



STAFF REPORT

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Staff Report AUDREY ESTATES SUBDIVISION

To: Poulsbo Planning Commission
From: Edie Berghoff, Senior Planner
Date: May 7, 2024
Subject: Audrey Estates Preliminary Subdivision

Planning and Economic Development (PED) staff respectfully recommends approval of the Audrey Estates Preliminary Subdivision, Planning File P-11-10-22-01.

ACTION:

The Planning Commission shall hereby (approve) (approve with modifications) (deny) to the Hearing Examiner of the Audrey Estates Preliminary Subdivision, Planning File P-11-10-22-01, and authorize the Chairperson to sign the Planning Commission Findings of Fact, Conclusion and Recommendation.

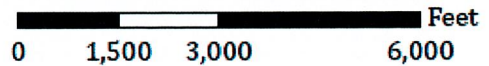
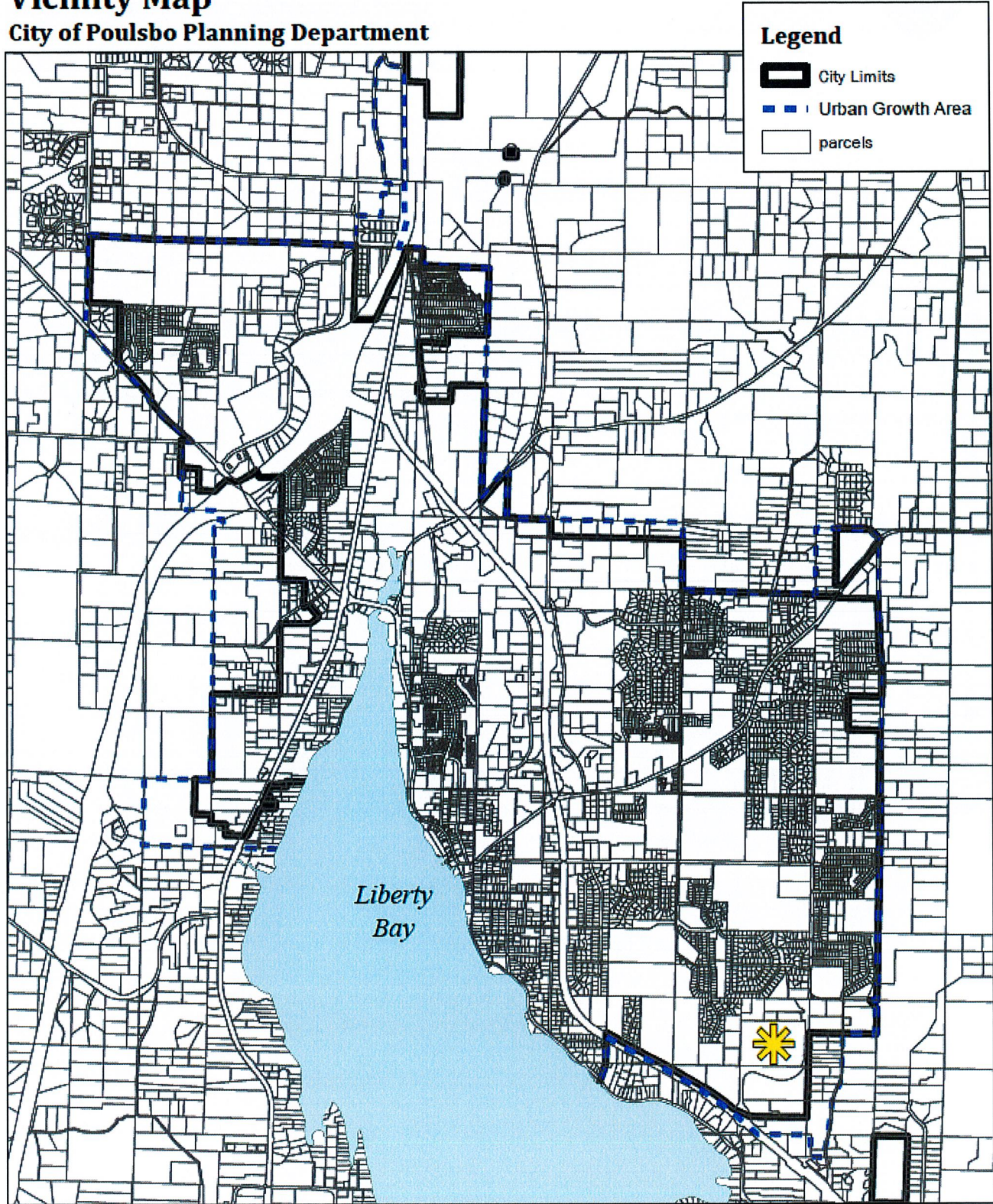
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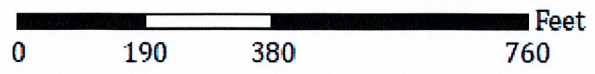
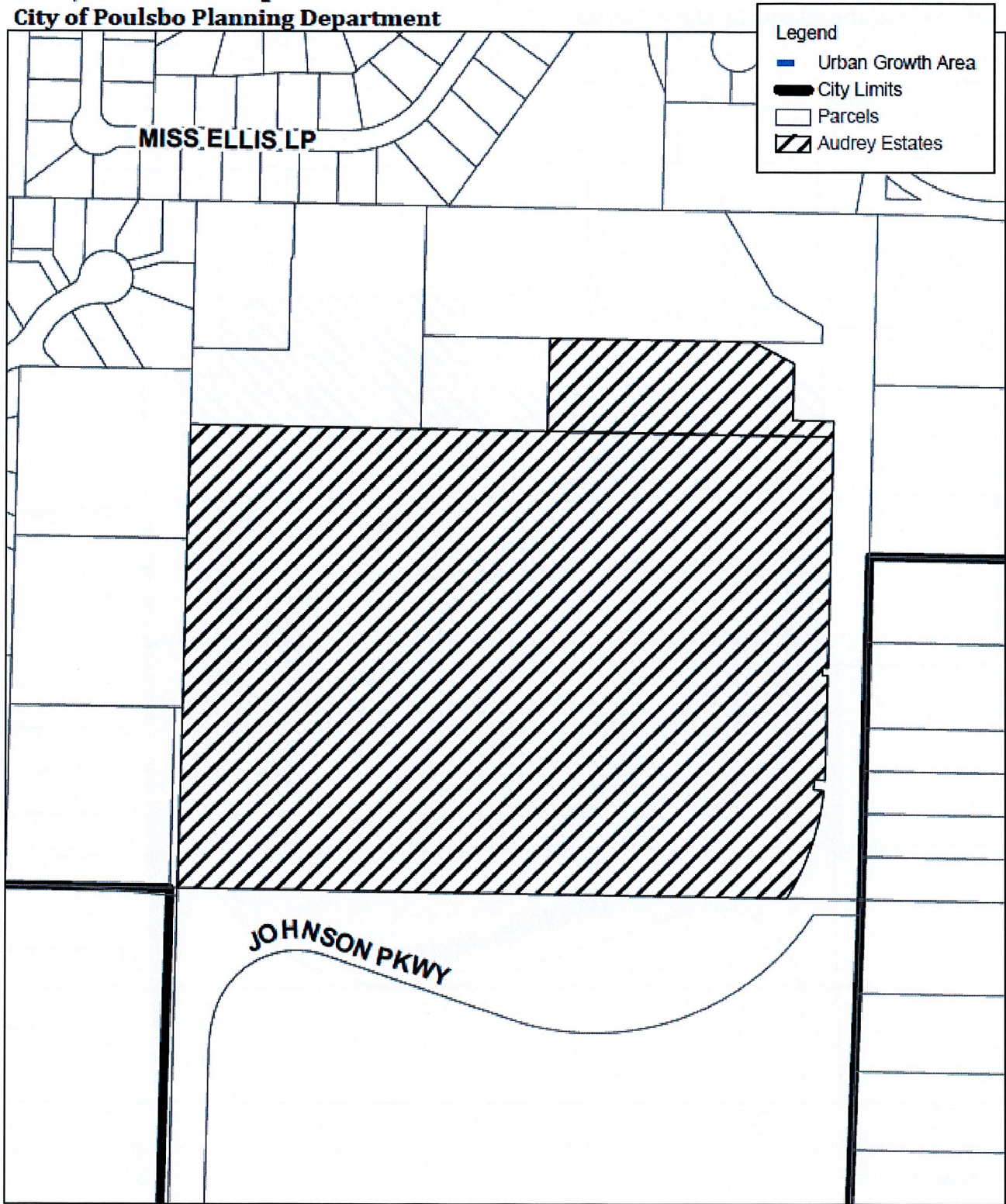
Vicinity Map

City of Poulsbo Planning Department



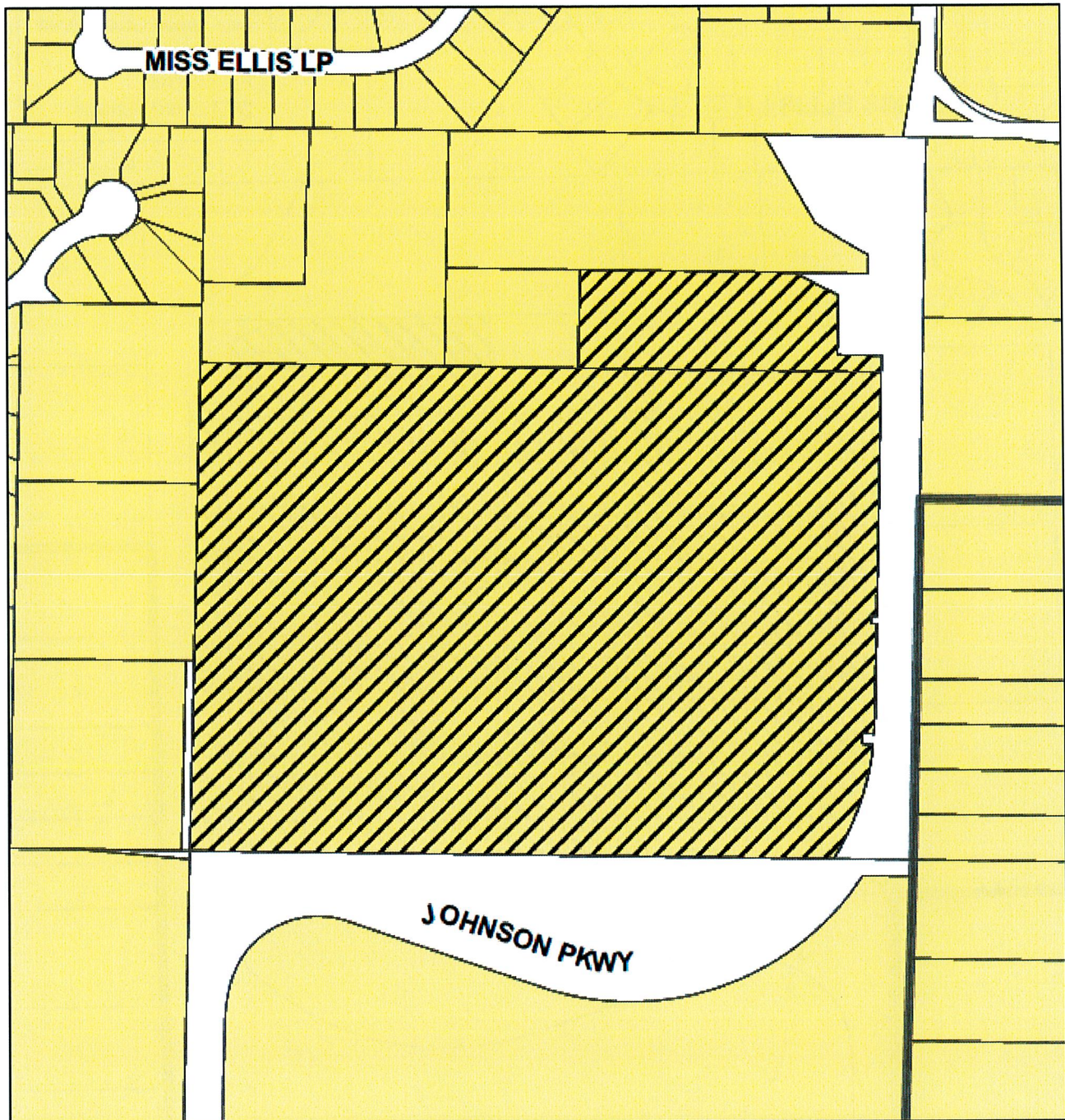
Project Site Map

City of Poulsbo Planning Department



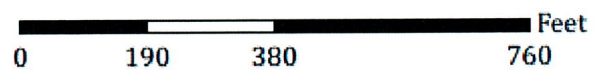
Zoning Ordinance Map

City of Poulsbo Planning Department



Legend

- Parcels
- Audrey Estates
- Residential Low



**AUDREY ESTATES SUBDIVISION
PLANNING FILE P-11-10-22-01**

I. GENERAL INFORMATION

Applicant Name and Address: JWJ Group c/o Levi Holmes, 3599 NW Carlton Street, Silverdale, WA 98383

Agent Name and Address: Berni Kenworthy, Axis Land Consulting, PO Box 596, Poulsbo, WA 98370

Owner Name and Address: George Cates, PO Box 18, Belfair, WA 98528

Land Use Review: Preliminary Plat

Description of Proposal: Project proposal is subdivision of land for the construction of 60 single family lots utilizing lot averaging standards with associated roadways and utilities.

The site is approximately 25 acres of which critical areas make up approximately 11 acres. Critical areas and their buffers make up 44 percent of the project area and will remain naturally vegetated with creation of meander(s) and weir(s) to reduce speed of water flow through the south wetland. Six wetlands, three streams and their buffers are associated with the project.

Open space is not required but is provided in this project in Tracts A, B, C, H and I. Amenities are shown over the stormwater vault although not required with subdivision. Access to the site is from Sunrise Ridge Avenue, with future access connection provided in road stub north. Development will connect to city water and sanitary sewer. Water will loop with mains connection at Sunrise Ridge Avenue and northeast project corner. Stormwater will be discharged onsite to maintain water provision to wetlands.

Location: No address | 242601-3-006-2005

Legal Description: THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER, SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON; EXCEPT THE NORTH 429 FEET THEREOF.>>>>EXCEPT THAT PORTION CONVEYED TO THE CITY OF POULSBO FOR NOLL ROAD IMPROVEMENTS UNDER AUDITOR'S FILE NO. 201903220177, RECORDS OF KITSAP COUNTY, WASHINGTON.

Comprehensive Plan and Zoning Designation:

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

Existing Land Use:

Site: Vacant
North: Single-family Residential
South: Single-family Residential
East: Single-family Residential
West: Single-family Residential

Site Features: Sunrise Ridge Avenue cuts through the southwest corner of the property. A private drive borders the west and Johnson Parkway borders east property boundary. Property elevations range from approximately 315 feet in northwest to approximately 170 feet in the southeast. Higher elevations, approximately 190 to 315 feet, are treed slopes facing south, west and east. Two tree covered wetlands in the west portion of the property.

