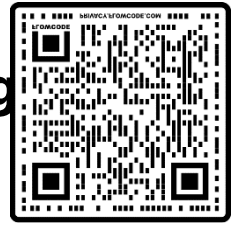




City of Poulsbo Special Planning Commission Meeting

City Hall – 200 NE Moe Street

The meeting will be held in a hybrid format. The public is welcome to call in or attend in-person at the city hall chambers.



Subject	Agenda	Date	07/28/2026
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Mark Kipps	Est. End Time	7:50 pm
Committee Members	Ray Stevens, Kate Nunes, Ray Taylor, David Strickon, Jim Schlachter, Joey Soller		
Staff Present	Heather Wright, Planning Director, Ashley Weller, Assistant Planner		
Phone and Meeting ID:	1 (253) 215 8782	820 4583 5139	
Zoom Link:	https://us06web.zoom.us/j/82045835139		

			Agenda
Time	No.	Topic	Details
6 pm	1.	Call To Order	
6:00 pm	2.	Pledge of Allegiance	
6:01 pm	3	Modifications to the Agenda	
6:02 pm	4.	Approval of Minutes: 06/23/26	
6:03 pm	5.	Comments from Citizens	
6:10 pm	7.	Presentation of Projects for Consideration	Public Meeting: Cedar View at Glennwood Estates PRD and Preliminary Plat **- AW
		Quasi-Judicial ☐ Y ☒ N	
7:30 pm	8.	Director's Report	
7:40 pm	9.	Commissioner Comments	
7:50 pm	10.	Adjournment (Automatic unless meeting is extended by majority vote)	

** Exhibits are too large for packet, they can be found Online [HERE](#), under 'Public Notices'

Projects reviewed by the Poulsbo Planning Commission include time for public comment during the agenda item. Workshops are designed for staff presentation and discussion with the Commission. Public comment will be taken during comments from citizens following the agenda item. The public has an opportunity to provide written and verbal testimony to the Planning Commission. A sign-up sheet for each project and workshop agenda item is available for those wishing to address the Planning Commission. All times listed on Agenda are Estimations and are subject to change.

The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

WHEN APPLICABLE, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY PLANNING DEPARTMENT AT 360.394.9748.
PARA SOLICITAR UN FORMATO ALTERNATIVO EL AVISO IMPRESO, LLAME AL DEPARTAMENTO CIUDAD ÁREA DE PLANEACIÓN EN 360.394.9748



City of Poulsbo

Planning Commission Meeting

Subject	Meeting Minutes	Date	06/23/2026
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Jim Schlachter (Acting Chair)	Est. End Time	7:20 pm
Committee Members	Ray Stevens, Kate Nunes, Ray Taylor, David Strickon		
Staff Present	Heather Wright, Planning Director, Edie Berghoff, Senior Planner and Ashley Weller, Assistant Planner, Michael Bateman, Transportation Engineer, Donald Washburn, Engineering Technician. Sherman Leddon, Engineering Technician,		

			Agenda	
Time	No.	Topic	Details	
6 pm	1.	Call To Order		
6:00 pm	2.	Pledge of Allegiance		
6:01 pm	3	Modifications to the Agenda	Vice Chair JSch made note of Commissioners Rollcall Agenda Item. Quorum Observed.	
6:02 pm	4.	Approval of Minutes: 04/14/26	Commissioner RS Motioned to approve, Commissioner RT Seconded. All Aye's other than Commissioner KN who abstained.	
6:03 pm	5.	Comments from Citizens	No non-project specific comments.	
6:10 pm	7.	Presentation of Projects for Consideration	Quasi-Judicial ☒ Y ☐ N	Public Meeting: Dauntless Townhomes SPR and CUP-AW presented. RS asked about condition PW17 and a potential misspelling, DW noted. RS asked about accessing solid waste enclosure via a refuse, DW spoke about this. RS asked what the building near the trash enclosure was, DW and MB responded to this. RS asked how access is obtained, MB responded. The applicant shared some context about correspondence with public works about access to the trash enclosure. Public Meeting Opened – 6:17pm Public Meeting Closed – 6:18pm Commissioner RS motioned to recommend approval as modified, Commissioner RT seconded. All Aye's. Public Meeting: Noll Pointe PRD and Pre-Plat – EB presented. Public Meeting Opened – 6:36pm Joe Martinek, Avondale resident, asked about the 6ft site obscuring fence, tree retention (noting an extreme grade and potential damage from falling trees), and street improvements.

			Kurt Beattie, 19838 blue lagoon, shared that there was extreme ecological damage from the Sandstone development and with the note of ecologies water restrictions that Noll pointe should be questions since we can't guarantee we can accommodate the new homes with water and climate challenges adding that we need to review our resources before proceeding with development for sustainability purposes. SL shared some more information on frontage improvements for the first speaker. EB shared more about the 6ft site obscuring fence and tree retention on the slope for the first speaker. EB spoke about the council movements on water conservation and use, in addition, MB spoke further to the city water management plan and potential incoming changes in response to the second speaker. The Applicant Geoff Sherwin spoke about frontage improvement conversations with Kitsap County; the fencing materials and the tree throw on the slope with arborist review. KN shared feedback about the edible garden amenity. Joe Martinek spoke again, sharing about local traffic impacts for the projects (all incoming and this development specifically). Kurt Beattie spoke again, suggesting the city should have conversations with Ben Harris who worked with local tribes. Public Meeting Closed – 6:55pm RS shared some context on development as required by the state and that this is one of the last remaining easy to develop lots. Vice Chair JSch shared that the growth is occurring all over Washington and that the state has distributed and how the council and commission are working hard to build Poulsbo the way 'we' want while meeting state requirements. Commissioner DS asked about the recent sewage issue and if it was a capacity issue, MB responded. Commissioner RS motioned to recommend approval as modified, Commissioner KN seconded. All Aye's.
7:04 pm	8.	Director's Report	HW shared about upcoming city happenings, council meetings and Commission meetings. HW offered space for questions on paid parking. JSch asked if the projections seem accurate to cover enforcement costs, HW responded. RS asked if all the impact fees are based on size or just some, HW responded. JSch asked if the schools are disappointed about the impact fee or if it was just the current reality, HW responded. JSch mentioned that some breweries are closing.

7:20 pm	9.	Commissioner Comments	None
7:20 pm	10.	Adjournment 7:20pm	

Summary: Minutes were approved. Dauntless Townhomes and Noll Pointe Projects were recommended for approval as conditioned to the Hearing Examiner.

Mark Kipps, Planning Commission Chairman



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

CEDAR VIEW AT GLENNWOOD PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY SUBDIVISION

To: Poulsbo Planning Commission
From: Ashley Weller, Assistant Planner
Date: July 21, 2026
Subject: Cedar View Planned Residential Development and Preliminary Subdivision | Type III

Planning and Economic Development (PED) staff respectfully recommends approval of the Cedar View at Glennwood Planned Residential Development and Preliminary Subdivision, Planning File P-11-04-25-02, subject to the SEPA Mitigation and Conditions of Approval.

ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) of the Cedar View at Glennwood Planned Residential Development and Preliminary Subdivision, Planning File P-11-04-25-02, subject to the SEPA Mitigation and Conditions of Approval.

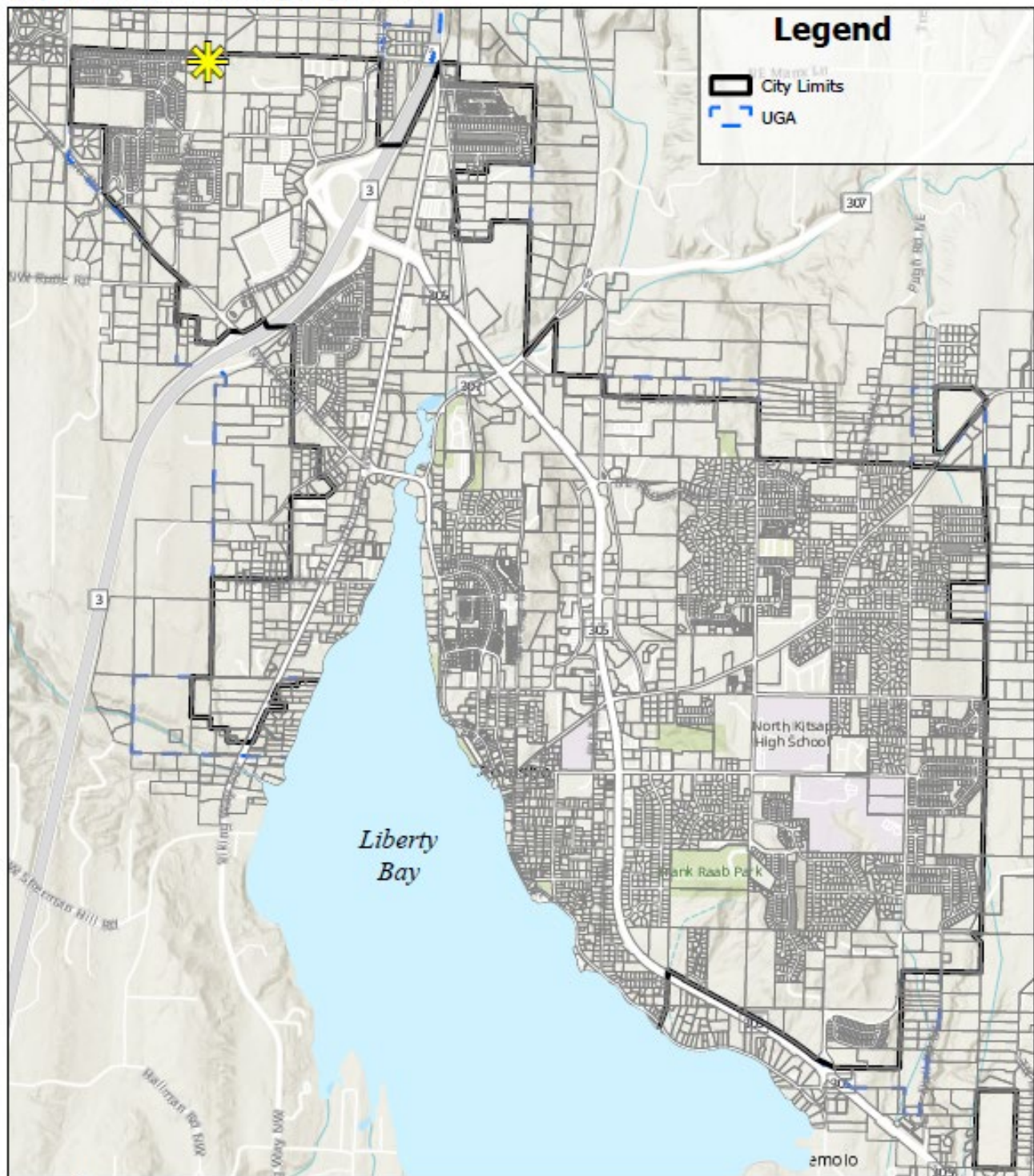
CONTENTS:

