EXHIBIT 1.A: Engineering/Public Works Staff Report Memo and Conditions of Approval

ENGINEERING DEPARTMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9882 | fax (360) 697-8269

To: Nikole Coleman, AICP, Planning Manager

From: Michael Bateman, PE| Transportation Engineer

Subject: Preliminary Plat Engineering Staff Report | Pinnacle at Liberty Bay PRD | P-06-20-25-03

Attachments: Engineering Department Recommended Conditions of Approval dated November 5, 2026
Public Works Department Recommended Conditions of Approval dated November 5, 2026

Date: November 5, 2026

I. GENERAL INFORMATION

The Engineering and Public Works departments have reviewed the project known as Pinnacle at Liberty Bay PRD Preliminary Plat and the associated application materials in accordance with codes and regulations under the department's purview. The departments offer the following analysis of the project proposal and conclusions and recommendations. Recommended conditions of approval for the Engineering and Public Works Departments are attached.

Applicant: Montebanc Management LLC, 400 NW Gilman Blvd, Issaquah, WA 98027
Agent: ESM Consulting Engineers, 33400 8th Ave S, Ste 205, Federal Way, WA 98003

Owner Information:

- Johnson Forest Land, LLC | 1912 34th Ave W | Seattle, WA 98110
- Owl Ridge LL | 10470 Battle Point Dr NE | Bainbridge Island, WA 98110
- UHL MALAURI | 10470 Battle Point Dr NE | Bainbridge Island, WA 98110

Location:
Four of the project parcels are vacant (no address, tax parcels 232601-4-001-2009, 242601-3-003-2008, 242601-3-018-2001, 2426-013-019-2000). One parcel 242601-3-005-2006 address 17505 Sunrise Ridge Ave NE has one existing residence. The projects parcels are located adjacent to the roundabout intersection of Sunrise Ridge Avenue NE and to the Southeast of Baywatch Ct NE. The site is located in the SE ¼ of the SE ¼, Section 23, Township 26N, Range 1E, W.M. in the city limits of Poulsbo, Kitsap County.

Project Properties Address | Kitsap County Assessor Parcel Numbers
No address | 232601-4-001-2009
No address | 232601-3-003-2008
No address | 242601-3-018-2001
No address | 242601-3-019-2000
17505 Sunrise Ridge Ave NE | 242601-3-005-2006

Parcel Legal Descriptions:

- Parcel No. 242601-3-005-2006

  PARCEL I: THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID QUARTER QUARTER; THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 24 A DISTANCE OF 330 FEET; THENCE NORTH PARALLEL WITH THE EAST LINE OF SAID QUARTER QUARTER A DISTANCE OF 345.7 FEET; THENCE EAST PARALLEL WITH THE SOUTH LINE OF SAID QUARTER QUARTER A DISTANCE OF 330 FEET TO THE EAST LINE OF SAID QUARTER QUARTER; THENCE SOUTH ALONG SAID EAST LINE A DISTANCE OF 345.7 FEET TO THE POINT OF BEGINNING; EXCEPT THE EAST 15 FEET THEREOF; SITUATE IN KITSAP COUNTY, WASHINGTON. PARCEL II: THAT PORTION OF GOVERNMENT LOT 7, SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 7; THENCE SOUTH 15 FEET; THENCE NORTHWESTERLY IN A STRAIGHT LINE TO A POINT ON THE NORTH LINE OF SAID GOVERNMENT LOT 7, WHICH IS 200 FEET WEST OF THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 7; THENCE EAST ALONG SAID NORTH LINE 200 FEET TO THE NORTHEAST CORNER THEREOF AND THE POINT OF BEGINNING, AS DISCLOSED IN DECREE FILED IN KITSAP COUNTY SUPERIOR COURT CAUSE NO. 57080; SITUATE IN KITSAP COUNTY, WASHINGTON.

- Parcel No. 242601-3-019-2000

  *****REMAINDER PORTION FROM SHORT SUBDIVISION NO. 2808, ENCUMBERED BY EASEMENT**** THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID SUBDIVISION; THENCE NORTH 89*02'10" WEST ALONG THE SOUTH LINE, 15 FEET; THENCE NORTH 01*30'56"EAST PARALLEL WITH THE EAST LINE OF SAID SUBDIVISION, 345.7 FEET; THENCE SOUTH 89*02'10" EAST, 15 FEET TO THE EAST LINE OF SAID SUBDIVISION; THENCE SOUTH 001*30'56" WEST ALONG SAID EAST LINE, 345.7 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING.

- Parcel No. 242601-3-018-2001

  THE SOUTH ONE-THIRD, EXCEPT COUNTY ROAD NO. 141, OF THE FOLLOWING DESCRIBED PROPERTY: THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., DESCRIBED AS FOLLOWS: BEGINNING AT A POINT 330 FEET WEST OF THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 24; THENCE WEST 495 FEET; THENCE SOUTH 1320 FEET; THENCE EAST 495 FEET; THENCE NORTH 1320 FEET TO THE POINT OF BEGINNING; TOGETHER WITH AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES OVER AND ACROSS THE WEST 40 FEET OF THE EAST 597.5 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 24.

- Parcel No. 242601-3-003-2008

  THE WEST 15 ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M. KITSAP COUNTY, WASHINGTON.

- Parcel No. 232601-4-001-2009

  THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 23, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON; EXCEPT HIGHWAY 21A.

II. PROJECT DESCRIPTION

The proposed Pinnacle at Liberty Bay PRD as proposed is a residential subdivision comprising 130 detached single-family lots. Improvements include domestic water, sanitary sewer, public roads, utility services, open space, recreational amenities, pedestrian walking paths, and stormwater management facilities. The roughly 41-acre site is located north of SR 305 and will be developed in phases. Several types of critical areas are present on the property, including wetlands, streams, and associated buffers. Access is planned from NE Crystallia Court and Sunrise Ridge Avenue NE. The

