



STAFF REPORT

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

Musick Multifamily Site Plan Review, Design Review, and Critical Area Review

To: Heather Wright, Poulsbo Planning and Economic Development Director
From: Nikole Coleman, Senior Planner
Date: June 7, 2023
Subject: Musick Multifamily | P-06-23-21-01

Planning and Economic Development (PED) staff respectfully recommends approval of the Musick Multifamily Site Plan Review, Design Review and Critical Area Review, Planning File P-06-23-21-01.

ACTION:

The PED Director shall approve the Musick Multifamily Site Plan, Design and Critical Area Review, Planning File P-06-23-21-01.

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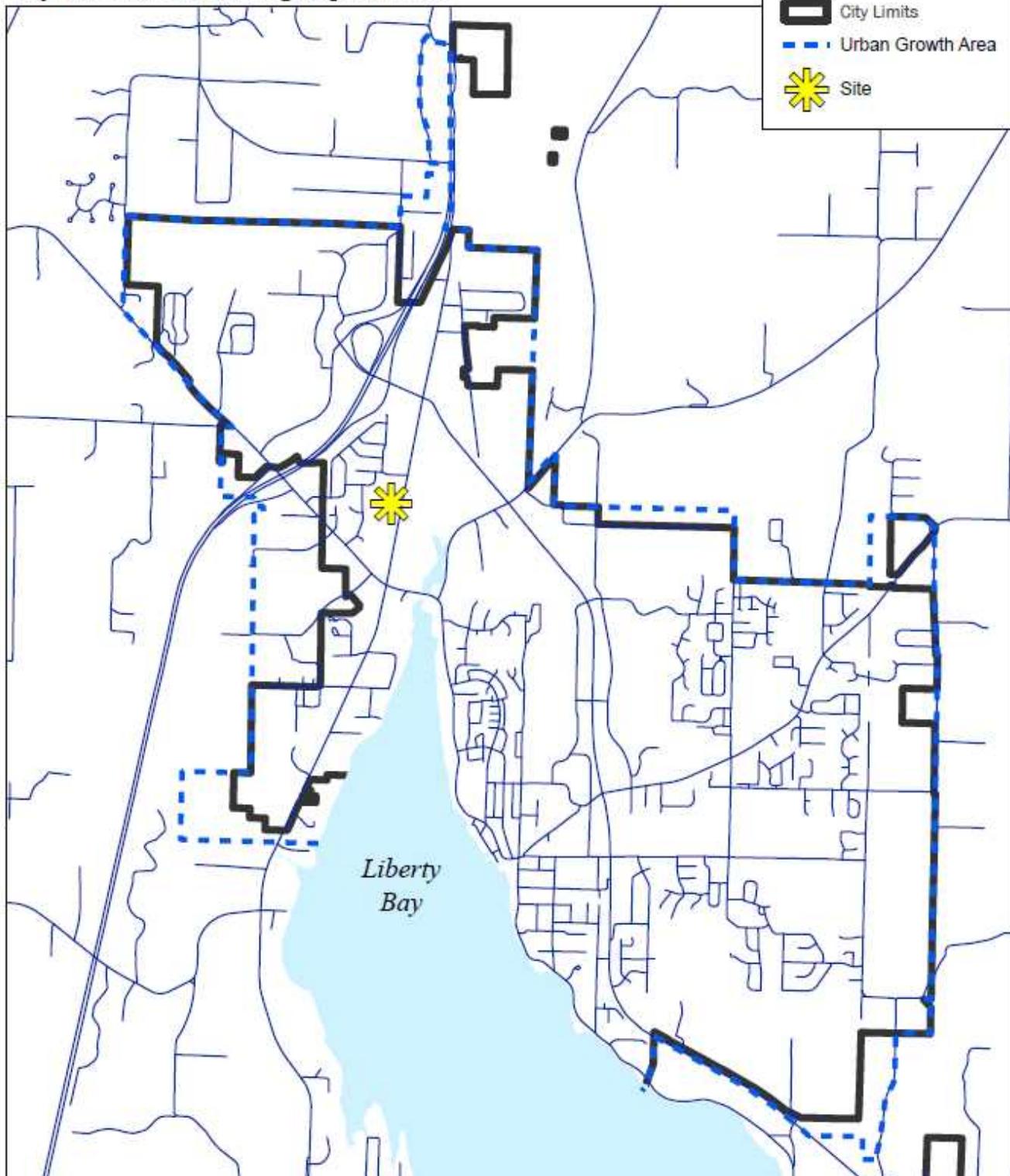


Vicinity Map

City of Poulsbo Planning Department

Legend

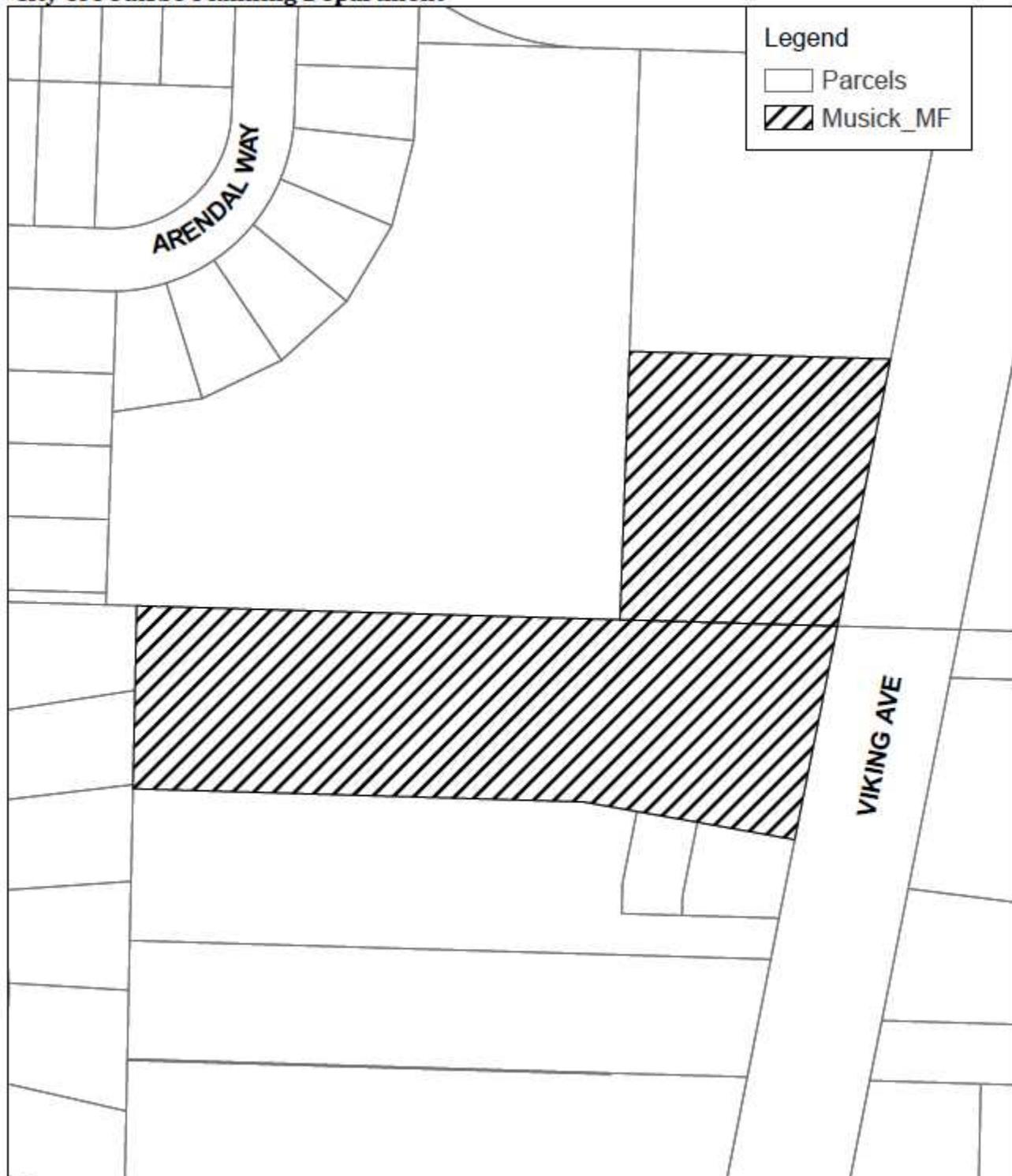
- City Limits
- Urban Growth Area
- Site