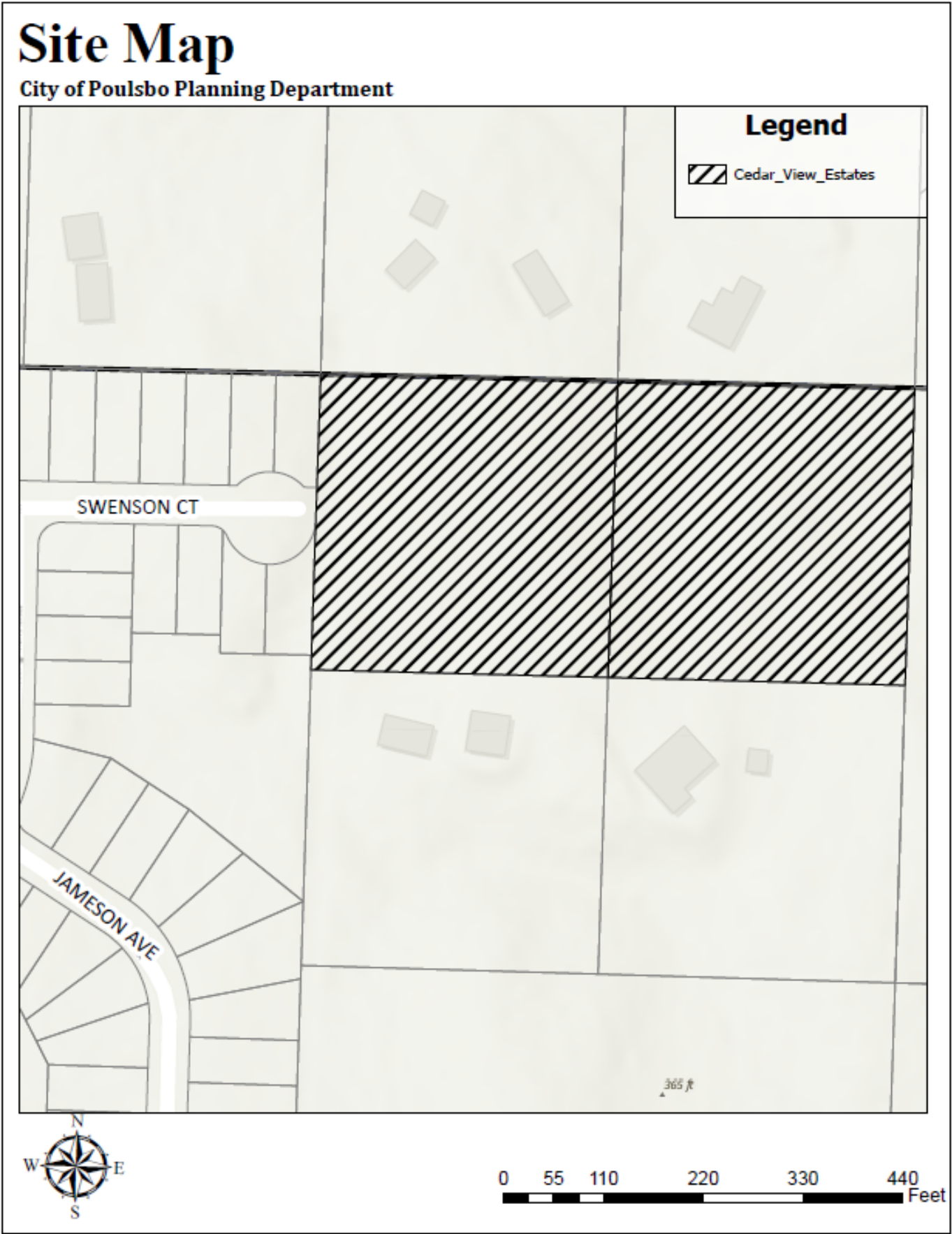
Page 2	City Vicinity Map
Page 3	Site Vicinity Map
Page 4	Comprehensive Plan and Zoning Map
Page 5	General Information
Page 7	Applicable Review Criteria
Page 7	Land Division Ordinance
Page 10	Zoning Ordinance
Page 22	Project Permit Application Procedures Ordinance
Page 22	State Environmental Policy Act (SEPA)
Page 23	Public Comments
Page 23	Staff Comments and Recommendations
Page 24	Exhibits
Page 25	Conditions of Approval



Vicinity Map

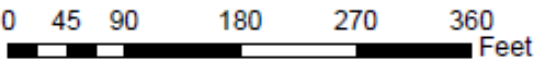
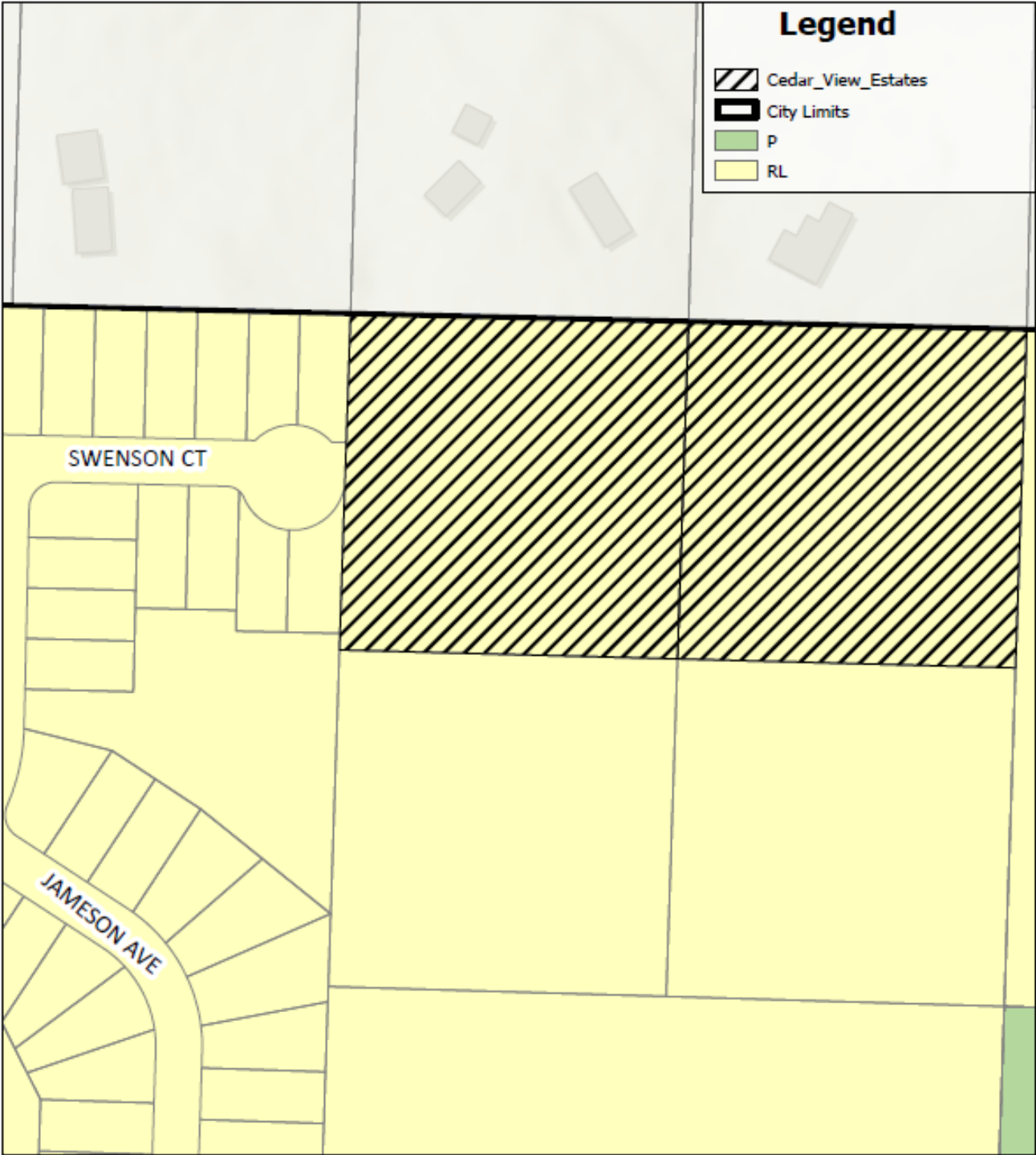
City of Poulsbo Planning Department





Zoning Map

City of Poulsbo Planning Department



CEDAR VIEW AT GLENNWOOD PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY
SUBDIVISION
PLANNING FILE P-11-04-25-02

I. GENERAL INFORMATION

Applicant Name and Address: KPFF | 1601 Fifth Ave suite 1600 | Seattle WA

Owner Name and Address: Mary & Robert Figgus | 1315 Mushroom LN | Poulsbo WA 98370

Land Use Review: Planned Residential Development, Preliminary Subdivision, SEPA | Type III

Description of Proposal: The applicant proposes a Planned Residential Development (PRD) and Preliminary Subdivision to create 22 single-family residential lots on approximately 4.92 acres in the Residential Low (RL) zoning district. The project includes new public streets, sidewalks, utilities, stormwater facilities, landscaped open space, tree retention and replanting areas, and associated infrastructure. Access is provided through an extension of NW Swenson Court with an internal network serving all lots. Common amenities include a grassy informal play area, picnic facilities, pedestrian walking trails, and preserved open space.

Location: 102601-2-017-2000 | 102601-2-018-2009

Legal Description:

102601-2-017-2000: LOT A SHORT PLAT 5587 AS RECORDED UNDER AUDITOR'S FILE NO. 9104290195; BEING THE NORTHWEST QUARTER OF THE NORTH HALF OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON. TOGETHER WITH AND SUBJECT TO AN ACCESS AND UTILITY EASEMENT OVER, UNDER AND ACROSS A 20 FOOT WIDE STRIP, THE CENTERLINE OF WHICH BEGINS AT THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED LOT AND RUNS N88°34'04 W 317.80 FEET; THENCE S1°54'08 W 324.90 FEET TO THE TERMINUS. SUBJECT TO AND TOGETHER WITH EASEMENTS AND RESTRICTIONS OF RECORD.

102601-2-018-2009: LOT B SHORT PLAT 5587 AS RECORDED UNDER AUDITOR'S FILE NO. 9104290195; BEING THE NORTHEAST QUARTER OF THE NORTH HALF OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON. TOGETHER WITH AND SUBJECT TO AN ACCESS AND UTILITY EASEMENT OVER, UNDER AND ACROSS A 20 FOOT WIDE STRIP, THE CENTERLINE OF WHICH IS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE ABOVE DESCRIBED LOT; THENCE S88°34'04 E 20.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE N88°34'04 W 337.08 FEET; THENCE S1°54'08 W 324.90 FEET TO THE TERMINUS. SUBJECT TO AND TOGETHER WITH EASEMENTS AND RESTRICTIONS OF RECORD.

Comprehensive Plan and Zoning Designation:

Site: Residential Low
North: Outside City Limits and UGA
South: Residential Low
East: Residential Low
West: Residential Low

Existing Land Use:

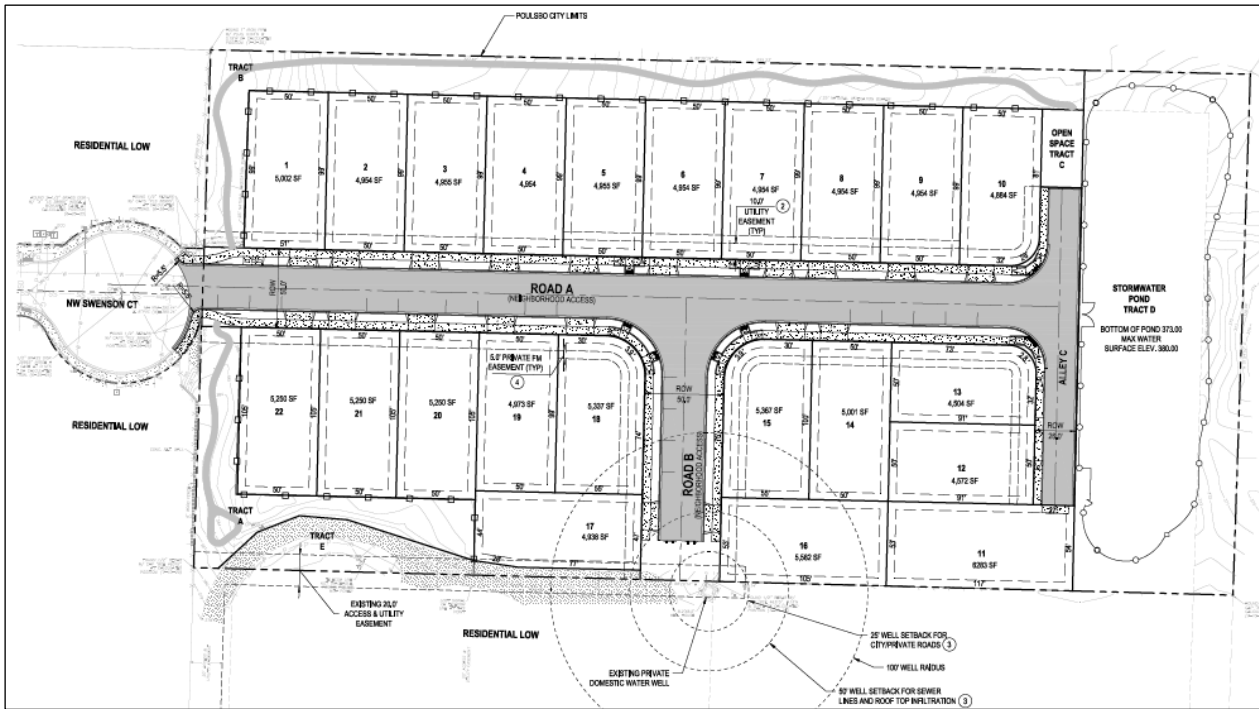
Site: Vacant
North: Single Family Home(s)
South: Single Family Home(s)
East: Olympic College
West: Single Family Home(s)/Glennwood

Site Features: The proposed development is a combined 5-acre site in the NW quarter of Section 10, Township 26 North, Range 1 East, W.M., in the City of Poulsbo, Kitsap County, Washington. The property is on the west side of State Route 3, north of Finn Hill Road, and borders the east boundary of Olympic College. Site access is from Finn Hill Road, then north on Urdahl Road through the Glennwood subdivision. The site is forested and there are no critical areas and associated buffers on this property. The site consists of approximately 4.92 acres of undeveloped second-growth conifer forest. The western portion of the site contains moderate slopes, while the majority of the property is relatively level. No regulated wetlands, streams, or other critical areas have been identified

Aerial Photograph of Subject Site:



Proposed Site Plan:



II. APPLICABLE REVIEW CRITERIA

The criteria approval for this project is included in the Poulsbo Municipal Code (PMC). The review criteria were established December 12, 2025, the date the application was determined Technically Complete. In particular; [PMC Title 17 Land Division](#) and [PMC Title 18 Zoning](#). The project was reviewed according to [PMC Title 19 Permit Processing Procedures](#).

