



STAFF REPORT

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

STAFF REPORT THE HAUGEN DEVELOPMENT

ADMINISTRATIVE CONDITIONAL USE PERMIT AND SHORT SUBDIVISION

To: Poulsbo Planning Commission
From: Edie Berghoff, Associate Planner
Date: February 23, 2021
Subject: HAUGEN DEVELOPMENT | PLANNING FILE P-07-13-20-01

Planning and Economic Development (PED) staff respectfully recommends approval of the Haugen Administrative Conditional Use Permit (ACUP) and Short Subdivision (SS), Planning File P-07-13-20-01, subject to the conditions of approval (COA) contained herein.

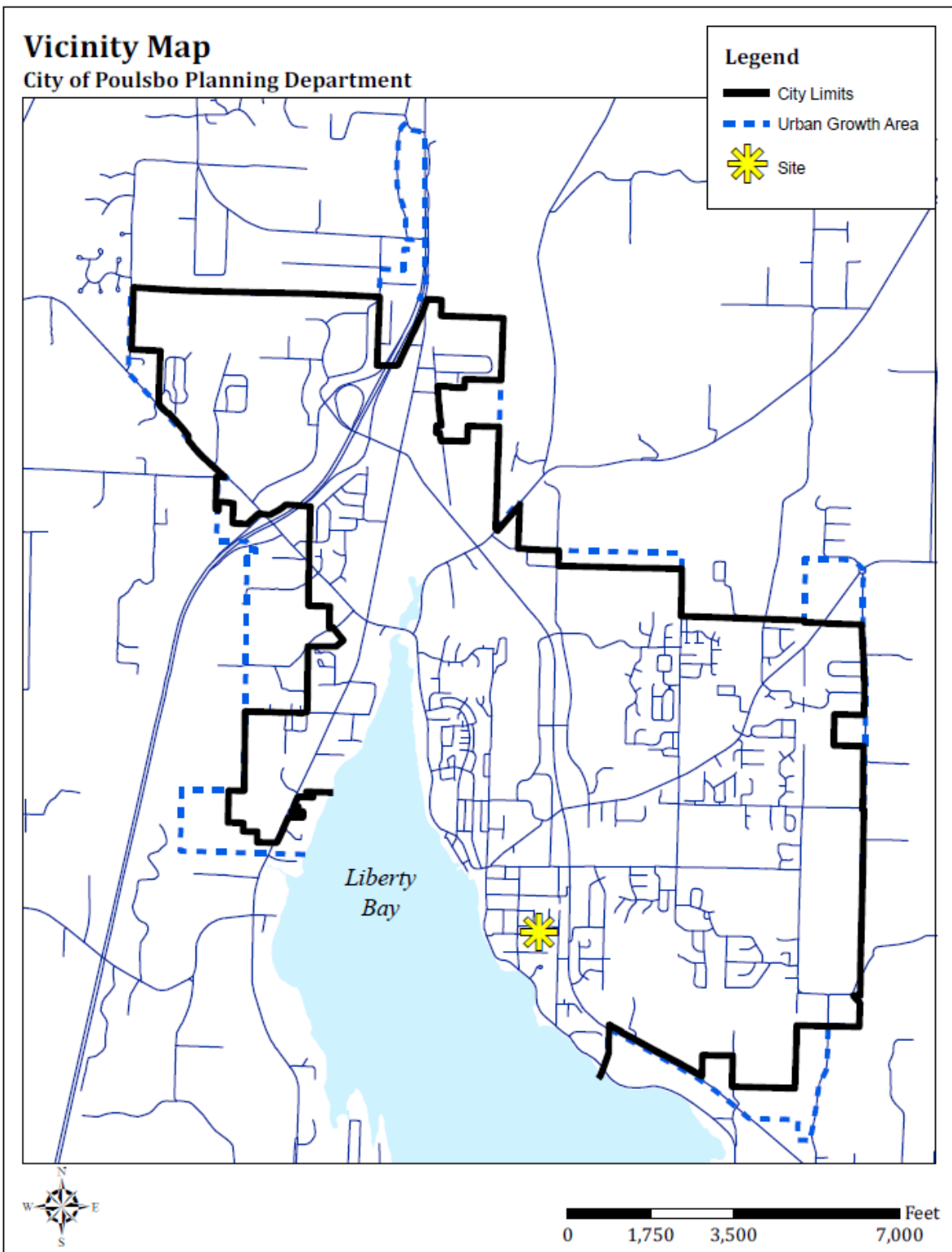
ACTION:

