



PUBLIC COMMENT RESPONSE MATRIX

Haugen ACUP and Short Subdivision (Plat)

Planning and Economic Development Department

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The public comment matrix records the public comments received by staff regarding the Haugen ACUP and Short Subdivision. This includes comments submitted at the Neighborhood Meeting, prior to application submittal. Public comment is accepted throughout the application review period and provided to the Planning Commission and Planning and Economic Development (PED) Director.

The next step in the review process is a Planning Commission Public Meeting. The date is still TBD. A notice of the Planning Commission Public Meeting will be provided at least 7 days prior to the meeting and will be sent to all parties of record and those that reside within 300 feet of the subject property. Project documents and public notices can be found here: <https://cityofpoulsbo.com/haugenshortplat/>

Public Comments as of January 29, 2021			
NO.	CONCERN	CITY RESPONSE	IN LETTER
1.	Property should be purchased for park land	Poulsbo Parks and Recreation Department reviewed potential purchase of the property for a city park. However, the property is in close proximity to the existing Lions Park and City officials are prioritizing park acquisition in areas which do not have a park in close proximity.	1
2.	Critical Areas could impact development	<p>The Poulsbo Critical Area Ordinance (PMC Chapter 16.20) identifies all critical areas located within 300 feet of a project be identified in an application.</p> <ul style="list-style-type: none"> <u>Poulsbo Creek</u>. Poulsbo Creek is located west of 6th Avenue with the north and south forks joining approximately 1½ blocks north of the proposed short plat property. The western most extension of the short plat property is approximately 260 feet east of Poulsbo Creek and is separated from Poulsbo Creek by significant permanent development, including homes and 6th Avenue. See link to Critical Areas Maps here. <u>Creek/Storm Drainage Ditch</u>. The subject property does not include a creek as designated by Washington State Fish and Wildlife. Water crossing the short plat property in an open ditch originates from a stormwater pipe in Torgeson Street. The ditch will be replaced with a piped storm system. <u>Wetland</u>. The applicant provided a review of the property by a wetland specialist and determined that there are no wetlands on the short plat property or adjacent properties. See link to project webpage, with the report here. 	1, 6, 13, 16, 17
3.	Size and scope of project/reduce number of lots/small lot size	The proposal is to add 3 new lots in an existing neighborhood block served by streets, sewer, water, and other utilities. The existing home will remain on the fourth lot. The project is utilizing the Infill Residential Development Standards per PMC 18.70.070 P . The Infill Residential Development Standards provide alternative development standards to allow for infilling within established residential neighborhoods that have been bypassed in past platting. The primary purpose of infill is to encourage development in existing, but underutilized, lots located within established neighborhoods in a way that is consistent with the existing neighborhood character. The project is consistent with the permitted density allowed in the Residential Low (RL) zoning district (per PMC 18.70.040).	3, 4, 5, 6, 7, 9, 11, 15

4.	Locate new lots along Sommerseth Street	The applicant wishes to access the new lots via Haugen St. There is no code provision that requires access to the lots from Sommerseth. NE Haugen St is a public street.	4
5	Development like Whitford Strand or Poulsbo Place is not appropriate in old town	Whitford Strand, a recently completed development along Fjord Drive, is a 7-lot subdivision with all lots 7,500 square feet or more in size. Whitford Strand was not developed utilizing the Infill Residential Development Standards. Poulsbo Place, located just north of downtown Poulsbo, has been developed under a Master Plan (PMC Chapter 18.110) providing cottage, single-family, townhome, triplex, and live-work residences. Poulsbo Place was not developed utilizing the Infill Residential Development Standards.	5
6.	Maintain RL density of 4-5 units/ acre	Zoning density is calculated according to PMC 18.70.040 . Density is not modified under the Infill Residential Development Standards and the project, as proposed, meets density requirement in the RL zone (4-5 units/acre).	13
7.	Space between homes	The side setback requirement in the RL zone (per PMC 18.80.050), when no infill incentives are applied, is 5 feet with combined 15 feet (for example, 5 feet on one side and 10 feet on the other side or 7.5 feet on each side). The Infill Residential Development Standards require a minimum 10-foot side setback for these new lots, when adjacent to existing developed residential property. Internal to the project, meaning between these new homes, the minimum side setback is 5 feet. Therefore, proposed lots A and B will have a required 10 feet side setback to existing residences, which is 5 feet more than the base standard. This will be included as a condition of approval.	4, 5, 12, 13, 14
8.	View loss / property value	Private views are not protected in City Code. Property owners concerned with the loss of views are encouraged to contact the developing property owner to collaborate design or discuss purchase of private view easements. Concerned owners may also choose to contact the Kitsap County Assessor's Office to discuss value and tax options.	2, 3, 5, 7, 12, 13, 15, 19
9.	Fill impacting building height	Per PMC 18.40.030 , definitions: <ul style="list-style-type: none"> • Building height is the vertical distance measured from the elevation of the finished grade at an exterior building wall or building segment to the highest point of the building wall or building segment. The overall building height shall be calculated as the average of all building sides. • Grade, for the purpose of measuring building height, is defined as the average elevation of the finished surface of the ground or paving where it touches the building per building wall or segment. • Finished grade means grade following development. Fill is anticipated to allow for development of the properties consistent with neighboring properties. However, artificial grade above what is necessary to level the property with the adjacent street (Haugen) and allow proper storm drainage will not be allowed, through a condition of approval. Each home will be reviewed for height and removal and placement of fill at the time of building permit review. See also Measuring Height Handout .	16
10.	Establishment of height restriction requirements	Per PMC 18.70.050 , the maximum building height in the RL zoning district is 35 feet. Per PMC 18.70.070 P.3.d. : <ul style="list-style-type: none"> • If the infill residences proposed within an established neighborhood are to be taller by 5 to 9 feet in height than the average height of the existing residences on the block face, the infill residences shall step back the upper floor(s) a minimum of 5 feet as a way to maintain compatible scale. • When the proposed infill residence's height is 10 feet or higher than the average height of the existing residences on the block face, the upper floor shall step back a minimum of eight feet. Per the applicant's survey, the average height of the existing residences on the block face is 20.6 feet.	2, 3, 5, 8, 10, 11, 12, 13, 15, 19