III. LAND DIVISION ORDINANCE (PMC TITLE 17)

1. The Land Division Ordinance provides that the review authority may approve a proposed preliminary subdivision only if criteria [PMC 17.60.040](#) are found met, or specified conditions have been issued to satisfy the criteria. The Planning Commission is tasked with making a recommendation to the review authority. The proposed preliminary subdivision conforms to the requirements of this title.

Staff Comment: Staff finds that, with the recommended conditions of approval, the proposed preliminary subdivision conforms to the requirements of [Title 17, Land Division](#). The City Engineer has reviewed the project for consistency with [PMC Chapter 12.02, Construction and Development Standards](#), and supports approval of the preliminary subdivision subject to all conditions of approval.

See also Exhibit Q, Engineering Department Staff Report Memo.

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

Staff Comment: The subject property is zoned Residential Low (RL) and is proposed to be developed as a Planned Residential Development pursuant to [PMC Chapter 18.260](#). The proposed lot layout, density, setbacks, open space, critical area protection measures, and infrastructure improvements have been reviewed for consistency with the applicable provisions of [PMC Title 18](#). Compliance with zoning and PRD requirements is discussed in IV.C in this staff report. Subject to the recommended conditions of approval, staff finds this criterion can be met.

3. The proposed preliminary subdivision:

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

Staff Comment: Staff finds the applicant has made adequate provisions for streets through the construction of public roads, sidewalks, and related transportation improvements consistent with City standards. A Traffic Impact Analysis prepared by Heath & Associates Traffic Consultants, Inc. (Exhibit K) concluded that the surrounding transportation network can accommodate the projected traffic generated by the development. The proposed street network also promotes connectivity by providing direct connections to the Glennwood, Westwood Crossing, Winslow Ridge, and Vinland Pointe neighborhoods, consistent with the City's transportation planning objectives.

The City has a Traffic Impact Fee Ordinance ([PMC Chapter 3.86](#)), which requires the project developer to mitigate for their project's traffic impacts through payment of an impact fee. The traffic impact fee established by this ordinance is based on the ITE Manual calculations for single-family residential trip generation. The developer is responsible for paying the current rate with building permit issuance.

Kitsap Transit serves the City of Poulsbo. Kitsap Transit was notified of the project. No transit facilities are requested with this development.

See also Exhibit Q Engineering Department Staff Report Memo.

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

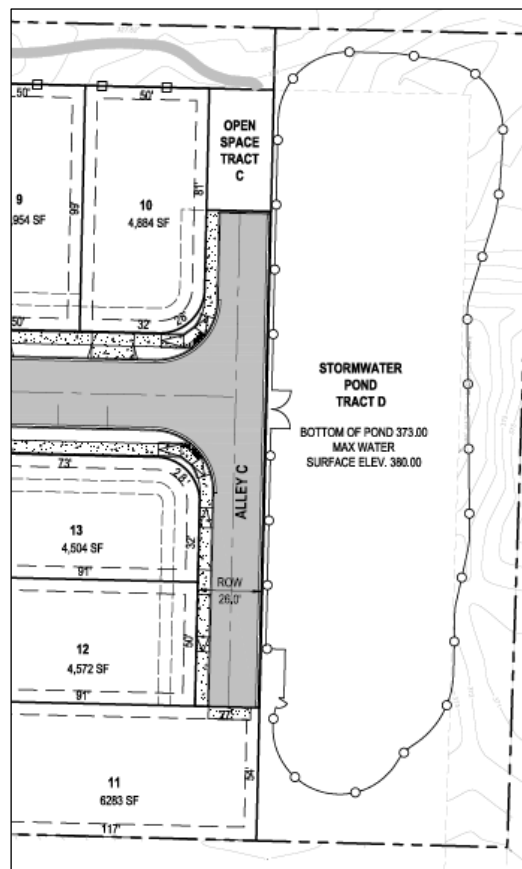
Staff Comment: The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. Water will be provided by Kitsap Public Utility District (KPUD). The City Engineer has determined there is adequate provision for sanitary sewer. Other public utilities including electric and phone are available.

Stormwater runoff from the development will be collected by catch basins and conveyed through an underground pipe network to a regional detention pond located along the eastern edge of the site.

Prior to discharge, runoff from pollution-generating surfaces will receive enhanced water quality treatment through an Ecology-approved Oldcastle BioPod Water Quality Vault. The detention pond is designed to provide flow control consistent with the Washington State Department of Ecology Stormwater Management Manual, reducing post-development runoff to pre-developed forested flow rates. Following detention and treatment, stormwater will discharge to a dispersion trench before following the existing downstream drainage pattern toward an unnamed stream and ultimately Liberty Bay. The applicant's Drainage Report concludes the proposed stormwater system satisfies applicable flow control and water quality requirements and will not adversely impact downstream drainage patterns (Exhibit I).

Subject to compliance with applicable City engineering standards, utility requirements, and the recommended conditions of approval, staff finds that adequate provisions can be made for domestic water, sanitary sewer, stormwater management, and other public utilities and services, and that the proposal will not be detrimental to the public health, safety, or welfare.

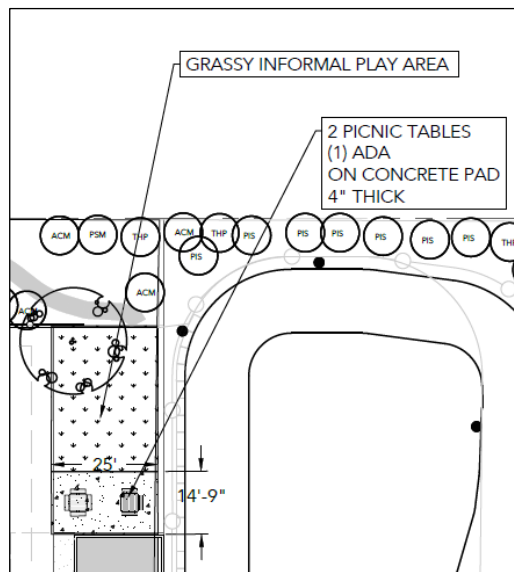
See also Exhibit Q Engineering Department Staff Report Memo.



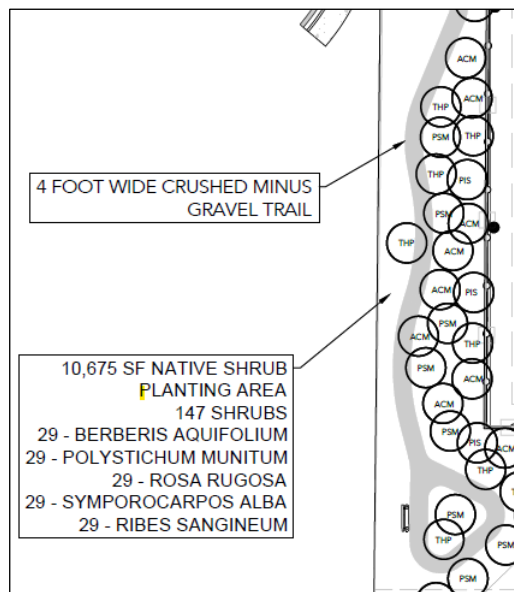
Left: Regional infiltration pond facility located to the east of the site.

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

Staff Comment: The proposal includes recreation tracts, pedestrian pathways, and open space areas, intended to serve future residents. Onsite recreation amenities include a grassy informal play area, two picnic tables, and passive seating associated with an off-street trail. In addition, the City has a Park Impact Fee Ordinance ([PMC Chapter 3.84](#)) which requires the project developer to mitigate for their project's park impacts through payment of an impact fee prior to the issuance of the certificate of occupancy. Park impact fees were recently adjusted to be based on the size of the unit with larger units paying higher impact fees and smaller units paying lower impact fee. also adjusted by unit size. As identified in COA #5 the developer is responsible for paying the current rate with Certificate of Occupancy. Subject to the conditions of approval, staff finds adequate provision has been made for parks and recreation.



Left: Recreational amenity area at the north property line.



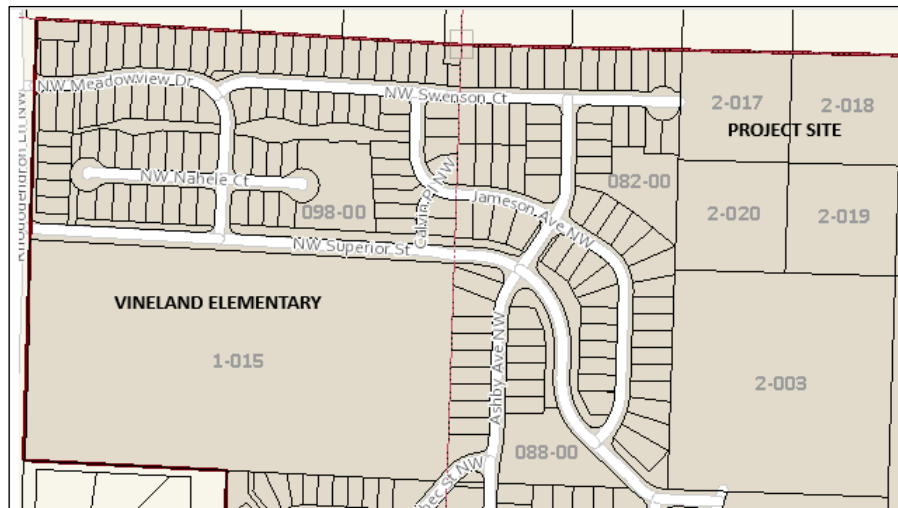
Left: Trail that goes along the west and north property lines, connecting the passive seating benches to the informal play area.

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

Staff Comment: The proposed subdivision is located within the North Kitsap School District, which was provided notice of the application and afforded the opportunity to comment. The City does not impose or collect school impact fees. No comments were received from the School District indicating that the proposed subdivision would create impacts that could not be accommodated through existing facilities. Staff finds adequate provision has been made for schools and school grounds and the project is not conditioned to provide school impact fees.

- e. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

Staff Comment: The proposal includes sidewalks along all public streets, consistent with City standards, providing connections to the existing sidewalk network along NW Swenson Court. Internal sidewalks create a connected pedestrian network throughout the development and provide safe access to surrounding neighborhoods and nearby community destinations. Vinland Elementary School is located west of the project site (as shown below). Subject to the recommended Conditions of Approval, staff finds the proposal provides adequate pedestrian circulation and supports safe pedestrian access to nearby schools and adjacent neighborhoods.



Left: Project site in relation to Vinland Elementary.

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

Staff Comment: There are no critical areas and associated buffers with this project.

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

Staff Comment: Adequate emergency vehicle access is provided through the primary connection to NW Swenson Court and a hammerhead turnaround located at the eastern terminus of Road A, consistent with Fire Department requirements. The proposed street layout also preserves the opportunity for a future public street connection to the property south of the site, which will further improve neighborhood connectivity and emergency access as adjacent properties develop. Fire impact fees were recently adopted by the City of Poulsbo and the project will be conditioned to pay those fees prior to certificate of occupancy. Like park impact fees, fees are adjusted based on unit size with smaller units paying less of a fee than larger units. See Exhibit Q, Engineering Department Staff Report Memo.

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

Staff Comment: Subject to the recommended Conditions of Approval and applicable SEPA mitigation measures, staff finds the proposal provides adequate public infrastructure, utilities, stormwater facilities, pedestrian improvements, open space, and emergency access to serve future residents. The proposal has been reviewed for consistency with applicable City regulations and has been found compatible with the surrounding pattern of residential development. Accordingly, staff finds the project will not be detrimental to the public health, safety, or welfare.

IV. ZONING ORDINANCE (PMC TITLE 18)

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

A. PMC Chapter 18.70 Residential Districts

The Residential Low (RL) district provides for residential areas of low urban densities of four to five dwelling units per acre, and permits compatible, related activities. This district recognizes, maintains, and protects established low urban density residential areas, creates residential areas that promote neighborhood livability, provides for additional related uses such as schools, parks, and utilities necessary to serve immediate residential areas, and serve as the primary zoning district for single-family detached residences.

Staff Comment: The RL district permits identified uses, provides maximum building height and established development standards for lot size, density, setbacks, and building lot coverage for the district. The proposed subdivision is subject to the requirements of the RL district (PMC 18.70.050) where Planned Residential Development (PRD) requirements (PMC Chapter 18.260) are silent. Placement of homes on lots shall meet the combined RL and PRD standards.

1. **PMC 18.70.030** Uses. A variety of residential uses are provided in the RL zone as permitted and conditionally permitted uses (PMC 18.70.030). Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in PRDs in accordance with the approved development plan (PMC 18.260.030).

