

EXHIBIT A

Initial Release Memo and Draft Proposed Amendments



C-1 Downtown Commercial Limited Zoning Amendments - Flexible Use

Initial Release

June 2019

INTRODUCTION

The City Council adopted amendments to the Poulsbo Municipal Code [Chapter 18.80](#), Commercial Zoning Districts, in 2018 (Ordinance 2018-20). Amendments were to all four of the Commercial zones and addressed the permitted use table, landscaping, design standards, and the creation of the downtown shopfront overlay.

In early 2019, Mayor Erickson requested the Economic Development Committee (EDC) review the mixed use/residential component of the amendments for the C-1 (downtown) zoning district. The EDC discussed options for residential uses in the C-1 district, as well as in the other commercial districts, at multiple meetings throughout the spring (2/27/19, 3/27/19, 4/12/19, 4/24/19). The EDC decided to focus on residential uses in the C-1 zone and at its 4/24/19 meeting requested that the full City Council hold a workshop to continue the discussion. A full City Council workshop was held on the topic on 6/19/19. Representatives from the private sector multi-family development have attended meetings to answer questions.

Within the C-1 [zoning district](#), but outside of the [shopfront overlay](#), the proposed amendment allows residential units on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.

PROPOSED AMENDMENTS

Poulsbo Municipal Code [Section 18.80.080.J](#). - Mixed-Use Structure.

1. Purpose. Mixed use structures allow for placement of a mix of commercial and residential uses in a single building. Mixed use structures are intended to allow for efficient use of land and public services in an urban setting; encourage convenient access between employment, services and residential opportunities; and increase development alternatives.
2. A mixed-use structure shall contain at least two complementary, integrated, or mutually supporting uses (such as offices, retail, professional services, food and beverage, entertainment, public service and residential), [except as allowed in 18.80.080.J.3.a.i.](#)
3. New mixed-use structures shall have the following standards:
 - a. Residential units must be located above allowed commercial uses (residences may not be located at street/ground level or below). However, uses accessory to the residential, such as lobby, fitness center, storage, community room and other accepted uses, may be located on the first floor (street level), and shall generally be located behind the street level commercial uses. Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.
 - i. [Within the C-1 zoning district, but outside of the shopfront overlay, residential units may be allowed on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.](#)
 - b. A minimum of 50 percent of the street level ground floor gross square footage shall be occupied by uses set forth in Table 18.80.030, Commercial Zoning Districts Use Table [or as allowed by this section](#), and oriented to the primary street. Any underbuilding parking located on the street level floor shall be provided at the commercial parking standards and shall have an intervening permitted use between the street and the parking.

- c. The mixed-use building shall be designed to look and function as an integrated development and encourage pedestrian travel between uses and adjacent buildings.
- d. Buildings should be located adjacent to the primary street or immediately behind a public or semi-public space, such as a forecourt, plaza, or an outdoor seating area.
- e. Commercial uses located on the ground floor shall have a prominent entrance facing the primary street, provide use and activity presence along the street frontage, and be designed to clearly define it as commercial space.
- f. Compatible with the height, massing, setback and design character of surrounding uses shall be considered in mixed use structure design.
- g. At least one outdoor activity feature shall be provided for the mixed-use building, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas must be paved and landscaped.
- h. Private or shared open space shall be provided for each of the residential units, such as a private outdoor balcony or rooftop deck, and shall be provided at a minimum of thirty-eight square feet per unit.
- i. On-site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided. When the pedestrian circulation crosses driveways, parking areas and loading areas, it must be clearly identifiable through use of different paving materials.
- j. Existing residential units in a mixed-use structure in the C zones may continue without meeting the standards above.



Conceptual design of a mixed-use building with retail commercial on the first floor, office on the second floor, and residences on the third floor. Design elements include façade modulation, rood line cascade, rooftop deck, awnings, varies façade materials, recessed and frame windows and ornamental pilasters.

Example of mixed-use structures use configuration.

4. It is recommended that acknowledgement be included in lease or purchase/sale agreements for residential units in mixed use structures, and address that residents will reside within commercial structures, where quiet enjoyment may not be guaranteed due to the nature of business, dining/entertainment or special event activity within the commercial zoning districts.

PUBLIC AND AGENCY REVIEW TIMELINE

A Public Participation Plan is required by the Growth Management Act to describe how the City will encourage early and continuous public participation throughout the process of reviewing and updating Development Regulations. The Public Participation Plan includes opportunities to comment, review timeline, and contact information. Please see <https://cityofpoulsbo.com/development-regulation-amendments/> to review the Public Participation Plan.

June 28, 2019

Public Release of C-1 Downtown Commercial Limited Zoning Amendments: 1) post on City's website; 2) distributed to local, regional and state agencies; 3) distributed to Planning Commission and City Council; 4) email announcing availability of material sent to email list.

June 28, 2019

Notice of Application w/Optional DNS and Notice of PC Public Hearing Issued

July 12, 2019

Notice of Application with Optional DNS comment period over

July 16, 2019

Planning Commission Staff Report Due

July 23, 2019

Planning Commission Public Hearing 7 p.m. | Council Chambers

August 14, 2019

City Council Public Hearing - 7 p.m. | Council Chambers

INFORMATION AVAILABILITY

The City's Planning and Economic Development (PED) Department webpage will house the C-1 Downtown Commercial Limited Zoning Amendments where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information:

<https://cityofpoulsbo.com/development-regulation-amendments/>

EXHIBIT B

Public Participation Plan



C-1 Downtown Commercial Limited Zoning Amendment - Flexible Use

Public Participation Plan

June 2019

INTRODUCTION

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Within the C-1 [zoning district](#), but outside of the [shopfront overlay](#), the proposed amendment allows residential units on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.

PUBLIC AND AGENCY GOALS

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment on the critical areas ordinance amendments, and to have these comments forwarded to the City's decision makers.
- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the amendment process and the future of Poulsbo land uses and the City's Comprehensive Plan.
- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

PUBLIC ENGAGEMENT OPPORTUNITIES

The City is committed to providing multiple opportunities for the public to engage throughout the process. The City will take advantage of various modes of communication to inform the public and encourage their participation.

- **Website:** The City's Planning and Economic Development (PED) Department webpage will house the C-1 Downtown Commercial Limited Zoning Amendments where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information:
<https://cityofpoulsbo.com/development-regulation-amendments/>

- **E-Notice Mailing List:** An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding the C-1 Downtown Commercial Limited Zoning Amendments progress. Individuals interested in being on the mailing list should contact the PED Department at (360) 394-9748 or at plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates e-notice mailing list.
- **Comment:** Interested citizens are encouraged to provide comments to the City by letter, email or fax. All comments will be forwarded to the Poulsbo Planning Commission and City Council. Written comments can be submitted by the following methods:

City of Poulsbo Planning and Economic Development Department
200 NE Moe Street | Poulsbo, WA 98370
Fax (360)697-8269 | Email plan&econ@cityofpoulsbo.com

- **Attend:** Interested citizens are encouraged to attend and provide verbal comments to the City at the Planning Commission and/or City Council public hearings.

INFORMATION AVAILABILITY

The proposed ordinance is available for public review. The primary repository of all information related to the update is the City's website— www.cityofpoulsbo.com – at the Planning and Economic Development main page – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted. An e-mail link for questions or comments will also be provided at the website.

Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. Copies will be provided at a reasonable cost. Official notices will be published in the North Kitsap Herald and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards. The local news media will be kept up to date on the update process and receive copies of all official notices.

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Planning Commission Public Hearing 7 p.m. | Council Chambers

August 14, 2019

City Council Public Hearing - 7 p.m. | Council Chambers

PUBLIC HEARINGS

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the C-1 Downtown Commercial Limited Zoning Amendments. The hearing(s) are anticipated for **July 23, 2019 (PC) and August 14, 2019 (CC)**. Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the North Kitsap Herald, posted at the City's public notice locations, sent to the E-notice mailing list and others who request such notice.

RECORDING OF MEETINGS

All public meetings and hearings will be audio recorded. Minutes and/or meeting summary for all public meetings will be prepared, and hard copies made available upon request.

EXHIBIT C

**Notice of Application with Optional DNS and
Notice of Planning Commission Public Hearing**



NOTICE OF APPLICATION W/ OPTIONAL DNS and NOTICE OF PLANNING COMMISSION PUBLIC HEARING

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

C-1 DOWNTOWN COMMERCIAL LIMITED ZONING CODE AMENDMENT – FLEXIBLE USE

The public has the right to review contents of the official file for the proposal, provide written comments, participate in any public hearings, and request a copy of the final decision.

