

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2025-12

SUBJECT: ADU Impact Fee and GFC Discount

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 07/01/2025
- ☒ Passed by the City Council: 07/16/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☒ Publication: 07/21/2025
- ☒ Effective: 07/26/2025
- ☐ Recorded: _____

DISTRIBUTED COPIES AS FOLLOWS:

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Kati Diehl

Deputy City Clerk

07/17/2025

Date

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTERS 3.84, 3.86, 13.70 and 15.04 OF THE POULSBO MUNICIPAL CODE TO ADJUST FEES AND GENERAL FACILITY CHARGES FOR ADU CONSTRUCTION IN ACCORDANCE WITH ADOPTED ZONING CODE CHANGES AND CITY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, RCW 82.02.050(2) authorizes cities that are required to plan under RCW 36.70A, which includes the City of Poulsbo ("City"), to impose impact fees on development activity as part of the financing of public facilities, provided that the financing for system improvements to serve new development must provide for a balance between impact fees and other sources of public funds and cannot rely solely on impact fees; and

WHEREAS, Chapter 3.84 of the Poulsbo Municipal Code ("PMC") regulates Park Impact Fees; and

WHEREAS Chapter 3.86 of the Poulsbo Municipal Code ("PMC") regulates Transportation Impact Fees; and

WHEREAS, RCW 35.92.025 authorizes the City to charge property owners seeking to connect to the City's water or sewerage system; and

WHEREAS, Chapter 13.70 of the PMC regulates Assessments, Fees and other Charges for Public Services; and

WHEREAS, RCW 82.02.020 and RCW 36.70B.160 authorizes the City to impose reasonable fees for permit review; and

WHEREAS, Chapter 15.04 of the PMC regulates City Construction Code, including setting forth the fee schedule for the building code; and

WHEREAS, pursuant to Ordinance No. 2024-05 and No. 2025-10, the City has recently adopted updated regulations regarding Accessory Dwelling Units ("ADUs"); and

WHEREAS, the PMC is required to be in compliance with the adopted zoning codes and legislative requirements; and

WHEREAS, additional PMC amendments are needed regarding building permit and fees and charges imposed for ADUs;

WHEREAS, City staff have proposed the recommended changes, as set forth in Attachment A; and

WHEREAS, acting as the City's SEPA responsible official, the City Planning and Economic Development Director reviewed the proposed amendments and determined the proposal to constitute procedural amendments resulting in no substantive changes respecting the use or modification of the environment and therefore the proposal is exempt from SEPA review pursuant to Section 197-11-800(19) of the Washington Administrative Code; and

WHEREAS, City Council has reviewed the proposed modifications to Chapters 3.84, 3.86, 13.70 and 15.04 and desires to approve and adopt the proposed modifications as set forth in Attachment A by the passage of this ordinance.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,
DO ORDAIN AS FOLLOWS:**

Section 1. Adoption of Findings. The recitals set forth above are hereby adopted as the Poulsbo City Council's findings justifying the revisions to the chapters of code adopted by this Ordinance.

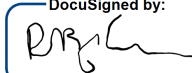
Section 2. Adoption of Amendments to PMC 3.84, 3.86, PMC 13.70 and PMC 15.04. Chapters 3.84, 3.86, 13.70 and 15.04 of the Poulsbo Municipal Code is hereby amended as shown in Attachment A, which is attached and incorporated herein by this reference.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 4. Corrections. Upon authorization of the City Attorney, The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, and section and/or subsection numbers for the purposes of codification and any other references thereto.

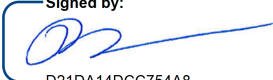
Section 5. Effective Date. This ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

APPROVED:

DocuSigned by:

77AA4B38C18A4BA...

MAYOR REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:

D21DA14DCC764A8...