Staff Comment: Single-family residences are permitted in the RL district. The proposal is for 22 single-family detached residences on individual lots.

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

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

Maximum Density (5 Units/Gross Acres)	22 Units Proposed / 4.92 gross acres = 24.6	OK
Minimum Density (4 Units/Net Acres)	22 Units Proposed / 5.40 net acres = 6.8	OK

3. **PMC 18.70.050** Development standards in the RL zone.
 - a. Lot Requirements. Lot requirements for the RL district are established in Table 18.70.050 Residential Low (RL) District Development Standards.

Staff Comment: PRD regulations provide modification of development standards. Standards are reviewed in Section IV.C below.

- b. Street Trees. Street trees are required for all new residential developments according to PMC 18.130.090. The section requires street trees and related landscaping provided forty feet on center for arterials and thirty feet on center for collectors. Approved groundcover, such as sod, shall be provided. Tree species is indicated in the city's master street tree plan. An alternative may be approved by the review authority.

Staff Comment: The applicant has prepared a preliminary landscape plan (Exhibit D). This plan identifies Rocky Mountain, Glow Maple, and Ivory Silk Japanese to be installed as street trees. The proposed street tree species and locations were peer reviewed by City Arborist, John Bornsworth of Peninsula Environmental.

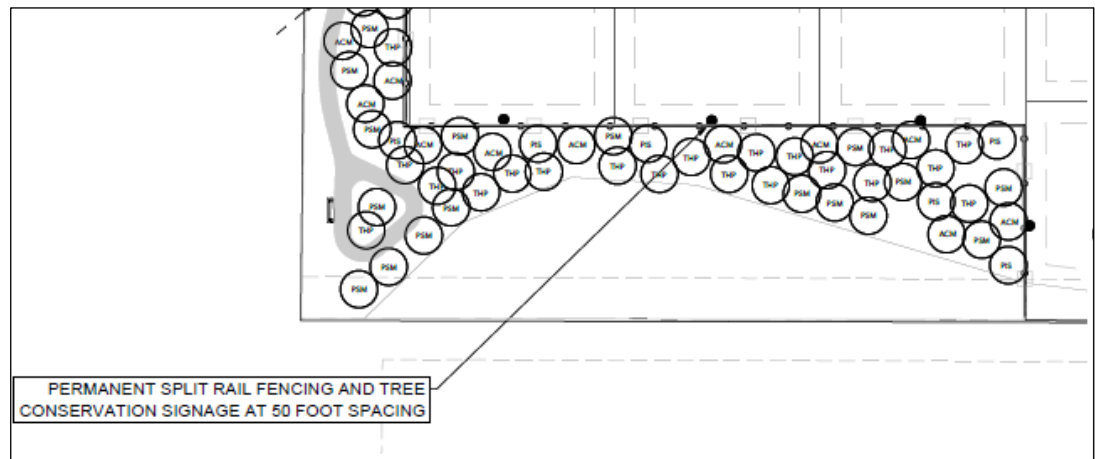
Street trees shall be included on the final landscape plan submitted with the tree cutting and clearing and grading permits (COA #26). Street trees are proposed in right-of-way planting strips. Irrigation and maintenance is the responsibility of the HOA and shall be addressed in developments Conditions, Covenants, and Restrictions (CCRs). Bonding for street trees and associated groundcover, in addition to the submittal of an as-built landscape plan, is required prior to final plat approval (COA #25).

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

Staff Comment:

- Fencing is identified on the landscape plan (Exhibit D) and conditioned in COA #23 (see example below). Additional fencing may be installed between lots by the developer or future property owners. Fencing may require a building permit if over six feet in height and within a required yard setback or along a property line.

Below: Example of fencing identified on the preliminary landscape plan.



- Recreation vehicles, watercraft and utility trailers storage facilities are required for developments with 12 or more residential units or the development's Conditions, Covenants and Restrictions (CCRs) shall prohibit locating the vehicles on the street. (PMC 18.70.070.T). The applicant has expressed the intent to provide a restriction in the CC&Rs in lieu of providing on-site facilities (see COA #52).
- 5. **PMC 18.70.080** Parking. Two off-street parking spaces are required for single-family residential development. (PMC 18.70.080). Spaces are required on the same site as the use and may be located in the front yard setback. (PMC 18.140.035).
Staff Comment: The proposed development will provide the required off-street parking through individual garages and driveways serving each residence. Compliance with the City's parking standards will be verified during building permit review.
- 6. **PMC 18.70.090** Signage. Residential developments are permitted one freestanding sign per entrance/exit from a public street. The freestanding sign may be a maximum 25 square feet and 5' in height. Only external lighting is permitted.

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

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

B. **PMC Chapter 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.

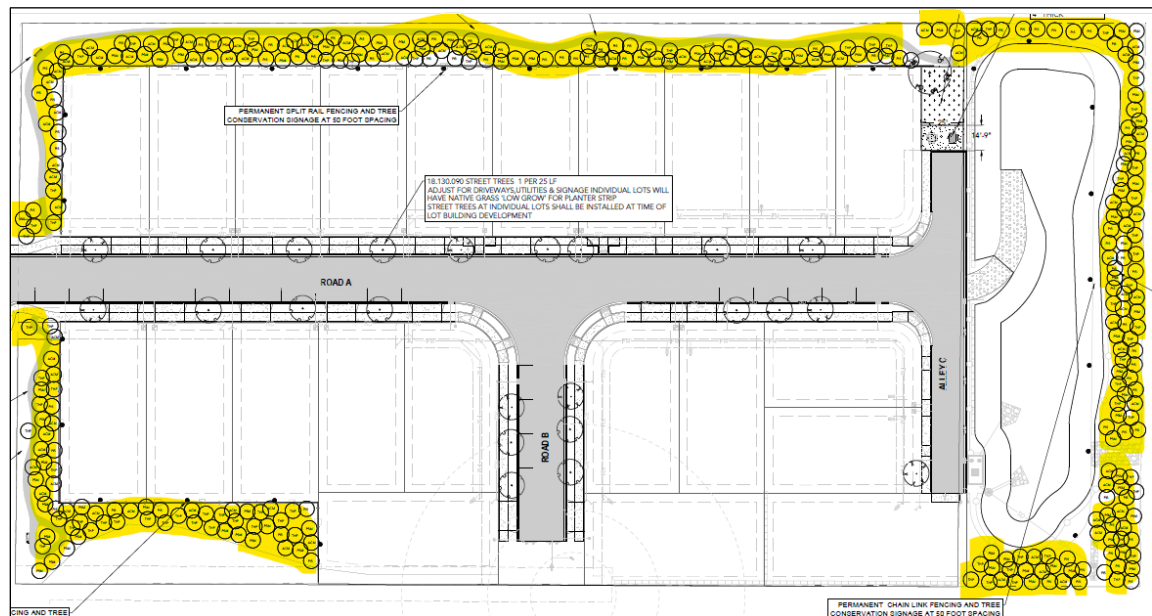
Staff Comment: Washington Forestry Consultants (WFC) prepared a Significant Tree Inventory Report (Exhibit L), which identified 1,291 healthy significant trees on the project site. Under the standard tree retention requirements of **PMC 18.180.030**, approximately 25 percent (323 trees) would be required to be retained.

The project site consists of a dense stand of second-growth coniferous forest that was historically clearcut and has naturally regenerated. The arborist identified tree conditions ranging from dead to good, with the majority of the stand classified as being in fair condition. Due to the density and condition of the existing forest, combined with the proposed development layout, both the project arborist and the City Arborist determined that long-term retention of existing trees throughout the site would not be practical or sustainable.

Accordingly, the applicant has elected to utilize the Alternative Tree Retention Option provided under **PMC 18.180.040.A**, which allows replacement planting in lieu of retaining existing trees where site conditions make preservation unreasonable. The proposal includes planting 323 replacement trees,

equivalent to 25 percent of the existing healthy significant trees, within designated replanting areas throughout the development (shown below), consistent with the requirements of [PMC 18.180.040](#).

Below: Proposed tree replanting areas are shown in yellow.



The City's consulting arborist, John Bornsworth, of Peninsula Environmental Group (PEG) completed three peer reviews of the applicant's tree inventory, Tree Protection Plan, and landscape plans (Exhibits TBD). Following revisions by the applicant, the City Arborist concluded that:

- The forest inventory and assessment are accurate and satisfy the requirements of PMC Chapter 18.180.
- Use of the Alternative Tree Retention Option is appropriate due to the existing forestry conditions and site layout.
- The proposed replanting of 323 trees complies with the replacement requirements of PMC 18.180.040.
- The proposed tree protection fencing and Tree Protection Plan are adequate and consistent with PMC 18.180.040.
- The proposed landscape plans, including construction and permanent tree protection measures, street tree planting, and tree management schedule, comply with City requirements.
- Supplemental irrigation is recommended for all new tree plantings to improve establishment success.
- A maintenance assurance device is required in accordance with PMC 18.180.040(D) and PMC 18.130.060, and tree protection fencing shall be shown on the final civil and grading plans.

A final Tree Protection Plan and tree replanting plan shall be submitted with the Tree Cutting and Clearing Permit and Grading Permit applications and shall be reviewed and approved by the City Arborist, at the applicant's expense (COA #17). In addition, supplemental irrigation for all replacement trees, installation of approved tree protection fencing prior to land disturbance, and the required maintenance assurance device shall be included as Conditions of Approval.

Recommended Finding: Staff finds that, through implementation of the Alternative Tree Retention Option and the recommended Conditions of Approval, the proposal complies with the intent and requirements of PMC Chapter 18.180. The proposed replacement tree planting, tree protection measures, and long-term maintenance program provide adequate mitigation for tree removal and will ensure establishment of a healthy replacement tree canopy.

C. **PMC Chapter 18.260 Planned Residential Developments**

Planned Residential Development (PRD) is provided to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other residential development options, while ensuring compliance with the goals and policies of the Poulsbo comprehensive plan. PRD implements the City's comprehensive plan and Washington's Growth Management Act and: provides flexibility in lot size and design to enable development to attempt to achieve the zoned density; provides flexibility in design for creative site planning and superior residential subdivision developments; preserves and protects critical areas and their buffers; provides open space and recreational opportunities and other benefit features for development occupants; encourages preservation of cultural, scenic or natural features; encourages diversity of housing units and types between neighborhoods; provides for maximizing efficiency of street layout, utility networks, and other public improvements; and preserves and retains groups of trees.

1. **PMC 18.260.030** Use Permitted. Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in planned residential developments in accordance with the approved development plan.

Staff Comment: Table 18.70.030, Residential District Uses, identifies permitted, conditionally permitted, and prohibited uses in the RL zone. Single-family dwellings is a permitted use and PRD is permitted subject to provisions of PMC Chapter 18.260.

2. **PMC 18.260.040** Size of Planned Residential Development. A tract of land to be developed as a PRD shall have a minimum of three acres. Exceptions for smaller land area is provided.

Staff Comment: The site is 4.92 acres, exceeding the minimum three acres.

3. **PMC 18.260.050** Modification of Development Standards. The City's standard development regulations may be modified for a PRD; all other development standards shall be as set forth in the underlying zoning district.

Staff Comment: PRD modified standards and underlying RL zoning district standards are combined in the table provided below. The proposal meets density, lot area, and lot dimension standards. Building lot coverage, setbacks, and building height are reviewed with building permit submittal.

RL Development Standards and PRD Modification of Development Standards Combined			
Development Standard	RL zone (PMC 18.70.050.A)	PRD (PMC 18.260.050)	Project Proposal
Minimum Density	4 dwelling unit/gross acres	Per underlying zoning district	6.8
Maximum Density	5 dwelling unit/net acres		24.6
Minimum Lot Size/Area	7,500 SF	3,750 SF	5,504 SF
Maximum Lot Area	10,890 SF	None	6,283 SF
Minimum Lot Width	60 feet at the midpoint of the lot (each lot shall have a minimum of 20 feet of frontage)	30 feet	30 feet
Maximum Building Lot Coverage	50 percent		To be reviewed with building permit (COA #44)
Front Yard Setback*	20 feet from main building façade (25 feet from attached garage facade if protrudes streetward)	10 feet	
Rear Yard Setback*	10 feet	5 feet	
Side Yard Setback	5 feet, with combined total of 15 feet	5 feet	
Street Corner Yard Setback	10 feet (or greater if necessary, for sight distance)		
Maximum Building Height	No building or structure may exceed 35 feet in height.		

4. [PMC 18.260.060](#) PRD Development Standards

- a. Lot Sizes. When a PRD subdivision has an average lot size of four thousand square feet or less, a variety of lot sizes are desired to provide for market variety, clustering and creativity.

Staff Comment: As proposed the average lot size is 5,005 square feet. Lot size variation is not required.

- b. Alleys. If a unit abuts an alley, the garage shall take access from the alley whenever possible.

Staff Comment: The development has no alleys, rather a private street/emergency turnaround the applicant has labeled 'Alley C'.