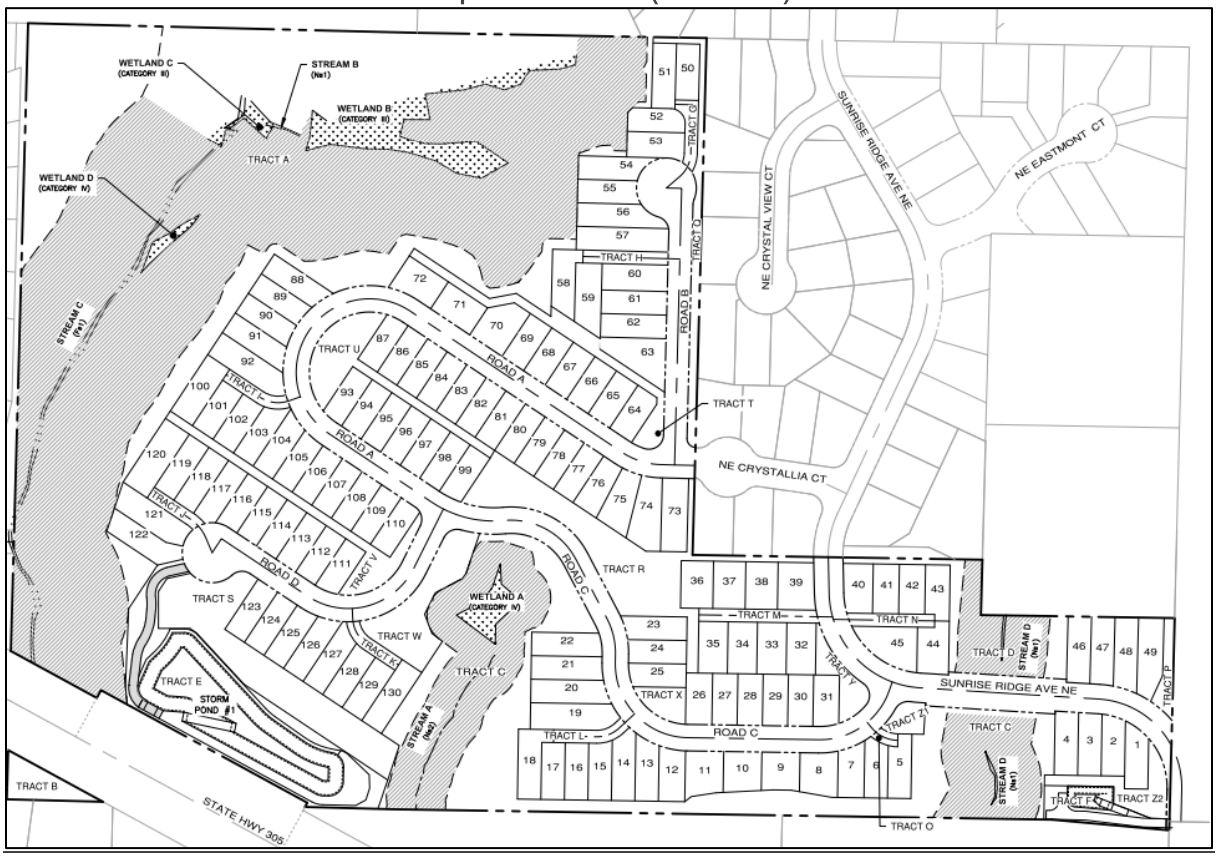
project will access from Jonhson Parkway NE via extension of Sunrise Ridge NE. New public rights-of-way internal to the project include one residential collector road (Road A), two residential access roads (Roads B and C), and one stubbed residential access connection to serve properties to the north (Road D). Five private access tracts are proposed to each serve nine or fewer lots.

The City has determined that a public roadway connection between the project and Baywatch Court NE, consistent with planned required roadway NR-12 is required to satisfy applicable street connectivity, circulation, and emergency-access requirements. Design, permitting, and construction of the connection to the residential collector standard is therefore required as a condition of approval. The connection will be required to comply with applicable critical area requirements including any necessary supplemental technical review, mitigation and agency permitting. Planning conditions P12 and P51 further detail these requirements. Reference Engineering SEPA cover memo dated October 29, 2026 Exhibit12.c(ii) and the supporting documents referenced in that memo for further analysis and discussion on this requirement.

Stormwater management infrastructure, sewer and water utilities, stream and critical area preservation, tree retention, landscaping and recreational opportunities are also proposed onsite as part of the preliminary plat.

The project was determined technically complete on August 14, 2025. The project has evolved significantly since the original application - reference "Project Evolution and Technical Review History" on pgs. 5-6 of the Planning staff report for details on project application history.

Proposed Site Plan (Exhibit 2.b):



III. PROJECT RECORD, EXHIBITS AND RELEVANT CODES/STANDARDS

The project review consisted of analysis based upon the following documents included in the project record:

Exhibits:

1. Planning Staff Report (dated November 5, 2026)
    a. Engineering Staff Report Memo (dated November 5, 2026)
2. Application Materials and Civil Plan Set
    a. Application Materials
    b. Overall Site Plan and Phasing Plan (9/16/26)
    c. Preliminary TESC Plan (9/16/26)
    d. Preliminary Grading Plans (9/16/26)
    e. Overall Infrastructure Plan (9/16/26)
    f. Preliminary Road and Utility Plan (9/16/26)
        i. Technical Justification for Vertical Roadway Geometry Failures at Stream C Crossing (4/6/26)
        ii. Deviation Request of ROW Standards for Residential Collector Road (12/5/25)
    g. Preliminary Road and Utility Profiles (9/16/26)
    h. Preliminary Pond Layout and Profiles (9/16/26)
    i. Off-Site Sewer Connection/Crossing Plan (9/16/26)
    j. Channelization and Signage Plan (9/16/26)
3. Landscape and Recreation Plan
    a. Preliminary Landscaping and Recreation Plan (9/16/26)
    b. ESM Retaining Wall and Landscape Narrative (9/16/26)
4. Individual Identity Plan, Home Designs, and Narrative
5. Critical Areas
    a. SWC Pinnacle at Liberty Bay Critical Area Report & Habitat Management Plan (7/14/25)
    b. Farallon/Grette Associates Peer Review No. 1 (8/29/25)
    c. SWC Critical Area Report Addendum No. 1 (11/19/25)
    d. Farallon /Grette Associates Peer Review No. 2 (1/8/26)
    e. SWC Critical Area Report Addendum No. 2 (4/6/26)
    f. Farallon /Grette Associates Peer Review No. 3 (4/27/26)
    g. SWC Critical Area Report Addendum No. 3 (9/15/26)
    h. Farallon/Grette Associates Peer Review No. 4 (10/14/26)
    i. Wetland Buffer Averaging Civil Sheet (9/16/26)
6. Geotechnical
    a. Aspect Geotechnical Engineering Report (2/13/25)
    b. Aspect Geotechnical Addendum No. 1 (6/16/25)
    c. HWA/GeoSciences Peer Review (10/3/25)
    d. Aspect Response to City of Poulsbo's Geotechnical Third-Party Review Comments (11/24/25)
    e. Aspect Geotechnical Addendum No. 2 (6/17/26)

f. Aspect Geotechnical Addendum No. 3 (9/9/26)

7. Tree Retention Information
   a. Washington Forestry Consultants Tree Retention Plan (6/16/25)
   b. Sound Urban Forestry Peer Review (8/29/25)
   c. Sound Urban Forestry Peer Review (12/19/25)
8. Stormwater
   a. ESM Preliminary Stormwater Site Plan Report (Revised 4/6/25)
   b. BHC Peer Review (10/1/25)
9. Traffic
   a. Traffic Impact Analysis (Revised 10/26)
   b. Traffic Impact Analysis (Revised 11/25)
   c. Parametrix Peer Review No. 1 (9/8/25)
   d. Parametrix Peer Review No. 2 (7/1/26)
   e. Parametrix Peer Review No. 3 (9/2/26)
   f. Parametrix Peer Review (10/19/26)
   g. Parametrix Connection Road Feasibility Independent Review (9/16/2026)
   h. Concurrency Application
   i. Applicant Response to City DRAFT Connectivity Memo (7/21/26)
   j. Divoky Property Connection Feasibility Analysis
   k. Skelley Property Connection Feasibility Analysis
   l. Stream Crossing/Baywatch Connection Technical Justification
   m. Access Separation Exhibit
   n. Hinton Engineering Access Road Opinion
   o. Poulsbo Fire District Operational Emergency Response Considerations memo (7/28/26)
   p. City Building/Fire Code Official Access and Emergency Egress Review memo (8/19/26)
   q. Engineering Memo – Connectivity and Multiple Points of Access/Egress (Bateman, Ranes 10/28/26)
   r. Engineering Memo – Project Areas and Access Points ICC Code Interpretation (10/27/26)
   s. WSDOT Review Memo (10/21/26)
10. Gray and Osborne Water System Analysis (11/14/25)
11. Original Notice of Application and Noticing Materials
12. Revised Notice of Optional w/Optional DNS Noticing Materials
    a. Noticing Materials
    b. Applicant's Environmental Checklist, as supplemented and amended by City staff
    c. Mitigated Determination of Non-Significance (issued 11/2/26)
       i. Planning and Economic Development Department Memo
       ii. Engineering Department Memo dated October 29, 2026
13. Public Comment
    a. Comments received during Notice of Application Comment Period 1
       i. Applicant Response
    b. Comments received after Notice of Application Comment Period 1
    c. Comments received during Notice of Application Comment Period 2/Optional DNS

d. Comments received after Notice of Application Comment Period 2/Optional DNS
e. Public Comment Summary