CITY CLERK RHIANNON FERNANDEZ

APPROVED AS TO FORM:

Signed by:

BY: 833D0DC77E3647E

CITY ATTORNEY EMILY ROMANENKO

FILED WITH THE CITY CLERK: 07/01/2025
PASSED BY THE CITY COUNCIL: 07/16/2025
PUBLISHED: 07/21/2025
EFFECTIVE DATE: 07/26/2025
ORDINANCE NO. 2025-12

SUMMARY OF ORDINANCE NO. 2025-12
of the City of Poulsbo, Washington

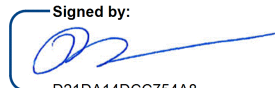
On July 16, 2025 the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2025-12, the main point of which may be summarized by its title as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTERS 13.06 AND 13.70 OF THE POULSBO MUNICIPAL CODE TO CLARIFY WATER METER INSTALLATION AND CONNECTION REQUIREMENTS AND CLARIFY UTILITY CONNECTION FEE CALCULATION METHODOLOGY FOR TRANSITORY USES TO COMPLY WITH CITY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this ordinance will be mailed upon request.

DATED this 16th day of July, 2025

Signed by:



D21DA14DCC754A8...

CITY CLERK, RHIANNON FERNANDEZ CMC



ENGINEERING

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9744 | fax (360) 697-8269
www.cityofpoulsbo.com | mbateman@cityofpoulsbo.com

ATTACHMENT A – PMC 3.84 3.86 13.70 and 15.04 code updates

Code changes are in **red** strike-in strike-out

Section 1. PMC Section 3.84.080, Imposition of Park Impact Fees, is amended to read as follows:

3.84.080 Imposition of park impact fees.

- A. Park impact fees shall be required as a condition of development approval for all new residential development within the city to which this chapter applies.
- B. The park impact fee to be paid shall be that which is in effect at the time the park impact fee becomes due. The planning director and building official are authorized to impose park impact fees on any and all new development and to condition, withhold or revoke approval of any such development unless the park impact fees are paid when due.
- C. Except as provided in Section 3.84.135, park impact fees shall become due and payable to the city at the time of building permit issuance. If a building permit is not required, then the park impact fees are due at the time of development approval.
- D. For a change in use of an existing building or dwelling unit, the impact fee shall be the applicable impact fee, less any impact fee previously paid for the prior use.
- E. For an Accessory Dwelling Unit (ADU) building permit, the impact fee shall be reduced to 50% of the fee that would be calculated for the associated primary unit.**
- ~~F.E.~~** The building official shall not issue any building permit, or certificate of occupancy if no building permit is required, unless and until the impact fee has been paid.

Section 2. PMC Section 3.84.100, Exemptions, is amended to read as follows:**3.84.100 Exemptions.****The following are exempt from the payment of impact fees under this chapter:**

- A. New nonresidential development. For mixed use developments, only the residential units associated will be subject to the park impact fee.
- B. Development for which land has been dedicated, improvements constructed, or impact fees paid under SEPA and which land, improvements, or fees the city has previously determined to be sufficient to mitigate the transportation impacts of the development.
- C. Development for which an impact fee has already been paid under this chapter.
- D. Development for which a voluntary agreement (developer's agreement) has been entered into pursuant to RCW 82.02.020 and which agreement calls for the dedication of land, construction of improvements, or payment of transportation impact fees in a specified amount at a date subsequent to execution of the agreement.
- E. Alteration, expansion, remodeling, reconstruction, or replacement of existing single-family or multifamily dwelling units that does not result in the creation of additional dwelling units.
- F. Construction of accessory residential structures that are secondary and associated with a primary single-family or multifamily structure, such as sheds, greenhouses or similar structures.
- ~~G. Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning, it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.~~
- G.H.** Demolition of or moving an existing structure within the city from one site to another.

Section 3. PMC Section 3.86.080, Imposition of Transportation Impact Fees, is amended to read as follows:

3.86.080 Imposition of transportation impact fees.

A. Transportation impact fees shall be required as a condition of development approval for any and all new development activity within the city to which this chapter applies.