Planning File:	C-1 Downtown Commercial Limited Zoning Code Amendment - Type IV Application
Notice of Application:	June 28, 2019
Summary of Proposed Application:	<p>The City Council adopted amendments to the Poulsbo Municipal Code Chapter 18.80, Commercial Zoning Districts, in 2018 (Ordinance 2018-20). Amendments were to all four of the Commercial zones and addressed the permitted use table, landscaping, design standards, and the creation of the downtown shopfront overlay.</p> <p>In early 2019, Mayor Erickson requested the Economic Development Committee (EDC) review the mixed use/residential component of the amendments for the C-1 (downtown) zoning district. The EDC discussed options for residential uses in the C-1 district, as well as in the other commercial districts, at multiple meetings throughout the spring (2/27/19, 3/27/19, 4/12/19, 4/24/19). The EDC decided to focus on residential uses in the C-1 zone and at its 4/24/19 meeting requested that the full City Council hold a workshop to continue the discussion. A full City Council workshop was held on the topic on 6/19/19. Representatives from the private sector multi-family development have attended meetings to answer questions.</p> <p>Within the C-1 zoning district, but outside of the shopfront overlay, the proposed amendment allows residential units on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.</p>
Environmental Review:	<p>ENVIRONMENTAL (SEPA) REVIEW COMMENTS MUST BE SUBMITTED BY <u>JULY 12, 2019</u>.</p> <p>The City of Poulsbo has reviewed the proposed project for probable adverse environmental impacts and expects to issue a determination of nonsignificance (DNS) for this project. The Optional DNS process in WAC 197-11-355 is being used. <i>This may be the only opportunity to comment on the environmental impacts of the proposed project.</i> The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the subsequent threshold determination for the proposal may be obtained upon request. Agencies, tribes, and the public are encouraged to review and comment on the proposed project and its probable environmental impacts.</p>
Public Comment Methods:	<p>Written comments may be mailed, faxed, or e-mailed to the PED Department contact information indicated above. To ensure consideration, all written comments must be received prior to close of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.</p>

Public Participation Plan:

A public and agency participation plan has been developed for this review process, and can be viewed at the [City's website](#). A copy is also available at the Planning and Economic Development (PED) Department.

Draft Document:

The proposed amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. The proposed amendments can be found online: <https://cityofpoulsbo.com/development-regulation-amendments/>

Planning Commission Public Hearing:

THE PLANNING COMMISSION PUBLIC HEARING IS SCHEDULED FOR JULY 23, 2019.

The hearing is scheduled to begin at 7 pm at Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA. All interested citizens and agencies are invited to provide written and verbal testimony to the Planning Commission regarding the proposed amendments. The Planning Commission will make recommendations to the City Council. City Council is the review and decision-making authority. Hearing procedures are available from the PED Department and City Clerk's office and are conducted based on Roberts Rules of Order.

Further Information:

Please contact the Poulsbo PED Department at (360) 394-9748, www.cityofpoulsbo.com or plan&econ@cityofpoulsbo.com for further information.

Examination of File:

The complete document may be viewed at the PED Department, Poulsbo City Hall, 200 NE Moe Street, from 8:30 a.m. to 4:30 p.m. Monday through Friday. Project documents are also available online here: <https://cityofpoulsbo.com/development-regulation-amendments/>

All interested people are invited to attend the Planning Commission Public Hearing. If you are unable to attend, your written comments, received no later than the date and time scheduled for the hearing, will be given careful consideration by the Planning Commission and made a part of the record. Testimony will be allowed on the proposal.

The following procedural rules have been established for public hearings to allow a fair and orderly hearing:

1. The length of time given to individuals speaking for or against a proposal may be determined by the Planning Commission prior to the application being considered;
2. A speaker representing each side of the issue is encouraged.

THE CITY OF POULSBO STRIVES TO PROVIDE ACCESSIBLE MEETINGS FOR PEOPLE WITH DISABILITIES. PLEASE CONTACT THE POULSBO PED DEPARTMENT AT 360-394-9748 AT LEAST 48 HOURS PRIOR TO THE MEETING IF ACCOMMODATIONS ARE NEEDED FOR THIS MEETING.



C1/NOA/SEPA



AFFIDAVIT OF PUBLIC NOTICE

Nikole Coleman, being first duly sworn,
upon his/her oath deposes and says: That he/she is now,
and at all times herein mentioned has been, a citizen of the
United States and the State of Washington, over and above the age of
twenty-one years and a resident of said County, that
on June 28, 2019, affiant that a copy of the following
City of Poulsbo public notices, and which is attached to this affidavit,

- ☒ Notice of Application
- ☐ SEPA Determination
- ☒ Notice of Public Hearing (PCPH)
- ☐ Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists,
property addresses or posting locations:

- ☐ US Mail
- ☒ Email
- ☒ Post at Library, City Hall, Poulsbo Post Office, Website
- ☐ Site Posting Address: _____

Subscribed and sworn to before me this 1st day of July, 2019.



Amanda Rodgers
NOTARY PUBLIC in and for the
State of Washington, residing at:

Bremerton, WA
My Commission expires on:

07/16/2022

Helen M. Wytko

From: Constant Contact <support@constantcontact.com>
Sent: Friday, June 28, 2019 11:00 AM
To: Helen M. Wytko
Subject: Your campaign C-1 Downtown Limited Zoning Amendment - Flexible Use has been sent

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Constant Contact

Dear Helen Wytko,

Your campaign '**C-1 Downtown Limited Zoning Amendment - Flexible Use**' was sent on 6/28/2019 around 2:00 PM EDT.

Below is a copy of the message your subscribers received. See how your campaign is doing by visiting Reports [in your account](#) to get real-time results and stats.

Subject: C-1 Downtown Limited Zoning Amendment - Flexible Use



City of Poulsbo PUBLIC NOTICE

You are receiving this email because you've signed up to receive periodic notices regarding the City of Poulsbo's development regulations. Thank you for your interest in the future of Poulsbo.

In early 2019, Mayor Erickson requested the Economic Development Committee (EDC) review the mixed use/residential component of the amendments for the C-1 (downtown) zoning district. The EDC discussed options for residential uses in the C-1 district, as well as in the other commercial districts, at multiple meetings throughout the spring (2/27/19, 3/27/19, 4/12/19, 4/24/19). The EDC decided to focus on residential uses in the C-1 zone and at its 4/24/19 meeting requested that the full City Council hold a workshop to continue the discussion. A full City Council workshop was held on the topic on 6/19/19. Representatives from the private sector multi-family development have attended meetings to answer questions.

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The City encourages all interested parties to review the proposed amendment and attend any or all of the scheduled workshops. Comments may also be made in writing to plan&econ@cityofpoulsbo.com or to Poulsbo Planning and Economic Development Department 200 NE Moe Street, Poulsbo WA 98370. To ensure consideration, all written comments must be received by the City prior to the close of the City Council public hearing (scheduled for August 14, 2019).

Please feel free to contact the Poulsbo PED Department at (360) 394-9748 with any questions regarding this amendment.

Again, thank you for your interest in the future of Poulsbo.

- [Initial Release Memo](#)
- [Public Participation Plan](#)
- [Notice of Application w/Optional DNS and Planning Commission Public Hearing](#)
- [SEPA Checklist](#)

City of Poulsbo | Planning and Economic Development Department, 200 NE Moe Street, Poulsbo, WA 98370

[Unsubscribe hwytko@cityofpoulsbo.com](mailto:hwytko@cityofpoulsbo.com)

[Update Profile](#) | [About Constant Contact](#)

Sent by planninginfo@cityofpoulsbo.com in collaboration with

Constant Contact 

Try email marketing for free today!

EXHIBIT D

SEPA Threshold Determination with commented checklist



DETERMINATION OF NONSIGNIFICANCE (DNS)

C-1 Downtown Commercial Limited Zoning Amendments, Type IV Application

Description of Proposal: The City Council adopted amendments to the Poulsbo Municipal Code [Chapter 18.80](#), Commercial Zoning Districts, in 2018 (Ordinance 2018-20). Amendments were to all four of the Commercial zones and addressed the permitted use table, landscaping, design standards, and the creation of the downtown shopfront overlay.

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Project Name: C-1 Downtown Commercial Limited Zoning Code Amendment
NOA/Optional DNS: June 28, 2019
Applicant: City of Poulsbo Planning and Economic Development Department
Lead Agency: City of Poulsbo

The City of Poulsbo has determined that the above-described proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

THIS DNS IS ISSUED AFTER USING THE OPTIONAL DNS PROCESS IN WAC 197-11-355. THERE IS NO FURTHER COMMENT PERIOD ON THE DNS.

Responsible Official: Karla Boughton
Position/Title: Planning and Economic Development Department Director
200 NE Moe Street
Poulsbo, WA 98370
(360) 394 -9748

Date:

7/15/19

Signature:

APPEAL: Any agency or person may appeal this SEPA determination by filing a written appeal to the responsible official no later than 10 working days from the date of this notice. You should be prepared to make specific factual objections. Contact the responsible official to read or ask about the procedure for SEPA appeals.

CI/SEPA



AFFIDAVIT OF PUBLIC NOTICE

Nikole Coleman, being first duly sworn,
upon his/her oath deposes and says: That he/she is now,
and at all times herein mentioned has been, a citizen of the
United States and the State of Washington, over and above the age of
twenty-one years and a resident of said County, that
on July 15, 2019, affiant that a copy of the following
City of Poulsbo public notices, and which is attached to this affidavit,

- ☐ Notice of Application
- ☒ SEPA Determination
- ☐ Notice of Public Hearing
- ☐ Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists,
property addresses or posting locations:

- ☒ website
- ☐ US Mail
- ☒ Email to Parties of Record
- ☐ Post at Library, City Hall, Poulsbo Post Office, Website
- ☐ Site Posting Address: _____
- ☒ Ecology

[Signature]

Subscribed and sworn to before me this 15 day of July, 2019.