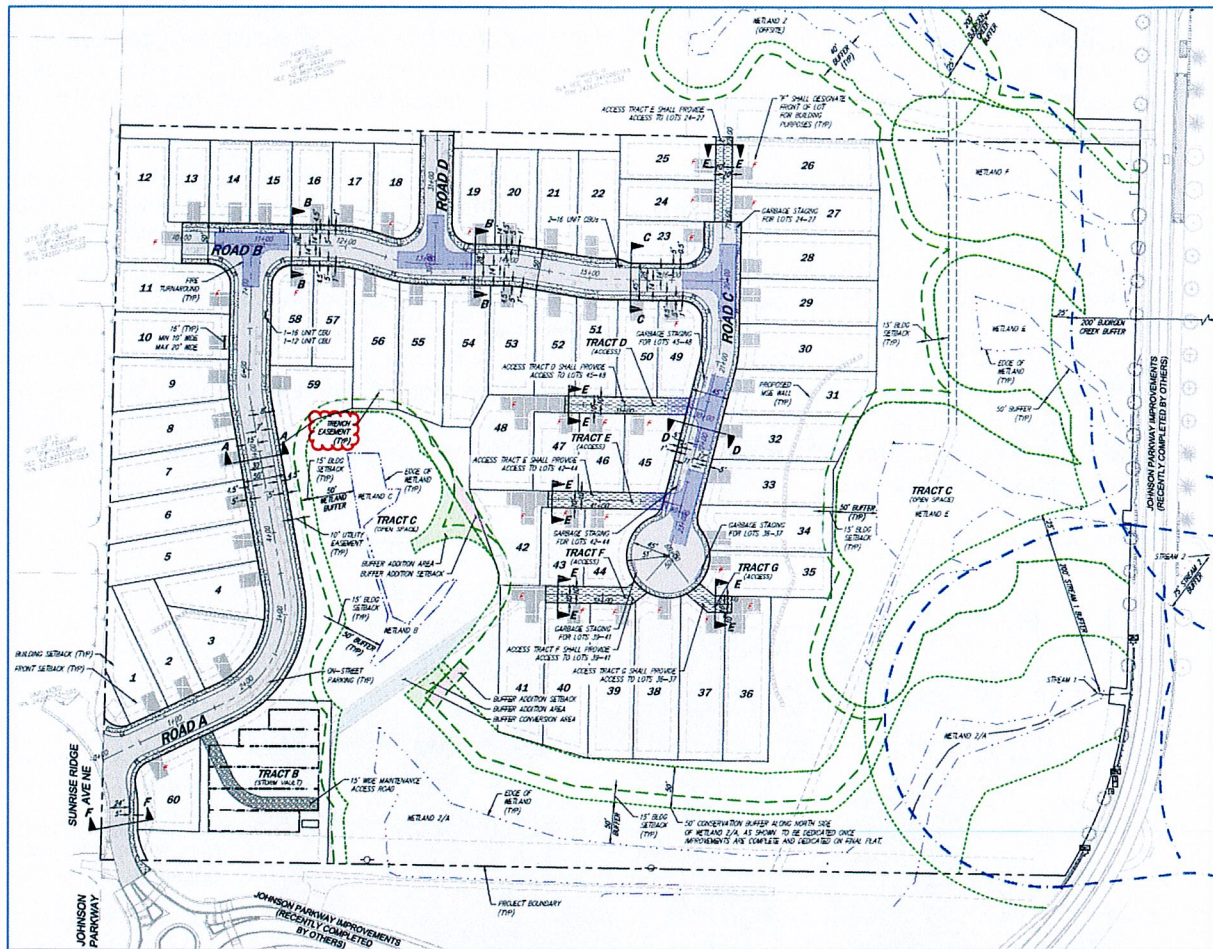
Lower elevations are grass cover wetland areas in the south and east of the property. The eastern grass area is regularly mowed. A wetland along the south boundary extends into adjacent Johnson Parkway right-of-way. A stream exits the wetland crossing under Johnson Parkway to the east. Additional wetlands are along the east grass area of the property which drain under Johnson Parkway halfway along the east boundary.

A 10' wide city sewer easement in north-south alignment near the tree line turns west just south of property in city right-of-way. Electric distribution lines parallel the property boundary approximately 50 feet east of the property and along the southern property boundary. A 50 feet wide PSE easement is identified along the S property boundary. No structures are located on the property.

Aerial Photograph of Subject Site:



II. SUBDIVISION PROPOSAL



III. APPLICABLE REVIEW CRITERIA

The criteria approval for this project are included in the City's Municipal Code (PMC). The review criteria were established December 8, 2022, the date the application was determined Technically Complete. In particular: PMC Chapter 16.20 Critical Areas, through Ordinance 2020-10; PMC Title 17 Land Division, through Ordinance 2022-10; and PMC Title 18 Zoning Ordinance through Ordinance 2020-10. Copies of applicable codes are available on request.

IV. CRITICAL AREAS ORDINANCE (PMC Chapter 16.20)

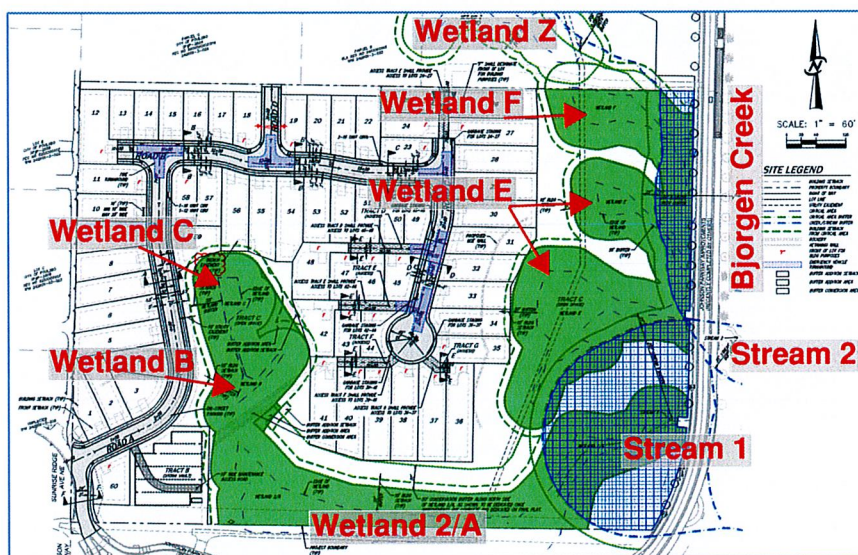
The Critical Areas Ordinance (CAO) applies to all uses and activities within areas or adjacent to critical areas and or their buffers. (PMC 16.20.115.) Wetlands and streams on and off site in addition to steep slopes and aquifer recharge area on site provide critical area and buffers to the project area.

Wetland and fish and wildlife habitat critical area review to confirm prior reports conditions described, critical area delineation and category/typing prior to application design and submittal was completed in July 2022. The city's peer review consultant provided review and comment (Exhibit C, Grette1). Grette1 identified a narrow wetland connecting wetlands C and B. Utilities were redesigned to avoid crossing wetland.

Setback from critical area buffers is required to be shown on project drawings, final plat drawings, and individual lot building drawings. Per PMC 16.20.135 the project proponent(s) is required to file a notice to title with the Kitsap County auditor. The notice will identify established critical area development conditions. The notice is to be filed before the notice of decision is issued. Minor structural intrusions are discussed in wetland mitigation plan (Exhibit C, GE2).

Where city adopted code, regulations and standards do not address critical areas and other SEPA requirements, refer to Section VIII, Environmental Review beginning on page 25 of this document. Project conditions of approval beginning on page 30 of this document are used when city adopted codes, standards and regulations are applicable (an example is permanent signs and or fencing of critical area buffers is identified in city code and addressed in condition P13 rather than requiring through SEPA to mitigate impacts).

Overview. Six wetlands, three streams and their buffers are associated with the project. Wetland 2/A is located on-and off-site along the south property line, provides water to Stream 1 flows a short distance east before crossing under the recent Johnson Parkway improvement and joining Bjorgen Creek. Wetlands B and D are located in the center of the west half of the project. Wetland E is two lobes located centrally along the eastern third of the property. The southern lobe extends west into the trees and has a southwest extension that is periodically ponded along a historical utility access road. The lobes were separated with Johnson Parkway improvement. Wetland E overflow path is under Johnson Parkway before contributing to Stream 2 which joins Bjorgen Creek. Wetland F is in the northeast corner of the property and extends into the trees and a small area extends onto the property north. Wetland Z is offsite north. Wetland F and Z buffers overlap offsite. Bjorgen Creek and Stream 2 are across Johnson Parkway; however, buffers are shown overlapping wetlands and wetland buffer onsite.



Wetlands and streams associated with Audrey Estates.

(Shown on Exhibit B, CORE1, Sheet C1.10)

Wetlands.

Wetlands, wetland buffer and building or impervious surface setback from buffer are identified in CAO Section 200. Approximately the eastern third and along the south boundary of the site in addition to center western area of the site are wetland and wetland buffer. Wetlands and designation are identified on drawing.

Pursuant to Table 16.20.230.A – Types of Land Uses, Residential uses (greater than one unit per acre) are considered high level of impact from land use. High Impact use informs buffer width in Table 16.20.230.B – Wetland Buffer Width Standards.

PMC 16.20.210 identifies use of the Department of Ecology’s Washington State Wetland Rating System for Western Washington, 2014 Update (Ecology Publication No. 14-06-029 or as amended hereafter, to categorize wetlands for the purposes of establishing wetland buffer widths, wetland uses and replacement ratios for wetlands. Ecology reassigned scores in 2018.

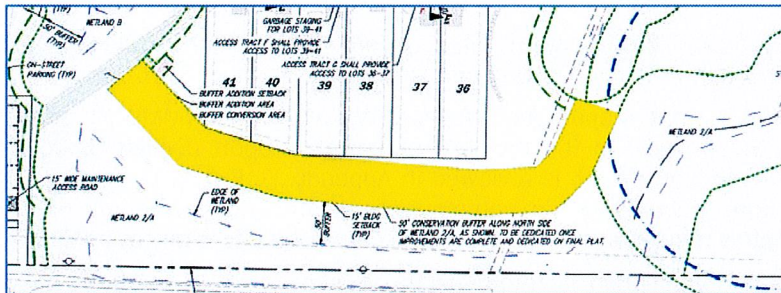
All wetlands are provided roof water from lots along wetland buffer from dispersion trenches to maintain water provision to wetlands,

Wetland 2/A is located on- and off-site along the south property line. Wetland 2/A is a sloped, Category IV with a total score of 15 and habitat score of 6 points. A 50 feet buffer is required when level of impact from land use is high.

Approximately 0.92 acre (39,919 sf) of the approximately 1.86-acre Category IV wetland is located on-site. The wetland is described as herbaceous with the eastern portion surrounding a tributary to off-site Bjorgen Creek. Wetland 2/A will receive roof water and pervious surface runoff from new lots north (Exhibit E, GR7). A portion of the setback from wetland buffer will be modified for slope creation west of the wetland (Exhibit C, GE2).

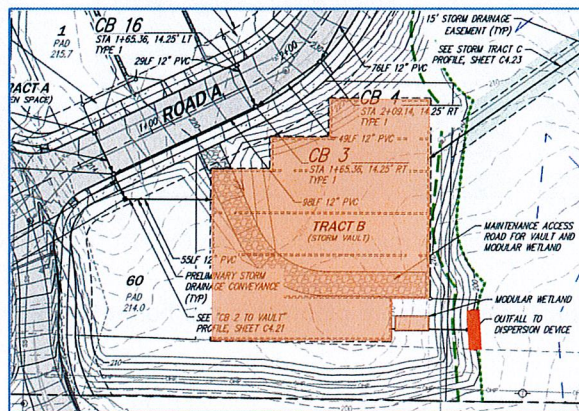
The southern off-site portion is in Johnson Road right-of-way. Johnson Road project wetland mitigation is occurring in two areas off-site. City project mitigation goal is modification of habitat score of Wetland A resulting the wetland classification of Category III. Distinct areas of a wetland may be considered different categories.

Conservation Buffer. The city's Johnson Parkway capital improvement project includes significant mitigation improvement to the wetland with the intent to increase the category of wetland shared between city and project property. The applicant voluntarily provides a 50 feet wide conservation buffer along the north edge of Wetland 2/A, between Wetland B and E buffers, to be dedicated with final plat (condition P17). Due to the significant mitigation and the intent of it to increase the wetland categorization the applicant shall confirm the rating of the wetland prior to submittal of permits that may impact the buffer.



Voluntary provision of 50' wide conservation buffer.
(Shown on Exhibit B, CORE1, Sheet C1.10)

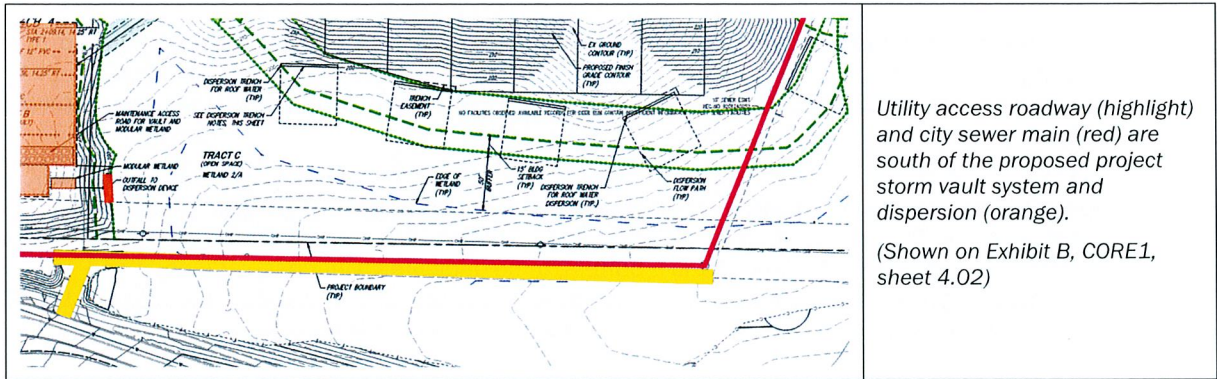
Stormwater. Preliminary Storm Drainage Report (Exhibit E CORE5) identifies dispersion trenches and a stormwater vault with modular wetland vault. Dispersion trenches will receive roof water from lots along wetland buffer to maintain water provision to wetlands from the site. Pervious surface slope areas also provide water to wetland buffers. Located in the southwest corner of the project vaults provide flow control and water quality treatment from a majority of the site prior to entering a dispersion trench at the west end of Wetland 2/A (shown below).