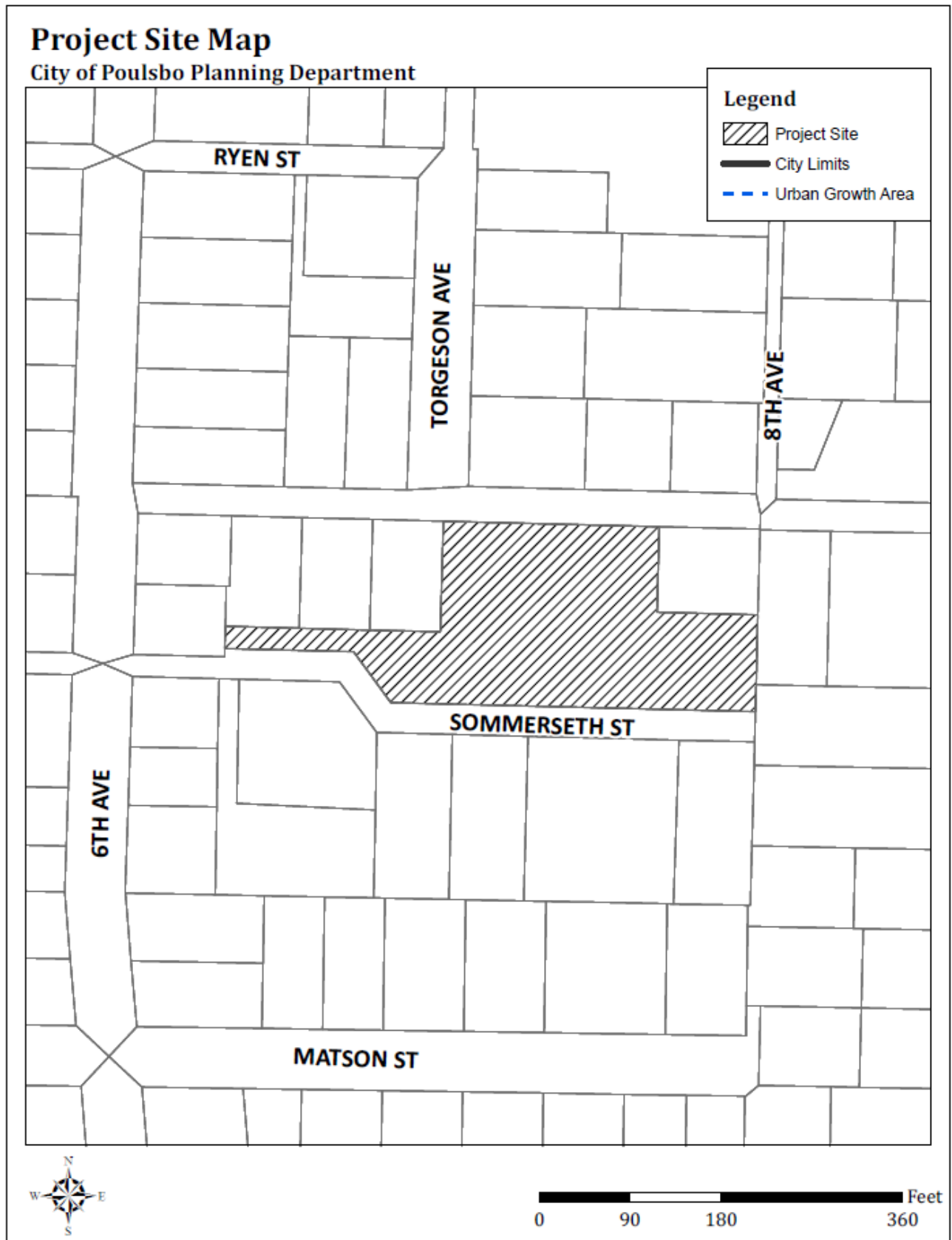
The Planning Commission shall hereby recommend to (approve) (approve with modifications) (deny) to the Planning and Economic Development Director, the Haugen ACUP and SS, Planning File P-07-13-20-01, subject to Conditions of Approval (COA) herein, for a site located southeast of the Haugen Street and Torgeson Avenue intersection.

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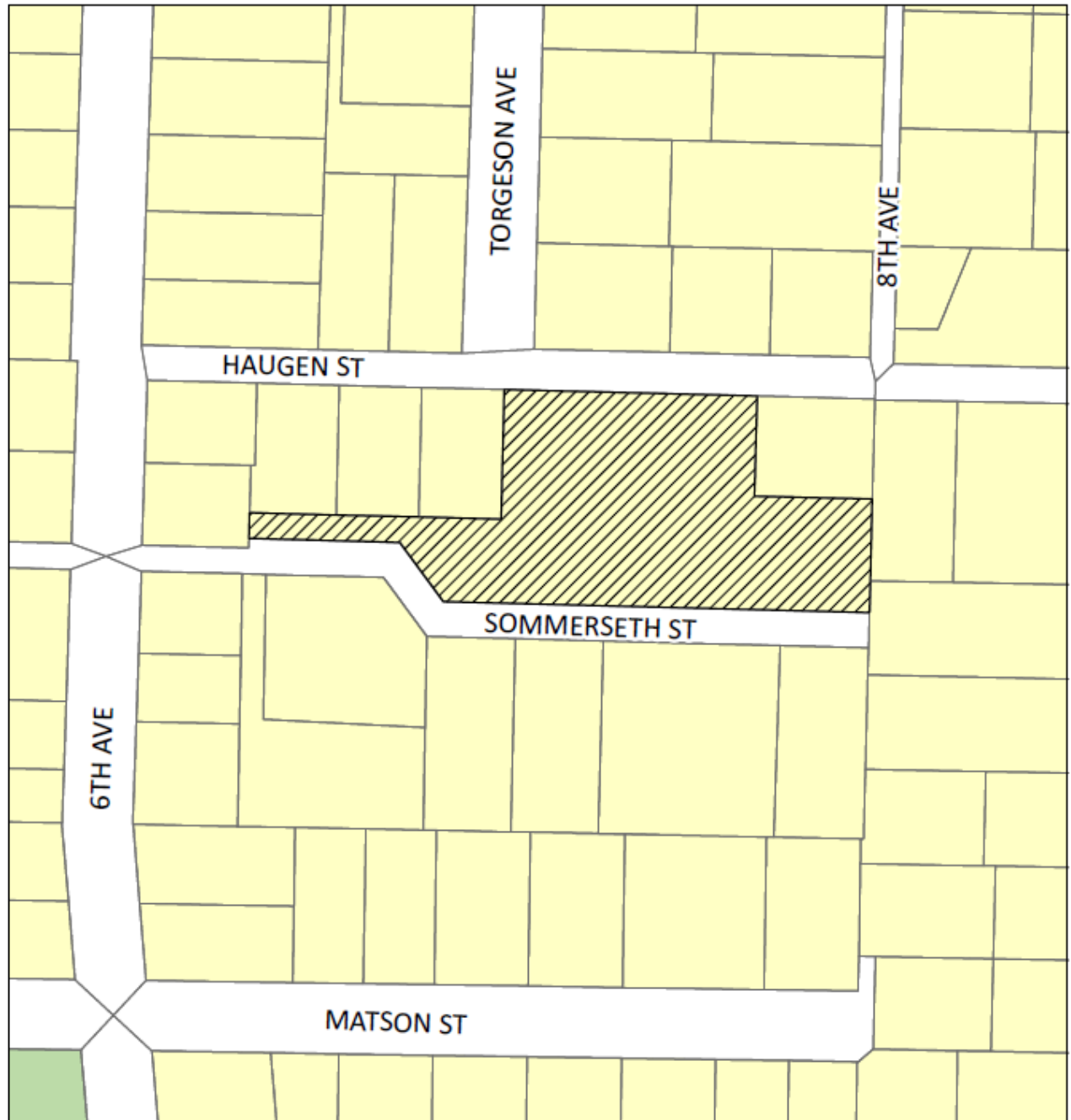












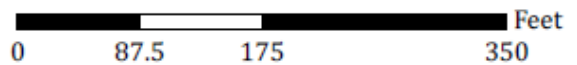
Zoning Ordinance Map

City of Poulsbo Planning Department



Legend

-  Project Site
-  Residential Low
-  20200807
-  Urban Growth Area
-  City Limits
-  Park



