



Notice of Administrative Decision

Date: 11/01/2018

To: Gary Lindsey, glindseyinc@gmail.com
Interested Parties and Parties of Record

RE: Permit Number: 18-03861
Project Name: SS #7441 – Finn Hill 4 Lot Preliminary Short Plat – Inter Local Agreement with The City of Poulsbo UGA
Type of Application: Preliminary Short Plat

THE DECISION OF THE DEPARTMENT IS FINAL, UNLESS APPEALED TO THE KITSAP COUNTY HEARING EXAMINER ON OR BEFORE 14 DAYS FROM THE DATE OF DECISION PER KITSAP COUNTY CODE 21.04.290.

The written appeal shall be made on, or attached to, an appeal form found on DCD's website: <https://www.cognitofirms.com/KitsapCounty1/AppealObjectionOfAnAdministrativeDecision>.

Please note affected property owners may request a change in valuation for property tax purposes, notwithstanding any program of revaluation. Please contact the Assessor's Office at 360-337-5777 to determine if a change in valuation is applicable due to the issued Decision.

The complete case file is available for review at the Department of Community Development; if you wish to view the case file or have other questions, please contact help@kitsap1.com or (360) 337-5777. Please note DCD is open Monday to Thursday from 8:00am to 4:00pm and on Friday from 9:00am to 1:00pm except holidays.

CC: Applicant: Gary Lindsey, Glindseyinc@gmail.com
Owner: Poulsbo LLC
Engineer: Map LTD, patf@map-limited.com
Surveyor: AES Consultants aes@bainbridge.net
Health District
Public Works
Parks
Navy
DSE
Kitsap Transit
North Kitsap Fire District
North Kitsap School District
Puget Sound Energy

18-03861, SS #7441 - Finn Hill 4 Lot Preliminary Short Plat - Inter Local Agreement with The
City of Poulsbo UGA
11/01/18

City of Poulsbo Planning Director: Kboughton@cityofpoulsbo.com City of Bremerton
Planning Director: gus.garcia@ci.bremerton.wa.us City of Port Orchard Planning
Director: Nbond@cityofportorchard.us Point No Point Treaty Council
Suquamish Tribe
WA State Dept of Ecology-SEPA
WA State Dept of Ecology-Wetland Review
WA State Dept of Transportation
Interested Parties: Jeff Coombe, jeff@jcmpm.com
DCD Staff Planner: Peggy Bakalarski
DCD File 18-03861



Kitsap County Department of Community Development

October 31, 2018

Gary Lindsey
PO Box 2038
Poulsbo, WA 98370

Glindseyinc@gmail.com

RE: Short Subdivision #7441
Permit No. 18-03861
Tax Account No. 152601-2-047-2009 & 152601-2-048-2008

Dear Gary:

This is to inform you that the above-referenced Short Subdivision has been granted approval. Please be aware that Kitsap County DCD ratifies the review of the City of Poulsbo. This review structure is required by the interlocal agreement with the City.

Conditions of Approval

Poulsbo Planning and Economic Development Department Conditions:

1. Final recording documents shall be in substantial conformance with the Finn Hill Short Plat drawing date stamped "Received August 3, 2018 PED Department", and included as Exhibit B.
2. City Development Standards are applicable to modification and development of the project in accordance with the Interlocal Agreement.
3. The plat drawing shall show development standards consistent with Poulsbo Municipal Code 18.70.050 Development standards in RL zone.
4. Prior to the issuance of building permits, the applicant will need to submit building clearance applications to the Health District for review. The applications must also include binding water availability letters and sewer availability letters for each proposed residential structure.

Public Works Department Conditions:

Engineering Division:

GENERAL

5. Development of lots must be consistent with requirements of the Utility Extension Agreement. A copy of the Utility Extension Agreement, including no protest of annexation, must be recorded against each lot prior to building permit issuance in

coordination with the City of Poulsbo.

6. 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.
7. 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 short plat drawing are approved in concept only and are not considered approved for construction. Approval of the preliminary short plat does not constitute approval of any construction drawings submitted with the preliminary short plat approval documents. Civil construction drawings must be submitted directly to the Engineering Department.
8. 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.
9. "City of Poulsbo Construction Standards and Specifications, July 2008" are published on the City website within the Public Works/Engineering Department page and shall dictate utility and road infrastructure standards for this short plat.
10. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
 - a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.
 - d. All elements on the drawings shall be legible as determined by the City Engineer.