B. The transportation impact fee shall be calculated at the current rate at the time the impact fee becomes due and payable as required in subsection C of this section. The city engineer and planning director are authorized to impose transportation impact fees on any and all new development and to condition, withhold or revoke approval of any such development unless the transportation impact fees are paid when due.

C. Transportation impact fees shall become due and payable to the city at the time of building permit issuance. If a building permit is not required, then the transportation impact fees are due at the time of development approval.

D. For a change in use of an existing building or dwelling unit (which may also include any alteration, expansion, replacement or new accessory building), the impact fee for the new use shall be reduced by an amount equal to an impact fee for the existing use; provided, that the existing use was in effect after April 2016.

E. For an Accessory Dwelling Unit (ADU) building permit, the impact fee shall be reduced to 50% of the fee that would be calculated for the associated primary unit.

F.E. The building official shall not issue any building permit, or certificate of occupancy if no building permit is required, unless and until the impact fee has been paid.

Section 4. PMC Section 3.86.100, Exemptions, is amended to read as follows:

3.86.100 Exemptions.

The following are exempt from the payment of impact fees under this chapter:

A. Development for which land has been dedicated, improvements constructed, or impact fees paid under SEPA and which land, improvements, or fees the city has

previously determined to be sufficient to mitigate the transportation impacts of the development.

B. Existing development for which an impact fee has already been paid under this chapter (except as set forth in Section [3.86.080](#)(D)).

C. Development for which a voluntary agreement (developer's agreement) has been entered into pursuant to RCW [82.02.020](#) and which agreement calls for the dedication of land, construction of improvements, or payment of transportation impact fees in a specified amount at a date subsequent to execution of the agreement.

D. Alteration, expansion, remodeling, reconstruction, or replacement of existing single-family or multifamily dwelling units that does not result in the creation of additional dwelling units.

E. Alteration, expansion, reconstruction, remodeling or replacement of an existing nonresidential building that does not result in an increase in the average daily trips generated by the building.

~~**F. Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning; it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.**~~

G. F. Any building permit in association with a home occupation or home business approved under Title [18](#), Zoning; it is considered an accessory use of the residence, and therefore its impacts are within the realm of the primary residential use.

~~**H.**~~ **G.** Any building permit(s) in association with a public park.

Section 5. PMC Section 13.70.140, ERU adjustment factor, is amended to read as follows:

13.70.140 ERU adjustment factor.

Calculation of the general facility charge shall include an adjustment factor associated with the level of service required by the respective customer classes and shall be apportioned and assessed as noted:

Single-family residence	1.00
	ERUs/unit
Duplex, triplex, four-plex, ADU	0.85
	ERUs/unit
Apartments/condominiums (five or more units)	0.80
	ERUs/unit
Transitory living units (motels/hotels, care facilities)	0.40
	ERUs/unit
Commercial/industrial	1.00
	ERUs/unit
Irrigation systems	0.50
	ERUs/unit

Section 6. PMC Section 13.70.720, stormwater service rate calculation, is amended to read as follows:

13.70.720 Stormwater service rate calculation.

- A. General. Calculation of rates shall be determined by the approximate amount of impervious surface area of developed parcels of property, including publicly owned property and rights-of-way that either prevents or retards entry of water into the soil.
- B. ISU Computation. Impervious surface units (ISUs) shall be as computed as follows:

3,000 square feet of impervious area
shall be equal to one impervious
surface unit (ISU)

If a fraction of an ISU exists, the next higher ISU will be charged, e.g., 3.2 ISU will be rounded up and charged as four ISUs. Fractional multipliers will not be used.

C. ADU adjustment factor: Accessory Dwelling Units (ADU) external to the primary unit shall be charged one-half of the standard ISU charge.

Section 7. PMC 15.04.035, Fee schedule – building code, is amended to read as follows:

15.04.035 Fee schedule—Building code.

The permit and inspection fees that shall apply to permits and inspections required under the codes adopted in Section [15.04.020](#) shall be established by resolution of the Poulsbo city council establishing such fees pursuant to Section [3.12.020](#).