THE HAUGEN DEVELOPMENT

ADMINISTRATIVE CONDITIONAL USE PERMIT AND SHORT SUBDIVISION

PLANNING FILE P-07-13-20-01

I. GENERAL INFORMATION

Owner Name and Address: Joel & Jeanette Ross, 721 NE Haugen Street, Poulsbo, WA 98370

New Owner Name and Address: Phedra & Matthew Elliott, PO Box 483, Indianola, WA 98342

Applicant Name and Address: Timothy Witten, Team 4 Engineering, 5819 NE Minder Road, Poulsbo, WA 98370

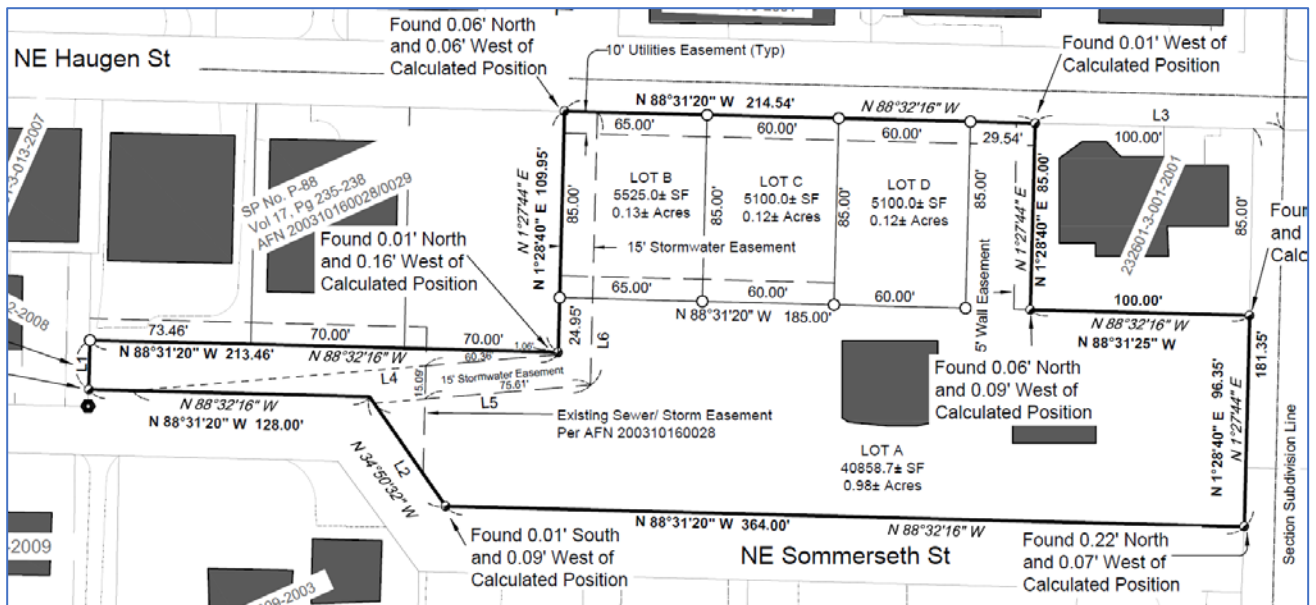
Land Use Review: Administrative Conditional Use Permit and Short Subdivision

Location: 721 NE Haugen Street, Poulsbo WA 98370 | 232601-3-103-2008

Legal Description: LOT A CITY OF POULSBO SHORT SUBDIVISION NO. P-88, RECORDED UNDER AUDITOR'S FILE NOS. 200310160028/0029, IN VOLUME 17 OF SHORT SUBDIVISIONS, PAGES 235 - 238. BEING A PORTION OF GOVERNMENT LOT 2, IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, SECTION 23, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; TOGETHER WITH EASEMENTS AS DEPICTED ON THE SHORT SUBDIVISION.

Description of Proposal: Subdivide 1.3 acres into 4 lots using infill provisions of Poulsbo Municipal Code (PMC) 18.70.070.P. Three new 5,100-5,200 square foot lots (B-D in the image below) fronting on Haugen Street. The remaining parent lot (A in the image below) will retain the existing home and detached garage. Access to all lots will be from Haugen Street. Street curbing, driveway access, two on-street parking spaces, landscaping, and water, sewer and stormwater facilities are proposed.

Proposed Short Subdivision:



Comprehensive Plan and Zoning Designation:

Site: Residential Low
 North: Residential Low
 South: Residential Low
 East: Residential Low
 West: Residential Low

Existing Land Use:

Site: Single family residence
 North: Single family residences
 South: Single family residences
 East: Single family residences | vacant
 West: Single family residences | vacant

Site Features: The 1.3-acre property abuts Haugen Street on the north and Sommerseth Street on the south. The property slopes gently in the east and more steeply in the west. Haugen Street frontage is approximately 20 feet higher in the east. East to west property elevation decreases approximately 40 feet. Surface runoff from

Haugen Street and piped stormwater from Torgeson Avenue enters a ditch near the northwest corner of the property and is transported south across the property to a roadside ditch along Sommerseth Street. The development area is covered in grass. Trees are near the single-family home and detached garage located on the southeast quarter of the property, with driveway access to Haugen Street. A stormwater easement and buried facility occupy the southwestern property extension serving Lots 3-104, 3-105, and 3-106 located north.

Aerial Photograph of Subject Site:



II. APPLICABLE REVIEW CRITERIA

The review criteria for the Haugen ACUP and SS include: Chapter PMC 17.40, Short Subdivision; Chapter PMC 18.70, Residential Districts, and Chapter PMC 18.230, Conditional Use Permits. This proposal is reviewed under PMC Title 19 Project Permit Procedures.

III. SUBDIVISION ORDINANCE (TITLE 17)

Per PMC 17.40.040, a proposed short subdivision may be approved only if the following findings are made by the review authority. If the findings have not been made the review authority shall deny the proposed short subdivision unless specified conditions have been issued to fully satisfy the decision criteria.

- A. The proposed short subdivision conforms to the requirements of this title.

Staff Comment. As reviewed and conditioned, the proposed short subdivision conforms to the requirements of Title 17, Land Division. The City Engineer has reviewed the project for consistency with Chapter 12.02, Construction and Development Standards, and supports approval of the short subdivision subject to all conditions of approval.

