



STAFF REPORT

Planning and Economic Development Department
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Staff Report WLB LLC Administrative Conditional Use Permit

To: Karla Boughton, Poulsbo Planning and Economic Development Director
From: Helen Wytko, Planning Technician
Date: December 27, 2018
Subject: WLB, LLC Administrative Conditional Use Permit

Planning and Economic Development (PED) staff respectfully recommends approval of the WLB LLC, Administrative Conditional Use Permit (ACUP), Planning File P-11-07-18-01.

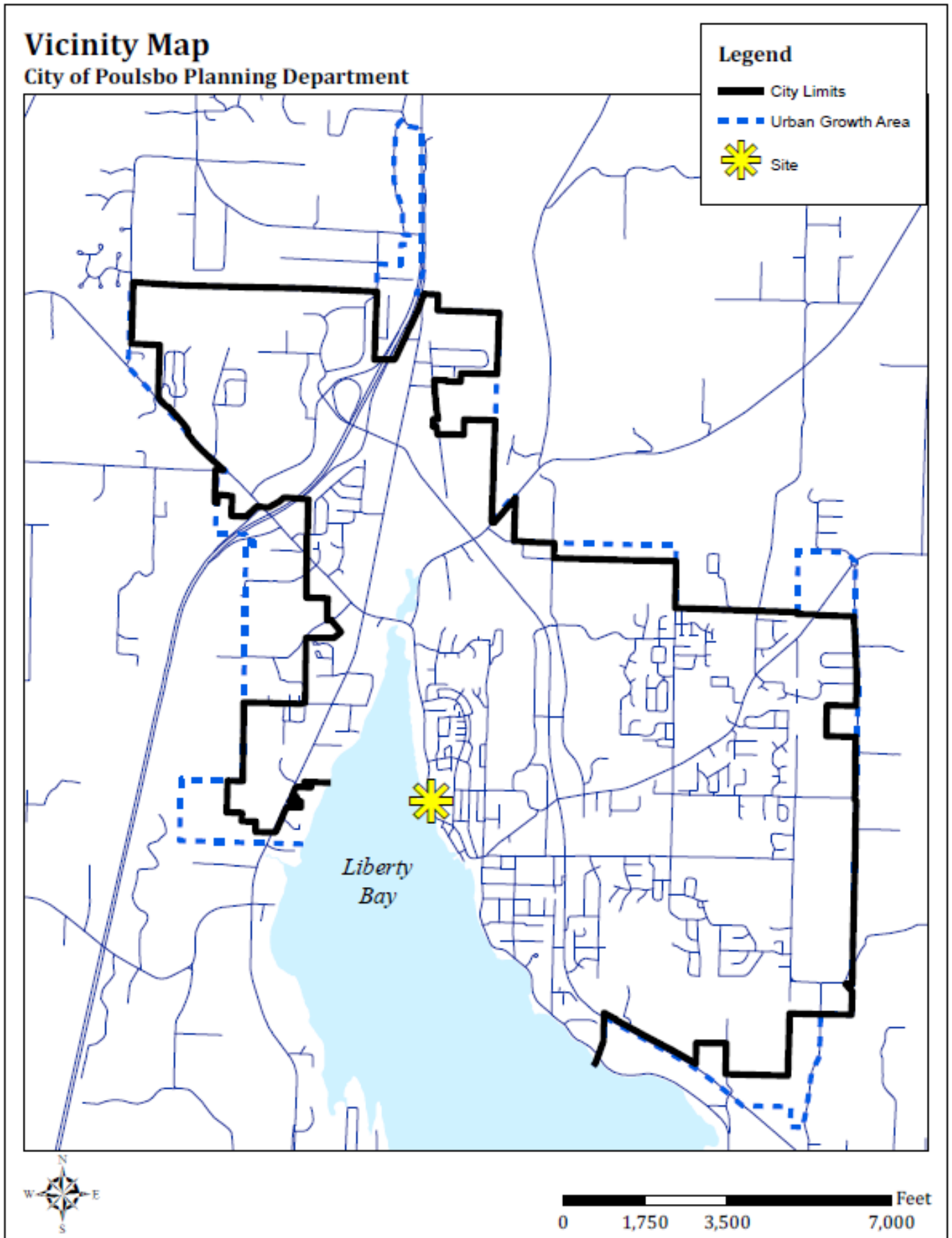
ACTION:

The PED Director shall hereby (approve) (approve with modifications) (deny) WLB LLC, ACUP, Planning File P-11-07-18-01.