Stormwater vault and dispersion in southwest project area.
(Shown on Exhibit B, CORE1, sheet 4.02)

Released water will travel through Wetland 2/A "... to Stream 1, matching the natural drainage patterns of the TDA [Threshold Discharge Area] as a whole." (Exhibit E, CORE5)

Stormwater is directed east after release from the vaults past a city utility access road located approximately 20 feet south of the property line to service a city sewer main installed in the early 1990s. Wetland mitigation plantings are recently installed along both sides of the utility access road with the city's Johnson Parkway Capital Improvement Project. It is unknown how the stormwater will interact with the city's mitigation; however, plantings are under a 10-year monitoring plan which includes reports and adjustment of plantings if necessary. The reconstructed utility access road is designed and constructed to allow water to pass through, although the extent of permeability is uncertain.

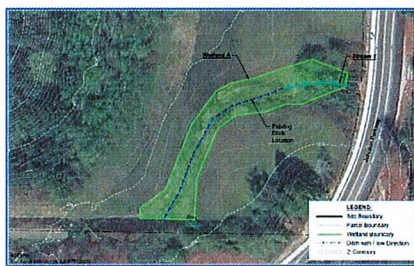


Beyond the utility access roadway, the wetland turns north entering a ditch. The ditch becomes Stream1 before crossing under Johnson Parkway and joining Bjorgen Creek.

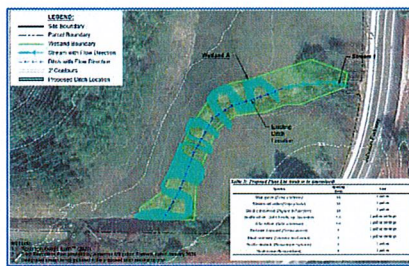
Ecology's Stormwater Management Manual for Western Washington (SWMMWW) provides Minimum Requirements that must be reviewed in the project's stormwater report (Exhibit B, CORE1). Minimum Requirement 8 Wetlands Protection (MR-8) is reviewed in Appendix D (Exhibit E, CORE5) which indicates Wetland 2/A monthly volume fluctuations do not meet the hydroperiod standards of the SWMMWW. Therefore, MR-8 compensatory mitigation is required, and is confirmed necessary by Ecology.

Proposed MR-8 compensatory mitigation is reforming the existing ditch in the southeast project area developing meander(s) and installing one or more weirs. WMP describes the mitigation as "... expanding and enhancing the existing wetland system while also providing the additional benefit of water storage and attenuation of outflow ..." (Exhibit C). GR2 confirms the mitigation proposed will increase water storage and attenuate stormwater volumes in Wetland 2/A (Exhibit C). Stream 1 will not be modified.

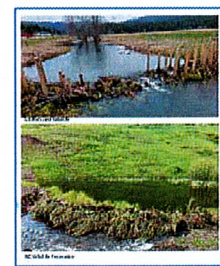
Proposed Minimum Requirement 8 (MR-8) Compensatory Mitigation



Existing condition (WMP, Fig. 1)



Example future condition (WMP, Fig. 2)



Weir example (WMP, Fig. 3)

Utility Crossing. Sewer and storm utility crossings are planned in the buffer between Wetlands 2/A and B. See Wetland B for discussion.

Wetland B is approximately 0.05 acre (2,178 sf), sloped, Category IV wetland scoring to total of 13 points with habitat score of 5 points is created by groundwater seeps. A 50 feet buffer is required when level of impact from land use is high. The wetland and its buffer are on-site, forested with thick understory vegetation, standing snags and large woody debris, and have little evidence of disturbance. Wetland B is connected by

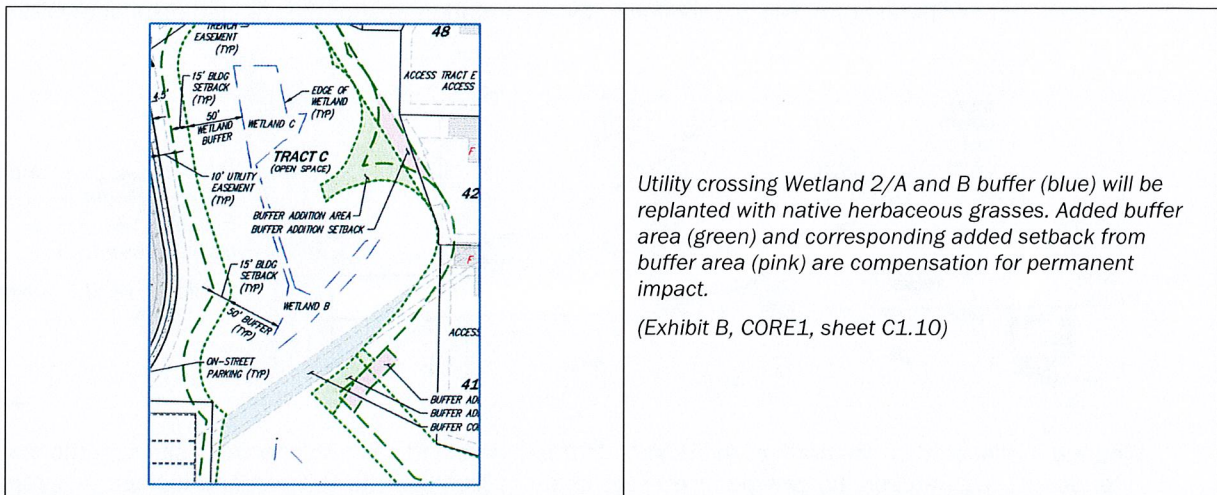
seasonal drainage southerly to Wetland A, and by approximately 5 feet wide wetland strip at the northwest to Wetland C. Wetland B will receive roof water and pervious surface runoff from the east (Exhibit C, GR2). A portion of the setback from wetland buffer will be modified for slope creation east and west of the wetland (Exhibit C, GR2). Dispersion trenches will receive roof water from lots along wetland buffer to maintain water provision to wetlands from the site.

Utility Crossing. Sewer and storm utility crossings are planned in the buffer south of Wetland B. Gravity sewer lines serving future connection for properties north of the project lots 19 through 55 cross the buffer before turning south to connect to city main south of the project. Storm lines collect impervious surface runoff from lots 19 through 54 and roof and pervious surface runoff from lots 19 through 25 cross the buffer to connection with the stormwater vault.

Buffer impact of approximately 3,799 sf will be limited to installation of sewer and stormwater mains. Impact is considered permanent because trees will be removed and dense tree or shrub planting cannot be installed over the utility lines to restore the area. Additionally, the area will be accessed periodically for inspection and maintenance. Native herbaceous vegetation will be installed in the buffer impact area. Compensation for impacts that cannot be avoided is provided by increasing the buffer in areas. Buffers will be increased by 4,000 sf between wetlands and future homes as shown below. The increase proposed is greater than the 1:1 ratio required.

Exhibit C, GR2 indicates buffer functions are not anticipated to change significantly as the area will remain vegetated and buffer increase areas are heavily vegetated and located between proposed new residential lots and wetland buffer areas.

The buffer will be replanted with native seed mix following utility installation. Monitoring and maintenance for a 5-year period is required per PMC 16.20.235.G (condition P17). A permanent easement over utility lines will be dedicated to the city (condition E3).



Wetland C is approximately 0.08 acre (3,485 sf), sloped, Category IV wetland scoring a total of 13 points and habitat score of 5 points is created by groundwater seeps. A 50 feet buffer is required when level of impact from land use is high. The wetland and its buffer are on-site, forested with thick understory vegetation, standing snags and large woody debris, and have little evidence of disturbance. Wetland C is connected to the southeast to Wetland B by an approximately 5 feet wide wetland strip. Addition of buffer and mitigation for utility crossing wetland buffer between Wetlands 2/A and B is east and southeast of Wetland C (Exhibit C, GR2). Wetland C will receive roof water and pervious surface runoff from the north and east (Exhibit C, GR2). A portion of the setback from wetland buffer will be modified for slope creation north of the wetland (Exhibit c, GR2). Dispersion trenches will receive roof water from lots along wetland buffer to maintain water provision to wetlands from the site.

Wetland E is a multi-lobe approximately 0.85 acre (37,026 sf), Category IV wetland scoring a total of 14 points and habitat score of 6 points. A 50 feet buffer is required when level of impact from land use is high. The

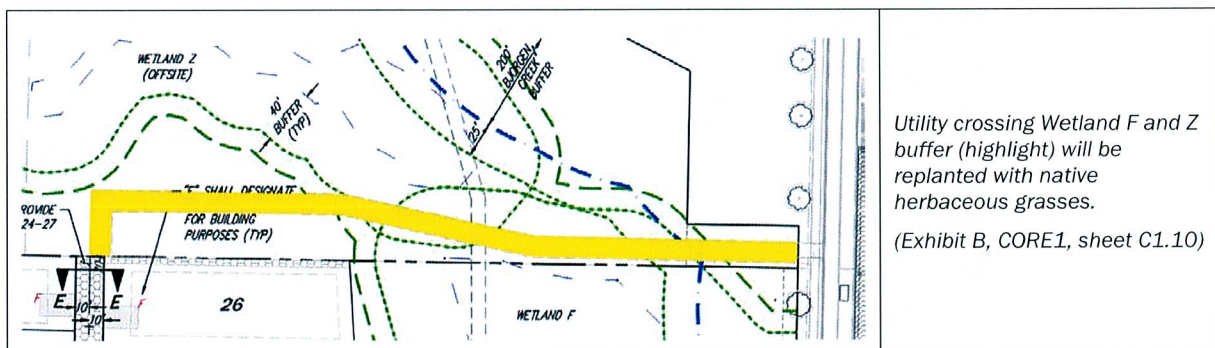
wetland is described as herbaceous mowed pasture, extends into forested area, and originates at the base of a slope. Outlet of the north lobe is to the south lobe then to the east under Johnson Parkway before contributing to Stream 2. The eastern portion of the wetland (and Stream 2) is in the Bjorgen Creek stream buffer. Wetland E will receive roof water and pervious surface runoff (Exhibit C, GR2). A portion of the setback from wetland buffer will be modified for slope creation west of the wetland (Exhibit C, GR2). Dispersion trenches will receive roof water from lots along wetland buffer to maintain water provision to wetlands from the site.

Wetland F is an approximately 0.27 acre (11,7690 sf), Category IV wetland scoring a total of 15 points and habitat score of 6 points. A 50 feet buffer is required when level of impact from land use is high. The wetland is described as herbaceous mowed pasture, extends into forested area, and originates at the base of a slope. Outlet of the wetland is toward the south to wetland E. The eastern portion of the wetland is in the Bjorgen Creek stream buffer. A small area of this wetland is offsite and its buffer overlaps with Wetland Z buffer. Dispersion trenches will receive roof water from lots along wetland buffer to maintain water provision to wetlands from the site.

Utility Crossing. Buffer impact is offsite coincident with private roadway with roadside ditches serving multiple properties. Buffer impact of approximately 2,985 sf is limited to installation of water main to complete water looping. Impacts are considered short term as maintained herbaceous grasses removed from the buffer will be replanted with native seed mix following utility installation. Monitoring and maintenance for a 5-year period is required per PMC 16.20.235.G (condition P17). A permanent easement over utility lines will be dedicated to the city (condition E3).

Exhibit C, GR2 indicates buffer functions are not anticipated to change significantly as the area will remain vegetated with herbaceous grass and weedy species.

Wetland F will receive roof water and pervious surface runoff from lots west (Exhibit C, GR2). A portion of the setback from wetland buffer will be modified for slope creation west of the wetland (Exhibit C, GR2).



Wetland Z is located offsite north of the project. Mapped data and a site visit to verify site conditions was used to identify the Category IV wetland. A 40 feet buffer is identified for this wetland located on property with moderate impact land use according to PMC Table 16.20.230.A.

The wetland is located across a shared private roadway with roadside ditches serving multiple properties. The wetland buffer overlaps Wetland F buffer north of the project. Buffer impact will be limited to installation of water main to complete water looping. The buffer will be replanted with native seed mix following utility installation. See Wetland F, Utility Crossing for additional information.

Grading in Wetland Buffers. Buffer function analysis addresses grading in wetland buffers (Exhibit C, GR2). GR2 (Exhibit C) identifies:

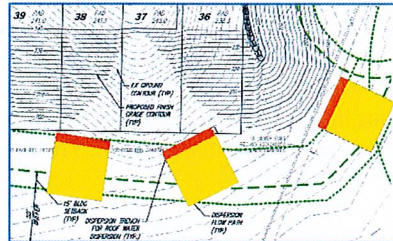
- "... dispersion trenches are not anticipated to affect buffer functions because they will not alter vegetation in the buffers or cause reduction of buffer square footage ... "
- "... functions associated with the buffers, will not be impacted..." and
- "... dispersal trenches ... in the buffer setback areas will not adversely impact the wetlands on the property."

Installation of slopes and soil covering in the setback from wetland buffers shall be observed and at the direction of a qualified biologist (wetland and stream specialist(s)). Any modifications to wetland buffers or buffer increase areas shall be reviewed in environmental reports (condition P6).

Dispersion Trench Flow Path. Roof water from lots 26 through 59 are directed to dispersion trenches located in wetland buffer setbacks. No other intrusion is proposed with the exception of utility crossing of wetland buffers 2/A and B, and F and Z. Dispersion flow path, prescribed in SWMMWW, enters wetland buffers (example shown below). GR2 (Exhibit C) identifies:

- "... dispersion trenches are not anticipated to affect buffer functions because they will not alter vegetation in the buffers or cause reduction of buffer square footage ... "
- "... functions associated with the buffers, will not be impacted..." and
- "... dispersal trenches ... in the buffer setback areas will not adversely impact the wetlands on the property."

Installation of slopes and soil covering in the setback from wetland buffers shall be observed and at the direction of a qualified biologist (wetland and stream specialist(s)). Any modifications to wetland buffers or buffer increase areas shall be reviewed in environmental reports (condition P6).



Example of dispersion trench providing water to maintain wetlands on site. Orange line depicts location of trench, yellow area is flow path required by Ecology.

(Shown on Exhibit B, CORE1, sheet 4.02)

Fish & Wildlife Habitat Conservation Critical Areas.

Streams, stream buffer and building setback from buffer, habitats recognized by federal or state agencies or are locally important, and areas of rare plant species and high quality ecosystem are identified in CAO Section 300.

Streams. Stream 1 located on site is an unnamed tributary connecting eastern Wetland A to Bjorgen Creek. Stream 1 buffer overlays Wetlands 2/A and E and their buffers. Bjorgen Creek is located offsite east and north and provides buffer area overlaying the eastern portion of wetlands and wetland buffers on the site. The southeast area of Wetland E also contributes surface water to Bjorgen Creek via Stream 2. Stream 2 is located offsite east and provides buffer area overlaying Wetland E and its buffer. Construction of city Capital Improvement Project Johnson Parkway includes installation of box culvert at the surface water contributory locations to Bjorgen Creek.