- B. The short subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.

Staff Comment. As reviewed and conditioned, the proposed short subdivision conforms to the requirements of Title 18, Zoning. The site is designated “Residential Low” in the Zoning Ordinance Map and is being subdivided consistent with this designation. (See Section IV of staff report, page 8). The lots and development pattern will be similar and compatible with nearby residential development. The project meets the Comprehensive Plan’s goals of providing single-family housing according to established zoning densities in order to meet the City’s population allocation under the Countywide Planning Policies and the Growth Management Act.

- C. The short subdivision:

- 1. Makes adequate provision for access through streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly and efficient circulation of traffic.

Staff Comment. The City has capacity in the concurrency trip bank for the 30 average daily trips (ADT) anticipated with this proposal. A full traffic impact analysis is not warranted since the project creates less than 300ADT. Traffic Impact Fees are required in accordance with Chapter 3.86 PMC. Two required on-street parking spaces will be located in existing right-of-way. Sidewalk is not required to be

constructed with this project. New lot driveway transitions and utility connection work and will require pavement restoration. See Engineering Department Staff Report Memo (Exhibit L).

2. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the short subdivision.

Staff Comment. The existing home is connected to City water, sewer, and storm systems. Water and sewer stubs for new home connection are required to be installed. Storm line stub for on-site stormwater is also required. New utility stubs and pipes system are required to be installed prior to recording of the short plat.

On-site stormwater treatment and best management practices (BMPs) include soils amendment to enhance infiltration and permeable driveways. Stormwater treatment and BMPs are required to be as described or better than described in the preliminary stormwater report. (COA P6).

Off-site storm water from Haugen Street and Torgeson Avenue will be directed to a new piped system crossing the property from north to south to join with Sommerseth Street runoff in ditch along right-of-way and contribute to 6th Avenue piped stormwater system.

See also Engineering Department Staff Report Memo. (Exhibit L).

3. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

Staff Comment. The site is served by the North Kitsap School District. Students in the neighborhood are served by school bus since schools are located more than 1 mile from the neighborhood. A 40-foot-wide right-of-way is needed to provide sidewalk, which would necessitate dedication of property the entire length of Haugen Street. See also Engineering Department Staff Report Memo. (Exhibit L).

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

Staff Comment. Potential critical areas are reviewed and addressed, and no mitigation measures are required under SEPA. Per PMC 16.20.115.E, the project is reviewed for potential critical area on and within 300 feet of the property.

Wetlands. No wetlands have been identified on or adjacent to the property through a wetland reconnaissance letter. (Exhibit D).

Fish and Wildlife Habitat Conservation Areas. Poulsbo Creek, a fish bearing stream, is located west and north of the subject property. Existing development near the creek is reviewed under PMC 16.20.315.G. Significant residential development and roadways are located north and west of the project separating the creek and short plat.

Geologically Hazardous Areas. No evidence of instability, springs, or groundwater on or adjacent to the property have been identified. (Exhibit B.4; Exhibit I). Development is required to adhere to all recommendations of the geo-technical engineer. (COA E8).

Critical Aquifer Recharge Area. No Group A or high concentration of Group B wells are in the vicinity. Site soils are identified as Unit 39 - Poulsbo gravelly sandy loam by the Natural Resource Conservation Service. Unit 39 is *not* identified in PMC Table 16.20.510.A of soils considered to have relatively high permeability. Single-family residential development is not an identified operation posing potential threat to groundwater. When feasible, stormwater treatment and infiltration, and use of BMPs for smaller developments, are required. Treatment, infiltration and BMPs are reviewed in the Preliminary Storm Drainage Report. (Exhibit I). The Kitsap Public Health District and Suquamish tribe have been notified of this proposal.

5. Makes adequate provisions for fire and emergency access and protection.

Staff Comment. Hydrants are located along and new homes front and gain access from Haugen Street.

6. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

Staff Comment. The proposed project has been conditioned according to City code so as not to be detrimental to the public health, safety, and welfare of the city and its residents. Compatibility with neighboring properties and adjacent uses has been evaluated and the project has been conditioned as appropriate. The project developer is required to mitigate for their project's park impacts through

payment of an impact fee due at the time of building permit issuance. Existing roadways have been mitigated adequately by the requirement to improve to City requirement and by the payment of impact fees. Access and utility provisions meet city requirements. Through conditions of approval, the public health, safety, and welfare have been adequately addressed.

IV. ZONING ORDINANCE (TITLE 18)

Per PMC 18.70.020, the residential low (RL) district provides for residential areas of low urban densities of four to five dwelling units per acre, and permits compatible, related activities. The RL district serves as the primary zoning district for single-family detached residences.

Staff Comment. The Residential Low (RL) district permits identified uses, provides maximum building height, and establishes development standards for lot size, density, setbacks, and lot coverage. The proposed subdivision is subject to requirements of the RL District (PMC 18.70, Residential Districts).

A. Uses. A variety of residential uses are provided in the RL zone as permitted and conditionally permitted (PMC 18.70.030). Any uses consistent with the comprehensive plan and permitted uses in the underlying zoning district are permitted.

Staff Comment. Dwelling, single family is permitted use in the RL district. The proposal provides for the creation of 3 new single-family lots. This criterion is met.

B. Density. To ensure implementation of the city's adopted comprehensive plan, planned densities in the RL zone are established; the minimum density is 4 dwelling units per net acre and the maximum density is 5 units per gross acre (PMC 18.70.040).

Staff Comment. The proposal meets maximum and minimum density requirements and standards. As proposed one lot remains large enough to further subdivide and the existing residence is located in a manner which provides for further subdivision.

Densities standards include:

- When the minimum or maximum density results in a fraction of a unit, the density shall be rounded to the nearest whole number. For calculations of X.1 to X.4, the density shall be rounded down; for calculations of X.5 to X.9, the density shall be rounded up to the next whole number.
- Land subdivision in all residential zones must meet the minimum and maximum density requirements; provided, that a subdivision may create one lot in a size large enough to be further subdivided in the future based on the minimum lot size requirements of the applicable residential zone and the subject lot must be developed in such a way so not to prevent future subdivision from occurring that meets all the city's lot dimensional requirements.

1. Maximum density. Maximum density calculation is based on gross acreage or the project area. For this proposal, the gross acreage is 1.30 acres (56,584 square feet).

units proposed / project area = maximum density proposed

4 units / 1.30 acres = 3.08 dwelling units per gross acre

3 is less than the maximum density of 5 based on gross acreage.