When permit fees are based on the determination of value or valuation under any of the provisions of this code, the value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and other permanent equipment. When portions of the building are to be constructed or installed under separate permit(s), the deferred permit(s) shall have permit fees based on the valuation of the work to be done or per the permit fees established in Section [3.12.020](#).

Plan Review Fee. When submittal documents are required to be reviewed by Section 107 of the International Building Code, a plan review fee shall be paid at the time of submitting the submittal documents for review. Said plan review fee shall be sixty-five percent of the building permit fee established by resolution of the city council per Section [3.12.020](#). **For Permit Ready Accessory Dwelling Unit (ADU) Plans, the plan review fee shall be further reduced by fifty percent.**

The plan review fees specified in this section are separate fees from the building permit fees and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review per Section 107.4 or when the project involves deferred submittal items as defined in Section 107.3.4.1 of the International Building Code, an additional plan review fee shall be charged at the rate shown in the fee resolution adopted by the city council.

Public agencies and nonprofit organizations developing affordable housing as described in Poulsbo's Comprehensive Plan Goal HS-4 with one plan for more than one building may elect to participate in the city's "registered plan program." The plan review fee for the initial registered plan review shall be sixty-five percent of the building permit fee as shown in the fee resolution adopted by the city council. Valuations used to compute the plan review and permit fees shall include all options

submitted with the registered plan. After the initial review and approval of a registered plan, subsequent plan review fees shall be reduced by fifty percent (i.e., to thirty-two and one-half percent of the building permit fee as shown in the fee resolution adopted by the city council). Plan review fees for subsequent building permit applications attached to an approved registered plan shall be thirty-two and one-half percent of the building permit fee as shown in the fee resolution adopted by the city council.

Section 8. PMC 15.04.050, Interpretation - Definitions, is amended to read as follows:

15.04.050 Interpretation—Definitions.

In interpreting the provisions of any of the codes adopted by reference in Section 15.04.020, the following terms shall be given the meanings set forth in this section:

- A. "City" means the city of Poulsbo.
- B. "Building official" means the building official of the city or duly authorized representative.
- C. "Owner" means any person, agent, firm or corporation which holds the fee title to real property or which holds a valid purchaser's contract for purchase of real property which is filed for record with the auditor of Kitsap County.
- D. "Enforcement officer" means the building official or designee, or fire chief or fire marshal, when enforcement relates to any code or provision in this title.
- E. "Fire protection area" means the gross floor area within the exterior walls, including basements and mezzanines, and under projections of roof or floor above when exterior walls are not present. Buildings divided into separate buildings by fire walls complying with the provisions of Section 706 of the International Building Code may be considered separate fire protection areas.

F. "Permit Ready Accessory Dwelling Unit (ADU) Plans" means plans that are pre-reviewed architectural designs that meet Poulsbo's local building codes, energy codes and design standards. These plans are made available by the City to simplify and expedite the permitting process for residents who want to build a detached ADU on their property, or that want to use one of the designs as their primary residence.



PUBLIC WORKS

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9744 | fax (360) 697-8269
www.cityofpoulsbo.com | mbateman@cityofpoulsbo.com

To: City Council
From: Michael Bateman, PE | Transportation Engineer
Subject: Engineering, Building and Public Works ADU Impact Fees and GFC discount
Date: July 1, 2025

Executive Summary

The City has adopted Accessory Dwelling Unit (“ADU”) regulations in compliance with requirements and associated RCW changes by the State legislature. Engineering, Public Works and Building department staff have reviewed the adopted changes, analyzed the impacts to City systems and utilities and developed recommended changes to permit fees, impact fees and general facilities charges (GFC) for ADU construction.

This memo summarizes those recommended changes. Staff recognize that impact fees overall will be undergoing further analysis in the near future and that analysis could end up recommending a more nuanced approach at that time.

Staff recommend the following at this time:

Impact Fees:

- For all ADU types traffic and park impact fees will be discounted 50% as specified by the state legislature.