		The review authority (PED Director) may determine the stepback does not provide sufficient compatibility of bulk and scale to existing residences on the block face. Upon providing such a finding, and <i>when the proposed infill residences are 10 feet or higher than the average height of the existing residences on the block face</i> , the review authority may decrease the height of the infill residences. <i>The modified building height may not be reduced to less than twenty-five feet.</i> Conditions of approval will outline this requirement to be met at the time of building permit review.	
11.	Application includes errors or response is inadequate	Application revision occurs throughout the review process. Modifications to information by the applicant has included revision of the block face building height survey, building height proposed, and lot size proposed. Stormwater report and project drawings are also revised as needed through the review process. Revised application documents can be found here https://cityofpoulsbo.com/haugenshortplat/	19
12.	Home design	<p>PMC 18.70.070 P.3.e., proposed infill residences within an established neighborhood shall incorporate architectural variety to its front facade, ensuring housing style diversity. Duplicative front facade elevations adjacent to each other are prohibited; simple reverse configurations of the same facade elevation on adjacent lots are not sufficient to meet this requirement.</p> <p>The applicant provided a written narrative describing the predominant character of the existing residences’ block face. Page 5 of the project narrative states that “the character of the block face consists of a great variety of architectural styles, sizes, shapes and quality – certainly, a great deal of architectural variety. Styles encountered along the block face include what could be described as classic early 20th century Craftsman-style farmhouse, bungalow, multi-story, post-modern, single-story 70’s rambler, or ranch. In other words, the character is quite diverse and challenging to encapsulate in a single description other than, perhaps, 20th Century American...”</p> <p>Conceptual architectural building designs were submitted with the application. However, the specific designs provided are not necessarily the structures which will be built. At the time of building permit application submittal, planning staff will review for consistency with PMC 18.70.070 P, approved conceptual building drawings, and any applicable conditions of approval.</p>	3, 8, 11, 12, 14, 20
13.	Neighborhood character	<p>Per PMC 18.70.070.P, Infill Residential Development Standards, the primary purpose of infill incentives is to encourage development in existing but underutilized lots located within established neighborhoods in a way that is consistent with the existing neighborhood character. Infill residential developments shall adhere to design requirements to ensure compatibility of new infill development with the character of the existing neighborhood. These include:</p> <ul style="list-style-type: none"> • Building Orientation. New infill residences’ building orientation within an established neighborhood shall match the predominant orientation of other buildings along the block face. Conditions of approval will outline this requirement to be met at the time of building permit review. • Front Yard Setback. The front yard setback shall be the average of the existing residences along the block face. The average of for this projects block face is 18.5 feet. Conditions of approval will outline this requirement to be met at the time of building permit review. • Height. If the infill residences proposed are to be taller by 5-9 feet in height than the average height of the existing residences on the block face, the infill residences shall step back the upper floor(s) a minimum of 5 feet as a way to maintain compatible scale. When the proposed infill residence’s height is 10 feet or higher than the average height of the existing residences on the block face, the upper floor shall step back a minimum of 8 feet. The average height of the existing residences on the block face is 20.6 feet. Conditions of approval will outline this requirement to be met at the time of building permit review. 	12, 14

