

OLHAVA / COLLEGE MARKETPLACE CONSOLIDATED BUILDING AND SITE DEVELOPMENT GUIDELINES

Commercial and Business Park Development

Revised January 2020

I. INTRODUCTION

This document consolidates the site and building design standards found in the Olhava Master Plan (OMP) with Design Specifications prepared by Olhava Associates as required under OMP Condition #35. In addition, it is hoped to clarify the vision for the master plan area and specify a range of common site elements that will contribute to the College MarketPlace identity. The guidelines encourage compatibility among buildings, continuity of landscape and hardscape elements in shared or public areas and include details of site furniture and amenities. Most of the infrastructure for the OMP area has been designed and constructed (storm management, roads, utilities) pursuant to adopted SEPA mitigations and conditions of approval and are not discussed here. Master Plan conditions and mitigations that specifically relate to site planning, landscape elements and building design are included in the Planning Area sections where they apply. Also noted are Poulsbo Municipal Code standards, which apply where the OMP does not specifically indicate a different requirement.

Within the commercial and business park zones, the Olhava OMP designates planning areas with specific design guidelines.

Planning Area 3	Commercial Pads
Planning Area 4	Primary Commercial Center
Planning Area 7	Commercial Park
Planning Area 5	Business Park

However, as there is little difference in the site design standards, many of these requirements can be condensed into one list. Discussion of general guidelines applicable to all commercial and business parking areas is provided in Section III. In Section IV the additional requirements unique to each Planning Area are discussed. Section V discusses more detailed design specifications for buildings, site features and pedestrian amenities, landscaping, and right-of-way landscaping. Section VI discusses signage.

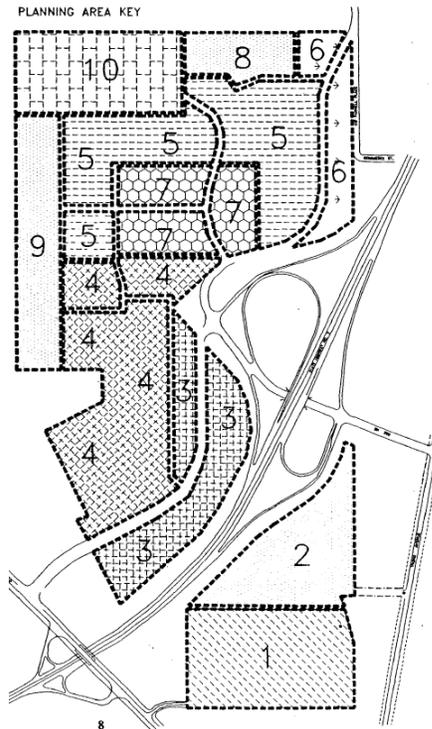
Before getting to design specifics, it is appropriate to consider some basic issues of land forms, building types and potential problems with commercial visibility and pedestrian linkages. It is essential that these issues be discussed before development proceeds in a piecemeal manner, in order to maximize useable land area, integration of building forms, creation of inviting pedestrian streetscapes and ultimately enhanced marketability of the sites.

II. COMMENTS ON LAND FORM, BUILDING DESIGN AND PEDESTRIAN STREETSCAPES

General Site Analysis in Relation to Proposed Development Plan

1. Since the commercial and business park uses have basically the same building design and setback criteria, the only elements that differentiate the planning areas are the limited descriptions and list of uses noted in the OMP for each planning area and the physical lot size, shape and topography. The commercial Planning Areas 3, 4 and 7 have the same permitted uses and development standards.
 - Planning Area 3 (Commercial Pads), associated with the primary frontage road, could be described as “strip commercial”, given the shallow depth of most of the lots and limitations due to topography.
 - Planning Area 4 (Primary Commercial Center), has primarily westerly buildings around a landscaped parking area, and supports “big boxes” and perimeter strip commercial.
 - Planning Area 5 (Business Park) has generally larger lots, potentially combined. The “campus-like” description may include larger buildings with more open space. The uses are like commercial zones, but with less emphasis on retail.

- The Planning Area 7 (Commercial Park) provides a transition from other commercial uses to a more campus-like business park. Although the design criteria are nearly identical to the other uses, the central roadways and the significant 40 ft. grade change physically separate the parcels east and west of “Olympic College Way”, making design relationships difficult.



2. The current elevation and topography of building sites relative to Olympic College Way may impede visibility of businesses along one of the main entries into the College and reduce the useable lot area, unless buildings step up (or down) the slope from street level.

Recommendations

Site problems can offer unique opportunities to create special places. The following “Commercial Core Pedestrian Streetscape” and building form concepts may help address some of the site issues.

1. The opportunity exists to create a compact urban core streetscape appearance both uphill and downhill along the street. To provide highly visible, pedestrian street-side uses on the lots along the west side of “Olympic College Way” and extending around the corner westward on “E” Street, smaller shops or businesses could line the streets in one or two-story buildings. Access (and parking) would most likely be from the upper level west of the buildings. Any second and/or third levels could be stepped back to provide terrace level(s), which could provide great views for outdoor uses (restaurant decks or similar uses). Building into or near the slope in this manner could provide an interesting streetscape. Where appropriate, utilizing a partial basement walkout level could reduce the amount of earth to be removed to develop lower level shops closer to the street.
2. On the east side of Olympic College Way, topographic conditions make developing streetscape building frontage problematic. It may be possible to develop one- to two-story buildings with shops at street level and lower level access from the east side. The Poulsbo codes allow an additional 10 feet in building height for providing under-building parking.
3. Where practical, create a continuous row of retail storefronts at the street or sidewalk level with storefront display windows and entry bays to invite pedestrians into the commercial uses.
4. To reinforce the visual pattern of the streetscape, structures should be designed to complement the width and height proportions of adjacent structures.
5. Orient active uses to the street and the pedestrian access (retail or restaurant uses, especially with outdoor café, plazas, sitting areas) to the extent practical. If decks, patios, plazas are partially covered

to provide some shelter from rain and sun they more likely will be used.

6. Similarly, oriented or centralized parking west of Olympic College Way in the commercial area, together with pedestrian access along the public street frontages and enhanced pedestrian linkages to the pedestrian access (street frontage) would contribute to making an identifiable, more accessible and more visible commercial core.
7. While Poulsbo encourages mixed uses, such as residential units on upper floors, the commercial use is required on the lower (street) level in the commercial zone. However, the approved master plan currently restricts the amount of development in the commercial area, the number of overall residential units in the project, as well residential uses in the commercial zone. *A mixed-use project would require a OMP amendment.*
8. Develop crosswalks as a focal point to the street and to serve as a visual draw to pedestrians. Seating, decorative or bollard lighting, and/or planters or planting areas around the crosswalk are suggested.
9. The PED Department will support on-street parking in front of retail businesses (using an appropriate street section with an added parking lane); and landscaped “neck- downs” at pedestrian crossings (like Jensen Avenue (Poulsbo Place) and Front Street in the downtown core). At the current time it would require council approval, until the City has approved proposed revised street standards.
10. Architecture of buildings where the top of the roof is visible from higher elevations (such as east of Olympic College Way) shall incorporate screening of rooftop mechanicals, preferably utilizing pitched roofs and dormers in the roof design, consistent with Northwest design.
11. If buildings are not located along a continuous pedestrian oriented commercial streetscape, consistent landscape design along the street frontage, and the maintenance of the street scape and steep slope areas, may become an issue. In the covenants, if the lot owner does not adequately maintain the slopes, Olhava Associates and/or the Lot Owners’ Association reserve the right to perform the maintenance and charge the lot owner.
12. Coordination of development at abutting or prominent corner parcels using the following techniques is encouraged:
 - a Similar types of landscaping materials
 - b Shared tree clusters along streets and shared boundaries
 - c Similar massing, scale and setbacks of buildings
 - d Similar pedestrian amenities (benches, light standards, trash receptacles, paving materials, etc.)

III. GENERAL GUIDELINES FOR COMMERCIAL AND BUSINESS PARK PLANNING AREAS

The following general development standards are identical for all the Commercial and Business Park areas: Planning Areas 3, 4 and 7 (OMP p.63, Sec. 2.5.6) and Business Park Planning Area 5, (OMP 2.5.7, p 65).