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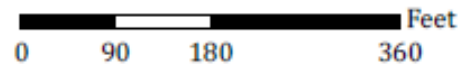
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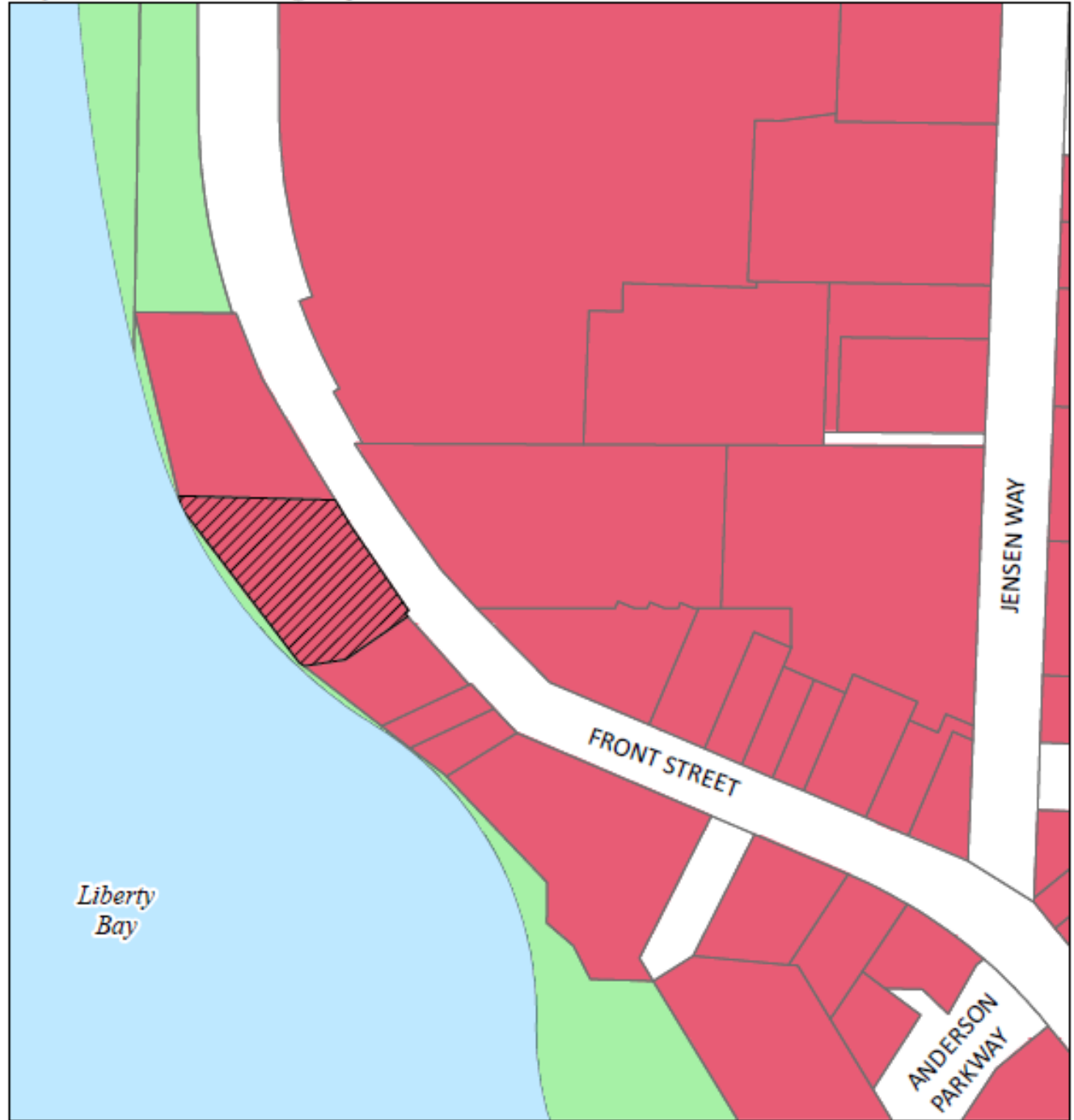
Project Site Map

