



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Hearing Examiner
From: Nikole Coleman, AICP, Senior Planner
Subject: Johnson Ridge Planned Residential Development & Preliminary Plat | P-08-02-19-01
Date: July 2, 2020

The Johnson Ridge staff report was distributed to the Planning Commission on June 16, 2020. The Planning Commission meeting was held on June 23, 2020. The Planning Commission recommended approval.

The following items are procedural and added at or subsequent to the Planning Commission meeting.

1. New Exhibit M: Planning Commission Findings of Fact, Conclusion and Recommendation. (Attached)
2. New Exhibit N: Planning Commission Draft Meeting Minutes. (Attached)
3. New Exhibit O: Hearing Examiner Public Hearing Notice and Affidavit. (Attached)

EXHIBIT M

**Planning Commission Findings of Fact,
Conclusion and Recommendation**



Johnson Ridge Planned Residential Development and Preliminary Plat *Planning Commission Findings of Fact, Conclusion and Recommendation*

The Planning Commission, at a regularly scheduled public meeting June 23, 2020, has reviewed and **RECOMMENDED APPROVAL** of the **Johnson Ridge Planned Residential Development and Preliminary Plat**, planning file 08-02-19-01, which would subdivide 13.75 acres into 61 lots with a vote of 7 for, 0 absent.

In reaching this conclusion, the Planning Commission followed the criteria under Zoning Ordinance Sections 18.260.140 Planned Residential Development Findings and 17.60.040 Preliminary Plat Criteria.

FINDINGS:

Planned Residential Development – Section 18.260.140

In order to approve a Planned Residential Development, the Review Authority must find:

- A. **The proposal through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of PRD development.**

The stated purpose of the PRD Ordinance is to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other chapters of the Poulsbo Zoning Ordinance, while ensuring compliance with the goals and policies of the Poulsbo Comprehensive Plan. The flexibility afforded by the PRD ordinance has allowed the Johnson Ridge PRD to be designed with smaller lot sizes and reduced setbacks, while protecting critical areas and working with the existing topography. The proposed design provides efficient street, utility, and public improvement layout through double loading streets with provision for future extension.

- B. **The proposal complies with all of the applicable provisions of Title 18 – Zoning of the PMC.**

The proposal as reviewed and conditioned in the June 16, 2020 staff report meets all applicable provisions of the Zoning Ordinance with specific deviations as identified for planned residential developments. The proposal meets use, density and street tree requirements and is in compliance with additional standards and provisions of residential zoning districts, parking, and signage as reviewed and conditioned.

- C. **The proposal provides overall site design features through its conceptual architectural rendering for the entire project, and have included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.**

The proposal includes information on the overall site design features, identified on the project drawing set as well as the conceptual landscape plan, and home designs. Conditions of approval will require substantial compliance with the house plans submitted. Also, additional information on the sites landscaping and recreational amenities will be submitted with the final landscape plan.

- D. **The proposal would not impair the integrity and character of the zoning district in which it is to be located by meeting the minimum development standards for the Planned Residential Development; and applicable development standards for lot sizes, alleys, privacy, home individuality and landscaping have been provided for, and locations of any attached housing units are clustered and located appropriately.**

The proposal will not impair the integrity and character of the Residential Low zoning district, because it has been designed and conditioned to meet the minimum PRD development standards and design criteria as discussed in the June 16, 2020 staff report.

- E. **The site is physically suited for the type and intensity of land use being proposed.**

This site is physically suited for the type and intensity of land use being proposed. The applicant has submitted the necessary critical area reports to ensure consistency with PMC Chapter 16.20,

Critical Areas. In addition, the lot configuration, open space, and amenities have been sited to utilize the difficult topography of the site.

- F. **The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.**

The surrounding properties are zoned Residential Low, same as the subject site. No existing single-family subdivisions are adjacent to the site. Adequate screening and buffering is proposed for the site.

- G. **The proposal would preserve natural features and critical areas and would preserve and incorporate existing stands of trees within the project the project design as much as possible.**

The site design has attempted to preserve and enhance natural features as required by the Critical Areas Ordinance. Tree retention is appropriate for the project as proposed.

- H. **There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.**

The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. See also Exhibit L, Engineering Dept Staff Report Memo.

- I. **There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the City.**

The proposal provides adequate provisions for public access to serve the subject site, with two access points on future Johnson Parkway and a future access at the south property boundary for neighborhood connectivity (See Staff Report Exhibit L).

- J. **The proposal is consistent with the comprehensive plan and City's adopted development standards.**

The proposed PRD is consistent with the City's Comprehensive Plan and adopted development standards. The subject development is located in the Residential Low zoning district and, as conditioned, is consistent with the City's development standards, infrastructure standards, and Comprehensive Plan.