0 1,500 3,000 6,000 Feet

Project Site Map

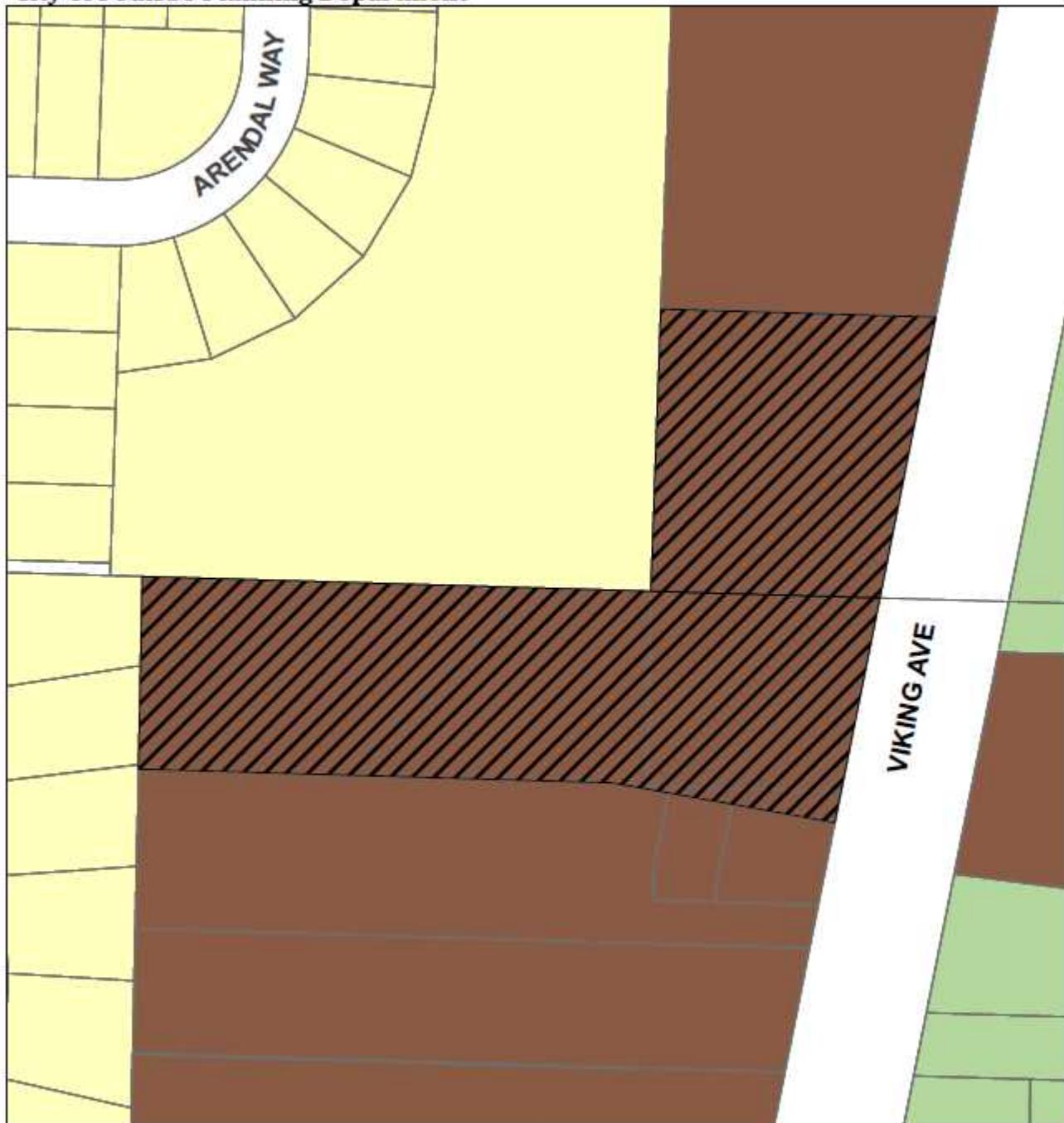
City of Poulsbo Planning Department



0 80 160 320 Feet

Zoning Ordinance Map

City of Poulsbo Planning Department



Legend

- Musick_MF
- Park
- Residential Low
- Residential High
- <all other values>

0 80 160 320 Feet



**MUSICK MULTIFAMILY
SITE PLAN, DESIGN, AND CRITICAL AREA REVIEW
PLANNING FILE P-06-23-21-01**

I. GENERAL INFORMATION

Applicant/Owner: Mark Musick | 23483 Guinness Place NW | Poulsbo WA 98370

Land Use Review: Site Plan Review, Type II | Critical Area Review, Type II | Design Review, Type I

Description of Proposal: The proposal is to construct a 29-unit multi-family townhouse apartments consisting of five 5-unit buildings and one 4-unit building; on-site parking; bicycle storage; landscaping; tree retention; and recreational areas on 3.03 acres. The property is vacant and was aggregated from two parcels through a Boundary Line Adjustment in 2022.

Parcel: 102601-4-060-2002

Legal Description: RESULTANT LOT OF BOUNDARY LINE ADJUSTMENT FOR AGGREGATION RECORDED UNDER AUDITOR'S FILE NO. 202208160025, AND AS DEPICTED ON SURVEY RECORDED UNDER AUDITOR'S FILE NO. 202208160026, IN VOLUME 96 OF SURVEYS, PAGES 79 THROUGH 81, INCLUSIVE, RECORDS OF KITSAP COUNTY, WASHINGTON, BEING A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10, AND A PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 15, ALL IN TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; TOGETHER WITH AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

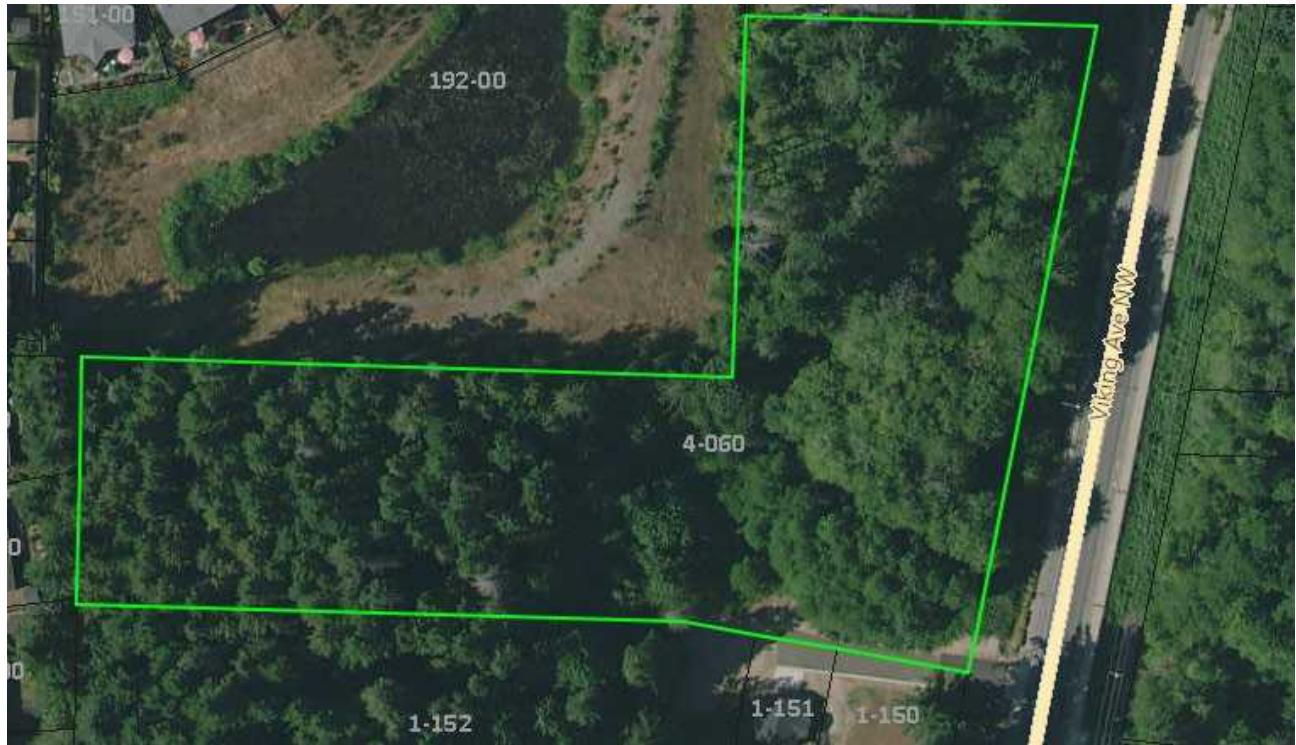
Comprehensive Plan and Zoning Designation:

Site:	Residential High
North:	Residential Low and High
South:	Residential High
East:	Residential High and Park
West:	Residential Low

Existing Land Use:

Site:	Vacant
North:	Stormwater pond and single-family home
South:	Single-family home and vacant
East:	Single-family home and Fish Park
West:	Single-family homes

Aerial Photograph of Subject Site:



Proposed Site Plan (Exhibit B):



II. APPLICABLE REVIEW CRITERIA

The proposed use is subject to the requirements of PMC 18.70 Residential Districts, PMC 18.120 Design Review, PMC 18.270 Site Plan Review, PMC 18.140, Off-Street Parking and Loading, PMC 18.180 Tree Retention Chapter 16.20 Critical Areas Ordinance, and PMC 19 Project Permit Procedures.

III. PMC CHAPTER 18.70 DEVELOPMENT STANDARDS IN RESIDENTIAL ZONING DISTRICTS.

1. 18.70.020 Purpose.

The purpose of the residential high (RH) district is to:

- Provide higher density residential development for those members of the population who prefer such housing, and which is consistent with the comprehensive plan.
- Facilitate public transit and efficient use of public infrastructure.
- Encourage maximization of land through the development of higher density housing types, including townhouses, apartments, and condominiums.

Finding: The proposed development of townhouse buildings is consistent with the RH Residential district, providing for development of higher residential density consistent with the comprehensive plan, encouragement of increased public transit use. The building design must meet the architectural design standards for the RH zoning district.

2. 18.80.030 Permitted Uses.

Per [Table 18.70.030](#), multi-family dwellings are permitted in the RH Zoning District.

Finding: [Table 18.70.030](#) identifies dwelling, multifamily (duplex, triplex, apartment, townhomes, detached/clustered cottage, attached or detached condominiums) as a permitted use in the RH district. The proposal is for six townhouse buildings with residential recreation amenities provided on site.

3. 18.70.040 Minimum and Maximum Densities.

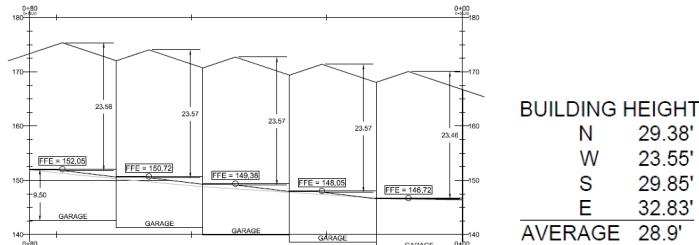
	Permitted	Proposed
Minimum	11 du/net acre	23 du/net acre
Maximum	14 du/gross acre	9.6 du/gross acre

Finding: The proposed development is within the minimum and maximum density requirements.

4. 18.70.060 A Lot Requirements.

	Permitted	Proposed
Minimum Lot Area	None	--
Minimum Lot Width	20'	> 20 feet
Minimum Front Yard Setback	10'	> 10 feet
Minimum Side Yard Setback	10'	> 10 feet
Minimum Rear Yard Setback	10'	> 10 feet
Minimum Side/Rear Yard Adjacent to R Zone	10'	> 10 feet (22 feet)
Maximum Building Height	35 feet	< 35 feet (28.9 average)
Maximum Building Lot Coverage	60%	14%

Finding: The proposed development is within permitted lot requirements. Calculations for building heights are shown below (Exhibit B).



5. 18.70.060 B Special Setbacks.

There shall be a minimum distance of 10 feet between buildings or structures when a structure has two or more units, and it exceeds 25 feet in height.

Finding: The townhouse buildings are located over 50 feet from one another.

6. 18.70.060 C Recreational Amenities.

- Recreational amenities shall be provided for residential developments proposed in the RH zone. For developments that are between 21-40 units there shall be 3 amenities provided.
- For attached units, each unit shall have an exclusive accessible outdoor private space of not less than 48 square feet in area. The area shall be designed to provide privacy for unit residents and their guests.
- Recreational amenities are to be maintained by a homeowner's association, property management, or other private association approved by the review authority.
- Developments which are built in phases shall provide on-site recreation facilities for each phase or shall provide the total amount of required recreation area in the first phase of construction.

Finding:

- The proposal requires 3 recreational amenities. They are provided as follows: Gardening beds, BBQ, and gazebo with sitting area.
- Each unit has a minimum of 48 square feet of exclusive accessible outdoor private space in the form of decks. See right.
- As this is an apartment rental community, the property management will be responsible for maintaining the recreational amenities.
- A phasing plan shall be provided at the time of tree cutting and clearing and grading permit that identifies when recreational amenities will be installed (COA P3).



7. 18.70.060 D 1-6 Site Landscaping.

- A. Site Landscaping. A minimum of 20% of the property area shall be landscaped.
- B. Setback Landscaping. Setback areas are to be landscaped and covered with live plant materials that will ultimately cover 75% of the ground area within 3 years. Landscaping shall consist of evergreen and deciduous trees planted not more than 30 feet on center interspersed with large and small shrubs and ground cover. Shrubs shall be of a type that does not exceed a height at maturity of approximately 3 to 4 feet. Deciduous trees shall have a minimum trunk diameter of 2 inches at time of planting. Evergreen trees shall be a minimum of 6 feet tall at time of planting.
- C. Street Trees. Street trees and related landscaping shall be provided 40 feet on-center for arterials and 30 on center for collectors within a minimum 5-foot planting strip. Groundcover of sod or other approved groundcover shall be provided. Species of trees shall be as set forth in the city's master street tree plan if applicable, or as otherwise approved by the review authority.
- D. Parking Lot Landscaping. A minimum of 5% of the parking lot area (that area inside parking lot perimeter curbing) shall be landscaped. Setback and building perimeter landscaping shall not count towards the parking lot landscaping requirement.
- E. Building Perimeter Landscaping. For any building wall that exceeds an average of 30 feet in height, a planting bed is required with a hierarchy of plantings for at least 30% of the wall length.

Finding:

The landscape plan submitted meets the above requirements (Exhibit D).

- 50.0% (66,096 square feet) of the total area was calculated to be landscaped (either new or retained) including setback vegetation, wetlands, undisturbed wetland buffers, and all new landscaped areas around buildings and parking areas. Not including the large wetland/critical area (30,701 square feet or 23.2% of the project area), the total landscaped area will still be 26.8% of the site.
- There is 7,722 square feet of parking area. Almost 34%, or 2,645 square feet is to be landscaped.
- The entire setback area is to be planted with native landscape vegetation. The setback area was calculated to be 29,990 square feet, requiring a minimum of 100 trees and 300 shrubs. The planting design exceeds these requirements.
- The landscaped street frontage along this development is dominated by the existing wetlands and native trees growing adjacent to the sidewalk. Street trees are not expected to be planted within the wetland along the sidewalk.
- There is 7,722 square feet of parking area. Almost 34% or 2,645 square feet is to be landscaped. The planting design exceeds these requirements.
- No building walls exceed thirty feet in height, so the building perimeter planting requirement does not apply.
- The irrigation plan shall be submitted prior to building permit approval. Installation shall be inspected and approved prior to certificate of occupancy and prior to issuance of the landscape maintenance bond. A 2-year landscape maintenance bond is required; the amount is based on 150% of the estimated cost of plant materials and installation. The above requirements relating to final landscape and irrigation plans are included as COA P4.

8. 18.70.060 D 7-8 Pedestrian and Vehicular Circulation.

