

EXHIBIT A

Application Forms and Narrative



PRELIMINARY PLAT

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

For additional information on the Preliminary Subdivision (Plat) process, refer to [Chapter 17.60](#) of the Poulsbo Municipal Code (PMC) or see the [Land Subdivision Handout](#) (coming soon).

PROJECT:	
Project Name: Johnson Ridge	
Project Address: 17504 Johnson Road NE	
Tax Assessor's ID: Kitsap County tax parcel no. 252601-2-004-2008	
Number of Lots: 61	Total Area: 13.75
Minimum Lot Size: 4,122 SF	Average Lot Size: 5,477
Zoning: RL	Comp Plan Designation: Residential Low
Has the property been subdivided before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
APPLICANT:	
Name: The Holt Group, Inc.	Phone: (503) 519-4684
Address: PO Box 61426, Vancouver WA 98666	
Email: ken@holtgroupinc.com	
OWNER (IF DIFFERENT):	
Name: <i>Holt Distressed Property Fund, 2010, L.P.</i>	Phone: <i>360-892-0514</i>
Address: <i>PO Box 61426, Vancouver, WA 98666</i>	
Email:	
PROJECT ENGINEER OR SURVEYOR:	
Name: CPH Consultants	Phone: (425) 285-2390
Address: 11431 Willows Road NE, Suite 120, Redmond WA 98052	
Email: matt@cphconsultants.com	
LAND USES AND SQUARE FOOTAGE:	
Residential: <u>329950</u> Sq. Ft	Open Space/Recreation: <u>79157</u> Sq. Ft
Stormwater Detention (tracts): <u>26000</u> Sq. Ft	Landscaping: <u>10884</u> Sq. Ft
Other Utilities (tracts): _____ Sq. Ft	Right-Of-Way: <u>90668</u> Sq. Ft
Critical Areas (PMC 16.20): <u>89117</u> Sq. Ft	Other: _____ Sq. Ft

Gross Density:	Number of units/lots ⁶¹ / 13.75 gross acres = 4.44 units per gross acre
Net Density:	Number of units/lots ⁶¹ / 9.03 net acres [gross acres-deductions] (roads, utilities, critical areas and buffers)] = 6.76 units per net acre.

APPLICATION SUBMITTAL REQUIREMENTS:

Please refer to your **pre-application conference summary letter** for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed.

Req'd	Copies	Item
<input type="checkbox"/>		Electronic version of all submitted materials in PDF format (CD, thumb drive, via e-mail).
<input type="checkbox"/>		Application Fees Per Resolution 2017-03 . Additional hourly fees may apply.
<input type="checkbox"/>	1	Completed Preliminary Plat Application Form with <i>Consent to Exceed Review Period</i> (attached) and notarized property owner and/or applicant signature pages (attached).
<input type="checkbox"/>	4	Preliminary Plat Drawing(s) and its supporting documents shall contain <u>ALL</u> the information listed in PMC 17.70.060 B .
<input type="checkbox"/>	2	Vicinity Map showing the location of the property and surrounding properties.
<input type="checkbox"/>	2	Title Insurance Report, prepared within last 30 days (available from a Title Company)
<input type="checkbox"/>	2	Copies of all offsite access or utility easements.
<input type="checkbox"/>	2	Tree Retention Plan per PMC 18.180 .
<input type="checkbox"/>	2	Completed SEPA Environmental Checklist .
<input type="checkbox"/>	2	Preliminary Landscape Plan per PMC 18.270.020 F .
<input type="checkbox"/>	2	Any Required Critical Area Reports per PMC Chapter 16.20 (If applicable).
<input type="checkbox"/>	2	Preliminary Storm Report.
<input type="checkbox"/>	2	Proposed Covenants, Conditions and Restrictions (CCRs).
<input type="checkbox"/>	2	Traffic Impact Analysis (if required).
<input type="checkbox"/>	2	Lot Closure Calculations.
<input type="checkbox"/>	2	Preliminary Clearing and Grading Plan.
<input type="checkbox"/>	2	Preliminary Utility Plan.
<input type="checkbox"/>	2	Phasing Plan (if applicable).
<input type="checkbox"/>	2	Other documents as required by the pre-application summary letter:





CONSENT TO EXCEED REVIEW PERIOD

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

TYPE OF REVIEW PERIOD:

☐ 30-Day Short Plat ☐ 90-Day Preliminary Plat ☐ 30-day Final Plat

PLAT INFORMATION:

Plat Name:

Planning File No.:

Plat Location (address, intersection, or parcel no.):

APPLICANT:

Name: The Holt Group, Inc.

