

# POULSBO RECYCLE CENTER

## Site Assessment Report

Prepared For:  
Kitsap County Solid Waste Division  
Attn: Michelle Miller  
619 Division Street  
Port Orchard, WA 98366



COPY

Prepared By:  
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# **POULSBO RECYCLE CENTER SITE ASSESSMENT REPORT**

**PREPARED FOR:**

**KITSAP COUNTY  
SOLID WASTE DIVISION  
Attn: Michelle Miller  
619 Division Street  
Port Orchard, WA 98366**

**PREPARED BY:**

**N.L. OLSON & ASSOCIATES INC.  
2453 Bethel Avenue  
Port Orchard, WA 98366  
May 2007**

June 11, 2007

Michelle Miller  
**KITSAP COUNTY**  
Solid Waste Division  
614 Division Street  
Port Orchard, WA 98366

**RE: POULSBO RECYCLE CENTER**  
**Site Assessment Study**

Ms. Miller:

As requested, a study of the subject site was performed to determine the amount of usable land, permitted uses within the zoning, permit requirements associated with the possible uses, availability of utilities, critical areas and their potential impacts on future development, and storm drainage requirements. Provided below are the Findings from the Study:

**FINDINGS**

<b>GENERAL SITE DATA</b>	
Address	21868 Viking Way Poulsbo, WA
Assessor's Account No.	102601-4-028-2003
Area	5.54 Acres
Zoning	Light Industrial
Adjacent Zoning	North – Light Industrial South – Business Park East – Residential Low West - Commercial
Set Backs	Front – 25 feet Side – none Rear – none Yards Abutting Residential District – 50 feet

**Site Description**

The site is currently used as a recycling facility serving the North Kitsap area. The general site features are as follows: The southwest portion of the site contains the recycling area. This area has been graded off relatively flat and covered with crushed surfacing top course. Located south of the recycling area, extending along the south edge of the property is a gravel access road used by

the residents living on adjacent property to the southeast. A detention facility that serves the existing improvements is located east of the recycling area. This detention facility discharges into a seasonal stream. The seasonal stream runs in a north – south orientation. This seasonal stream bifurcates the property and is located approximately 140 feet from the east property line. Immediately north of the recycling area is a small grassy area. The remaining portions of the site located north and east of the grassy area are covered with mature second growth forest.

## **Topography**

The topography of the site is gentle with a general declivity from northwest to southeast of approximately 7%, with grades approaching 10% closer to the seasonal stream. The area currently being used for the recycling area has been graded flat with a minor slope strictly for drainage purposes. No areas on the site contain topographical features that would preclude future development. See Exhibit D

## **Soils**

On site soils consist of two main types based upon the USDA Soil Conservation Service soil classification map. These two main soil types are:

1. (37) Norma fine sandy loam – deep poorly drained soil. It is formed in mixed glacial alluvium. Typically the soil layer is very dark grayish brown fine sandy loam about 8 inches thick. The subsoil is distinctly mottled, light olive brown fine sandy loam about 14 inches thick. The substratum to a depth of 60 inches is mottled, olive gray and dark yellowish brown stratified sandy loam, clay loam, and loamy sand. Permeability of this soil is moderately rapid. The available water capacity is high. The hazard of water erosion is slight
2. (39) Poulsbo gravelly sandy loam – moderately deep, moderately well drained soil. It formed in glacial till. Typically the surface of this soil is covered by a 2 inch mat of decomposed and partially decomposed needles, leaves, and wood fragments. The subsurface layer is dark grayish brown gravelly sandy loam about 2 inches thick. The subsoil is dark brown and dark yellowish brown gravelly sandy loam about 22 inches thick. The substratum is a weakly-silica-cemented hardpan about 4 inches thick over very compact, gravelly sandy loam glacial till. Depth to the hardpan layer ranges from 20 – 40 inches. Permeability of this soil is moderately rapid above the3 hard pan layer and very slow through the pan. The available water capacity is low.

## Permitting

Land Use. The current zoning on the site is Light Industrial. This zoning allows for the following general uses:

1. Services and Retail Amusement
2. Assembly – Manufacture of Products
3. Processing and Storage
4. Aggregate Products
5. Government Services and Public Utilities

For a Zoning Map and more specific list of the allowed uses, refer to Exhibit A in the Appendix.

The first step in the Land Use process would be to apply for a Pre-Application Conference. The Pre-Application Conference allows the applicant to present the project to the City Staff. The City has personnel present from Planning, Engineering, Building, and Fire Departments. These personnel review the project, confirm the requirements, and the process that must be completed in order for the project to receive land use approval. Provided below is a summary of the steps that will most likely be required for land use approval.

1. Pre-Application Conference. Based upon the list of allowable uses in the Light Industrial Zone and the respective approvals, I believe a Conditional Use Permit (CUP) will be required for this project. This is a two step process and will require a public hearing
2. Submit Condition Use Permit application. This application will consist of the following documents:
  - Preliminary plans – topographical survey, site plan, utility plan, storm drainage/grading plan.
  - SEPA – environmental checklist
  - Preliminary storm drainage report
  - Stream delineation/wetland report
  - Water/sewer availability (if applicable)
3. Once the application is deemed complete, a technical review meeting will be scheduled. In this meeting Staff will present their comments on the project as they will be presented to the Hearing Examiner
4. Hearing Examiner will hear the project in a public hearing open to the general public.
5. Hearing Examiner renders the decision. There is a two week appeal period. If no appeals are filed, the project is placed on the agenda for City Council review.
6. City Council reviews the project. Staff presents the project to the council. A presentation by the applicant may be necessary. City Council approves or denies the project.

7. If project is approved, Land Use approval is granted.
8. Final Construction plans, this includes both site plans and building plans, are prepared and submitted for review and approval. Final Construction plans must include and address any and all conditions of approval that were placed upon the project during the land use process.

### **Access**

Access to the site is currently achieved off of Viking Way. It is shared with the private residence located off the southeast corner of the site. The property also abuts Vetter Road, but the seasonal stream would have to be crossed in order to access Vetter Road. This would most likely be difficult to permit, would require some form of mitigation, and would therefore be cost prohibitive.

If future development on site would generate a substantial number of additional trips per day, a Traffic Impact Analysis (TIA) report may have to be prepared. This TIA would indicate any other improvements or modifications that may have to be performed in order to maintain the proper level of service for the roads being accessed.

### **Utilities**

Utilities present in Viking Way include: sewer, power, water, and phone.

### **Storm Drainage**

The current storm water facilities consist of a storm water collection and conveyance system and detention facility. This system is comprised of a series of catch basins to collect the surface water and storm pipes to convey the surface water into the detention facility. These facilities were designed and constructed to only serve the existing improvements on site. Any additional impervious area created will have to be treated by some form of approved water quality feature. If more than 5,000 SF of new impervious area is created then water quantity as well as water quality control measures will have to be implemented to serve the newly created impervious area.

Depending upon the extent of future development, additional storm drainage facilities will most likely be required. These facilities will be both water quantity and water quality facilities. The water quantity issue could be addressed by increasing the size of the existing detention pond or constructed a new detention pond. The water quality component would most likely be addressed by the construction of a new facility. It does not appear as if the creation of new storm drainage facilities to address future development would pose a problem for the project.

## **Critical Areas**

One small seasonal stream and no wetlands were identified on site. The small seasonal stream (Stream 1) is ephemeral and does not contain salmonids or salmonid habitat and therefore is considered a regulated Type III stream according to the City of Poulsbo Critical Areas Ordinance (16.20.180). Stream 1 will have a 20 foot buffer according to the City of Poulsbo Critical Areas Ordinance (16.20.190 B1). Two off site wetlands were identified to the north and south of the property boundary. It was determined that neither wetland has a buffer that would extend beyond the stream buffer on the site and therefore were not identified on the site map. Please refer to the Stream Delineation Report prepared by GeoEngineers for a complete description, explanation of methods, results, and conclusions. This report can be found in the Appendix, Exhibit B.