2. Minimum Density. Minimum density calculation is based on removing the following from the project area: right-of-way, stormwater facilities, designated open space, and critical areas.

units proposed / area of proposed lots = minimum density proposed

4 units / 1.30 acres = 3.08 dwelling units per net acre

3 is less than the minimum density of 4 based on net acreage due to one lot being sized large enough to further subdivide in the future based on minimum lot size in the zone.

- C. Lot Requirements. Lot requirements in the RL district are identified in PMC 18.70.050. Alternative development standards are identified in PMC 18.70.070.P to facilitate appropriate infill development. See section D below.

Staff Comment. Standards of the RL zoning district and infill modification are combined in the table below:

Table 1: RL and Infill Development Standards		
<i>Standard</i>	<i>RL Zoning District</i>	<i>Infill</i>
Minimum Lot Size	7,500 square feet	5,000 square feet
Maximum Lot Size	10,890 square feet	10,000 square feet
Minimum Lot Width	60' at the midpoint of the lot.	50'
Minimum Lot Depth	90'	80'
Maximum Building Coverage	50%	45%
Front Yard Setback	20' from main building façade; 25' from attached garage façade if front loaded and protrudes streetward from main building façade.	See discussion below in 2c.
Rear Yard setback	10'	5'
Side Yard Setback	5' with a combined total of 15'	5'
Street Corner Setback	10'	10'
Maximum Building Height	35'	See discussion below in 2d

- D. Infill Residential Development Standards (PMC 18.70.070.P). Within the RL district, the opportunity to achieve maximum utilization exists on parcels 1.5 acres or less in size, that have been bypassed in past platting. Alternative development standards are deemed an appropriate incentive to accomplish infilling within established residential neighborhoods. 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.

1. Per PMC 18.70.070.P, within the RL district, parcels that meet all the following criteria are eligible:
 - a. The infill provisions of this section shall be applied through the short subdivision and administrative conditional use permit (ACUP) process (Chapter 18.230).

Staff Comment. The Haugen Development application includes both a Short Subdivision and ACUP.

- b. All public services and facilities are immediately available and adequate to the site or can be made available and adequate prior to completion of development.

Staff Comment. Utility stubs are required to be extended to the new lots and roadway patches completed prior to recording of the short plat. Power and other utilities are also located in the developed area. See also Engineering Department Staff Report Memo. (Exhibit L).

- c. The public roads and streets serving the site are adequate to carry the additional traffic generated by the development of the site.

Staff Comment. An additional 30 average daily trips are anticipated resulting from 3 new homes constructed. Traffic Impact Fees are required with residence's building permit issuance. See also Engineering Department Staff Report Memo. (Exhibit L).

- d. Lot Requirements. Minimum lot requirements are identified in Table 1 in section C above.

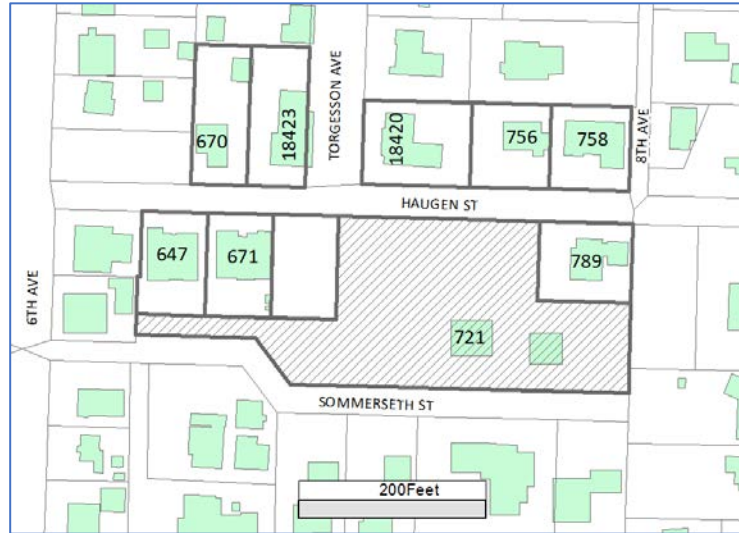
Staff Comment. The Haugen Development proposes creating three additional lots, for a total of four lots, identified as Lots A through D on the short subdivision drawing. (Exhibit F). All lots meet the minimum lot size of 5,000 square feet, minimum lot width of 50', and minimum lot depth of 80'. Setbacks, lot coverage, and building height are confirmed at the time of building permit review. (COA P8).

- e. A neighborhood meeting shall be held. Procedures for the meeting are identified in Title 19.

Staff Comment. A neighborhood meeting was held on July 8, 2019. (Exhibit K.1).

2. Infill Residential Design Standards. Property that is eligible for infill residential development and is proposed to be located within an established neighborhood shall adhere to design requirements. While variation in architectural design is desired, the purpose of these requirements is to ensure compatibility of new infill development with the character of the existing neighborhood.
 - a. New infill residences shall meet the following design criteria, as defined by the predominant character of the existing block face. The block face shall consist of all residential properties along both sides of the public or private right-of-way or easement on which the infill development fronts. The block face shall be measured from intersection to intersection, to the road end, or two hundred feet in either direction from the building site whichever is nearest.

Staff Comment. The block face is identified to consist of 9 properties with frontage on Haugen Street. The block face is 200 feet west and to the nearest intersection east of the project property. Properties are identified on the map below with outline and street address.



Block face properties reviewed to determine front façade height. Haugen slopes down toward 6th Avenue shown at the left (west) edge of

- b. Building Orientation. New infill residences’ building orientation within an established neighborhood shall match the predominant orientation of other buildings along the block face.

Staff Comment. The applicant evaluated the building orientation of the surrounding established single-family neighborhood. The predominant orientation is to Haugen Street. Therefore, the future homes of Lots B-D will be oriented to Haugen Street, which will be reviewed at the time of building permit. (COA P10.b).
- c. Front Yard Setback. The front yard setback of an infill residence within an established neighborhood shall be the average of the existing residences along the block face.

Staff Comment. The average front setback of the existing single-family residences is 18.25 feet (see table below). Therefore, future homes on lots B-D will have a minimum front setback of 18.25 feet, as measured from the north property line (adjacent to Haugen Street), which will be reviewed at the time of building permit. (COA P10.c). Chapter 18.150 PMC reviews measurement methods.

