

City of Poulsbo

Engineering Division-Memorandum



To: Edie Berghoff, Associate Planner
From: Michael Bateman, PE, Development Review Engineer
Subject: Poulsbo Meadows Preliminary Plat - Engineering Technical Memo and Conditions of Approval (Attachments A & B)
Date: December 18, 2018

The Engineering Department has reviewed the Poulsbo Meadows Preliminary Plat application and provides the following technical information.

Introduction

The proposed Poulsbo Meadows plat is a 46-lot single family residential subdivision on 9.18 acres located in the Eastern area Poulsbo. To the North of the plat is the Mesford PRD development, Northwest of the plat is the Morrow Manor development and directly south are a mix of partially developed and undeveloped parcels between the project and the Mountain Aire development. Critical Areas include offsite Lemolo Creek adjacent to the site to the East. The site is located in Poulsbo in Kitsap County, Washington, on the south side of the portion of Noll Road NE that runs East/West. Currently, the site is undeveloped.

The Plat's environmental impacts and recommended SEPA mitigations are discussed in the SEPA checklist and supporting documentation associated with the Plat's SEPA determination. The supporting documentation are as follows:

- Preliminary Tree Retention Plan
- Private Well Information
- Geotechnical Study by EnviroSound Consulting
- Traffic Impact Study by Heath Associates (2016)
- Parametrix Peer Review of TIA (2016)
- Traffic Impact Study by Heath Associates (2018)
- Storm Drainage Report by Team 4 Engineering for Mountain Aire and Poulsbo Meadows (2016)
- Storm Drainage Report by Team 4 Engineering for Poulsbo Meadows (2018)
- Review of the proposed storm detention strategy by wetland scientist Joanne Bartlett
- SEPA checklist

A SEPA Mitigated Determination of Non-Significance (MDNS) was issued for the Poulsbo Meadows preliminary plat on January 20, 2017.

Transportation

Traffic Impact Analysis

A TIA was provided for Noll Rd Corridor projects January 21, 2016. The City had this report Peer Reviewed by Parametrix and was found to adequately address all project requirements. This TIA was a combined TIA for multiple projects along the Noll Rd Corridor. When the Noll Mesford Plat went through the Hearing process, the Examiner determined that Noll Mesford would be the last project along the corridor to utilize this 2016 TIA. In compliance with the Hearing Examiner's decision, a traffic impact analysis (TIA) dated 2/22/18 was prepared by Heath Associates to assess the proposed project impact and determine appropriate mitigations for the Poulsbo Meadows Project. It was found that the 2018 TIA did not introduce additional mitigations that would jeopardize the previous SEPA decision for the Poulsbo Meadows Plat. The findings of the most recent 2/22/18 TIA are provided below.

A three-year horizon of 2021 was analyzed to assess impacts under future conditions. Figure 6 and Figure 7 of the 2018 TIA maps these connections on pages 14 and 15. The traffic impact analysis broke out the study into current and future conditions before summarizing findings. To determine current conditions, an initial Peak Hour Volume count was performed in September 2015 and a Turning Movement count was performed in January of 2018. These counts were performed at the primary intersections relative to this Plat's potential impact: SR-305/NE Hostmark St; Caldart Ave NE/ NE Hostmark St; and Noll Rd NE/ NE Hostmark St, Caldart Ave NE/ NE Mesford St and Noll Rd NE/NE Mesford St. These counts were used to determine Peak Hour volumes (the busiest one-hour of a 24-hour study period) for analysis of Level of Service (LOS) for these intersections. Table 1 on page 8 of the 2018 TIA depicts the results of this count and summarizes the LOS of each intersection. It should be noted that volumes collected at each intersection were increased by 1% growth rate to reflect the estimated 2018 vehicular volumes. The table identifies that each intersection is currently in better operating condition than the City of Poulsbo's concurrency standard of a minimum LOS E. The City's Minimum standard for LOS can be found in the transportation element of the Poulsbo comprehensive plan.