14. Administrative Determinations
    a. Lockhart Administrative Determination 1 (P-03-02-26-01)
    b. Lockhart Administrative Determination 2 (P-06-01-26-01)
    c. Lockhart Administrative Determination 3 (P-07-27-26-01)
15. Notice of Planning Commission Public Meeting Notice

Poulsbo Adopted Codes, Plans and Standards

1. PMC 3.86 Transportation Impact Fees
2. Transportation Impact Fees Technical Document dated April 2026 attached to PMC 3.86
3. PMC 12.02 Construction and Development Standards
4. PMC 14.04 Concurrency
5. PMC 14.06 Complete Streets
6. PMC 15.40 Grading
7. PMC 16.04 Environmental Policy Guidelines
8. PMC 16.20 Critical Areas
9. PMC 17.60 Preliminary Subdivision
10. PMC 17.80 Land Division Standards
11. PMC 18.180 Tree Retention
12. PMC 18.260 Planned Residential Developments
13. City of Poulsbo Comprehensive Plan and associated functional plans
14. City of Poulsbo Construction Standards
15. International Fire Code

IV. APPLICABLE REVIEW CRITERIA

The review and approval criteria for this project is included in the Poulsbo Municipal Code (PMC). The review criteria were established August 14, 2025, the date the application was determined Technically Complete. In particular; PMC Title 16 Environment, PMC Title 17 Land Division, PMC Title 18 Zoning. The project was reviewed according to PMC Title 19 Project Permit Application Procedures.

Engineering and Public Works Staff Responsibility:

The Engineering and Public Works Department staff are responsible for upholding the requirements of Poulsbo Municipal Code Titles 17 and 18 under their respective purview related to subdivision approval. Within Title 17, specific decision criteria are laid out for findings to be made by responsible staff. Further, for subdivisions utilizing the Planned Residential Development (PRD) code for modifications to the subdivision code in Title 17, additional findings within Title 18 as listed in PMC 18.260.140 must be made. Below is a discussion of how the applicant has shown adherence to Title 17 and 18 and successfully satisfies each criterion listed in accordance with the requirements of PMC 17.60.040 and 18.260.140 as it relates to Engineering and Public Works items.

Also reference Engineering SEPA Determination memo dated October 29, 2026, Exhibit12.c(ii) and Engineering Memorandum Connectivity and Multiple Points of Access/Egress dated October 28, 2026, Exhibit 9.q and the supporting documents referenced in those memos for additional project

compliance discussion. Engineering Department recommended Conditions of Approval dated November 5, 2026 and Public Works Department recommended Conditions of Approval dated November 5, 2026 are included here by reference and are attached.

Coordination of Technical Review Memoranda:
The City's technical review is documented through companion memoranda prepared by the Engineering Department and the Planning and Economic Development (PED) Department. Both memoranda are supported by a common administrative record, and consistent supporting exhibits. The memoranda are intended to be read together as the City's technical analysis supporting the project's approval recommendation.

V. PMC 17.60.040 DECISION CRITERIA

A proposed preliminary subdivision may be approved only if the following findings are made by the review authority:

17.60.040(A)(1) - 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. Staff have reviewed the application materials and find that with the recommended conditions of approval the proposed subdivision generally conforms to the requirements of PMC Title 17. However, as discussed in this staff report and the referenced SEPA memo and supporting documents, staff finds the proposed street system does not adequately provide for the safe, orderly, and efficient circulation of traffic due to the absence of the NR-12 connection to Baywatch Court NE as required by this title. The Engineering Department recommended conditions of approval requires design, permitting and construction of the NR-12 Baywatch roadway connection to the residential collector standard to satisfy these requirements. Subject to compliance with the recommended engineering conditions of approval, staff finds the proposed subdivision will provide adequate circulation, neighborhood connectivity, and emergency access consistent with PMC 17.60.040(A)(3)(a), PMC 17.80.050(C), PMC 17.80.060, and the City's adopted Comprehensive Plan.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(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.

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. Refer to Planning Department staff report for analysis of zoning district requirements.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(3)(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:

The Applicant has submitted a plat design generally consistent with the City's Street Standards as stated in the City's Construction Standards document. The plat will be extending a residential collector street from existing Johnson Parkway NE to existing Sunrise Ridge Ave NE in the Crystal View subdivision completing the remaining gap in required New Roadway Segment NR-13

(Sunrise Ridge Avenue Extension). This roadway segment currently exists as a secondary emergency access roadway constructed as a condition of approval of the Crystal View subdivision. A portion of the required NR-13 roadway extension is anticipated to be constructed as a condition of approval of the adjacent approved Audrey Estates PRD project, Planning File # P-11-10-22-01, Grading Permit # E-03-11-25-01. Roadway construction will require dedication of a portion of parcel 242601-3-006-2005 associated with the Audrey Estates project. Dedication of this right-of-way will be required prior to either project's final plat application. If the Pinnacle at Liberty Bay PRD project proceeds prior to the Audrey Estates project, the applicant will be responsible for acquiring sufficient property rights for the roadway construction and dedication of right-of-way to support the required roadway extension.

The majority of the project's lots (108) will be served via new residential collector Roads A and C and residential access roads B and D. The remaining 22 lots will access Sunrise Ridge Ave NE directly via a combination of private roads and direct driveway access. All internal streets provide sidewalk connectivity on both sides internally and to Sunrise Ride Ave NE. This provides safe sidewalk connections to the greater City sidewalk network, including the newly completed shared use path on Johnson Parkway NE.

As noted above under decision criteria 17.60.040(A)(1) the project will also be required to complete the new roadway NR-12 connection to the Baywatch subdivision.

The applicant has provided a Transportation concurrency application as required and has demonstrated compliance with City of Poulsbo Concurrency standards as set forth in PMC 14.04.070. The applicant has not demonstrated compliance with PMC 17.80.050 Street Standards and 17.80.060 Street Connectivity. This is further analyzed and discussed in the Engineering SEPA recommendation memorandum and Engineering memorandum Connectivity and Multiple Points of Access/Egress, Exhibit 9.q. The Engineering Department recommended conditions of approval require construction of the NR-12 Baywatch roadway connection and provision for feasible connection to an adjacent parcel to the South to satisfy these requirements.