## **Usable Area**

As indicated on the Site Assessment Plan (Exhibit C in the Appendix), there are 3.25 acres of usable land available. This area is depicted by the cross hatched portions of the site. The following areas were subtracted from the total area to achieve the 3.25 acres of usable area.

- Front Yard Setback (25')
- Access road to adjacent residence located along the south edge of the property and associated fill slope.
- Existing storm water detention facility
- Type III Stream associated 20 foot buffers and area east of stream to the east boundary of the property.

## **SUMMARY**

The Findings from our Study are summarized below:

- The site contains 3.25 acres of usable land.
- The topography is very gentle. Excessive grading will not be required in order to develop the site for future use.
- The critical areas on site are limited to a Type III Stream. The setbacks from this stream are only 20 feet; therefore the impact is fairly minimal.
- On site soils are favorable for development.
- The existing access to the site should be adequate for future development. As stated in the Findings, if the future development would generate a substantial number of additional trips per day, then some form of improvements may be required.

- The storm drainage facilities will have to be upgraded/expanded. This should not be difficult and would be anticipated with any future development. If an open detention facility occupies too much area, then a below grade detention facility could be designed to address the future development.
- Utilities are readily available in Viking Way.

Upon review of the information presented above, if you should have any questions, comments, or require additional information please do not hesitate to contact me at (360) 895-0896. Thank you.

Sincerely,

Robert Baglio  
N.L. Olson & Associates Inc.

# **APPENDIX**

**Chapter 18.32  
LIGHT INDUSTRIAL DISTRICT (LI DISTRICT)**

**Sections:**

- 18.32.010 Purpose.**  
**18.32.020 Uses.**  
**18.32.030 Height regulations.**  
**18.32.040 Lot requirements.**  
**18.32.050 Signs.**  
**18.32.060 Landscaping.**  
**18.32.070 Off-street parking and loading.**  
**18.32.080 Other required conditions.**

**18.32.010 Purpose.**

The purposes of the light industrial district are to provide sites for activities which require manufacturing, processing, fabrication, storage, and wholesale trade.

- A. Protect the community from traffic congestion and facilitate planning for the timely expansion of associated services and utilities to support development consistent with the comprehensive plan.  
 B. Promote high standards of site planning and landscape design for industrial developments in the city.  
 C. Provide employment opportunities for existing and future residents of the city and those of adjacent communities.  
 D. Ensure compatibility with adjacent land uses. (Ord. 2003-10 § 1 (Exh. A, II(E)(1)), 2003)

**18.32.020 Uses.**

The following Table 18.32.020 is a list of examples of allowable uses in the light industrial district. The appropriate review, as listed, is mandatory.

"P" — Permitted uses

"C" — Conditional uses which may be permitted, subject to the provisions of Chapter 18.76, Conditional Use Permits

"R/A" — Uses permitted subject to review and approval subject to the provisions of Title 19, Project Permit Application Procedures

"X" — Uses specifically prohibited

**Table 18.32.020—Industrial Use**

	Light Industrial or LI District Uses	LI
A.	Services and Retail Amusements	
1.	Electroplating	P
2.	Laundry for carpets, overalls, rugs, and rug cleaning, using nonexplosive and nonflammable cleaning fluids	P
3.	Parcel delivery service	P
4.	Veterinary or dog and/or cat hospital	P
5.	Ambulance service	P
6.	Vehicle towing service storage	P
7.	All types of automobile, motorcycle, truck, and equipment sales, service, repair, and rental	P
8.	Boat building, sales, and repair	P
9.	Fuel oil distributors	P
10.	Service commercial uses such as banks, restaurants, cafes, and automobile service stations located to serve adjacent industrial areas	R/A
11.	Retail or combination retail/wholesale lumber and building materials yard	P
12.	Mobile home, trailer sales, storage, and rental	P
13.	Amusement park	C

14	Circus, carnival or other type of transient and outdoor amusement enterprises	R,A
15	Race track; auto or motorcycle	C
B.	Assembly—Manufacture of Products	
1	Assembly and fabrication of sheet metal products	P
2	Assembly, manufacture, compounding, or treatment of articles or merchandise from the following previously prepared materials: bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, lacquer, leather, paper, plastics, precious or semi-precious metals or stones, shell, textiles, tobacco, wood (excluding sawmills, lumber mills and planing mills), yarns, and paint	P
3	Manufacture, compounding, processing, packaging, or the treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, perfumed toilet soap, toiletries, food, and beverage products	P
4	Manufacture of pottery and figurines or other similar ceramic products, using only previously pulverized clay	P
5	Manufacture and maintenance of electric and neon signs, billboards, or commercial advertising structures	P
6	Manufacture of musical instruments, toys, novelties, rubber or metal stamps	P
7	Manufacture of optical scientific and precision instruments and equipment	P
8	Manufacture of artificial limbs, hearing aids, dentures, surgical instruments, and dressings, and other devices employed by the medical and dental professions	P
9	Manufacture and/or assembly of communication equipment and electronic equipment and supplies	P
10	Printing, publishing, and bookbinding	P
11	Manufacture of asbestos products	C
12	Manufacture of cable	P
13	Manufacture of cans	C
14	Manufacture of candles	C
15	Manufacture of guns	C
16	Ship building, dry dock, ship repair, dismantling	C
17	Manufacture of ammonia	C
18	Manufacture of abrasives	C
19	Manufacture of cellulose and cellulose products	C
20	Manufacture of insecticide and herbicide	C
21	Manufacture of paper and by-products of paper	C
22	Manufacture of paint, oil (linseed), shellac, turpentine, lacquer, or varnish	C
23	Manufacture of roofing paper or shingles, asphalt	C
24	Manufacture of acid	C
25	Manufacture of mobile and manufactured homes	C
C.	Processing and Storage	
1	Spinning or knitting of cotton, wool, flax, or other fibrous materials	P
2	Wholesale business, storage buildings, and warehouses	P
3	Cold storage plants, including storage and office	P
4	Processing uses such as bottling plants, creameries, laboratories, blue printing, and photo copying	P
5	Storage or sale yard for building materials, contractors' equipment, house mover, delivery vehicles, transit storage, trucking terminal, and used equipment in operable condition	C
6	Brewery, distillery, or winery	C

7.	Junkyards or wrecking yards	C
8.	Sawmills, lumber mills, planing mills, and molding plants	C
9.	Animal processing	C
10.	Junk, rags, paper, or metal salvage, storage or processing	C
11.	Rubber, treatment or reclaiming plant, tire retreading, recapping, rebuilding and storage	C
D.	Aggregate Products	
1.	Stone, marble, and granite monument works	C
2.	Manufacture of brick, tile, or terra cotta	C
3.	Manufacture of clay products	C
4.	Concrete mixing plant	C
5.	Manufacture of concrete products	C
6.	Crusher, stone, or rock	C
7.	Manufacture of cement, gypsum or plaster of paris	C
8.	Manufacture of concrete products entirely within an enclosed building	C
E.	Other	
1.	Adult entertainment	P
2.	Welding shop	P
3.	Existing residential use without any increase in density	P
4.	Residential dwelling for caretaker on the industrial property	P
5.	Administrative, educational, and other related activities and facilities in conjunction with a permitted use	P
6.	Aquaculture	C
F.	Utilities, Public Services and Facilities	
1.	Government services and public utilities	P
2.	Educational institutions	P
3.	Sewer, water, and utility transmission line	P
4.	Recycling facilities	P
5.	Sewer, water supply, water conservation and flood control and installations other than transmission lines	P
6.	Wireless communication facility (exceeding 20 feet in height)	C
7.	Wireless communication facility (roof-mounted 20 feet or less in height)	P
8.	Zoos, museums, historic and cultural exhibits and the like	P
9.	Parks and recreational facilities	P

(Ord. 2003-10 § 1 (Exh. A, II(E)(2)), 2003)

**18.32.030 Height regulations.**

No building or structure shall exceed thirty-five feet in height. (Ord. 2003-10 § 1 (Exh. A, II(E)(3)), 2003)

**18.32.040 Lot requirements.**

- A. Lot area: six thousand square feet.
- B. Lot width: none.
- C. Lot depth: none.
- D. Front yard: twenty-five feet.
- E. Side yard: none.