Stream 1. A short segment of Stream 1 is located onsite. A ditch feature extends to the west and south toward the project's south property line. The ditch was intentionally constructed to carry seasonal ponded water from Wetland 2/A to Bjorgen Creek. State, city and Tribe met on site during Johnson Parkway project planning and determined the east end of the ditch meets the WAC definition of Type F1 (salmonid) stream. Since construction of Johnson Parkway there is evidence of scour at the east side of Johnson Parkway box culvert (Exhibit E, GR6). Stormwater MR-8 solution will recontour the ditch creating meander(s) and naturalizing weir(s) before the ditch segment enters Stream1. No modification of the stream segment is proposed. See Wetland 2/A Stormwater discussion for MR-8 mitigation proposed.

Bjorgen Creek and Stream 2. Johnson Parkway and access roadway are interruptions as described in PMC 16.20.120.K Interrupted Wetland and Fish and Wildlife Habitat Conservation Area Buffers. However, since stream buffers overlay wetland buffers and Johnson Parkway was under construction during initial project application review, this section of code is not being applied to Audrey Estates.

Wildlife. As indicated in application documents including reports and SEPA environmental checklist insects, gastropods, birds, small mammals (squirrels, rodents, rabbits, etc.), and medium sized mammals (deer, bear, coyote, racoons, etc.) are typical in forest adjacent areas. Neighbors point to observing many of the same animals in the vicinity. The applicant is voluntarily including trees south of the storm vaults in response to public concern of wildlife cover provision expressed. Wildlife access between tree cover and site wetlands shown on site civil (Exhibit B, CORE1) and landscape drawings (Exhibit B, CORE2).

Geologically Hazardous Areas.

Geologically hazardous areas, areas of geologic concern and areas within 300 feet of designated hazardous and concern areas are described in COA section 400.

Geotechnical engineering report (Exhibit E, GR5) indicates the east and south flatter area of the site slopes 5 to 10 percent and central and northwestern site area slopes 20 to 55 percent. The southwest site area includes areas of 15 percent slope. Infiltration at the site is not feasible under the 2019 SWMMWW based on subsurface explorations and anticipated amount of grading (GR5, page 24). In the southwest and north central areas of the site two areas of historic (last 10,000 years) landslide are identified. GeoResources identifies steep slopes facing east and south will be recreated as engineered slope, wall and terrace, and construction methods are identified for all created slope areas. Above ground structures are recommended to be setback from created and native steep slopes based on the International Building Code (IBC).

Tree Retention. Three areas of tree retention planting are located on engineered slope are shown below. PED and Engineering staff requested the applicant provide further review to address concerns that reinforcement layers and compaction allow rooting depth and volume for the plantings proposed, reinforcement material allows water penetration, plants proposed are allowed to attain full growth in the planted environment, and trees planted according to conditions are sustainable in typical northwest storm environment. A Geotechnical Letter reviews specifications for the geogrid material (Exhibit E, GR7). Tree retention plantings are included in landscape bonding.



Tree retention planting on areas of reinforced soil slope.

(Exhibit B, Core2)

| TREES | BOTANICAL NAME | COMMON NAME | SIZE |
|---|-----------------------|--------------|------------------|
|  | PICEA SITCHENSIS | SITKA SPRUCE | 5' - 6' HT. MIN. |
|  | PSEUDOTSUGA MENZIESII | DOUGLAS FIR | 5' - 6' HT. MIN. |
|  | RHAMNUS PURSHIANA | CASCARA | 2" CAL. MIN. |

See Exhibit F, Engineering Department Staff Report Memo.

Critical Aquifer Recharge Areas.

Geographical area with a critical recharging effect on aquifers used for potable water are reviewed in CAO Section 500.

Aquifer Recharge Area of Concern (ARAC) includes highly permeable soils, areas above shallow principal aquifers and areas of high concentrations of wells. High concentration is identified at 36 or more Group B and private domestic wells within one mile. Ecology well log database provides 40-45 wells within 1 mile are

or were drinking water wells. An additional 300+ wells serving a variety of purposes or unknown purpose are also within 1 mile of the site.

ARAC is also considered due to proximity of wetlands and stream, potential for low impact development, and since dispersion of roof water and pervious surface runoff will supply and replenish all site wetlands.

Properties which meet criteria found in PMC 16.20.510.B are reviewed when applicants propose operations that pose a potential threat to ground water as listed in Table 16.20.515. The proposed use is Residential Development which is not listed as activity with potential threat to groundwater identified in Table 16.20.515. A hydrogeological report is not required to address residential development. However, a report is provided to address onsite wetlands and area individual water wells.

The Hydrogeological Report (Exhibit C, GR1) confirms two shallow aquifers. An unconfined shallow aquifer with an east and south gradient, feeds the wetlands. GR1 notes "... if the proposed stormwater detention system is appropriately designed in accordance with the 2019 Stormwater Management Manual for Western Washington, it is our opinion the hydrology of the site should remain effectively unchanged" (Exhibit C, page 11).

The deeper confined aquifer flows south and feeds individual water wells in the area. GR1 provides "... the thickness and impermeable nature of the aquitard suggest suggests the recharge of the confined aquifer will not be impacted by the proposed site development. We anticipate that the confined aquifer is primarily recharged outside the 1,000 feet radius from the project site" Exhibit C, page 11).

Specific engineering solutions are identified in GR1 and GR5 to maintain provision of water to site wetlands. A final geotechnical report compiling GeoResources various geotechnical reports is condition P5.

GR1 recommends "Long term mitigation options for maintaining water quality include bioretention such as rain gardens that will help remove pollutants from collected runoff, increase residential landscaping in lieu of patios and lawn areas, and limiting the number of fertilizers and pesticides used. Organic fertilizers should be considered as the only fertilizers used for residential purposes at Audrey Estates. This is of vital importance for keeping nitrate concentrations below acceptable levels in the wetland areas at the site that recharge Bjorgen Creek." (Exhibit C, page 12).

However, stormwater treatment and infiltration is required where soils permit and is determined feasible when PMC 16.20.510.B criteria are met. GR5 identifies infiltration at the site is not feasible under the 2019 SWMMWW based on subsurface explorations and anticipated amount of grading (Exhibit E, page 24).

Limiting lot impervious surfaces, such as drive and walk ways and patios, is identified in CORE5 at 2,100 square feet per lot (Exhibit E, page 5-1). Staff is determining how to monitor impervious surfaces limitations.

Condition P21 addresses water quality identifying use of organic fertilizers.

Area water purveyors, tribe and Kitsap Public Health District were provided Notice of Application and will be provided environmental determination notification.

V. **LAND DIVISION (PMC Title 17)**

The Land Division Ordinance provides that the review authority may approve a proposed preliminary plat if criteria in PMC 17.60.040 are found met, or specified conditions have been issued to satisfy the criteria. The Planning Commission is tasked with making a recommendation to the review authority.

A. PMC 17.60.040 Decision criteria.

1. The proposed preliminary subdivision conforms to the requirements of this title.

Staff Comment. As reviewed and conditioned, the proposed preliminary 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 preliminary plat subject to all conditions of approval.

See also Exhibit F, Engineering Department Staff Report Memo.

2. The proposed preliminary subdivision conforms to the site requirements for the zoning districts which the property is located and/or other applicable zoning provisions.

Staff Comment. As reviewed and conditioned, the proposed preliminary subdivision conforms to the requirements of Title 18, Zoning. The site is designated “Residential Low” in the Zoning Ordinance Map and is being platted consistent with this zoning designation. Zoning consistency is reviewed in Section VI of this staff report (page 20).

3. The proposed preliminary subdivision:

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

Staff Comment. The applicant will be required to provide street improvements, including sidewalks, consistent with the City of Poulsbo’s street standards. Entrance Road A provides 11 feet wide lanes, parking on one side, and sidewalks on both sides in a 50 feet wide right-of-way. Road D provides future road connection north with 11 feet wide lanes, parking on one side, and sidewalks on both sides in a 40 feet wide right-of-way. Internal project streets are designed to provide frequent hammer head and cul-de-sac turnaround opportunities for emergency services. Private access Tracts D-G and J serve lots 36-48 and 24-27 and meet emergency services requirement.

Sunrise Ridge Avenue an identified new road connection in Land Use Comprehensive Plan Transportation Element Figure TR-3 2036 New Roadway Segments Map (shown below), will be improved in the southeast corner of the site as a residential collector with two 11 feet lanes and sidewalk on one side connecting to project entrance. (New road 22 is recently completed city capital improvement project Johnson Parkway.)



Left: Excerpt from 2036 New Roadway Segments Map. New road 21 depicts Sunrise Ridge Avenue crossing the southwest corner of Audrey Estates property. (New road 22 depicts the recently completed Johnson Parkway.)

Legend

- City Limits
- Urban Growth Area
- New Road Segments
- 20. New Road "W"
- 21. Sunrise Ridge Avenue Extension
- 22. New Road "X"

A Transportation Concurrency review was completed by the applicant requiring Traffic Impact Analysis. Traffic concerns are addressed in a Traffic Impact Analysis, dated October 2022 (Exhibit E, TSI). Project provides for connectivity by providing future connection location to the north at Road D. Potential secondary access location was reviewed extending Road C north through Tract J and rejected due to road grades exceeding the maximum accepted 12 percent.

The city has a Traffic Impact Fee Ordinance, which requires the project developers to mitigate for their project’s traffic impact through payment of an impact fee. The traffic impact fee established by the ordinance is based on the ITE Manual calculations for single-family residential trip generation. The developer is responsible for paying the current rate with building permit issuance.

Kitsap Transit serves the City of Poulsbo. The nearest bus stops are located at Hostmark and SR305 to the north and Suquamish Way and SR305 to the south. Kitsap Transit plans to construct a Park and Ride near the Johnson Parkway roundabout with a Request for Qualifications solicited on January 15, 2023, and a pre-application meeting with the City of Poulsbo on September 12, 2023. Kitsap Transit was notified of the project. No transit stop or facilities are requested with this development.

See also Exhibit F, Engineering Department Staff Report Memo.

- b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision, and meets all current and applicable standards.

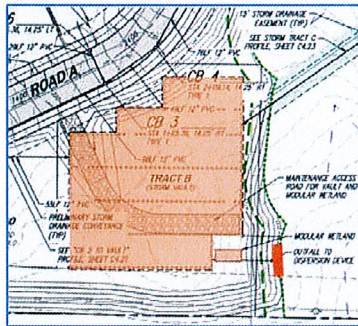
Staff Comment. The applicant has made adequate provision for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. The City Engineer had determined there is adequate provision for sanitary sewer and water. Other public utilities including electric and phone are available.

Gravity sewer will extend to all lots. Lots west of Road D connect to existing city system in Sunrise Ridge Avenue. Lots east of Road D and future connection point to properties north connect to existing city system in city right-of-way west of Wetland A after crossing wetland buffer between Wetland A and B. (Critical Areas are discussed in Section IV of this staff report (page 7)).

Water looping is provided with connection to existing water mains in Johnson Parkway near the mini-roundabout south of the main entrance and at the driveway to property northeast of the Audrey Estates project. The northeast main connection crosses wetland F and Z buffers in a utility easement on property north entering the project site at access Tract J. (Critical Areas are discussed in Section IV of this staff report (page 7)).

The storm drainage system includes a vault collection and treatment system prior to dispersion at the west end of Wetland 2/A buffer. Roof water from homes near wetland buffers will be dispersed in small dispersion systems to maintain water provision to site wetlands.

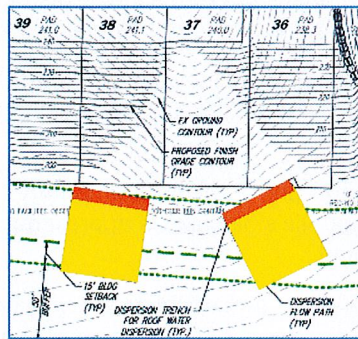
Storm vaults



Stormwater vault and dispersion in southwest project area.

(Shown on Exhibit B, CORE1, sheet 4.02)

Roof dispersion system



Example of dispersion trench providing water to maintain wetlands on site. Orange line depicts location of trench, yellow area is flow path required by Ecology.

(Shown on Exhibit B, CORE1, sheet 4.02)

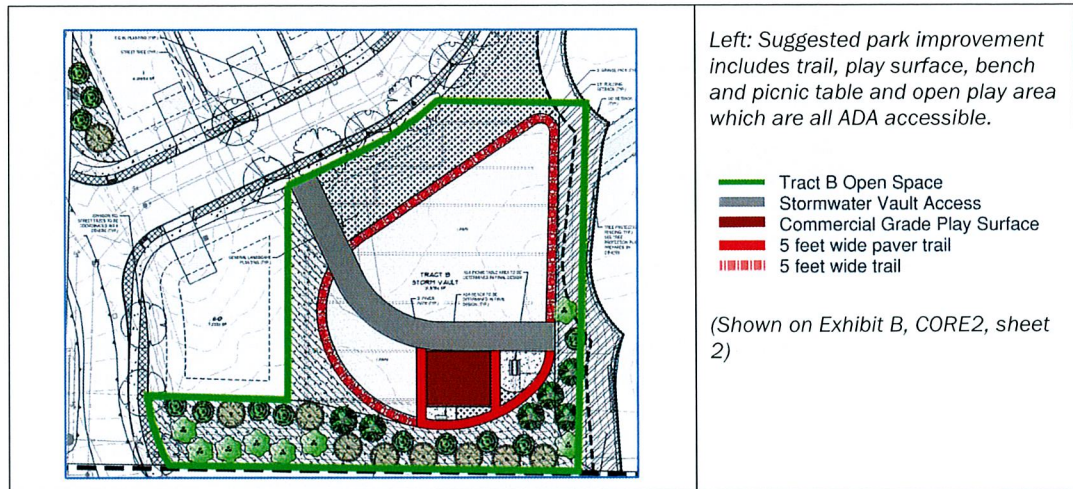
See also criteria f below, Section IV Critical Areas and Exhibit F, Engineering Department Staff Report Memo.

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

Staff Comment. There is no requirement for provision of on-site recreation, amenities or open space with preliminary plat. Tracts A, B, C, H and I are identified on civil and landscape plans as open space, amenity and tree retention and tree retention enhancement planting areas (Exhibit B, CORE1 and CORE2). Tract A provides buffer from Sunrise Ridge Avenue, Tract C includes

wetland and fish and wildlife habitat critical area, and Tracts H and I provide buffer between new homes and existing residences north. Tract B with storm vault and modular wetland provide quantity and quality control prior to outfall to a dispersion device at the wetland 2/A buffer.