Dimensional Standards MP 2.5.6.C:

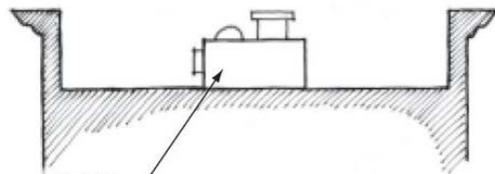
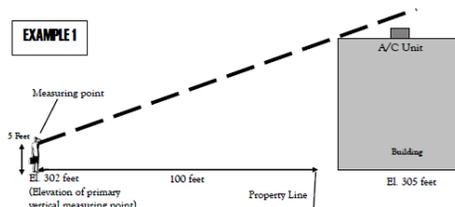
Minimum front setback (right-of-way to structure)	25 feet
Minimum rear setback (lot/boundary line to structure)	10 feet
Minimum side setback (lot/boundary line to structure)	10 feet
Maximum lot coverage (structures/parking)	75%
Maximum building height	35 feet*

* The 50 feet height noted in the OMP was revised to defer to current zoning ordinance per Condition 101 in Revised Conditions of Approval April 2, 1998. The current PMC limits height to 35 feet. Exceptions for topography, under building parking and architectural features are discussed in PMC 18.130.

GENERAL DEVELOPMENT STANDARDS

General Commercial (OMP 2.5.6 D) and General Business Park Standards (OMP 2.5.7.D) are very similar.

1. All indoor uses shall be conducted within a completely enclosed structure. Limited outside uses (e.g., patio dining areas, seasonal sales areas, and nursery sales limited to plants and trees) shall be approved during Site Plan Review.
2. There shall be no visible storage of motor vehicles (except display area for sale or rent of same), trailers, airplanes, boats, recreational vehicles, or their composite parts; loose rubbish, garbage, junk, or other receptacles; tents; equipment; or building materials in any portion of a lot. During Site Plan Review for any new commercial use, properly screened outdoor storage shall be reviewed and included in the conditions of approval if it meets the requirements of the City of Poulsbo Zoning Ordinance. No storage shall occur on any vacant parcel. Building materials for use on the same premises may be stored on the parcel during the time that a valid building permit is in effect for construction.
3. Every parcel with an occupiable structure shall have a trash receptacle on the premises. The trash receptacle shall comply with adopted City standards and be of enough size to accommodate the trash generated by the use. The receptacles(s) shall be screened from public view on at least 3 sides by an opaque wall 6 feet in height (or higher, if the receptacle is higher) and on the fourth side by an opaque gate not less than 5 feet in height (or higher, if the receptacle is higher).
4. All roof-mounted air conditioning or heating equipment shall not be visible from any abutting lot or any abutting public street or right-of-way (see below).



5. Elevations of all buildings shall be architecturally treated to ensure compatibility with neighboring buildings.
6. Outdoor Paging Systems shall be prohibited.
7. Alcoholic Beverage Sales, Automobile Sales, Convenience Stores, Drive-through Restaurants, Mini-malls, Mini-storage and Fuel Service Station uses shall comply with the City of Poulsbo Zoning Ordinance Specific Standards.

ARTICULATION:

The OMP Sec. 2.5.6.E. (P. 64) provides commercial building design requirements. (Business Park standards are listed separately as there are some differences).

- Wall articulation – insets, canopies, wing walls, trellises (except PA4) Articulated mass and bulk
- Varying plate heights (encouraged) Roof overhangs, arcades
- Creative jogs in ridge/mansard rooflines
- Multi-planed, pitched roofs (except primary shopping center) Northwest architectural style
- Consistent, earth-toned color scheme.
- Antennae within interior building spaces/satellite dish screening Comprehensive sign program
- Landscape and hardscape elements Prominent access driveways Landscaped parking areas
- Angled parking (encouraged)
- Fence height maximum (when necessary): 6 feet

LAND USE AND DEVELOPMENT STANDARDS:

The land use and development standards are the same for all commercial/business park development except as noted in each Planning Area (P.A.) section.

1. Structures should be sited in a manner that will compliment adjacent structures. Sites should be developed in a coordinated and mutually beneficial manner to provide order and diversity and to avoid a cluttered development appearance.
2. Whenever possible, new structures should be clustered. [P.A.3 only: When clustering is impractical, a visual link between separate structures should be established].
3. Structures and on-site circulation should be located to minimize pedestrian/vehicle conflicts where possible. Link structures to the public sidewalk where possible with textured paving, concrete, landscaping or other methods. [Omitted in P.A. 5]
4. Freestanding, singular structures should be oriented with their major entry toward the street where access is provided, as well as having their major façade parallel to the primary street frontage.
5. Loading facilities should be discouraged at the front of structures where it is difficult to adequately screen them from view. Such facilities are more appropriate at the rear of the site when possible, where special screening may not be required.
6. Open space areas should be clustered into larger, predominant landscape areas.
7. Parking aisles should be separated from vehicle circulation routes whenever possible. [Omitted in P.A. 4 and 5].
8. Common driveways which provide vehicular access to more than one site are encouraged.
9. Parking areas should be separated from structures by either a raised concrete walkway or landscaped strip preferably both. Situations where parking spaces directly abut the structures should be avoided. [Omitted in P.A. 7].
10. Where parking areas are connected, a compatible alignment of drives and parking stalls should be provided to reduce conflicts at points of intersection.
11. Parking access points, whether located on front or side streets, should be located far enough from street intersections so that stacking is minimized. The number of access points should be limited to the minimum amount necessary to provide adequate and safe circulation.
12. Parking areas should be designed in a manner which links the structures to the street sidewalk system as an extension of the pedestrian environment.
13. A combination of walls, berms, and landscape material is highly recommended to screen parking areas from the public right-of-way. Whenever possible, parking areas should be internally clustered with buildings acting as a visual screen from primary roadways.

IV. DEVELOPMENT GUIDELINES SPECIFIC TO EACH PLANNING AREA

PLANNING AREA 3 – COMMERCIAL PADS

This area is approved for approximately 210,000 square feet (SF) commercial space on 20 net acres. Uses such as retail, hotel, fast-food restaurants and service tenants will be sited within this zone. (OMP p. 3).

Permitted Uses: Listed in OMP 2.5.6. A and B (p.62-63)

Dimensional and Development Standards: OMP 2.5.6. C (p.63)

Additional Land Use and Development Standards: OMP 2.4.3 B (p. 19)

The land use and development standards are the same for all commercial/business park development with the following additional standards for Planning Area 3:

1. One access drive may be permitted for each street frontage
2. Separate vehicular and pedestrian circulation should be provided. Pedestrian linkages between commercial uses should be emphasized, including distinct pedestrian access.
3. Parking aisles should be separated from vehicle circulation routes whenever possible.
4. Angled parking is preferred over 90-degree parking.
5. Shared parking between adjacent businesses and/or developments is highly encouraged whenever possible. (Each project must meet required parking on its own property.)

OMP Condition of Approval specific to P.A. 3

For the commercial land uses, which occur immediately adjacent to the State Route 3 right-of-way along the southeastern boundary of the northerly acreage, no building shall be sited closer than 75 feet from the property line. (#32) This applies to Planning Area 3, Lots 3F- 3M and 3P. For Lots 3D, 3E, 3Q and 3O where there is a large elevation change between Hwy 3 and the building pad, standard rear yard setbacks apply.

PLANNING AREA 4 (PRIMARY COMMERCIAL CENTER)

This area consists of approx. 38 net acres. Larger anchor tenants will be sited within this commercial zone, annotated as Planning Area 4 in Section 2.A. Nearly 56% of the commercial square footage will be sited within this planning area (approximately 470,000 SF) (OMP p. 3).

Permitted Uses: Listed in OMP 2.5.6. A and B (p.62-63)

Dimensional and Development Standards: OMP 2.5.6. C (p.63)

Additional Land Use and Development Standards: OMP 2.4.4 B (p. 23)

The land use and development standards are the same for all commercial/business park development with the following additional standards for Planning Area 4:

1. Structures and on-site circulation should be located to minimize pedestrian/vehicle conflicts where possible. Link structures to the public sidewalk where possible with textured paving, landscaping, trellises or other methods.
2. Where parking areas are connected, a compatible alignment of drives and parking stalls should be provided to reduce conflicts at points of intersection. Parking drive lanes should be oriented perpendicular to major storefront entrances.
3. A combination of walls, berms and landscape material is highly recommended to screen parking areas from the public right-of-way. Whenever possible, parking areas should be design-coordinated with surrounding site planning to utilize street frontage building placement as buffering devices to the central clustered parking area.