- F. Rear yard: none.
- G. Lot Coverage. Maximum lot coverage by buildings or structures shall not exceed sixty percent.
- H. Yard Abutting a Residential District. The minimum lot setback shall be fifty feet for any yard abutting a residential zone unless berming and landscaping or other screening approved by the director is provided, which will effectively screen and buffer the industrial activities, from the residential zone which it abuts; in which case, the minimum setback may be twenty-five feet. No structures, open storage, or parking shall be allowed. (Ord. 2003-10 § 1 (Exh. A, II(E)(4)), 2003)

**18.32.050 Signs.**

Signs shall be permitted according to the provisions of Chapter 18.64, Sign Code. (Ord. 2003-10 § 1 (Exh. A, II(E)(5)), 2003)

**18.32.060 Landscaping.**

Not less than fifteen percent of the lot area shall be landscaped and such landscaping plan shall be subject to the approval of the director. Landscaping types as set forth in Section 18.60.060(B) shall be as follows:

- A. LI adjacent to R zones: Type IV.
- B. LI adjacent to C, BP zones: Type II.
- C. LI adjacent to LI zone: Type III. (Ord. 2003-10 § 1 (Exh. A, II(E)(6)), 2003)

**18.32.070 Off-street parking and loading.**

Off-street parking and loading shall be provided as required by Chapter 18.52, Off-Street Parking and Loading. In addition, no off-street parking or loading shall be allowed within fifty feet of an adjacent residential zone, unless the director finds that a buffer will exist that effectively screens the parking and loading from the adjacent residential zone, in which case, no off-street parking or loading shall be allowed within twenty-five feet of an adjacent residential zone, or within ten feet of a public right-of-way or access easement. Off-street parking or loading may be permitted within the side yard but not within a required front yard area. (Ord. 2003-10 § 1 (Exh. A, II(E)(7)), 2003)

**18.32.080 Other required conditions.**

- A. In any LI district directly across the street from any residential district the parking and loading area and outdoor display or storage areas shall be set back at least ten feet from the right-of-way, except for required front yard setbacks, and said areas shall be appropriately landscaped along the residential street frontage to protect the character of the adjoining residential property. Such landscaping shall be maintained.
- B. All business, service repair, processing, storage, or merchandise display on property abutting or across the street from a lot in any residential zone, shall be conducted wholly within an enclosed building unless screened from the residential zone by a sight-obscuring fence or wall.
- C. See Chapter 18.48, Provisions Applying to Special Uses, where applicable.
- D. See Chapter 18.60, Special Development Standards and Design Guidelines. (Ord. 2003-10 § 1 (Exh. A, II(E)(8)), 2003)

CITY OF POULSBO  
KITSAP COUNTY, WASHINGTON  
Zoning Ordinance Map

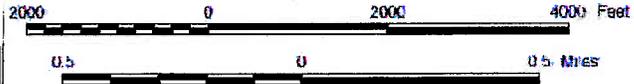
LEGEND

- City Limits
- Urban Growth Area
- Residential Low
- Residential Medium
- Residential High
- Light Industrial
- Business Park
- Commercial
- Redevelopment Zone
- Downtown Core 3/1
- Redevelopment Zone 4/2
- Master Plan 4/2
- Viking Avenue Commercial 4/2
- Church

**SUBJECT  
SITE**

- NE YOUNGWOOD ST
- WEATHERVANE LN NE
- BIRD LAGOON BL NE
- CHERRY BLOSSOM LP NE (PVT)
- NE ANGEL OAK CT (PVT)
- NE FLOWERING DOGWOOD CT (PVT)
- NE GOLDENHAIN CT (PVT)
- NE HONEY LOCUST CT (PVT)
- WILD CHESTNUT PL NE (PVT)
- SUGAR MAPLE PL NE (PVT)
- HAMILTON CT NE
- WEEPING BEACH CT NE (PVT)
- WHISPERING WILLOW PL NE (PVT)
- NW STAFFORDSHIRE CT

Concur Interval 20 feet  
 Feet in 100's  
 Feet in 20's





**FOR CITY USE**

Rec'd By: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_

# City of Poulsbo PRE-APPLICATION

**This application must be accompanied by a fee as required by the City's current fee schedule.**

This pre-application form must be accompanied by **fifteen (15) copies of a site plan or 5 full size and 10 reduced to 11X17 inches**, drawn to a scale of not less than one inch (1") to forty feet (40'); the site plan shall contain sufficient detail to review and evaluate the proposal (use Exhibit A as a guideline). In addition, a **vicinity map** shall be included which clearly locates the site in relation to arterial streets, natural features, landmarks, and municipal boundaries. Please fill out all applicable information.

<b>Type of Permit being requested (i.e. site plan, short plat, pre plat, CUP, ADU, etc):</b>	
<b>Summary of Proposal:</b>	
<b>Name of Property Owner:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>Name of Applicant or project representative if other than above:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>Street address of project site:</b>	
<b>General location of site:</b>	<b>Assessor's tax number:</b>
<b>Zoning:</b>	<b>Comprehensive Plan Designation:</b>
<b>Existing Use of the Property:</b>	
<b>Description of Proposed Use:</b>	
<b>Dimension of Property:</b>	<b>Total Area of Property:</b>
<b>Number of lots proposed:</b>	
<b>Maximum lot size:</b>	

<b>Density per net acre:</b> (Please be aware that the City of Poulsbo requires a minimum density of 4 dwelling units per net acre).				
<b>Dimensions of proposed building(s):</b>				
<b>Square footage of proposed building(s):</b>				
<b>Retail:</b>	<b>Office:</b>	<b>Storage:</b>	<b>Residential:</b>	<b>Industrial:</b>
<b>TOTAL AREA:</b>				
<b>Dimensions of any existing building(s):</b>				
<b>Square footage of existing building(s):</b>				
<b>Retail:</b>	<b>Office:</b>	<b>Storage:</b>	<b>Residential:</b>	<b>Industrial:</b>
<b>TOTAL AREA:</b>				
<b>Proposed Building Height:</b>			<b>Number of Stories proposed:</b>	
<b>Square feet per story:</b>			<b>Proposed setbacks from property line:</b>	
1)			<b>North:</b>	<b>ft.</b>
2)			<b>South:</b>	<b>ft.</b>
3)			<b>East:</b>	<b>ft.</b>
<b>Basement:</b>			<b>West:</b>	<b>ft.</b>
<b>Current usage of adjacent properties:</b>				
<b>North:</b>				
<b>South:</b>				
<b>East:</b>				
<b>West:</b>				
<b>Number of parking stalls proposed:</b>				
<b>Proposed percentage of site covered by impervious surfaces:</b> %				
1) Existing amount (in square feet) of impervious surfaces:				
2) Proposed amount (in square feet) of impervious surface:				
<b>Percentage of site covered by the building footprint:</b> %	<b>Percentage of site to be covered by landscape:</b> %	<b>Percentage of parking lot to be landscaped:</b> %		

<b>Percentage of site to remain undisturbed:</b> %	<b>Proposed source of water:</b>	<b>Proposed method of sewage disposal:</b>
<b>Description of all Critical Areas on Property:</b>		
<b>Other information pertinent to your application:</b>		

Which Planner have you been working with (if any)? \_\_\_\_\_





## Exhibit A

# SITE PLAN CONTENTS

**Use the following as a guideline when developing your site drawings for the pre-application conference. This level of detail is not required for the pre-application, but will result in a more complete review of your proposal. This level of detail will be required at complete application submittal.**

1. A vicinity map drawn to a scale not less than 1" to 200', which shall contain sufficient area and detail to clearly locate the site in relation to arterial streets, natural features, landmarks and municipal boundaries.
2. A certified legal description of the property.
3. A completed SEPA Environmental Checklist, if required by the SEPA Official.
4. A site plan, with critical areas mapped, drawn to a scale of not less than 1" to 40', to include:
  - a. A vicinity map showing the location of the property and surrounding properties. A copy of assessor's quarter section map may be used to identify the site.
  - b. Dimensions and orientation of the parcel.
  - c. Location of existing and proposed buildings and structures showing the intended use of each, and, if appropriate, the number of dwelling units.
  - d. Drawings and dimensions of proposed buildings and structures.
  - e. Location of walls and fences, indication of their height and construction materials.
  - f. Existing and proposed topography at contour intervals of no more than five feet.
  - g. Streets adjacent to, surrounding or intended to serve the property; curb cuts and internal pedestrian and vehicular traffic circulation routes.
  - h. Existing and proposed exterior lighting.
  - i. Location and size of exterior signs and outdoor advertising.
  - j. General location and configuration of proposed landscaping.
  - k. Location and layout of off-street parking and loading facilities.
  - l. Location of utility and drainage facilities.
  - m. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations including any appropriate special design guidelines. See pre application conference letter.
  - n. Zoning of adjacent property.
5. A preliminary landscaping plan.
6. Any other materials which the Director determines are required to adequately describe the proposal.