Tract B will be dedicated to the city. The preliminary landscape plan (Exhibit B, CORE2) shows park improvement proposed including approximately 540 feet loop trail, 1,000 square feet commercial grade play surface, ADA accessible bench and picnic table on cement surface totaling approximately 550 square feet, and lawn area. The developer plans to make these improvements over the storm vault for the benefit of the development residents.



In addition, the city has a Park Mitigation Fee Ordinance which requires the project developer to mitigate their project's park impact through payment of an impact fee. As identified in condition P18 the developer is responsible for paying the current rate with building permit issuance.

See Exhibit F, Engineering Department Staff Report Memo.

- d. Makes adequate provision for schools and school grounds, as required.

Staff Comment. The North Kitsap School District receives a school impact fee from the project developer, as determined by the school district to help offset impacts from the new development's residents. School impact fee is SEPA condition (S3).

- e. 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 North Kitsap School District. North Kitsap High School, Poulsbo Middle School, and Poulsbo Elementary School are located 1-half to 1 mile north. Walking distance on public sidewalks is approximately 1 mile to the elementary school and 1.5 miles to the high school.

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

Staff Comment. Critical areas are provided protective buffers, consistent with provisions of the Critical Areas Ordinance. Onsite buffers are mitigated, provided a conservation buffer. enhanced.

The applicant is voluntarily including a conservation buffer north of Wetland 2/A accommodating the intended future wetland improvements envisioned resulting from wetland enhancement completed with city capital improvement of Johnson Parkway. Conservation buffer is included in conditions P6, P7 and P17.

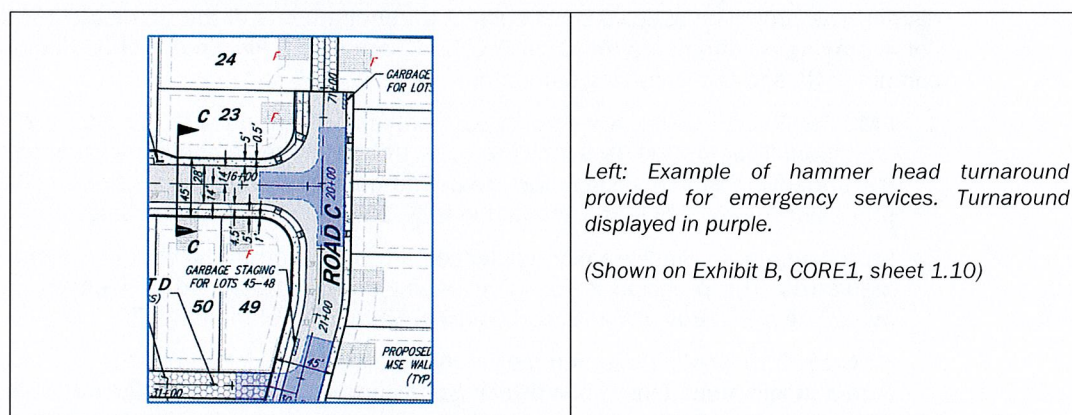
Mitigation for utility crossing includes planting ground cover and increasing areas of buffer east of wetlands A, B and C. An additional 50 feet conservation buffer is also provided. Mitigation is

provided consistent with the Critical Areas Ordinance and as required by the Stormwater Management Manual for Western Washington (SWMMWW). Compensatory mitigation is required through Minimum Requirement 8 (MR-8) of SWMMWW. Proposed mitigation transforms a ditch collecting wetland runoff in Wetland 2/A into meander(s) and weir(s) to slow flow and retain water prior to Stream1 receiving water and flowing under Johnson Parkway.

See Section IV of this staff report (page 7). See also Exhibit F, Engineering Department Staff Report Memo.

- g. Makes adequate provisions for fire and emergency access and protection.

Staff Comment. Poulsbo Fire/District 18 has reviewed the proposal. Engineering standards provide, and Poulsbo Fire/District 18 confirm, 30 homes may be constructed on a single access development. Therefore, condition E40 requires the 60 homes on a single access will require fire suppression systems be included. The site is planned with frequent turnaround opportunities for emergency vehicles at 5 hammer head locations and at the cul-de-sac. Identified turnaround is exclusive of marked on street parking.



See Exhibit F, Engineering Department Staff Report Memo.

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

Staff Comment. The proposed project has been mitigated and conditioned according to city code and SEPA mitigations, 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 determined not to require further mitigation. Tree retention is provided. Through the SEPA mitigations and conditions of approval, the public health, safety, and welfare have been adequately served.

See also Exhibit G, Engineering Department Staff Report Memo.

- B. If the findings in subsection A of this section have not been met, the review authority shall deny the proposed preliminary plat, unless specified conditions have been issued to fully satisfy the criteria.

Staff Comment. Findings are met by project as proposed with conditions of project approval.

- C. Where a preliminary plat subdivision is to be developed in divisions with a final plat approved and recorded separately for each division, the applicant shall request approval of divisions as part of the preliminary plat subdivision application. Each separate division shall be required to meet the requirements of subsection A of this section and all other applicable city codes when considered independently from any other division. When an applicant requests divisions after preliminary plat approval has been granted but prior to recording, divisions may be approved only through modification of the preliminary plat subdivision as set forth in Section [17.60.070](#).

Staff Comment. Criteria is not applicable. No divisions are proposed.

VI. Zoning ORDINANCE (PMC Title 18)

The Zoning Ordinance contains regulations to manage the community's growth and manner that ensures efficient use of the land, preserves regulated critical areas, and encourages good urban design. The code supports the vision of the city and is designed to implement the comprehensive plan, and by reference, the requirements of the Washington State Growth Management Act (GMA, ROW 36.70A.)

A. PMC 18.70 Residential Districts

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. This district recognizes, maintains, and protects established low urban density residential areas, creates residential areas that promote neighborhood livability, provides for additional related uses such as schools, parks, and utilities necessary to serve immediate residential areas, and serves as the primary zoning district for single-family detached residences.

Staff Comment. The RL district permits identified uses, provides maximum building height and established development standards for lot size, density, setbacks, and building lot coverage for the district. The proposed subdivision is subject to requirements of the RL district (PMC 18.70.050) where Lot Averaging requirements (PMC 18.80.050.C) are silent. Placement of homes on lots shall meet the combined RL and Lot Averaging standards.

- 1. **PMC 18.70.030 Uses.** A variety of residential uses are provided in the RL zone as permitted and conditionally permitted uses. Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation are permitted. City standard uses are modified for developments proposing lot averaging as identified in PMC 18.70.050 C reviewed below.

Staff Comment. Single-family residences are permitted in the RL district and under lot averaging standards. The proposal is for 60 new single-family detached residences on individual lots. Lot averaging standards are reviewed below in Section VI.A.3.b. (page 20).

- 2. **PMC 18.70.040 Minimum and maximum densities.** Maximum density of 5 dwelling units per gross acre and minimum density of 4 dwelling units per net acre are established in the RL district to ensure implementation of the city's adopted comprehensive plan for planned densities in the residential zoning districts. All new residential development must meet the minimum and maximum density requirements. When the minimum or maximum density results in a fraction of a unit, the density shall be rounded to the nearest whole number.

Staff Comment. Minimum and maximum density requirements are met by the proposal.

| TABLE 1: DENSITY CALCULATION OF PROPOSED PROJECT | | |
|--|---|----|
| Maximum Density (5 Units/Gross Acres) | 60 Units Proposed / 25.18 gross acres = 2 | OK |
| Minimum Density (4 Units/Net Acres) | 60 Units Proposed / 13.29 net acres = 5 | OK |

- 3. **PMC 18.70.050 Development standards in RL zone.**

- a. **Lot Requirements.** Lot requirements are established in Table 18.70.050 Residential Low (RL) District Development Standards. City standard development regulations may be modified for developments proposing lot averaging as identified in PMC 18.70.050 C reviewed below.

Staff Comment. Standards are reviewed in Section IV.A.3.b (page 20) and combined in Table 2 below.

- b. **Lot Averaging.** Lot averaging may be employed to preserve natural features, address irregular shape sites, and provide a variety of housing sizes, for subdivisions creating nine or more lots and not utilizing planned residential development provisions, subject to the following requirements:
 - i. The average lot size when all lot areas are totaled together must be at least seven thousand five hundred square feet, but no greater than ten thousand square feet.
 - ii. The minimum lot size is five thousand square feet; the maximum lot size is ten thousand eight hundred ninety square feet.

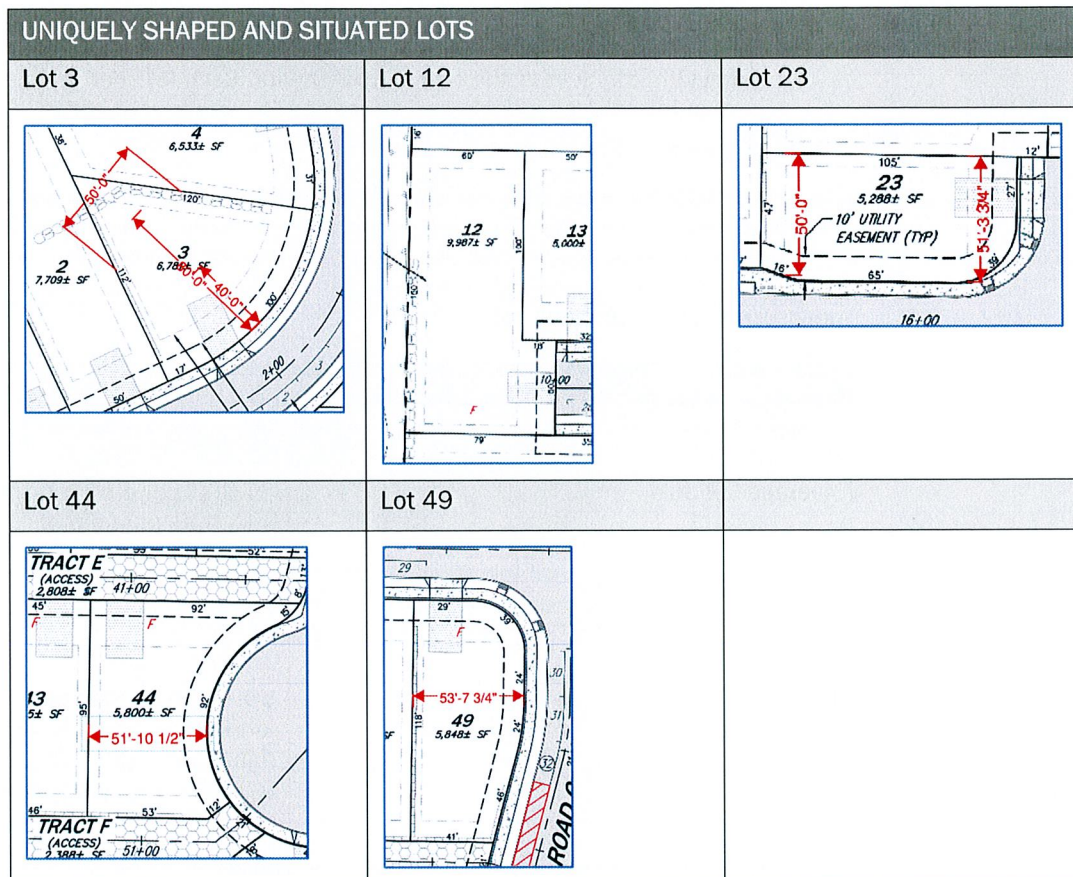
- iii. No attached residential units are allowed.
- iv. No lot less than the required RL minimum lot size (seven thousand five hundred square feet) may be placed adjacent to previously developed lots which meet the minimum lot size requirements.
- v. All other development standards identified in Table 18.70.050 are required; provided, that the following alternative standards are allowed:
 - 1. Lot width: fifty feet at the midpoint of the lot. Each lot shall have a minimum of twenty feet of frontage on a dedicated street or approved access way.
 - 2. Lot depth: eighty feet.

Staff Comment. Lot averaging modified standards and underlying RL zoning district standards are combined in the table provided below. The proposal meets density, lot area, and lot dimension standards. Residential detached requirement, building lot coverage, setbacks, and building height are reviewed with building permit submittal. Setbacks are horizontal measurement from property line.

| TABLE 2: COMBINED RESIDENTIAL LOW AND LOT AVERAGING DEVELOPMENT STANDARDS | | | |
|---|--|--|--------------------------------|
| Standard | RL District (PMC 18.70.050A) | Lot Averaging (PMC 18.70.050 C) | Audrey Estates Proposed |
| Average Lot Size | | >7,500 square feet and <10,000 square feet when all lot areas are totaled | 7,502 |
| Minimum Lot Size | | 5,000 square feet | 5,000 |
| Maximum Lot Size | | 10,890 square feet | 10,311 |
| Minimum Lot Width | | 50' at the midpoint of the lot. Each lot shall have a minimum of 20' of frontage on a dedicated street or approved access way. | 50' 20' frontage |
| Minimum Lot Depth | | 80' | 80' |
| Maximum Building Coverage | 50% | | Reviewed with building permit |
| Front Yard Setback | 20' from main building façade; 25' from attached garage façade if front loaded and protrudes streetward from main building façade. | | Reviewed with building permit |
| Rear Yard Setback | 10' | | Reviewed with building permit |
| Side Yard Setback | 5' with combined total of 15' | | Reviewed with building permit |
| Street Corner Setback (corner lots at intersection(s) or public or private streets) | 10' (or greater if necessary for site distance as determined by the city engineer) | | Reviewed with building permit |

| | | |
|-------------------------|---|-------------------------------|
| Maximum Building Height | No building or structure may exceed 35' in height | Reviewed with building permit |
|-------------------------|---|-------------------------------|

Uniquely shaped and situated lots dimension are shown below.



City standard development minimum lot size requirements have not been applied to project adjacent development; therefore, lots at perimeter of project may be under 7,500 square feet. Lot 1 and Lot 60 in the southwest corner, and Lot 25 in the northeast development area are less than 7,500 square feet.

- c. Street trees and sod or other groundcover is required forty feet on center for arterials and thirty feet on center for collectors with all new residential developments.

Staff Comment. A preliminary landscape plan is provided with application (Exhibit B, CORE2). Consistency with the plan is required (condition P1). Street trees are shown on both sides of all streets located in planter strips where separated sidewalks are located and in front yards. Henry’s maple and fragrant snowbell are indicated along Road A; American Hornbeam and European beech proposed along Road B; Henry’s maple, fragrant snowbell and tschonokii crabapple are shown along Roads C and D.

- 4. PMC 18.70.070 Additional standards and provisions for R zoning districts. A variety of features common in residential areas require further review to determine compatibility in the RL zone. Features include fences and recreation vehicles, watercraft and utility trailers.

Staff Comment.