The designated land use for future development is defined as single-family detached housing (LUC 210). Table 2 on page 10 of the TIA shows the Average Daily Traffic (ADT) as well as AM and PM Peak traffic volumes. These future trips are used to determine future impact on the intersections of SR-305/NE Hostmark St; Caldart Ave NE/ NE Hostmark St; and Noll Rd NE/ NE Hostmark St, Caldart Ave NE/ NE Mesford St and Noll Rd NE/NE Mesford St as these areas will receive the bulk of the impact of newly created traffic from the development of the site. Illustration of traffic movement can be found on Figure 4 page 12 of the TIA. The 3-year horizon

study of 2021 was used for future traffic delay analysis. This analysis utilized background traffic pipeline volumes from a number of planned residential development plats in the vicinity of the Poulsbo Meadows Plat. Pipeline volumes were anticipated to appropriately represent growth and included trips from the following plats: Mountain Aire, Noll-Mesford, Crystal View, Languanet, Christiansen and Blue Heron Plats. These volumes can be found on Figure 5 of the TIA, the forecasted volumes including the addition of Poulsbo Meadows Traffic is presented in Figure 7. Table 3 on page 16 of the TIA summarizes the 2021 horizon year LOS of the primary intersections. The intersection of Caldart Ave/ NE Hostmark is shown to operate at a LOS E, this can primarily be attributed to school traffic in-between times of morning drop off and afternoon pick up. It should be noted that the submitted TIA included analysis of 47 lots whereas the proposed plat only includes 46 lots, therefore it can be assumed that impact to this intersection will be slightly less than illustrated in Table 3.

In accordance with PMC 3.86.080, Traffic Impact Fees are required as mitigation for direct project impacts to local street systems and road improvement projects identified on the City's Transportation Improvement Program (TIP). Additionally, each project shall contribute a proportional share to the City's Transportation Demand Management (TDM) program. The Poulsbo Meadows proportional share contribution to projects in the current TIP and to the TDM program is estimated to average \$3,351.20 per lot, or \$154,155.20. This mitigation fee shall be paid per lot prior to building permit issuance. If the Traffic Impact Fee Rate increases prior to building permit issuance, the developer will be responsible for paying the current rate at time of building permit issuance multiplied by the number of Average Weekday Trips (AWDT).

The Engineering Department has reviewed the proposed Plat submittal materials and the TIA prepared by Heath Associates, and has determined that the Plat as proposed, conditioned and mitigated adequately addresses the transportation policies and requirements of the City comprehensive plan, city comprehensive transportation plan, City construction standards and City concurrency requirements.

Offsite Pedestrian Improvements

Prior to the completion of the remaining portions of the shared use path on the East side of Noll Road NE through City's Noll Road Improvements project, safe walking routes from the site will utilize the city's existing sidewalk network by connecting to the existing sidewalk on the West side of Noll Road NE. The project will create a new mid-block crosswalk across Noll Road NE approximately 320' South of NE Mesford Road at the Western entrance to the Morrow Manor project in order to connect with the existing City sidewalk network. This mid-block crosswalk will provide a direct safe route for pedestrians to the City sidewalk network and for

school children walking to Poulsbo Elementary, Poulsbo Middle School and Poulsbo High School. To maximize pedestrian safety at this mid-block crosswalk, the project is conditioned to require the installation of pedestrian activated Rectangular Rapid Flashing Beacons (RRFB) with this crosswalk.

The Engineering Department has reviewed the proposed Plat submittal materials and has determined that the Plat as proposed and conditioned adequately addresses the public safety policies and requirements of the City comprehensive plan, City construction standards and Poulsbo municipal code.

Roadway Systems

Noll Rd NE is classified as a minor arterial street with a capacity of 9,750 average daily trips (ADT) per the City's 2016 comprehensive transportation plan. Noll Rd NE is currently well under its design capacity, operating at 1,094-2,250 ADT in the area of the Poulsbo Meadows Plat per the City's 2016 transportation plan. In addition, the City's Noll Road improvement project (Transportation Plan project R-8) will further improve the corridor and roadway capacity with turn lanes, sidewalk and a shared use path from Storhoff in the south to NE Lincoln Rd to the north, as well as construct new alignment of Noll Road NE from Storhoff South to SR305 at the Johnson Rd intersection.