City of Poulsbo Planning Department



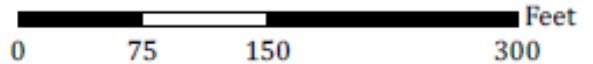
Zoning Ordinance Map

City of Poulsbo Planning Department



Legend

- | | |
|-------------------|---------------------------|
| Project Site | Zone |
| City Limits | C-1 Downtown/Front Street |
| Urban Growth Area | Park |
| | Residential Low |



**WLB LCC, ACUP
PLANNING FILE 11-07-18-01**

I. GENERAL INFORMATION

Applicant Name and Address: Robert Holt | PO Box 1776, Poulsbo, WA 98370

Owner Name and Address: Robert Holt | PO Box 1776, Poulsbo, WA 98370

Land Use Review: Administrative Conditional Use Permit

Description of Proposal: Locate the headquarters for HMG LLC, an electrical and mechanical contractor, at 19043 Front Street NE. The site will be used for operations, safety, payroll, and human resources. Field workers will not use the office as their base, and it will be administration only.

Location: 19043 Front Street NE | 4230-001-013-0007

Legal Description: RESULTANT PARCEL A OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200204240081, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: THAT PORTION OF THE FOLLOWING DESCRIBED PARCEL LYING NORTHERLY OF A LINE WHICH BEGINS ON THE WESTERLY RIGHT OF WAY OF FRONT STREET AT A POINT WHICH BEARS SOUTH 19°29'38 EAST 590.41 FEET FROM THE NORTHWEST CORNER OF SECTION 23, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., KITSAP COUNTY, WASHINGTON, AND RUNS THENCE SOUTH 55°14'48 WEST 28 FEET TO POINT A ; THENCE CONTINUES SOUTH 55°14'48 WEST 37 FEET, MORE OR LESS, TO THE SOUTHERLY LINE OF LOT 13, BLOCK 1, PLAT OF THE ORIGINAL TOWN OF POULSBO (VOLUME 4 OF PLATS, PAGE 76); THENCE ALONG SAID SOUTHERLY LINE TO THE SOUTHWEST CORNER OF SAID LOT 13 AND THE TERMINUS: LOTS 13, 14 AND 15; EXCEPT THE NORTHERLY 50 FEET OF SAID LOT 15, BLOCK 1, PLAT OF THE ORIGINAL TOWN OF POULSBO, ACCORDING TO THE PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 76, SITUATE IN GOVERNMENT LOT 4 OF SECTION 23, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; EXCEPT THAT PORTION LYING WITHIN THE FOLLOWING DESCRIBED TRACT: BEGINNING AT THE MEANDER CORNER COMMON TO SECTION 22 AND SAID SECTION 23, IN TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M.; THENCE SOUTH 0°24'19 EAST ALONG THE MEANDER LINE 55.05 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 89°40'40 EAST 15.78 FEET; THENCE SOUTH 14°15'05 EAST 20.66 FEET; THENCE SOUTH 38°03'07 EAST 142.89 FEET; THENCE SOUTH 53°05'46 EAST 75.07 FEET; THENCE SOUTH 60°58'08 WEST 22.59 FEET TO THE SOUTHWEST CORNER OF LOT 12 OF SAID BLOCK 1 AND THE MEANDER LINE; THENCE FOLLOWING SAID MEANDER LINE NORTH 44°24'19 WEST 202.90 FEET; THENCE NORTH 9°24'19 WEST 44.31 FEET TO THE TRUE POINT OF BEGINNING; TOGETHER WITH EASEMENTS OF RECORD.

Comprehensive Plan and Zoning Designation:

Site: C-1 Downtown/Front Street
 North: C-1 Downtown/Front Street
 South: C-1 Downtown/Front Street
 East: C-1 Downtown/Front Street
 West: Liberty Bay

Existing Land Use:

Site: Commercial Professional Services
 North: Commercial Professional Services
 South: Unoccupied building
 East: Parking
 West: Liberty Bay

Site Features: The subject site is rectangular in length. The west side of the site has a steep slope fronting Liberty Bay. The site is currently served by City utilities and has parking in front of the building along Front Street.