		<ul style="list-style-type: none"> Architectural Variety. Proposed infill residences shall incorporate architectural variety to its front facade, ensuring housing style diversity. Duplicative front facade elevations adjacent to each other are prohibited; simple reverse configurations of the same facade elevation on adjacent lots are not sufficient to meet this requirement. Conditions of approval will outline this requirement to be met at the time of building permit review. <p>At the time of building permit application submittal, planning staff will review for consistency with the requirements above (PMC 18.70.070 P), approved conceptual building drawings, and any applicable conditions of approval.</p>	
14.	New home size limitation	City code does not restrict square feet of floor space in new construction or remodel of homes. Home size is restricted by standards such as setback, building lot coverage, and building height.	8
15.	Suggested Infill Residential Development code modifications	An application is reviewed under codes in place when the application is accepted as complete by the City. Modification of code will not change the review for the current proposal. Code modification is a legislative process under the authority of City Council.	10, 13
16.	Parking	A total of 8 new parking spaces are required with this proposal, including 6 on-site spaces (2 per new single-family home) and 2 on-street parking spaces. On-site parking is provided in a residences garage or driveway as required under zoning regulations . On-street parking requirement is ½ space per new residence under subdivision regulations. The parking proposed with this project is consistent with city code.	3,9, 12, 14, 18
17.	Traffic	The ACUP and Short Subdivision application materials have been reviewed by the Engineering Department for consistency with city codes pertaining to traffic mitigation and street improvements. Since the proposed development will add just 30 new average daily trips, a Traffic Impact Analysis was not required (300 or more new average daily trips is the threshold). Following completion of the ACUP and Short Subdivision review process, the next step in the development process is to apply for a grading permit from the Engineering Department for infrastructure improvements, including improvements to the streetscape along the subject property line on Haugen St. A number of concerns regarding traffic in the broader neighborhood area were identified in project comments, such as pedestrians walking in the street, street resurfacing, speeding, and pass-through traffic from SR305. Those concerns should be addressed to the City outside of a specific project proposal. See also Engineering Dept Memo	3, 4, 7, 8, 9, 12, 14, 15, 19, 20
18.	Stormwater management	The applicant was required to provide a stormwater drainage report with application (see application materials). The proposed development is required to provide for stormwater from the new development area in addition to stormwater contributed from off-site sources, such as water runoff from streets Torgeson Street. See also Engineering Dept Memo	2, 4, 9, 12, 13, 14, 15
19.	Concurrency	<p>Concurrency is one of the goals of the Growth Management Act and refers to the timely provision of public facilities and services relative to the demand for them. To maintain concurrency means that adequate public facilities are in place to serve new development as it occurs or within a specified time period.</p> <ul style="list-style-type: none"> Availability of public facility infrastructure (water, sewer, storm) and the need to modify infrastructure is reviewed with each development proposal. Modifications which are necessary to accommodate the Haugen Development are required to be made by the property owner prior to recording of the short plat (meaning, the lots cannot obtain individual parcel number and sold until the infrastructure is in place and the short plat is recorded). A detailed review of infrastructure improvements will be completed with the grading permit review process (managed by Engineering Department). Each development project is reviewed for access and impacts to existing roadways according to the codes and standards in place at the time of project application. The Lang Short Plat was reviewed and approved with traffic impacts addressed in 2003. The current project is reviewed for consistency with current codes and standards. 	10, 12

		Development which may or may not happen in the future will be reviewed for consistency with codes and requirements applicable at that time and any requirement for access improvement will be made with the future review. See also Engineering Dept Memo	
20.	Planning staff is not aware of stormwater complaints related to Haugen St.	At the request of the applicant team PED Department staff contacted Engineering and Public Works department staff requesting information on stormwater complaints related to Haugen Street. Contacted staff reported no knowledge of complaints. See also Engineering Dept Memo .	19
21.	Public enjoyment of the project property will no longer be possible.	The property is privately owned.	6
22.	What are the circumstances with the Lang Short Plat development?	The Lang Short Plat was approved and recorded in 2003 under then current requirements. Three new lots were created from the same parent property fronting Haugen St. Lang Short Plat lots are consistent with the minimum 7,500 square feet requirement of the RL zoning district (PMC 18.70.050). A building permit is required for each home constructed. At the time of the Lang Short Plat, Infill Residential Development Standards were not as robust as they are today.	7, 12
23.	Would like collaboration between community and property owner	Contact information for the applicant and applicant's representative is provided in application materials .	12, 19
24.	Short term economic gain	The proposed development is consistent with current city code and shall be reviewed via the following application reviews: Administrative Conditional Use Permit, Short Plat, Grading, Right of Way, and Building.	13
25.	All work done is requested to meet codes.	The proposed development is consistent with current city code and shall be reviewed via the following application reviews: Administrative Conditional Use Permit, Short Plat, Grading, Right of Way, and Building Permits.	15
26.	Who provided response to neighborhood meeting comments in the application materials?	The applicant and applicant's representative provided the response to public comment given at the Neighborhood Meeting and is available on the project webpage, here .	20