OMP Conditions of Approval specific to P.A. 4

Master Plan perimeter buffers:

1. 25 ft. natural vegetation perimeter buffer referenced on Map on p. 25 within Planning Area 4. This was revised to 50 ft. adjacent to medium density residential uses (25 ft. adjacent to industrial uses) (OMP Mitigation #33).
2. Along the western boundary of the primary commercial area (Planning area 4), which abuts land

planned for residential uses, a minimum 50 feet wide vegetative buffer shall be planted primarily with evergreen trees which meet the City of Poulsbo's requirements for a minimum of 6 feet high at time of planting (#33).

3. All 50 feet wide buffer areas around the perimeter of the proposed project shall be planted primarily with evergreen trees which meet the minimum requirements of the City of Poulsbo Zoning Ordinance: minimum 6 feet in height at the time of planting. (#31). [applies to commercial sites IV and 4B].

PLANNING AREA 7 (COMMERCIAL PARK)

This commercial cluster will enable convenient access to a shopping core. It will provide the development with approximately 160,000 SF of commercial space on 16 net acres. This core provides transition from other commercial uses to a more campus-like business park setting. Quality sit-down restaurants and specialty shopping are among anticipated uses (OMP p. 3).

Permitted Uses: Listed in OMP 2.5.6. A and B (p.62-63)

Dimensional and Development Standards: OMP 2.5.6. C (p.63)

Land Use and Development Standards: OMP 2.4.7 B (p. 34)

The land use and development standards are the same for all commercial/business park development with the following additional standards for Planning Area 7:

1. Structures should be sited in a manner that will compliment adjacent structures. Sites should be developed in a coordinated and mutually beneficial manner to provide order and diversity.
2. A combination of walls, berms and landscape material is highly recommended to screen parking areas from the public right-of-way. Whenever possible, parking areas should be design-coordinated with surrounding site planning to utilize street frontage building placement as buffering devices to centralized parking areas clusters.

PLANNING AREA 5 - (BUSINESS PARK)

The business park (a more campus-like business setting) encircles the commercial core, thereby providing appropriate land use transitions from the commercial to residential districts and the Olympic College campus site. The Business Park will include approximately 325,000 SF within 34 net acres (OMP p. 4).

Permitted uses: Listed in OMP 2.5.7 A and B (p.65)

Dimensional standards: OMP 2.5.7 C (p.65)

Land Use and Development Standards: OMP 2.4.5 B (p. 27)

The standards are the same as for Planning Areas 3, 4 and 7 except as noted below:

1. Whenever possible, new structures should be clustered with centralized parking cores. Buildings should be placed to function as visual buffers to centralized parking cores to minimize visual impact of these parking areas to primary traffic routes and adjacent land uses.
2. Freestanding, singular structures (especially those utilizing two or more lots) should be oriented with their major entry toward the primary street entrance, as well as having their major façade parallel to the primary street frontage.
3. Building setbacks, height restrictions and other development standards are outlined in Section 2.B.

General Business Park Development Standards: OMP 2.5.7 D (p.65)

Business Park Guidelines OMP 2.5.7.D are nearly identical to the Commercial Standards and are included in the summary beginning on page 4 above.

Articulation: OMP 2.5.7 E (p.65)

This section is somewhat different from commercial areas.

1. Articulated mass and bulk (required)
2. Wall articulation—insets, canopies, wing walls trellises (required)
3. Varying plate heights (encouraged)
4. Creative jogs in ridge/mansard roof lines (required)
5. Multi-planed, pitched roofs (required)

6. Roof overhangs, arcades (required)
7. Northwest architectural style (required)
8. Compatible color scheme (required)
9. Horizontal siding, shingle siding, variety (encouraged)
10. Comprehensive sign program (required)
11. Antennae within interior building spaces (satellite dish screening) (required)
12. Hardscape, pedestrian scale entrances (required)
13. Building setbacks compatible with building scale (encouraged)
14. Building and parking setback variety (encouraged)
15. Landscape and hardscape elements (required)
16. Multiple parking lots with landscape separation (required)
17. Angled parking (encouraged)
18. Fence height maximum (when necessary): 6 feet Centralized mail stations (required)
19. Screened individual building trash receptacles (required)
20. Parking requirements per City of Poulsbo Zoning Ordinance.

OMP Conditions of Approval Specific to the Business Park Area:

The Master Plan includes a pedestrian walkway connecting the area near buildings B7 and B9 [now Lot 5-G or 5-I] at the north end of "G" Street [now Street "I"] to the access road to Olympic College campus (OMP Condition #81). Such connection should be identified as open space tract(s) under common ownership (and maintenance) or as specific easement(s). Replacement by or additional access created to allow joint park/college parking use with the anticipated relocation of the park into Tract IX will be considered with the master plan amendment for the park relocation.

V. COMMERCIAL AND BUSINESS PARK DESIGN SPECIFICATIONS

The following detailed design specifications are provided in response to the Developer Agreement and OMP Condition #35, which require coordinated design elements.

BUILDING DESIGN

Building design is reviewed during the Site Plan Review (SPR) process. Design of all sides of the building will be considered. *Additional building design standards can be found in PMC 18.80.060 G.*

Building Materials

1. Walls: Buildings should utilize materials with a natural appearance, such as
 - a. Split face CMU, integral color CMU, brick, stone or wood.
 - b. Tilt or poured-in-place concrete is acceptable only with the use of form liners that provide a textured pattern on the concrete surface.
 - c. Minor wall elements and details can be installed using Drivit, metal panels or stucco.
 - d. Painted smooth face CMU or concrete is not allowed except as accent band or where signs may be attached.
2. Roofs: Acceptable roofing materials for visible roof elements include:
 - a. Metal panels, metal shingles, cement tiles, synthetic roof shingle products, or shakes.
 - b. Spanish style tiles and asphalt shingles are not acceptable.
 - c. Flat roof materials are unrestricted as to material style and color, unless they are visible from off-site and not adequately screened.

Building Colors

1. The colors of all building materials shall be in the range of subtle earth tones (such as off whites, sands, grays, tans) or deep, rich earth tones (such as terra cotta, dark browns, dark greens and deep mauves).
2. Bright high contrast primary colors shall be avoided except for small architectural accents. Bright accent color banding on buildings shall be limited to a maximum width of four inches (4"), with no more than three such bands on any building, with each band separated by at least twelve inches (12").

Articulation of Mass and Bulk

1. Walls or common wall planes exceeding 100 feet in length shall have offset elements that break up the plane of the wall into at least three sections. Offsets are best located at entries or transition in uses.
2. Building articulation shall incorporate insets or offsets, canopies, colonnades, wing walls, awnings, trellises, building facade landscaping, or other features which diminish large blank wall elements.
3. A building should have a multi-planed roof line consisting of either:
 - a. Sloped roofs and dormers (particularly for smaller buildings);
 - b. Roof elements at the front, back and sides of a building with multiple planes (either pitched or parallel); or
 - c. variable wall or parapet heights (flared cap is encouraged for large commercial buildings, consistent with approved plans).
4. Windows are strongly encouraged at sidewalk level for any retail stores or development's front (main) facade, as follows:
 - a. for buildings with a main facade under 300' long fronting along pedestrian-oriented sidewalk frontage, a minimum window amount of 35% of the length of the front (main) facade; and
 - b. for buildings with a main facade 300' or more long fronting along pedestrian-oriented sidewalk frontage, either a window amount equal to that included in the typical design for that building's occupant/tenant, or (if there is not a typical design) a minimum window amount of 15% of the length of the front (main) facade.

All other business uses are also encouraged to provide windows at the sidewalk level.

5. Additional glazing at the building entry, or high bay glazing, is encouraged.
6. Significant glazing applications will be exchanged for segments of wall articulation.
7. Façade landscaping shall be integrated into façade design as appropriate.

Height Regulation.

1. Pursuant to OMP Condition #101, all structures shall meet the height and continuous roof plane requirements of the Poulsbo Zoning Code regardless of any contrary reference in the OMP, unless a variance is granted according to the variance process established by the Poulsbo Zoning Code or unless a Master Plan amendment is approved according to the process established for initial adoption of a OMP in [PMC 18.110](#).
2. The current zoning code limits height for all structures to 35 feet. Exceptions are noted at [PMC 18.310.010](#).
3. Building height calculation is described in the zoning ordinance [PMC 18.40.030](#) under the definition for “building height.”