- Fencing is conditioned (condition P15). Fencing along west property boundary clearly separating private access driveway for adjacent lots and north property boundary along lots 25 and 26 with gate or removable bollards and private property signage at the north end of access and utility

Tract J are required. Fencing along the north line of Tracts H and I are recommended, not required. Future road extension signage is required at the north end of Road D (condition E38).

- Recreation vehicles, watercraft and utility trailers storage facilities are required for developments with 12 or more residential units or the development's Conditions, Covenants and Restrictions (CCRs) shall prohibit locating the vehicles on the street. (PMC 18.70.070.T). The applicant has expressed the intent to provide a restriction in the CC&Rs in lieu of providing on-site facilities (condition P16).

5. PMC 18.70.080 Parking. Two off-street parking spaces are required for single-family residential development. (PMC 18.70.080). Spaces are required on the same site as the use and may be located in the front yard setback. (PMC 18.140.035).

Staff Comment. It is anticipated that the houses to be built will provide the required parking in individual garages and driveways. Compliance with this requirement will be reviewed during building permit application.

6. PMC 18.70.090 Signage. Residential developments are permitted one freestanding sign per entrance/exit from a public street. The freestanding sign may be a maximum 25 square feet and 5 feet in height. Only external lighting is permitted.

Staff Comment. Signage will be reviewed under current standards at the time of proposal.

Recommended Finding. The proposal meets use, density, and street tree requirements in compliance with provisions of residential zoning districts.

B. PMC 18.180 Tree Retention

The City tree retention requirement is intended to preserve and retain clusters of existing trees that contribute to the community character; maintain and protect property values; enhance visual appearance of the city; reduce the impacts of development on the storm drainage system and water resources; and provide better transition between the various uses permitted. Retention of trees must be evaluated with new development in the RL district.

Staff Comment. Peninsula Environmental Group provided a Tree Retention Plan (Exhibit D, PEG), and CORE Design provided a preliminary landscape plan (Exhibit B, CORE2) depicting enhancement of tree retention. Twenty five percent of significant trees (10-inches DBH) are required to be retained. Alternative tree retention option may propose combining retention of significant trees and planting additional trees to match equivalent diameter inches.

The site includes 19.8 acres of trees on the 25.18-acre property. Nine 1/10th acre regularly spaced sample plots were surveyed. Survey results indicate 2,244 significant trees are located on in the treed portion of the property. Retention of 561 significant trees is required.

The plan preserves 4.07 acres of forest land with 474 significant trees. An additional 87 significant trees of equivalent inches are needed to meet the requirement. The landscape plan indicates 87 trees of a variety of tree species will be planted including Sitka spruce, cascara, Douglas fir, western red cedar, pacific dogwood and vine maple. Tree retention plantings are required to be the subject of periodic reporting and covered under a landscape bond (condition P14).

Planting of replacement retention trees will be located north of entrance road A in Tract A, south of Lot 60 and Tract B (storm vault), at the north property line in Tracts H and I, west of and on Lot 41, east of and on Lot 36, and east of Lots 27 through 31. Plantings located on reinforced soil slopes are reviewed above in Geologically Hazardous Areas, Tree Retention discussion (Section IV, page 7). Trees planted south of Lot 60 in Tract B may be required to be located in a separate tract maintained by the Homeowner's Association (condition E21 and PW21).

Tree retention areas are to be clearly identified on grading permit and tree cutting and clearing permit drawings (condition P14).

VII. TITLE 19 PROJECT PERMIT PROCEDURES

Preliminary plat permit is reviewed as Type III application with a public hearing required. The Hering Examiner is the review authority of preliminary plat permit. PMC 17.60.020 identifies a preliminary subdivision shall be approved, approved with conditions, denied, or returned to the applicant for modification or correction within ninety days from the date of filing of a complete application. A preliminary subdivision application shall not be deemed filed until all of the requirements for a technically complete application have been met. A summary of the timeline is provided.

| Date | Milestone |
|------------|--|
| 11/2/2021 | Preliminary Application Conference |
| 5/3/2022 | Preliminary Application Conference |
| 7/26/2022 | Wetland and Stream Buffer Verification Memorandum, Noll Road Parcel: 242601-3-006-2005 |
| 8/8/2022 | Request additional information (Wetland and Stream Buffer Verification) |
| 09/21/2022 | Neighborhood Meeting |
| 10/5/2022 | Extension of Preliminary Application Conference |
| 11/10/2022 | Application Submittal |
| 11/29/2022 | Additional information provided (Wetland and Stream Buffer Verification) |
| 12/8/2022 | Technically Complete (90-day review period begins) |
| 12/13/2022 | Notice of Application issued |
| | Request additional information |
| 12/22/2022 | Wetland and Stream Buffer Verification Third Party Review |
| 3/2/2023 | Applicant request extension of timeline |
| 3/8/2023 | Approve extension of timeline |
| 6/21/2023 | Additional information provided |
| 8/14/2023 | Request additional information |
| 11/14/2023 | Additional information provided excluding stormwater information |
| 3/1/2024 | Additional information provided |
| 5/7/2024 | Public Meeting Notice issued |
| 5/7/2024 | Staff Report available |
| 5/9/2024 | <i>SEPA MDNS issued (tentative)</i> |
| 5/14/2024 | Planning Commission Meeting |
| 6/13/2024 | <i>Hearing Examiner Public Hearing (tentative)</i> |

Preliminary Application conference was held for a 159-unit proposal November 2, 2021. A second Preliminary Application conference was held for a 62-unit proposal May 3, 2022. Critical area wetland category and stream type review was initiated July 26, 2022 prior to completion of application documents. Additional information was requested August 8, 2022. The City's critical area consultant visited the site, met with the applicant's wetland specialist December 16, 2022, and provided review December 22, 2022.

A required Neighborhood Meeting occurred on September 21, 2022 with three area property owners and city staff in attendance.

The application was determined Technically Complete December 8, 2022. Notice of Application was issued December 13, 2022 with a 2-week comment period. Comment received is Exhibit G. summary of comments is Section IX below.

A request for revisions, corrections, studies or information was provided December 28, 2022 with a 90-day response period. An extension of 90-days, for response period totaling 180-days, was approved March 8, 2023. Revisions, corrections, studies or information was submitted June 21, 2023 and distributed for further technical review June 22, 2023. A request for revisions, corrections, studies or information was provided August 14, 2023 with a 90-day response period.

Revisions, corrections, studies or information was submitted November 14, 2023, indicating additional stormwater modifications were in process. The city accepted partial submittal. The applicant team continued to work through stormwater and related project items meeting frequently with city staff and specialists. Stormwater and related project item revisions, corrections, studies or information was submitted March 1, 2024.

VIII. STATE ENVIRONMENTAL POLICY ACT (SEPA)

A Mitigated Determination of Non-Significance is anticipated for this project. The MDNS will be issued with a 14-day comment and appeal period. Anticipated mitigation conditions are below. Where city adopted codes address environmental topics, refer to staff report recommended conditions of approval (beginning page 30).

Environmental documents are anticipated to include commented environmental checklist, staff memo and report, and below referenced documents. This report incorporated reference.

| | |
|----------|---|
| CORE1 | Project Drawing, February 13, 2024 |
| CORE2 | Landscaping – Open Space and Replacement Tree, February 13, 2024 |
| CORE-TSI | Draft Photometric Plan (Street Lighting Plan), undated |
| CORE3 | Aesthetics – Slope cross sections, September 30, 2022 |
| BGE1 | Storhoff Rd Wetland Delineation, May 17, 2016 |
| Grette1 | Audrey Estates – Wetland Rating: Third Party Review, December 22, 2022 |
| BGE2 | Audrey Estates Preliminary Plat Wetland Rating Update ~ Revised, January 20, 2023 |
| Grette2 | Audrey Estates – Wetland Rating: Third Party Review, January 30, 2023 |
| GE1 | Revised Wetland and Stream Buffer Verification Memorandum, June 14, 2023 |
| Grette3 | Audrey Estates – Wetland Rating: Third Party Review, August 12, 2023 |
| GE2 | Revised Audrey Estates Buffer Mitigation Plan, November 9, 2023 |
| GR1 | Hydrogeological Report, October 20, 2022 |
| CORE4 | Technical Memorandum – Wetland Protection Analysis, November 7, 2023 - Appendix D of Preliminary Storm Drainage Report, (pdf page 216) |
| BGE3 | Stormwater Review (Minimum Requirement 8), June 15, 2023 |
| WMP | Wetland 2/A Compensatory Mitigation Plan, February 14, 2024 |
| GR2 | Geotechnical Letter (Dispersion Trenches and Compensatory Mitigation), |
| Grette4 | , dated UNKNOWN – pending MR-8 Compensatory Mitigation |
| PE | Tree Retention Plan, November 9, 2023 |
| SUF | April 2024 Audrey Estates Tree Retention and Landscape Plan Review, April 11, 2024 |
| GR3 | Geotechnical Letter (reviewing tree retention on created slopes), April 19, 2024 |
| GR4 | Plan Review Letter (reviewing tree retention on created slopes), November 13, 2023 |
| CORE5 | Preliminary Storm Drainage Report, dated February 13, 2024 |
| PMX | Audrey Estates – Stormwater Review for July 12, 2023 Submittal, August 9, 2023 |
| GR5 | Updated Geotechnical Engineering Report, November 13, 2023 |
| GR6 | Johnson Parkway Stream 1 Box Culvert Scour Potential, December 15, 2023 |
| ASPECT | Geotechnical Peer Review, August 11, 2023 |
| TSI | Audrey Estates Transportation Impact Analysis – Final Report, October 2022 |

Anticipated mitigation addressing checklist elements are:

Animals.

- S1. It shall be the responsibility of the applicant to take all necessary steps to prevent the incidental taking of protected species under the Endangered Species Act through habitat modification or degradation during the life of the project or development authorized by this permit or approval. The applicant shall notify the City through its Public Works Superintendent and the Federal agencies with responsibility for enforcement of the Endangered Species Act immediately, in the event of any damage or degradation to salmon habitat by or from the project or the development subject to this permit or approval. In any such case, the applicant shall, at its sole cost and expense, take all actions necessary to prevent the furtherance of the damage or degradation and to restore the salmon habitat as required by the Federal, State, and local agencies with jurisdiction.

Historic and Cultural Preservation.

- S2. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.

Public Services.

- S3. School mitigation fees are required for this project. Fees shall be paid prior to building permit issuance. The North Kitsap School District must be contacted directly for the amount and confirmation provided prior to building permit issuance for each structure.

IX. PUBLIC COMMENT

Public comment is collected at the neighborhood meeting required prior to application submittal and accepted throughout the development review process. Public comment is summarized below. See Exhibit G for full comment text.

- A. The Neighborhood Meeting was attended by 3 members of the public. The applicant provided a summary of the Neighborhood Meeting with application submittal. General topics were discussed followed by question answer discussion with attendees. Concerns include future access to north, tree cover south of storm vault for wildlife access and cover, tree removal, grading and compaction, and schools.

Staff Response. City Engineering Department requires road end marker and future road extension signage (condition E38). Tree retention is required, and enhancement plantings are included to meet the requirement (condition P14). See Section IV., fish and wildlife habitat critical area for wildlife access. Tree cover is located in pockets along east project slopes, north of wetland 2/A, surrounding Wetlands B and C, south of storm vault, at north side of entrance, and along north property boundary. See Section IV., critical aquifer recharge areas for shallow ground water discussion. School impact fees are required to be paid to North Kitsap School District.

- B. The Suquamish Tribe. Concerns identified are hydroperiod (stormwater flow amount and duration), erosion concerns, monitoring of planting in critical area buffer, fencing of critical area limiting access and infiltration. Additionally, observation related to Johnson Parkway construction and WDFW and Tribe involvement in monitoring post construction work is provided and a request for donation of large trees with root wads to a salmon restoration group which the applicant has indicated they will voluntarily provide trees requested.

Staff Response. Fencing of wetland buffers with signage identifying the critical area is required (condition P15). A document identifying site critical areas and requirements is to be recorded prior to the city issuing a notice of decision for this project (condition P2). Monitoring of planting areas is required (condition P17). Ecology SWMMWW minimum requirement 8 compensatory mitigation includes creating meander(s) and weir(s) in Wetland 2/A and reviewed in Section IV. Wetland 2/A discussion (condition P4).

X. STAFF COMMENT AND RECOMMENDATIONS

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

Recommendation: Staff respectfully recommends approval of the Audrey Estates Preliminary Subdivision, Planning File P-11-10-22-01 as presented and subject to all Conditions of Approval contained herein.

EXHIBITS

- A. Application
 - 1. Subdivision Application form
 - 2. Consent to Exceed Review Period
 - 3. Project Narrative
 - 4. Agreement to Grant Easement (water line to Johnson Parkway)
 - 5. SEPA Checklist (not commented)
- B. Project Drawings
 - 1. CORE1 Project Drawing, February 13, 2024
 - 2. CORE2 Landscaping – Open Space and Replacement Tree, February 13, 2024
 - 3. CORE-TSI Draft Photometric Plan (Street Lighting Plan), undated
 - 4. CORE3 Aesthetics – Slope cross sections, September 30, 2022
- C. Critical Area Information
 - 1. BGE1 Storhoff Rd Wetland Delineation, May 17, 2016
 - 2. Grette1 Audrey Estates – Wetland Rating: Third Party Review, December 22, 2022
 - 3. BGE2 Audrey Estates Preliminary Plat Wetland Rating Update ~ Revised, January 20, 2023
 - 4. Grette2 Audrey Estates – Wetland Rating: Third Party Review, January 30, 2023
 - 5. GE1 Revised Wetland and Stream Buffer Verification Memorandum, June 14, 2023
 - 6. Grette3 Audrey Estates – Wetland Rating: Third Party Review, August 12, 2023
 - 7. GE2 Revised Audrey Estates Buffer Mitigation Plan, November 9, 2023
 - 8. GR1 Hydrogeological Report, October 20, 2022
 - 9. CORE4 Technical Memorandum – Wetland Protection Analysis, November 7, 2023
- Appendix D of Preliminary Storm Drainage Report, (pdf page 216)
 - 10. BGE3 Stormwater Review (Minimum Requirement 8), June 15, 2023
 - 11. WMP Wetland 2/A Compensatory Mitigation Plan, February 14, 2024
 - 12. GR2 Geotechnical Letter (Dispersion Trenches and Compensatory Mitigation),
 - 13. Grette4 , dated UNKNOWN – pending MR-8 Compensatory Mitigation
- D. Tree Retention
 - 1. PEG Tree Retention Plan, November 9, 2023
 - 2. SUF April 2024 Audrey Estates Tree Retention and Landscape Plan Review, April 11, 2024
 - 3. GR3 Geotechnical Letter (reviewing tree retention on created slopes), April 19, 2024
 - 4. GR4 Plan Review Letter (reviewing tree retention on created slopes), November 13, 2023
- E. Technical Reports
 - 1. CORE5 Preliminary Storm Drainage Report, dated February 13, 2024
 - 2. PMX Audrey Estates – Stormwater Review for July 12, 2023 Submittal, August 9, 2023
 - 3. GR5 Updated Geotechnical Engineering Report, November 13, 2023
 - 4. GR6 Johnson Parkway Stream 1 Box Culvert Scour Potential, December 15, 2023
 - 5. ASPECT Geotechnical Peer Review, August 11, 2023
 - 6. TSI Audrey Estates Transportation Impact Analysis – Final Report, October 2022
- F. Staff Review Memos
 - 1. Engineering Department Staff Report Memo, May 6, 2024
 - 2. Engineering Department SEPA Memo, May 6, 2024