**Chapter 18.76**  
**CONDITIONAL USE PERMITS**

**Sections:**

- 18.76.010 Purpose.**  
**18.76.020 Authority.**  
**18.76.030 Application.**  
**18.76.040 Investigation and report.**  
**18.76.050 Public hearings.**  
**18.76.060 Action by the review authority.**  
**18.76.070 Appeal.**  
**18.76.080 Revocation.**  
**18.76.090 Limitation on new applications.**  
**18.76.100 Notification of action.**

**18.76.010 Purpose.**

In certain zones, conditional uses may be permitted, subject to the granting of a conditional use permit. Because of their unusual characteristics, or of the special characteristics of the area in which they are to be located, conditional uses require special consideration so that they may be properly located with respect to the objectives of this title and their effect on surrounding properties. (Ord. 2003-10 § 1 (Exh. A, VII(C)(1)), 2003)

**18.76.020 Authority.**

All conditional use permits shall be processed as Type III applications according to the provisions of Title 19. Changes in use, expansion, or contraction of site area, or alteration of structures or uses classified as conditional and existing prior to the effective date of this title shall conform to all regulations pertaining to conditional uses. (Ord. 2003-10 § 1 (Exh. A, VII(C)(2)), 2003)

**18.76.030 Application.**

A property owner or any interested person may make application for a conditional use permit which shall be made to the director in a manner prescribed by the city. Such application shall be accompanied by a site plan as provided by Chapter 18.68. (Ord. 2003-10 § 1 (Exh. A, VII(C)(3)), 2003)

**18.76.040 Investigation and report.**

The director shall make an investigation of the application and shall prepare a report thereon, which shall be submitted to the review authority and made available to the applicant prior to the public hearing. (Ord. 2003-10 § 1 (Exh. A, VII(C)(4)), 2003)

**18.76.050 Public hearings.**

Before a conditional use is permitted, the proposed conditional use shall be considered by the review authority at a public hearing. (Ord. 2003-10 § 1 (Exh. A, VII(C)(5)), 2003)

**18.76.060 Action by the review authority.**

The review authority may approve, approve with conditions, or disapprove the application for a conditional use permit. In permitting a conditional use the review authority may impose, in addition to regulations and standards expressly specified in this title, other conditions found necessary to protect the best interests of the surrounding property or neighborhood, or the city as a whole. These conditions may include requirements increasing the required lot size or yard dimensions, increasing street widths, controlling the location and number of vehicular access points to the property, increasing the number of off-street parking or loading spaces required, limiting the number of signs, limiting the coverage or height of buildings or structures because of obstructions to view and reduction of light and air to adjacent property, limiting or prohibiting openings in sides of buildings or structures or requiring screening and landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area, and requirements under which any future enlargement or alteration of the use shall be reviewed by the city and new conditions imposed.

A. In order to grant any conditional use, the review authority must find that the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of the persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the city.

B. The decision of the review authority shall be final. A council decision may be appealed to a court of jurisdiction.

C. A conditional use permit shall become void one year after approval, or after such greater or lesser time as may be specified as a condition of approval, unless within that time the required building construction, alteration or enlargement has been commenced and diligently pursued, or if no such construction, alteration or enlargement is required, unless the permitted activity is being regularly conducted on the premises. The review authority may extend the permit for a period of one year. (Ord. 2003-10 § 1 (Exh. A, VII(C)(6)), 2003)

**18.76.070 Appeal.**

The applicant or any interested person may appeal the decision of the review authority as set forth in Title 19. (Ord. 2003-10 § 1 (Exh. A, VII(C)(7)), 2003)

**18.76.080 Revocation.**

The review authority, on their own motion, may revoke any conditional use permit for noncompliance with conditions set forth in the granting of said permit after first holding a public hearing as provided in Title 19 for Type III application. The foregoing shall not be the exclusive remedy, and it shall be unlawful and punishable hereunder for any person to violate any condition imposed by a conditional use permit. (Ord. 2003-10 § 1 (Exh. A, VII(C)(8)), 2003)

**18.76.090 Limitation on new applications.**

In a case where an application is denied by the review authority specifically stated to be without prejudice, it shall not be eligible for resubmittal for the period of one year from the date of said denial, unless, in the opinion of the review authority, new evidence is submitted or conditions have changed to an extent that further consideration is warranted. (Ord. 2003-10 § 1 (Exh. A, VII(C)(9)), 2003)

**18.76.100 Notification of action.**

Notification shall be as provided by Title 19. (Ord. 2003-10 § 1 (Exh. A, VII(C)(10)), 2003)

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<b>FOR CITY USE</b>
Rec'd By: _____ Receipt #: _____

# City of Poulsbo CONDITIONAL USE PERMIT APPLICATION FORM Type III Permit

**PROJECT NAME:** \_\_\_\_\_

In accordance with Poulsbo Municipal Code Section 18.76, Conditional Use Permit, all applications for a Conditional Use Permit in the City of Poulsbo must be filed with the Planning Department on a City application form, together with all fees, plans, maps, and any other information required by the Department.

**Please review your pre-application conference letter CAREFULLY. This letter includes requirements and additional information regarding your application submittal, including applicable fees.**

If applicable, this application form must be accompanied by **three (3) full sized copies** of a plat plan, drawn to a scale of not less than one inch (1") to forty feet (40'), and shall contain sufficient detail to review and evaluate the proposal. In addition, a **vicinity map** shall be included which clearly locates the site in relation to arterial streets, natural features, landmarks, and municipal boundaries.

If the Conditional Use Permit is also in conjunction with another land use permit application, the other applicable permit application will need to be completed and submitted in conjunction with this application.

<b>Name of Property Owner:</b>		<b>Phone:</b>
<b>Address:</b>		
<b>Name of Applicant or project representative if other than above*:</b>		<b>Phone:</b>
<b>Address:</b>		
* If the applicant is not the owner, the owner's signed and notarized authorization to make application for the proposed plat <u>must</u> accompany this application.		
<b>Common or street address of project site:</b>		
<b>General location of site:</b>	<b>Assessor's tax number(s):</b>	

<b>Zoning:</b>	<b>Comprehensive Plan Designation:</b>
<b>Existing Use of the Property:</b>	
<b>Proposed Use:</b>	
<b>Dimension of Property:</b>	<b>Total Area of Property (gross):</b>
<b>Legal description of property (may be attached with application):</b>	
<b>Current usage/zoning of adjacent property:</b>	
<b>North:</b>	
<b>South:</b>	
<b>East:</b>	
<b>West:</b>	
<b>Percentage and area of site to be in open space, landscaping, recreational amenities:       %       square feet</b>	
<b>Proposed percentage and area of site covered by impervious surfaces:       %       square feet</b>	
<b>Percentage of site to remain undeveloped:       %</b>	
<b>Proposed source of water:</b>	
<b>Proposed method of sewage disposal:</b>	
<b>Description of all Critical Areas on Property (<i>include area and percentage of site</i>):</b>	

**Please describe how the establishment, maintenance, or operation of the use applied for will not be significantly detrimental or injurious to the health, safety, or general welfare of persons living or working in the general neighborhood, or the general welfare of the city.**