SITE FEATURES AND PEDESTRIAN AMENITIES

Coordinated, high-quality site features and amenities such as street furniture will contribute to design continuity and sense of identity. The following design elements are *required*:

Trash and Recycling Dumpsters.

Trash and recycling dumpsters or any outdoor related equipment shall be screened from abutting properties, public rights-of-way, and open space by a combination of 100% sight-obscuring screening

1. Dumpster enclosures shall be constructed out of the same materials as the related building. The quantity and size of site dumpster enclosures shall be minimized. Compatible adjacent uses will be encouraged to share enclosures whenever practical. The dumpster enclosures shall have gates that conceal the contents. The gates shall be constructed out of materials complementary to an adjacent building.
2. Dumpsters shall be located at the back of buildings out of site from public streets whenever practical. In the case of a site with streets on both sides, or whenever the dumpster cannot be in the back, the dumpster shall be screened with vegetation with a height of six feet within two years of the time of planting.
3. Screening shall be of a height equal to or greater than the height of the materials being screened.
4. The location of all trash and recycling storage spaces shall meet the following requirements:
 - a. If located within fifteen feet of a street lot line, screening shall also contain landscaping and/or artistic elements;
 - b. The storage space shall not be in any required driveways, parking aisles, or parking spaces;
 - c. The storage space shall not block or impede any fire exits, any public rights-of-way, or any pedestrian or vehicular access;
 - d. The storage space shall be located to minimize noise and odor impacts on building occupants and beyond the lot lines of the lot;
 - e. The storage space shall not be used for purposes other than trash and recyclable materials storage and access

Bike Racks/ Furniture Bike Racks/ Furniture.

1. Per [PMC 18.140.060](#), two bicycle spaces shall be required, and then one additional space provided for every 20 spaces; however, the maximum number of bicycle spaces required shall not exceed 20.
2. Bicycle parking facilities shall be stationary racks that support the bicycle with at least one point to which the user can lock the bicycle and both wheels and frame (with the removal of the front wheel) with a high security U-shaped lock or cable lock.
3. Bicycle facilities should be located no further from a public entrance than the nearest non-ADA parking stall.
4. Bicycle parking areas should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least five feet of open space behind the maneuvering area.

5. Entry and directional signs shall be provided if bicycle parking facilities are not directly visible and obvious from the public right-of-way.
6. The property owner of a site shall have a continuing obligation to properly maintain any bicycle parking facilities on their property.
7. Bike racks will be permanently mounted in sidewalk or plaza areas. Bike racks shall be Keystone Ridge; Model- Reading style; color black (see example right).
8. Exterior furniture shall be as follows, were applicable (note: each project within the Olhava property shall use the same style for everything installed for that project; i.e. benches, chairs, tables and trash cans from Keystone "McConnell" model for any location within one project; but the collection from other Keystone Ridge styles, such as "Pullman" models, may be located within other projects if specifically noted on that project's application and approved):
 - a. Benches: Keystone Ridge - McConnell/ Color based on building design (see example right).
 - b. Chairs and Tables: Keystone Ridge; Model Pullman table sets.
 - c. Trash/Ash cans: style and color to match.



NOTE: If the particular model is no longer available, please provide a like model for review by staff.

Sidewalk Treatments and Plazas Sidewalk Treatments and Plazas.

1. On-site access ways leading to and from buildings and plazas shall have colored and textured surfaces or borders, such as concrete pavers, brick or stone. Sidewalks in front of or around buildings can be standard concrete walks, but at the connection to access ways these areas will contain portions of colored and textured treatment that integrate the pathways with the building sidewalk.
2. Plaza areas are encouraged throughout the development. Plazas should be located near entrances or at locations where larger majorities of pedestrians will walk. Plazas are encouraged on the south side of buildings or around mass transit facilities where practical. Plazas shall include some of the following: benches, tables, chairs, raised planters and other types of protected seating areas. Walking surfaces in plazas shall be like treatments used for site access ways. At least one quarter of the plaza area shall be in landscaping, with the balance in hardscape. (If a plaza contains at least two of the elements listed above, plaza areas will be credited toward the required parking lot landscape or overall landscape requirement at a rate of 1 SF of plaza = 2 SF of landscape. This will be an administrative determination made by the Planning and Economic Development Director.
3. The Poulosbo zoning ordinance supports the provision of pedestrian connections throughout the Olhava Master Plan development. Under [PMC 18.80.060 C](#). Pedestrian circulation, the PED Director may require that commercial and industrial development include pedestrian circulation and access to adjacent land uses, bicycle facilities, and transit facilities in Site Plan Review process.
 - a. The building code requires HC accessible walkways from parking to the building.
 - b. Well defined pedestrian connections should be provided from business park area to the commercial core and should link to the college and residential areas where practical.
 - c. Pedestrian links can be defined through parking lots with concrete pavers, brick, stone, or contrasting pavement color or raised pavement (in lieu of speed bumps), with pedestrian lighting, landscaping, street furniture and signage, the design of which is consistent with the specifications of this document.
 - d. Enhanced sidewalk pavement and pedestrian crossings will count toward required parking lot landscaping or other required landscape buffer areas, subject to approval by the Planning Director.

Fencing/Screening Fencing/Screening

1. Any fencing along the backs of project areas, if not visible from off-site, shall be done with vinyl coated black chain link or wood structure. Unless otherwise noted or previously constructed pursuant to approved plans, any safety fencing shall be vinyl coated black chain link with black painted posts

and black painted top rail.

2. Fencing for any project along street sides shall be done with a decorative metal, wrought iron, or wood (which may include stone or masonry) structure.
3. Any fencing of mechanical units shall be coordinated with the building façade materials.

Parking Lot Design.

1. The OMP does not specifically address required parking spaces but does refer to parking requirements per City of Poulsbo Zoning Ordinance ([PMC 18.80.110](#) and [PMC 18.140](#))
2. Space and Aisle Dimensions. [Table 18.140.040](#) sets forth the required minimum dimensions for parking spaces and drive aisles.
3. When a parking space abuts a fence, structure, wall or other obstruction, an additional eighteen inches of width to the parking space are required. When a parking space abuts landscaping, an additional twelve inches are required.
4. Two additional feet beyond the last parking space in an aisle are required.
5. Compact Spaces. Up to forty percent of all required on-site vehicular parking spaces may be compact spaces. Such spaces shall be marked as “Compact” or “C.”
6. Parking Space Clustering. No more than fifteen parking spaces shall be placed side by side without an intervening break by a circulation aisleway, pedestrian walkway or landscaping. If an average of no more than fifteen side-by-side stalls is maintained overall, up to twenty may be located side by side. Where landscaping provides a break in the group of spaces, the landscape island shall extend at least one foot into the circulation aisleway to provide a visual narrowing of the aisleway.
7. Parking Lot and Access Striping.
 - a. Except for single-family residences, any area intended to meet the off-street vehicle parking requirements as contained in this title shall have all parking spaces clearly marked.
 - b. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety.
8. Wheel Stops. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop or bumper rail at least six inches high located two feet back from the front of the parking stall. The front two feet of the parking stall may be concrete, asphalt or low-lying landscape material that does not exceed the height of the wheel stop, provided sidewalks or other pedestrian paths are not obstructed.
9. Parking Lot Surfacing. All areas used for parking or maneuvering of any vehicle shall be improved with asphalt, concrete or other permanent surface approved by the city engineer. The city engineer may approve the use of city and Washington State Department of Ecology alternative paving best management practices to enhance on-site water quality, when determined to be appropriate.
10. Vehicle Circulation between Adjoining Property Required. Parking lots shall be designed to provide for off-street vehicle circulation to adjoining property and parking areas whenever physically feasible.
11. Parking Lot Lighting. Lighting shall be screened, hooded or otherwise limited in illumination area so as to minimize excessive “light throw” to off-site areas.
12. Rideshare Spaces. In the C, OCI, BP and LI zoning districts, rideshare/carpool parking spaces may be designated in an approved parking lot.
13. Parking spaces for all other uses shall be located on the same parcel; however, parking may be located on another parcel if the parking is no further than three hundred feet from the building or use that they are required to serve, measured in a straight line from the building, and as set forth in a joint use arrangement.
14. Parking lot spaces shall be designed so exiting vehicles are not required to back into streets, except for residential uses on local access streets.
15. Driveways.
 - a. Entrances and Exits. The minimum width of driveway into a parking area shall be 24 feet, or as otherwise required by the city engineer or fire marshal.
 - b. Combined Driveway. The owners of adjoining nonresidential properties shall provide combined driveways wherever practical. In conjunction with approval of a development, the city may require a property owner to provide an access and circulation easement to an abutting owner

where joint access is reasonable to serve future development.