3. Figure TR-3 2036 New Roadway Segments Map, Land Use Comprehensive Plan Transportation Element

G. Public Comment

1. Neighborhood Meeting (summarized by applicant)
2. Comment Received

H. Noticing

1. Neighborhood Meeting Notice (applicant requirement)
2. Notice of Application
3. Public Meeting Notice

AUDREY ESTATES PRELIMINARY SUBDIVISION
CONDITIONS OF APPROVAL
PLANNING FILE P-11-10-22-01

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

- P1. Development of the site shall be in conformance with the plan set and associated documents identified in Exhibits B-F, stamped approved in Planning File No. P-11-10-22-01 and subject to the conditions of approval contained herein. Recommendations found in reports and peer review documents identified in Exhibits C-E shall be followed.
- P2. Project proponents shall file notice to title with Kitsap County Auditor per PMC 16.20.135 for this project regarding critical areas, critical area buffers, setback from critical area buffers, and voluntary 50' wide buffer north of Wetland 2/A located on development property tracts and lots which will be encumbered by a critical area buffer or setback to buffer. Critical area requirements will be identified on the approved notice to title. The proponent shall submit proof that the required notice has been filed before the Director will issue the underlying permit's notice of decision.
- P3. It is the responsibility of the developer / property owner to coordinate with and receive any necessary permits of other agencies, including Ecology, USACE, EPA, (such as JARPA, ESA consultation) prior to commencing work requiring said permits.
- P4. Wetland 2/A compensatory mitigation (MR-8) final report(s) shall be provided for peer review at the expense of the applicant/developer. Wetland 2/A categorization shall be confirmed by the application prior to submittal of development permits adjacent to the buffer.
- P5. Recommendations for provision of water to wetlands and protection from pollution during and following construction shall be incorporated in the final geotechnical report to be submitted with construction permit application.
- P6. Critical area buffers, setback from critical area buffers, and conservation buffer are required to be shown on all tree cutting and clearing drawings, construction drawings and building permit lot development plan. Areas of wetland mitigation and enhancement onsite are to be shown on tree cutting and clearing and construction drawings.
- P7. Wetlands and buffers, and conservation buffer are to be staked in the field prior to tree removal. Installation of protective fencing and signage shall immediately follow tree removal.
- P8. Created slopes with identified soil covering and utility crossings are reviewed in critical area and other project reports outside wetland buffers. Installation of slopes and soil covering in the setback from wetland buffers shall be observed and at the direction of a qualified biologist (wetland and stream specialist(s)). Any modifications to wetland buffers or buffer increase areas shall be reviewed in environmental reports. City consultant peer review of report(s) shall be at the discretion of the PED Director and at expense of applicant/developer. Mitigation and bonding may be required.
- P9. Wetlands shall be protected with high visibility construction fencing. Signs identifying the critical area shall be posted. Fencing and signs shall be indicated on construction drawings.
- P10. Tree Cutting and Clearing Permit
 - a. A Tree Cutting and Clearing permit application shall be submitted and reviewed concurrently with the grading application. The application form and associated fees are available on the PED Department website.
 - b. Tree protection fencing, fencing diagram, tree protection measures and timeline for activity as presented on pages 31-34 of the Tree Retention Plan shall be included in notes on TESC and landscape plans.
 - c. Trees identified for retention shall be identified on site prior to tree harvest commencing. No grading shall take place on the site until tree protective fencing is installed. Tree marking and protective fencing shall be under supervision of project arborist and, when completed, the city notified for inspection by the City Arborist.

- d. No storage, equipment, or vehicular traffic shall be allowed within tree retention areas.
- P11. Setbacks, building lot coverage, and building height shall be reviewed at time of building permit submittal. Setbacks shall be measured from property lines. Garages are to be setback 20 feet providing driveway parking without overhang on road or access tract as identified in application documents.
- P12. Site lighting is to be oriented and shielded to avoid direct glare onto adjacent properties and critical areas, while providing adequate safety, including along off-street walking paths.
- P13. Final Landscape Plan.
- a. Street trees shall be consistent with the conceptual landscape plan (Exhibit B, CORE2) and shall be included on the final landscape plan submitted with the tree cutting and clearing and grading permits. Irrigation and maintenance shall be addressed in developments CCRs. Bonding for street trees and associated groundcover, in addition to the submittal of an as built landscape plan, is required prior to final plat approval.
 - b. Placement of street trees shall be within landscaping strips between roadway curb and sidewalk or behind sidewalk as shown on the landscape plan (Exhibit B, CORE2). Root barriers shall be used to protect sidewalk and roadway from root heave.
 - c. The final landscape plan, submitted with the tree cutting and clearing and grading permits, shall include details on the recreational amenities, including approximately 540 feet loop trail, 1,000 square feet commercial grade play surface, ADA accessible bench and picnic table on cement surface totaling approximately 550 square feet, and lawn area. Retention tree location shall be identified on all drawings submitted.
 - d. Walking path grade and cross slope shall accommodate ADA requirements.
 - e. Critical area signs and fencing required installed with development shall be shown on landscape plans.
 - f. The development monument sign(s) shall be shown on the final landscape plan. A separate building permit is required for construction of the monument sign(s).
 - g. Bonding for landscaping in open space and storm tracts shall be required. Bonding of landscaping is required. Estimates or bid for landscaping work and materials including irrigation shall be provided with final plat application. Estimates shall match the record drawing and identify plant name, common name, size at planting, and number each that will be planted.
 - h. A final record drawing landscaping plan shall be provided to the city with final plat application. A notarized letter from the applicant / landscaper shall be provided stating materials are installed per plan.
- P14. Tree Retention.
- a. A final tree retention plan shall be submitted with and shown on the tree cutting and clearing and grading permit and reviewed by the City Arborist, at the cost of the applicant. Additional trees shall be identified for retention or planting of additional trees identified on the landscape plan.
 - b. Location of trees within 20 feet of a lot with stormwater infiltration shall be identified on the final landscape plan submitted with the tree cutting and clearing permit and on civil drawings submitted with grading permits. Installation of dispersion systems will require trenching for placement of pipe and gravel within critical root zone of buffer trees. Trenching and installation of materials shall be under direction of the project arborist.
 - c. Trees and tree retention fencing shall be shown on tree cutting and clearing plans, construction civil plans and landscape plans.
 - d. Trees identified for retention shall be identified on site prior to tree harvest commencing. No grading shall take place on the site until tree protective fencing is installed. Tree marking and protective fence shall be under supervision of project arborist, and, when completed the city notified for inspection by City Arborist. Protective fencing shall not be moved or removed until directed by the city in consultation with the City Arborist.

- e. All recommendations provided of Exhibit D, PEG Tree Retention Plan Report prepared by Peninsula Environmental Group, Inc. (dated November 9, 2023) shall be followed. Tree protective fencing shall be as noted in P10 above.
- f. Tree cutting and clearing application drawings shall provide protections and be otherwise consistent with PMC 18.180.070, 18.180.080 and 15.32.
- g. The City shall be notified of any impacts or pruning of significant (3" and greater) tree roots prior to the approval of the final plat. The city may require peer review by the City Arborist, at the cost of the applicant.
- h. A follow-up risk assessment of the proposed retention tree areas shall be conducted by an ISA certified arborist once the clearing and grading has occurred and submitted to the city for peer review. Trees identified within 20 feet of the dispersion trenches are to be identified in the assessment. If needed, the tree retention numbers shall be amended to reflect any necessary removals and additional plantings. An arborist report shall be provided to the City prior to approval of the final plat and may be peer reviewed by the City Arborist, at the cost of the applicant. The report must include tree survey information and verify tree retention plan and project conditions are met. The report shall also identify maintenance recommendations for a period of 5 years or reaffirm maintenance recommendations of prior report. Director in consultation with the City Arborist will determine if additional tree retention measures will be required at the expense of the applicant.
- i. The project arborist shall be on site to observe and direct tree protection measures during dispersion trench installation occurring in vicinity of retention trees to insure all recommendations of the arborist report are followed.

P15. Fences

- a. Perimeter fencing along the west property boundary and north boundary along lots 25 and 26 clearly separating project and private property offsite. Fencing along the north line of Tracts H and I are recommended. A gate or removable bollards as required by Public Works and Engineering departments are required at the north end of utility access between lots 25 and 26.
- b. Split rail fencing, a minimum 4' high, and critical area signage are required along lot lines abutting Tract C and between storm vault and Tract C. Signs identifying critical area shall be placed on each lot and tract. Fence location shall provide wildlife access between wetlands and tree cover areas.
- c. The City Arborist shall review, at the cost of the applicant, the location of fencing in relation to tree retention at the time of tree cutting and clearing permit. The City Arborist will evaluate the impact of fencing on the long-term health of the proposed retention trees and provide, if necessary, recommendations for optimal success of tree retention. Recommendation may include alternative location of fencing, removal of trees, and/or supplemental plantings.
- d. Dispersion trenches shall include split rail or other approved fence with identifying signage attached identifying the protected area and its purpose as determined by Engineering and Public Works departments.
- e. Tree retention on individual lots shall be fenced with split rail fencing.
- f. Engineering conditions of approval contain requirements for fencing on the storm vault per Public Works Department Requirements and for fence distance to sidewalks and sight distance triangles.

P16. Covenants, Conditions and Restrictions (CCRs)

- a. The final project CCRs shall be submitted with the final plat application and shall be recorded with final plat. The CCRs are subject to review and approval of the PED Department and City Attorney to ascertain if the documents are sufficient to assure compliance with the Conditions of Approval and SEPA Mitigations. Language shall also be included in the CCRs which requires notification to the City of Poulsbo PED Director of any amendments to the CCRs, and that the City shall have the authority to object to any modification that is inconsistent with any condition lawfully placed upon the subdivision by the City of Poulsbo.
- b. CCRs shall include provisions that the Homeowner's Association (HOA) will own, maintain and enforce all open space, tree retention, and amenity tracts (Tracts A-C and H-I). CCRs shall address that storm

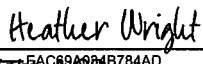
vault tract maintenance of grass cover and other amenities are HOA responsibility, unless the applicant wants to follow the process of coordinating with the city planning and parks directors to determine provide a public park on the vault. (Storm vault maintenance will be developer / city maintained).

- c. CCRs shall include provisions of how the HOA will manage, maintain, and enforce all tree retention. The CCRs shall outline, in detail, the roles and responsibilities of the HOA, individual property owners, and the City of Poulsbo. This shall include roles and responsibilities for removal of danger trees, replanting and any associated costs. Periodic assessment of retention trees health and risk potential must be included in CCRs.
- d. CCRs shall include provisions of how the HOA will manage street tree maintenance, including irrigation.
- e. In lieu of required RV storage, the applicant shall include a provision in the CCRs that addresses recreational vehicle parking, which shall be reviewed by the PED department and City Attorney prior to final plat approval and recording of plat documents.
- f. Tree retention is required to be in tracts or other permanent protective measures. Easement on individual lots, with spilt rail fence and signage identifying tree retention area.
- g. CCRs and face of the final plat or final development plan shall include the following statement: "Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or appropriately landscaped. Removal of preserved and approved open space in natural vegetation shall only be permitted for public safety reasons and upon review and approval of the Planning Director and City Arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in PMC 16.20, Critical Areas." (PMC 18.260.150).

P17. P17. Final Plat.

- a. As final record drawing landscape plan and irrigation plan shall be submitted and approved prior to final plat approval. The record drawing landscape plan shall address street trees, right-of-way landscaping, supplemental tree retention plantings, and any other areas in common ownership of the homeowners. Planting specifications shall be consistent with PMC 18.130, and are subject to approval by the PED Department.
- b. Bonding for landscaping is required prior to final plat approval. Landscape bond(s) will be required and based on current City requirements. Landscape bid estimates for material and labor shall match the final as-built landscape plan, itemizing plant species, common name, number to be planted, and minimum size at time of planting. An estimate for material and labor matching the irrigation plan shall also be required. Street trees may be under separate landscape bond.
- c. Bonding for mitigation of wetland impact and Stormwater Management Manual for Western Washington minimum requirement 8 is required with final plat. All mitigation, wetland creation and plantings are required installed and maintenance bonds in place prior to recording final plat. Monitoring and maintenance are required.
- d. Open space and amenities are to be located in tracts on the final plat with a note identifying project amenities are for the benefit of project owners and residents (unless the applicant wants to follow the process of coordinating with the city planning and parks directors to determine provide a public park on the vault noted in condition P16.b). Storm vault tracts are open space.
- e. The face of the final plat shall include the following statement(s).
 - i. The project's HOA will own, maintain, and enforce all open space, tree retention, and amenity tracts.
 - ii. The City will not join the HOA as enforcers of the project's CCRs.
- f. Areas reserved for dispersion trenches and lots providing water to them shall be identified on final plat drawings. Each drawing sheet which includes dispersion trench or lots providing water to them shall be identified with the following note: "DISPERSION OF ROOF WATER COLLECTED ON LOTS _____ PROVIDE WATER TO WETLANDS AND OR STREAM."