Speed limits for all roads in the area are currently 25-mph, with the exception of the 20-mph school zone beginning on Noll Road NE North of NE Hostmark Street and the 35-mph portion of Noll Rd NE which Lies in Kitsap County north of the proposed plat. Speed limits within the Poulsbo Meadows Plat will be 25 mph.

The applicant is required to provide street improvements consistent with City-adopted road standards. On-street parking for 23 vehicles is required, and on street parking for 23 vehicles shown on the Preliminary Plat Drawings.

Ingress-Egress

PMC 17.20.120 states that a preliminary plat shall provide for at least two different standard routes for ingress and egress. One entrance to the plat is provided via Noll Road NE at the North entrance of the plat; additionally, the Poulsbo Meadows Plat provides future connections to the South with a future road extension at the cul-de-sac termination of Road A. Road A will connect to NE Sunnymede Street in the Mountain Aire development in the future when the parcel(s) to the South further develop. Road A fulfills the portion of New Road, identified on the City's 2025 New Roadway Segments Map that is on the applicant's property. The plat also provides a second emergency access connecting the Road B cul-de-sac to Noll Road NE to the West through the Morrow Manor development. With the main public entrance to the plat to the North, second emergency access to the West, and future road connection the City Engineer finds the Poulsbo Meadows Plat meets the intent of

PMC 17.20.120. Further, the City Engineer finds that with the connections provided the plat complies with the access requirements of PMC 17.20.120 for neighboring properties.

Construction Truck Route

PMC 10.24 establishes heavy vehicle routes for the City of Poulsbo. The truck route keeps most heavy vehicle traffic off residential streets and instead directs traffic to major arterials and minor arterials which are more appropriate for heavy truck traffic from both a safety and structural perspective. PMC 10.24 states that any vehicles over 10,000 lbs gross vehicle weight shall be restricted to travel on SR-305, Viking Avenue, and Lincoln Road (east of SR-305). Any deviation from PMC 10.24 requires the Police Chief to establish a temporary alternative route. The Police Chief has established the following truck route for Poulsbo Meadows plat on December 13, 2018:

The truck route for the Poulsbo Meadows plat will use Noll Road NE to NE Lincoln Road to the North and Noll Road NE to SR305 to the South.

Construction truck traffic is prohibited from using NE Hostmark Street, NE Mesford Road and NE Bjorn Street.

Stormwater

Stormwater quality and quantity facilities have been designed to mitigate the effects of the development consistent with the adopted DOE and Kitsap County Stormwater Manuals in effect at the time of vesting. Stormwater from roads, driveways and rooftops will be discharged in an offsite piped connection to the stormwater pond constructed with the Mountain Aire development. This stormwater pond was designed to detain and treat the stormwater flows from both the Mountain Aire and Poulsbo Meadows plat. Since stormwater is released into Lemolo Creek in unincorporated Kitsap County and eventual passage under SR 305, the stormwater analysis report was also forwarded to Kitsap County and WSDOT for their review. The downstream analysis indicated runoff from the detention pond is directed to a bioswale, discharged to the wetland buffer located in the eastern corner of the stormwater tract known as the “Wyatt” property, continues easterly about 75 feet offsite to Lemolo Creek, then flow south approximately 1.5 miles with termination in Liberty Bay. The 9.25 offsite basin which would naturally drain through the proposed Poulsbo Meadows Plat will be diverted to join the runoff from Lots 4-11 and discharge to the pre-existing ditch at the Southeastern property corner in order to maintain tributary flow to the Lemolo Creek tributary area.

The Poulsbo Meadows Preliminary Plat is vested to the 1997 Kitsap County/1992 Department of Ecology Stormwater Manual(s) for the design of the stormwater system.

A storm drainage report for the Poulsbo Meadows Plat was prepared for the Plat by Team 4 Engineering dated May 2009 and revised April 2018. A geotechnical infiltration report supporting the conclusions and recommendations in the storm drainage report was prepared by Envirosound Consulting dated February 2008. As the Poulsbo Meadows storm drainage design utilizes the storm detention pond constructed with the Mountain Aire development, the Poulsbo Meadows storm drainage report references the storm drainage reports and design for the Mountain Aire Plat. The Envirosound geotechnical infiltration report concluded through field investigation and sampling that the site is not suitable for aquifer recharge and the stormwater design for the site is appropriate. The Poulsbo Meadows storm drainage report was reviewed by the City's in-house storm drainage reviewer.