- c. Privacy. Dwellings on lots without direct frontage on a public street should be situated to respect the privacy of abutting homes and to create usable private yard space for the dwelling(s). The review authority shall have the ability/discretion during the review process to establish alternate setbacks in order to accomplish this objective.

Staff Comment: Lots 11, 12, and 13 have access off private drive C.

- d. Project Design. Site design for the entire project (including open space areas, recreational amenities, any attached units and/or condominium areas, and building architectural renderings) shall be submitted in support of the proposed PRD. The renderings shall include possible footprint locations and housing elevations or generally identified architectural style. Open space areas and preliminary location of active recreational amenities, trails, conceptual landscaping, and other amenities shall also be identified.

Staff Comment: Project site design is provided in project drawings (Exhibit C), landscape plan (Exhibit D), tree replanting (Exhibit L), and home siting plan/designs (Exhibit G). The home siting plan (Exhibit F) provides typical setback for each lot showing the limit of potential structures locations each lot could contain. Building lot coverage and impervious surface review will limit the amount of development on each lot. The landscape plan and tree replanting plan (Exhibit D) provide open space, passive recreational amenities, street tree design, and tree replanting information.

- e. Individual Identity. Home individuality shall be achieved through the following methods:

- i. When lots front on a public street, the house shall have windows and doors that face the street. Houses shall have a distinct entry feature such as a porch or weather-covered entryway.
- ii. When lots front on a public street, garage doors must not be the dominant feature of the building facade. At least two of the following design elements shall be provided on home designs that have the garage door projecting forward from the first level living space:
 - Windows in gables or dormers above the garage doors.
 - Covered porches that emphasize the front entry.
 - Trellis in front of garage.
 - Additional front yard landscaping.
 - Variety of architectural elements incorporated into the front building facade design.

The same building plans cannot be utilized on consecutive lots. "Flip-flopping" of plans does not satisfy this requirement and is not permitted on immediately adjacent lots.

- iii. Varied architectural design features (such as roof line articulation, color and materials) and home placements shall be utilized to avoid appearance of a long row of identical homes.
- iv. At building permit application submittal, the planning director will review submitted building permits for compliance with this section, as well as substantial compliance with the conceptual architectural renderings required in subsection D of this section, Project Design.
- v. The planning director has the ability to modify any of the standards within this subsection, if the subject site topography precludes the compliance with any of the stated standards.

Front façade drawings of homes on adjacent lots are required to be submitted with each home building permit to verify the same home plans are not used on consecutive lots and that the left-right or “flip-flopping” of home design are not sited on adjacent lots (COA #44). Setbacks, lot coverage, building height and review of home individually standards and consistency with project conceptual architectural renderings is reviewed with building permit (COA #41 and #44).

*A sampling of home designs.
(Source: Exhibit G)*

A photograph of a two-story house with a dark roof, light-colored siding, and a large garage. The house has a prominent front porch and a large window above the garage. The house is set on a green lawn with some landscaping.

- f. Landscaping. Landscaping in a minimum fifteen-foot-wide strip shall be provided on site and visible along all public street frontage classified as a neighborhood collector. The landscaping can be provided through a landscape easement on lots. If the landscaping is provided in an open space tract and maintained by a homeowners' association, it may contribute to the project's open space requirement.

Staff Comment: This criterion is not applicable. No adjacent streets are designated neighborhood collector in the Transportation Element of the Land Use Comprehensive Plan.

5. **PMC 18.260.070** PRD Site Design Criteria.

- a. When a PRD is proposed adjacent to an existing single-family residential zone which has been developed utilizing traditional city subdivision development standards and lot sizes (seven thousand five hundred square feet or larger), the PRD shall be designed and developed so as to be consistent with the single-family residential environment at its adjacent perimeter. The review authority may require the PRD to make provisions such as matching lot sizes, lot widths or house height and scale (or other provisions as deemed appropriate) for those lots that are located adjacent to the existing subdivision. Further, any proposed attached units shall be clustered and located away from the established single-family subdivision.

Staff Comment: Glennwood, a Planned Residential Development, is immediately west of the proposal. South of the project are two 2.5-acre parcels with single family homes. Lots 11, 16, and 17 in Cedar View are adjacent to the single family lots and will be roughly 100 feet wide when minimum lot depth in a PRD is 30 feet wide. No attached units are proposed in Cedar View.

- b. When a PRD is proposed adjacent to a single-family residential zone (developed or un/underdeveloped), the perimeter of the PRD shall be subject to screening provisions (this is in addition to subsection A of this section as applicable). The review authority may require the PRD to make such provisions as providing a six-foot sight-obscuring fence or a minimum twenty-five-foot vegetated buffer (designated as an open space tract), or other provisions as deemed appropriate to provide adequate screening.

Staff Comment: Residentially zoned properties surround the project, including properties outside of the city limits (and Urban Growth Boundary) to the north.

- North. Perimeter screening to the north is met by providing tree protection and replanting area along with a permanent split rail fencing.
 - East. Perimeter screening to the east is met by providing tree protection and replanting area and other native shrubs around stormwater pond that runs north south along the perimeter of the east side of the project. Stormwater pond requires protective fencing to meet engineering standards.
 - South. Lower southwest corner is protected tree replanting area and a retaining wall along lots 11 and 16 have a proposed six feet privacy fence.
 - West. Perimeter screening to the west is met by providing tree protection and replanting area along with a permanent split rail fencing.
- c. Vegetative buffer and tree replanting areas are provided along the north, east, and west property boundaries to provide visual separation from adjacent properties. Along the southern property boundary, Lots 11, 16, and 17 are directly adjacent to existing residential lots, where the proposed homes are consistent with the surrounding pattern of residential development. Undeveloped parcels that are cleared within five years prior to the filing of a PRD application, and where no substantial stands of existing trees or natural features exist, shall not qualify for a PRD unless the proposed design warrants consideration under the PRD provisions, or significant landscaping is proposed to mitigate the loss of natural vegetation. This determination will be made by the planning director during the pre-application process.

Staff Comment: Tree clearing has not occurred within the last five years.

6. **PMC 18.260.080** Residential Types in Residential Low (RL) Zoning District. Attached dwellings, not to exceed sixplexes, may be allowed in the RL zone through a PRD if the proposal meets the criteria.

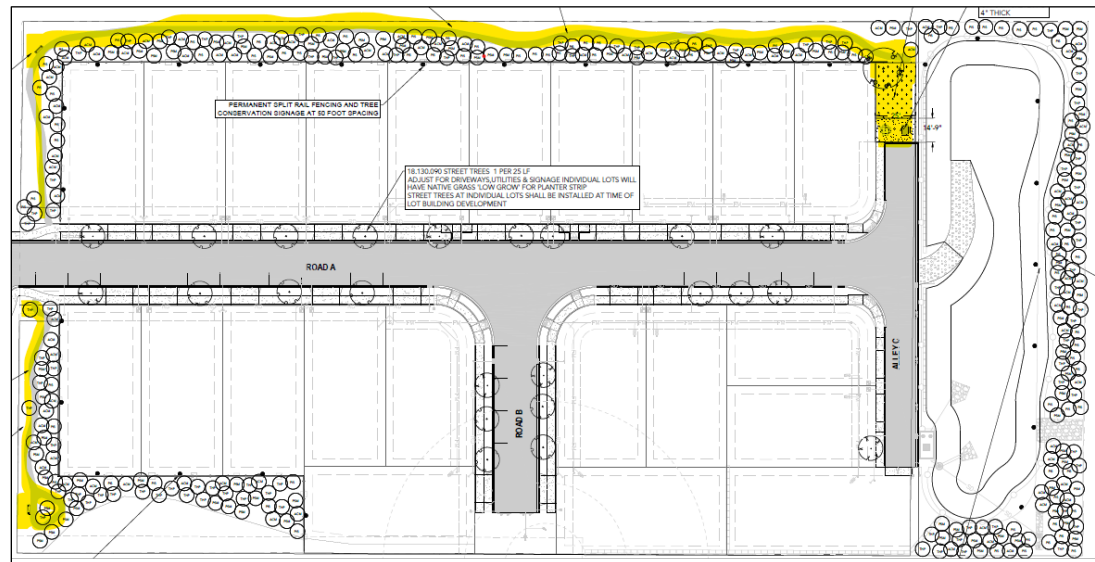
Staff Comment: Attached dwellings are not proposed with this development.

7. **PMC 18.260.090** Open Space Requirements. Common open space and other appropriate beneficial features are required for all planned residential developments.

- a. Open space is intended to benefit the occupants of the planned residential development and shall be improved with recreational amenities, except stormwater vaults that meet subsections (H)(2)(a)(i) through (v) of this section are intended to serve the greater community.

Staff Comment: The proposal provides common open space for the benefit of future residents, consistent with the purpose of the PRD regulations. As shown on the Landscape Plan (Exhibit D), the common open space includes a grassy informal play area, picnic facilities, walking trails, preserved open space, tree replanting areas, and landscaped gathering spaces. These amenities provide opportunities for passive recreation, neighborhood interaction, and pedestrian circulation. Staff finds the proposed open space is appropriately designed to serve the occupants of the PRD.

Below: Proposed amenities shown in yellow.



- b. The open space design shall be appropriate to the size, natural features, and topography of the subject site. The design shall include open space that is accessible for all residents through pedestrian connections. Further, the open space area(s) shall be visible to at least half of the home sites. This may require multiple open space areas.

Staff Comment: The proposed open space has been designed to complement the site's natural features and development pattern by integrating preserved open space, tree replanting areas, and pedestrian walking trails throughout the development. As shown on the Landscape Plan (Exhibit D), the common open space is connected by sidewalks and pedestrian pathways, providing convenient access for all residents. The open space and associated amenities are centrally located and distributed throughout the development, making them visible from a majority of the proposed home sites and readily accessible to future residents. Staff finds the open space design is appropriate for the size and layout of the site and satisfies the intent of this criterion.

- c. Open space is required based on the average lot size in the proposed development. The greater the deviation from the RL standard lot size, the greater the open space requirement. This relationship is intended to mitigate the effects of smaller lot sizes including reduced recreation space on private lots, reduced setbacks between structures and overall intensity of the development. The required open space is a percentage of the gross project area.

Staff Comment: The proposal includes an average lot size smaller than the standard RL lot size. Consistent with the PRD provisions, additional open space is required to offset the reduced lot sizes, reduced setbacks, and increased development intensity associated with the PRD design.

Staff finds the amount and design of the proposed open space satisfy both the quantitative requirements and the intent of the PRD regulations.

- d. The amount of open space required is set forth in [Table 18.260.090\(A\)](#). The amount of open space required is based upon a range of proposed average lot sizes. The determination of average lot size shall be the sum of all individual lot square footage, divided by the total number of proposed lots

Staff Comment: The proposal has an average lot size of approximately 5,005 square feet. Pursuant to [Table 18.260.090\(A\)](#), the project is required to provide open space equal to 15% of the gross project area. The required open space is 32,146 square feet and the project is proposing 34,718 square feet. The proposed open space consists of a combination of landscaped open space tracts, stormwater tract, a passive gathering area, pedestrian walking paths, and other passive seating distributed throughout the development. Accordingly, staff finds the proposal complies with the minimum open space requirements of PMC 18.260.090(A).

- e. Critical area protection areas and required buffers as defined and required by the city's adopted critical areas ordinance can contribute to the above-required open space amount. If less than twenty-five percent of the subject site contains protected critical areas and required buffers, then the critical area and protected buffer area may contribute up to 40 percent of the project's required open space amount, credited on a square-foot-by-square-foot basis

Staff Comment: No critical areas or buffers are located on the project site.

- f. Stormwater management facilities may contribute to a project's required open space amount under specific circumstances. For projects that utilize stormwater vaults, the top of the vault area proposed to serve as the activity amenity for either the community at large or for the occupants of the PRD if grade and landscaping provide for an unstable area

Staff Comment: The project does not propose the use of stormwater vault for open space.

- g. Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or landscaped with groundcover, shrubs and trees consistent with the type and location of open space. Removal of natural vegetation in preserved and approved open space shall only be permitted for public safety reasons and upon review and approval of the planning director and city arborist.

Staff Comment: Open space areas are designed to support a combination of passive recreation, tree replanting, and preservation of natural vegetation. As shown on the Landscape Plan (Exhibit D), improved open space includes pedestrian walking trails, picnic facilities, and a grassy informal play area, while remaining open space areas will be maintained as native forest, tree replanting areas, or landscaped groundcover consistent with the character and function of each tract. Removal of vegetation within preserved open space shall only occur for public safety purposes upon review and approval by the Planning Director and City Arborist, consistent with PMC Chapter 18.260. A final Tree Protection and Replanting Plan shall be submitted with the Tree Cutting and Clearing Permit and Grading Permit applications and approved by the City Arborist prior to construction (COA #17).

8. [PMC 18.260.100](#) Amenities Required.