- g. Trees and tree retention areas shall be shown on final plat drawings. Survey and show retention trees on final plat drawings. Each drawing sheet which includes tree retention shall include the following note: "TREES LOCATED IN OPEN SPACE TRACTS _____, AND EASEMENTS ON LOT(S) _____, SHALL BE THE RESPONSIBILITY OF THE ASSOCIATION TO MAINTAIN. ALTERATIONS, INCLUDING TREE REMOVAL AND PRUNING, WITHIN TREE RETENTION AREAS REQUIRE REVIEW AND APPROVAL OF THE CITY PALNNING & ECONOMIC DEVELOPMENT DIRECTOR AND CITY ARBORIST."
 - h. Conservation buffer shall be shown on final plat drawings.
- P18. Park impact fee is required with this project. Fee is determined at the time of building permit issuance according to current code requirement.
- P19. Modifications to preliminary subdivisions are reviewed under PMC 17.60.070 as currently adopted. Where significant deviation from the approved plan is proposed, the revision will be considered a major modification under the initial approval review authority.
- P20. Within 5 years following the approval of the preliminary plat, or as otherwise stipulated in RCW, a final plat shall be submitted to the city for review and approval, or plat becomes void.
- P21. The following PED conditions shall be on the face of the plat. See Engineering and Public Works for additional conditions.
- a. No storage, equipment, or vehicular traffic shall be allowed within tree retention areas.
 - b. Setbacks, building lot coverage, and building height shall be reviewed at time of building permit submittal. Setbacks shall be measured from property lines. Garages are to be setback 20 feet providing driveway parking without overhang on sidewalk, road or access tract as identified in application documents.
 - c. No rockeries/retaining walls may be constructed withing the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes.
 - d. Site lighting is to be oriented and shielded to avoid direct glare onto wetlands and adjacent properties, while providing adequate safety, including along off-street walking paths.
 - e. A final record drawing landscape plan and irrigation plan shall be submitted and approved prior to final plat approval. The record drawing landscape plan shall address street trees, right-of-way landscaping, supplemental tree retention plantings, and any other areas in common ownership of the homeowners. Planting specifications shall be consistent with PMC 18.130 and are subject to approval by the PED Department.
 - f. Open space and amenities are to be located in tracts on the final plat with a note identifying project amenities are for the benefit of project owners and residents (Storm vault tracts are open space.)
 - g. To keep nitrate concentrations below acceptable levels in the wetland areas at the site that provides recharge to Bjorgen Creek, only organic fertilizers should be used. This shall be noted on the face of the plat and contained within the CCRs.

DocuSigned by:

 Heather Wright, AICP
 Planning and Economic Development Director

5/7/2024

 Date

Following are the Engineering Department's Conditions of Approval:

General

- E1. 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.
- E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. *Any utility plans, details, and drawing notes associated with the approved preliminary plat drawing are approved in concept only and are not considered approved for construction. Approval of the preliminary plat does not constitute approval of any construction drawings submitted with the preliminary plat approval documents.* Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
- E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final plat approval the applicant shall: construct the required improvements per City standards and submit "as-built" drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
- E4. 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.
- E5. 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.
- E6. The applicant shall adhere to all recommendations of the applicant's geotechnical engineer and the City's consultants as determined by the City Engineer.
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.
- 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.
- E10. All infrastructure must be installed before Final Plat approval. If the applicant wishes to construct the project in phases, those phases must be defined as divisions in the preliminary plat approval. At the time of Final Plat approval for each division, that division shall be “stand alone”. A division shall be considered “stand alone” if it contains complete utilities and access for the future residents of that division and is not dependent on other as yet un-built divisions for this purpose. Any infrastructure outside of the plat that is necessary to serve the division or allow it to function must be completed as well.

Clearing, Grading, and Erosion Control

- E11. Clearing and Grading Permits are required prior to any land-disturbing activity on the site (PMC 15.35 & 15.40). The permits may include restrictions as to the limits of any area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit for seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control. A final geotechnical report shall be submitted with the construction drawings to provide recommendations for site grading and compaction. The report shall include a section with recommendations for wet season construction methods.

Stormwater

- E12. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
- a. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapters 12.02, 15.40 and 13.17 as well as the requirements of the Department of Ecology’s 2019 Stormwater Management Manual for Western Washington and Construction General Stormwater permit.
 - 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.
- E13. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E14. The design of the detention system shall include appropriate access for maintenance as determined by the Public Works Department.
- E15. A final drainage report, TESC plan and final geotechnical report shall be submitted with the construction drawings to support the stormwater system design and provide guidance on construction and erosion control during construction. The final geotechnical report shall include provisions for wet weather construction. The final drainage report and TESC plan shall include provisions for erosion control and discharge turbidity compliance during wet season construction activities.
- E16. A Construction General Stormwater Permit will be required from the Washington State Department of Ecology. The permit shall be approved by the Department of Ecology and in hand prior to issuance of grading permit and commencement of site grading.
- E17. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater detention system for a minimum of two-years or until 80% of the residences have been completed, whichever is longer. At the end of this time, the City will inspect the system and, if acceptable, the City will take over maintenance and operation of the system.
- E18. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.
- E19. All secondary storm systems and easements shall be in compliance with City standards and remain privately maintained.

- E20. All individual lot dispersion/infiltration trenches shall be maintained by the HOA. A maintenance covenant will be required with the Final Plat. The individual systems shall be designed and located in such a manner that they are indefinitely fully accessible whether by the individual owners or the HOA. The location and soils of the dispersion/infiltration trenches shall be protected during construction such to avoid long term impacts to the dispersion/infiltration viability.
- E21. Storm vault tract shall be dedicated to the City on the face of the plat and fenced per Public Works Department requirements. All fencing shall be outside of any wetland buffer consistent with Planning Department requirements. Maintenance responsibilities, agreements and liability protection for vault tracts, tree retention and amenities shall be resolved to the satisfaction of the Public Works Department and City Attorney prior to final plat application. Refer to Public Works Department conditions of approval.
- E22. Storm vault surface shall be free draining material, and a design for vault lid drainage shall be included in final construction drawings.
- E23. A maintenance and monitoring plan/agreement is to be developed to the satisfaction of the City Engineer, for the area of Wetland 2/A that is impacted by stormwater discharge from the vault. Additionally, a cash bond will be required at the time of Final Plat for the remaining monitoring period of Wetland 2/A that is required under City of Poulsbo Permit P-11-09-18-01. The bond amount will be determined by the City Engineer at the time of application. Reference Exhibits C6, C7, C9, C10 and C11.

Sanitary Sewer

- E24. Refer to Public Works Department comments for sewer connection requirements and construction standards.

Water

- E25. Refer to Public Works Department comments for water construction standards, connection and looping requirements.

All Utilities

- E26. For utilities not within City right-of-way, the Public Works Director will determine if the City will assume ownership and maintenance of the utility.
- E27. 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.
- E28. Easements for access and maintenance of utilities determined to be City-owned shall be legally described and dedicated to the City on the Final Plat drawings. Offsite water utility and access easement to the city on adjacent property shall be provided and recorded separately. Easements shall be fifteen feet (15') wide minimum and comply with all City requirements. Additional width is required to accommodate turning radii, more than one utility or deep utilities. The City Engineer may require an all-weather surface, conforming to City standards, to be constructed over the easement to provide vehicular access for maintenance. Ownership of the pipe and appurtenances shall be conveyed to the City on the Final Plat drawings. The easements shall be shown on the construction drawings, "as-built" drawings, and Final Plat drawings.
- E29. When private storm or sewer pipe is located in an easement that is adjacent and parallel with the property line between two lots/parcels, the easement shall be located entirely on one property and not split between the adjacent properties OR the utilities shall be off-set from the property line a minimum of 2 feet due to the high potential for fence posts to be placed on the property line.
- E30. All street ends with the possibility for extension must have utilities stubbed out of the paved area a minimum of six feet or as directed by the City Engineer. Pavement and sidewalks shall be extended to within six feet of the property line at the end of the road. Appropriate barricades in compliance with current MUTCD standards shall be constructed at the road ends. See City Construction Standards for recommendations.

Streets

- E31. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards (refer to Construction Standards – Section 2 – Street Standards).
- E32. The developer's engineer shall certify that there is adequate entering sight distance at the intersection of Road D and Sunrise at construction plan submittal. Sight distance shall also be evaluated for all internal plat intersections, and sight distance triangles shown on the construction drawings. Proposed landscape features and plantings shall be included in sight distance calculations. If sight distance triangles intrude on individual lots, they shall be shown on final plat drawings and sight distance easements protecting those triangles from intrusion shall be included. Sight distance certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The certification shall also note necessary measures to correct and maintain the minimum sight triangle.
- E33. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards in place at time of construction (including 28 CFR Part 36). Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.
- E34. 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 as of the date of this memo. The impact fee is due at the time of each single-family home building permit and shall be calculated using the most current ADT for a single-family home identified in the ITE manual (11th edition identifies an ADT of 9.43) and multiplying the most current traffic impact fee established by PMC 3.86.090.
- E35. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. New streetlights shall be LED light fixtures, burgundy King 601 fixtures on tan concrete poles. Lighting design for the project shall be submitted with the construction drawings for the project. Lighting design shall be per the requirements of Illuminating Engineering Society of North America standard RP-8. Lighting design shall consider proposed street trees and landscaping to ensure landscaping and street trees will not interfere with street lighting. Proposed street trees shall be shown on lighting design submittal.
- E36. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations prior to grading permit issuance.
- E37. As a condition of site plan development, the construction of frontage improvements is generally required in accordance with PMC section 17. The applicant is responsible for frontage improvements to Sunrise Ridge Avenue NE consistent with City construction standards and shall extend a sufficient distance to support the relocation of the driveway intersection of the Johnson Road extension. Existing frontage improvements on Johnson Parkway NE have recently been completed by the City.
- E38. Street end of proposed Road D provides future access to adjacent properties. The street end shall be marked following either MUTCD Section 3C.04 (OM4 series signs) or MUTCD Section 3F.01 (Type III Barricade). Incorporated into the MUTCD installations shall be an information sign with white background and black lettering that reads; "FUTURE STREET EXTENSION". All of the above elements shall appear as details on the site construction plans subject to Public Works Department approval.
- E39. A temporary truck route has been established in accordance with PMC 10.24. The project's construction truck traffic shall use Johnson Parkway NE via Sunrise Ridge Avenue NE to the South. The project's construction truck traffic shall not use Sunrise Ridge Avenue NE to the North. Any proposal to use Johnson Parkway NE to the North will be evaluated at the time and may include specific roadway restrictions and time of day restrictions during school hours.
- E40. All homes shall be constructed with fire sprinklers.


Other

- E41. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E42. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee

- shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of operations under this permit.
- E43. 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.
- E44. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes. The face of the plat shall state this requirement.
- E45. 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.
- E46. The covenants and the face of the plat shall state that no fence shall be placed within two feet of the back of any sidewalk or within any sight distance triangle.
- E47. All public utilities shall be provided within the plat and shall include power, telephone, natural gas, and cable television. All utilities shall be placed underground (PMC 17.08.140). A ten-foot easement fronting all lots shall be dedicated for public utilities. The developer shall provide and install a minimum of one additional empty four-inch conduit trunk line with road crossings, in parallel with the aforementioned utilities, with appropriate termination points within junction boxes, for future telecommunications use (PMC 12.02.015). Ownership of the conduit shall be conveyed to the City on the Final Plat drawings. All existing and new utilities shall be underground. A plan sheet titled Dry Utilities shall be included with Construction Plan submittal and include all above mentioned utilities.
- E48. The applicant shall be responsible for obtaining all required offsite easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.



Joshua Ranes, PE
City Engineer



Date

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

Water

- PW1. All lots shall be connected to city water.
- PW2. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW3. Water main looping shall be in compliance with City and Department of Health water design standards. The Audrey Estates Preliminary Plat project will be required to connect to the existing 8" water main in Johnson Parkway NE to the South for the primary connection and to the existing 8" water main in Johnson Parkway NE via offsite easement to the North for the loop connection. A pressure reducing valve (PRV) meeting City standards will be required. Provision shall be made for future water looping connection to the North from Road D and to the West from the extension of Sunrise Ridge Road NE.
- PW4. Locate meters in a single bank when possible.
- PW5. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum.
- PW6. Domestic water service and fire flow may share the same water line. The domestic service must exit the water line before the fire service.

- PW7. Meters for all lots shall be located adjacent to public right-of-way.
- PW8. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.
- PW9. The project's Engineer of record shall track and maintain records of water system pressure and purity testing and shall complete and submit to the Public Works Department a DOH Water System Construction Completion Form 331-146-F for the project prior to final plat application.

Irrigation

- PW10. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- PW11. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW12. Double check valve assemblies shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

Sewer

- PW13. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the existing 10" sanitary sewer main in Johnson Parkway NE.
- PW14. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
- PW15. Sanitary sewer manholes shall not be located in roadway curb and gutter, sidewalk or landscaping strip adjacent to roadway. Sewer mains shall not be located generally parallel to and under road curb and gutter, sidewalk, or landscaping strip adjacent to the roadway.
- PW16. All side sewers shall enter public right-of-way as gravity flow.
- PW17. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.

Solid Waste

- PW18. Solid waste service shall be provided by the City of Poulsbo.
- PW19. Garbage and recycle cans shall be placed curbside on the 'no parking' side of the road. The requirement shall be stated in the CC&R's prior to final plat approval.
- PW20. Lots accessed by private easement will be required to place solid waste containers curbside on public right-of-way. The requirement shall be stated in the CC&R's prior to final plat approval.

Stormwater

- PW21. Stormwater vault tract ownership shall be dedicated to the City on the face of the plat. Ownership and maintenance of the amenities proposed on the stormwater vault tract shall be determined prior to final plat to the satisfaction of the Public Works Department. Ownership of the tree retention trees and care and maintenance of the tree retention area currently showing in the stormwater vault tract shall be the responsibility of the homeowner's association. Prior to final plat it shall be determined to the satisfaction of the Public Works Department and City Engineer if tree retention will be required to be in a separate tract dedicated to the HOA, or in an easement to the HOA on the stormwater tract. An agreement satisfactory to the Public Works Department, City Engineer and City Attorney's office memorializing ownership and maintenance responsibilities for the amenities and liability protection for the City shall be referenced on the face of the plat and recorded on the tracts with final plat recording. Appropriate easement(s) and agreements or tract dedication for tree retention shall be determined to the satisfaction of the Public Works Department and City Engineer prior to final plat approval and shall be referenced in CC&R's and on the face of the plat.
- PW22. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater conveyance and detention system for a minimum of two years or until 80% of the residences have been completed, whichever is longer. At the end of this time the City will inspect the system, and if acceptable, the City will take over maintenance and operation of the system.

General Conditions

PW23. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owner's responsibility.

PW24. Design and Development Standards: Design shall be subject to the following Standards:

- City of Poulsbo Utility Comprehensive Plans
- City of Poulsbo Design, Development and Construction Standards
- City of Poulsbo Municipal Code
- Washington State Department of Health Design Standards
- Washington State Department of Ecology's Criteria for Sewage Works Design
- American Public Works Association/Department of Transportation Standard Specifications

PW25. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW26. No walls or structures shall be permitted in utility easements unless approved at time of construction review.

PW27. Placement of landscape plantings and/or street trees shall not interfere with utilities or sight distance. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.

Submittal and Approval

PW28. The applicant shall be required to submit to the City for approval the plans and specifications associated with design and construction of utility system improvements.

PW29. 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.

PW30. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

Connection Fees and Assessments

PW31. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.

PW32. Utility General Facility Charges (connection fees) are required to be paid at the time of building permit issuance and are based on the current fee schedule in effect at that time. Early payment and reservation of utility connection are not provided for in Poulsbo Municipal Code.

DocuSigned by:

Mike Lund

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Mike Lund,
Public Works Superintendent

5/7/2024

Date