- A. Pedestrian pathways between dwelling units and the street are required. Such pathways shall make a direct connection to the street.
- B. The pedestrian circulation system shall connect entrances on the site. For townhouses or other residential units fronting the street, the sidewalk may be used to meet this standard. For multiple-building developments, pedestrian connections to other areas of the site, such as parking areas, recreational areas, common open space and other amenities shall be required. Pedestrian pathways may be located within setback landscaping.
- C. Landscape beds shall be provided along interior site pedestrian pathways and have a combination of overstory and understory vegetation.

- D. Pedestrian pathways should be at least five feet wide. Segments of the circulation system that provide access to no more than six residential units may be three feet wide. Pervious pavement or other permeable surfacing will be allowed on pedestrian connections, as approved by the city engineer.
- E. Pedestrian pathways shall be clearly defined and designed to be separated from driveways and parking areas, through the use of raised curbs, elevation changes, bollards, landscaping, different paving materials, and/or other similar treatments. Striping does not meet this requirement.
- F. Minimize the number of vehicular access points from public roads or primary private drives, by sharing driveways and linking parking lots between adjacent uses.
- G. On-site primary vehicular circulation drives should be separated and provide minimal vehicular conflict with parking areas.
- H. Parking lots shall be located to the side and rear of buildings or between buildings. If located adjacent to public street frontage, a landscape buffer of fifteen feet in width shall be provided.
- I. Parking garages should be designed and sited to complement, not dominate, the streetscape and shall be screened when visible from public streets. Above-grade parking garages shall be designed to incorporate architectural elements that complement the adjacent buildings.

Finding:

- 5 foot pedestrian pathways are provided throughout the site connecting units to amenities and Viking Ave.
- Pedestrian pathways are clearly defined and designed to be separated from driveways and parking areas.
- Just one vehicular access is provided at Viking Ave.
- Parking is provided in garages under units and are designed to not be the dominant design feature on those facades (see right).



9. 18.70.060 D 9 Building Design.

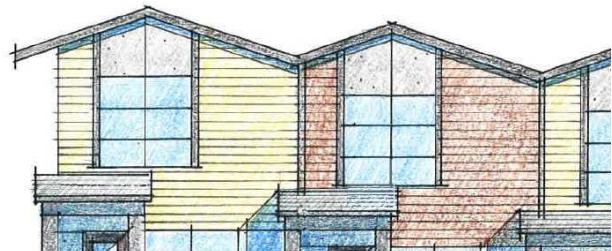
- A. Architectural articulation and interest is required for all building facades visible from public streets, internal access roads, common open space, parking areas and other publicly visible areas. Treatments include but are not limited to insets or offsets, canopies/awnings, colonnades, wing walls, gables, window clusters, trellises, building facade landscaping, material/color/texture variation, multi-planed roof line, planters, and pedestrian amenities, such as benches and tables. Both vertical and horizontal building modulation shall be required.

Finding: Multiple design features are provided for building facades facing public and private drive aisles and roadways. Features include a variety of façade modulations and rooflines, the use of at least 3 different materials, patterns or colors, and architectural details including bay window popouts, extended eaves, covered porches and covered balconies, horizontal definition, and enhances landscaping around the pedestrian and vehicle entrances. Example of south elevation shown right.



- B. Provide visual terminus to tops of buildings. To avoid a truncated appearance, all structures shall have a visual "cap." Options include extended eaves; steep pitch, hip, gable or saltbox roof form; false pitch roof with appearance of hip gable or saltbox; or projecting cornice of appropriate scale to the building and part of building's trim detail.

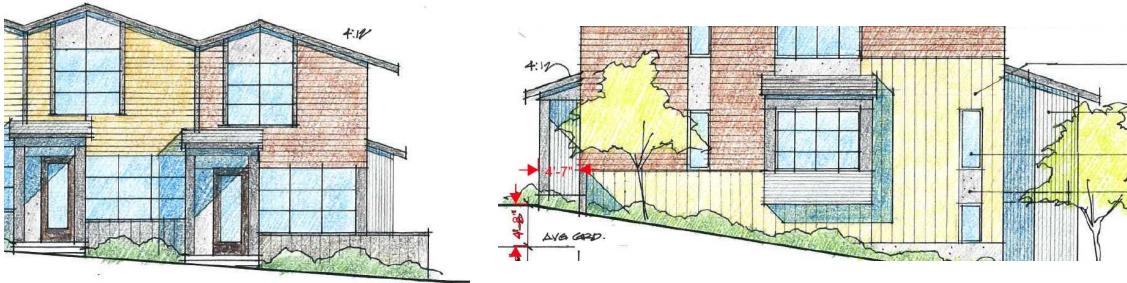
Finding: A visual cap is created by using extended eaves and a thick dark roof trim (see right).



C. All structures including residential units must include but are not limited to two of the following: decorative porch with distinct design; decorative treatment of windows and doors, such as molding/framing details, decorative glazing, or door designs; landscaped trellises or other decorative element that incorporates landscaping near building entry or entries; brick or stonework covering more than ten percent of the facade; decorative roof line design, including multiple gables and/or dormers, decorative railings, grill work, or terraced landscape beds integrated along the facade of the building; decorative balcony design; other detailing work that adds visual interest to the building as approved by the review authority.

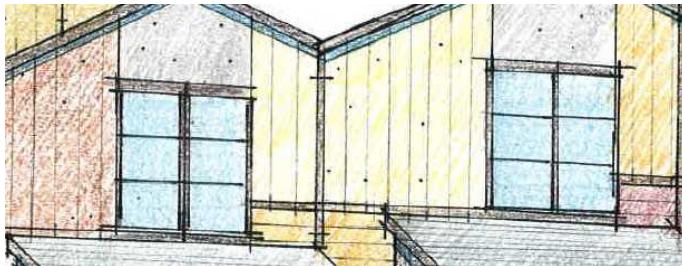
Finding: Building designs incorporate the following features:

- Molding/framing details around windows.
- Horizontal definition.
- Covered porch with awnings over pedestrian entrances.
- Landscaping at the pedestrian and vehicle entrances for each unit.
- Extended bay window with extended eaves.



D. Window trim shall be provided for all windows above ground floor and of a width appropriate to scale for the building. The trim shall contrast with the base building color. Other distinctive window treatment may be approved by the review authority.

Finding: Thick contrasting window trim is provided (see below).



E. Materials. Siding must include two different types of materials. The following are examples of desired materials: horizontal lap siding (of any lap design) made of wood or cement-like materials, shingles made of cedar or cement-like materials, board and batten (or panels with similarly spaced battens), brick, or stone (real or cultured).

Finding: Buildings incorporate at least 3 of the following: zincalume, wood panel, and hardi-panel.



F. Color.

- a. Main color of exterior walls is limited to subtle earth tone colors. Soft white, sands, grays, muted pastels, and deep, rich earth colors (terra cotta, forest green) are acceptable.
- b. Trim color may be lighter or darker shades of the main color, soft white, or contrast or complement the main color but shall not be bright or bold.

c. Accents may be brighter than main or trim color and shall be limited to fifteen percent of the facade area, excluding glass. Bright, high contrast color banding is limited to maximum four inches width.

Finding: Proposed colors include rich earth colors, such as a light and dark gray and a muted mustard and burnt red/orange (as shown below). Colors are coordinated to reinforce material selections and applied in a manner which reinforces building modulation and forms.



G. Multi-building residential developments shall employ techniques to provide architectural variety. This may include alternating building materials, roof line treatments, building heights, building modulation, entry design, window treatment, color and/or other treatments.

Finding: Natural topography of the site creates unique rooflines and the appearance of different building heights. Alternating building colors are also proposed. See below.



H. If any building wall of a multifamily structure is an average thirty feet or higher in height, the subject building upper wall shall be stepped back no less than eight feet. The stepped back upper story shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color, so that the result is an organized combination of features that face the street. Balconies or other outdoor area shall be incorporated into the stepped back areas. Alternatives to this requirement may be approved by the review authority as long as the effect is the upper floor appears to recede from view.

Finding: The exterior walls do not extend beyond an average of 30' in height.

Overall Finding: Architectural interest, including definition of entrances and visual caps, have sufficiently been provided meeting all design element requirements (see Exhibits C).