[Signature]
NOTARY PUBLIC in and for the
State of Washington, residing at:

HELEN WYTKO
Notary Public
State of Washington
License Number 208236
My Commission Expires
May 01, 2023

Poulsbo, WA
My Commission expires on:
May 1, 2023



SEPA ENVIRONMENTAL CHECKLIST

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

A. BACKGROUND

Name of proposed project, if applicable:

C-1 Downtown Limited Zoning Code Amendments - Flexible Use

Date Prepared:

June 25, 2019

Name of Applicant:

City of Poulsbo

Address:

200 NE Moe Street
Poulsbo, Washington 98370

Phone Number:

(360) 394-9748

Contact:

Nikole Coleman, Associate Planner

Agency Requesting Checklist:

City of Poulsbo

Proposed timing or schedule (including phasing, if applicable)

The Planning Commission has a public hearing scheduled for July 23, 2019. The City Council has a public hearing scheduled for August 14, 2019. All hearings will be held at Poulsbo City Hall Council Chambers. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website. All meeting dates are subject to change. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website.

Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain.

No.

List any environmental information you know about that has been prepared, directly related to this proposal.

No specific environmental information has been prepared for this update. Land use applications submitted to the City will be required to be processed under the provisions of Title 19, and may require environmental review when development is proposed, pursuant to SEPA rules.

Do you know whether applications are pending for governmental approvals or other proposals directly affecting the property covered by your proposal? If yes, explain.

Permits will be processed under the current zoning ordinance until new regulations go into effect.

List any government approvals or permits that will be needed for your proposal, if known.

City Council approval and adoption.

Reviewed & commented by Paul Boughton 6/25/19

Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.

The City Council adopted amendments to the Poulsbo Municipal Code [Chapter 18.80](#), Commercial Zoning Districts, in 2018 (Ordinance 2018-20). Amendments were to all four of the Commercial zones and addressed the permitted use table, landscaping, design standards, and the creation of the downtown shopfront overlay.

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Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Poulsbo is located in Township 26 North, Range 1 East, Willamette Meridian and is located in all or portions of Sections 9, 10, 11, 13, 14, 15, 22, 23, 24, 25, and 26. The updated Ordinance will apply to residentially zoned properties city-wide. The responses provided from this point forward imply city-wide applicability, unless otherwise specified.

B. ENVIRONMENTAL ELEMENTS

Agree

Disagree

Mitigate

1. Earth

<p>a. General description of the site (check one):</p> <p><input type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> hilly <input type="checkbox"/> steep <input type="checkbox"/> slopes <input type="checkbox"/> mountainous</p> <p><input type="checkbox"/> other.</p> <p>Poulsbo's topography varies throughout the city, from flat to areas of steep slopes. Actual development will be subject to additional SEPA review as appropriate. Environmental review and a threshold determination will be required at the time of development review. Site specific development impacts are not identified at this time.</p>	✓		
<p>b. What is the steepest slope on the site (approximate percent slope)?</p> <p>There are areas within the city limits with slopes exceeding 40 percent, and potential geohazard areas are mapped on the City's critical areas maps. At the time of a development proposal, additional information on slopes will be required. Future development will require additional environmental review.</p>	✓		

<p>c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils</p> <p>According to the Kitsap County Soil Survey, the soils within the city limits is predominately classified as Poulsbo Gravelly sandy loam, with areas of Kapowsin gravelly loam and Sinclair soils.</p>	✓		
<p>d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.</p> <p>Geohazards are mapped in the City's critical areas maps and unstable soils/slopes are regulated by the City's Critical Areas Ordinance. No development is proposed at this time. Review of soil conditions will occur at the time specific proposals move forward.</p>	✓		
<p>e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.</p> <p>This is not applicable to this non-project action.</p>	✓		
<p>f. Could erosion occur as a result of clearing, construction or use? If so, generally describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Erosion control would be addressed through existing City ordinances, including the clearing and grading and critical areas regulations.</p>	✓		
<p>g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Projects will require further analysis and SEPA review, where appropriate.</p>	✓		
<p>h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.</p> <p>None. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
2. Air			
<p>a. What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.</p> <p>No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.</p> <p>No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		

<p>c. Proposed measures to reduce or control emissions or other impacts to air, if any.</p> <p>None. No development is proposed at this time. Determination will be made at the time specific proposals move forward. New construction will comply with the requirements of the Poulsbo Municipal Code and the Engineering Department, which will be reviewed at the time of a specific project proposal moving forward.</p>	✓		
3. Water			
a. Surface:			
<p>1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.</p> <p>Poulsbo's main surface water body is Liberty Bay; there are numerous streams and wetlands throughout the city limits. There is no development proposed at this time; future development will require additional environmental review.</p>	✓		
<p>2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.</p> <p>No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>3) Estimate the amount of fill and dredge that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.</p> <p>No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		

b. Ground:			
1)	<p>Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓	
2)	<p>Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals.; agricultural; etc...). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓	
c. Water Runoff (including storm water):			
1)	<p>Describe the source of runoff (including storm water) and method of collection and disposal, if any (including quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Future development will lead to stormwater runoff, which will be reviewed and required to meet City and State regulations for stormwater management. Determination will be made at the time specific proposals move forward.</p>	✓	
2)	<p>Could waste materials enter ground or surface waters? If so, generally describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓	
3)	<p>Does the proposal alter or otherwise affect drainage patterns near the site? If so, describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓	
d.	<p>Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:</p> <p>This is not applicable to this non-project action. No development is proposed at this time. At the time of development review, projects will be reviewed for compliance with the City's adopted storm water management regulations and updated critical areas ordinance.</p>	✓	

4. Plants			
<p>a. Check types of vegetation found on the site:</p> <p> <input checked="" type="checkbox"/> Deciduous tree: alder, maple, aspen, other <input checked="" type="checkbox"/> Evergreen tree: fir, cedar, pine, other <input checked="" type="checkbox"/> Shrubs <input checked="" type="checkbox"/> Grass <input checked="" type="checkbox"/> Pasture <input type="checkbox"/> Crop or grain <input checked="" type="checkbox"/> Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other <input type="checkbox"/> Water plants: water lily, eelgrass, milfoil, other <input type="checkbox"/> Other types of vegetation </p> <p>The checked vegetation is found throughout Poulsbo. This is not applicable to this non-project action. No development is proposed at this time. The existing vegetation for sites will be determined at the time of development review.</p>	✓		
<p>b. What kind and amount of vegetation will be removed or altered?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>c. List threatened or endangered species known to be on or near the site.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Landscaping is typically required for new development proposals.</p>	✓		
<p>e. List all noxious weeds and invasive species known to be on or near the site.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Landscaping is typically required for new development proposals.</p>	✓		
5. Animals			
<p>a. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:</p> <p> <input type="checkbox"/> Birds: hawk, heron, eagle, songbirds, other: <input type="checkbox"/> Mammals: deer, bear, elk, beaver, other: <input type="checkbox"/> Fish: bass, salmon, trout, herring, shellfish, other: </p> <p>There are a variety of birds, fish, and mammals that inhabit Poulsbo. They are primarily located near streams and Liberty Bay.</p>	✓		

<p>b. List any threatened or endangered species known to be on or near the site.</p> <p>Poulsbo has several listed species, including bald eagle, blue heron, harbor seal, salmon (Chinook, chum, coho), steelhead, cutthroat, hardshell clam, smelt, and sand lance.</p> <p>No development is proposed at this time. Additional environmental review will be conducted at the time of application for specific development.</p>	✓		
<p>c. Is the site part of a migration route? If so, explain.</p> <p>Liberty Bay and adjacent streams are known to contain anadromous salmonids. The City is located within the Pacific Flyway – a flight corridor for migrating waterfowl and other birds – that extends from Alaska to Mexico and South America.</p>	✓		
<p>d. Proposed measures to preserve or enhance wildlife, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. The City's Critical Areas Ordinance provides protection for wildlife. Any additional mitigation necessary will be identified at the time of site-specific development review.</p>	✓		
<p>e. List any invasive animal species known to be on or near the site.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. The City's Critical Areas Ordinance provides protection for wildlife. Any additional mitigation necessary will be identified at the time of site-specific development review.</p>	✓		
6. Energy and Natural Resources			
<p>a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Electric energy is available city-wide and natural gas is available in specific locations in the city limits.</p>	✓		
<p>b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Future development will meet the current energy code as identified in the International Building Code.</p>	✓		

7. Environmental Health			
<p>a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>1) Describe any known or possible contamination at the site from present or past uses.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>4) Describe special emergency services that might be required.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>5) Proposed measures to reduce or control environmental health hazards, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
b. Noise			
<p>1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?</p> <p>The city has a typical level of noise expected in an urban environment.</p>	✓		

<p>2) What types of levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>3) Proposed measures to reduce or control noise impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Construction noise is regulated in the Poulsbo Municipal Code.</p>	✓		
8. Land and Shoreline Use			
<p>a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.</p> <p>The C-1 zoning district is intended to:</p> <ol style="list-style-type: none"> 1. Encourage high quality and recreation amenities, tourist-oriented and commercial development which will enhance public access and the use of the shoreline. 2. Encourage a wide range of activities that make downtown Poulsbo the cultural, civic, heritage and waterfront heart of the community. 3. Provide a full range of commercial services, tourism, recreation and entertainment activities to support downtown visitors, residents and workers. 4. Ensure that projects are designed using consistent architectural design and consistent with the scale and design of downtown. 5. Shopfront Overlay. The shopfront overlay is intended to preserve the historical development pattern along Front Street defined by small parcels, pedestrian-scale buildings, active streets, public spaces, and retail and service uses. 	✓		
<p>b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?</p> <p>No.</p>	✓		
<p>1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:</p> <p>No.</p>	✓		
<p>c. Describe any structures on the site.</p> <p>The C-1 zoning district contains many structures, parking, landscaping, etc.</p>	✓		