General Facility Charges (GFC):

- For all ADU types stormwater general facility charges (“GFC”) will be discounted 50% for ADUs external to the primary unit (charged at 1/2 ISU). ADUs internal to the primary unit will not incur stormwater GFC charges
- For all ADUs that either connect to water with a new meter or require upsizing the primary unit water meter will be charged water and sewer GFC as appropriate for the connection, with the same ERU adjustment factor as duplex/triplex/four-plex (0.85x)

Plan Review and Inspection Fees:

For “normal” ADUs, staff recommends no changes to existing plan review or inspection fees

For Permit Ready Plan set ADUs, staff recommends the following:

- Building Plan Review Fee will be discounted by 50%
- Engineering Permit Review will be discounted by 2/3 from 3 hours to 1 hour

Existing city codes, policies and fees:

Previous City zoning code restricted ADUs to one unit up to 800sf, the primary unit had to be owner occupied and sale of an ADU was not an option. ADUs were generally considered to be within the same household/family unit, and truly an accessory use to the primary unit. ADUs were considered to have minimal impact on City utilities and systems. There are currently only 16 permitted ADUs in the City.

The City's water and sewer code is currently silent on ADUs. To date, we have considered ADUs to be truly accessory to the primary unit and have not charged impact fees or GFCs. They have been required to be served through the existing water meter to the house.

Water meter sizing is per the Uniform Plumbing Code, and is based on fixture count, pressure, service piping size, length and type of piping. For ADUs served from the primary unit, this could potentially require the existing water meter to need to be upsized. A typical house with typical water pressure and feed line size has a fixture count of approximately 20, and can typically accommodate an additional 13 fixtures before needing to upsize the water meter and/or feed line.

Our current water code indicates that each house or unit (which could potentially include ADUs) under separate ownership is required to be served by its own water meter.

Our current adopted fee table indicates that our Engineering permit review fee for ADUs is a standard 3 hour review at \$270. We currently also charge 1 hour (\$90) for the Engineering final inspection.

Current fees/GFC charges for single family residences (1 ERU) are as follows:

- Transportation impact fee - **\$5,318.52** (9.43ADT * \$564/ADT)
- Park impact fee - **\$1,316.33**
- Stormwater GFC - **\$1,805.91**
- Water GFC - **\$6,629.96**
- Sewer GFC - **\$15,383.00** (City \$5,444, County \$9,939)

- Total of impact/GFC fees – **\$30,453.72**

Staff recommendations:

Staff recommend recognizing that with the required code changes as implemented and the strong push to create opportunities for additional affordable housing for families, a significant number of ADUs and the associated residents and impacts will be added to the City. These new families housed in these ADUs can no longer be considered to pose an insignificant impact on

our streets and utilities. We recognize that ADUs as allowed by the adopted code are a part of accommodating the City's required growth per GMA and our adopted Comprehensive Plan but also recognize the need to balance that with consistency with our adopted utility financial plans and the impacts of ADU construction on City systems and utilities.

At this point, we recommend mitigating ADUs as provided for by the state legislature by adopting impact fees at 50% of what would have been charged for the primary unit and adopting GFC charges as appropriate for the connections or size changes being made, using the same ERU adjustment factor that we currently have in place for duplex/triplex/quadplex utility connections.

We recommend impact fees/GFCs be charged as follows:

- Transportation impact fees - charged at 50% of standard impact fees as provided for by the legislature
- Park impact fees – charged at 50% of standard impact fees as provided for by the legislature
- Storm GFC - charged at 1/2 ISU per external unit (no ISU charge for internal ADU)
- Water/sewer GFCs - charged for units that make either new connections or where the fixture count requires the primary unit to upsize the water meter using the same ERU adjustment factor that is in our current code for duplex, triplex and four-plex at 0.85x.
- We understand that school impact fees will not be charged for ADUs per Planning Dept

This would mean that the recommended fees/GFC charges for ADUs are as follows:

- Transportation impact fee 50% - **\$2,659.26** (9.43ADT * \$564/ADT x 0.5)
- Park impact fee 50% - **\$658.17**
- Stormwater GFC 1/2 ISU (if applicable) - **\$902.96**
- Water GFC x 0.85 (if applicable)- **\$5,635.47**
- Sewer GFC x 0.85 (if applicable) - **\$13,075.55**
- Total of impact/GFC fees internal ADU without water/sewer connection – **\$3,317.43**
- Total of impact/GFC fees external ADU without water/sewer connection – **\$4,220.39**
- Total of impact/GFC fees external ADU with water/sewer connection - **\$22,931.41**

Permit Review Fees - Engineering

Engineering staff recommend Engineering permit review fees for standard ADU applications continue to be charged at the standard 3 hour (\$270) fee and the fee for Engineering Final Inspection continue to be charged at 1 hour (\$90).

For the new “Permit Ready” standard ADU plan sets, we recommend reducing the Engineering permit review fee to 1 hour (\$90) and continuing to charge the Engineering Final Inspection at 1 hour (\$90).

Plan Review Fee - Building

Building Department staff recommend that the building permit plan review fee for the “Permit Ready” standard ADU plan sets be reduced by 50%.

Affected codes and proposed code updates

PMC 13.06.230(A) states that “Each house or unit under separate ownership supplied by city water must have its own separate metered service to the city main, and the premises so supplied will not be allowed to supply water to any other premises.” We propose no changes to that code.

PMC 3.84.080 Imposition of Park Impact Fees - we recommend adding the text below to this section to allow ADU impact fees at 50% of the standard single family rate.

3.84.080 Imposition of park impact fees.

- A. Park impact fees shall be required as a condition of development approval for all new residential development within the city to which this chapter applies.
- B. The park impact fee to be paid shall be that which is in effect at the time the park impact fee becomes due. The planning director and building official are authorized to impose park impact fees on any and all new development and to condition, withhold or revoke approval of any such development unless the park impact fees are paid when due.
- C. Except as provided in Section 3.84.135, park impact fees shall become due and payable to the city at the time of building permit issuance. If a building permit is not required, then the park impact fees are due at the time of development approval.
- D. For a change in use of an existing building or dwelling unit, the impact fee shall be the applicable impact fee, less any impact fee previously paid for the prior use.
- E. For an Accessory Dwelling Unit (ADU) building permit, the impact fee shall be reduced to 50% of the fee that would be calculated for the associated primary unit.**
- ~~F.E.~~** The building official shall not issue any building permit, or certificate of occupancy if no building permit is required, unless and until the impact fee has been paid.

PMC 3.84 Park Impact Fees indicates in 3.84.100(F) Exceptions states that “Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning; it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.” We propose removing that exemption with the following edits to this code section:

3.84.100 Exemptions.

The following are exempt from the payment of impact fees under this chapter:

- A. New nonresidential development. For mixed use developments, only the residential units associated will be subject to the park impact fee.
- B. Development for which land has been dedicated, improvements constructed, or impact fees paid under SEPA and which land, improvements, or fees the city has previously determined to be sufficient to mitigate the transportation impacts of the development.
- C. Development for which an impact fee has already been paid under this chapter.
- D. Development for which a voluntary agreement (developer’s agreement) has been entered into pursuant to RCW 82.02.020 and which agreement calls for the dedication of land, construction of improvements, or payment of transportation impact fees in a specified amount at a date subsequent to execution of the agreement.
- E. Alteration, expansion, remodeling, reconstruction, or replacement of existing single-family or multifamily dwelling units that does not result in the creation of additional dwelling units.
- F. Construction of accessory residential structures that are secondary and associated with a primary single-family or multifamily structure, such as sheds, greenhouses or similar structures.
- ~~G.—Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning; it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.~~
- ~~G.H.—~~ Demolition of or moving an existing structure within the city from one site to another.

PMC 3.86.080 Imposition of Traffic Impact Fees – we recommend adding the text below to this section to allow ADU impact fees at 50% of the standard single family rate.