The applicant has submitted a Traffic Impact Analysis per City requirements. This analysis is discussed within the Engineering SEPA recommendation memo. In summary, with the recommended conditions of approval and SEPA mitigation, the project is not anticipated to result in any LOS failures that will not be properly mitigated and will provide roadway improvements consistent with requirements and standards. The Traffic Impact Analysis will need to be revised to reflect the final project design and trip distribution, address mitigation for any LOS deficiencies and resubmitted for review with Grading Permit application. This is a recommended condition.

The City's Traffic Impact Fee Ordinance (PMC 3.86) requires the project developer to mitigate the project's traffic impacts to the surrounding roadway network through payment of an impact fee. Additional impacts not already covered by impact fee associated capital projects and project conditions of approval may be imposed via SEPA conditions. The current traffic impact fee of $562/ADT established by PMC 3.86 is $5,108.58 per lot based on the ITE Manual calculations for single-family residential trip generation of 9.09ADT/unit, with total estimated total payment of $ $659,006.82 required for the 130 homes minus credit for the one existing home on site. As identified in project conditions, the developer is responsible for paying the current rate with building permit issuance.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(3)(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:

Water service to the plat will be via newly constructed 8-inch water mains connecting to the existing water main in Johnson Parkway NE at the Johnson Parkway compact roundabout, providing a looped connection to the existing 8" water main in Crystallia Ct NE and to the existing 8" water main in the Baywatch subdivision to the West, consistent with the modeling and recommendations in the water system peer review by the City's consultant Gray and Osborne. A pressure reducing valve (PRV) will be installed as required. The PRV installation will be required to comply with City standards.

Sewer service for the majority of the site will be provided by connecting to the existing 8" serving the Baywatch subdivision. The remaining Eastern lots will be served by the existing 8" sewer in Sunrise Ridge Ave NE connecting to the existing City sewer main in Jonhson Parkway NE. Both sewer systems connect to the City's SR305 main interceptor, where it is then conveyed to Kitsap County's sewer system for conveyance and treatment at the County's Brownsville treatment plant. This existing City system and lift station capacity were analyzed as a part of the most recent update to the City's Comprehensive Sewer System functional plan, and system capacity was determined to be adequate to serve this project.

Sewer and storm installation is constrained by gravity flow requirements. For this project, installation of both sewer and storm mains will unavoidably impact the buffer areas for streams A, C and D. The project has been designed to minimize impacts and comply with critical areas code (PMC 16.20) requirements while still meeting City construction standards and maintenance requirements for the utilities. The habitat management plan documentation (Exhibits 5.a-5.h) describes the efforts to avoid, minimize and mitigate project actions and to buffer average and restore buffers to compensate for unavoidable impacts.

Storm drainage accommodation and mitigation will be provided by two Stormwater detention ponds with water quality treatment vault systems prior to discharging into streams C and D. The stormwater facilities will be owned by the City of Poulsbo and will be operated and maintained by the City of Poulsbo after 2 years minimum from issuance of final plat or 80% buildout, whichever is longer per the requirements of PMC 13.17. The storm drainage system is designed to meet the requirements of the Washington State Department of Ecology's 2019 Stormwater Management Manual for Western Washington. Downstream capacity for the discharge has been demonstrated in the project's stormwater documentation. The project's Storm Drainage Report (Exhibit 8.a), describes and demonstrates compliance with the stormwater manual minimum requirements. The stormwater report has been reviewed by staff and the City's peer review consultant BHC (Exhibit 8.b). A final Storm Drainage Report consistent with the final project design will be a required submittal with grading permit application. Subject to compliance with the recommended conditions of approval and applicable City construction standards, staff and the City's peer review consultant team concurs that the project has adequately demonstrated compliance with the requirements of the 2019 Department of Ecology Stormwater Management Manual for Western Washington. This is further analyzed and discussed in Engineering SEPA recommendations memo.

Staff find that with recommended conditions of approval and SEPA mitigation these criteria can be met.

17.60.040(A)(3)(c) - 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. Recreational

amenities are incorporated in the project proposal. Reference Planning Department staff report and SEPA memo for additional information on recreation amenities provided with the project and compliance with these criteria.

Staff find that with recommended conditions of approval and SEPA mitigation these criteria can be met.

17.60.040(A)(3)(d) - Makes adequate provision for schools and school grounds, as required:
The property is located within the North Kitsap School District. The North Kitsap School District campus includes Poulsbo Elementary School, Poulsbo Middle School and Poulsbo High School. The project is within a 1-mile walk distance of the school campus. The project will be constructing roadway and sidewalk improvements connecting to Sunrise Ridge Ave NE, which includes 5-foot-wide sidewalks on both sides of the street. This existing sidewalk network connects to the North Kitsap School District campuses. School bus accommodation and bus stop locations will be provided within the plat in accordance with North Kitsap School District requirements.

Staff find that with recommended conditions of approval and SEPA mitigation these criteria can be met.

17.60.040(A)(3)(e) - 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 roadway improvements, the plat includes an internal sidewalk network on both sides of the streets connecting to Sunrise Ridge Ave NE, which connects to the North Kitsap School District elementary, middle, and high school campuses. Safe walking routes exist from the site to the North Kitsap Schools campuses.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(3)(f) – Makes adequate provisions for critical area protection pursuant to Chapter 16.20:
The site contains wetlands, streams, associated buffers, geologically hazardous areas, and wildlife habitat conservation areas regulated under PPMC Chapter 16.20. The applicant submitted wetland, habitat, geotechnical, and critical area reports that were reviewed by City staff and third-party consultants. The proposal has undergone multiple revisions in response to agency and peer review comments, including modifications to stream classifications, critical area buffers, lot layouts, roadway alignments, mitigation measures, and habitat protection areas. Refer to Planning Department staff report for analysis and further discussion of the project's critical areas compliance.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(3)(g) - Makes adequate provisions for fire and emergency access and protection:
The proposed Preliminary Plat will be constructing new interior roads built to City standards for residential access roadways. The Engineering Department Conditions of Approval include the requirement for completing the New Road NR-12 connection to the Baywatch subdivision, providing for redundant emergency access to the site as required by City codes, adopted standards and International Fire Code. This is further discussed and analyzed in the Engineering

SEPA Memo dated October 29, 2026 Exhibit 12.c(ii) and in the supporting documents referenced in that memo. All streets and street parking areas are designed to provide proper access and turnaround capability for fire and emergency services apparatus. Fire hydrants will be installed with spacing consistent with City Construction Standards. Hydrants are located on one side of the street throughout the plat with parking provided opposite.

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(A)(3)(h) - Serves the public interest and makes appropriate provisions for the public health, safety, and welfare:

The proposed plat of Pinnacle at Liberty Bay PRD will provide adequate provision for public health, safety, and welfare by demonstrating compliance with the City's Development and Construction Standards. Water will be looped as required to promote water quality; hydrants will be spaced accordingly to provide adequate connection points for emergency services. Stormwater has been designed to currently adopted 2019 Washington State Department of Ecology Stormwater Management Manual for Wester Washington. The sewer system has been designed to current standards. The street system has been designed to accommodate multiple roadway users and makes accommodation for pedestrians using multimodal transportation to local schools and future regional amenities. The Engineering Department Conditions of Approval include the requirement for completing the New Road NR-12 connection to the Baywatch subdivision, providing for redundant emergency access to the site as required by City codes and adopted standards. Staff find that, subject to the recommended conditions of approval, the proposed subdivision provides adequate public infrastructure, utilities, transportation improvements, open space, recreational opportunities, environmental protection measures, and other public facilities necessary to support future development. The recommended conditions require completion of outstanding engineering, utility, and environmental review items, including the roadway connections determined necessary by the City Engineer to satisfy the City's circulation, connectivity, and emergency access requirements and objectives. With implementation of these conditions, staff finds the proposed subdivision makes appropriate provisions for the public health, safety, and welfare and is consistent with the requirements of PMC 17.60.040(A).