# **EXHIBIT B**

**REVISED REPORT  
POULSBO RECYCLE CENTER SITE  
STREAM DELINEATION  
POULSBO, WASHINGTON**

**MAY 3, 2007**

**FOR  
N.L. OLSON & ASSOCIATES, INC.**

**Poulsbo Recycle Center Site  
Stream Delineation  
File No. 1598-029-00**

**May 3, 2007**

**Prepared for:**

**N.L. Olson & Associates, Inc.  
2453 Bethel Road SE  
Port Orchard, Washington 98366**

**Attention: Robert Baglio**

**Prepared by:**

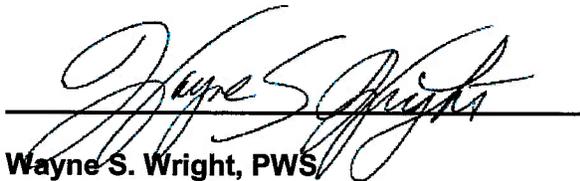
**GeoEngineers, Inc.  
1550 Woodridge Drive SE  
Port Orchard, Washington 98366  
(360) 769-8400**

**GeoEngineers, Inc.**



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**Joseph O. Callaghan  
Senior Biologist**



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**Wayne S. Wright, PWS  
Principal**

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**REVISED REPORT  
POULSBO RECYCLE CENTER SITE  
STREAM DELINEATION  
POULSBO, WASHINGTON  
FOR  
N.L. OLSON & ASSOCIATES, INC.**

**INTRODUCTION**

GeoEngineers, Inc (GeoEngineers) was contracted by N.L. Olson & Associates, Inc. (Olson) to perform a wetland and stream delineation for the proposed expansion of the Poulsbo Recycle Center in Poulsbo, Washington. GeoEngineers biologists conducted a site investigation on March 20, 2007 to identify the presence of wetlands and/or streams on the subject property. One stream feature was identified and delineated, but no wetlands were identified within the property boundary. GeoEngineers evaluated and categorized stream features on the property in general accordance with Title 16 Environment of the Poulsbo Municipal Code Chapter 16.20 Critical Areas.

**PROJECT LOCATION**

The project is located within the city limits of Poulsbo, Washington in the northern portion of Kitsap County (Figure 1 – Vicinity Map). The parcel number for the property is 102601-4-028-2003 and is located near the intersection of Highway 305 and Viking Way NW. The site is bordered to the north, east and south by single-family residence with large forested lots. The western boundary of the site is bordered by Viking Way NW. Access to the site is attained from the west off of Viking Way NW at the existing recycling facility. The parcel size is 5.54 acres and is located in the southeast quarter of Section 10 of Township 26 North, Range 01 East of the Willamette Meridian. The local jurisdiction and lead environmental review is the City of Poulsbo.

**PROJECT DESCRIPTION**

Kitsap County is interested in expanding the Poulsbo Recycle Center in Poulsbo, Washington. This expansion will either include the addition of more recycling resources on the property or the transformation of the property into a satellite household hazardous waste collection facility. The proposed expansion will occur from the existing facility to the north and east and will avoid critical areas and their associated buffers.

**PROJECT SCOPE**

GeoEngineers was retained to identify and classify critical areas and their associated buffers located on or within the vicinity of the project area for initial project planning. The assessment was based upon an evaluation of the presence or absence of wetlands and the identification of stream structure and function according to parameters outlined in the City of Poulsbo Critical Areas Ordinance (16.20.180). This report specifically includes:

- A review of national and county wetland inventory data, county soils data, previous reports associated with the project and other relevant background data for the project area;
- Documentation of the vegetation, soil and hydrologic conditions associated with the stream located on the property;
- Determination of flow regime (seasonal, perennial or ephemeral flow), channel or scour identification, stream gradient and fish and wildlife habitat;

- Determination of the stream typing according to Poulsbo Municipal Code; and
- Determination of required buffer widths according to Poulsbo Municipal Code.

## SITE DESCRIPTION

The south western portion of the site contains the existing Poulsbo Recycle Center with associated dumpsters and outbuildings. The northwestern portion of the site contains a cleared grassy area with a small strip of mature forest to the north. The northeastern portion of the site is composed of mature forest with a seasonal stream flowing to the south along the eastern property boundary. A small stormwater pond is located in the southeastern portion of the site with the outflow draining into the stream to the east. Numerous fill locations from the development of the existing recycling center gravel pad are located in the northwestern portion of the site. These fill pads are covered in Himalayan blackberry (*Rubus armeniacus*) and Scot's broom (*Cytisus scoparius*). One stream feature was identified running from north to south along the eastern edge of the site and no wetland features were identified on site. The site is zoned as light industrial and borders the edge of the Poulsbo city limits (City of Poulsbo 2005).

## METHODS

### PAPER INVENTORY

The Washington State Department of Ecology (Ecology) (1989) recommends a thorough review of existing information regarding a particular site prior to conducting the fieldwork. GeoEngineers scientists conducted a search for pertinent and applicable data and maps. Reviews were conducted of 1991 United States Geological Survey (USGS) topographic map, the 1987 United States Fish and Wildlife Service National Wetland Inventory (NWI) maps, the United States Department of Agriculture (USDA) 1980 *Soil Survey of Kitsap County Area, Washington*, the Washington State Department of Natural Resources (DNR) Forest Practices Application Review System maps of known stream types for Kitsap County (DNR 2002), the Washington Department of Fish and Wildlife (WDFW) *Salmonscape* (WDFW 2007) and the City of Poulsbo critical area maps (City of Poulsbo 2005). GeoEngineers also reviewed recent aerial photographs to determine changes in cover and land use practices that have occurred in the project area (USGS 1990, Kitsap County 2005 and Google Earth 2007).

### FIELD DELINEATION

GeoEngineers scientists visited the site on March 20, 2007 to conduct the field investigation. The weather was partly cloudy during the site visit and the temperature was approximately 60°F. Precipitation in Poulsbo the week prior to our site visit totaled 0.16 inches (Accuweather 2007). Our wetland determination methods followed the guidelines of the *Washington State Wetlands Identification and Delineation Manual* (Ecology 1997) and the *U.S. Army Corps of Engineers Wetland Delineation Manual* ([USACE] 1987). Our stream determination methods followed the guidelines set forth in the USACE regulatory guidance letter on ordinary high water mark (OHWM) identification (USACE 2005).

GeoEngineers investigated the site for indicators of wetland features including hydrophytic vegetation, hydric soils and hydrology. No indicators of wetlands were observed on the site. One stream feature was identified on site and the OHWM was flagged with orange surveyors flagging. A field sketch of our flag locations was transmitted to Olson for reference by surveyors. Site photos are provided in Appendix A and a site map depicting the location of the stream feature is located in Appendix B. A general description of our findings is provided in the results section below.

## **STREAM CLASSIFICATION AND BUFFERS**

The City of Poulsbo uses their own classification system to categorize stream features. The delineated stream located on site was categorized using the City of Poulsbo Critical Areas Ordinance (CAO) (16.20.180). The categories are briefly described as follows:

- Type I Stream. Type I streams are those streams inventoried as "Shorelines of the State" under the city's Shoreline Master Program, pursuant to RCW Ch. 90.58.
- Type II Stream. Type II streams are those streams that are smaller than Type I streams that flow year round during years of normal rainfall or those that are used by salmonids.
- Type III Stream. Type III streams are those that are intermittent or ephemeral during years of normal rainfall and are not used by salmonids.

The classification of streams was based upon an evaluation of stream structures and function. Specifically, the characteristics identified for each stream included:

- Determination of flow regime (seasonal or perennial flow),
- Channel width at ordinary high water discharge,
- Stream gradient, and
- Potential use as fish habitat.

Streams buffers for the streams delineated on site will follow Poulsbo Municipal Code Chapter 16.20.190 B1. These buffers will be measured from the top of the bank or, if that cannot be determined, from the OHWM as surveyed in the field.