10. 18.70.060 D 10 Screening.

Screening Standards. Mechanical equipment, trash and recycling dumpsters, and any outdoor related equipment shall be screened from abutting properties, public rights-of-way, and open space with a combination of fencing and landscaping. Screening shall be complementary to the materials and colors of the primary structure(s) and shall be of a height appropriate to reduce the appearance of the materials being screened.

Finding: Screening shall be reviewed at the time of building permit (COA P8).

11. 18.70.060 D 11 Lighting.

- A. Lighting on site should be integrated into the overall design of the project.
- B. Lighting is required for entryways, parking lots, carports, and along pedestrian pathways.
- C. Lighting fixtures shall complement project design.
- D. Lighting shall be oriented and shielded to avoid direct glare onto adjacent properties and public rights-of-way, while providing adequate safety for pedestrians.
- E. A lighting plan shall be required as part of the underlying permit which includes the following:
 - Manufacturer specifications sheets, cut sheets, and other manufacturer-provided information for all proposed outdoor light fixtures;

- The proposed location, mounting height, and aiming point of all outdoor lighting fixtures; and
- Photometric data showing lumen readings every 10 feet within the property or site, and 10 feet beyond the property lines. Lighting levels shall be consistent with the Illuminating Engineering Society (IES) standards, as amended.

Finding: A preliminary photometric lighting plan was provided with this application. A final photometric lighting plan shall be submitted with the building permit (COA P7).

IV. PMC 18.120 DESIGN REVIEW.

1. Design review occurs concurrent with the underlying land use permit review process. The following shall be submitted with the underlying land use permit:
 - A. Elevation drawing. Complete elevation drawings of all buildings and building sides, showing dimensions and proposed materials including roofing, siding, windows, and trim. Drawings shall include trim and cornice design, roof pitch and siding materials.
 - B. Color and material palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows, and roofing.
 - C. Prospective drawings, photographs, color renderings or other graphics that accurately represent the proposed project.
 - D. Conceptual profiles of other site elements, such as lighting fixtures, signage, equipment screening, paving materials (pedestrian and vehicular), bicycle and pedestrian fixtures, and the like.

Finding: The applicant has submitted appropriate building elevation drawings; color and material palette; drawings, and other graphics; and conceptual profiles of site elements all of which provide the necessary information for design review to be completed with the site plan application. The Design Review elements are included in Exhibit C.

2. The Review Authority shall be the same as the associated land use permit.

Finding: The PED Director is the Review Authority.

V. PMC 18.130 LANDSCAPING.

Landscape Plan Requirements. A preliminary landscape plan has been included with the proposed project.

Finding: The on-site landscaping requirements for the RH zoning district have been satisfied as shown in section III (7) above. The preliminary landscape plan is provided as Exhibit D. A final landscape plan will be required to be submitted at the time of building permit submittal. Installation is required prior to issuance of the Certificate of Occupancy. A 2-year maintenance bond will be required after landscape installation and inspection (COA P4).

VI. PMC 18.70.080 PARKING IN RESIDENTIAL DISTRICTS AND 18.140 OFF-STREET PARKING & LOADING.

Off-street parking and loading shall be provided according to the provisions of Chapter 18.140, in addition to the requirements of PMC 18.70.080. This section identifies general provisions, design standards, bicycle parking requirements, and off-street loading requirements.

1. Prior to the occupancy of a new structure within any zoning district, off-street parking shall be provided in accordance with the parking ratios required as set forth under each specific zoning district provisions and other applicable project conditions of approval.

Required parking for multifamily attached: 1½ spaces; provided, that studio apartments may provide one space. Guest parking shall be provided at 1 space per 4 units.

Finding: On-site parking is being provided per the required parking ratios. 51 parking stalls are required, and 66 full size parking spaces are provided, including 29 in covered garages.

2. The minimum width of driveway into a parking area shall be 12 feet for one-way traffic and 24 feet for two-way traffic, or as otherwise required by the city engineer or fire marshal.

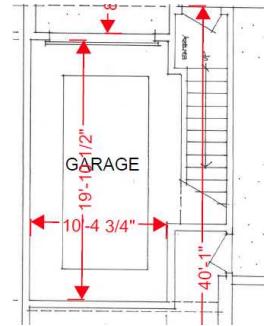
Finding: The project proposes a 24-foot driveway for two-way traffic.

3. PMC 18.140.040 Design standards for surface parking areas.

- A. Space and aisle dimensions shall be as set forth in PMC Table 18.140.040.
- B. When a parking space abuts a fence, structure, wall or other obstruction, an additional eighteen inches of width to the parking space are required. When a parking space abuts landscaping, an additional twelve inches are required.
- C. Two additional feet beyond the last parking space in an aisle are required.
- D. Up to forty percent of all required on-site vehicular parking spaces may be compact spaces. Such spaces shall be marked as "Compact" or "C."
- E. No more than fifteen parking spaces shall be placed side by side without an intervening break by a circulation aisleway, pedestrian walkway or landscaping. If an average of no more than fifteen side-by-side stalls is maintained overall, up to twenty may be located side by side. Where landscaping provides a break in the group of spaces, the landscape island shall extend at least one foot into the circulation aisleway to provide a visual narrowing of the aisleway.
- F. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop or bumper rail at least six inches high located two feet back from the front of the parking stall. The front two feet of the parking stall may be concrete, asphalt or low-lying landscape material that does not exceed the height of the wheel stop, provided sidewalks or other pedestrian paths are not obstructed.
- G. All areas used for parking or maneuvering of any vehicle shall be improved with asphalt, concrete or other permanent surface approved by the city engineer. The city engineer may approve the use of city and Washington State Department of Ecology alternative paving best management practices to enhance on-site water quality, when determined to be appropriate.
- H. Lighting shall be screened, hooded or otherwise limited in illumination area so as to minimize excessive "light throw" to off-site areas.

Finding: The proposed surface parking meets the requirements of these sections as follows:

- 29 parking stalls are provided in underbuilding garages. The dimensions meet the requirements for stall size and door opening (see right).
- 8 parallel guest parking spaces are provided throughout the project. They are located adjacent to the landscaping areas and a curb is provided.
- No more than 15 parking spaces are placed side by side without an intervening break.
- All areas used for parking or maneuvering of any vehicle will be improved with asphalt, concrete or other permanent surface approved by the city engineer.
- A final photometric lighting plan will be required to be submitted with the building permit to review the proposed interior and exterior lighting and ensure that minimal "light throw" will occur (COA P7).



4. PMC 18.140.060 Design Standards for Bicycle Parking Areas.

- A. Bicycle Parking Shall Be Provided. Two bicycle spaces shall be required, and then one additional space provided for every twenty spaces; however, the maximum number of bicycle spaces required shall not exceed twenty.
- B. Facilities should be located no further from a public entrance than the nearest non-ADA parking stall.
- C. Bicycle parking areas should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least five feet of open space behind the maneuvering area.
- D. Entry and directional signs shall be provided if bicycle parking facilities are not directly visible and obvious from the public right-of-way.
- E. The property owner of a site shall have a continuing obligation to properly maintain any bicycle parking facilities on their property.

Finding: 5 bicycle parking spaces are required. An uncovered bike rack is provided at the clubhouse and covered, enclosed, bike racks are provided near each building. Bike racks are provided adjacent to each building. Details on the bicycle racks shall be submitted with building permit drawings (COA P10). A Certificate of Occupancy will not be issued until the bicycle parking racks have been installed.

VII. 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 land uses permitted. Retention of trees must be evaluated with new development in the RL district.

Finding: Jeffrey Bouma, Certified Landscape Architect, provided a Preliminary Tree Retention Plan with the June 2021 application submittal.

Sound Urban Forestry provided peer review of the tree retention plan and concluded "Based on these findings, I would expect that this project does not meet its tree retention requirements and the reported number of trees within the property is inaccurate, whether high or low. The number of trees that meet the tree retention standards is definitely inflated. If the applicant wishes to pursue the retention as shown, I am requesting that all trees to be retained that will be within striking distance of any future target be marked, assessed by a certified arborist and proven to be suitable for long term preservation. The impacts of any adjacent grading needs to be taken into account as well. The tree retention numbers shall then be re-calculated."

