

EXHIBIT Q

Engineering Memo



ENGINEERING DEPARTMENT

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To: Ashley Weller, Associate Planner
From: Donald Washburn | Engineering Technician
Subject: Preliminary Plat Engineering Staff Report | Cedar View at Glenwood PRD | P-02-26-21-02
Date: 7/20/2026

Applicant: KPFF | 1601 Fifth Ave suite 1600 | Seattle WA

Location: Assessor's Parcel numbers 102601-2-017-2000 and 102601-2-018-2009

Project Description:

Project proposes to subdivide one property totaling 5 acres into 22 single family lot Planned Residential Development. Preliminary Plat includes open space, recreational amenities, tree retention, roads and sidewalks, utilities, and stormwater facilities.

Engineering Staff Report Responsibility:

The Engineering staff is responsible for upholding the requirements of Poulsbo Municipal Code Title 17. Within this title, specific decision criterion is laid out for findings to be made by staff. Below is a discussion of how the applicant has shown adherence to Title 17 and successfully satisfies each criterion listed in accordance with the requirements of 17.60.040, Construction Standards, and other applicable codes as it relates to Engineering.

The proposed preliminary subdivision conforms to the requirements of this title:

The Applicant has provided all required application submittal items as described in PMC 17.60.030.

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:

The plat will be providing new residential access roads for internal circulation and providing connection to existing cul-de-sac on NW Swenson Ct of adjacent development to the east.

Interior to the plat, parking will be provided on one side of the interior street as shown on sheet C1.00 of the Preliminary Plat plans. Sidewalks are provided on both sides of all roadways.

The applicant submitted a Trip Generation Assessment (Staff Report Exhibit K) in accordance with PMC 14.04.060. This analysis demonstrated that all analyzed roadway segments and intersections would operate at the City's minimum accepted Level of Service (LOS) E or better.

The findings of the applicants provided analysis demonstrated that the project would not produce adverse traffic impacts needing further mitigation. The applicant has provided a Transportation concurrency application and has demonstrated compliance with our Concurrency standards as set forth in PMC 14.04.070.

The City has a Traffic Impact Fee Ordinance, 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 estimated to average \$5,126.76 per lot based on the ITE Manual calculations for single-family residential trip generation, with total estimated payment of \$112,388.76 required. As identified in project conditions, the developer is responsible for paying the current rate at the time of building permit issuance.

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:

All lots will be connected to Kitsap Public Utility District (KPUD) water. Water service to the plat will be via a newly constructed 8-inch water main connecting to the existing water main roadway stubs provided by Spencer Plat and will be looped in accordance with the requirements of KPUD.

Sewer Service will be provided by connecting to the plat to the 8" main within stubs provided by the neighboring Swenson Ct roadway connection.

All lots will be serviced by City of Poulsbo for general refuse collection and served by Bainbridge Island Disposal for Recycling.

Storm drainage will be provided by a combined stormwater infiltration-retention pond to manage discharge control and an incorporated bioretention mix to provide water quality treatment. The stormwater system will discharge into the subsequent downstream stormwater facilities. This facility will be owned and maintained by the City of Poulsbo after 2 years minimum from issuance of final plat or 80% buildout, whichever is longer. A stormwater drainage report (Exhibit I) was prepared and peer reviewed by a third party consultant (Exhibit TBD) and was found to be in conformance with the 2019 DOE manual as adopted by the City per PMC 12.02

Makes adequate provision for parks, recreation and playgrounds, as required:

The Plat will be responsible for paying Park Impact Fees as dictated by PMC 3.84.

Makes adequate provision for schools and school grounds, as required:

School bus accommodation and bus stop locations will be provided within the plat in accordance with North Kitsap Schools requirements.

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

As part of the Plat's nonmotorized improvements, the proposed plat of Cedar View at Glenwood will construct new sidewalks and crosswalks within the plat. The sidewalk will connect with the neighboring Spencer Plat and to the existing City sidewalk network that does provide a safe walking path to nearby Vinland Elementary School.

Makes adequate provisions for fire and emergency access and protection:

The proposed Preliminary Plat will be constructing new interior roads built to City standards. Proposed roadways shown as NW Swenson Ct will be built to the City's Residential Access St standard. The extension of NW Swenson Ct (shown as Road A in the PRD plans) will continue the neighborhood collector roadway classification and provide a future street extension to the adjacent south properties. The newly constructed road B terminates in a hammerhead style turnaround per Poulsbo Fire Code. Hydrants will be installed with spacing consistent with City Construction Standards.

Serves the public interest and makes appropriate provisions for the public health, safety, and welfare:

The proposed plat of Cedar View at Glenwood will provide adequate provision for public health, safety, and welfare by demonstrating compliance with the City's Development Construction Standards. Water will be looped throughout the plat and provide for future extension; hydrants will be spaced accordingly to provide adequate connection points for emergency services. Stormwater has been designed in accordance with the currently adopted Department of Ecology Manual, and the street system and sidewalk network have been designed to support plat connectivity with a future connection point to undeveloped property.

Staff Conclusions:

Based on the above technical evaluation, in combination with the Engineering and Public Works conditions of approval the Engineering Department determines that the proposed Cedar View at Glenwood complies with the Engineering and Public Works decision criteria as stated in PMC 17.60.040, and recommends approval of the Plat of Cedar View at Glenwood.

