

City of Poulsbo



Planning & Economic Development

November 30, 2018

Bob Guyt | Blue Architecture
247 4th Street
Bremerton, WA 98337

Subject: Old City Hall Apartments; Request for Revisions, P-07-12-17-01

Dear Mr. Guyt,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed a review of the revisions for above referenced application, received on October 31, 2018. The following will list the comments that must be addressed with the resubmittal. This land use permit is under a 120-day decision timeline per [PMC 19.80.030](#), with this letter the statutory timeline will be put on hold. Per [PMC 19.80.050 A](#), a technically complete application shall be deemed null and void if the applicant fails to submit the city required revisions, corrections, studies or information within 90 calendar days of the city's written request.

This land use permit is under a 120-day decision timeline per [PMC 19.80.030](#), with this letter the statutory timeline will be put on hold. Please provide *detailed* responses to **all** the requested revisions upon resubmittal, including Engineering, which is attached.

Planning comments are provided as follows:

Overall.

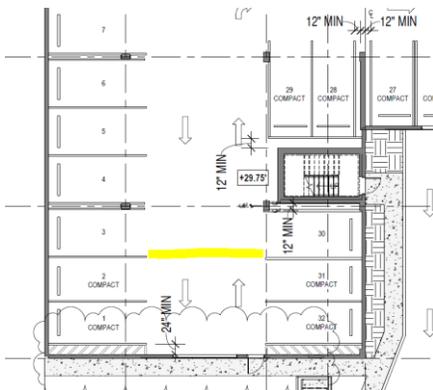
1. As stated previously, staff does not believe that the site supports the number of units that are proposed. It is apparent that the continued issues with meeting dimensional standards could be alleviated with a reduction in the unit count. We strongly encourage you, and the property owner, to reconsider the number of units on this site.

Building Height.

2. On page Z A8, the elevation for element N-3 is not consistent with the calculation. Please revise.

Parking

3. Per [PMC 18.140.040 A](#), the minimum aisle width for 2-way traffic with 90 degree parking is 24 feet. This standard is not being met in the highlighted area shown below. Please revise.



4. Per [PMC 18.140.040 B](#), up to forty percent of all required on-site vehicular parking spaces may be compact spaces. The calculation of parking spaces provided on Z A2 is incorrect. 47 compact parking spaces were shown on the plans. Please revise.

Lighting

5. At the time of building permit, a photometric lighting plan, consistent with [PMC 18.80.050 A.4.](#), [18.140.050.B](#), and [PMC 15.05](#), shall be submitted. The lighting plan photometric calculation points provided on page Z A 17 continued to be unreadable and shall be revised prior to building permit submittal.

Solid Waste and Recycling

6. Continue to work with Engineering and Public Works on the location of the solid waste and recycling enclosure.

Miscellaneous

7. Remove the door on the den for unit 404.
8. Remove “loft” for unit 411.

Please include 3 copies of the plan set and the [Revision Submittal Form](#). Please note that detailed responses are required for all of the revisions requested. Your response must also indicate which sheet the revision is made on.

Feel free to contact me at (360) 394-9730 or ncoleman@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Nikole Coleman

Nikole Coleman, AICP
Associate Planner

Electronic Attachments: [Revision Submittal Form](#)

Attachments: Anthony Burgess Memo

cc: Michael Bateman, Sr. Development Engineer
Anthony Burgess, Sr. Engineering Technician
Mike Lund, Public Works Superintendent
Karla Boughton, Director Planning and Economic Development
Diane Lenius, City Engineer and Building Official
Becky Erickson, Mayor
Mike Burns, Owner



ENGINEERING DEPARTMENT

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MEMO

To: Nikole Coleman, Associate Planner
From: Anthony Burgess, Sr. Engineering Technician
Subject: Old City Hall; Request for Revisions; *October 31, 2018 Submittal*
Date: November 30, 2018

The Engineering Department has reviewed the above referenced project and provides the following comments that must be addressed with your resubmittal. The following comments have been split into (2) sections. The first being new comments and the second being unresolved comments from previous submissions. If any questions are raised by the applicant or the applicant's representative, they can be directed to me at aburgess@cityofpoulsbo.com or my direct line at (360) 394-9739.