The drainage report for the Mountain Aire Plat was prepared by Team 4 Engineering dated February 2013. A revised final storm drainage report was prepared and submitted to the City in December 2016. The Mountain Aire storm drainage report was peer reviewed by the City's peer reviewer Parametrix then further reviewed by wetland scientist Joanne Bartlett.

The stormwater system as proposed within the plat and the offsite connection to the Mountain Aire development and detention pond as well as the supporting stormwater reports and supporting documentation have been reviewed by the Engineering Department and found to comply with the City Comprehensive Stormwater Plan, City Construction standards and the vested Washington State Department of Ecology stormwater design standards.

Utilities/Offsite Easements

The intersection of Tallegson Ln NE and Noll Rd NE will be realigned to increase site distance around the corner and be consistent with roadway design standards for curve radius of a 25-mph curve. This improvement will be constructed by either the Poulsbo Meadows or Noll Mesford Plat Development, whichever develops first. This realignment will require coordination between Developer, City of Poulsbo, and Kitsap County.

The Poulsbo Meadows plat is served by City sewer, City water and City solid waste disposal. The Poulsbo Meadows plat will connect to City Water, City Storm and City Sewer to the South via offsite utility connection stubs provided by the Mountain Aire development. These connections will require offsite easements for construction and connection of said utilities and have been obtained by the developer. The Poulsbo Meadows plat will connect to the City water system to the Northwest via connection to the Morrow Manor development fulfilling the requirement for water looping. The Poulsbo Meadows plat will provide a sewer connection to the Morrow Manor development North West of the plat. The Poulsbo Meadows plat will stub water and sewer facilities to the North in accordance with

city standards for future connection to the Mesford PRD development.

The offsite utility connection to the Mountain Aire development will not require a clearing and grading permit as the work is exempt per Poulsbo Municipal Code 15.35.050(H). The offsite utility connection will require a separate Public Property Construction Permit through the City of Poulsbo.

The Plat development of Mountain Aire was conditioned to provide Water, Sanitary Sewer, and Storm Sewer utility stubs for future plat development to the north. These utility stubs have been provided and will be used as the termination point for offsite utility infrastructure connections for the Poulsbo Meadows Plat. The Poulsbo Meadows plat is in the benefitting area of the Mountain Aire Sewer Latecomer agreement #66 (AFN 201601280194) associated with that construction. The applicant shall pay the fee established in the latecomer agreement no later than the time of Construction Drawing approval/issuance. This agreement is part of a larger Noll Basin Sewer Main design designed by the developers within the Noll Rd Corridor. This design made it possible to serve each plat via gravity sewer rather than requiring individual pump stations and construction of sewer main within Noll Rd NE.

The water and sewer system as proposed within the plat and the offsite connections to the Mountain Aire development, Morrow Manor development and the Mesford PRD development comply with the City Comprehensive Sewer Plan, City Comprehensive Water Plan and City Construction standards.

Public Comments

Initial public questions were received from neighboring property owners March 21, 2017. A revised letter containing public comments on the Poulsbo Meadows preliminary plat submittal was received from neighboring property owners in a letter dated May 22, 2017. There are four areas of concern listed below. A neighborhood meeting was held between the neighborhood and the developer May 24, 2017 regarding these issues. The developer subsequently addressed these comments and issues in a neighborhood letter dated April 9, 2018. Further comment on this letter regarding critical areas was received from Angelina Meier dated April 24, 2018.

The concerns expressed in the revised neighborhood public comment letter dated May 22, 2017 are:

1. Stormwater concerns
 - a. Surface Runoff
 - b. Tallagson Ln drainage ditch
 - c. Surface water

- d. Surface water bypass
- e. Offsite utility easement

These concerns have been addressed by the developer and the project design revised accordingly. See developer neighborhood letter dated April 9, 2018. The revised submittal drawings have been reviewed and determined to be compliant with the required City codes and development standards as conditioned.