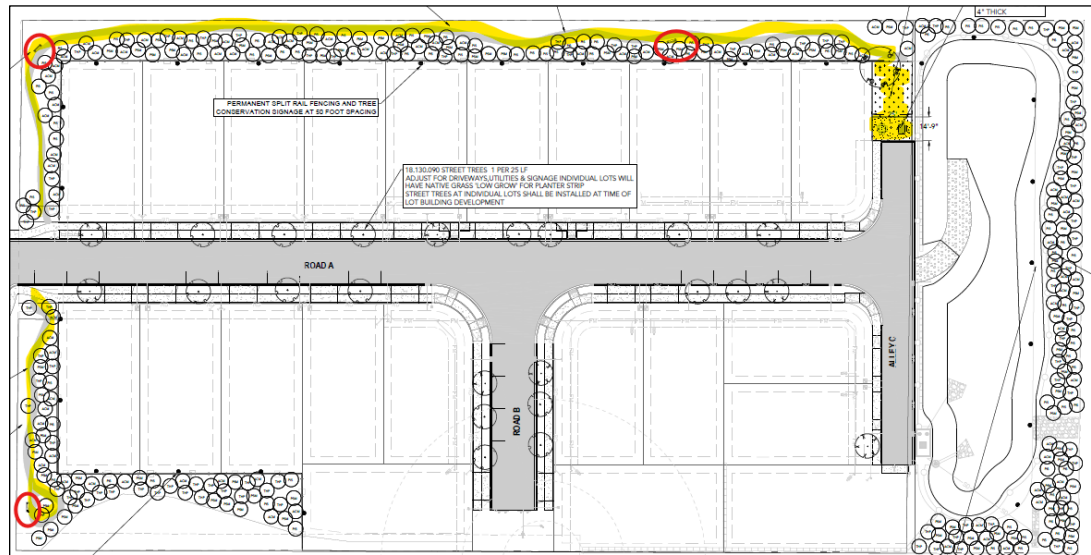
- a. Both passive and active recreational amenities (owned and maintained by the homeowners) are required to be provided for all PRDs and shall be located within the required open space areas.

Staff Comment: Project CCRs are required to address ownership and maintenance of open space tracts within the development (COA #50).

- b. Amenities, both passive and active, are required. [Table 18.80.100](#) provides guidance on type of passive and active amenities for PRDs. PRDs with less than 50 units shall provide two Group 1 amenities.

Staff Comment: Proposed amenities include grassy informal play area, two picnic tables, walking trails, and three seating benches along the trail.

Below: Landscape Plan showing amenities areas (yellow highlight and benches in red).



- c. Location of recreational amenities shall be distributed throughout the PRD for use by all residents unless clustering related amenities results in recreational opportunities which contribute to the project's overall recreational plan and provisions.

Staff Comment: Amenities are easily accessible to residents via sidewalks or off-street walking paths.

- d. All PRD amenity design shall take into consideration possible pedestrian linkages and connectivity between existing or planned PRDs and any other residential development.

Staff Comment: Sidewalks within the project connect to the neighboring PRD, Glennwood, which then link to Winslow Ridge, Westwood Crossing, and Vinland Pointe neighborhoods.

9. **PMC 18.260.110** Residential Density Incentives.

Staff Comment: No residential density incentives are requested with this proposal.

10. **PMC 18.260.120** Street Standard Alternatives.

Staff Comment: No alternative street standards are requested or necessary with this proposal.

11. **PMC 18.260.140** Findings. In approving a planned residential development, the review authority must make the following findings:

- a. The proposal, through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of this chapter.

Recommended Finding: The stated purpose of the PRD Ordinance is to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such developments by permitting greater flexibility in zoning requirements than is permitted by other chapters of the Poulsbo Zoning Ordinance, while ensuring compliance with the goals and policies of the Poulsbo Comprehensive Plan. The flexibility afforded by the PRD Ordinance has allowed the project to be designed with smaller lot sizes and reduced setbacks, enabling inclusion of accessible open space and an extensive off-street gravel walking path. The proposed design provides efficient street, utility, and public improvement layout through double loading streets with provision for future extension.

- b. The proposal complies with all of the applicable provisions of this title, except those provisions from which deviation has been allowed under this chapter.

Recommended Finding: The proposal as reviewed and conditioned in the staff report meets all applicable provisions of the Zoning Ordinance with specific deviations as identified for planned residential developments. The proposal meets use, density, and street tree requirements and in compliance with additional standards and provisions of residential zoning districts, parking, and signage as reviewed and conditioned.

- c. The proposal provides overall site design features through its conceptual architectural renderings for the entire project, and has included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.

Recommended Finding. The proposal includes information on the overall site design features, identified on the project drawing set (Exhibit G) as well as on the conceptual landscape plan (Exhibit D), and home siting and design (Exhibit F). COAs require substantial compliance with the house designs submitted, which will be reviewed for compliance at the time of building permit application (COA #41). Also, additional information on the site's landscaping and amenities shall be submitted with the final landscape plan provided to the city prior to close-out of the TCC permit (COA #31).

- d. The proposal would not impair the integrity and character of the zoning district in which it is to be located.

Recommended Finding. The proposal will not impair the integrity and character of the Residential Low zoning district, because it has been designed and conditioned to meet the minimum PRD development standards and design criteria as discussed under Section IV.C of the staff report.

- e. The site is physically suited for the type and intensity of land use being proposed.

Recommended Finding. This site is physically suited for the type and intensity of land use being proposed. The site does not contain critical areas or buffers and the lot configuration, streets, stormwater facilities, open space, and amenities are a continuation of the existing development pattern of the neighborhoods to the east and southwest.

- f. The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.

Recommended Finding. The surrounding properties are zoned Residential Low, same as the subject site, and rural residential outside City jurisdiction to the north. The proposal is complimentary to the existing single-family subdivision to the west. Adequate screening and buffering is proposed for the site via tree replanting and fencing.

- g. The proposal would preserve natural features and critical areas and would preserve and incorporate existing significant stands of trees within the project design as much as possible.

Recommended Finding. The site does not contain any critical area or buffers. Tree replanting is appropriate for the project as proposed, as reviewed by the City Arborist.

- h. There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.

Recommended Finding. The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. Water will be provided by Kitsap Public Utility District (KPUD) with connections and stubs for future adjacent lands to be developed to the south. The City Engineer has determined there is adequate provision for sanitary sewer. Other public utilities including electric and phone are available. See also Exhibit Q, Engineering Dept Staff Report Memo.

- i. There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the city.

Recommended Finding. The proposal provides adequate provisions for public access to serve the subject site, with access from the west at Swenson CT and future access to the south upon future development. See also Exhibit Q, Engineering Dept Staff Report Memo.

- j. The proposal is consistent with the comprehensive plan and the city's adopted development standards.

Recommended Finding. The proposed PRD is consistent with the City's Comprehensive Plan and adopted development standards. The subject development is located in the Residential Low zoning district and as conditioned, is consistent with the City's development standards, infrastructure standards, and Comprehensive Plan.

- k. There will not be significant unmitigated harmful effects upon environmental quality and natural resources.

Recommended Finding. There will not be any significant harmful effects upon environmental quality and natural resources with the proposed development. The applicant will mitigate impacts to the City's park and transportation system by paying mitigation fees.

- l. The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety, or welfare of the city.

Recommended Finding. The proposed site meets the PRD requirements for size and location. The design has been reviewed against the City's development standards and, as conditioned, meets the City's adopted ordinances for stormwater, transportation, subdivision, and zoning.

V. **TITLE 19 PROJECT PERMIT PROCEDURES**

PRD and preliminary subdivision permits are reviewed as Type III applications. A public hearing is required for Type III applications. The Hearing Examiner is the review authority for PRD and preliminary subdivision permits. PMC 18.260.020 identifies the review authority shall approve, approve with conditions, disapprove, or revoke PRDs. A summary of the timeline is provided:

Review Step	Date
Preliminary Application Conference	April 1, 2025
Neighborhood Meeting	June 24, 2025
Application Submittal	November 4, 2025
Counter Complete	November 11, 2025
Technically Complete	December 12, 2025
Notice of Application	December 23, 2025
Request for Revisions	January 5, 2026
Notice of Application Comment Period Over	January 9, 2026
Application Resubmittal	April 7, 2026
Request for Revisions No. 2	April 14, 2026
Application Resubmittal	May 15, 2026
Request for Revisions No. 3	May 29, 2026
Application Resubmittal	June 15, 2026
SEPA Threshold Determination Issued	July 6, 2026
Planning Commission Public Meeting Notice Issued	July 14, 2026
Planning Commission Staff Report Issued	July 14, 2026
SEPA Appeal period Over	July 20, 2026
Planning Commission Public Meeting	July 28, 2026*
Hearing Examiner Public Hearing Notice Issued*	July 29, 2026*
Hearing Examiner Public Hearing*	August 12, 2026*
Notice of Decision*	TBD
* Subject to change	

A Neighborhood Meeting is required before formal application submittal and was held on June 24, 2025, with City staff in attendance. Noticing of the meeting was completed by city staff (Exhibit O). There were twenty-five (25) people in attendance.

The application was received on November 4, 2025. The project was determined Technically Complete December 12, 2025. A Notice of Application was issued December 23, 2025 (Exhibit O). The SEPA MDNS was issued on July 6, 2026 (Exhibit P). This staff report and Notice of Public Meeting will be issued at least 7 days prior to the Planning Commission meeting scheduled for July 28, 2026.

VI. **STATE ENVIRONMENTAL POLICY ACT (SEPA)**

A Mitigated Determination of Non-Significance was issued July 6, 2026, with a 14-day comment period and is included in Exhibit P. No comments were received during the determination comment period.

VII. PUBLIC COMMENT

- A. Public comment was received during the required neighborhood meeting and throughout the development review process. The primary themes raised by neighboring property owners included traffic and construction impacts, neighborhood access, protection of existing vegetation and privacy, potential impacts to private wells and wildlife habitat, and the adequacy of proposed landscaping and buffering. Full public comments are included in **Exhibit TBD**. Parker Comment Summary: Concerned about potential impacts to their drinking water well, easement access, existing vegetation buffers, and wildlife habitat, as well as construction-related dust, dirt, and rodent displacement.

Staff Comment: The project has been reviewed for consistency with applicable utility, engineering, tree retention, and landscaping requirements. Existing easements are shown on the approved plans and will remain protected. The proposal includes perimeter tree replanting and landscaping to provide visual buffering adjacent to neighboring properties. The existing Group B well and associated sanitary control area have been identified and will maintain a 25 foot buffer for city roads and a 50 foot setback for sewer lines and rooftop infiltration. Construction-related impacts, including erosion control, dust suppression, temporary access, and construction management, will be addressed through the grading permit, construction stormwater permit, and applicable Conditions of Approval.

- B. Martinez Comment Summary: Concerned that the subdivision will rely on a single access point through Swenson Court, increasing traffic, noise, pollution, and construction impacts on the surrounding neighborhood.

Staff Comment: The applicant submitted a Traffic Impact Analysis that evaluated the proposed street network and projected traffic volumes. The analysis concluded the surrounding transportation system can accommodate traffic generated by the development, and the proposal includes frontage improvements, sidewalks, and future roadway connectivity to the south. Temporary construction traffic and associated impacts will be managed through the grading permit and Engineering Department review.

- C. Goodale Comment Summary: Concerned about the significant impacts of construction traffic, dust, debris, and parking on Swenson Court, which will serve as the subdivision's sole access point for the foreseeable future. Also requesting realistic consideration of the timeline for any future secondary access, clarification regarding the proposed park amenities, and protections for neighboring properties, infrastructure, and nearby well water quality.

Staff Comment: Construction-related activities, including haul routes, temporary traffic control, erosion control, dust suppression, and contractor parking, will be reviewed through the grading permit and construction permit process. The proposed subdivision provides a future street connection to the south that may be extended as adjacent properties develop, although the timing of that connection is dependent upon future development and is outside the scope of this application. The proposed common open space and neighborhood amenities are shown on the approved Landscape Plan. Potential impacts to adjacent utilities and private wells have been evaluated through the engineering, drainage, and utility review process.

- D. Phillips Comment Summary: Concerned about the loss of privacy and buffering currently provided by existing trees and vegetation. They request protections for the buffer area, privacy fencing, formal commitments to reforestation, evaluation of impacts to neighboring trees, and mitigation of construction-related noise, dust, and activity to preserve the use and enjoyment of their property

Staff Comment: The proposal has been reviewed under the City's Tree Retention Ordinance and utilizes the Alternative Tree Retention provisions of PMC 18.180.040. The project includes perimeter tree replanting areas, landscaped buffers, permanent tree protection fencing, and replacement tree planting consistent with the approved Tree Protection Plan and Landscape Plan. Final tree protection measures, tree replanting, maintenance requirements, and construction-phase tree protection will be reviewed through the Tree Cutting and Clearing Permit and Grading Permit. Construction-related impacts will also be managed through applicable Conditions of Approval and Engineering review.