Address	Parcel #	Height (ft)	Front Setback
647 Haugen	3-106	29.0	18.0
670 Haugen	2-012	15.7	20.0
671 Haugen	3-105	26.0	18.0
18423 Torgeson	2-011	21.1	-7.0
701 Haugen	3-104	N/A (vacant)	N/A
18420 Torgeson	2-003	16.2	20.0
756 Haugen	2-254	17.2	35.0
789 Haugen	3-001	15.6	18.0
758 Haugen	2-255	23.7	24.0
Average		20.6	18.25

d. Height.

- i. If the infill residences proposed within an established neighborhood are to be taller by five to nine 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 five feet as a way to maintain compatible scale.
- ii. When the proposed infill residence's height is ten 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.
- iii. Stepbacks required above shall be made on the building face in the following circumstances:
 1. Street face; and
 2. Side building face when adjacent to existing residences. New proposed infill residences adjacent to another new infill residence are not required to provide side stepback(s).
- iv. The review authority may determine that the above required stepback does not provide sufficient compatibility of bulk and scale to the existing residences on the block face. Upon providing such a finding, and when the proposed infill residences are ten feet or higher than the average height of the existing residences on the block face, the review authority may decrease the height of the infill residences. The modified building height may not be reduced to less than twenty-five feet.

Staff Comment. The average front façade height of residences on the block face is 20.6 feet (see table above on page 10). Therefore, new residences shall be stepped back as such (COA P10.f):

- If the proposed new residence is to be 5-9 feet higher than the average height of the existing residences on the block face (20.6 feet), then the new residence shall step back the upper floor(s) a minimum of 5 feet.
- If the proposed new residence is to be 10 feet or higher than the average height of the existing residences on the block face (20.6 feet), then the new residence shall step back the upper floor(s) a minimum of 8 feet.

Façade height shall be measured from finished grade for the façade facing Haugen Street. (COA P10.j).

Building elevation drawings, including anticipated finished grade and details, are required to be provided with building permit to verify new structure building height, façade height, and stepback requirements are met. (COA P10.d).

Building height is required to be measured in the field by state licensed surveyor when façade height, stepback, and building height are within one foot (1') of the maximum allowed, and the cost borne by the property owner/developer. (COA P10.j).

- e. Architectural Variety. 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.

Staff Comment. The applicant provided conceptual building elevations identifying "a mix of Traditional Cottage, Bungalow (which includes Craftsman style) and Farmhouse" style residences (see below). The new infill residences shall provide three or more design elements: window openings, roof lines, porches, exterior finishes, and different garage locations. These elements will be reviewed during building permit application. (COA P10.g and P10.h).



Left: Architectural style 1, traditional cottage.



Left: Architectural style 2, farmhouse.



Left: Architectural style 3, bungalow.

At the time of building permit application submittal, the PED director will review submitted building permits for substantial compliance with PMC 18.70.070.P.3.e, these approved conceptual building drawings, and any applicable conditions of approval. (COA P10). The conceptual drawings depict a 1 ½ to 2 story elevation design.

- E. Street Trees. Street trees are required for all new residential developments and shall be provided as set forth in section 18.130.090.

Staff Comment. No street trees are required. Section 18.130.090 identifies street trees are required when project abuts roadways classified as arterial or collector. The Poulsbo Land Use Comprehensive Plan roadway classification for arterial or collector is not applied to Haugen Street.

- F. Parking. The minimum off street parking spaces required for single-family detached residences is two spaces per dwelling unit.

Staff Comment. Garages and driveways of future homes meet this requirement. Parking availability is reviewed with building permit.

- G. Signage. Signage standards apply to residential zones. Signs may be reviewed in conjunction with subdivisions or at a later date.

Staff Comment. No signs are proposed with this development.

V. ADMINISTRATIVE CONDITIONAL USE PERMIT

A conditional use permit is a mechanism by which the city may require special conditions on development or on the use of land in order to ensure that designated uses or activities are compatible with other uses in the same land use district and in the vicinity of the subject property.

The review authority may approve, or approve with conditions, the application for a conditional use permit, if it meets the following criteria. Applications that do not meet all decision criteria will be denied.

- A. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and

Staff Comment. The proposed four-lot short subdivision will not have a detrimental effect to the immediate vicinity as set forth in this staff report and by complying with applicable code and regulation.

- B. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity.

Staff Comment. The residential infill provisions in PMC 18.70.070.P provide design standards to ensure compatibility with existing neighborhood. Architectural design elements and building height review (see COA P9 and P10) ensure compatibility to the existing neighborhood.

Storm system improvements necessary to bury pipe carrying stormwater between Haugen and Sommerseth Streets, and the required on-street parking and driveway access grades, will require ground surface modification including fill. (Exhibit H). Artificially raising building pads and land abutting homes is the primary concern raised by the public. Grading of building pads shall be limited to that necessary to bring the pad to street level and as needed for storm drainage away from structure. Grading shall not be used to artificially raise building pads above street and structure drainage. (COA P7).

- C. The conditional use will be served by adequate public facilities including streets, fire protection and utilities; and

Staff Comment. New lots abut existing streets. Fire hydrants, water and sewer mains are in Haugen Street, stormwater will be piped into the City system. See Engineering Department staff report memo. (Exhibit L).

- D. The conditional use complies with all applicable requirements of this code.

Staff Comment. As shown in this staff report, the application complies with all applicable requirements of the City's codes.

VI. STATE ENVIRONMENTAL POLICY ACT (SEPA)

SEPA is not required for this project per WAC 197-11-800(1)(i). Short plats are exempt from SEPA unless the site is identified on the City's Sensitive/Critical Areas Map and unless they are located wholly or partly on lands covered by water. The site is not identified on the City's Sensitive/Critical Areas Map as having sensitive or critical areas and the site is not located wholly or partly on lands covered by water. Further, the applicant review of public stream and wetland concerns provides critical areas are not on site. The project is reviewed under the 2014 Stormwater Management Manual for Puget Sound which is the state's revised manual to address fish. Therefore, the short plat is exempt from SEPA review.

SEPA review may be implemented with:

- Grading Permit. Application materials identify quantity of dirt anticipated to be moved. SEPA review will be required if the quantity of material moved exceeds 100 cubic yards. (COA E10).
- Building Permit. Application materials are required to identify quantity of dirt anticipated to be moved. SEPA review may be required at the time of Building Permit submittal for each lot. (COA P10.a).