A revised Tree Retention Plan was submitted with the December 2023 application resubmittal. Sound Urban Forestry provided peer review of the revised Tree Retention Plan and concluded "Based on the revised tree retention and my follow-up site visit, I have concluded that this project meets the City's tree retention standards. The new plans have taken into account my recommendations against retaining the trees around the perimeters and are focusing on retention and enhancement within the wetland and buffer. In the long run, this will result in a healthier forest cover without the risks near the new residences."

See Exhibit F for Tree Retention Documents. COA P5 identifies long term tree protection and maintenance responsibility.

VIII. PMC 18.270 SITE PLAN REVIEW

1. Compliance with Applicable Standards. The proposed development shall comply with all applicable design and development standards contained in this title and other applicable regulations.

Finding: The proposed development complies with all applicable design and development standards as outlined and set forth in this staff report.

2. Adequacy of Public Facilities. The applicant shall demonstrate the availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

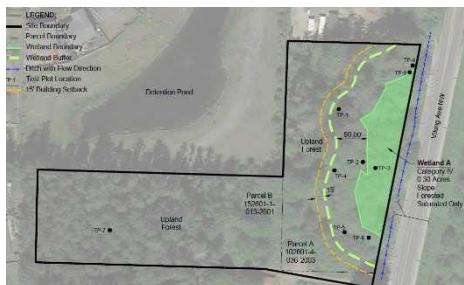
Finding: The City Engineering Department has reviewed the proposed project, evaluated the adequacy of utilities and streets, and has found the project, in combination with the Engineering and Public works Conditions of Approval, to provide adequate public facilities.

IX. PMC 16.20 CRITICAL AREAS

The City of Poulsbo Critical Areas Ordinance (Chapter 16.20) reviews regulations and development standards in the vicinity of critical areas and their buffers (PMC 16.20.155.D).

Finding:

1. **Section 200 – Wetlands.** A Wetland Buffer Mitigation Plan, dated May 12, 2021, was prepared by Ecological Land Services for this project. The report identified a .30 acre category IV wetland on site located adjacent to Viking Ave NE, as shown below.



Per PMC 16.20.230, a 50-foot buffer and 15-foot building or impervious surface setback is required.

Grette Associates provided peer review of the Wetland Buffer Mitigation Plan with a memo dated September 7, 2021, and recommended:

- "Per PMC 16.20.220, the Report shall identify all wetlands within 300 feet. The wetland east of Viking Ave. is within 300 feet of the proposed project; therefore, the Report should be revised accordingly;
- Per PMC 16.20.240, restoration of temporary disturbances to wetlands or buffer shall occur to the minimum extent possible to ensure no adverse impacts will result from a proposed project. The proposed Project will require approximately 2,286 square feet of temporary wetland buffer impacts during the construction. The area where temporary buffer impacts will occur is forested; however, the proposed restoration does not include the planting of any native tree species. The proposed planting should include native tree species to adequately restore the wetland buffer and ensure no adverse impacts will occur as a result of the temporary disturbance; therefore, the Plan needs to be revised accordingly;
- Per PMC 16.20.745, monitoring shall occur for a minimum of 5 years and include monitoring events at the end of construction; early the first-year post-installation; late the first-year post-growing season; and annually. The monitoring schedule defined in the Plan does not outline the minimum monitoring requirements defined in PMC 16.20.745; therefore, the Plan needs to be revised accordingly."

A revised Wetland Delineation Report, dated December 15, 2021, and Wetland Buffer Mitigation Plan, dated December 17, 2021, both prepared by Ecological Land Services, were submitted with the December 2021 application resubmittal. Grette Associates provided a second peer review of the documents with a memo dated January 20, 2022, and provided the following recommendations:

- "Per PMC 16.20.240, mitigation sequencing is required for any proposed impact to wetlands or wetland buffers. The Revised Plan contains additional permanent buffer impacts that were not addressed in the previous Plan. Based on Figure 4, the proposed hammerhead turnaround was redesigned and now extends into the wetland buffer, there is a portion of the newly proposed BBQ gazebo extends into the buffer, and there is now a pedestrian trail system shown within the buffer. The Revised Plan needs to be updated to address all proposed impacts and adequately demonstrate mitigation sequencing for compliance with PMC 16.20.240;
- Per PMC 16.20.230, wetland buffers may be reduced up to 25 percent if it is demonstrated that the proposed reduction meets the requirements defined in said section of code. The Revised Plan does not provide any supporting information to demonstrate that the hammerhead turnaround will comply with PMC 16.20.230. In addition, according to the Revised Plan, the proposed permanent impacts currently extend into the 50-foot wetland buffer approximately 26 feet (approx. 50%). Based on this information, it appears that the proposed turnaround would require a variance from Chapter 16.20 of the PMC;
- Per PMC 16.20.230, any proposed buffer reduction shall demonstrate that no adverse impacts will occur as a result of the proposed reduction. The compensation summary provided in the mitigation sequencing section of the Revised Plan concludes that restoring the temporary buffer impact areas is sufficient compensation to address the permanent wetland buffer impacts. It is Grette Associates' professional opinion that restoring temporary buffer impacts for compliance with PMC 16.20.230 doesn't resolve the functions lost where permanent impacts occur. The Revised Plan needs to be updated to demonstrate that the proposed reduction meets the decision criteria defined in PMC 16.20.230."

A revised Wetland Buffer Mitigation Plan, dated March 15, 2022, and a new Offsite Wetland Determination Memo, dated March 24, 2022, both prepared by Ecological Land Services, were submitted with the April 2022 application resubmittal. Grette Associates provided initial comments via email, dated April 26, 2022. A revised Wetland Buffer Mitigation Plan, dated May 11, 2022, was resubmitted. Grette Associates provided a third peer review of the documents with a memo dated June 15, 2022, and provided the following recommendations:

- "Per PMC 16.20.240, any development activities proposed to impact wetlands, or their buffers shall sufficiently address avoidance and minimization. The avoidance and minimization measures outlined in the Revised Plan appear to largely address site access and the turnaround and does not address the site amenities (i.e., BBQ gazebo and picnic benches) for compliance with PMC 16.20.240. Based on Figure 4 of the Revised Plan, it appears that avoidance and/or minimization efforts can be implemented to reposition the BBQ gazebo and picnic benches to the non-buffer area north of the turnaround which would allow the

proposed project to retain the standard 50-foot wetland buffer in this area. The Revised Plan needs to be addressed accordingly;

- Per PMC 16.20.230, wetland buffer reductions are limited to 25 percent. According to the Revised Plan, the proposed buffer reduction will exceed the maximum reduction allowed. More specifically, a 25 percent reduction of the 50-foot Category IV wetland buffer is 37.5 feet. The proposed buffer reduction according to the Revised Plan is 38.52 feet (approx. 27 percent). Based on this information, the current buffer reduction would need a variance from the requirements defined in Chapter 16.20 of the PMC."

A revised Wetland Buffer Mitigation Plan dated October 2022 was submitted with the October 2022 application resubmittal. Grette Associates provided a fourth peer review of the documents with a memo dated December 1, 2022, and stated "In conclusion, the revised Plan has adequately addressed Grette's June 15, 2022, comment; therefore, Grette recommends that the city accept the revised Plan."

PMC Section 16.20.230.F.2 allows reductions of buffers by 25% for wetlands that score 5 points or less for habitat functions by applying minimization measures such as directing lights away from the wetland and buffer, locating noise generating activities away from the wetland, directing runoff away from the wetland, and discouraging human and pet disturbances. Implementation of measures are proposed in conjunction with a mitigation planting plan. The proposed minimization measures are addressed in Table 1 of the Wetland Buffer Mitigation Plan and include how the planting plan, or the project components will aid in minimizing these impacts.

This project proposes permanent buffer impacts of 339 sf and temporary buffer impacts of 2,868 sf. The areas of temporary impact will be planted with native species to rectify the impacts to the buffer vegetation and functions. The graded slopes will be amended with topsoil and woody mulch to create appropriate planting medium atop the expected compacted soils. The plant species selected for the graded slopes include native low growing shrub species that can replace the lost buffer function and also provide stabilization for the slopes once they reach maturity. Conifer trees will be installed along the entire temporarily impacted buffer area to create a year-round screen for protection of wetland and buffer functions. The success of the mitigation plantings will require regular maintenance to ensure that the plants receive sufficient water for at least the first three years, and they do not have to compete with non-native invasive species. Monitoring will be conducted yearly to track the success of the plants and will identify any watering or invasive plant removal needs (COA P6).