Staff find that with recommended conditions of approval and SEPA mitigation this decision criteria can be met.

17.60.040(B) – If the findings in subsection A of this section have not been met, the review authority shall deny the proposed preliminary subdivision, unless specified conditions have been issued to fully satisfy the criteria.

Staff find that all applicable decision criteria of PMC 17.60.040 can be satisfied through the recommended conditions of approval and SEPA mitigation. The City Engineer and Fire Code Official have determined that the NR-12 roadway connection to the Baywatch neighborhood is necessary to satisfy applicable circulation, connectivity, and emergency access requirements and has recommended conditions requiring the connection.

Subject to implementation of the recommended conditions of approval and SEPA mitigation, staff find the proposed street system can provide for the safe, orderly, and efficient circulation of traffic and that the decision criteria of PMC 17.60.040(B) can be met.

17.60.040(C) - Where a preliminary subdivision is to be developed in divisions with a final subdivision approved and recorded separately for each division, the applicant shall request approval of divisions as part of the preliminary subdivision application. Each separate division shall be required to meet the requirements of subsection A of this section and all other applicable city codes when considered independently from any other division. When an applicant requests divisions after preliminary subdivision approval has been granted but prior to recording, divisions may be approved only through modification of the preliminary subdivision as set forth in PMC 17.60.070.

The Engineering Department has reviewed and evaluated the proposed three-phase (Division) development plan pursuant to PMC 17.60.040(C) which requires each division to independently satisfy the applicable code and construction standards requirements. Staff have determined that requirements related to emergency access, roadway redundancy, circulation and number of dwelling units served by a single primary access route associated with the proposed phasing plan have not been satisfied during initial phases of development. The proposed first Division includes over 30 homes without a required second emergency access roadway meeting the requirements of PMC and International Fire Code Appendix D. As such, the Engineering Department has recommended conditions of approval requiring construction of the new roadway connection NR-12 to the Baywatch subdivision with the first division.

Subject to compliance with the recommended engineering conditions and phased infrastructure requirements, staff find the proposed phasing plan can satisfy the requirements of PMC 17.60.040(C) and related provisions of PMC 17.80, and this decision criteria can be met.

VI. PMC 18.260.140 FINDINGS

In approving a planned residential development, the review authority must make the following findings:

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

The proposal demonstrates several purposes of the Planned Residential Development chapter, including critical area preservation, tree retention, recreational amenities, open space preservation, and flexible residential design. However, the proposal does not fully satisfy the PRD purpose of maximizing the efficiency of street layout, utility networks, and other public improvements, nor does it fully achieve the City's objectives regarding neighborhood connectivity and transportation system resilience. The proposal does not include the planned NR-12 roadway connection to the Baywatch subdivision, does not fully implement the City's adopted future roadway network as identified in the Transportation Comprehensive Plan, and does not provide the level of interconnected circulation contemplated by PMC 18.260, PMC 17.80.050, PMC 17.80.060, and the Comprehensive Plan. Accordingly, staff cannot conclude that the proposal fully meets the stated purposes of the PRD chapter as proposed. Therefore, the Engineering Department Conditions of Approval include the requirement for completing the New Road NR-12 connection to the Baywatch subdivision and providing for feasible connections to neighboring parcel 252601-2-034-2002 with right-of-way dedication as necessary which together will provide for redundant emergency access to the site as required by City codes and adopted standards and provide for neighborhood connectivity as required by City codes and adopted standards.

Staff have determined that with recommended conditions of approval and SEPA mitigation, the project complies with the applicable provisions of this title, and this finding can be made.

18.260.140(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.

Staff have determined that the Pinnacle at Liberty Bay PRD project, as conditioned, complies with the applicable provisions of the Zoning Ordinance, including the PRD standards, critical area regulations, landscaping requirements, open space requirements, and development standards of the RL zoning district. Compliance with subdivision decision criteria and transportation connectivity requirements is discussed separately within this report.

Staff have determined that with recommended conditions of approval and SEPA mitigation, the project complies with the applicable provisions of this title, and this finding can be made.

18.260.140(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.**

The Pinnacle at Liberty Bay PRD project provides open space, walkways and connections, recreational amenities and outdoor amenities as required. The project proposal includes architectural renderings, and multiple housing elevations as required. The Plat will be responsible for paying Park Impact Fees as dictated by PMC 3.84. Recreational amenities are incorporated in the project proposal. Reference Planning Department staff report for further discussion.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

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

The Pinnacle at Liberty Bay PRD project consists of detached single-family residential development within the Residential Low zoning district and maintains consistency with the intended character of the district. Building heights, residential use, open space provisions, landscaping, and buffering measures are compatible with the surrounding residential environment and do not impair the integrity or character of the RL zoning district. Reference Planning Department staff report and Lockhart Administrative Determinations Exhibits 14.a-14.c for further discussion.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(E) - The site is physically suited for the type and intensity of land use being proposed.

The site is physically suited for the proposed residential development, and the project design incorporates protection of critical areas, wetlands, streams and buffers as required. The project includes stormwater facilities, open space tracts and recreational amenities, and accommodates the density requirements of the residential low zoning. With recommended conditions of approval and SEPA conditions, the site can be developed consistent with required City codes and standards. Reference Planning Department staff report for further discussion.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(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.

The Pinnacle at Liberty Bay PRD project is generally consistent and compatible with the surrounding single-family development. The project includes open space, perimeter buffering, screening measures and landscaping consistent with City requirements to provide transitions between existing and future residential development. Reference Planning Department staff report for further discussion.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(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.

The Pinnacle at Liberty Bay PRD project protects and preserves critical areas, wetlands, streams and their respective buffers as required through dedicated tracts, open space areas, habitat protection measures and general project design. Tree retention areas and tree protection measures are incorporated as required and reviewed by the City arborist and preserves existing trees to the extent practical while accommodating site development. Reference Planning Department staff report for further discussion.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(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.

The Pinnacle at Liberty Bay PRD project can be served by adequate public facilities and utility infrastructure, including domestic water, sanitary sewer, stormwater management, power, telecommunications, and other necessary utility services. The applicant has demonstrated the general feasibility of extending utility services to the site, and City utility and engineering staff have reviewed the proposed utility framework for consistency with applicable utility plans, design standards, and service requirements. The proposed utility designs have been reviewed by staff and the City's peer review consultants and have been determined to meet the required City standards and codes, and the project will not be detrimental to public health and safety.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(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.