VIII. 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 Cedar View at Glennwood Planned Residential Development and Preliminary Subdivision, Planning File P-11-04-25-02 as presented and subject to all Conditions of Approval contained herein.

IX. EXHIBITS

- A. Planned Residential Development and Preliminary Subdivision Application
- B. Project Narrative
- C. Site Plan Drawing
- D. Landscaping and Open Space Plan
- E. Lighting Plan
- F. Home Siting Plan
- G. Home Designs Building Elevations and Design Narrative
- H. Wetland Review by Wetland Resources (3/2025)
- I. Drainage Report by KPFF Engineers (6/2026)
- J. Geotechnical Engineering Investigation and Infiltration Memo by Earth Solutions (6/2025)
- K. Trip Generation Assessment by Heath and Associates (10/2025)
- L. Tree Replanting Plan
- M. Neighborhood Meeting Packet
- N. Public Comment Letters
- O. Notice of Application and Noticing Materials
- P. SEPA Environmental Checklist and Threshold Determination
- Q. Engineering Department Staff Report Memorandum

CEDAR VIEW AT GLENNWOOD PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY SUBDIVISION
CONDITIONS OF APPROVAL
PLANNING FILE 11-04-25-02

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

General

- P1. Development of the site shall be in conformance with the plan set and associated documents identified in Exhibit C, stamped approved in Planning File No. P-11-04-25-02 and subject to the conditions of approval contained herein.
- P2. Development of the site shall also be in conformance with the reports and peer review documents identified in Exhibit C.
- Approval of the preliminary subdivision does not relieve the applicant from obtaining all other required permits and approvals. Compliance with these Conditions of Approval shall be demonstrated during subsequent permit review, including but not limited to grading, tree cutting and clearing, civil construction, building permits, and final plat approval.
- P3. Lots cannot be created, sold, or marketed for sale until final plat approval is granted and the plat map is recorded with the Kitsap County Auditor. Final plat approval is a separate process from the preliminary subdivision approval process.
- P4. Setbacks, building lot coverage, and building height shall be reviewed at time of building permit submittal. Setbacks shall be measured from property lines. Garages are to be setback 20 feet providing driveway parking without overhang on road or access tract as identified in application documents.
- P5. Park impact fee is required with this project. Fee is determined at the time of building permit submittal according to the current code requirement and due at Certificate of Occupancy.
- P6. Fire Department impact fee is required with this project. Fee is determined at the time of building permit submittal according to the current code requirement and due at Certificate of Occupancy.
- P7. Site lighting is to be oriented and shielded to avoid direct glare onto adjacent properties and critical area buffer, while providing adequate safety, including along off-street walking paths.
- P8. Modifications to preliminary subdivisions are reviewed under PMC 17.60.070 as currently adopted. Where significant deviation from the approved plan is proposed, the revision will be considered a major modification under the initial approval review authority.
- P9. Within 5 years following the approval of the preliminary subdivision, or as otherwise stipulated in RCW, a final plat shall be submitted to the city for review and approval, or preliminary subdivision becomes void.
- P10. Prior to issuance of any permits related to the construction of the retaining walls, appropriate property rights, including temporary construction easements and permanent wall maintenance easements on impacted adjacent properties, must be obtained authorizing the construction of the boundary walls.
- P11. 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.
- P12. It shall be the responsibility of the developer/property owner to coordinate with and receive any necessary permits of other agencies, including Washington State Department of Ecology, Washington State Department of Fish and Wildlife, US Army Corps of Engineers, US Environmental Protection Agency, prior to commencing work requiring said permits.

Tree Cutting and Clearing (TCC) Permit

- P13. A TCC permit application shall be submitted and reviewed concurrently with the Grading application. The application form and associated fees are available on the PED Department website.
- P14. Construction notes on TCC and Grading permits shall clearly state tree protection fencing shall be installed prior to site grading.

- P15. A detailed work phasing plan shall be submitted with the TCC permit.
- P16. The TCC and grading permits shall be “closed-out” prior to submittal of the final plat application.

Tree Replanting

- P17. A final Tree Protection Plan and Tree Replanting Plan shall be submitted with and shown on the TCC and Grading permits for review and approval by the City Arborist, at the cost of the applicant.
- P18. Pricing details for replacement trees shall be shown in TPP or Landscape Plans, per PMC 18.180.040. This includes tree species, quantity, size, price per tree, and installation labor.
Supplemental irrigation shall be provided for all replacement tree plantings for the duration of the required establishment period, unless otherwise approved by the City Arborist.
- P19. A minimum of 323 replanting trees are required. Replanting trees may be a combination of 6-foot tall evergreen or 2-inch caliper deciduous trees similar to the makeup of the existing site forest. Street trees do not contribute to tree retention requirements.
- P20. A minimum 5-year maintenance bond for replacement trees shall be required. Replacement trees and street trees shall be mutually exclusive.
- P21. Tree protection fencing limits, replacement tree locations, and preserved tree areas shall be consistently shown on the Tree Protection Plan, Civil Plans, Grading Plans, and Landscape Plans. .
- P22. Tree protection measures and arborist identified order of development found in final arborist report as approved by the City Arborist (Exhibit L) shall be included on grading and tree cutting and clearing permit drawings.
- P23. Tree Protective Fencing shall be included on drawings submitted with the TCC and Grading Permits.
- P24. A follow-up assessment of the proposed replanted trees shall be conducted by the project arborist once the tree cutting, clearing and grading has occurred, and submitted to the city for peer review. If needed, the tree replanting numbers shall be amended to reflect any necessary additional plantings, and an arborist report shall be provided to the City prior to close-out of the TCC permit and shall be peer reviewed by the City Arborist. The arborist report shall verify the tree replanting plan and project conditions are met. The report shall also identify maintenance recommendations for a period of 5 years or reaffirm maintenance recommendations of prior report. Additional assessment may be required if deemed necessary by the PED Director in consultation with the City Arborist. Reports and reviews are at the cost of the applicant.

Landscaping

- P25. The Final Landscape Plan shall be submitted with and shown on the TCC and Grading permits and reviewed by the City Arborist at the expense of the applicant.
- P26. Street trees shall be consistent with the Conceptual Landscape Plan in Exhibit D, are required along all roadways designated arterial or collector and shall be included on the Final Landscape Plan submitted with the TCC and Grading permits. Root barriers shall be used to protect sidewalks, roadways, and infrastructure from root heave.
- P27. All street trees and replacement tree shall be provided an irrigation system or a readily available water supply with at least one outlet located within fifty feet unless xeriscape and/or drought-tolerant species are utilized and an alternative irrigation plan is approved by the PED Director in consultation with the City Arborist.
- P28. Irrigation and maintenance of street trees shall be addressed in the Covenants, Conditions and Restrictions (CCRs). Performance and/or maintenance bonding for street trees and associated groundcover, in addition to the submittal of an “as-built” landscape plan, is required prior to close-out of TCC permit.
- P29. Maintenance bonding for all other landscaping shall be required prior to close-out of the TCC permit. Estimates or bid for landscaping work and materials, including irrigation, shall be provided. Estimates shall match the “as-built” drawing and identify plant name, common name, size at planting, and number each that was planted. Performance bonding for installation of landscaping (except for street trees) will not be considered.
- P30. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials

shall be encouraged. The Poulsbo city council is reviewing their Water Comprehensive Plan and has a goal to reduce water consumption by 5% over 6 years. Additionally, the Department of Ecology declared a Statewide Emergency Drought Declaration in April 2026. Therefore, the importance of water conservation when it comes to irrigation for landscaping is a focus to reduce water consumption/demands. When designing your landscape plan please consider minimizing the amount of grass or turf, increasing the number of native drought tolerant plantings, installing an irrigation controller with a “rain sense” feature, and planting in the fall to reduce irrigation demand. The City is currently in process of modifying the irrigation code and new regulations are anticipated to be adopted later this year. Therefore, it is recommended you connect with planning staff before finalizing your landscape plans to see if any changes have been adopted.

- P31. The development monument sign(s) shall be shown on the Final Landscape Plan. A separate building permit is required for construction of the monument sign(s).
- P32. A final ‘as-built’ drawing landscaping plan, landscape declaration, and irrigation plan (if applicable) shall be provided to the city prior to close-out of the TCC permit. The plans shall address street trees, right-of-way landscaping, supplemental tree retention plantings, and any other areas in common ownership of the homeowners.

Open Space and Amenities

- P33. Tracts A, B, C, and D shall be used for open space. The final plat shall indicate which tracts include recreation in addition to identifying ownership and maintenance responsibilities. Amenities include
- Tract D shall have landscaping around the storm pond in order to conform to open space requirements
 - An approximately 450-foot (0.10 mile) off-street trail extends through open space Tracts A, B, and C.
- P34. Details on recreational amenities shall be included with the TCC permit.
- P35. Amenities are required to be commercial grade.
- P36. Modification of amenities planned shall be reviewed and approved by the city.
- P37. Landscaping plans for recreational areas, including irrigation, shall be submitted with the TCC permit.
- P38. Trail surfaces and signage shall be included with the TCC permit. The trail surface shall be designed to withstand expected pedestrian and/or bicycle use with low maintenance requirements. The HOA shall be responsible for maintaining all trail surfaces in a safe and usable condition.
- P39. Maintenance of all recreational amenities, including benches, trails, and community gathering areas, shall be the responsibility of the HOA. Maintenance responsibilities must be clearly outlined in the CC&Rs.
- P40. All recreational amenities must be completed and inspected prior to close-out of the TCC permit.

Individual Home Identity

- P41. A project wide home design packet addressing PMC 18.260.060.E is required to be with the first home building permit. The PED Department will review each building permit submitted to determine compliance with PMC 18.260.060.E and ensure substantial compliance with the architectural renderings submitted.
- P42. Side and rear facades facing public or private roadways in or adjacent to the project shall include façade treatments similar to the front facade.
- P43. The applicant shall submit a streetscape plan with the first home building permit application showing plot plans, elevations, and unit types for the adjacent properties. The plan shall ensure architectural variety is provided in accordance with PMC 18.260.060.E.2.e and E.3.
- P44. Building footprint and exterior design on adjacent lots is to be varied and will be reviewed with each building permit. Reverse building plans or left/right “flip” of the footprint are considered the same footprint. Homes with the same elevation shall be separated by at least three intervening homes with different elevations on the same block.

Fences

- P45. Perimeter fencing 6 feet high and sight obscuring shall be required along the north property line and

along the south property line of lots 16 and 11.

- P46. Fencing details shall be provided with TCC and grading permit drawings, including landscaping plans.
- P47. The City Arborist shall review, at the cost of the applicant, the location of fencing in relation to tree protection area. The City Arborist will evaluate the impact of fencing on the long-term health of the proposed replanted trees and provide, if necessary, recommendations for optimal success of newly planted trees.

Final Plat

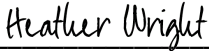
- P48. The face of the final plat shall include the following statement(s):
 - a. The project's HOA will own, maintain, and enforce all open space, tree retention, and amenity tracts.
 - b. Trees located in Tracts A, B, and D, and any additional tract created for tree retention purpose, shall be the responsibility of the HOA to maintain. Alterations, including tree removal and pruning, shall require review and approval by the Planning and Economic Development Director and City Arborist.
 - c. Open space and/or amenity Tracts A, B, C, and D are for the benefit of project owners and residents. The HOA is responsible for management and maintenance of tracts.
 - d. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes.
 - e. Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or appropriately landscaped. Removal of preserved and approved open space in natural vegetation shall only be permitted for public safety reasons and upon review and approval of the Planning Director and City Arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in PMC [16.20](#), Critical Areas.

Covenants, Conditions and Restrictions (CCRs)

- P49. The CC&Rs document shall be provided with the final plat submittal. The City's review of the CC&Rs document does not mean the City will assume any responsibility for enforcing private covenants between the lot owners nor maintaining any roads or other amenities not specifically dedicated to the City on the public's behalf.
- P50. CCRs shall include provisions that the HOA will own, maintain and enforce all open space, tree retention, landscaping, and amenity tracts (Tracts A, B, C, and D).
- P51. CCRs shall include provisions of how the HOA will manage street tree maintenance, including irrigation.
- P52. CCRs shall include a provision that addresses recreational vehicle parking, which shall be reviewed by the PED department and City Attorney prior to final plat approval and recording of plat documents.
- P53. The City of Poulsbo will not join the HOA as enforcers of the project's CCRs. This shall be stated in the CCRs.
- P54. The projects CCRs shall include the following statement:
Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or appropriately landscaped. Removal of preserved and approved open space in natural vegetation shall only be permitted for public safety reasons and upon review and approval of the Planning Director and City Arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in PMC [16.20](#), Critical Areas.
- P55. A final draft of covenants, conditions and restrictions (CCRs) shall include provisions that the project's homeowners' association will own, maintain and enforce all open space tracts, perimeter buffers, fences, recreational amenities, and all other applicable project condition(s) regarding ownership, maintenance and enforcement of all commonly owned elements. Further, the face of the final plat or final development plan shall include statement(s) that the project's homeowners' association will own, maintain and enforce all open space tracts, perimeter buffers, fences, recreational amenities, and all other commonly owned elements. The city will not join the homeowners' association as enforcers of the project's CCRs.