- 2. Property line identification
 - a. Property line location
 - b. Drainage ditch location
 - c. Tallagson Lane location

These concerns have been addressed by the developer. See developer neighborhood letter dated April 9, 2018. The developer has proposed to provide easements to neighboring property owners to the East to resolve property line/existing fence location issues. This is acceptable to the Engineering Department and shall be accomplished prior to final plat.

- 3. Critical Areas ordinance analysis

These concerns have been addressed by the developer. See Planning Department staff report section IV.

- 4. Buffer/visual screen between properties

These concerns have been addressed by the developer. See developer neighborhood letter dated April 9, 2018 and Planning Department staff report section III_B_3.

Conclusion

PMC 17.60.040 lists the decision criteria the City must use for approval of preliminary plats. These criterium are listed as follows:

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

- d. Makes adequate provision for schools and school grounds, as required.
- e. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.
- f. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.
- g. Makes adequate provisions for fire and emergency access and protection.
- h. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

Based on the above technical evaluation, in combination with the Engineering and Public Works conditions of approval (Attachments A and B) and the Plat's SEPA conditions, the Engineering Department determines that the proposed Plat complies with the Engineering and Public Works decision criteria as stated in PMC 17.60.040, and recommends approval of the Poulsbo Meadows plat.

Attachments

Attachment A – Engineering Recommended Conditions of Approval dated December 14, 2018

Attachment B – Public Works Recommended Conditions of Approval dated December 14, 2018



ENGINEERING DEPARTMENT

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To: Edie Berghoff, Associate Planner
From: Anthony Burgess, Sr. Engineering Technician
Subject: Poulsbo Meadows Hearing Conditions of Approval
Date: December 28, 2018
Approved By: Diane Lenius, PE, City Engineer

Following are the Engineering Department's recommended conditions of approval for the project known as Poulsbo Meadows Preliminary Plat.

GENERAL

1. 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.
2. 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.
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 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).
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. All infrastructure must be installed before Final Plat approval. If the applicant wishes to construct the project in phases, those phases must be defined as divisions in the preliminary plat approval. At the time of Final Plat approval for each division, that division shall be "stand alone". A division shall be considered "stand alone" if it contains complete utilities and access for the future residents of that division and is not dependent on other as yet un-built divisions for this purpose. Any infrastructure outside of the plat that is necessary to serve the division or allow it to function must be completed as well.

CLEARING, GRADING, AND EROSION CONTROL

11. 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 season construction methods.

STORMWATER

12. 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.
13. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
14. The design of the detention system shall include appropriate access for maintenance as determined by the Public Works Department.
15. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater 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.
16. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.
17. All secondary storm systems and easements shall be in compliance with the City standards and remain privately maintained.

SANITARY SEWER

18. Refer to Public Works Department comments for sewer connection requirements and

construction standards.

19. The sewer system serving the plat was installed as a condition of approval of the Mountain Aire plat. The Poulsbo Meadows plat properties are in the benefitting area of the Mountain Aire sewer latecomer agreement #66, AFN 201601280194 associated with that construction. The applicant shall pay the fees established in the latecomer agreement no later than the time of construction drawing approval/issuance.

WATER

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

ALL UTILITIES

21. 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.
22. 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.
23. 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 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.
24. 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.
25. 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.

26. The offsite utility work to connect to the existing utilities in the Mountain Aire development will require a separate Public Property Construction Permit.

STREETS

27. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards (refer to Developer's Guide – Section 2 – Street Standards).
28. The intersection of Road A and Noll Road NE shall be improved to meet City/AASHTO standards. Detailed intersection improvement drawings shall be submitted with construction drawings for review. The improvements shall include the sight distance improvement to the corner of Noll Road NE adjacent to the project entrance if it is not already completed by the Mesford PRD project, as well as any adjustments necessary to the intersection of Tallagson Lane with Noll Road NE. Work in Kitsap County right of way will require permitting through Kitsap County.
29. The developer's engineer shall certify that there is adequate entering sight distance at the intersection of Road A and Noll Road, and the intersection of Tallagson Lane 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.
30. 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.
31. 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.
32. A mid-block crosswalk across Noll Road NE connecting to the existing pedestrian pathway through the Morrow Manor development shall be installed by the Poulsbo Meadows project. Rectangular Rapid Flashing Beacons (RRFB) and curb ramp improvements conforming to ADA standards shall be constructed/installed with the mid-block crosswalk.
33. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment of \$355.00 per ADT payable at time of Building permit issuance as of the date of this memo. The application shall provide accurate occupancy information for each building to assign accurate ADTs. Average week day trips shall be determined using the latest version of the Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit.