Section 1: New Comments based on 10/31/18 Submittal

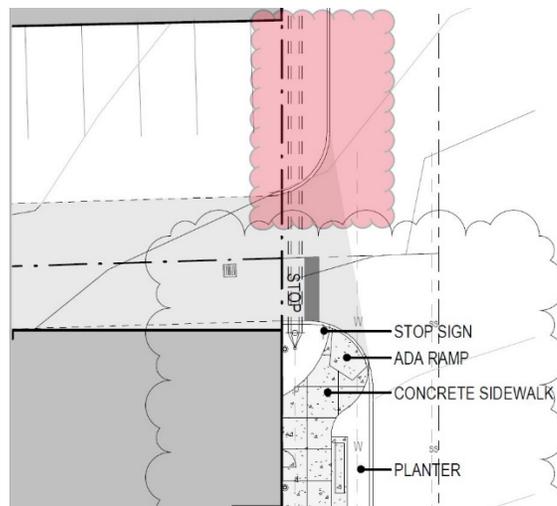
1. On site solid waste enclosure location has not been coordinated with Public Works. Because of the access site constraints of your project, the location of the refuse enclosure MUST be agreed upon by the applicant and City Staff prior to Site Plan Review Acceptance. This issue is not able to be conditioned and explored with later submittals.
2. Regarding comment #12 of your submitted response letter. The response referenced Chapter 5: Parking Spaces: Location [208.3]. We agree with your findings that an ADA spot will not be required within the (7) stall "PARKING PLAZA" however, a sign must be installed at the entrance stating where Accessible Stalls are located on site. Please refer to MUTCD standards and provide a detail of the sign with you next submittal.
3. Regarding Sheet ZA18:
 - a. The ADA Space in ROW is still shown, your submittal letter stated that this stall has been moved to an interior location. Please revise.
 - b. A mirror will not be an acceptable mitigation for site distance in the newly dedicated ROW. Please remove.
 - c. The shown Site Distance triangle is incorrectly designed. The 14-ft offset does not follow ASHTO standards. The 14-ft offset is from the lane edge. Since your proposed building does not include a setback, the 14-ft setback will be from the edge of the building at the edge of the ROW. Please revisit and revise.
4. ADA Stall locations are not consistent between Architectural and Civil Drawings. Please revise.
5. Sheet ZA9 shows the proposed road elevation at the southern garage access of the project.
 - a. Access to the "PARKING PLAZA" is not shown. Revise to show the entrance.
 - b. The transition between "ELEMENT S-4" to "ELEMENT S-3" includes an incline slope of nearly 23% for a span of approximately 50-ft. Our Construction Standards allow for a maximum driveway slope of 15%. Up to 20% can be approved if the applicant can justify their proposal by meeting the criteria stated in the City's Construction Standards - Section 2 item 3.(b). This also applies to the vertical transition between "ELEMENT S-2" through "ELEMENT S-1". It should be noted that the Civil Drawing Elevations and Architectural Drawings Elevations insinuate different road orientations. If any of these findings are incorrect, please provide a narrative and additional detail clarifying intent.
 - c. In addition to the vertical slopes not meeting our standards, the drastic slope will be very difficult to appropriately tie into the existing southern properties. Please provide a road profile showing more

detailed grades of the entire southern access driveway and how the driveway will tie into the existing properties' access and parking.

6. Civil Drawings do not show what the treatment for new impervious surface runoff consists of. Additionally, as per the current DOE Stormwater manual this project must provide a report which discusses LID measures.
7. The preliminary Utility Report provided by SEABOLD Engineering dated Aug. 30, 2017 is no longer current with this project's proposal. All submittals for SPR must be consistent in content prior to Conditions of Approval. This will include an updated Storm Report which includes the new impervious area of the "PARKING PLAZA".

Section 2: Comments in response to the provided 10/31/18 response letter

8. Response Letter Item #1 proposed new sidewalk orientation at the northern access road and advance signage for the stop sign at Jensen Way. The proposed advance signage, Stop Sign location, and sidewalk layout is acceptable. However, the new sidewalk orientation in front of the new building does not correctly tie into existing sidewalk both north and south of the proposed project. Additional offsite sidewalk improvements will be required to provide correct traffic flow fixtures within the roadway. I have attached a snapshot of what I am speaking to clouded red, specifically the northern sidewalk will need to be expanded to match what you are proposing. This area is already striped as no parking. Please submit with the next submittal how you plan to address this.



9. Sheet ZA2. The shown ADA stall near the south parking structure entrance appears to be directing pedestrians through the shown doorway into the driveway. While the City does not have the ability to enforce a 5-ft ADA pathway connecting the doorway adjacent to the ADA stall to the sidewalk along Jensen, it should be noted that persons using this stall may be under the impression that this access path is the most appropriate for their needs. It may be to your project benefit to either move this stall closer to the elevators or provide a separate pathway from the doorway connecting to the sidewalk.
10. Please see your provided response to Response Letter Item #6.

As discussed in our meeting at city hall with Mike Lund and Nikole Coleman, a standard adopted by another jurisdiction in the region will be satisfactory to determine compliance with sight distance from a parking garage to a public alley, since the City of Poulsbo does not have an adopted standard for alley design. The example of the City of Bellevue standard was selected for the review comment because it was readily available, not because it is Poulsbo's adopted standard. Please refer to the proposed standard attached below, which has been adopted by the City of Seattle – specifically items 6 and 8:

6. In all Downtown, Industrial, Commercial 1, and Commercial 2 zones, the sight triangle at a garage exit may be provided by mirrors and/or other approved safety measures.
8. Sight triangles are not required when access to parking is provided from an alley.

We suggested that the applicant follow City of Bellevue Standards regarding this matter as we found them to be an appropriate way to handle sight distance for parking garages. We also stated that we *may* consider other alternatives that the applicant provides. The applicant proposed using standards from the City of Seattle. After

reviewing the proposed code sections from Seattle Municipal Code 23.54.030 G. Sight Triangle, we have concluded the following.

- a. The provided detail “EXHIBIT E for 23.54.030 Sight Triangle” is an acceptable proposal for satisfying our requirements. Please revise sheet ZA18 to reflect this change in design and all other related sheets with your next proposal.
- b. Exception 6 is not acceptable to the City of Poulsbo and will not be considered. Reflective mirrors will not be permitted along City ROW.
- c. Exception 8 is not acceptable to the City of Poulsbo and will not be considered. The access roadway shall not be considered an “Alley” as it will be dedicated as ROW and used for public traffic circulation. Please see the City of Poulsbo’s Definition of an “Alley” as described in PMC 18.40.030

“Alley” means a public right-of-way or private easement which provides a secondary means of access to abutting lots, not intended for general traffic circulation