- c. Driveway Dimensions. Internal circulation driveways that do not provide direct access to parking stalls must be a minimum of twenty feet wide for two-way traffic and fifteen feet wide for one-way traffic unless otherwise specified by the city engineer or by the fire marshal.

16. ADA parking space number and size requirements are as set forth in the latest edition of the International Building Code

Parking Garages (if proposed). [PMC 18.140.050](#)

1. Space and aisle dimensions shall be as set forth in [Table 18.140.040](#).
 - a. Other parking angles may be approved, with dimensional requirements consistent with those set forth in [Table 18.140.040](#).
 - b. When a parking space abuts a column, wall or other obstruction, one extra foot of width to the parking space is required.
 - c. Two additional feet beyond the last parking space in an aisle are required.
2. Lighting on and/or within multi-level parking structures shall be screened, hooded or otherwise limited in illumination area to minimize excessive "light throw" to off-site areas.
3. The parking structure shall incorporate architectural elements, window-like openings, trellis-work, and integrated planters to provide design interest and visual variety to the structure exterior facade.

SITE LANDSCAPE STANDARDS

Landscape Design Guidelines (OMP 2.5.1, p. 51).

1. Establishment and enhance part of the aesthetic appearance of development in all planning areas by providing standards relating to quality, quantity and functional aspects of landscaping and landscape screening;
2. Increase compatibility between residential and abutting commercial and business park land uses;
3. Minimize heat and glare by effective use of tree canopies; ·
4. Protect health, safety and welfare by minimizing the impact of all forms by physical and visual pollution, controlling soil erosion, screening incompatible views, preserving the integrity of neighborhoods, and enhancing pedestrian and vehicular traffic and safety;
5. Encourage energy conservation;
6. Encourage the preservation and retention of existing, native vegetation and landscapes.
7. Encourage compatibility with adjacent planting and surrounding natural environments and should reinforce and enhance the individual architectural and design of each site.

Landscape Design Guidelines (OMP 2.5.2, p. 51).

1. Landscape architecture and implementation should emphasize the use of native plant material and irrigation systems that economically optimize water use.
2. Landscape design should be prepared by a Washington State registered Landscape Architect. Plans should include:
 - a. List of Plants (Common Names and Botanical)
 - b. Size and Container Type
 - c. Location
 - d. Type and Location of Vegetation to be Preserved and Clearing Limits.
 - e. Irrigation Plan and location of Backflow Prevention Devices
 - f. Hardscape Plan
 - g. Special Features and Details
 - h. Specifications
3. Landscape Implementation should ensure the following installation requirements.
 - a. Landscape areas should have plant material selected and planting methods used that are suitable for the soil and site conditions. Sizes of the plant material should provide:
 - Trees - 20 %, 2 ½" caliper (dbh), 65 %, 1 ½" caliper (dbh); specimen trees: 15 %.

- Shrubs - 80 %, 5 gallon, 20% 1 gallon.
 - Groundcovers – 100% coverage within 3 years of planting.
- b. Trees should be long-lived, clean, require little maintenance, able to withstand strong winds, pest resistant, and require minimum pruning.
 - c. Trees and shrubs should be planted so that they will not interfere with service lines or traffic safety.
 - d. Trees planted near public curbs should have root structures that will not cause significant damage to sidewalks, curbs, gutters, or other public improvements.
4. Turf areas should have mowing strips or be maintained in a trimmer border appearance.
 5. Planting along major arterials should provide a filtered view to adjacent structures of the development.
 6. Appropriate shrubbery and creeping vines should be provided along all walls and fences adjoining public ROWs.
 7. Land uses other than low-density residential should incorporate automatic and timed sprinkler irrigation systems that optimize water use.
 8. Minimum Spacing Standards:
 - a. 25 ft from the property corner at a street intersection to the center of the first tree/large shrub.
 - b. 15 ft between tree centers and large shrubs to light standards.
 - c. 15 ft between tree centers and large shrubs and fire hydrants.
 - d. 10 ft between tree centers or large shrubs and driveway edges.
 9. Screening Requirements/Types A, B, and C. One of the following screening types may be utilized in landscape buffering situations when appropriate (the Master Plan does not specify where buffering is applied; the Poulsbo Municipal Code provides standards, which apply to all development in Poulsbo and will be used as a basis in making such determinations).
 - a. **TYPE "A" SCREEN** – A screen that is opaque from the ground to a height of at least 6 feet, with intermittent visual obstructions from the opaque portion to a height of at least 15 feet. An opaque screen is intended to exclude all visual contact between uses and to create a strong impression of spatial separation. The opaque screen may be composed of a wall, fence, or densely planted vegetation. Compliance of planted vegetative screens are judged on the basis of the average mature height and foliage density. The opaque portion of the screen should be evergreen. At maturity, the portion of the intermittent visual obstructions should not contain any completely unobstructed openings more than 10 feet wide.
 - b. **TYPE "B" SCREEN** – A screen that is opaque from the ground to height of 3 feet, with intermittent visual obstruction from above the opaque portion to a height of at least 15 feet. This screen is intended to partially block visual contact between uses and to create a strong separation of spaces. The semi-opaque screen may be composed of a wall, fence, landscaped earth berm, or planted vegetation. At maturity, the portion of intermittent visual obstruction should not contain any completely unobstructed openings more than 15 feet wide.
 - c. **TYPE "C" SCREEN** – A screen composed of intermittent visual obstructions from the ground to a height of at least 15 feet. This screen is intended to create the impression of a separation of spaces without necessarily eliminating visual contact between the spaces. It may be composed of a wall, fence, landscaped earth berm, planted vegetation or existing vegetation. This screen type may contain deciduous plant material.
 10. Earth berms should be suitably designed for appropriate maintenance practices.
 11. Street tree designs should be unified by common groupings of similar tree types, and compatible with trees planted along the right-of-way. Spacing should be triangular, interesting to right-of-way users, and reflective of design traffic speeds. Understory plants should include groundcovers which provide homogeneous color massing and clusters of similar or compatible shrubs or understory trees.
 12. A maintenance schedule should accompany each landscape design to ensure attractive appearance for all landscaped areas of the Olhava Property.

Landscape Plant Material Palette Landscape (OMP 2.5.3, p.54)

Evergreen Trees

Incense Cedar	<i>Calocedrus decurrens</i>
Deodar Cedar	<i>Cedrus deodora</i>
Nootka Cypress	<i>Chamaecyparis nootkatensis</i>
Hinoke False Cypress	<i>Chamaecyparis obtusa</i>
Leyland Jolie Cypress	<i>Cupressocyparis leylandis</i>
Hollywood Juniper	<i>Juniperus chinensis</i> 'Torulosa'
Shore Pine	<i>Pinus contorta</i>
Douglas Fir	<i>Psuedotsuga menziessii</i>
American Aroborvitae	<i>Thuja occidentalis</i>
Western Red Cedar	<i>Thuja plicata</i>

Deciduous Trees

Vine Maple	<i>Acer circinatum</i>
Red Maple"	<i>Acer rubrum</i> "Red Sunset
Japanese Maple	<i>Acer palmatum</i>
Katsura Tree	<i>Cercidiphyllum japonicum</i>
Hawthorn	<i>Crataegus</i> Species
American Sweetgum	<i>Liquidambar styraciflua</i>
Flowering Crabapple	<i>Malus</i> species
Flowering Cherry	<i>Prunus</i> species
Armstrong Maple	<i>Acer rubrum</i> 'Armstrong'
European Hornbeam	<i>Carpinus betula</i> 'Fastigiata'
Japanese Snowdrop Tree	<i>Styrax japonicus</i>
Crimson King Maple	<i>Acer Platanoides</i> 'Crimson King'
Norway Maple	<i>Acer Platanoides</i>
Silver Maple	<i>Acer saccharinum</i>