STORMWATER

11. 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 storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapter 13.17, and Chapters 12.02.030 and 12.02.040 which provide further guidance on design manual and threshold criteria within compliance of NPDES Phase II Permit.
 - b. City of Poulsbo standards and ordinances
 - c. All conditions of approval associated with any clearing and/or grading permits
12. Ownership and maintenance of stormwater systems serving short plats will remain the responsibility of the Lots being served. Tracts or easements shall be clearly described on the face of the plat. Specific responsibilities and cost reimbursements for routine maintenance, record keeping and repairs shall be on the face of the plat.

SANITARY SEWER and WATER

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

STREETS

14. The developer's engineer shall certify that there is adequate entering sight distance at the intersection of the project and Finn Hill. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The certification shall also note necessary measures to correct and maintain the minimum sight triangle.
15. The driveway entrance shall be brought into compliance with ADA. Likely this means the entrance will be required to be replaced.
16. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
17. Frontage improvements shall include construction of a piped drainage system.
18. Driveways are generally not permitted on minor arterials (Finn Hill) and when they are necessary they shall be shared and operate similar to a minor private road. In this instance the shared driveway shall be constructed such that vehicles will be able to turn around and will not be permitted to back into Finn Hill.

OTHER

19. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
20. Work hours shall be strictly adhered to as regulated by Poulsbo Municipal Code 15.32. Construction activity shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and the hours of 8:00 a.m. and 7:00 p.m. on

Saturday, Sunday, and Federal, State, and City observed holidays. Work requiring inspection by the City must be performed between 7:00 a.m. and 3:30 p.m. weekdays.

21. All contractors and subcontractors conducting business in the City of Poulsbo shall have a valid City of Poulsbo business license and a State of Washington Contractor's License with appropriate endorsements.
22. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
23. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway shall be the responsibility of the property owners served by the driveway.
24. 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 PMC 13.20). 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.
25. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

Utilities Division:

SERVICE AVAILABILITY

26. 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.

WATER

27. All lots shall be connected to city water.
28. Water service to the area is currently supplied from an 8-inch main on Finn Hill road.
29. 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.
30. Locate meters in a single bank when possible. The meter bank should be located in the right of way behind the sidewalk in landscaping or grass and not in a paved hard surface.
31. A separate irrigation meter may be used if desired.
32. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required for this type of application shall be a double check valve assembly.
33. All water systems shall be publicly owned up to and through the water meter. For fire mains, the City shall own up to the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width.

IRRIGATION (if proposed)

34. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
35. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
36. The double check valve assembly shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.
37. All Private wells located on site shall be decommissioned per the Department of Health requirements.

SEWER

38. All lots shall be connected to City sewer.
39. Sewer service to the area is currently supplied from an 8-inch pipe located on Finn Hill.
40. Sewer connection fees are based on water meter size.
41. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

42. Waste water discharges from the proposed development into the City of Poulsbo's sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.
43. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.
44. All septic systems located on site shall be decommissioned per the Department of Health requirements.

SOLID WASTE

45. Solid waste at this time is not provided by the City of Poulsbo. If in the future the properties annex into the City, Poulsbo will provide solid waste.
46. In general garbage cans shall be placed curb side on Finn Hill road.

GENERAL

47. 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 owners responsibility.
48. Design and Development Standards: Design shall be subject to the following Standards:
 - a. City of Poulsbo Utility Comprehensive Plan
 - b. City of Poulsbo Design, Development and Construction Standards
 - c. City of Poulsbo Municipal Code
 - d. Washington State Department of Health Design Standards
 - e. Washington State Department of Ecology's Criteria for Sewage Works Design
 - f. American Public Works Association/Department of Transportation Standard Specifications
49. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
50. No walls or structures shall be permitted in utility easements.
51. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.
52. Appropriate easements shall be provided for public and private utilities.
53. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.
54. Water and sewer mains and service lines shall not be located under or through stormwater treatment and/or infiltration in right-of-way, dedicated tract, or dedicated

easement.

SUBMITTAL AND APPROVALS

- 55. 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.
- 56. 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.
- 57. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

CONNECTION FEES and ASSESSMENTS

- 58. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.
- 59. Utility connection fees are paid based on the current fee at the time of building permit issuance. The connection fee is due at the time of building permit. Early payment and reservation of water connection are not provided for in Poulsbo Municipal Code. Sewer connection fees are based on water meter size.

Please have the City Engineer sign the drawings prior to recording. At the time of recording all taxes will need to be paid in full through the current year. Email me when you are ready to record. pbakalar@co.kitsap.wa.us

Sincerely,



11/01/18

Peggy Bakalarski, Project Lead



11/01/18

Shawn Alire, Development Services and Engineering
Supervisor

Cc: AES Consultants, Inc. Aes@bainbridge.net
City of Poulsbo - Eberghoff@cityofpoulsbo.com
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