3.86.080 Imposition of transportation impact fees.

- A. Transportation impact fees shall be required as a condition of development approval for any and all new development activity within the city to which this chapter applies.
- B. The transportation impact fee shall be calculated at the current rate at the time the impact fee becomes due and payable as required in subsection C of this section. The city engineer and planning director are authorized to impose transportation impact fees on any and all new development and to condition, withhold or revoke approval of any such development unless the transportation impact fees are paid when due.

C. Transportation impact fees shall become due and payable to the city at the time of building permit issuance. If a building permit is not required, then the transportation impact fees are due at the time of development approval.

D. For a change in use of an existing building or dwelling unit (which may also include any alteration, expansion, replacement or new accessory building), the impact fee for the new use shall be reduced by an amount equal to an impact fee for the existing use; provided, that the existing use was in effect after April 2016.

E. For an Accessory Dwelling Unit (ADU) building permit, the impact fee shall be reduced to 50% of the fee that would be calculated for the associated primary unit.

F.E. The building official shall not issue any building permit, or certificate of occupancy if no building permit is required, unless and until the impact fee has been paid.

PMC 3.86 Transportation Impact Fees indicates in 3.86.100(F) Exceptions states that “Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning; it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.” We propose removing that exemption with the following edits to this code section:

3.86.100 Exemptions.

The following are exempt from the payment of impact fees under this chapter:

A. Development for which land has been dedicated, improvements constructed, or impact fees paid under SEPA and which land, improvements, or fees the city has previously determined to be sufficient to mitigate the transportation impacts of the development.

B. Existing development for which an impact fee has already been paid under this chapter (except as set forth in Section [3.86.080\(D\)](#)).

C. Development for which a voluntary agreement (developer’s agreement) has been entered into pursuant to RCW [82.02.020](#) and which agreement calls for the dedication of land, construction of improvements, or payment of transportation impact fees in a specified amount at a date subsequent to execution of the agreement.

D. Alteration, expansion, remodeling, reconstruction, or replacement of existing single-family or multifamily dwelling units that does not result in the creation of additional dwelling units.

E. Alteration, expansion, reconstruction, remodeling or replacement of an existing nonresidential building that does not result in an increase in the average daily trips generated by the building.

~~F.—Any building permit for a new legal accessory dwelling unit approved under Title 18, Zoning; it is considered an accessory use of the single-family residence, and therefore its impacts are within the realm of the primary single-family residential use.~~

G. F. Any building permit in association with a home occupation or home business approved under Title [18](#), Zoning; it is considered an accessory use of the residence, and therefore its impacts are within the realm of the primary residential use.

H. G. Any building permit(s) in association with a public park.

PMC 13.70.140 ERU adjustment factor has a table for adjustments to general facility charges for various unit types – we propose adding ADU into the same category as Duplex etc:

13.70.140 ERU adjustment factor.

Calculation of the general facility charge shall include an adjustment factor associated with the level of service required by the respective customer classes and shall be apportioned and assessed as noted:

Single-family residence	1.00
	ERUs/unit
Duplex, triplex, four-plex, ADU	0.85
	ERUs/unit
Apartments/condominiums (five or more units)	0.80
	ERUs/unit
Transitory living units (motels/hotels, care facilities)	0.40
	ERUs/unit
Commercial/industrial	1.00
	ERUs/unit
Irrigation systems	0.50
	ERUs/unit

PMC 13.70.150 Expanding service calculation – water and wastewater indicates that expanded service (upsized meters) will pay the difference between the charges associates with the current meter size and the new meter size. We propose no changes to this section.

PMC 13.70.720 Stormwater service rate calculation – indicates that ISUs for stormwater calculation shall be equal to 3,000sf of impervious area. We propose the following changes to this section:

13.70.720 Stormwater service rate calculation.

- A. General. Calculation of rates shall be determined by the approximate amount of impervious surface area of developed parcels of property, including publicly owned property and rights-of-way that either prevents or retards entry of water into the soil.
- B. ISU Computation. Impervious surface units (ISUs) shall be as computed as follows:

<p>3,000 square feet of impervious area shall be equal to one impervious surface unit (ISU)</p>

If a fraction of an ISU exists, the next higher ISU will be charged, e.g., 3.2 ISU will be rounded up and charged as four ISUs. Fractional multipliers will not be used.