Evergreen Shrubs

Azalea	<i>Azalea</i> species
Madrone	<i>Arbutus menziesii</i>
Camellia	<i>Camellia</i> species
Escallonia	<i>Escallonia fradesii</i>
Salal	<i>Gaultheria shallon</i>
Japanese Holly	<i>Ilex crenata convexa</i>
Oregon Grape	<i>Mahonia aquifolium</i>
Pacific Wax Myrtle	<i>Myrica californica</i>
Photinia	<i>Photinia fraserii</i>
English Laurel	<i>Prunus laurocerasus</i> 'Otto Luyken'
Portugal Laurel	<i>Prunus lusitanica</i>
Rhododendron	<i>Rhododendron</i> species
Evergreen Huckleberry	<i>Vaccinium ovatum</i>

Deciduous Shrubs

Red Twig Dogwood	<i>Cornus stolonifera</i>
Burning Bush	<i>Euonymus alatus</i> 'Compacta'
Forsythia	<i>Forsythia</i> species
Ocean Spray	<i>Holodiscus discolor</i>
Magnolia	<i>Magnolia</i> species
Sword Fern	<i>Polystichum munitum</i>
Potentilla	<i>Potentilla fruticosa</i>
Pink Winter Current	<i>Ribes sanguineum</i>

Common snowberry	<i>Symphocarpis alba</i>
Groundcovers	
Carpet Bugle	<i>Ajuga reptans</i>
Bearberry	<i>Arctostaphylos uva ursi</i>
Scotch Heather	<i>Calluna species</i>
Bearberry Cotoneaster	<i>Cotoneaster dammeri</i>
Heath	<i>Erica species</i>
Euonymous	<i>Euonymous fortunei</i>
Vinca Major	<i>Vinca</i>
English Ivy	<i>Hedera helix</i>
St. John's Wort	<i>Hypericum calycinum</i>
Perennials	
False Spirea	<i>Astilbe species</i>
Daylily	<i>Hemerocalis species</i>
Hosta	<i>Hosta species</i>
Marigold	<i>Tagetes species</i>
Peony	<i>Paeonia species</i>

Landscaping Requirements [PMC 18.80.060 B.](#)

1. Required Landscaping. A minimum of 20% of the property area shall be landscaped. Setback, parking lot, street trees and building perimeter landscaping contributes to this requirement.
 - a. Critical area buffers may count toward this requirement but cannot contribute more than 40% of the 20% overall site landscaping requirement.
 - b. Retaining land at its natural grade with existing native vegetation is strongly encouraged and may contribute toward the required landscape percentage requirement if the existing vegetation is healthy and likely to survive development. A maintenance assurance device, agreement or bond for two years will be required to ensure the existing vegetation remains healthy and additional vegetation appropriate to the overall site's landscape plan must be installed if the existing vegetation does not survive.
 - c. Low impact development techniques for stormwater management that are not fenced and can be designed to integrate vegetation appropriately into the site's overall landscape plan may count toward this requirement at the determination and approval of the review authority.
 - d. Incorporation of natural features such as large rocks or boulders into landscaping design is encouraged.
2. Setback Landscaping.
 - a. Setback areas are to be landscaped and covered with live plant materials that will ultimately cover 75% of the ground area within three years. Landscaping shall consist of evergreen and deciduous trees planted not more than 30 feet on center interspersed with large and small shrubs and ground cover. Shrubs shall be of a type that does not exceed a height at maturity of approximately 3 to 4 feet. Deciduous trees shall have a minimum trunk diameter of 2 inches at time of planting. Evergreen trees shall be a minimum of six feet tall at time of planting.
 - b. Setback landscaping may include LID stormwater management facilities that are not fenced and can be designed to integrate vegetation appropriately into the setback's landscape area.
 - c. When adjacent to any R zoning district, setback landscaping shall be provided for the full width of the setback and will include a combination of sight-obscuring fencing, solid screen of evergreen trees and shrubs and berming, as approved by the review authority.
3. Street Trees. Street trees and related landscaping shall be provided 40 feet on center for arterials and 30 feet on center for collectors within a minimum 5-foot planting strip. Groundcover of sod or another approved groundcover shall be provided.
4. Parking Lot Landscaping. Landscape areas shall be in such a manner as to divide and break up the large expanses of pavement, divide and define driveways, parking stalls and corridors, limit cross-taxiing, and delineate and separate pedestrian and vehicular traffic. Planting areas and landscaping shall be reasonably dispersed throughout the parking lot with the interior dimensions of such areas being enough to protect the landscaping materials planted therein and to ensure proper growth. The

primary landscaping materials used shall consist of canopy-type deciduous trees or spreading evergreen trees planted in wells or strips with a mixture of deciduous and evergreen shrubs and/or ground cover. Shrubbery, hedges, and other planting materials shall be used to complement the tree landscaping but shall not be the sole contribution to the landscaping. Existing vegetation, architectural barriers or berms may be incorporated into the landscape design; provided, they contribute to achieving the intent of this subsection.

- a. Parking lots with more than ten spaces shall be landscaped. A minimum of 5% of the parking lot area (that area inside parking lot perimeter curbing) shall be landscaped. Setback and building perimeter landscaping shall not count towards the parking lot landscaping requirement.
 - b. Planting areas shall contain a minimum of 50 SF and shall have a minimum dimension of 5 feet in width. Parked vehicles may not overhang if the planting area is the minimum width of 5 feet. This area shall contain at least one tree, with the remaining area landscaped with shrubs, ground cover, or other approved landscaping materials not exceeding three feet in height. Providing adequate shading opportunities should be considered.
 - c. An additional 2 feet in width and curbing is required if wheel stops are not provided.
 - d. Trees shall number not less than one for each five parking stalls, to be reasonably distributed throughout the parking lot. A minimum of forty percent of the trees shall be evergreen.
 - e. Unfenced low impact development stormwater management facilities may be located in parking lot landscaping whenever feasible and when designed to be integrated appropriately in the landscaped area. Where low impact development stormwater management facilities are proposed to meet parking lot landscape requirements, those specific areas may deviate from the requirements in this section; provided, that the overall landscape area meets the intent of this section.
5. Building Perimeter. For any building wall that exceeds an average of 30 feet in height, a planting bed is required with a hierarchy of plantings for at least sixty percent of the wall length provided:
- a. Columnar trees shall be planted at a minimum of twenty feet on center and installed four feet from the building's foundation within a minimum six-foot-wide planting bed at the structure's foundation/base; or larger trees may be planted twenty-five feet on center within a fifteen-foot planting bed and ten feet from the building's foundation.
 - b. Shrubs or small trees ranging from one to six feet in height at maturity shall be planted three to six feet on center (depending on size at maturity) within the required planting bed.
 - c. Groundcover or other organic material shall be provided to reduce wind and water erosion.
6. Alternative Landscaping Plans. The planning director may authorize modification of the landscape requirements when alternative plans comply with the intent of this chapter and:
- a. Represent a superior result than that which would be achieved by strictly following requirements of this section, and
 - b. Incorporate unique, historic, or architectural features such as fountains, sculptures, boulders, pedestrian plazas, and the like.

LIGHTING

1. In order to address OMP COA # 67-75, and elements of the zoning, building and construction ordinances, a conceptual lighting plan is required as part of site plan review. The plan should include proposed parking lot and other fixtures with cut sheet specifications including light patterns and proposed height of standards.
2. The OMP provides guidance on lighting at Sec. 2.5.3 (p.56).
 - a. Landscape lighting may be used for accentuating the following conditions: Shrub masses, focal elements and trees (shielded up-lights) if properly camouflaged from view and placed at ground level without attaching to plant materials.
 - b. Lighting should be designed and located in a manner which is compatible with scenic values and other public interests throughout the development and lighting fixtures should be complimentary to architectural concepts.
 - c. Lighting should minimize atmospheric light pollution.