<p>d. Will any structures be demolished? If so, what?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>e. What is the current zoning classification of the site?</p> <p>The proposed amendment is applicable to the C-1 zoning district.</p>	✓		
<p>f. What is the current comprehensive plan designation of the site?</p> <p>The C-1 zoning are is designated as Commercial.</p>	✓		
<p>g. If applicable, what is the current shoreline master program designation of the site?</p> <p>Several properties within the C-1 zoning district are located within the Shoreline Jurisdiction (200 feet from OHWM). No development is proposed. Determination of shoreline designation and applicable review requirements will be made at the time specific proposals move forward.</p>	✓		
<p>h. Has any part of the site been classified as a critical area by the city or county? If so, specify</p> <p>Several properties within the C-1 zoning district are mapped as Aquifer Recharge Area of Concern and Potential Geological Hazards. The actual development of the specific sites will be subject to additional development review and would be subject to environmental review. Site specific development impacts are not identified at this time. Identification of critical areas will be made based on the City's Critical Area Ordinances maps and site-specific environmental information prepared during the development review process.</p>	✓		
<p>i. Approximately how many people would reside or work in the completed project?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. The proposed amendment allows for flexibility for employment and residential in the C-1 zoning district.</p>	✓		
<p>j. Approximately how many people would the completed project displace?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>k. Proposed measures to avoid or reduce displacement impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.</p> <p>Per Comprehensive Plan Policies:</p> <p>LU-3.3. Provide for a mix of activities including retail, office, social, recreation, local services and as appropriate residential, within the commercial designations.</p>	✓		

<p>LU-3.9. Encourage mixed use by allowing residential units to be located in combination with existing and new street frontage commercial in all commercial zoning districts.</p> <p>CC-5.9. Encourage mixed use by allowing residential units to be located in association with commercial frontage in Downtown Poulsbo. New mixed-use buildings shall be designed to complement the existing character and pedestrian-scale of Downtown Poulsbo, shall be limited in height to an average of 35', and have a mix of both commercial and residential uses incorporated within the building.</p> <p>HS-1.1. Provide land for the city's projected population through a variety of housing types, such as single family and multi-family attached and detached housing (both owner and renter occupied), mixed use, manufactured housing, group homes, government-assisted housing, and housing for low-income households.</p> <p>HS-3.6. Encourage additional housing units through the provisions of mixed-use development in commercially zoned areas.</p> <p>ED-6.5. Facilitate the redevelopment and re-invigoration of older commercial areas. Work with property owners and stakeholders to transform such areas into dynamic retail/mixed use commercial areas that also provide a gathering place</p>			
<p>m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.</p> <p>None are located in the C-1 zoning district.</p>	✓		
9. Housing			
<p>a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.</p> <p>Not applicable to this non-project action. This is a non-project action. Unknown at this time how many units would be provided based on the amendment.</p>	✓		
<p>b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.</p> <p>Not applicable to this non-project action. This is a non-project action. It is unlikely the units will be removed based on this amendment.</p>	✓		
<p>c. Proposed measures to reduce or control housing impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
10. Aesthetics			
<p>a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?</p> <p>Per PMC 18.80.040 B., the maximum average building height in the C-1 zoning district shall be thirty-five feet; provided, that:</p> <p>1. The height limit on 3rd Avenue NE between Moe Street NE and NE Hostmark Street shall be twenty-five feet as measured from the highest sidewalk grade of 3rd Avenue NE adjacent to the property line;</p>	✓		

<p>2. In the shopfront overlay the height limit on west side of Front Street NE shall be twenty-five feet and on east side of Front Street NE shall be thirty-five feet as measured from the highest sidewalk grade of Front Street NE adjacent to the property line;</p> <p>3. "Highest sidewalk grade" means the highest elevation of the sidewalk parallel to the building frontage; and</p> <p>4. The height limits described above in subsections (B)(1) and (2) of this section shall also apply to rooftop appurtenances, such as those identified in Section 18.310.010(B)</p>			
<p>b. What views in the immediate vicinity would be altered or obstructed?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>c. Proposed measures to reduce or control aesthetic impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. While site specific development impacts are not identified at this time, building height and design review requirements are set forth in Poulsbo's zoning ordinance.</p>	✓		
11. Light and Glare			
<p>a. What type of light or glare will the proposal produce? What time of day would it mainly occur?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>b. Could light or glare from the finished project be a safety hazard or interfere with views?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>c. What existing off-site sources of light or glare may affect your proposal?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>d. Proposed measures to reduce or control light and glare impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. While site specific impacts are not identified at this time, the City's zoning ordinance contains lighting requirements. Additional environmental review will be required as sites are proposed for development.</p>	✓		
12. Recreation			

<p>a. What designated and informal recreational opportunities are in the immediate vicinity?</p> <p>Muriel Iverson Waterfront Park is located adjacent to the C-1 zoning district.</p>	✓		
<p>b. Would the proposed project displace any existing recreational uses? If so, describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
13. Historic and Cultural Preservation			
<p>a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.</p> <p>This is a non-project action. Determination will be made at the time of specific proposals for development.</p>	✓		
<p>b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.</p> <p>This is a non-project action. Determination will be made at the time of specific proposals for development.</p>	✓		
<p>c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>d. Proposed measures to reduce or control impacts, if any.</p> <p>If at the time of site-specific development, evidence of historic or cultural resources are found, proper protocols and notifications will be initiated.</p>	✓		
14. Transportation			
<p>a. Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any.</p> <p>Properties within the C-1 zoning district are accessed primarily by Front St. NE, Jensen Way NE, 3rd Ave NE, Moe St NE, and NE Hostmark St.</p>	✓		


<p>b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?</p> <p>The C-1 zoning district is served by Kitsap Transit route 344.</p>	✓		
<p>c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?</p> <p>Any development projects proposed currently, or following the adoption of this amendment, would be required to provide on site parking consistent with PMC 18.80.100. Within the C-1 zoning district, but outside of the shopfront overlay, the proposed amendment allows residential units on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.</p> <p>Per PMC 18.80.100, retail sales, personal services, restaurant, office and professional services required 1 space per 300 GSF.</p>	✓		
<p>d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).</p> <p>Comprehensive Plan Policy TR 1.3: "Each new development in the City shall mitigate its traffic impacts by providing safety and capacity improvements to the City's transportation system in order to maintain the adopted level of service on transportation facilities and to provide for the safe and efficient movement of people and goods using multiple modes of travel. Concurrency shall be the minimum required. Mitigation required of any individual development shall be related and roughly proportional to the impacts of that development where so required by law."</p> <p>Comprehensive Plan Policy TR 2.1: "A concurrency level of service (LOS) standard of LOS E is hereby established for all transportation facilities (except as otherwise designated) in the City of Poulsbo in order to serve as a gauge to judge performance of the City's transportation system. A concurrency standard of LOS F is established for all local roadway sections designated Residential Collector and Residential Access."</p> <p>Level of Service (LOS) E is characterized by significant delays and average travel speeds of one third the free-flow speed or less. Such operations are caused by some combination of adverse progression, high signal density, high volumes, extensive delays at critical intersections, and inappropriate signal timing.</p>	✓		
<p>e. Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe.</p> <p>C-1 zoning district is located near a recreational marina.</p>	✓		

<p>f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p> <p>However, TIAs completed for two development proposals within the C-1 zoning district have indicated that the addition of these two mixed-use projects would provide for LOS B or better, indicating little to no delay in vehicular flow. See TIAs for Old City Hall Apartments (P-07-12-17-01) and Vanaheimr (P-05-18-17-01)</p>			<p>Any proposed project utilizing the code provisions (if adopted) would be required to prepare a TIA. (initials)</p>
<p>g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>h. Proposed measures to reduce or control transportation impacts, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. At the time of development review, projects will be reviewed for traffic impacts and appropriate mitigation will be imposed. TIAs will be required for any future development.</p>	✓		
15. Public Services			
<p>a. Would the project result in an increased need for public service (for example fire protection, police protection, health care, schools, other)? If so, generally describe.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>b. Proposed measures to reduce or control direct impacts on public services, if any.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
16. Utilities			

<p>a. Check the utilities currently available at the site:</p> <p><input type="checkbox"/> electric <input type="checkbox"/> natural gas <input type="checkbox"/> water <input type="checkbox"/> refuse service <input type="checkbox"/> telephone, <input type="checkbox"/> sanitary sewer <input type="checkbox"/> septic system <input type="checkbox"/> other.</p> <p>Utilities are also available throughout the city, with natural gas only available in specific areas. No development is proposed with the amendments, and specific determination of utility services will be made at the time of development review.</p>	✓		
<p>b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.</p> <p>Utilities are also available throughout the city, with natural gas only available in specific areas. No development is proposed with the amendments, and specific determination of utility services will be made at the time of development review.</p>	✓		

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:  Date Submitted: 6/25/19
Associate Planner