C. ADU adjustment factor: Accessory Dwelling Units (ADU) external to the primary unit shall be charged one-half of the standard ISU charge.

PMC 3.12.090 and 3.12.100 contain the actual dollar values of GFC charges per ERU or ISU. We propose no changes to these sections.

PMC 15.04.035 and 3.12.020 contain building code fees. We propose the following changes to section 15.04.035:

15.04.035 Fee schedule—Building code.

The permit and inspection fees that shall apply to permits and inspections required under the codes adopted in Section [15.04.020](#) shall be established by resolution of the Poulsbo city council establishing such fees pursuant to Section [3.12.020](#).

When permit fees are based on the determination of value or valuation under any of the provisions of this code, the value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and other permanent equipment. When portions of the building are to be constructed or installed under separate permit(s), the deferred permit(s) shall have permit fees based on the valuation of the work to be done or per the permit fees established in Section [3.12.020](#).

Plan Review Fee. When submittal documents are required to be reviewed by Section 107 of the International Building Code, a plan review fee shall be paid at the time of submitting the submittal documents for review. Said plan review fee shall be sixty-five percent of the building permit fee established by resolution of the city council per Section [3.12.020](#). **For Permit Ready Accessory Dwelling Unit (ADU) Plan Sets, the plan review fee shall be further reduced by fifty percent.**

The plan review fees specified in this section are separate fees from the building permit fees and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review per Section 107.4 or when the project involves deferred submittal items as defined in Section 107.3.4.1 of the International Building Code, an additional plan review fee shall be charged at the rate shown in the fee resolution adopted by the city council.

Public agencies and nonprofit organizations developing affordable housing as described in Poulsbo's Comprehensive Plan Goal HS-4 with one plan for more than one building may elect to participate in the city's "registered plan program." The plan review fee for the initial registered plan review shall be sixty-five percent of the building permit fee as shown in the fee resolution adopted by the city council. Valuations used to compute the plan review and permit fees shall include all options submitted with the registered plan. After the initial review and approval of a registered plan, subsequent plan review fees shall be reduced by fifty percent (i.e., to thirty-two and one-half percent of the building permit fee as shown in the fee resolution adopted by the city council). Plan review fees for subsequent building permit applications

attached to an approved registered plan shall be thirty-two and one-half percent of the building permit fee as shown in the fee resolution adopted by the city council.

PMC 15.04.050 contains definitions. We propose the following changes to section 15.04.050:

15.04.050 Interpretation—Definitions.

In interpreting the provisions of any of the codes adopted by reference in Section 15.04.020, the following terms shall be given the meanings set forth in this section:

- A. "City" means the city of Poulsbo.
- B. "Building official" means the building official of the city or duly authorized representative.
- C. "Owner" means any person, agent, firm or corporation which holds the fee title to real property or which holds a valid purchaser's contract for purchase of real property which is filed for record with the auditor of Kitsap County.
- D. "Enforcement officer" means the building official or designee, or fire chief or fire marshal, when enforcement relates to any code or provision in this title.
- E. "Fire protection area" means the gross floor area within the exterior walls, including basements and mezzanines, and under projections of roof or floor above when exterior walls are not present. Buildings divided into separate buildings by fire walls complying with the provisions of Section 706 of the International Building Code may be considered separate fire protection areas.
- F. "Permit Ready Accessory Dwelling Unit (ADU) Plans" means plans that are pre-reviewed architectural designs that meet Poulsbo's local building codes, energy codes and design standards. These plans are made available by the City to simplify and expedite the permitting process for residents who want to build a detached ADU on their property, or that want to use one of the designs as their primary residence.

The Uniform Plumbing Code will continue to govern water meter sizing requirements based on fixture count, service type, size and length, and water pressure at the meter.