

EXHIBIT S

ENGINEERING SITE PLAN REVIEW MEMO WITH ATTACHEMENTS



ENGINEERING DEPARTMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

MEMO

To: Edie Berghoff, Senior Planner
From: Michael Bateman, PE, Transportation Engineer
Subject: Kitsap Transit Maintenance Facility 2024; P-07-24-24-02
Date: March 12, 2025

The following are Engineering and Public Works Department site plan review analysis for the Kitsap Transit Maintenance Facility 2024, Planning File # P-07-24-24-02.

STORMWATER

- E1. Project stormwater mitigation has been designed by a professional engineer to the Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington as required by Poulsbo Municipal Code. Stormwater site plan and drainage analysis by LDC dated December 2024 was reviewed by the Engineering Department and found to be compliant with the requirements of the design manual.
- E2. In addition to City Tree Cutting & Clearing and Grading permits, the project is required to obtain a Construction General Stormwater permit from the Department of Ecology and comply with the terms of the permit regarding stormwater mitigation and erosion control during construction.

ALL UTILITIES

- E3. Utilities serving the project have been reviewed by the Engineering and Public Works departments and have been found to be compliant with City codes and standards and adequate to serve the project. A solid waste enclosure meeting City requirements is provided in the project design.

STREETS

- E4. A concurrency application with trip generation analysis was required by the City Engineer per City code. The application and supporting materials dated March 9, 2024 were prepared as required, and reviewed by the Engineering department. The application and supporting materials have been reviewed by the Engineering department and the department concurs with the results. Traffic Impact Fees will be due on the 136 new daily trips (ADT) generated by the project. All public and private street and pedestrian improvements have been reviewed and determined to meet City, State and Federal requirements.

E5. Grading permit issuance for this project is dependent upon completion of the vacation of Vetter Road as approved by the City with City Council ordinance number 2009-07, Vacation of Vetter Road (Kitsap Transit). Conditions of the ordinance require construction and dedication of Ruth Haines Road prior to ordinance recording. Ruth Haines road has been constructed by Kitsap Transit but project closeout and dedication of the right of way has not been completed as of the date of this memo. Completion of Ruth Haines project closeout, right of way dedication and ordinance recording has been included in the Conditions of Approval as a requirement prior to grading permit issuance.

CONCLUSION

E6. The Engineering and Public Works Departments are responsible for reviewing the project against City codes and standards under our purview. The Departments have reviewed the project application materials against codes and standards under the respective Departments purview, as well as site plan approval criteria contained in PMC 18.270.050 and conditional use permit decision criteria contained in PMC 18.230.060. Engineering and Public Works Department recommended Conditions of Approval memos for this project dated March 7, 2025 have been generated and are attached.

As conditioned, the project has been found to be compliant with City Codes and standards under Engineering and Public Works purview, and the departments respectively recommend project approval.



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MEMO

To: Edie Berghoff, Senior Planner
From: Michael Bateman, PE, Transportation Engineer
Subject: Kitsap Transit North Base Maintenance Facility; P-07-24-24-02
Date: March 12, 2025 rev. April 2, 2025

The following Engineering Department conditions of approval are provided for the Kitsap Transit North Base Maintenance Facility, Planning file P-07-24-24-02.

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. Approved drawings for WSDOT improvements shall be included with the construction drawing package. Construction drawings submitted shall be consistent with the approved WSDOT improvement drawings.
- 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 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. "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.
- E7. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer, biologist, and the City's consultants.
- E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.
- E9. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
 - a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.
 - d. All elements on the drawings shall be legible as determined by the City Engineer.

CLEARING, GRADING, AND EROSION CONTROL REFER TO CONST STDS

- E10. A Tree Cutting and Clearing and/or 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.
- E11. 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
- E12. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents.
- E13. Applicant shall obtain a Construction Stormwater General permit from Department of Ecology prior to project start.

STORMWATER

- E14. A Final Stormwater Report will be required with Construction Drawing Application. The stamping/cover page of this Final Storm Report shall include the following text;

"I hereby state that this Drainage Report has been prepared by me or under my supervision and meets the standard of care and expertise which is usual and customary in this community of professional engineers.

The analysis has been prepared utilizing procedures and practices specified by the City of Poulsbo and within the standard accepted practices of the industry. I understand that the City of Poulsbo does not and will not assume liability for the sufficiency, suitability or performance of drainage facilities prepared by me.”

- E15. The project shall be designed to the 2019 Stormwater Management Manual for Western Washington. A final stormwater report, Stormwater Pollution Prevention Plan (SWPPP) and Temporary Erosion and Sedimentation Control (TESC) plan shall be submitted with the grading permit submittal.
- E16. This proposed project is subject to General facility Fee as per PMC 13.70.110.
- E17. Ownership and maintenance of stormwater systems located on commercial 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).
- E18. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per PMC 13.17.060.
- E19. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.
- E20. An Erosion Control Plan and accommodating SWPPPs will be required to be submitted with Construction/Grading Permit Application which demonstrates compliancy with the Final Stormwater Report and provides sufficient protection against silt-laden runoff from leaving the project.

WATER

- E21. 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.
- E22. Front footage fees shall apply for connection to the Viking Avenue water main pursuant to PMC 13.70.310. The current fee is \$16 per lineal foot of frontage. The fee is due prior to issuance of clearing/grading permit.
- E23. Existing well tag# AAA-563 shall be decommissioned per Kitsap Health District requirement.

ALL UTILITIES

- E24. Water and Sewer general facility fees are calculated based upon Equivalent Residential Units (ERUs) per PMC 3.12 and 13.70 and are based on water meter size.
- E25. EV charging stations conforming with the requirements of the current adopted version of the International Building Code shall be shown on utility drawings.

