



PLANNING AND ECONOMIC DEVELOPMENT

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CITY OF POULSBO ADDENDUM 1 TO PLANNING COMMISSION STAFF REPORT

To: Planning Commission
From: Edie Berghoff, Senior Planner
Subject: Audrey Estates Subdivision
Planning File No. P-11-10-22-01
Date: May 13, 2024

The Audrey Estates staff report was distributed to the Planning Commission May 7, 2024. The Planning Commission public meeting is scheduled to be held May 15, 2024.

The following items are procedural and corrections/clarifications by City staff subsequent to distribution of the staff report.

1. New Exhibit I - Engineering Department memorandum reviewing Engineering and PED department recommended revised conditions of approval.



ENGINEERING DEPARTMENT

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To: Planning Commission
From: Michael Bateman, PE | Transportation Engineer
Edie Berghoff, Senior Planner
Subject: Audrey Estates Preliminary Plat Recommended Revised Conditions of Approval
Date: May 13, 2024
Approved By: Josh Ranes, PE, City Engineer, Interim Public Works Director
Heather Wright, AICP, Planning and Economic Development Director

Engineering and Planning Staff are proposing the following four revisions to their conditions of approval for the project known as Audrey Estates Preliminary Plat, file P-11-10-22-01. Revisions shown in bold italic and strike through as appropriate.

1) The Preliminary Storm Drainage Report for Audrey Estates (Exhibit E1) states in Section 5.2 in that the storm system is designed to accommodate a total of 2,460 square feet per lot (2,100 square feet of roof and 360 square feet of driveway). To ensure that this limitation is met,

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. ***The final drainage report shall include a section detailing the amount of impervious surface allowed for each lot and a method for tracking lot impervious surface by lot as the project homesites are constructed. This shall be included on the face of the plat and included in the CCR's. If the impervious surface area allocation per lot is not the same for each lot, a table of allowable lot impervious surface area shall be included and shall be included on the face of the plat.***

P21. The following PED conditions shall be on the face of the plat. See Engineering and Public Works for additional conditions.

- b. Setbacks, building lot coverage (***with note to not exceed impervious surface limitations***), 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.

2) In order for the City and the Developer to preserve options to resolve ownership and maintenance responsibilities for the amenities proposed on the stormwater vault as allowed by City codes, the Engineering and Public Works Departments propose the following revisions to their conditions of approval (E21 and PW21):

E21. Storm vault tract shall be dedicated to the City ***or the HOA as appropriate*** 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.

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 *and Parks* Departments. ***Stormwater vault tract ownership shall be dedicated to the City or to the HOA and noted on the face of the plat as appropriate depending upon resolution of amenity ownership.*** 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 ***and shall be in a tract dedicated to the HOA.*** Prior to final plat ~~it~~ ***vault tract ownership*** 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, ***referenced in CC&R's*** 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.~~~~

3) In order to recognize current changes in mandatory utilities provided in plats, the Engineering Department proposes the following revision to their conditions of approval (E47):

E47. All public utilities shall be provided within the plat and shall include power, telephone, ***and broadband internet at a minimum.*** ~~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.

4) Development monument sign is not required but may be provided with development. Clarification of condition P13.f. is recommended.

P13.f. ~~The~~ **potential development monument sign(s) is to shall** be shown on the final landscape plan. A separate building permit is required for construction of the monument sign(s).