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1.	<p>How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substance; or production of noise?</p> <p>As a non-project action, the C-1 Downtown Limited Zoning Amendments would not create any of these effects. All development and uses will be subject to all applicable local, state and federal regulatory requirements and will be reviewed on a case-by-case basis during the development review process.</p> <p>Proposed measures to avoid or reduce such increases are:</p> <p>No measures are proposed with the update. However, measures will be identified as necessary during the development permit and environmental process for specific projects. Compliance with city regulations and other appropriate mitigations would reduce increases.</p> <p>All future developments will be required to meet Poulsbo Municipal Code (PMC) Chapter 13.18, Illicity Discharge Detention and Elimination, Chapter 15.35, Grading and Clearance, and Chapter 13.17, Stormwater Management. In addition, all construction is required to meet Chapter 15.32, Regulation of Construction Hours.</p>
2.	<p>How would the proposal be likely to affect plants, animals, fish, or marine life?</p> <p>As a non-project action, the C-1 Downtown Limited Zoning Amendments would not directly affect plants, animals, fish or marine life. Projects resulting from the update will require further review under SEPA. However, the City's Critical Areas Ordinance (CAO), Chapter 16.20, establishes appropriate protection measures and procedures for habitat conservation.</p> <p>Proposed measures to protect or conserve plants, animals, fish, or marine life are:</p> <p>The CAO provides regulatory protective measures to protect and conserve vegetation and wildlife habitat. Additional measures may be identified during the development permit and environmental review process for specific projects.</p> <p>The City may require completion of environmental studies by qualified professionals to assess the impact of proposed development on critical areas. The City's CAO requires vegetative buffers along surface waters to protect anadromous fish and wildlife habitat. New development may be subject to buffers, as identified in the CAO and other applicable development standards.</p>
3.	<p>How would the proposal be likely to deplete energy or natural resources?</p> <p>As a non-project action, the C-1 Downtown Limited Zoning Amendments would not deplete energy or natural resources. Projects resulting from the amendments will require further environmental review at the time of development application.</p> <p>Proposed measures to protect or conserve energy and natural resources are:</p> <p>Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.</p> <p>All future developments are required to meet the current edition of the International Energy Conservation Code, as published by the ICC, as adopted by the Washington State Building Code Council.</p>
4.	<p>How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?</p> <p>The CAO includes standards to protect critical areas and their buffers when development is proposed.</p>

	<p>Proposed measures to protect such resources or to avoid or reduce impacts are:</p> <p>Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.</p>
5.	<p>How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?</p> <p>The proposed updates will not change existing land use patterns.</p> <p>Proposed measures to avoid or reduce shoreline and land use impacts are:</p> <p>The amendments being considered through the update do not pose shoreline or land use impacts. All development applications will be subject to further review under SEPA, the city's zoning code and the Shoreline Master Program where appropriate.</p> <p>Per Comprehensive Plan Policy NE-7.1, Proposed development projects shall be reviewed for consistency with the no net loss policy, taking into account (1) the environmental limitations and sensitivity of the shoreline area; (2) proposed mitigation for anticipated impacts; (3) the level of infrastructure and services available; and (4) other comprehensive planning considerations.</p> <p>Per Comprehensive Plan Policy NE-7.2, new development and redevelopment in all shoreline environment designations shall be consistent with the "preferred use" and "priority use" provisions as set forth in 90.58.020 RCW and WAC 173-26-201, or their successors.</p>
6.	<p>How would the proposal be likely to increase demands on transportation or public services and utilities?</p> <p>No development is proposed. However, future developments on the subject sites may have increased demands, which would be identified during the specific project development review. Projects resulting from amendments may require further review under SEPA which will be accomplished as required under WAC 197-11 and the Poulsbo Municipal Code.</p> <p>Proposed measures to reduce or respond to such demand(s) are:</p> <p>Measures to reduce impacts on transportation, public services and utilities would be identified during project specific development review. Compliance with city regulations and other appropriate mitigations could provide the appropriate measures to reduce impacts.</p> <p>Per Comprehensive Plan Policy TR-2.1, a concurrency level of service (LOS) standard of LOS E has been established for all transportation facilities (except as otherwise designated) in the City of Poulsbo in order to serve as a gauge to judge performance of the City's transportation system.</p> <p>Per Comprehensive Plan Policy TR-1.4, each new development in the City shall mitigate its traffic impacts by providing safety and capacity improvements to the City's transportation system in order to maintain the adopted level of service on transportation facilities and to provide for the safe and efficient movement of people and goods using multiple modes of travel. Concurrency shall be the minimum required. Mitigation required of any individual development shall be related and roughly proportional to the impacts of that development where so required by law. Mitigation of traffic impacts may be achieved in any number of ways, including but not limited to, actual construction of improvements, financial contribution in lieu of such construction, payment of impact fees imposed under RCW 82.02, implementation of transportation demand strategies, or any other method that is acceptable to the City and that will result in actual mitigation for the impacts of the development.</p>
7.	<p>Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.</p> <p>The proposed amendments do not conflict with any local, state or federal laws or requirements for the protection of the environment. All future development proposals would be required to follow all applicable regulations regarding the protection of the environment.</p>

EXHIBIT E

Map of C-1 Zoning District Land Utilization

C-1 Zoning District Land Utilization City of Poulsbo, Washington

Legend

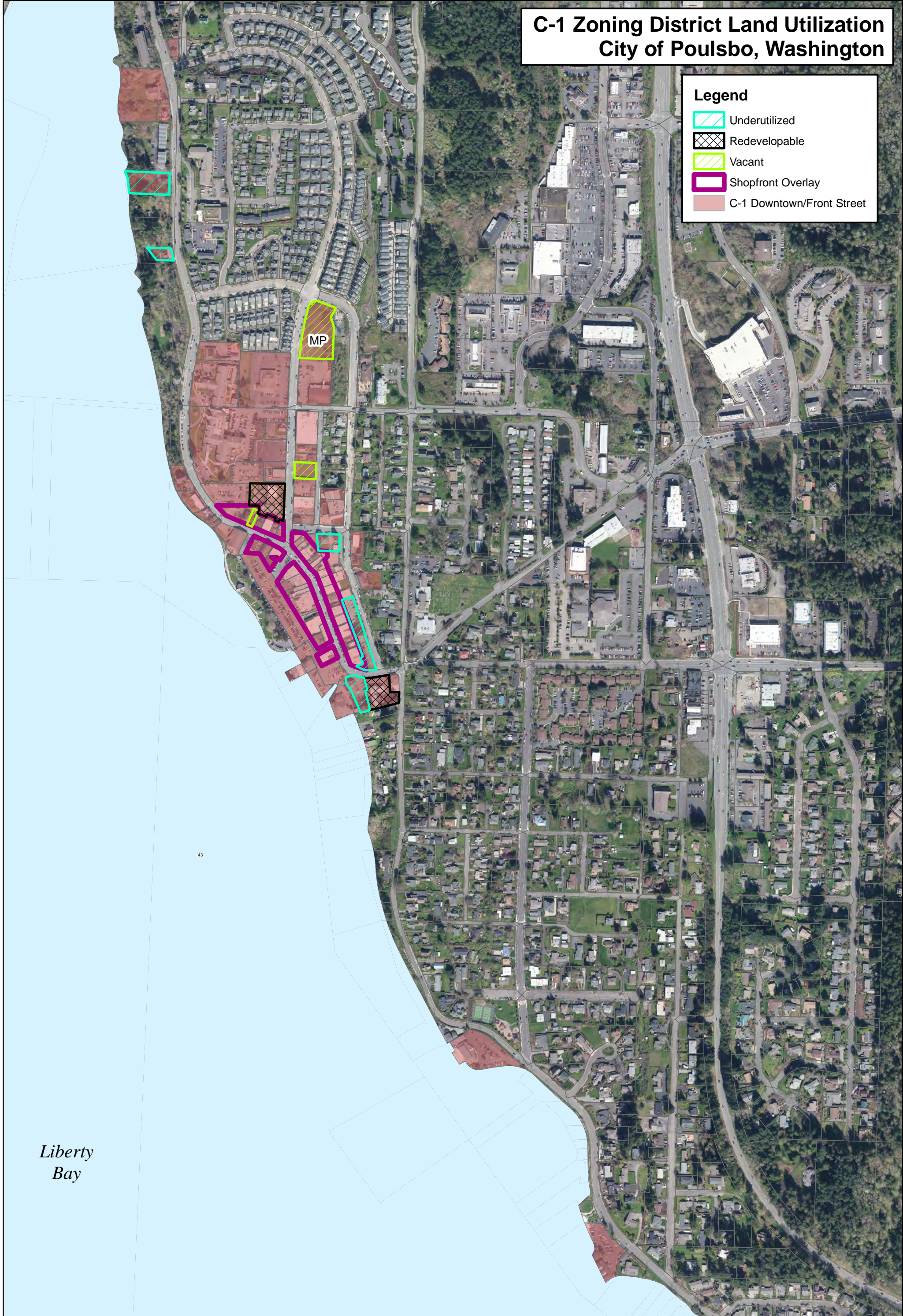
Underutilized

Redevelopable

Vacant

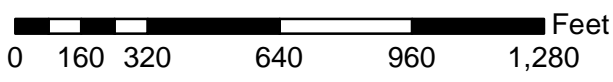
Shopfront Overlay

C-1 Downtown/Front Street



43

Liberty Bay



Published April 2019

This Map is intended for general purpose planning. Maps are schematic representations of physical features, infrastructure, and land ownership boundaries. The map information was derived from available public records and existing sources, not from surveys. Studies may be necessary with project review to verify information.