Address: PO Box 61426, Vancouver, WA 98666

Email: ~~Ken@holt~~ Ken@holtgroupinc.com

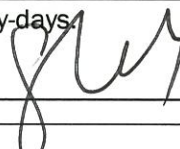
Phone: 503-519-4684

SIGNATURE:

Washington State Law requires the city approve, approve with conditions, return to the applicant for modifications, or deny the application within a specified time frame of receipt of a complete application.

However, I understand that it will not be possible for the City of Poulsbo to process the above identified plat within the time-frame required by RCW 58.17.140.

I, Greg Kubicek, consent to an extension of the time-frame selected above, not to exceed an additional sixty days.

Signature: 

Date: 7/29/2019

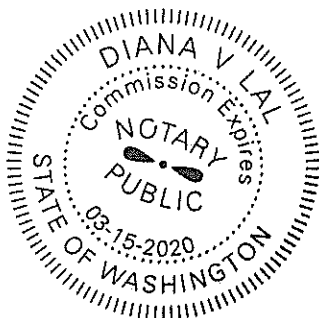
I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Greg Kubicek
Print Name of Owner

COUNTY OF KITSAP

) SS

WITNESS my hand and official seal this 29th day of July, 2019.



Commission Expires 03/15/2020



PLANNED RESIDENTIAL DEVELOPMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

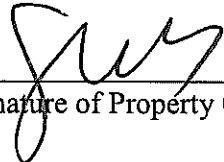
For additional information on the Planned Residential Development (PRD) process, refer to the [Planning Residential Development Handout](#) and [Chapter 18.260](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type III (quasi-judicial) review process, refer to PMC [Title 19](#) (Project Permit Application Procedures).

PROJECT:	
Applicant Name: The Holt Group, Inc.	
Project Name: Johnson Ridge	Tax Assessor's ID: 252601-2-004-2008
Project Address: 17504 Johnson Road NE	Size of Property (Sq. Ft.): 598,988
Type of Residential Units: single-family detached	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is a residential density incentive being requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No See PMC 18.260.110 for details	
If yes, what is the requested percentage over maximum density of the zone? n/a	
If yes, please indicate the combination of density incentives from Table 18.260.110 that will be provided, and indicate how this proposal will provide a greater public benefit than if it were approved with the standard maximum density (attach additional pages).	
APPLICATION SUBMITTAL REQUIREMENTS:	
<input type="checkbox"/> Completed Preliminary Subdivision Application (if not submitted previously).	
<input type="checkbox"/> One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail).	
<input type="checkbox"/> Application Fees and Deposits Per Resolution 2017-03 . Additional hourly fees may apply.	
<input type="checkbox"/> Notarized property owner and/or applicant signature page (attached).	
<input type="checkbox"/> Detailed project narrative/description: provide a brief description of the project, a summary of the objectives of the proposed development, and a written statement explaining how the proposed PRD meets the purpose and findings of Chapter 18.260 PMC .	
<input type="checkbox"/> Three complete sets of PRD application drawings. The application shall be accompanied with complete site plans and subdivision plans if creating lots, drawn to 1" inch to 40' scale and produced in such a way as to clearly indicate compliance with all applicable requirements, and shall include ALL the information listed in PMC 18.260.130 . At least one sheet shall show the proposed project in its entirety (drawn at its appropriate scale). Please Note: <ul style="list-style-type: none">- plans shall be folded upon submittal- all buildings and structures shall be dimensioned- all information shall be legible- plans shall be prepared by an appropriate certified professional in the State of Washington	
<input type="checkbox"/> Any other information/documents:	



PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):

I, the undersigned, state that, to the best of my knowledge, all the information provided for this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.



Signature of Property Owner

Greg Kubicek

Print Name of Owner

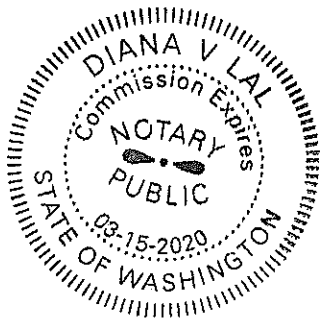
STATE OF WASHINGTON)

) SS

COUNTY OF KITSAP)

On this 29th day of July, 2019 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____
Greg Kubicek to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

2019 WITNESS my hand and official seal this 29th day of July.



Diana V. Lal

NOTARY PUBLIC in and for the
State of Washington Residing at

Vancouver

Commission Expires 03/15/2020

November 25, 2019

City of Poulsbo
Department of Planning and
Economic Development
200 NE Moe Street
Poulsbo, WA 98370