See Exhibit J for Wetland Related Documents.

X. PMC 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)

A mitigated determination of nonsignificance (MDNS) was issued on January 5, 2023 (Exhibit M). The public comment period ended January 23, 2023. No public comments were received during this comment period.

XI. TITLE 19 PROJECT PERMIT PROCEDURES

Site Plan Review is a Type II application. The review authority for the Site Plan Review is the Planning and Economic Development Director.

Review Step	Date
Pre-Application Conference	June 20, 2022
Counter Complete	December 10, 2021
Technically Complete	January 7, 2022
Notice of Application Issued (Exhibit L)	January 20, 2022
Notice of Application Comment Period Over	February 3, 2022
SEPA MDNS Issued (Exhibit M)	January 5, 2023
SEPA MDNS Comment Period Over	January 23, 2023
Staff Report Issued	June 7, 2023
Notice of Decision	June 12, 2023

Two public comments were received during the review of the application. Those are provided in Exhibit N.

XII. 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 Musick Multifamily Site Plan, Design, and Critical Area Review Planning File P-06-23-21-01 as presented and subject to all Conditions of Approval contained herein.

XIII. EXHIBITS

- A. Application Form and Narrative
- B. Site Plan and Height Calculations
- C. Architectural Elevations
- D. Preliminary Landscape Plan and Narrative
- E. Preliminary Civil Plans
- F. Tree Retention Plan and Peer Review
- G. Site Triangle Memo
- H. Preliminary Storm Drainage Report
- I. Geotechnical Engineering Investigation
- J. Wetland Report and Peer Review
- K. Photometric Lighting Plan
- L. Notice of Application and Noticing Materials
- M. SEPA MDNS/Checklist and Noticing Materials
- N. Public Comment Letters
- O. Revised Easement Agreement

Musick Multifamily Site Plan, Design, And Critical Area Review
SEPA MITIGATIONS AND CONDITIONS OF APPROVAL | P-06-23-21-01

SEPA MITIGATIONS

EARTH

- S1. Development of the site shall comply with the recommendations of the Utility Report dated December 13, 2022, or as amended.
- S2. Development of the site shall comply with the recommendations of the Wetland Buffer Mitigation Plan, dated October 26, 2022 (revised), or as amended.
- S3. Erosion control measures must be implemented immediately to reduce a serious erosion hazard of cut soils in sloping areas. Immediate implementation of erosion control measures must be included in the Temporary Erosion and Sediment Control (TESC) Plan.

PLANTS

- S4. Trees identified for retention shall require protective fencing to be installed prior to commencement of construction activities. The protective fencing detail shall be included in drawings submitted with the tree cutting and clearing and grading permits.
- S5. Tree protection fencing shall be inspected by the City Arborist prior to construction activity, at the cost of the applicant.
- S6. No equipment shall be allowed within the tree protection areas.

ANIMALS

- S7. 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

- S8. 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

- S9. 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.

CONDITIONS OF APPROVAL

Following are the Planning and Economic Development Conditions of Approval:

- P1. Development of the site shall be in conformance with the site plan, elevations, and associated documents identified in Exhibits B-K in Planning File No. P-06-23-21-01 and subject to the conditions of approval contained herein.
- P2. Site Plan Approval is effective for a period of 5 years from the date of approval. The site plan approval shall expire if substantial construction of the approved plan has not begun within the 5-year period. Site Plan approval will become void if construction on the site is a departure of the approved plan. An extension not to exceed one year may be granted by the Director if applied for 30 days prior to the expiration date and found to meet the criteria provided in PMC 18.270.080.B.(1-4). Modifications of an approved site plan shall be processed pursuant to Title 19 regarding post-decision review.

P3. A site phasing plan shall be submitted with the applications for tree cutting and clearing and grading (civil review). The phasing plan shall identify site improvements to be completed with each building, including parking, pedestrian pathways, wetland signage, landscaping, and recreational amenities.

P4. Final Landscape Plan.

- A final landscape plan is required to be submitted and approved by the PED department prior to building permit approval, and shall show the location, species, container size, height and number of trees, shrubs, and groundcover area. The plan shall be in a form suitable for contractor bid on materials and installation. The final plan shall be consistent with the approved preliminary plan in Exhibit D.
- All landscaping shall be accompanied by a suitable irrigation system designed by a licensed landscape contractor or landscape architect. An irrigation plan is required to be submitted with the final landscape plan at the time of building permit submittal. Native vegetation and drought-tolerant species require irrigation at least during the bonded two-year landscape maintenance period. Automated systems should include moisture sensing automatic shut-off controls. Landscape irrigation systems require a separate building permit.
- A two-year landscape maintenance bond is required prior to Certificate of Occupancy. The landscape installation and irrigation cost estimate (or bid) will be required to establish the landscape maintenance bond amount, calculated at 150% of the cost of materials and installation. Site inspection and approval are required prior to certificate of occupancy issuance.
- 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.

P5. Tree Retention:

- A final tree retention plan shall be submitted with the tree cutting and clearing and grading permits and reviewed by the City Arborist, at the cost of the applicant.
- The wetland buffer shall be temporarily fenced to prevent encroachment into the buffer and shall be removed once the site work has been complete and the site is fully stabilized.
- Construction drawings must show trees identified for retention and protective fencing detail.
- Protective fencing shall be inspected by the City Arborist prior to construction activity, at the cost of the applicant.

P6. The site shall be developed in accordance with the Wetland Buffer Mitigation Plan, dated October 26, 2022 (Exhibit J), including, but not limited to, the site preparation and protective fencing, buffer enhancement planting plan, and monitoring.

P7. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Lighting shall meet all standards identified in the PMC. The applicant shall include a final lighting/photometric plan, including specification of fixtures, at the time of building permit submittal.

P8. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. Ground-mounted mechanical equipment shall be screened by landscaping or a decorative wall that incorporates at least one of the materials and colors of the primary structure. The screening shall be shown on the building permit submittals.

P9. The trash receptacles(s) shall be screened from public view on at least 3 sides by an opaque wall 6 feet in height and on the fourth side by an opaque gate not less than 5 feet in height. Dumpster enclosures shall be constructed out of the same materials as the related building. Trash receptacles shall be reviewed at time of building permit.

P10. Details on the bicycle racks (minimum of five) shall be submitted with building permit drawings. A Certificate of Occupancy will not be issued until the bicycle parking racks have been installed.

P11. A sign permit is required for any proposed signage and will be reviewed for compliance with the City's signage standards PMC 18.70.120 and 18.170.

P12. Park impact fees are required for the residential units per PMC 3.84 and are payable at the time of building permit issuance. The fee will be based on what is in effect at the time of building permit issuance.

P13. Approval of this site plan subject to the attached conditions and mitigations does not vest or limit the project to those conditions and mitigations until the time of building permit application. If during the time between site plan approval and building permit application, there are changes to applicable regulations such conditions may apply to this project.

*Heather Wright,
Planning and Economic Development Director*

Date

Following are the Engineering 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 site plan drawing are approved in concept only and are not considered approved for construction. Approval of the site plan does not constitute approval of any construction drawings submitted with the site plan 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 project construction 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 geo-technical 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. Construction drawings will be rejected, without review, if the following drafting requirements are not met

- a. Construction plan size shall not exceed 24" x 36". 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.
- e. Each curb ramp shall be detailed individually and to a scale not greater than 1:5. Each detail at a minimum shall have slope and length labels such that ADA requirements can be verified.

CLEARING, GRADING, AND EROSION CONTROL

E9. A Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35, 15.40). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.

E10. Application must include the following documentation in digital format.

- Full size rendering of the project construction drawings.
- Final Drainage Report
- Supporting reports (Geotech, Environmental Assessment or as applicable)
- Payment of funds consistent with the Grading Permit Application

E11. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents.

E12. Applicant shall obtain a Construction Stormwater General permit from Dept of Ecology prior to project start.