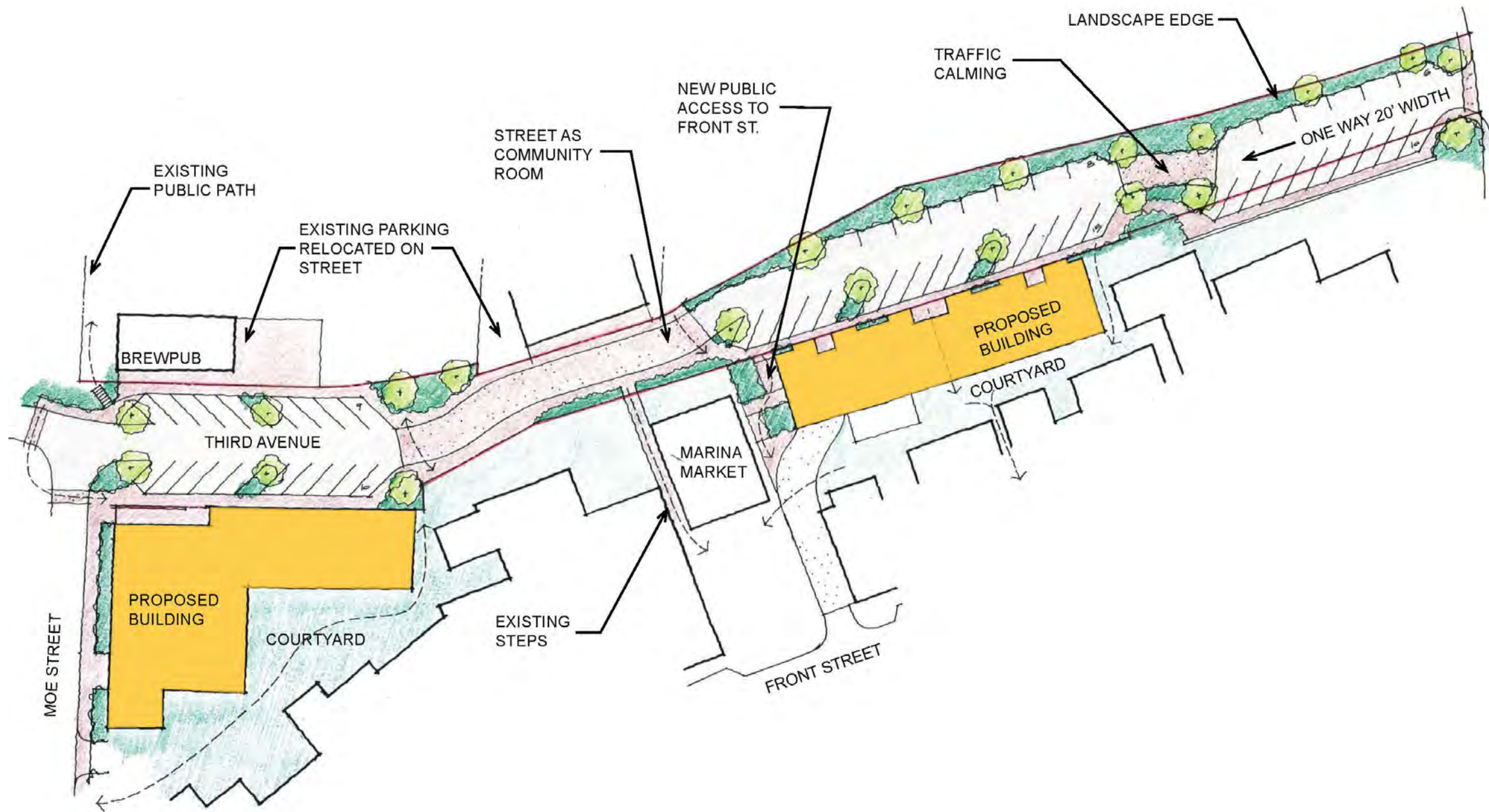
EXHIBIT F

Public Comment Received

Exhibit F.1
SoundWest Group
Public Comment







COMMERCIAL IN POULSBO, WA

ASSUMPTIONS

Gross Bldg Area 10,000 sf
 Net Leasable Area 9,000 sf

Loan - 70% LTC
 \$ 2,240,000.00

		<u>\$/SF</u>		<u>Total Cost</u>	
BUILD COST	Land	\$	60	\$	1,500,000
	Construction Costs	\$	170	\$	1,700,000 Shell & Core
	TOTAL	\$	230	\$	3,200,000
INCOME	RENT		\$16	144,000	\$16/sf/year
	Other Income			-	
	Vacancy Loss	10%		\$	(14,400)
	Subtotal	\$	16	\$	129,600
EXPENSES	Tenant Improvement*	\$	5	\$	(45,000)
	* \$25/SF allowance, amortized over 5 year lease term				
	Net Operating Income	\$		\$	84,600
	Yearly Debt Payment**				(177,396)
** Assume 5% rate, 20 Year Am, 10 Year Call					
	BEFORE TAX CASH FLOW				(92,796)
	Debt Service Coverage Ratio				0.48

RESIDENTIAL COMPARISON

		<u>\$/SF</u>	
\$	1,500,000	\$	60
\$	1,600,000	\$	160
\$	3,100,000		
\$	286,200	\$2.65	*currently receiving \$3.05/sf/mo in Bainbridge
\$	16,500		*Parking, Pet Rent, Storage, Late Fees, NSF Fees, etc.
\$	(14,310)	5%	
\$	288,390		
\$	-		
\$	288,390		
	(140,219)		* Assume 4.75% rate, 30 year Am
\$	148,171		
	2.06		

Commercial Property

18 Front Street (Green Light Diner)	
Building Square Footage	9334 S.F.
Annual Rent	\$115,656
Average Annual Rent per square foot	\$12.39

Warren G. Harding Building	
Building Square Footage	13890 S.F.
Annual Rent	\$137,832
Average Annual Rent per square foot	\$9.92

Residential Property*

Arendal on Viking Apartments	
1 bedroom square footage	760 S.F.
Annual Rent	\$21,120
Average Annual Rent per square foot	\$27.78

2 bedroom Square Footage	1040 S.F.
Annual Rent	\$24,660
Average Annual Rent per square foot	\$23.71

***Utilities Note**

Residential tenants pay sewer, water, garbage
Commercial tenants (included in rent)

WARREN G. HARDING

Building

SHOWN BY APPOINTMENT ONLY



18800 Front St NE
Poulsbo, Washington 98370

\$ 1,900,000

Mixed Use Commercial Real Estate Opportunity in beautiful downtown Poulsbo



Gary Sharp, Broker 253.851.8525
gary@sharpcommercial.com

STRANDLOOF BUILDING RENT ROLL MAY 2019

- | | |
|--|---|
| <ul style="list-style-type: none">• <u>Maple Grove Cottage, LLC Ste. 100</u>
2,314 sq. ft. | Lease expires: 03/31/20

Tenant Rent: \$2,000.00 |
| <ul style="list-style-type: none">• <u>Sandra Dickson/Curious Child Ste 101</u>
1,116 sq. ft. | Lease expires: 06/30/19

Tenant Rent: \$1,206.00 |
| <ul style="list-style-type: none">• <u>NW Land & Sea Ste. 102</u>
1,427 sq. ft. | Lease expires: 10/31/19

Tenant Rent: \$1,400.00 |
| <ul style="list-style-type: none">• <u>Norse City Boardroom Ste. 103</u>
1,270 sq. ft. | Lease expires: 05/31/20

Tenant Rent: \$1,200.00 |
| <ul style="list-style-type: none">• <u>Velosys, LLC Ste. 201& 202</u>
2,325 sq. ft. | Lease expires: 03/31/20

Tenant Rent: \$2,325.00 |
| <ul style="list-style-type: none">• <u>ALPHA Ledger Technologies Ste. 203</u>
750 sq. ft | Lease expires: 07/31/19

Tenant Rent: \$655.00 |
| <ul style="list-style-type: none">• <u>Elysian Studio, LLC Ste. 204</u>
688 sq. ft. | Lease expires: 01/31/21

Tenant Rent: \$700.00 |
| <ul style="list-style-type: none">• <u>Warren G. Harding Lodge 3rd Floor</u>
4,000 +- sq. ft. | Lease expires: 12/31/19

Tenant Rent: \$2,000.00 |

13,890 S.F.

Total Monthly Rent \$ 11,486.00

Annual Scheduled Rent \$ 137,832.00

ANNUAL PROPERTY OPERATING DATA

PROPERTY

Building Name: Strandloof Building
Building Address: 18800 Front Street NE
Address line 2: Poulsbo, WA 98370

INCOME

2019 Pro-Forma

Gross Scheduled Rental Income: \$137,832 (See Rent Roll)

Other Income:

Total Gross Income: \$137,832

VACANCY FACTOR

GROSS OPERATING INCOME \$137,832

EXPENSES

Accounting (estimated) \$ 1,000

Insurance \$ 2,538

Repairs/Maintenance (estimated) \$ 8,000

Taxes \$19,891

Utilities \$ 941

Water/Sewer/Garbage \$ 4,080

TOTAL EXPENSES \$36,450

NET OPERATING INCOME (Estimated) \$101,382

18 Front Street

SHOWN BY APPOINTMENT ONLY



18820 Front St NE
Poulsbo, WA 98370

\$ 1,400,000

Mixed Use Commercial Real Estate Opportunity in beautiful downtown Poulsbo



Gary Sharp, Broker
253.851.8525
gary@sharpcommercial.com

18 FRONT STREET

Poulsbo, WA

- Green Light Diner
2,956 sq. ft.
Lease expires: 05/31/24
Tenant Rent: \$2,753.93
- MD Interiors, Inc. Ste. 210
1,092 sq. ft. – incl. 1/2 of common area
Lease expires: 03/31/20
Tenant Rent: \$1,200.00
- The Boat Company Ste. 200
1,325 sq. ft.
Lease expires: 08/31/19
Tenant Rent: \$1,450.00
- The Bayside Center, LLC Ste. 220
1,284 sq. ft.
Lease expires: 06/30/19
Tenant Rent: \$900.00
- MD Squared, Inc. Ste.'s 100 & 110
1,185 sq. ft.
Lease expires: 03/31/22
Tenant Rent: \$1,434.12
- Apex Media & Marketing, LLC
1,852 sq. ft.
Lease expires: 04/30/22
Tenant Rent: \$1,900.00

9334 s.f.