- P56. The requirements of this decision, including but not limited to conditions related to open space, tree retention and replacement, landscaping, fencing, recreational amenities, public access easements, trail maintenance, and other improvements required as part of this approval, shall remain binding upon the property regardless of any future amendment, termination, expiration, or dissolution of the homeowners' association or any modification to the project's Covenants, Conditions, and Restrictions (CC&Rs). No amendment to the CC&Rs shall eliminate, reduce, or conflict with the obligations established through this approval unless otherwise authorized by the City through a subsequent land use approval process.

Signed by:



EAC69A034B784AD...

Heather Wright, AICP
Planning and Economic Development Director

7/21/2026

Date

Following are the Engineering Department's Conditions of Approval:

- 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 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, they 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. Applicant shall provide material testing and provide results to city as outlined in SEPA.
- 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, wetlands) 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, biologist, and the City's consultants
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided with crossings shown in the profiles. Drawing sets that require multiple drawings to cover large areas shall have a large-scale overall drawing for each subject, logical cut lines and a key map in the upper right to show individual drawing location in the set. An overall composite utility map and an overall composite grading/TESC map shall be provided in PDF form as well for City inspection team use.
- 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"(22" x34" preferred). 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

- E10. A 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. A final geotechnical report shall be submitted with the construction drawings to provide recommendations for site grading and compaction. The report shall include a section with recommendations for wet weather and wet season construction methods.
- E11. Applicant shall provide detailed staging plan for each phase of proposed clearing, grading, and construction sequencing plan.
- E12. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Construction site operators must apply for the permit 60 days prior to discharging stormwater.
- E13. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet with the construction plan submittal along with other required stormwater application documents.

Stormwater

- E14. 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 permit.
 - d. Recommendations of the geo-technical engineer.
- E15. The design of detention and treatment systems shall include appropriate access for maintenance as determined by the Public Works Department.
- E16. A final geotechnical report shall be submitted with the grading permit submittal to support site design and provide guidance on site construction.

- E17. A Final Geotechnical Report shall be submitted certifying that the infiltration facility is operating as designed. The proposed infiltration pond facility will be required to submit performance testing consistent with 2019 SWMMWW Volume III-3.3.4 step 7 and Volume III-3.3.8 step 11 and show satisfactory performance prior to Final Plat Approval. Final Plat will be contingent on ability to demonstrate properly functioning infiltration pond facility. If this facility is not operating as designed, the developer must propose measures to bring the facility into compliance with design assumptions. Mitigation may include proposals from the facility design engineer or enlargement of pond area through Post Decision Review. City Staff must be present for field measurements.
- E18. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater detention system for a minimum of two-years or until 80% of the residences have been completed, whichever is longer. At the end of this time, the City will inspect the system and, if acceptable, the City will take over maintenance and operation of the system.
- E19. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E20. All secondary storm systems and easements shall be in compliance with the City standards and remain privately maintained.
- E21. Unless otherwise approved by the City Engineer maximum catch basin depth to invert is 15'.
- E22. Stormwater General Facility connection charge per PMC 3.12 is required for the project and payable with each building permit. The connection charge is based on Impervious Surface Units (ISU) where 1 ISU = 3,000 sf of impervious surface per PMC 13.70.

Sanitary Sewer and Water

- E23. Refer to Public Works Department conditions of approval for sanitary sewer construction standards and requirements.
- E24. Sewer General Facility connection charge per PMC 3.12 is required for the project and payable with each building permit. The connection charge is based on equivalent residential units (ERUs) and is comprised of City portion of the connection fee and County portion of the charge.
- E25. The applicant shall be responsible for providing specific Force Main Sewer covenants for the lots being connected to the force main setup. Satisfactory covenants shall be submitted to the City prior to construction plan approval. Some of the topics to be addressed with the covenants shall be; private ownership and maintenance agreement among lots on each main, homeowner's mandatory connection to the gravity sewer main stub via yard cleanout within 90 days of a southern sewer gravity main becoming operational, flushing and abandonment in accordance with DOH requirements of the FM after all lots connect to the gravity main.

Water

- E26. Refer to Public Works Department comments for water construction standards, connection and looping requirements.
- E27. Water General Facility connection charge per Developer Agreement with Kitsap Public Utility District is required for the project and payable with each building permit.

All Utilities

- E28. For utilities not within City right-of-way, the Public Works Director will determine if the City will assume ownership and maintenance of the utility.
- E29. All water mains and all primary sanitary sewer and storm drainage mains shall be within public right-of-way or within easements dedicated to the City which meet the City's criteria for dimensions and access. All water, sewer, and storm service laterals and all secondary sanitary sewer and storm drainage lines located within easements or private property shall remain privately owned and maintained by the Homeowner's Association or applicable lot owners.
- E30. Easements for access and maintenance of utilities determined to be City-owned shall be legally described and dedicated to the City on the Final Plat drawings. Easements shall be fifteen feet (15') wide minimum and comply with all City requirements. Additional width is required to accommodate turning radii, more than

one utility or deep utilities. The City Engineer may require an all-weather surface, conforming to City standards, to be constructed over the easement to provide vehicular access for maintenance. Ownership of the pipe and appurtenances shall be conveyed to the City on the Final Plat drawings. The easements shall be shown on the construction drawings, "as-built" drawings, and Final Plat drawings.

- E31. When private storm or sewer pipe is located in an easement that is adjacent and parallel with the property line between two lots/parcels, the easement shall be located entirely on one property and not split between the adjacent properties OR the utilities shall be off-set from the property line a minimum of 2 feet due to the high potential for fence posts to be placed on the property line.
- E32. 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.
- E33. All street ends with the possibility for extension must have utilities stubbed out of the paved area a minimum of six feet or as directed by the City Engineer. Appropriate barricades shall be constructed at the road ends.

All street ends with the possibility for extension must have utilities stubbed out of the paved area a minimum of six feet or as directed by the City Engineer. Appropriate barricades shall be constructed at the road ends.

Streets

- E34. 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 available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
- E35. All materials used for public roadway construction shall conform to WSDOT specifications for roadway construction. Material testing showing compliance with standards shall be submitted to the City inspector prior to material usage. A plan for material control and testing shall be submitted to the Engineering Department with the grading permit submittal for review and approval.
- E36. The developer's engineer shall certify that there is adequate entering sight distance at all intersections. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle.
- E37. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards. Construction drawings shall include sufficient intersection grade and slope details to confirm ADA compliance.
- E38. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per Average Daily Trip (ADT) payable at time of Building permit issuance. Average weekday trips are determined using the latest version of the Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit. ITE 12th Edition Trip Generation manual indicates single family homes generate 9.09 ADT/unit. Traffic Impact Fees are payable at the time of building permit for each apartment building.
- E39. Street lighting shall be installed per City of Poulsbo and Puget Sound Energy (Intolight) specifications on public roadways. Lighting installed shall meet the requirements of IES RP-8 per City of Poulsbo requirements. Lighting plans shall coordinated with Puget Sound Energy/Intolight and shall be submitted to the Engineering Department for review. New streetlights shall be LED fixtures.
- E40. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.

Other

- E41. A spill prevention plan shall be submitted with grading permit submittal materials.
- E42. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E43. 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.

- E44. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway shall be the responsibility of the property owners served by the driveway.
- E45. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement along all public roadways or within any other utility easement. No rockeries shall be constructed within City right of way. No permanent structures of any kind are allowed within any utility easement.
- E46. 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.
- E47. The covenants shall state that no fence shall be placed within two feet of the back of any sidewalk.
- E48. All public utilities shall be provided within the plat and shall include power, telephone, natural gas, and cable television. All utilities shall be placed underground (PMC 17.08.140). A ten-foot easement fronting all lots shall be dedicated for public utilities. The developer shall provide and install a minimum of one additional empty four-inch conduit trunk line with road crossings, in parallel with the aforementioned utilities, with appropriate termination points within junction boxes, for future telecommunications use (PMC 12.02.015). Ownership of the conduit shall be conveyed to the City on the Final Plat drawings. All existing and new utilities shall be underground. A plan sheet titled Dry Utilities shall be included with Construction Plan submittal and include all above mentioned utilities.
- E49. The applicant shall be responsible for obtaining all required permits, easements, property rights and rights-of-way prior to grading permit issuance. Copies of all recorded easements, agreements and right of way dedications shall be provided to the City Engineer.

Signed by:

Joshua Ranes

Joshua Ranes P.E.,
City Engineer

7/21/2026

Date

Following are the Public Works Department's 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 Lincoln Cottages 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 lots shall be connected to Kitsap Public Utility District (KPUD) water. Water connection shall be to Winslow Ridge Plat at all stubbed connection points and looped per requirements of KPUD through separate application. Water will be required to be stubbed to the adjacent south sites.
- PW4. Service connection to the KPUD water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW5. Water main looping shall be in compliance with KPUD and Department of Health water design standards.
- PW6. Locate meters in a single bank when possible.
- PW7. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to KPUD. Dedicated water lines shall be centered in an easement of 20 feet in width minimum.
- PW8. Meters for all lots shall be located within the public right of way, adjacent to the property line.
- PW9. Existing on-site well(s) shall be decommissioned per Department of Health requirements prior to commencement of site grading.
- PW10. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi. (KPUD provides PRV if needed).

Irrigation

- PW11. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- PW12. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter. The type of backflow assembly must be per KPUD and State Standards.
- 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, as well as KPUD.

Sewer

- PW14. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the sanitary sewer system installed in the Glenwood subdivision to the West at available stubs.
- PW15. It is the developers option to provide a secondary system of private force mains to serve lots within this development. The force main option provides connection to, on a temporary basis, a sewer basin with capacity available given the basin is not at full buildout. A current date analysis of the receiving basin showing capacity availability is required with submittal of construction drawings if the force main option is constructed.
- PW16. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
- PW17. Sanitary sewer manholes shall not be located in roadway curb and gutter, sidewalk or landscaping strip adjacent to roadway. Sewer mains shall not be located generally parallel to and under road curb and gutter, sidewalk, or landscaping strip adjacent to the roadway.
- PW18. All side sewers shall enter public right-of-way as gravity flow.
- PW19. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.
- PW20. Force mains shall not connect to a gravity system in public right of way.
- PW21. Force main installation shall occur during construction prior to final plat.
- PW22. Force main(s) and pump(s) and pipe sizing shall be depicted on construction drawings and elevation plans. Engineering calculations for the system must be submitted with the construction drawings. A deposit for consultant review of the force main system will be required.
- PW23. All sewer stubs must extend beyond the 10 feet easement fronting all lots. Force main and gravity lateral stubs must be located within 5 feet of each other on each lot to provide easy connection for homeowners

when connection to the gravity system is required. A valve must be located on each force main stub and a cap must be located on each gravity main stub.

PW24. Maintenance of the force mains shall be the responsibility of the property owner(s). This shall be outlined in covenants for the plat.

PW25. It shall be the responsibility of the property owner to disconnect from the force main and connect to the gravity main following requirements of the city and Department of Health. This shall be included in the covenants documents for the plat.

PW26. A plumbing permit shall be required to alter the sewer connection from force main to gravity line.

Solid Waste

PW27. Solid waste service shall be provided by the City of Poulsbo.

PW28. Garbage and recycle cans shall be placed curbside on the 'no parking' side of the road. The requirement shall be stated in the CC&R's prior to final plat approval.

General Conditions

PW29. 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.

PW30. 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
- KPUD Standard Details, current version

PW31. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW32. No walls or structures shall be permitted in utility easements unless approved at time of construction review.

PW33. 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.

PW34. A 10' dry utility easement shall be provided behind public roadway sidewalks. No permanent structures or rockeries shall be permitted in utility easements or within the 10' dry utility easement.

Submittal and Approval

PW35. 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.

PW36. 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. Water utility systems shall be dedicated to KPUD.

PW37. Upon completion of the project, the developer shall supply the Public Works Department and KPUD 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.

Facilities Ownership

PW38. Ownership and maintenance of the onsite utility systems not conveyed to the City of Poulsbo shall remain the responsibility of the property owner.

PW39. Stormwater Pond tracts shall be fenced to the requirements of the Public Works Department.

Connection Fees and Assessments

PW40. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.

PW41. Utility connection fees are required paid at the time of building permit issuance and are based on the current fee schedule in effect at that time. Early payment and reservation of utility connection are not provided for in Poulsbo Municipal Code. KPUD required payment of fees at the time of binding water letter issuance.

Signed by:

Mike Lund

Mike Lund, 4FD1FE3DA34C467...

Public Works Superintendent

7/21/2026

Date