The Pinnacle at Liberty Bay PRD proposal provides public access from Sunrise Ridge Avenue NE both directly via Road A and via the planned extension of NE Crystallia Court. The City Engineer and the City's Fire Code Official have determined that a public roadway connection to the Baywatch neighborhood consistent with required new roadway NR-12 is required to satisfy applicable subdivision, transportation, and emergency access/egress requirements. The City Engineer is further requiring the provision for a feasible future connection to adjacent parcel 252601-2-034-2002. Subject to the recommended conditions of approval requiring implementation of the connection, the proposal will provide adequate public access,

neighborhood connectivity, emergency response benefits, roadway redundancy, and transportation system resilience consistent with PMC 17.80.050(C), PMC 17.80.060, and applicable Comprehensive Plan policies.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(J) - The proposal is consistent with the comprehensive plan and the city's adopted development standards.

Consistency with the Comprehensive Plan must be evaluated as a whole and not solely on the basis of land use designation. The proposal is generally consistent with the Comprehensive Plan land use designation, housing policies, residential development objectives, and the City's adopted development standards. Subject to the recommended conditions of approval, including the NR-12 new roadway connection to the Baywatch subdivision required by the City Engineer, the proposal is also consistent with the City's adopted transportation network, Transportation Comprehensive Plan Figure 6-2 and Comprehensive Plan Policies TR-5.1, TR-5.2, TR-5.3, and TR-6.2 regarding interconnected street systems, roadway redundancy, emergency access, and neighborhood connectivity.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(K) - There will not be significant unmitigated harmful effects upon environmental quality and natural resources.

The Pinnacle at Liberty Bay PRD project includes mitigation measures, critical area protection, stormwater treatment and flow control facilities, habitat protection measures, and tree retention provisions designed to avoid or minimize environmental impacts. Subject to the recommended conditions of approval and SEPA mitigation, the proposal will not result in significant unmitigated impacts to environmental quality or natural resources.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

18.260.140(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.

The proposed location and size of the development are appropriate for residential use and can be served by public utilities and infrastructure. The City Engineer has determined that required roadway NR-12 connection to the Baywatch neighborhood per the City's Transportation Comprehensive Plan is necessary to provide adequate roadway redundancy, emergency access, and implementation of the City's adopted future roadway network. Reference Engineering Memo – Connectivity and Multiple Points of Access/Egress dated 10/28/2026 Exhibit 9.q. and Engineering SEPA Recommendation Memo dated October 29, 2026 Exhibit 12.c(ii) for further discussion on the requirements. Subject to the recommended conditions of approval and SEPA mitigation, the proposal adequately protects the public interest, health, safety, and welfare of the City.

Staff have determined that with recommended conditions of approval and SEPA mitigation this finding can be made.

VII. PUBLIC COMMENT

Engineering staff have reviewed and considered the public comments received during the Optional DNS comment period which are included in Exhibit I. As noted in the Planning Department staff report memo, these comments raised concerns regarding the adequacy of the Environmental Checklist and potential environmental impacts associated with the proposed development. These included grading and geologic hazards, retaining walls, groundwater management, stormwater drainage, potential impacts to adjacent residential properties, vegetation removal, wildlife habitat, and construction-related impacts. Following consideration of the comments, staff have determined that the identified environmental impacts related to items under Engineering and Public Works purview can be addressed through applicable regulatory requirements and project-specific mitigation measures as described in this memorandum. Reference Planning Department Staff Report and SEPA memo for a more detailed discussion of public comments.

VIII. STAFF CONCLUSIONS AND CITY ENGINEER RECOMMENDATION

Based on the above technical evaluation, in combination with the recommended SEPA mitigation and the Engineering and Public Works recommended conditions of approval referenced in this document, the Engineering and Public Works Departments determine that the proposed Plat complies with the required decision criteria and required findings under Engineering and Public Works department purview as stated in PMC 17.60.040 and 18.260.040. Staff and the City Engineer recommend approval of the plat known as Pinnacle at Liberty Bay PRD Plat.

Name: Michael Bateman, PE

Position/Title: Transportation Engineer

Address: 200 NE Moe Street
Poulsbo, WA 98370
(360) 394 - 9744

Date: ____11/5/2026____ **Signature:** _____

Reviewed and approved:

City Engineer
Josh Ranes, PE

Date___11/5/2026_____ **Signature:** _____

ENGINEERING DEPARTMENT

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

To: Nikole CH. Coleman, Planning Manager
From: Michael Bateman, PE | Transportation Engineer
Subject: Pinnacle at Liberty Bay PRD Preliminary Plat P-06-20-25-03
Engineering Department Recommended Conditions of Approval
Date: November 5, 2026
Approved By: Josh Ranes, PE, City Engineer

The Engineering Department offers the following recommended conditions of approval for the project known as Pinnacle at Liberty Bay PRD, file P-06-20-25-03. Please refer to Poulsbo Construction Standards and Specifications when drafting plat and construction drawings.

GENERAL

E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.

E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved preliminary plat drawing are approved in concept only and are not considered approved for construction. Approval of the preliminary plat does not constitute approval of any construction drawings submitted with the preliminary plat approval documents. Civil construction drawings must be submitted directly to the Engineering Department and shall conform to all City codes and standards.

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 plat approval the applicant shall: construct the required improvements per City standards and submit “as-built” drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).

E4. All plan review and project inspection and administration expenses shall be paid for at the developer’s expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the

project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.

E6. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.

E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.

E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/striping, 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. A utility crossing table for all utilities shall be provided demonstrating adequate utility separation per standards.

E9. Construction drawings shall meet the following drafting requirements. Drawings that do not meet these requirements will be rejected without review;

a. Drawing Size and Scale: Construction plan size shall not exceed 24”x36. A sheet size of 22”x 34”is preferred. The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. Larger scales may be required to ensure legibility.
b. Plan and Profile Sheets: Utilities shall be shown on plan and profile sheets. Corresponding plan and profile views shall be provided on the same sheet, with stations aligned.
c. Layer and Label Legibility: Labels associated with overlapping AutoCAD layers shall be clearly legible.
d. Overall Drawing Legibility: All elements on the drawings shall be clearly legible, as determined by the City Engineer.

E10. All infrastructure must be installed before Final Plat approval. This project is proposed to be constructed in phases. Each phase must be defined as divisions in the preliminary plat approval. At the time of Final Plat approval for each division, that division shall be “stand alone”. A division shall be considered “stand alone” if it contains complete

utilities and access for the future residents of that division and is not dependent on other as yet un-built divisions for this purpose. Any infrastructure outside of the plat that is necessary to serve the division or allow it to function must be completed as well. Reference Public Works Department Conditions of Approval for water main looping requirements related to project phasing.

CLEARING, GRADING, AND EROSION CONTROL

E11. Tree Cutting & Clearing and Grading Permits are required prior to any land-disturbing activity on the site (PMC 15.35 & 15.40). All site grading work shall be in conformance with the requirements of PMC 15.40 and the grading permit conditions of approval. The permits may include restrictions as to the limits of any 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 for 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 season construction methods.

E12. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Information may be obtained at the City permit counter or on-line at:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html
Applications must be made on-line at:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/enoi.html
Construction site operators must apply for the permit 60 days prior to discharging stormwater. The permit shall be approved and issued prior to commencing grading activities.

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.

E14. Applicant shall implement conservation practices and work to reduce water usage during summer peak demand. City Engineer may require applicant use on-site water tanks which are to be filled at non-peak times. Watering for dust control shall not be the preferred BMP.