The impact fee is due at the time of each single-family home building permit and shall be calculated using the most current ADT for a single-family home identified in the ITE manual (10th edition identifies an ADT of 9.44) and multiplying the most current traffic impact fee established by PMC 3.86.090.

34. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. New streetlights shall be LED light fixtures.
35. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
36. As a condition of site plan development, the construction of frontage improvements is generally required in accordance with PMC section 17. The applicant is responsible for frontage improvements to Noll Road NE consistent with the Noll Road corridor plan. Additional dedication of ROW as shown on the plat may be required to complete the require frontage improvements.
37. Street end of proposed Road A provide future access to adjacent properties. The street end shall be marked following either MUTCD Section 3C.04 (OM4 series signs) or MUTCD Section 3F.01 (Type III Barricade). Incorporated into the MUTCD installations shall be an information sign with white background and black lettering that reads; "FUTURE STREET EXTENSION". All of the above elements shall appear as details on the site construction plans subject to Public Works Department approval.
38. 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 Noll Road NE to SR305 to the South and/or Noll Road NE to NE Lincoln Road to the North. The project's construction truck traffic shall not use NE Hostmark, NE Mesford or NE Bjorn Street.

OTHER

39. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
40. 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.
41. 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.
42. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement

fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes. The face of the plat shall state this requirement

43. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not be in 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.
44. The applicant has proposed to resolve property line encroachments and existing fence location issues along the east side of the property by providing easements to the neighboring properties. This shall be accomplished and easements recorded prior to final plat.
45. The covenants shall state that no fence shall be placed within two feet of the back of any sidewalk.
46. 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.
47. 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.
48. The existing well shall be abandoned per Department of Health requirements and copies of the associated documentation submitted to the City prior to final plat.



PUBLIC WORKS

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To: Edie Berghoff, Associate Planner
From: Anthony Burgess, Sr. Engineering Technician
Subject: Poulsbo Meadows Hearing Conditions of Approval
Date: December 28, 2018
Approved By: Mike Lund, Public Works Superintendent

The Public Works Department, Utilities Division offers the following conditions for Poulsbo Meadows Preliminary Plat with regards to utility provision. Please refer to Poulsbo Construction Standards and Specifications when drafting construction drawings.

WATER

1. All lots shall be connected to city water. Water connection shall be to the Mountain Aire development to the South and the Morrow Manor development to the Northwest. Water stub shall be provided to the North for connection to the Mesford PRD project.
2. 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.
3. Water main looping shall be in compliance with City and Department of Health water design standards.
4. Locate meters in a single bank when possible.
5. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum.
6. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
7. Meters for all lots shall be located adjacent to public right-of-way.
8. Existing on-site well(s) shall be decommissioned per Department of Health requirements prior to commencement of site grading.
9. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.

IRRIGATION

10. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
11. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
12. 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

13. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the sanitary sewer system installed in the Mountain Aire subdivision to the South and to Noll Road NE to the North for further extension. The project shall also provide sanitary sewer connection to the Morrow Manor development.
14. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
15. 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.
16. All side sewers shall enter public right-of-way as gravity flow.
17. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.

SOLID WASTE

18. Solid waste service shall be provided by the City of Poulsbo.
19. 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.
20. Lots accessed by private easement will be required to place solid waste containers curbside on public right-of-way. The requirement shall be stated in the CC&R's prior to final plat approval.

GENERAL CONDITIONS

21. 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.
22. 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
23. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
24. No walls or structures shall be permitted in utility easements unless approved at time of construction review.
25. 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

26. 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.
27. 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.
28. 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

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

30. 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.