Re: Johnson Ridge PRD—CPH Project No. 0035-18-027
Preliminary Subdivision and PRD Application
Project Narrative (revised)

City Review Staff,

This project narrative is provided on behalf of my client and the Applicant, The Holt Group, to complete the preliminary subdivision and planned residential development (PRD) application for their *Johnson Ridge PRD* project. It is accompanied by the required supporting documentation and other items on the City's checklists. The following is a summary of the project proposal and key element:

SITE PLAN, DENSITY, AND DIMENSIONS

The site that is the subject of this application is a single, approximately 13.74-acre parcel located at 17504 Johnson Road NE within the City of Poulsbo, Washington (Kitsap County tax parcel no. 252601-2-004-2008). The project proposes to subdivide the site into 61 new single-family residential lots and several community landscape and open space tracts. It is zoned RL, *Residential Low*. This low intensity designation allows for a maximum of 5 dwelling units per acre (du/ac) and requires a minimum density of 4 du/ac. The proposed 61-lot plan results in a gross density of 4.4 du/ac.

The average single-family residential lot size is 5,512 square feet and the smallest lot in the project is 4,474 square feet. These lot dimensions require implementation of PMC 18.260 which includes provisions for onsite open space and recreation areas. The RL zone development standards include a minimum lot size of 7,500 square feet, lot width of 60 feet, and lot depth of 90 feet. These standard lot criteria can be modified by implementing the Planned Residential Developments (PRD) provisions of Poulsbo Municipal Code (PMC) 18.260. PRD standards in the RL zone allow a minimum lot area of 3,500 sf; minimum lot width of 30 feet; and minimum lot depth of 70 feet. The preliminary site plan as proposed meets all the dimensional standards for a PRD in the RL zone.

OPEN SPACE, RECREATION AREAS AND AMENITIES

The minimum open space requirement for a PRD varies based on the area of the proposed individual lots per PMC 18.260.090.D and, as designed, the minimum required common open space for this project is 1.96 acres. The current plan provides 2.4 acres of qualifying open space which includes 40 percent (0.83 acres) of Tract 999—a contiguous critical area tract containing Bjorgen Creek and its associated ravine and natural buffer areas. The remaining onsite open space areas include Tract 998, a small open space and storm drainage tract; Tract 997, a large combined recreation, storm drainage, and utilities tract covering the southwestern corner of site; and two small open space tracts—Tracts 996 and 995—at the west access/entry to the project site. .

PMC 18.260.100.B also requires that the project as proposed provide one Group 1 and one Group 2 amenity within the open space areas. These recreation features are accommodated within the areas of

Tracts 997, 998, and 999 along the southern and eastern limits of the site.

Tract 997 lies immediately south of and adjacent to Road A. It is proposed to be graded, landscaped, and otherwise improved to accommodate a variety of both active and passive Group 1 amenities that include a playground with large play equipment, plaza, picnic table, bench, and large lawn areas. The western limits of Tract 999 and Tract 998 in the eastern portion of the site contains Group 2 amenities that include a soft surface trail that meanders through the natural areas of this open space and connect to onside sidewalks and the proposed multi-use trail system being constructed with the Noll Road Corridor improvements. Several interpretive and educational signs are proposed in this area as shown on the landscape plans that accompany this application.

The landscape plans that accompany this narrative provide additional detail regarding the common open space areas and recreational amenities proposed with the project.

EXISTING SITE CONDITIONS AND TOPOGRAPHIC CHALLENGES

The project site was previously occupied by a single-family residence with several outbuildings. All of those structures were removed some time ago and the property is currently vacant. It contains a mixture of sparse-to-dense tree areas and cleared areas that are now covered mostly by pasture/grass and shrubs. The project site has a topographic ridge and knoll near its middle regions. The easterly portion of the site slopes south and east toward Bjorgen Creek. The steep topography of the eastern limits of the site creates a ravine area within the buffer of this existing stream, and this area will remain undeveloped with the proposed project. The western portion of the site slopes more moderately toward the southern and western boundaries.

Overall, the site has significant topographic relief ranging from a high of approximately 238 feet at the top of the knoll to 120 feet in the southwestern corner and 106 feet in the southeastern-most limit. The steepest existing ground slopes on the order of 60 percent are located along the ravine around Bjorgen Creek. These steep slope areas are located within the critical area, Tract 905 and are outside of the area of development. Other area of steeper grades exist primarily in the southwest and central part of the site, the steepest of which are on the order of 39 percent.