Aerial Photograph of Subject Site:



II. APPLICABLE REVIEW CRITERIA

The proposed use is subject to the requirements of PMC 18.80 Commercial Districts, PMC 18.140 Off Street Parking and Loading, PMC 18.230 Conditional Use Permits, and PMC 19 Permit Application Procedures.

III. ZONING ORDINANCE DEVELOPMENT STANDARDS

- a. PMC 18.80.030 Uses. Corporate headquarters and regional offices are allowed through an Administrative Conditional Use Permit (ACUP).

Staff Comment: The use is permittable through an ACUP.

- b. PMC 18.140 - Off-street Parking and Loading. Per PMC 18.140.020.B.3.c, existing attached commercial developments with multiple business and shared parking areas are exempted from parking review triggered by change of use.

Staff Comment: The site meets the above criteria as it is part of an existing commercial development and is served by shared parking in the downtown core.

- c. PMC 18.170 – Signage. Signs are required to comply with PMC 18.170 which outlines approved types, locations, and permitting requirements.

Staff Comment: No signs are proposed with the ACUP application. Future signs will be reviewed and approved with separate building permit applications as identified in the conditions of approval.

IV. ADMINISTRATIVE CONDITIONAL USE FINDINGS

- a. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property.

Staff Comment: With conditions imposed, the headquarters will not be materially detrimental to uses or property in the immediate vicinity of the subject proposal.

- b. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity;

Staff Comment: The design is compatible. The HMP headquarters will move into an existing building.

- c. The conditional use will be served by adequate public facilities including streets, fire protection and utilities;

Staff Comment: The subject property, which is currently developed, is adequately served by all public facilities. Parking for the employees is provided on site.

- d. The conditional use complies with all applicable requirements of this code.

Staff Comment: As shown in this report, the use of the subject property for a rental facility complies with all applicable requirements of the Zoning Ordinance, subject to Conditions of Approval.

V. STATE ENVIRONMENTAL POLICY ACT (SEPA)

This project is categorically exempt from SEPA per WAC 197-11-800.3 and 197-11-800.6.b.ii, as the activities will not change the character of the building or facility in a way that would remove it from an exempt class.

VI. TITLE 19 PROJECT PERMIT PROCEDURES

An ACUP is a Type II application. The review authority for the ACUP is the Planning and Economic Development Director. The application was received on November 7, 2018 and was determined to be Technically Complete on November 7, 2018. The Notice of Application was issued on November 23, 2018. The project was put on hold for revisions on December 11, 2018. Revisions were received December 24, 2018 No public comments were received.

VII. STAFF COMMENT AND RECOMMENDATIONS

Comments: This project as proposed is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommends approval of the WLB LLC, ACUP, Planning File P-11-07-18-01 as presented and subject to all Conditions of Approval contained herein.

VIII. EXHIBITS

- A. Application
- B. Site Plan Drawing
- C. Notice of Application

WLB LLC, ACUP
CONDITIONS OF APPROVAL
PLANNING FILE 11-07-18-01

Following are the Planning and Economic Development Departments Conditions of Approval:

1. The Administrative Conditional Use Permit is issued solely for the use by HMG LLC. If the property is sold, leased for another use, or if the corporate headquarters are to be continued by another party, a new or revised Administrative Conditional Use Permit may be required.
2. Corporate vehicles cannot be stored in public parking.
3. No ancillary outdoor storage is allowed.
4. A sign permit is required for any proposed signage, pursuant to PMC 18.170 Sign Code.
5. Prior to undertaking any interior or exterior improvements to the commercial building, the applicants shall contact the City to determine whether a building permit or other approval is required.
6. Prior to undertaking any exterior modifications including architectural design, paint, or other aesthetic changes, the applicant must go through the design review process per PMC 18.120.



Karla Boughton,
Planning and Economic Development Director

Nikole Coleman, Associate Planner
As designated by Karla Boughton

12/27/18

Date