Total Monthly Rent Scheduled: \$9,638.05

Annual Scheduled Rent: \$115,656.60

ARE ESTIMATES AND MUST BE VERIFIED TO BUYERS SATISFACTION.

ANNUAL PROPERTY OPERATING DATA

PROPERTY

Building Name: 18 Front Street Building
Building Address: 18800 Front Street NE
Address line 2: Poulsbo, WA 98370

INCOME

2019 Pro-Forma

Gross Scheduled Rental Income: \$115,657 (See Rent Roll)
Other Income:
Total Gross Income: \$115,657 (Proforma)
VACANCY FACTOR
GROSS OPERATING INCOME \$115,657

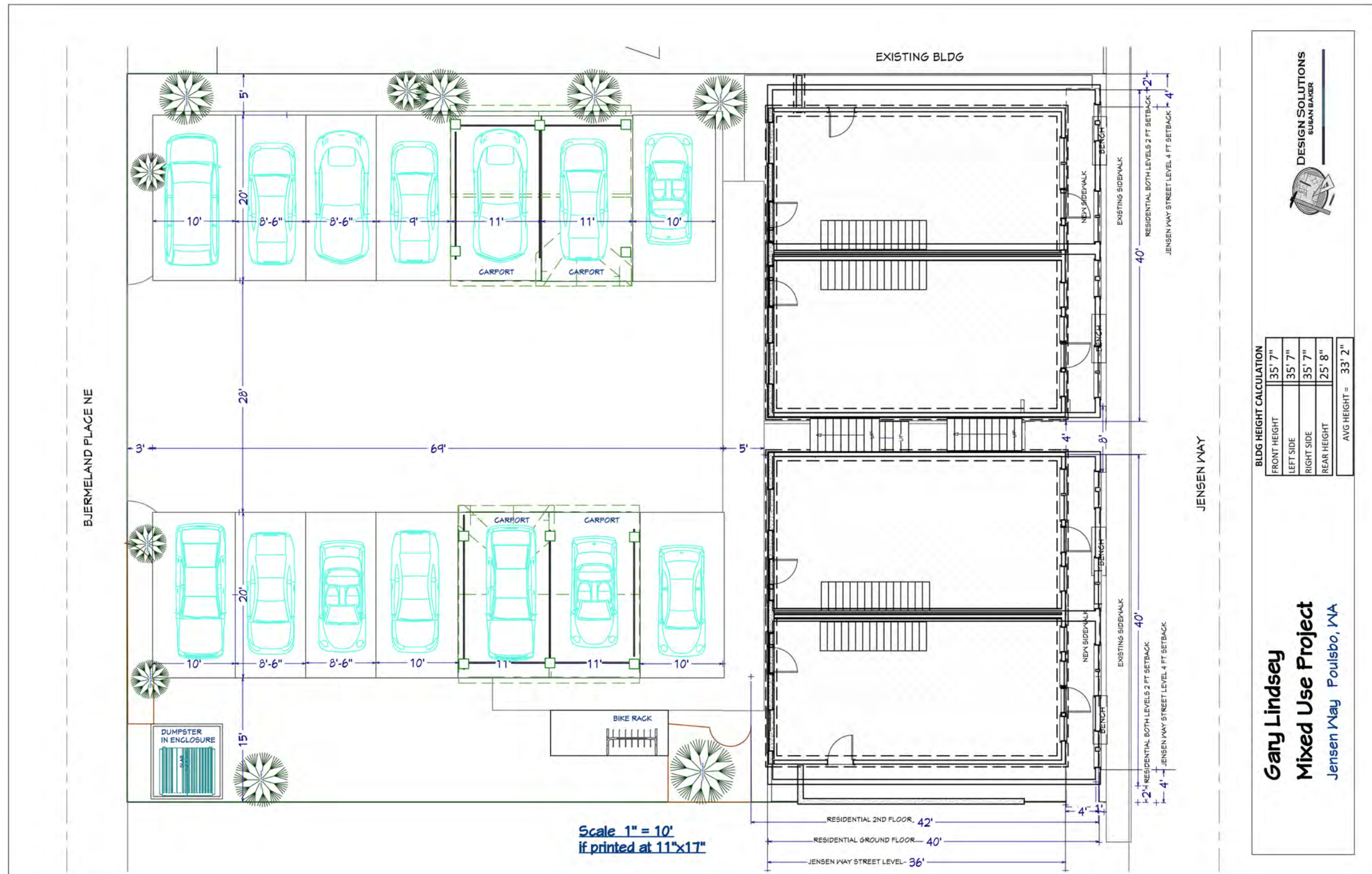
EXPENSES

Accounting (estimated) \$ 1,000
Insurance \$ 2,538
Repairs/Maintenance (estimated) \$ 8,000
Taxes \$13,526
Utilities \$ 941
Water/Sewer/Garbage \$ 4,080

TOTAL EXPENSES \$30,085 (Estimated to be verified)

NET OPERATING INCOME (Estimated) \$85,572





A floor plan of a rectangular commercial space. The central area is labeled "COMMERCIAL SPACE INTERIOR". On the left side, there is a curved entrance or partition. The room is bounded by a thick black line, with a dashed line just inside it. A small dimension line at the bottom left indicates a width of 4 units.

This floor plan shows a 2000 sq. ft. house with the following layout:

- Entry:** Features a coat closet and stairs leading up and down.
- Living Area:** Includes a large living room with a fireplace and a bay window, and a dining room with a bay window.
- Kitchen:** Features a breakfast room with a bay window, a kitchen with a bay window, and a central island.
- Bedrooms:**
 - Master Bedroom:** 12' x 13'6", includes a closet and a bay window.
 - 2nd Master Bedroom:** 11'6" x 11'3", includes a closet and a bay window.
 - 3rd Bedroom:** 10' x 11'3", includes a closet and a bay window.
- Bathrooms:**
 - Master Bath:** 7' x 7'3", includes a toilet and a bay window.
 - 2nd Master Bath:** 7' x 7'3", includes a toilet and a bay window.
 - 3rd Bedroom Bath:** 6'7" x 6'6", includes a toilet and a bay window.
- Laundry Room:** 6'7" x 6'6", includes a linen closet and a bay window.
- Closets:** Multiple closets throughout the house, including a large closet in the master bedroom and a closet in the laundry room.

Floor plan of a 2-bedroom apartment. The layout includes:

- KITCHEN:** 12' x 12', featuring a refrigerator, sink, and stove.
- DINING:** 12' x 12', featuring a dining table and chairs.
- LIVING ROOM:** 12' x 12', featuring a sofa, coffee table, and TV stand.
- BEDROOM 1:** 12' x 12', featuring a bed, dresser, and closet.
- BEDROOM 2:** 12' x 12', featuring a bed, dresser, and closet.
- BATH:** 12' x 12', featuring a bathtub, toilet, and sink.
- HALLWAY:** 12' x 12', featuring a coat closet and a linen closet.
- PORCH:** 12' x 12', featuring a table and chairs.
- BALCONY:** 22' x 8', featuring a table and chairs.
- OUTDOOR KITCHEN:** 12' x 12', featuring a grill and sink.

The apartment is located on the 1st floor of a building. The overall dimensions of the apartment are 42' x 42'.

EXHIBIT G

Traffic Conditions Technical Memo prepared by Poulsbo Engineering



ENGINEERING DEPARTMENT

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

MEMO

To: Karla Boughton, Planning Director
From: Michael Bateman, PE | Transportation Engineer
Anthony Burgess | Sr. Engineering Technician
Subject: C-1 Traffic Conditions Summary as it relates to Level of Service (LOS)
Date: July 17, 2019

Purpose:

The purpose of the memo is to summarize available traffic data and intersection Level of Service (LOS) information for the C-1 Downtown Commercial District. The engineering department utilizes standard practices included in the 2011 AASHTO Design Policy on for Geometric Design for evaluation of traffic. A city-wide Transportation Plan is utilized to plan for projects and model traffic forecasts. The Traffic Plan is updated approximately every 6 years and the city traffic model is calibrated to existing traffic flows. The city also requires proposed developments which generate more than 300 trips or have the potential to impact local streets to prepare a Traffic Impact Analysis. The TIA is required to confirm that capital projects are planned concurrent with development and to maintain the minimum level of service requirements. The full requirement can be found in Poulsbo Municipal code Title 14.04.

The following documents were used to generate this memo:

- Vanaheimr Mixed Use Project Traffic Impact Analysis Dated 12/17/18
- Old City Hall (Jensen Way) Mixed Use Project Traffic Impact Analysis Dated 5/23/17
- 2010 Traffic Count Report prepared by David Evans and Associates
- 2016 Transportation Comprehensive Plan prepared by Parametrix

Findings:

The existing Level of Service at the downtown intersections is A or B. After the development of the two major projects mentioned above, the intersection LOS remains level of service A or B. The city will also require TIA's for each significant new project in the city.