VII. PUBLIC COMMENT

Public comment collected in response to the Neighborhood Meeting and the applicant's response is submitted with application. Public comment is also collected in response to the notice of application and throughout the project process. Comments and responses are provided in Exhibit K.

VIII. TITLE 19 PROJECT PERMIT PROCEDURES

An Administrative Conditional Use Permit and Short Subdivision are processed as a Type II application per PMC 19.40.030. Per table 19.20.020, the Planning Director is the review authority for a short subdivision and ACUP. Per PMC 17.40.020 G, a short subdivision utilizing the Infill Residential Development Standards provisions found in PMC 18.70.070(P) shall be reviewed by the Planning Commission, and a recommendation offered to the review authority.

Application Timeline Summary Table		
<i>Date</i>	<i>Milestone</i>	<i>Note</i>
7/13/20	Application submittal	
7/30/20	Additional application materials submitted	
8/10/20	Request for additional information	
8/10/20	Technically Complete Determination Request for additional information	Day 1
8/13/20	Notice of Application issued	
8/27/20	Notice of Application public comment period closed	
9/9/20	Revised application submitted	Within 14 days, excluded per 19.80.040.A
9/23/20	Request for additional information	
10/28/20	Revised application submitted	Within 14 days, excluded per PMC 19.80.040.A
11/02/20	Request for additional information	
11/23/20	Revised application submitted	Resubmittal Day 0
12/15/20	Request for additional information	Day 20
1/12/21	Revised application submitted	Day 21
1/14/21	Notified applicant additional review time needed	Grading and building height
2/19/21	Notice of Public Meeting Issued	Day 59
2/23/21	Staff Report Available	Day 61
3/2/21	Planning Commission Public Meeting (subject to change)	Day 68*

* NOTE: Application includes consent to exceed review period by 60 days. Total review period of 90 days provided.

IX. PLANNING COMMISSION PUBLIC MEETING, FEBRUARY 23, 2021

A public meeting has been scheduled for 7:00 pm on March 2, 2021 for the Planning Commission to review the proposal and receive public comments on the proposed Haugen ACUP and SS. Due to the COVID-19 pandemic, **public hearings must be held virtually**. You may attend the webinar via Zoom at <https://zoom.us/j/96560028871>, and/or attend via phone call to: **1 (253) 215-8782** with web id: **965 6002 8871**. We encourage written public comment submission prior to the meeting via email to eberghoff@cityofpoulsbo.com. Citizen comments will also be accommodated during the virtual meeting.

X. STAFF COMMENT AND RECOMMENDATIONS

Comments: This project as proposed and conditioned is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommends approval of the Haugen ACUP and Short Subdivision, Planning File P-07-13-20-01 as presented and subject to all Conditions of Approval contained herein.

XI. EXHIBITS

- A. Application
- B. Project Narrative
 - 1. Applicant Team Contact Information
 - 2. Infill Residential Development Compliance Information
 - 3. Conceptual House Design 1-3
 - 4. Critical Areas Information
- C. Front Façade Building Height (Revised October 2020)
- D. Wetland Reconnaissance Letter (October 2020)
- E. Site Plan Drawing

- F. Short Subdivision Drawing (Preliminary)
- G. Utility Drawing (Preliminary)
- H. Grading Drawing (Preliminary)
- I. Preliminary Storm Drainage Report
- J. Notices
 - 1. Neighborhood Meeting Notice and Distribution
 - 2. Notice of Application and Affidavits
- K. Public Comment and Response
 - 1. Neighborhood Meeting Public Comment
 - 2. Notice of Application Public Comment
 - 3. Applicant's Response to Public Comment
 - 4. City Response to Public Comment
 - a. Public Comment Response Matrix - Planning Department
 - b. Engineering Division Memorandum - Engineering Department
- L. Engineering Department Staff Report Memo (see Exhibit K.4.b, Engineering Division Memorandum)

Haugen Development
CONDITIONS OF APPROVAL
PLANNING FILE P-07-13-20-01

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

- P1. Development shall be consistent with drawings attached as Exhibits E through H.
- P2. Park impact fee is required with this project. Fee is determined at the time of building permit issuance according to current Chapter 3.83 requirement.
- P3. Short subdivision modification is reviewed under PMC 17.40.090 as currently adopted. Where significant deviation from the approved plan is proposed, the revision will require a new application and fee.
- P4. Short subdivision approval shall expire within 3 years from the date of the notice of decision if the short subdivision has not been recorded. An extension of time may be granted per PMC 17.40.080 as currently adopted.
- P5. Land in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final subdivision.
- P6. The final stormwater plan shall address required stormwater treatment and infiltration where soils permit and is determined feasible, and required low impact development best management practices (BMP) for smaller developments exempted from requirements to construct stormwater facilities, as or in greater detail provided in the preliminary stormwater plan.
- P7. Grading shall not be used to artificially raise building pads. Grading of building pads shall be limited to that necessary to bring the pad to street level and as needed for storm drainage away from structure. This will be confirmed prior to foundation inspection approval.
- P8. Setbacks, lot coverage, and building height are confirmed at the time of building permit review.
- P9. The construction of all single-family homes in the proposed development shall substantially conform to the conceptual architectural drawings and building elevations which depict 1 1/2 to 2 story elevations. This condition shall bind the applicant and any subsequent developers or assignees of the project. Comparison of the architectural drawings and house placement will occur at building permit submittal.
- P10. The planning director will review submitted building permits for compliance with Infill Residential Development code, approved conceptual building drawings, and any applicable conditions of approval.
 - a. Building permit information shall include the quantity in cubic yards of earth anticipated to be moved for home construction. Quantity shall identify the largest volume of material moved as either cut, fill, import, or export, regardless of whether the material is imported, exported, remains on-site (balanced), or is a combination thereof.
 - b. Future homes of Lots B-D will be oriented to (face) Haugen Street.
 - c. Future homes of Lots B-D will have a minimum front setback of 18.25' as measured from the north property line. The garage shall not be located less than 18.25' from the north property line.
 - d. Building elevation drawings including anticipated finished grade and details are required with building permit submittal.
 - e. Front façade height and building stepback dimensions shall be identified on building permit elevation drawings for review under infill residential standards.
 - f. Building stepback shall be based on 20.6 feet, the block face average front façade height.
 - i. 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.
 - ii. 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.