## **RESULTS**

### **PAPER INVENTORY**

According to the NWI map (Figure 2), there is one wetland located on the eastern side of the site which extends to Highway 305 and beyond to the south. The NWI wetland is identified as Palustrine, Forested and Seasonally Flooded (Cowardin *et al.* 1979). However, NWI maps are produced from interpretation of aerial photographs and topographic maps and are limited to the time they are produced. Recent changes in the nature of the vegetation and hydrology, as well as recent development activities in the surrounding area, are not reflected in the NWI map and must be considered when evaluating this property. The site reconnaissance revealed the absence of wetlands where the NWI map indicated the presence of one wetland feature. The *Soil Survey of Kitsap County Area, Washington* (USDA 1980) identifies Norma fine sandy loam as being present on site (Figure 3). Norma fine sandy loam is listed as a hydric soil in Kitsap County (USDA 2001). The City of Poulsbo draft wetlands critical areas map shows the presence of wetland on the eastern portion of the site (City of Poulsbo 2005). The City of Poulsbo draft hydrology water type map shows the presence of a Type 5 stream running through eastern portion of the site (City of Poulsbo 2005).

### **GENERAL SITE CONDITIONS**

The site is composed of one parcel that is 5.54 acres in size. The eastern half of the site contains mature coniferous forest and a shrub-scrub layer. The western portion of the site contains the existing recycle center which contains a large gravel pad to the south and a grass field to the north. The upland portion of

the site contains vegetation including Western red cedar (*Thuja plicata*), Douglas fir (*Pseudotsuga menziesii*), big leaf maple (*Acer macrophyllum*), red alder (*Alnus rubra*), Indian plum (*Oemleria cerasiformis*), evergreen huckleberry (*Vaccinium ovatum*), red elderberry (*Sambucus racemosa*), salmonberry (*Rubus spectabilis*), salal (*Gaultheria shallon*), Himalayan blackberry (*R. armeniacus*), western sword fern (*Polystichum munitum*) and bracken fern (*Pteridium aquilinum*). This vegetation is generally mature in size and is relatively undisturbed.

One stream feature, Stream 1, is located on the eastern portion of the site running from north to south. There were no wetlands associated with Stream 1 from overbank flooding or hillside seeps.

### **STREAM CLASSIFICATION**

Stream 1 is a seasonal stream with an average OHWM width of less than 2 feet, (approximately 20 inches) that does not appear to support fish use or habitat (Appendix A). It flows south through the site and eventually drains into Dogfish Creek which drains into Liberty Bay. During the site visit, water was not flowing through the stream channel; however recent signs of scour were observed throughout the entire channel on site. Several small pockets of standing water were observed, as well as watermarks and drift lines. The stream channel contained sparse vegetation primarily consisting of creeping buttercup (*Ranunculus repens*) and salmonberry (*R. spectabilis*). Several onsite areas were investigated for the presence of OHWM or scour. Signs of OHWM and scour included exposed gravels, topography breaks, shifts in vegetation and defined channel banks. Exposed gravels were noted near the central and southern portions of the stream on site within the shallow draw that runs through the property. The stream is not expected to support fish, due to the small size of the channel and the ephemeral flow regime.

One wetland feature was observed off site to the north greater than 40 feet from the property boundary. The wetland is located far enough off site that typical buffers would not impact development activities on site. Another small wetland was observed off site to the south 10 feet from the property boundary along the stream channel. The wetland south of the property is a Category III wetland according to the Poulsbo CAO with a buffer width of 20 feet. This wetland was identified to be less than 1,000 square feet and was determined to contain no significant habitat features and therefore is not of biological concern according to the City of Poulsbo Critical Area Ordinance. The buffer from this wetland would not extend beyond the onsite stream buffer, therefore, the buffers from both offsite wetlands were not incorporated onto the site map.

There is no biological concern, in relation to fish presence and habitat, associated with the stream on site and a distinct line at the top of the bank could be determined, therefore, the proposed stream buffer from the OHWM is 20 feet.

**Table 1. Classification and Buffer Requirements of Stream 1**

<b>Stream</b>	<b>Surface Flow</b>	<b>Classification</b>	<b>Buffer Requirement (feet)</b>
1	Seasonal	Type III	20

## CONCLUSIONS

One small seasonal stream and no wetlands were identified on site. The onsite stream receives stormwater from properties and roads upstream that have directed water into the stream channel through road side ditches and culverts. This added hydrology to the stream channel upstream has increased the amount of flow through the stream channel during precipitation events creating a narrow, but distinct OHWM. Stream 1 is ephemeral and does not contain salmonids or salmonid habitat and therefore is considered a regulated Type III stream, according to the City of Poulsbo Critical Areas Ordinance (16.20.180). Stream 1 will have a 20-foot buffer according to the City of Poulsbo Critical Areas Ordinance (16.20.190 B1). Two offsite wetlands were identified to the north and south of the property boundary. It was determined that neither wetland has a buffer that would extend beyond the stream buffer on the site and therefore were not identified on the site map.

## LIMITATIONS

GeoEngineers has performed this stream delineation of the property in general accordance with the scope and limitations of our proposal. Within the limitations of scope, schedule and budget, our services have been executed in accordance with the generally accepted practices for Stream Delineation in this area at the time this report was prepared. No warranty or other conditions express or implied should be understood.

This report has been prepared for the exclusive use of N.L. Olson, their authorized agents and regulatory agencies following the described methods and information available at the time of the work. No other party may rely on the product of our services unless we agree in advance to such reliance in writing. The information contained herein should not be applied for any purpose or project except the one originally contemplated.

The applicant is advised to contact all appropriate regulatory agencies (local, state, and federal) prior to design or construction of any development to obtain necessary permits and approvals. Wetland boundaries, classifications and discussions are based on our understanding of the local, state, and federal regulations, and site conditions at the time of our work. The final wetland boundary determinations and wetland classification is to be made or verified by the appropriate jurisdictional agency.

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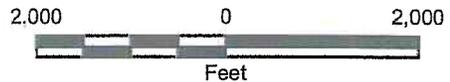
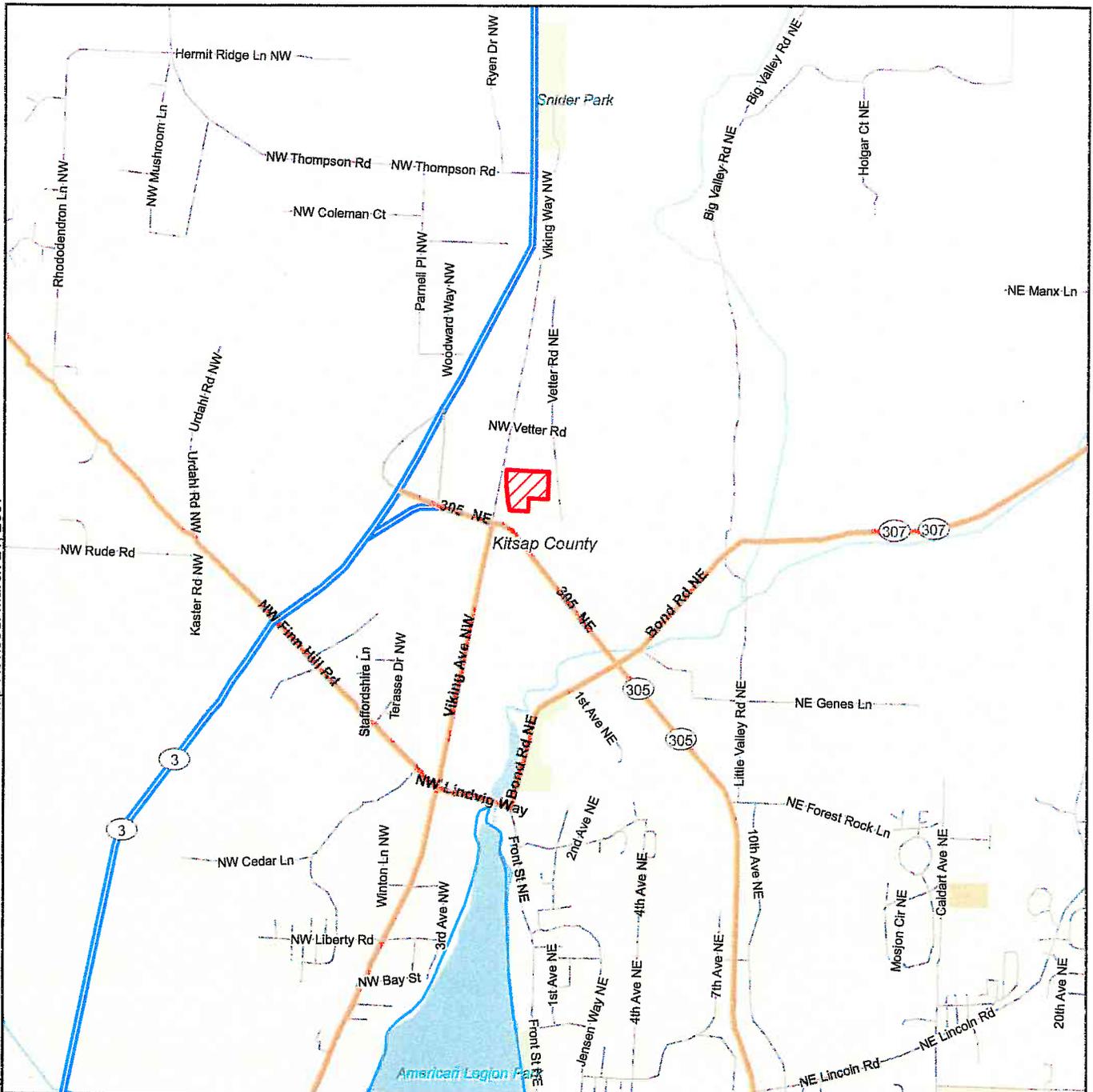
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Map Revised: March 21, 2007