STREETS

- E26. Unless otherwise approved by the City Council, street sections & driveways shall conform to adopted City standards. (refer to Developer's Guide – Section 2 – Street Standards, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
- E27. As a condition of site plan development, the construction of frontage improvements is required. The applicant is responsible for minimum improvements to Viking Avenue. Typical frontage improvements including sidewalk currently exist, but all non-ADA compliant sidewalks must be surveyed to ensure full compliance and brought up to current standard if deficient.

- E28. Vacation of Vetter Road as approved by the City with City Council ordinance number 2009-07 shall be completed prior to grading permit issuance. This will include completion and closeout of the Ruth Haines Roadway project and dedication of the associated right of way and utility easements as conditioned in Section 2 of ordinance 2009-07 and recording of the ordinance by the City Clerk.
- E29. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards in place at time of construction (including 28 CFR Part 36). Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.
- E30. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance. The trip generation and justification memo submitted by the applicant along with the concurrency application documenting 136 new ADT has been accepted by the City. As of the date of this memo, traffic impact fees are estimated to be $136\text{ADT} \times \$564/\text{ADT} = \$76,704$.
- E31. Vehicle restraint and/or guardrails are required at locations where retaining walls create a significant hazard. The location and type shall be approved by the City Engineer prior to construction plan approval.

OTHER

- E32. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E33. A spill prevention plan shall be submitted with grading permit submittal materials.
- E34. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not be in conflict with City codes or ordinances. No agreements between the applicant and the property owner shall exempt either party from obtaining proper City approval for land use activities regulated under the Poulsbo Municipal Code.
- 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.



PUBLIC WORKS DEPARTMENT

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MEMO

To: Edie Berghoff, Senior Planner
From: Michael Bateman, PE, Transportation Engineer
Subject: Kitsap Transit North Base Maintenance Facility; P-07-24-24-02
Date: March 12, 2025

Following are the Public Works Department's Recommended Conditions of Approval for the Kitsap Transit North Base Maintenance Facility, Planning file P-07-24-24-02.

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 4th Ave 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. The proposed building shall be connected to city water. Current water service is from an 8" main in Vetter Road. Existing service to existing structure may be upsized to serve both structures, or the new maintenance facility building may be served from a separate meter. In either case, size meter by fixture count submitted to Building Department for review.
- PW4. Any existing water service or stub to the site and not utilized must be decommissioned at the main if not used. Show new connection/stub decommissioning on construction drawings.

- PW5. New service shall be installed for domestic, fire, and irrigation for the proposed project unless sufficient stub outs already exists and meet current standard for connection as determined by the Public Works Department.
- PW6. 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.
- 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 for this type of application shall be a double check valve.
- PW8. All water systems shall be publicly owned up to and through the water meter. For fire mains, the City shall own up to and including the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width.
- PW9. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
- PW10. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter. 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.
- PW11. Individual PRVs may be required for each metered connection if the pressure exceeds 80 psi.
- PW12. Water valves are required on all legs of tees.
- PW13. All hydrants shall have bollards installed.

IRRIGATION

- PW14. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- PW15. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW16. 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

- PW17. All building shall be connected to City sewer.
- PW18. Sewer general facility charges fees are based on water meter size.
- PW19. 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.
- PW20. 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.
- PW21. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

SOLID WASTE

- PW22. Solid waste service for this project will be provided by the City of Poulsbo, recycling will be provided by Bainbridge Disposal.
- PW23. A solid waste collection/enclosure area must be located on the property adequate to contain both solid waste and recycling dumpster(s)/container(s). The enclosure location must be situated to provide screening from public access ways, with straight drive into the enclosure, and with a width to provide easy access motions for the collection vehicles. Generally, the following requirements apply:
- i. Solid waste pads for dumpster and recycle totes must be designed to City specifications.
 - ii. City solid waste collection vehicles will not back uphill onto city streets.
 - iii. If a dumpster is located down an incline in the parking garage, the collection vehicle must be able to exit the building moving forward.
 - iv. The minimum clearance height for dumping dumpsters is 21 feet.
 - v. The minimum clearance height for maneuvering under an overhang is 16 feet.
 - vi. The minimum clearance width for truck access is 9 feet.
 - vii. Enclosure gates must swing 135 degrees from closed position for truck to access an enclosure.
 - viii. The dumpster pad must be flush with the truck ingress/egress.
 - ix. No other uses will be allowed in the solid waste enclosure other than to hold garbage and recycle totes.
 - x. City collection staff will not maneuver commercial size solid waste receptacles as this is a common on the job injury cause.
 - xi. Care must be taken in the design of the solid waste enclosure to limit the drainage of untreated water to the City's stormwater system.

GENERAL CONDITIONS

- PW24. 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.
- PW25. Design and development shall be subject to but not limited to the following standards:
- City of Poulsbo Utility Comprehensive Plans
 - City of Poulsbo Construction Standards and Specifications
 - City of Poulsbo Municipal Code
 - Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington
 - 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
- PW26. In the event there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
- PW27. No walls or structures shall be permitted in utility easements.
- PW28. 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.
- PW29. Appropriate easements shall be provided for public and private utilities as needed.
- PW30. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

SUBMITTAL AND APPROVAL

- PW31. 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.
- PW32. 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.
- PW33. 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

- PW34. Utility connection fees are paid based on the current fee at the time of building permit issuance. The connection fee is due at the time of building permit. Early payment and reservation of water connection are not provided for in Poulsbo Municipal Code.