E15. All materials used on site shall meet WSDOT specifications for the material class and usage type. Unless approved by the City Engineer, all site fill shall be structural fill.

E16. Soil amendment is not approved at this point. Any proposal for soil amendment to be employed in order to use native site soils not meeting WSDOT material specifications shall be submitted to the City Engineer for review prior to commencing grading activities. The proposal shall include methods of material testing, material control, control of work

and method of monitoring and controlling any impacts to stormwater discharge quality to ensure compliance with WSDOE discharge requirements.

STORMWATER

E17. 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 Chapters 12.02 and 13.17.
   b. City of Poulsbo standards and ordinances.
   c. All conditions of approval associated with any clearing and/or grading permits.
   d. Recommendations of the geotechnical engineer.

E18. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.

E19. The design of the detention ponds shall include appropriate access for maintenance as determined by the Public Works Department.

E20. A final drainage report, TESC plan and final geotechnical report consistent with final project design shall be submitted with the construction drawings to support the stormwater system design and provide guidance on construction and erosion control during construction. The final drainage report and TESC plan shall include provisions for erosion control compliance during wet season construction activities.

E21. Turbid water shall not be discharged from the site, and the applicant shall take measures to avoid discharging turbid water. In general, as noted in BMP C241 temporary sediment ponds do not allow sufficient time for reduction of turbidity prior to discharge given the soils with high fine content commonly found throughout the city. Using critical area buffers for sediment removal is not allowable. The TESC plan shall include BMPs such as BMP C251 filtration to ensure compliance with the WSDOE discharge standard of 25NTU per the requirements of the construction general stormwater permit. If chemical flocculant BMPs per BMP C250 are considered methods of monitoring and controlling discharge water PH and complying with all BMP requirements shall be included.

E22. The applicant shall size the temporary sediment pond(s) using the 10-year peak flow, in accordance with the SWMMWW Volume II BMP C241, given the project size, expected timing, duration of construction, and downstream conditions.

E23. A Construction General Stormwater Permit will be required from the Washington State Department of Ecology. The permit shall be approved by the Department of Ecology and in hand prior to issuance of grading permit and commencement of site grading.

E24. All exposed areas disturbed during logging operations associated with future project phases shall be revegetated and stabilized immediately upon completion of logging

operations. All exposed areas in current phases shall be stabilized and revegetated immediately upon the completion of grading.

E25. The City will track impervious area by lot during building permit review. The final storm report submitted with the grading permit shall include a table of allowable impervious area per lot. The design impervious area shall include at least 200sf extra per lot over what's designed to allow for future homeowner expansion. CCR's shall clearly state the HOA is responsible for tracking/controlling impervious area after final plat is obtained.

E26. 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.

E27. The entire perimeter of the ponds shall be fenced per City Public Works Department requirements. Gate locations and design shall conform to the requirements of the Public Works Department. All fencing shall be outside of the wetland buffer consistent with Planning Department requirements.

E28. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.

E29. All secondary storm systems and easements shall be in compliance with City standards and remain privately maintained.

SANITARY SEWER

E30. Refer to Public Works Department comments for sewer connection requirements and construction standards.

WATER

E31. Refer to Public Works Department comments for water construction standards, connection and looping requirements.

ALL UTILITIES

E32. 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.

E33. 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.

E34. Construction details for all utilities installed through critical areas (such as under creeks, wetlands and other critical areas) shall be coordinated with Public Works Department. Crossings shall be welded HDPE pipe at a minimum unless approved otherwise by the Public Works Director.

E35. Utilities installed in WSDOT right of way will require a franchise agreement between the City and WSDOT, which shall be negotiated and approved by the City and WSDOT prior to grading permit approval. Application and coordination will be the responsibility of the developer.

E36. 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 for a single utility 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.

E37. 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.

E38. 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. Pavement and sidewalks shall be extended to within six feet of the property line at the end of the road. Appropriate barricades in compliance with current MUTCD standards shall be constructed at the road ends. See City Construction Standards for recommendations.

E39. 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.

STREETS

E40. Street sections shall conform to adopted City Construction Standards – Section 2. Any deviations from Construction Standards shall meet the decision criteria in Construction Standards Section 1(C)(1) and will require approval by City Council per Section 1(C)(2).

E41. City streets shall be designed for 25 mph speed and shall follow the AASHTO criteria of K minimums of 12 for crest and 26 for sag.

E42. Sight distance certification for all intersections shall be provided with construction plans and shall consider proposed landscaping features and plantings in sight distance calculations. Street trees shall not be located in required sight distance triangles. Sight distance triangles that intrude on lots in the development shall be shown on the plat drawings and the drawings shall include provisions for protection of the sight distance triangles.

E43. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards in place at time of construction (including 28 CFR Part 36). Construction drawings shall include sufficient intersection grade and slope details and sidewalk curb ramp details to determine ADA compliance. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.

E44. 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.

E45. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance as of the date of this memo. The impact fee is due at the time of each single-family home building permit and shall be calculated using the most current ADT for a single-family home identified in the ITE manual multiplied by the most current transportation impact fee established by PMC 3.86.090.

E46. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. New streetlights shall be LED light fixtures. Lighting design for the project shall be submitted with construction drawings for the project. Lighting design shall be per the requirements of Illuminating Engineering Society of North America standard RP-8. Lighting design shall consider proposed street trees and landscaping to ensure landscaping and street trees will not interfere with street lighting. Proposed street trees shall be shown on lighting design submittal.

E47. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations. A pull-out or other provision shall be included in the design to ensure residents are able to stop with a vehicle to pick up mail without obstructing street travel lanes.

E48. A temporary truck route has been established in accordance with PMC 10.24. The project's construction truck traffic shall use Johnson Parkway to SR305 from the Sunrise Ridge NE construction entrance. The project's construction truck traffic shall not use Sunrise Ridge Ave NE to the North. Construction truck traffic on Crystallia Ct NE shall be

limited to construction in the immediate vicinity of the cul-de-sac and shall not be used as a general project construction entrance.

E49. Vehicle restraint and/or guardrails are required at locations where retaining walls or steep slopes create a significant hazard. The location and type shall be approved by the City Engineer prior to construction plan approval.

E50. As a condition of site plan development, the construction of frontage improvements is generally required in accordance with PMC section 17. The applicant is responsible for frontage improvements to Sunrise Ridge Avenue NE consistent with City construction standards connecting existing improvements in the Crystal View neighborhood to existing improvements on Johnson Parkway constructed by the City.

E51. The applicant shall provide for future street connection to parcel tax id 252601-2-034-2002 per PMC 17.80.060(B) including right-of-way dedication as needed for future connection.

E52. In accordance with PMC 17.80.060, 18.260.140(J) and required SEPA mitigation, the Project shall design, permit and construct new roadway NR-12 connection to the existing Baywatch subdivision to the residential collector standard. The connection shall comply with applicable critical area requirements including any necessary supplemental technical review, mitigation and agency permitting. If the project is approved in divisions, this connection shall be constructed with the first division unless sufficient additional mitigation is approved by the City Engineer and Fire Code Official.