Office: Orch Path: P:\111598029\00\GIS\1598-029-00\Figure1.mxd



Notes:

1. The locations of all features shown are approximate.
2. This drawing is for information purposes. It is intended to assist in showing features discussed in an attached document. GeoEngineers, inc. can not guarantee the accuracy and content of electronic files. The master file is stored by GeoEngineers, Inc. and will serve as the official record of this communication.
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Data Sources: Kitsap County, 2006

Transverse Mercator, Zone 10 N North, North American Datum 1983  
North arrow oriented to grid north

Vicinity Map

Poulsbo Recycle Center  
Poulsbo, Washington

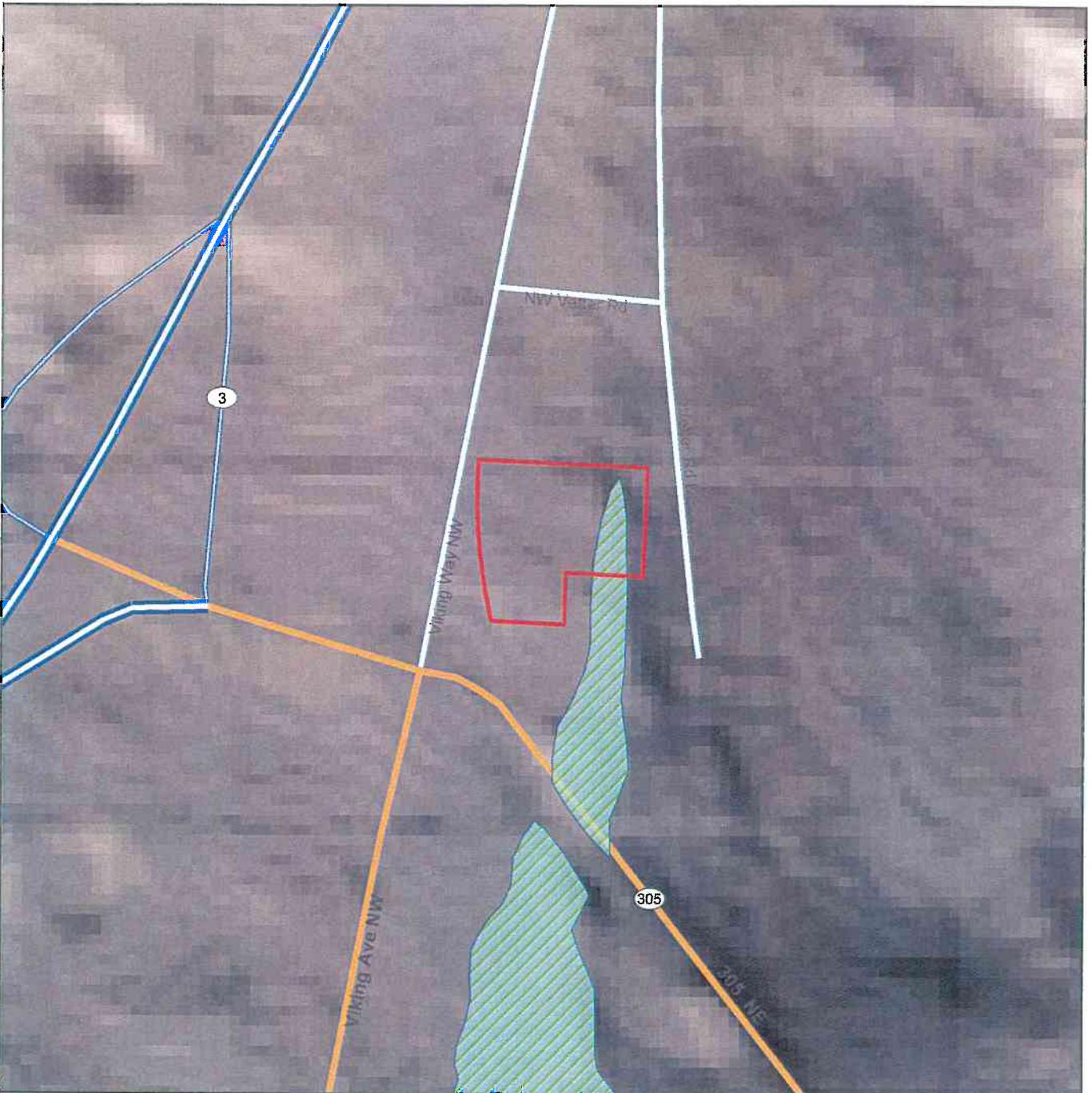


Figure 1

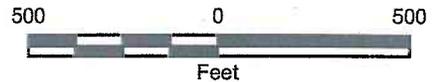
Map Revised: March 21, 2007

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Site Boundary  
 Wetlands



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Data Sources: Kitsap County, 2006

Transverse Mercator, Zone 10 N North, North American Datum 1983  
North arrow oriented to grid north

### NWI Map

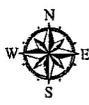
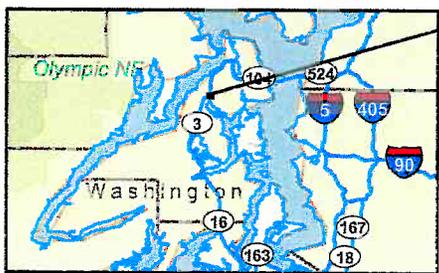
Poulsbo Recycle Center  
Poulsbo, Washington



Figure 2

Map Revised: March 21, 2007

Office: Orch  
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37 Norma fine sandy loam  
 39 Poulsbo gravelly sandy loam  
 50 Shalcar muck

500 0 500  
 Feet

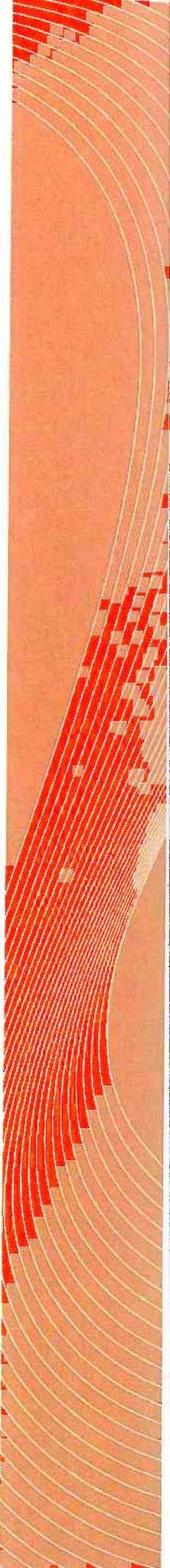
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Data Sources: Kitsap County, 2006  
 Transverse Mercator, Zone 10 N North, North American Datum 1983  
 North arrow oriented to grid north