- d. Lighting should not cast glare onto adjacent lots or streets in such a manner as to decrease the ambiance of adjacent areas or the safety of pedestrian and vehicular movement.
 - e. Pedestrian lighting should provide area illumination for entry ways, courtyards and other such areas.
3. Consistent with Master Plan COA #67 all exterior lighting shall be shielded to illuminate only the area directly under it.
 4. Light posts located in parking lots shall not be taller than surrounding structures, and no higher than 30 ft. Lighting affixed to the outside of structures shall not be located above 30 ft. from the surrounding grade.
 5. Parking lot lighting shall be as follows:
 - a. Metal halide lamps
 - b. 30 Ft. poles (maximum)
 - c. "Full cut-off" fixtures (i.e., all fixtures shall be downward-directed, manufactured and installed so that the fixture's shield's (or casing's) highest point on the bottom horizontal plane is lower than or equal to the lowest point on the horizontal plane of the luminaire's lamp) (see 3 and 5 above)
 - d. Fixtures shall be "Hubbell Catalog No. MSVA1000P-FPxxAR" Dark Bronze Anodized finish
 - e. Poles shall be Round section Dark Bronze Anodized Finish, on a round concrete base a maximum of 18" high.

NOTE: If the particular model is no longer available, please provide a like model for review by staff.
 6. Lights for Plazas and Access Ways shall be as follows:
 - a. Metal halide lamps
 - b. 12 Ft. poles
 - c. Fixture shall be based on building design.
 - d. Poles shall be Round section Dark Bronze Anodized Finish, on a round concrete base maximum of 12" high.
 7. A photometric plan shall be required as part of the underlying permit which shows lumen readings every ten feet within the property or site, and ten feet beyond the property lines. The photometric plan shall consider proposed and existing landscaping at maturity in order to evaluate the long-term and seasonal effectiveness of lighting or screening of lighting.
 8. Signage Lighting: See section on sign standards.

STREETSCAPE GUIDELINES

Landscaping

1. In order to maintain consistent visual corridors along the public streets and the utility corridor road inside the development, the street landscaping in the right-of-way or utility corridor shall use materials as defined below.
2. The street landscaping shall be permitted with and installed by the development or building project fronting that portion of the roadway, including areas within the adjacent public rights- of-way, where applicable.
3. All street landscaping shall be accompanied by a suitable irrigation system designed by a licensed landscape contractor or landscape architect.

Street Tree Specifications

1. North/south routes (Olhava Way, Olympic College Way, and "I" Streets; and "D" Street, from "H" Street to the north end of the first cell of Pond #4) shall use *Acer rubrum* "Armstrong" (Armstrong Red Maple) as the street tree.
2. East/west routes ("E" and "H" Streets; and "D" Street from Olympic College Way to the north end of the first cell of Pond #4) shall use *Pyrus calleryana* "Chanticleer" ("Chanticleer" Flowering Pear) as the street tree.
3. The utility corridor road ("U" Street) shall utilize the Armstrong Red Maple at planter ends and

applications parallel to the corridor.

4. Size, Spacing and Placement of Street Trees ([PMC 18.130.090](#)). The specific spacing of street trees by size of tree shall be as follows:
 - a. One two-inch caliper deciduous tree shall be provided as set forth above; provided, that the review authority may adjust the spacing to accommodate access points or other obstructions.
 - b. Tree pits shall be located so as not to include utilities (e.g., water and gas meters) in the tree well.
 - c. Trees shall not be planted closer than two feet from the face of the curb.
 - d. Trees shall not be planted closer than two feet from any permanent hard surface paving or walkway.
5. Existing healthy trees may be used as street trees if no cutting or filling takes place within the dripline of the tree.
6. Existing street trees removed shall be replaced. The replacement trees shall be of a size and species like the trees that are being removed unless alternatives are approved by the review authority

Bus Shelters

1. It will be the responsibility of each project proponent to provide a bus shelter if a bus stop is located adjacent to the property. The bus shelter shall be approved by the Kitsap Transit Authority. If Kitsap Transit does not approve the bus shelter, than no shelter will be required.
2. If Kitsap Transit does not mandate a standard shelter design, and if no common shelter design has been selected for all bus shelters within the Olhava project, then the bus shelter shall either reflect the design of the building triggering its installation and will be subject to site plan review and building design review by the Design Review Board, or match existing shelters in the Olhava project.
3. Shelters shall have weather tight roofs and at least three sides that will hold out the weather, or such similar requirements as may be set forth by Kitsap Transit.
4. Lighting (if provided) shall be under the canopy/roof line and the source not directly visible from the roadway.
5. The site plan provided for a project shall include the bus shelter.

VI. SIGN STANDARDS

The sign standards provide for a uniform design of monument and pylon signs and coordination of building mounted signs within the commercial and business park planning areas of the Olhava development. A sign permit from the City of Poulsbo is required for all signs, per [PMC 18.170.120](#).

OBJECTIVES

1. To provide signage for the project that is harmonious with the OMP design and is properly related to the site, its individual development and its surroundings.
2. To ensure that signs are designed aesthetically to enhance visual quality while providing enough business identification with proper regard to color combination, illumination, proportion, height, and spacing.
3. To orient certain signs towards roadways to assist visitors to the project and to ensure that signs oriented towards roadways are compatible with the speed of traffic and the distance from the roadway.

FREESTANDING SIGNAGE

Freestanding signs include monument or pylon-based signs not attached to a building.

1. Primary free-standing signs will typically provide either overall project identification (such as College MarketPlace) or identification of the project's larger anchor stores (such as Home Depot or Wal-Mart). They are to be oriented towards the street frontages, major parking fields and at major entrances to the project.
 - a. The project name signs (such as "College MarketPlace") may be located off-site, if approved by City Council and appropriate easements are obtained.
 - b. Anchor store signs must be on the site of the store. Such signs may include the occupant's/tenant's logos and/or logotype.
2. Secondary free-standing signs shall display the names of only one, two, or three occupants/tenants only, regardless of the actual number of occupants/tenants in the building (or, in the alternative, only one or two occupants/tenants together with the building name). Such signage may also include the allowed occupant's/tenant's logos and/or logotype. Additional individual occupant/tenant identification at such buildings shall be confined to on-site directories adjacent to the building entrances or within the building, and/or building mounted identification signs.
3. All free-standing signs shall be double-faced (with a maximum size of 75 square feet per face) and positioned perpendicular to the street. Placement must be a minimum of ten feet from the edge of the curb of the street.
4. The overall height and size of freestanding signs is regulated by PMC 18.64.085, and is as follows for the Olhava project:
 - a. Primary: 12' high by 11' wide (note: project identification signs may be up to 22' wide, but if wider than 10', are limited to a height of 8') (type B/C)
 - b. Secondary: Lots 3-A, 4-F, 7-A and 7-H: 10' high by 6'6" wide (type D)
 - c. Secondary: all other lots: 8' high by 6'6" wide (type A/E).

WALL/ BUILDING SIGNAGE:

Building-Mounted Identification Sign(s): Commercial.

1. Buildings having more than one occupant/tenant: Building mounted business identification signs shall be limited to one per occupant/tenant (except where sites have a second street or road frontage, in which case each occupant/tenant may have a second sign if that occupant/tenant actually occupies frontage on the second street or road). The intent is to play up the number of smaller businesses and to add articulation to the larger building while coordinating their design and signage. Such signage may also include the occupant's/tenant's logos and/or logotype. The size of each sign shall be as follows:

- a. The first (or primary) building sign for each occupant/tenant shall face the primary street or road providing access to the building, and shall be no longer than 70% of the primary frontage [facade length] occupied by that occupant/tenant (with a maximum length of fifty feet (50'), and a maximum height of three feet (3') for signs less than twenty-one feet (21') long, or a maximum height of five feet (5') for signs twenty-one feet (21') long or longer.
 - b. The second (or secondary) building sign for each occupant/tenant shall have
 - c. maximum dimensions equal to 70% of the first sign.
2. Buildings containing less than 100,000 square feet *and* having only one occupant/tenant: Building mounted business identification signs shall be limited to one (except where sites have a second street or road frontage, in which case the occupant/tenant may have a second such sign). Such signage may also include the occupant's/tenant's logos and/or logotype.:
 - a. The first (or primary) building sign is for occupant/tenant identification. The sign shall be no longer than 70% of the primary frontage [facade length], with a maximum length of fifty feet (50') and a maximum height of three feet (3') for signs less than twenty-one (21) feet long, or a maximum height of five (5) feet for signs twenty-one (21) feet long or longer.
 - b. The second (or secondary) building sign, if allowed, shall have maximum dimensions equal to 50% of the allowed primary sign dimensions.
 - c. Other building signs are also allowed for actual products, services or functions (e.g., natural foods, bank, pharmacy) in a multi-department store. These other building signs shall have an aggregate maximum length equal to 50% of the allowed primary sign length, and a maximum height equal to 50% of the allowed primary sign height.
 - d. Directional signs include generic small signs such as, "exit", "drive-through", and "shopping carts". So long as such signs do not include any advertising, they are not included in determining the length of other building signs for applying the maximum other building sign limit.
3. Buildings containing 100,000 square feet or more *and* having only one occupant/tenant: Building mounted business identification signs shall be limited to one (except where sites have a second street or road frontage, in which case the occupant/tenant may have a second such sign). Such signage may also include the occupant's/tenant's logos and/or logotype.
 - a. The first (or primary) building sign is for occupant/tenant identification. The sign shall be no longer than 60% of the primary frontage [facade length], with a maximum length of seventy-five feet (75'), a maximum height of seven feet (7'), and a maximum footage of four hundred and fifty square feet (450 s.f.).
 - b. The second (or secondary) building sign, if allowed, shall have maximum square footage equal to 50% of the primary sign.
 - c. Other building signs are also allowed on the primary frontage for actual products, services or functions (e.g., natural foods, bank, pharmacy) in a multi-department store. These other building signs shall have an aggregate maximum length equal to 75% of the allowed primary sign length, a maximum height equal to 67% of the allowed primary sign height, and maximum square footage equal to 50% of the allowed primary sign square footage. The total square footage of other building signs plus the primary sign may not exceed seven percent (7%) of the primary frontage facade area.
 - d. Directional building signs include generic small signs such as, "exit", "lube express," "tires," "drive-through", and "shopping carts". So long as such signs do not include any advertising, they are not included in determining the length of other building signs for applying the maximum other building sign limit).

Building Mounted Identification Sign: Business Park.

1. Building mounted [business] identification signs shall be limited to one per occupant or tenant. The size of each sign shall be as follows:
2. For exclusive individual owner, tenant or occupant outside entrance buildings: Each sign shall be no longer than 50% of the primary frontage of that owner, user or occupant (with a maximum length of

thirty feet (30'), and a maximum height of three feet (3'). b. For non-exclusive outside entrance buildings: Up to three (3) individual building signs may be installed to display the names of only one, two, or three occupants/tenants only (or only one or two occupants/tenants together with the building name). Each sign shall be no longer than 50% of the frontage of that owner, user or occupant (with a maximum length of thirty feet (30'), and a maximum height of three feet (3'). Additional individual occupant identification at such buildings shall be confined to two feet by three feet (2'x3') on-site directories adjacent to the main building entrance, or directories within the building below.

3. All building signs must be mounted on a parapet or facade. No building sign may be mounted in such a way that any portion of the sign protrudes above the parapet or faced to which it is attached. No building sign may be mounted on a roof, pitched or otherwise.
4. All building mounted signage shall be individual letters and/or logo boxes and shall be either internally illuminated, or halo illuminated, or open pan neon illumination channel letters. No raceways or flood lighting is permitted.
5. The owner or occupant/tenant shall only display the identification of the premises or the trade name and logo. Signs advertising products and services shall only be allowed upon specific written request for same and approval by Olhava and the City of Poulsbo as set forth in the general sign standards.
6. All penetrations to any building surface must be sealed watertight and finished to match the adjacent surface. When any sign is removed the owner, user or occupant shall completely repair all penetrations and restore and/or repaint the building surface to its original look and condition. The facade surface beneath a building mounted sign should be flat and smooth such that sign replacement and repair of the wall is simplified. (For example, where facade material is split face concrete block, a panel of smooth faced block should be used on the area where the signs are to be mounted).

Directional Signage.

1. Directional signs include both building and vehicular control directional signs. Site directional signs are intended to display limited directional and/or regulatory information for circulation within a site (e.g., exit, drive thru, shopping carts).
2. For buildings containing 100,000 square feet or more *and* having only one occupant/tenant, building mounted directional signs shall be a maximum of 2' high and 6' wide. For all other buildings, building mounted directional signs shall be a maximum of 1' high and 2' wide. All ground-mounted directional signs shall be a maximum of 18" by 18" and installed on posts with a diameter of 2.5" of extruded aluminum with black polyurethane enamel finish with a maximum height not exceeding four feet (4') above adjacent finished grade. Ground-mounted directional signs must be placed a minimum of 10 feet from the edge of the curb of the access driveway. All directional signs shall be non- illuminated. The use of reflective copy is not permitted.
3. A waiver may be requested for all vehicular control signs not conforming to the above, so long as the waiver requires that the signs be made of aluminum construction and shall be panel faces and heights which meet the requirements of the US Highway Transportation Standards.

General Signage Standards

1. The Developer of the project, Olhava Associates, so long as it owns at least 50% (by area) of the property covered by these guidelines (and the Olhava Lot Homeowner's Association thereafter, when operational), shall enforce conformance to the guidelines established in this sign program. Any nonconforming signs are to be removed by the owner, user or occupant at the owner's user's or occupant's expense upon demand by Olhava. If not removed by said owner, user or occupant within ten days' notice from Olhava, Olhava may remove said sign at the sole risk and expense of said owner, user or occupant.
2. Each owner, user or occupant shall submit to Olhava for written approval (3) copies of the detailed shop drawings, and color elevations for each proposed sign, indicating conformance to the sign standard. Olhava shall have thirty days in which to approve any sign submittal. Any sign not receiving written approval within the thirty-day period shall be automatically deemed disapproved.
3. Each owner, user or occupant shall be responsible to fulfill the requirements contained in the sign standards. Olhava approval of any sign submission shall not negate or waive the responsibility of any owner, user or occupant to conform to the sign standards.

4. The owner, user or occupant may install signage only upon receipt of approval in writing from Olhava and receipt of all necessary permits from the City of Poulsbo. All signs of any kind must be approved in writing by Olhava and the City prior to fabrication and installation.
5. All signage shall be fabricated from quality materials and installed using quality construction standards and practices, in compliance with all applicable uniform building and electrical codes.
6. Olhava retains the right to approve any deviations to sign standards that Olhava deems are well designed and are considered with the intent of these criteria to enhance (and not to detract from) the visual quality of the project, subject to review and approval of the required sign permit application by the City of Poulsbo.
7. All building signs must be mounted on areas of a building occupied by an owner, user or occupant.
8. Since one of goals of sign regulation is to reduce clutter and excessive signage, jingles and slogans as part of a sign application will not be approved by the City of Poulsbo.
9. Sign area shall include the text or logo area and the graphic border around the text, if applicable. Sign area shall be measured by adding together the area of the smallest geometric shapes that separately enclose the text portion of a sign and the logo area.
10. For buildings previously approved by the Design Review Board, but for which subsequent proposed signage shown on the approved plans is not approved and where removal of the disapproved signage would negatively affect (on an overall basis) the building façade appearance, the applicant may be requested to replace it with added building articulation, minor façade design elements or signage not exceeding the area of the previously shown but disapproved sign(s). The applicant may select which items to incorporate for re-review with City Planning staff. If they are not substantial changes, additional review by the Design Review Board may not be required; applicant may request review by the Design Review Board.

SIGN STANDARD EXHIBITS SIGN STANDARD EXHIBITS (see attached)

1. Secondary Free-standing Signs: [Sign Type A (Commercial) & E (Business Park)]: Free-standing (monument) double-face sign with illuminated single or multiple (up to three) occupant/tenant display (see sheet 2 for sample; see sheet 8 for locations)
2. Secondary Free-standing Signs [Sign Type D (Commercial)]: Free-standing (monument) double-face sign with illuminated single or multiple (up to three) occupant/tenant display (see sheet 5 for sample; see sheet 8 for locations)
3. Primary Free-standing Signs (major anchor) [Sign Type B (Commercial)]: Free-standing (monument) double-face sign with illuminated occupant/tenant display (see sheet 3 for sample; see sheet 8 for locations)
4. Primary Free-standing Signs (project identification) [Sign Type C]: Free-standing (monument) single- or double-face illuminated project identification (primarily Halo Illuminated Reverse Pan Channel Letters). “College Market Place” name at key entry points to Olhava development (see sheet 4 for sample, see sheet 8 for locations)
5. Partial Elevation Signage Examples. Building tenant sign examples (see sheets 6 and 7 for samples) Applicable only to portion of building occupied by tenant
6. Site Plan (sheet 8) Indicates location of proposed signage. Note Some “C” type signs (College MarketPlace) are located off-site at key intersections. This currently does not meet City code without Council approval. Staff supports these locations.