E13. This project will be required to submit a detailed TESC plan with options for onsite treatment and/or silt laden water removal for wet season construction.

E14. It is the responsibility of the applicant to ensure that any private agreements and conveyed rights are maintained and or altered per the terms of the original agreement as part of this project proposal. The Applicant has provided a revised easement agreement signed by the adjacent property owners and has been recorded on the respective properties under AFN 202306060086. This easement must be reflected on future grading permit submittals.

STORMWATER

E15. 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 Chapter 13.17. Chapters 12.02.030 and 12.02.040 provide further guidance on design manual and threshold criteria within compliance of NPDES Phase II Permit.
- b. City of Poulsbo standards and ordinances
- c. All conditions of approval associated with any clearing and/or grading permits.

E16. The final drainage report shall include an analysis of the proposed drainage design which satisfies the City Engineer that the design complies with all City requirements and protects downstream properties and the surrounding area from damage and any adverse impacts. Impervious surface calculations shall clearly account for proposed lots, internal street and sidewalks, and any offsite paved improvements. The applicant may be required to construct off-site downstream improvements to mitigate the impacts of the project. In the case of conflicts among the standards and manuals, the more restrictive shall apply unless determined otherwise at the

discretion of the City Engineer. Requirements of the permit are a minimum. Other actions may be necessary to comply with State statutes for clean water. The applicant is ultimately responsible for compliance.

- E17. Preliminary stormwater analysis provided a depiction of the downstream analysis, additional mapping is required to fully depict and confirm the downstream pathway for the project site.
- E18. Project is subject to a Stormwater General Facility Fee as per PMC 13.70, payable at time of Building Permit. The applicant may pay this fee upfront with the first building permit submittal or may pay incrementally with each permit. The connection charge is based on Impervious Surface Units (ISU) where 1 ISU = 3,000sf of impervious area per PMC 13.70.
- E19. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E20. Ownership and maintenance of stormwater systems located on commercial/multifamily private property will remain the responsibility of the property owner. Prior to the use of the development or redevelopment project, the owner shall sign and record a maintenance covenant using the City's form (Reference: PMC 13.17).
- E21. The preliminary drainage report submitted for this project demonstrates compliance with the 2019 Stormwater Management manual in Western Washington as it relates to general response for minimum requirements 1-9. The project has elected to follow the minimum requirements for a preliminary drainage report and delayed submission of technical presentation of control structures and detention design. If the currently proposed detention system is to demonstrate compliance or feasibility at time of grading permit review, the project will be required to pursue other avenues, and may require modification to the approved site plan.

WATER AND SANITARY SEWER

- E22. Refer to Public Works Department comments for water and sewer connection requirements, construction standards, and looping requirements.
- E23. Water and Sewer connection fees are calculated based upon Equivalent Residential Units (ERUs) per PMC 13.70.
- E24. Sewer will remain privately owned/maintained in commercial private property, a cleanout at the edge of right of way to distinguish ownership is required.
- E25. Ownership of any water main and appurtenances shall be conveyed to the City prior to final construction approval. An easement for access and maintenance of the water main and hydrants within the site shall be legally described and dedicated to the City prior to final construction approval. The easement shall be shown on the construction drawings and as-built drawings. The easement shall be fifteen feet wide and include a ten-foot radius around fire hydrants.

STREETS

- E26. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards. (refer to Developer's Guide – Section 2 – Street Standards, revised Sept. 2008, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
- E27. Rockeries/retaining walls constructed behind sidewalks shall be placed a minimum of two feet behind the back of any sidewalk. The ground shall be level behind the sidewalk.
- E28. The applicant shall inspect the existing frontage for ADA compliance and any sidewalk or curb ramp not compliant shall be replaced as part of this project.
- E29. The applicant has submitted a transportation concurrency application consistent with PMC 14.04.
- E30. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment payable at the time of Building permit issuance. The current impact fee as of this memo is \$564.00 per ADT.
- E31. Streetlights shall be installed per City of Poulsbo lighting standards. Fc value of 0.6 for traveled ways and 0.9 for intersections.
- E32. Mailbox locations must be approved by the postmaster.

OTHER

- E33. Applicant and contractor or contractors shall have a utility specific pre-construction meeting with City staff, consultants, and/or inspectors for each utility prior to work beginning on that specific utility. This meeting will outline construction, inspection, acceptance requirements and expectations.
- E34. All bonds, conveyances, and easements dedicated to the City shall be in the City's forms.
- E35. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
- E36. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

Joshua Raines, City Engineer

Date

Following are the Public Works Conditions of Approval:SERVICE AVAILABILITY

- PW1. The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City's water system is applied for and the City expressly disclaims any such guarantee. The city allows connections to its water system on a first-come, first-served basis and the city may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the city at the time will be necessary before the ability to connect to the City's water system is assured.
- PW2. Sewer conveyance and treatment demand to serve the City's growth is anticipated in the City's Comprehensive Sewer Plan, the Poulsbo sanitary sewer Capital Improvement Plan (CIP) and the Kitsap County Capital Improvement Plan. The City's CIP identifies improvements to serve the projected growth of the city based on historic growth rates, and adequately provides for the development of the Musick Apartment project. This determination is not, however, a guarantee that sufficient capacity will exist at the time connection to the City's sewer system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its sewer system on a first-come, first-served basis and the City may or may not have adequate sewer capacity to serve the development at the time connection is applied for. Verification of available sewer capacity will be required prior to issuance of building permits.

WATER

- PW3. All buildings shall be connected to city water.
- PW4. 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.
- PW5. All water systems shall be publicly owned up to and through the water meter. All mains and fire hydrants shall be within easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum. For fire mains, the City shall own up to and include the Post Indicator Valve.
- PW6. Locate meters in a single bank when possible. Meters for each building as shown on the site plan is acceptable.
- PW7. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required on this type of application shall be a double check valve.
- PW8. Water valves are required on all legs of trees. The isolation valve spacing shall be 300ft maximum.
- PW9. Hydrants shall have bollards installed.

PW10. Each building will require a separate metered connection.

IRRIGATION

PW11. Locations and size of proposed irrigation meters shall be reviewed at the time of construction drawing submittal.

PW12. A double check valve assembly shall be installed within 18-inches of the downstream side of the irrigation water meter.

PW13. The double check valve assembly 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

PW14. All buildings shall be connected to the City sewer.

PW15. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

PW16. Sewer infrastructure for the proposed development shall remain private. Maintenance of the sewer system shall be the responsibility of the property owner.

PW17. Waste water discharges from the proposed development into the City of Poulsbo's sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.

PW18. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information is available upon request from the Public Works Department.

PW19. The sanitary sewer system shall be required to be constructed to City Standards as required by City Construction Standards.

SOLID WASTE

PW 20. Prior to construction plan approval the Public Works department shall approve the dumpster enclosure designs and locations. The proposed dumpster enclosure appears to be acceptable.

PW21. Solid waste service for this project shall be provided by the City of Poulsbo.

PW22. No other use will be allowed in the garbage dumpster enclosure other than to hold the garbage dumpster(s) and recycle tote(s). Recyclables shall be maintained in the enclosure in a manner that does not interfere with garbage collection.

PW23. The dumpster pad shall be flush with the road pavement.

PW24. No overhead structures are allowed above the dumpster enclosure.

PW25. A wheel stop is required in the interior of the dumpster enclosure to limit the distance a dumpster will be placed in the enclosure.

GENERAL CONDITIONS

PW26. 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.

PW27. Design and Development Standards: Design shall be subject to the following Standards:

- City of Poulsbo Utility Comprehensive Plan
- 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
- WA Dept of Ecology 2019 Stormwater Management Manual for Western Washington

PW28. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW29. No walls or structures shall be permitted in utility easements.

PW30. Placement of landscape plantings and/or street trees shall not interfere with utilities. 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.

PW31. Appropriate easements shall be provided for public and private utilities.

PW32. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

SUBMITTALS AND APPROVALS

PW33. 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.

PW34. 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.

PW35. 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

PW36. Utility service for the noted property is subject to application and payment of the applicable fees and assessments. The exact fees and assessment charges will be determined at the time of building permit issuance.

Diane Lenuis, Public Works Director

Date