In accordance with the transportation plan, our downtown streets in the C-1 district are classified as follows:

- NE Hostmark St - Minor Arterial
- Fjord Dr NE - Minor Arterial
- Front St - Minor Arterial
- Jensen Way NE - Commercial Collector/Neighborhood Collector
- 3rd Ave NE - Commercial Collector

The acceptable ADT for each classification is as follows in Table 1. 2015 volumes indicate our ADT for each street is within the volume for each roadway classification. Level of Service (LOS) is later defined in the **Evaluation** portion of this memo.

Name	From	To	Class	2015 Capacity	2015 ADT	LOS
Hostmark	4th Ave	6th Ave	Minor Arterial	12,350	7,896	B
Fjord Dr	Hostmark	6th Ave	Minor Arterial	11,700	1,135	A
Front St	Jensen	4th Ave	Minor Arterial	13,000	7,583	A
Jensen	Front St	Iverson	Neighborhood Collector	9,000	3,094	A
3rd Ave	Moe	Hostmark	Commercial Collector	3,600	448	A

Table 1 - Appendix B (Chart D), 2016 Transportation Comprehensive Plan

The City of Poulsbo uses the most current version of the ITE Trip Generation manual to determine average ADT rates for a proposed Land use. Table 4 notes several types of land uses, both residential and commercial, that are found in the C-1 Downtown Commercial District. Residential land uses assign a trip rate based upon number of dwelling units while commercial uses are evaluated at rate per 1000 square feet (SF). The United States Census Bureau recently published that the average Multifamily Dwelling unit is approximately 1000 SF. By comparing the trip rate for multifamily dwelling units and commercial spaces, it can be determined that residential development will produce less traffic than a commercial land use in the same footprint.

Evaluation:

The supporting documentation for the above findings is summarized as follows.

Level of Service Definition

Level of service (LOS) is a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience. Six LOS are defined for each type of facility that has analysis procedures available. Letters designate each level, from A to F, with LOS A representing the best operating conditions and LOS F the worst. Each level of service represents a range of operating conditions and the driver's perception of those conditions including vehicle wait time at the intersection in seconds. The City of Poulsbo's Minimum Standard is LOS E per the 2016 Comprehensive Transportation Plan. Below is a list of definitions of each LOS classification provided from the 2010 Highway Capacity Manual – Transportation Research Board Special report 209 as well as a table showing LOS in reference to intersection delay time.

Measure: Level of Service	Roadway Segment Volume/Capacity (2-way total)	Signalized Intersection Control Delay per Entering Vehicle	Unsignalized Intersection Delay per Vehicle, Stopped Approach Only
A	< 60%	< 10 sec	< 10 sec
B	60%-70%	10-20 sec	10-15 sec
C	70%-80%	20-35 sec	15-25 sec
D	80%-90%	35-55 sec	25-35 sec
E	90%-100%	55-80 sec	35-50 sec
F	100%+	>80 sec	> 50 sec

Table 2 - "Level of Service Thresholds", 2016 Transportation Comprehensive Plan.

Level of service A represents primarily free-flow operations at average travel speeds, usually about 90 percent of the free-flow speed for the arterial classification. Vehicles are seldom impeded in their ability to maneuver in the traffic stream. Delay at signalized intersections is minimal.



Level of service B represents reasonably unimpeded operations at average travel speeds, usually about 70 percent of the free-flow speed for the arterial classification. The ability to maneuver in the traffic stream is only slightly restricted and delays are not bothersome.

Level of service C represents stable operations; however, ability to maneuver and change lanes in midblock locations may be more restricted than in LOS B, and longer queues, adverse signal coordination, or both may contribute to lower average travel speeds of about 50 percent of the average free-flow speed for the arterial classification.

Level of service D borders on a range in which small increases in flow may cause substantial increases in approach delay and hence decreases in arterial speed. LOS D may be due to adverse signal progression, inappropriate signal timing, high volumes, or some combination of these. Average travel speeds are about 40 percent of free-flow speed.

Level of service E is characterized by significant delays and average travel speeds of one third the free-flow speed or less. Such operations are caused by some combination of adverse progression, high signal density, high volumes, extensive delays at critical intersections, and inappropriate signal timing.

Level of service F characterizes arterial flow at extremely low speeds, from less than one third to one-quarter of the free-flow speed. Intersection congestion is likely at critical signalized locations, with long delays and extensive queuing.

2015 Baseline Traffic

A Citywide intersection turning movement count was collected at 48 intersections in the PM peak hour in 2010. The Average Daily Traffic (ADT) and PM peak hour traffic counts within the City's limits and the adjacent area overall yielded approximately 1.6 percent and 1.7 percent growth, respectively, between 2010 and 2014, which can be translated into an annual growth rate of approximately 0.4 percent for both daily traffic and PM peak hour traffic. An annual growth rate of 0.4 percent results in a total growth rate of 2 percent over the 5-year period. This rate was used to grow the 2010 traffic counts to derive the 2015 baseline traffic volumes as referenced in Table 1. Table 1 is a summary of the roadway networks within the C-1 Commercial Zoning District and provides the resultant ADT, LOS, and designed roadway capacity.

Traffic Impact Analysis

The Engineering Department requires TIA's to be submitted for projects in accordance with Poulsbo Municipal Code (PMC) 14.04. The TIA's purpose is to investigate impacts to streets and intersections at the P.M. Peak and evaluate across total Average Daily Traffic (ADT). Two projects within the pipeline are expected to be moving forward within the C-1 Downtown Commercial District and have each submitted a Traffic Impact Analysis. These projects are commonly known as the OLD CITY HALL (JENSEN WAY) MIXED USE BUILDING and the VANAHEIMR MIXED USE BUILDING. These projects used the 2015 Baseline model and assumed a 2.5% growth rate to forecast future traffic conditions.

Project Generated Traffic

Both Projects will be creating new Average Daily Trips (ADTs). It should be noted that each of the proposed projects will be demolishing existing structures as a result of redevelopment, which had an existing ADT value associated with them. The VANAHEIMR MIXED USE project will be demolishing the Old Police Station and the OLD CITY HALL (JENSEN WAY) MIXED USE project will be building upon the site of the recently demolished City of Poulsbo City Hall. Below is a list of the projects' expected trip generation.

VANAHEIMR MIXED USE	164 Net New Trips (Includes Trip Credit for Old Police Station)
OLD CITY HALL (JENSEN WAY) MIXED USE	465 New Trips (Does not include Trip Credit for Demolished City Hall)

Project Intersections Evaluated

Level of Service (LOS) as described above, was analyzed for intersections impacted by the VANAHEIMR



MIXED USE and OLD CITY HALL (JENSEN WAY) MIXED USE projects. It should be noted that the VANAHEIMR MIXED USE traffic Impact Analysis assumed the OLD CITY HALL (JENSEN WAY) MIXED USE project was already constructed. The OLD CITY HALL (JENSEN WAY) MIXED USE Traffic Impact Analysis did not include the VANAHEIMR MIXED USE generated trips, these values are shown in GREY. The table below is a summary of the intersections without the project, and a forecast of the intersection conditions with a projected 5-year increase in traffic volumes. The project TIAs provide additional detail behind their analysis of these intersections.

Intersection Location(s)	Pre-Project LOS	5-yr 2022 Forecast LOS
3 rd Ave NE and NE Hostmark St ¹	A	A
4 th Ave NE, Fjord Dr NE and NE Hostmark St ¹	B	B
NE Lincoln Rd and NE Hostmark St ¹	B	B
Jensen Way NE and proposed site entrance for Old City Hall Mixed Use Building ²	A	A
Moe St NE and Jensen Way NE ²	A	B
Front St NE and Jensen Way NE ²	A	B

¹ See Vanaheimr TIA dated 12/17/18 pages 7 and 15

² See Old City Hall (Jensen Mixed Use) TIA dated 5/23/17 page 15

Table 3 - Data collected from Project TIAs

Residential and Commercial Trip Generation

The City of Poulsbo uses the most recent ITE Trip Generation manual to determine average ADT rates for a proposed Land Use. Table 4 notes several types of land uses, both residential and commercial, that are found in the C-1 Downtown Commercial District. By comparing the trip rate for multifamily dwelling units and commercial spaces per 1000 Square Feet, it can be determined that residential development will produce less traffic in the same footprint. (See Footnotes).

LUC	Description	Average Daily Trips	
220	Multifamily Housing (Low-Rise) (1-2 Levels)*	7.32	/ Dwelling Unit
221	Multifamily Housing (Mid-Rise)(3--10 Levels)*	5.44	/ Dwelling Unit
710	General Office Building	9.74	/ 1000 SF
712	Small Office Building	16.19	/ 1000 SF
876	Apparel Store**	49.80	/ 1000 SF
930	Fast Casual Restaurant***	208.01	/ 1000 SF
931	Quality Restaurant***	55.33	/ 1000 SF
936	Coffee/Donut Shop w/o Drive Through***	66.75	/ 1000 SF

*The median size of multifamily units built for rent was 1,081 square feet (Multifamily Units built in 2018; United States Census Bureau)

**Mercantile Land Uses receive a Pass By reduction of 25% (Included)

***Food Services Land Uses receive a Pass By Reduction 44% (Included)

Conclusions and Recommendations:

Our analysis shows that typical Downtown Commercial Land Uses varies from 9-200 Average Daily Trips / 1000 SF as compared to Residential Land Uses which varies from 5-8 Average Daily trips / 1000 SF. Therefore, planning for commercial land uses would be the most conservative approach.



This Summary information is based upon previous studies and reports prepared by outside agencies. We recommend continuing this level of evaluation for all future development.