E53. In accordance with PMC 17.80.060, 18.260.140(J) and required SEPA mitigation, the Project shall complete new roadway NR-13 Sunrise Ridge Extension to the residential collector standard as shown on the proposed project drawings. A portion of this roadway extension is offsite and requires right-of-way dedication from adjacent parcel 242601-3-006-2005. This right-of-way dedication is a condition of approval of approved project Audrey Estates Planning File # P-11-10-22-01, Grading Permit # E-03-11-25-01. If the Pinnacle at Liberty Bay PRD project proceeds prior to the Audrey Estates project, the applicant will be responsible for acquiring sufficient property rights for the roadway construction and dedication of right-of-way to support the required roadway extension.

OTHER

E54. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.

E55. A demolition permit through the Building Department will be required for removal of the existing home and decommissioning of utilities.

E56. 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 operations under this permit.

E57. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. Ownership and maintenance of stormwater and sewer utilities within the tracts shall be the responsibility of the benefited properties. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway and associated utilities shall be the responsibility of the property owners served by the driveway.

E58. 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 retaining wall structure or reinforcing will be allowed in right-of-way or 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. The face of the plat shall state this requirement.

E59. Retaining walls constructed near adjacent properties shall be in accordance with International Building Code Section 3307: Protection of Adjoining Properties in addition to City codes, standards and building permit requirements. Notification of adjacent property owners shall be per IBC 3307.1 and design and construction shall be per IBC 3307.2. All retaining walls over 4’ from base to top or with a surcharge shall require building permits.

E60. Retaining walls shared between lots shall have ownership and maintenance responsibilities clearly defined on the face of the plat and in a maintenance agreement that shall be recorded on each lot subsequent to final plat recording.

E61. 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.

E62. The covenants shall state that no fence shall be placed within two feet of the back of any sidewalk or within any sight distance triangle.

E63. 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.

E64. The applicant shall be responsible for obtaining all required offsite easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

E65. The applicant shall be responsible for obtaining all required outside agency permits prior to grading permit issuance including WSDOT permitting for work in WSDOT right of way, WSDOE construction general storm permit, WDFW HPA, etc.

PUBLIC WORKS

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To:	Nikole Coleman, Planning Manager
From:	Michael Bateman, PE | Transportation Engineer
Subject:	Pinnacle at Liberty Bay PRD Preliminary Plat P-06-20-25-03
	Public Works Department Recommended Conditions of Approval
Date:	November 5, 2026
Approved By:	Mike Lund, Public Works Superintendent

The Public Works Department, Utilities Division offers the following recommended conditions of approval for the project known as Pinnacle at Liberty Bay PRD, file P-06-20-25-03. Please refer to Poulsbo Construction Standards and Specifications when drafting plat and construction drawings.

WATER

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 Pinnacle at Liberty Bay PRD 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.

PW3. All lots shall be connected to city water.

PW4. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

PW5. Water main looping shall comply City and Department of Health water design standards. The Pinnacle at Liberty Bay project will be required to connect to the existing 8" water main in NE Crystallia Ct to the East for the primary connection, to the existing 8" water main in Baywatch Ct NE to the west, and to the existing 8" water main in Johnson Pkwy NE. Provision shall be made for future water looping connection to the Northeast from Sunrise ridge.

PW6. Water main depth of cover shall be 3' minimum and 6' maximum per City construction standards unless approved by the City Engineer.

PW7. Individual Pressure Reducing Valve (PRV) is required on the property owner side of the meter when pressure exceeds 80 psi.

PW8. Two mainline PRVs shall be installed per city construction standards and requirements of Public Works. PRVs shall be installed per the recommendations of our Peer Review team dated November 15th, 2025. Costs for the design and construction of the required PRV stations shall be borne by the Developer. After construction, the ownership and management responsibility for the PRV stations would be transferred to the City. Detailed design of the mainline PRVs is required by a qualified consultant and design acceptance is required prior to issuance of the grading permit. PRV configuration details shall be confirmed by the Public Works Department.

PW9. Location of mains, meters, hydrants and other appurtances shall be reviewed and approved by the City and Poulsbo Fire Department at time of construction drawing approval. Bollards are required for all fire hydrants per City construction standards – hydrants shall be located to allow sufficient room for bollard installation. Maximum fire hydrant spacing on new public roadways is 300'. Construction drawings shall include a fire hydrant exhibit showing hydrant coverage.

PW10. Locate meters in a single bank when possible.

PW11. 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 the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum.

PW12. Domestic water service and fire flow may share the same water line. The domestic service must exit the water line before the fire service.

PW13. Meters for all lots shall be located adjacent to public right-of-way.

PW14. The project's Engineer of record shall track and maintain records of water system pressure and purity testing and shall complete and submit to the Public Works Department a DOH Water System Construction Completion Form 331-146-F for the project prior to final plat application.

PW15. Water service to the existing home on parcel 242601-3-005-2006 shall be decommissioned at the well per Department of Health regulations. This shall be included in the demolition permit through the Building Department for the home.

IRRIGATION

PW16. Irrigation water shall come from a dedicated irrigation meter. Irrigation meter(s) shall be shown on the utility drawing(s).

PW17. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.

PW18. Double check valve assemblies shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

SEWER

PW19. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the existing 8" sanitary sewer main in Sunrise Ridge NE, and to the existing 8" sanitary sewer main in Baywatch CT NE.

PW20. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.

PW21. Sanitary sewer manholes shall not be located in roadway curb and gutter, sidewalk, landscaping strip adjacent to roadway or wheel path. Sewer mains shall not be located generally parallel to and under road curb and gutter, sidewalk, or landscaping strip adjacent to the roadway.

PW22. All side sewers shall enter public right-of-way as gravity flow.

PW23. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.

PW24. Per City construction standards minimum pipe cover is 6' and maximum depth is 15' unless otherwise approved by the City Engineer and Public Works Director.

PW25. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information is available upon request from the Public Works Department.

PW26. The existing septic system on parcel 242601-3-005-2006 shall be decommissioned per Department of Health recommendations. This shall be included in the demolition permit through the Building Department for the home.

SOLID WASTE

PW27. Solid waste service is currently provided by the City of Poulsbo, but is anticipated to transition to Bainbridge Disposal in the spring of 2027. Anticipate solid waste service for this project to be provided by Bainbridge Disposal.

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.

PW29. Lots accessed by private streets will be required to place solid waste containers curbside on public right-of-way. The requirement shall be stated in the CC&R's prior to final plat approval. An area in the public street adjacent to the private street sufficient to accommodate solid waste and recycle cans for the number of units served by the private should be set aside and identified for that purpose.

STORMWATER

PW30. Stormwater pond and/or vault tracts ownership shall be dedicated to the City on the face of the plat. Prior to final plat it shall be determined to the satisfaction of the Public Works.

PW31. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater conveyance and 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.

GENERAL CONDITIONS

PW32. 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.

PW33. Design and Development Standards: Design shall be subject to the following Standards:

- City of Poulsbo Utility Comprehensive Plans
- 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

PW34. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW35. No walls or structures shall be permitted in utility easements unless approved at time of construction review.

PW36. Placement of landscape plantings and/or street trees shall not interfere with utilities or sight distance. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code my need to be relocated or removed from the final landscape plan.

SUBMITTAL AND APPROVAL

PW37. 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.

PW38. 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.

PW39. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD as well as PDF.

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 General Facility Charges (connection fees) are required to be 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.

PW42. No General Facility Charge (GFC) credit is available for the existing home on parcel 242601-3-005-2006 as the home is on well and septic.