The topographic conditions of the site create both challenges and opportunities for site planning and development of a new single-family residential community. The upper-most elevations offer unique and valuable views of the Olympic Mountains, Liberty Bay, and the surrounding environment. The middle and lower elevations of the site offer the opportunity for regional views and interaction with the natural, mostly undisturbed conditions on and surrounding the site. These opportunities are accompanied by challenges that include achieving safe and adequate roadway access, grading and earthwork, and siting of storm drainage facilities and onsite amenities.

ACCESS, ROADWAYS, AND PARKING

The City of Poulsbo is finalizing design and is planning to be under construction of its *Noll Road Corridor Stage 1 South* (NRC1) project in Spring 2020. That City project will complete a new public arterial roadway, including multi-use trail, along the west and north frontages of the site.

Future residents and lots within the *Johnson Ridge* community will be provided vehicular and pedestrian access by two new public roads—Road A and Road B. The upper, east-west Road B and the eastern portion of Road A (ahead from about station 20+50) will be designed and constructed as a Residential Access road in accordance with City of Poulsbo Public Works standard Figure 2-04. This standard includes a 28-foot wide pavement section with concrete vertical curb, gutter, and 5-foot wide sidewalks each side all within a 45-foot public right-of-way.

The western portion of Road A (station 10+00 to approximately station 20+50) will be designed and constructed as a Residential Collector in accordance with Public Works standard Figure 2-03. This higher

CPH Project No. 0174-18-002

classification of residential roadway is proposed based on direction from City staff to accommodate future traffic from the future development of the large parcel located immediately south of the site. The typical road section includes the same road elements and widths, but is located within a 50-foot right-of-way.

Road A will connect at two new intersections with the improved Noll Road (aka, Johnson Parkway) frontage near the northeast and northwest corners of the site. The northwest connection of Road A will complete the southeasterly leg of a compact roundabout. The Road A connection to Johnson Parkway in the northeast will be a stop-controlled “T” intersection.

A combined forty-two on-street parallel parking stalls are proposed along the Roads A and B. Each lot will also be provided with at least a 2-car garage and an 18-foot x 20-foot driveway to accommodate off-street parking.

SITE SOILS AND GRADING

The general soil classification of the site is characterized by the Natural Resources Conservation Service (NRCS) as Poulsbo gravelly sandy loam, with 0 to 30 percent slopes. A geotechnical engineering investigation and analysis was performed and subsequent report was prepared by GeoResources to describe the site-specific soils conditions and to evaluate the suitability of the site for the proposed development of a residential subdivision. They reported observed soils were, “consistent with weathered glacial lacustrine over undisturbed glacial lacustrine” and evidence of a seasonal or perched groundwater table 0.5 to 1.5 feet below the surface was present. It was found that stormwater infiltration is not recommended or feasible due to the native glacial lacustrine deposits. It was concluded that there are no geotechnical considerations that preclude development of the site as currently planned. Grading will be limited to the extent necessary to support site development and will follow the recommendations of the project geotechnical engineer as outlined in the geotechnical engineering report (GeoResources; July 29, 2019) that accompanies this report.

The site plan for the project has been configured to optimize earthwork efforts while also taking advantage of the elevations and slopes of the property for potential territorial and regional views, protection of onsite critical areas, and creation of large integrated open spaces. Lot grading will be a combination of level and tuck-under (i.e., stepped up) pads. The tuck-under grading is intended to accommodate some of the topographic relief while also contributing to the variety in housing mixture within the community. Even with these mitigating measures, there is significant earthwork and export of soil materials anticipated for the project.

Individual and tiered retaining walls are proposed along portions of the perimeter of the development area as well as across the central region of the site to maintain reasonable lot and roadway slopes. These are fill walls and will likely be a mechanically stabilized earth (MSE) type. Some side yard MSE walls are also necessary in the southwest and west lots to facilitate the daylight housing product and existing topography. The two storm water vaults—one in Tract 997 and one in 998—will have portions of their exterior walls exposed to reduce the extent of retaining walls over the site. The lids of these vaults will support the grass-covered lid and open space area.

STORM DRAINAGE

The project site contains two separate and distinct storm drainage sub-basins generally defined by an existing topographic ridge near the center of the site. Runoff from the east sub-basin currently travels southwest as sheet and shallow concentrated flows over dense brush, pasture, and a cover of sparse trees. Storm water runoff over the western sub-basin also travels as sheet and shallow concentrated flow over similar natural cover. Runoff from the east basin is collected by Bjorgen Creek which conveys it to an ultimate discharge of Puget Sound. These general existing flow patterns and basin divides will be maintained with the improved storm drainage systems for the project.