- g. Building design shall incorporate applicant identified home design; a mix of Traditional Cottage, Bungalow (which includes Craftsman style) and Farmhouse style residence.
- h. The new infill residences shall provide three or more design elements: window openings, roof lines, porches, exterior finishes, and different garage locations.
- i. Building design shall incorporate design elements substantially similar to home design elements identified in Exhibit B.3.
- j. Building height is required to be measured in the field by state licensed surveyor when façade height, stepback, or building height are within one foot (1') of the maximum allowed, and the cost borne by the property owner/developer. Front façade height shall be measured from finished grade.

P11. Conditions P7, P9, and P10, shall be included on the face of the subdivision drawing.

Karla Boughton,
Planning and Economic Development Director

Date

Following are the Engineering Department's and Public Works Department's Conditions of Approval:

GENERAL

- E1. A note stating which pages the conditions of approval are located will be required on the face of the plat.
- E2. Conditions E12, E15-17, E21-23, E30-38 and E40 must be stated in the Short Plat drawings. These conditions must be shown as the number of which they are listed in the Staff Report.
- E3. 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.
- E4. 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 short plat drawing are approved in concept only and are not considered approved for construction. Approval of the short plat does not constitute approval of any construction drawings submitted with the short plat approval documents.*
- E5. 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 short plat recording, 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). Performance bonding will not be allowed.
- E6. 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.
- E7. 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.

- E8. 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.
- E9. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
 - a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.
 - d. All elements on the drawings shall be legible as determined by the City Engineer.

GRADING, AND EROSION CONTROL

- E10. A Clearing and/or Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.

The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents. You may obtain the worksheet from Engineering staff or the Ecology website; <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phasellww/MODIFIEDpermitDOCS/Appendix7ww.pdf>

STORMWATER

- E11. 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. Ecology 2014 Stormwater Management Manual For Western Washington
 - 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
- E12. Ownership and maintenance of stormwater systems serving short plats will remain the responsibility of the Lots being served. Tracts or easements shall be clearly described on the face of the plat. Specific responsibilities and cost reimbursements for routine maintenance, record keeping and repairs shall be on the face of the plat.
- E13. The 15-foot stormwater easement will be required to be dedicated to the City of Poulsbo on the face of the plat.

SANITARY SEWER and WATER

- E14. The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City's water system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its water system on a first-come, first-served basis and the City may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the City at the time will be necessary before the ability to connect to the City's water system is assured.
- E15. Service connection to the City sewer and water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- E16. When water mains are not within public right-of-way, easements for access and maintenance of the water main

within the plat shall be legally described and dedicated to the City on the Short Plat drawings. For mains located in private roads/driveways, the easement width shall be the roadway width. For portions of the main outside of the roadway, the easement shall be fifteen feet (15') wide and include an all-weather surface conforming to City standards. Ownership of the pipe and appurtenances shall be conveyed to the City on the Short Plat drawings. The easements shall be shown on the construction drawings, "as-built" drawings, and Short Plat drawings.

- E17. All water systems shall be publicly owned up to and through the water meter. For fire mains, the City shall own up to the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements granted to the City of Poulsville. Dedicated water lines shall be centered in an easement a minimum of 15 feet in width. Hydrants must be centered in a 10 feet radius easement.
- E18. Water main shall not be located in or under stormwater facilities.

ALL UTILITIES

- E19. For utilities not within City right-of-way, the City Engineer will determine if the City will assume ownership and maintenance of the utility.
- E20. The applicant shall be required to provide easements and utility stubs for city-owned utilities which are necessary to serve adjacent properties.
- E21. 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.
- E22. All easements which contain City-owned and maintained utilities shall be a minimum of 15 feet wide and be accessible to City equipment and crews with an all-weather access road. (Refer to Section 1 Construction Standards for detailed requirements).
- E23. All utilities shall be placed underground.

STREETS

- E24. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance. Average weekday trips are 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.
- E25. Consideration of the transportation Concurrency code, PMC 14.04, is required for all projects. A Concurrency Application will be due with submission of Grading Drawings
- E26. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E27. Retaining walls will not be permitted within City Right of Way. The shown wall along the stormwater easement will be required to be no more than 4' in height and constructed of modular block type material if proposed with grading drawings.
- E28. 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.

OTHER

- E29. The applicant shall be required to submit to the City for approval, the plans and specifications associated with the design and construction of utility system improvements.
- E30. 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.
- E31. Solid waste service for this project will be provided by the City of Poulsville.
- E32. Trash cans shall be placed curbside on Haugen St for collection.

- E33. No walls or structures are permitted in utility easements unless approved by the City Engineer.
- E34. Placement of landscape plantings and/or street trees shall not interfere with utilities.
- E35. Utility service for the noted property is subject to application and payment of the applicable fees and assessments. Utility connection fees and assessment charges will be determined at the time of building permit.
- E36. 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 his operations under this permit.
- E37. 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.
- E38. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.
- E39. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E40. Work hours shall be strictly adhered to as regulated by Poulsbo Municipal Code 15.32. Construction activity shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and the hours of 8:00 a.m. and 7:00 p.m. on Saturday, Sunday, and Federal, State, and City observed holidays. Work requiring inspection by the City must be performed between 7:00 a.m. and 3:30 p.m. weekdays.
- E41. The short plat will not be recorded until the utilities and driveways are constructed and accepted by the City.
- E42. The short plat will not be recorded until (a) the construction is accepted by the City, (b) the applicant conveys ownership of the hydrant and extension to the City, and (c) the applicant posts a 2-year maintenance bond.
- E43. The short plat will not be recorded until the utilities and driveway approach are constructed and approved by the City.
- E44. Short plat drawings shall be submitted per PMC requirements, with surveyor's stamp, appropriate signature blocks, survey dimensions and tie-ins, etc. Parcel corners will need to be monumented per PMC (3/4" galv. Iron pipe min). Parcels legal descriptions will need to be shown on the face of the plat. All taxes must be paid through the end of the year before the short plat will be recorded. A title report addressing ownership of properties and infrastructure as well as access will be required before the short plat will be recorded.
- E45. All contractors and subcontractors conducting business in the City of Poulsbo shall have a valid City of Poulsbo business license and a State of Washington Contractor's License with appropriate endorsements.

Diane Lenius,
City Engineer

Date

Mike Lund,
Public Works Superintendent

Date