting documents:
  - a. Storm drainage calculations and downstream analysis
  - b. Traffic generation
  - c. Geotechnical/structural engineering report (if different from Geotechnical Report required above)
  - d. Building elevations, with dimensions (Sheets DT1-DT3 on the Preliminary Plan)
  - e. Surveyed Ordinary High Water Mark (OHWM)
  - f. Floodplain Elevation

Please note that additional documentation or revisions may be required after review of the initial submittal.

In addition, one copy of the following items is required at the time you submit the initial three copies listed above:

- 7. A complete and signed environmental checklist.
- 8. A completed and signed JARPA form.
- 9. A copy of this pre-application conference letter.
- 10. A check for applicable fees.

Please feel free to contact me with any questions you may have. I look forward to working with you on this project.

Sincerely,



Marla Powers  
Associate Planner

cc: Aaron Hulst, Engineering  
Sheila Miller, Building and Fire Inspector





# City of Poulsbo

## ENGINEERING DEPARTMENT

### interoffice MEMORANDUM

to: Marla Powers, Associate Planner  
from: Aaron Hulst, PE  
subject: Liberty Bay Trail Pre-App comments  
date: 3/3/17

Following are the Engineering Department's Pre-Application Meeting comments for the project known as Liberty Bay Trail. References to Chapters of the Poulsbo Municipal Code (PMC) made within the comments may be researched at the City website; [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com).

#### **GENERAL**

1. *Pre-application comments are based on the information available at this time and subject to change if new, revised, or additional information is submitted or discovered by either the applicant or city staff during the pre-application and application process. While every effort is made to be as thorough as possible, these are pre-application comments and additional requirements may be imposed with the actual "conditions of approval."*
2. 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 that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
3. 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 project construction 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).
4. 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.
5. Construction drawings are required to be submitted with the grading permit and 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.

#### **CLEARING, GRADING, AND EROSION CONTROL    REFER TO CONST STDS**

- 6. A Clearing and/or 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 particular 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 in regard to 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.
- 7. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Initial guidance on this requirement can be found on the Department of Ecology Focus Sheet titled "Focus on Construction Stormwater General Permit" which is available at the City Permit Counter or online at [www.ecy.wa.gov/biblio/0710044.html](http://www.ecy.wa.gov/biblio/0710044.html). Notice of Intent Application form available at the Permit Counter. Construction site operators must apply for the permit 60 days prior to discharging stormwater.
- 8. If required, the developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents. You may obtain the worksheet from Engineering staff or the Ecology website; <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIww/MODIFIEDpermItDOCS/Appendix7ww.pdf>

#### **STORMWATER**

- 9. 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 2014 Ecology SWMMWW
  - 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
- 10. A preliminary drainage report and plan shall be submitted with the shoreline application and include both an upstream analysis and a Level 1 downstream analysis. The stamping/cover page of this report shall include the following text; "I hereby state that this Drainage Report has been prepared by me or under my supervision and meets the standard of care and expertise which is usual and customary in this community of professional engineers. The analysis has been prepared utilizing procedures and practices specified by the City of Poulsbo and within the standard accepted practices of the industry. I understand that the City of Poulsbo

does not and will not assume liability for the sufficiency, suitability or performance of drainage facilities prepared by me.”

**OTHER**

11. Work hours shall be strictly adhered to as regulated by Poulsbo Municipal Code 15.32. Construction activity shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and the hours of 8:00 a.m. and 7:00 p.m. on Saturday, Sunday, and Federal, State, and City observed holidays. Work requiring inspection by the City must be performed between 7:00 a.m. and 3:30 p.m. weekdays.
12. All contractors and subcontractors conducting business in the City of Poulsbo shall have a valid City of Poulsbo business license and a State of Washington Contractor's License with appropriate endorsements.
13. Anticipate contacting the Coast Guard for approval for any construction within a navigable water.
14. Building permits are required for all proposed bridges.
15. The construction plans shall demonstrate that current ADA law is being complied with.
16. All required easements for the project shall be granted and recorded prior to construction plan release.

**Fees / Permits / Bonds:**

1. Payable at time of application:
  - Application fee for Engineering: \$ 195\*2= \$390
  - Drainage review = \$430

**From:** [Helen M. Wytko](#)  
**To:** [Marla S. Powers](#)  
**Subject:** FW: City of Poulsbo - Liberty Bay Waterfront Trail Pre-App  
**Date:** Friday, January 27, 2017 8:43:04 AM  
**Attachments:** [image001.png](#)

---

FYI see below

## Helen Wytko

Poulsbo Planning and Economic Development  
Phone: 360-394-9748  
200 NE Moe St  
Poulsbo, WA 98370

**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

---

**From:** Sheila R. Miller  
**Sent:** Thursday, January 26, 2017 4:25 PM  
**To:** Aaron C. Hulst <[ahulst@cityofpoulsbo.com](mailto:ahulst@cityofpoulsbo.com)>  
**Cc:** Helen M. Wytko <[hwytko@cityofpoulsbo.com](mailto:hwytko@cityofpoulsbo.com)>  
**Subject:** FW: City of Poulsbo - Liberty Bay Waterfront Trail Pre-App

**Fire Department Comments:** Knox Box at each access point with a key for the gate/bollard.

---

**From:** Peterson, Bruce [<mailto:bpeterson@poulsbofire.org>]  
**Sent:** Thursday, January 26, 2017 1:43 PM  
**To:** Sheila R. Miller <[smiller@cityofpoulsbo.com](mailto:smiller@cityofpoulsbo.com)>  
**Subject:** RE: City of Poulsbo - Liberty Bay Waterfront Trail Pre-App

Hi Shelia,

Only concerns I see are access points for us to move a patient off of the trail. We have a ORV that will fit on the path, I would request a Knox box at each access point with a key for the gate or bollard.

Bruce Peterson  
Deputy Chief  
Poulsbo Fire Department  
360-535-2510 cell  
360-697-8283 office  
[bpeterson@poulsbofire.org](mailto:bpeterson@poulsbofire.org)