The NRC1 improvements include new storm drainage collection and conveyance systems in Johnson Road along the west frontage of the site. These new City street drainage facilities will flow south through a system of closed conveyances to an open detention pond located at the northwest quadrant of the new roundabout at SR305. The storm drainage facilities within the west sub-basin of *Johnson Ridge* will flow west and south to a large, below-grade combined detention and water quality vault. This facility will control the release of storm water from the site to stream protection duration standards and treat flow prior to release to the Basic water quality standard. Water quality treatment is currently proposed as a permanent wet pool in the lower regions of the on-site vault.

Flow control to the stream protection duration standard will be required for stormwater runoff from the east sub-basin. This will be accommodated by a small below-grade combined detention and water quality treatment vault located near the southern boundary (Tract 998). A series of below-grade pipes and catch basin inlets and residential roof drains collect and convey runoff from the west sub-basin to a discharge to this vault. Water quality will be provided by means of a permanent wet pool inside the vault prior to the controlled release to a gravel dispersion trench located outside of the standard 200-foot buffer of Bjorgen Creek.

The lid of both detention vaults will be covered by landscaping, turf areas, and some paved surfaces to create usable recreation areas. These usable areas are expected to have strong territorial and regional views to the south toward Liberty and Lemolo bays and east toward Bjorgen Creek.

All storm drainage facilities will be designed and constructed in accordance with the Department of Ecology's 2012 Stormwater Management Manual for Western Washington (SWMMWW) as amended in December 2014 and current Poulsbo Municipal Code (PMC). Additional information and discussion regarding the proposed storm drainage systems are included in the enclosed preliminary Stormwater Site Plan.

UTILITIES—SANITARY SEWER AND WATER

Public water and sanitary sewer systems owned and operated by the City will be extended to provide service to the site. Some of these public systems exist and some will be installed as part of the City's NRC1 project. There is an existing 8-inch sewer main located in Johnson Road NE. Johnson Ridge will extend an 8-inch PVC sewer main system from these existing facilities and through Tract 9997. This extension is shown on the Preliminary Sewer Plan that is a part of the preliminary PRD drawings that accompany this narrative.

There are currently no existing water mains in the immediate vicinity of the project site. The City has indicated, however, that their NRC1 project will include the extension of a new 8-inch water main south from existing facilities located at the intersection of Storhoff Road and Noll Road NE. The Johnson Ridge PRD anticipates the new public water improvements along its north and west boundaries at Noll Road and Johnson Road will be completed by the City with its NRC1 ahead of the Johnson Ridge project. Johnson Ridge will extend the City's new water main from the two Road A intersections at Noll Road and Johnson Road to serve the site. The anticipated onsite water improvements for Johnson Ridge are illustrated on the Preliminary Water Plan that is included with this application.

CRITICAL AREAS

Bjorgen Creek exists along portions of the eastern boundary of the project site and creates a steep ravine that has been classified as a critical area. The creek is a Type F1 stream which typically requires a 200-foot buffer. The project is proposing a reduced, undisturbed 150-foot buffer within a larger critical area tract (Tract 999) as shown on the accompany site plan. The outer, approximately 45,860 square feet of the reduced 150-foot buffer is proposed to be enhanced with mitigation plantings in accordance with the recommendations of the Habitat Management Plan for the project (Ecological Land Services; October

CPH Project No. 0174-18-002

9, 2019). The remaining portion of Tract 999 outside of the 150-foot buffer will remain mostly undisturbed except for limited clearing and grading to facilitate the installation of a soft surface trail and a gravel dispersion trench for storm water discharge.

An offsite wetland is located north of Noll Road. This wetland and its buffer have no influence on the project site and are shown on the enclosed preliminary subdivision drawings for reference. A geotechnical report prepared by GeoResources (November 25, 2019), a critical areas site investigation report by Ecological Land Services (May 2, 2019), and a Habitat Management Plan (ELS; October 9, 2019) are included with this application to summarize the specific

PRD ELEMENTS


The project is proposing to develop a single-family residential community in accordance with certain provisions of PMC 18.260, *Planned Residential Development*. A separate narrative summarizing the project's compliance with the applicable provisions are included with this application.

Please feel free to contact me directly if you have questions or require additional information to complete your review. I appreciate your time and efforts, and look forward to working with you through the preliminary subdivision and PRD approval.

Thank you.

Sincerely,

CPH Consultants

A handwritten signature in blue ink, appearing to read "Matthew J. Hough", with a stylized flourish extending to the right.

Matthew J. Hough, PE
President

Enclosures

Cc: Mr. Ken Allen (The Holt Group, Inc.)
copy to file