<b>Soils Map</b>	
Poulsbo Recycle Center Poulsbo, Washington	
<b>GEOENGINEERS</b> 	<b>Figure 3</b>

**APPENDIX A**  
**SITE PHOTOGRAPHS**

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**APPENDIX A  
SITE PHOTOGRAPHS**



**Photograph 1**  
Poulso Recycle Center looking south



**Photograph 2**  
Stormwater pond on site looking east



**Photograph 3**  
Stormwater pond outlet into Stream 1 looking southeast



**Photograph 4**  
Upland portion of the site next to the stream channel



Photograph 5  
Stream channel and standing water



Photograph 6  
Stream channel looking upstream



Photograph 7  
Exposed gravels in stream channel



Photograph 8  
Stream channel in southern portion of the site



Photograph 9  
Wetland to the south of the site

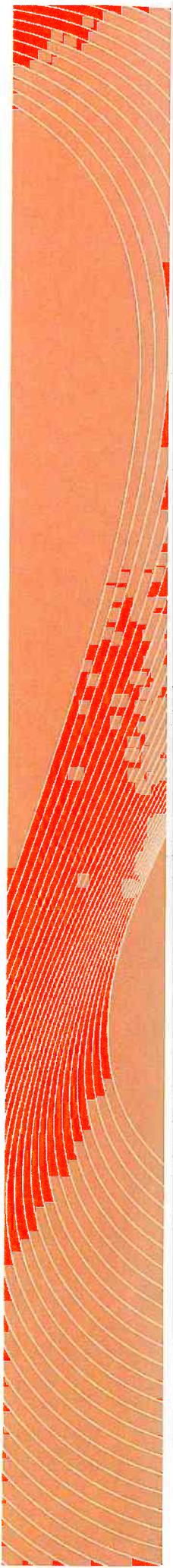


Photograph 10  
Upland on the northern portion of the site



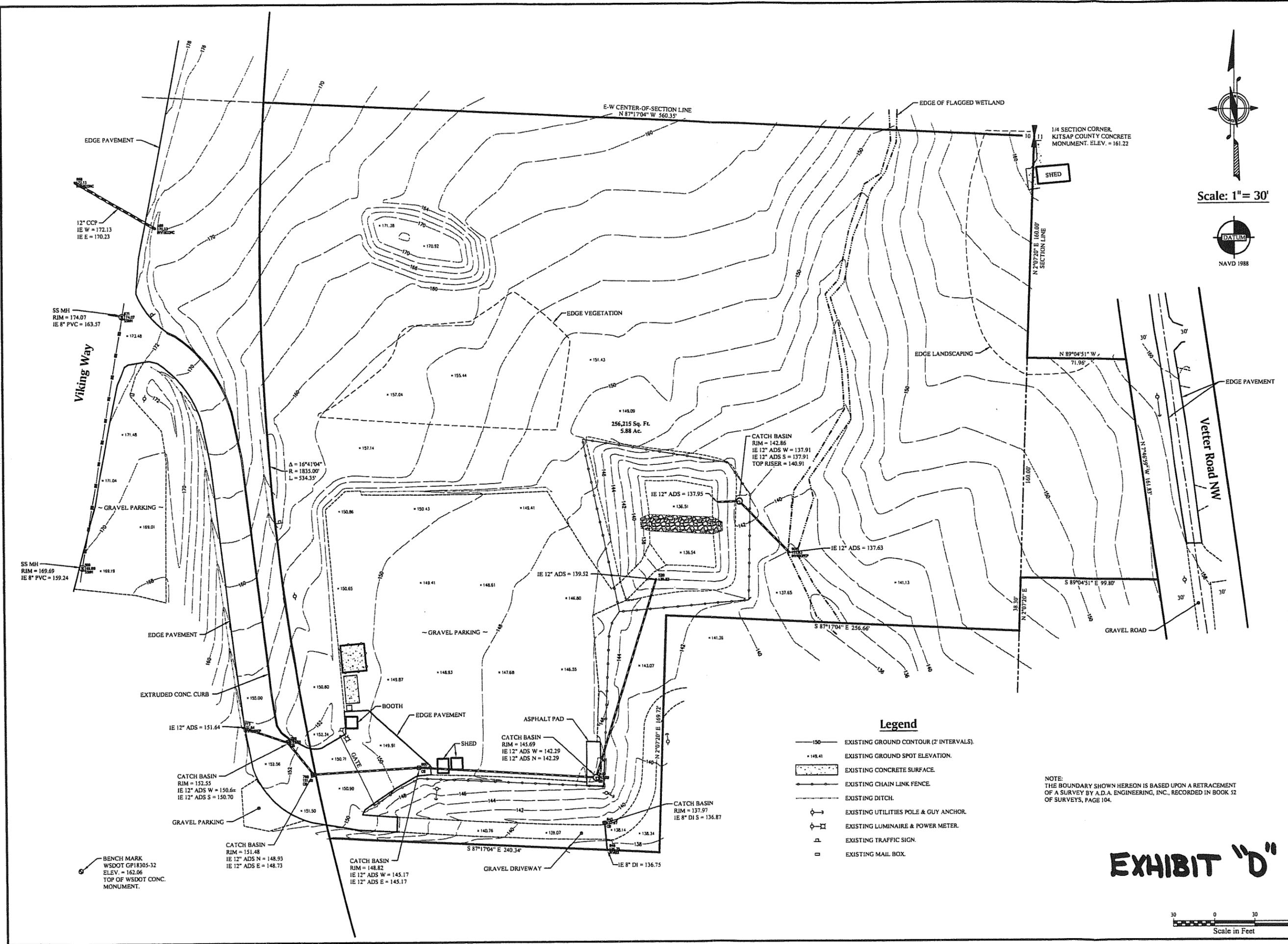
**APPENDIX B**  
**SITE MAP**

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NO.	DATE	BY	DATE
DESIGNED		J.R.A.	4/07
DRAWN		G.A.B.	4/07
CHECKED			
APPROVED			
ACCEPTED			

NO.	DATE	BY	DESCRIPTION

FOR: **Kitsap County Solid Waste Division**  
 614 Division Street  
 Port Orchard, WA 98366

**TOPOGRAPHIC SURVEY**  
 "Poulsbo Recycle Center"  
 Portion of the Northeast Quarter of the Southeast Quarter Section 10 and the Northwest Quarter of the Southwest Quarter Section 11, Township 26 North, Range 1 East, W.M. City of Poulsbo, Kitsap County, Washington



**N.L. Olson & Associates, Inc.**  
 Engineering, Planning and Surveying  
 (360) 876-2284  
 2453 Bellini Avenue, P.O. Box 837, Port Orchard, WA 98366

SCALE: 1" = 30'  
 DATE: April 3, 2007  
 DRAWING NUMBER  
**076626404517**  
 SHEET 1 OF 1

- Legend**
- 150 — EXISTING GROUND CONTOUR (2' INTERVALS).
  - + 148.41 EXISTING GROUND SPOT ELEVATION.
  - [Pattern] EXISTING CONCRETE SURFACE.
  - — — EXISTING CHAIN LINK FENCE.
  - - - EXISTING DITCH.
  - ⊕ EXISTING UTILITIES POLE & GUY ANCHOR.
  - ⊙ EXISTING LUMINAIRE & POWER METER.
  - ⊠ EXISTING TRAFFIC SIGN.
  - EXISTING MAIL BOX.

NOTE:  
 THE BOUNDARY SHOWN HEREON IS BASED UPON A RETRACEMENT OF A SURVEY BY A.D.A. ENGINEERING, INC., RECORDED IN BOOK 52 OF SURVEYS, PAGE 104.