- K. **There will not be significant unmitigated harmful effects upon environmental quality and natural resources.**

There will not be any significant harmful effects upon environmental quality and natural resources with the proposed development. Critical areas have been identified, reviewed, and mitigation provided for minimal impacts to the buffers. The applicant will mitigate impacts to the City's park and transportation system by paying mitigation fees.

- L. **The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety or welfare of the city.**

The proposed site meets the PRD requirements for size and location. The design has been reviewed against the City's development standards and, as conditioned, meets the City's adopted ordinances for stormwater, critical areas, transportation, subdivision, and zoning.

Preliminary Subdivision – 17.60.040

A proposed preliminary subdivision may be approved only if the following findings are made:

- A. **The proposed preliminary subdivision conforms to the requirements of this title.**

As reviewed and conditioned, the proposed preliminary subdivision conforms to the requirements of Title 17, Land Division. The City Engineer has reviewed the project for consistency with Chapter

12.02 and supports approval of the preliminary plat subject to all conditions of approval. See Staff Report Exhibit L.

B. The proposed preliminary subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.

As reviewed and conditioned the proposed preliminary subdivision conforms to the requirements of Title 18 Zoning and will comply with the Comprehensive Plan. The site is designated “Residential Low” in the comprehensive plan and “Residential Low” on the Zoning Map and is being platted consistent with these designations. The project meets the Comprehensive Plan’s goals of providing single-family housing according to established zoned densities in order to meet the City’s population allocation under the Countywide Planning Policies and Growth Management Act.

The proposal meets use density and street tree requirements and is in compliance with additional standards and provisions of residential zoning districts, parking and signage as reviewed and conditioned. The proposal meets tree retention requirements.

C. The proposed preliminary subdivision:

1. Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly and efficient circulation of traffic.

The applicant has submitted a plat design consistent with the City’s Street Standards as stated in the City’s Construction Standards document. The plat will be connecting to a compact roundabout at the intersection of the future Johnson Parkway and Sunrise Ridge Road to the Northwest and a standard intersection with future Johnson Parkway to the Northeast. Johnson Parkway and the compact roundabout will be constructed by the City as part of the Johnson Parkway and SR305 Roundabout - Noll Corridor South Segment project. An additional internal roadway will be constructed providing an additional looped connection interior to the plat. The plat also satisfies City neighborhood connectivity requirements by providing for a future connection to the property to the South.

The applicant submitted a full scope Traffic Impact Analysis (TIA) as this project will produce over 300 Average Daily Trips (ADT) once fully built out. The TIA illustrated that all studied intersections would operate with a Level of Service E or better, meeting the requirements of the Transportation Comprehensive Plan. The project TIA relies on completion of the City’s Johnson Parkway and SR305 Roundabout - Noll Corridor South Segment project as Johnson Ridge would otherwise be responsible for the construction of improvements associated the City’s Project. The City has advertised, accepted the low responsive bid and awarded the contract for construction on June 11, 2020. The applicant has provided a Transportation concurrency application and has demonstrated compliance with City Concurrency standards as set forth in PMC 14.04.070.

The City has a Traffic Impact Fee Ordinance, which requires the project developer to mitigate for their project’s traffic impacts through payment of an impact fee. The traffic impact fee established by this ordinance is estimated to be \$5,324.16 per lot based on 9.44 ADT in accordance with the ITE Manual 10th edition calculations for single-family residential trip generation, with total estimated payment of \$340,746.24 required. As identified in the conditions of approval, the developer is responsible for paying the current traffic impact fee with the building permit issuance for each lot.

2. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision and meets all current and applicable standards.

Water service to the plat will be via connection to an 8-inch water main constructed as a part of the City’s Johnson Parkway and SR305 Roundabout - Noll Corridor South Segment project. This water main will connect to the existing 8” water main in NE Noll Road and provide a connection stub for future development to the south. This stub will complete a water loop and

promote water quality in the development area. The plat will also provide a water stub in the future roadway connection to the South to be utilized upon future development of that property. Sewer Service will be provided by connecting to the plat to the 8" stub provided by the City of Poulsbo as part of the Johnson Parkway & SR305 Roundabout - Noll Corridor South Segment project. Storm drainage will be provided by a (2) Stormwater Detention vaults and (2) water quality vaults, one for each basin, prior to discharging. The west basin will discharge into Johnson Parkway and the east basin will discharge down the slope to Bjorgen creek via a dispersion trench. This facility will be owned and maintained by the City of Poulsbo after 2 years minimum from issuance of final plat or 80% buildout, whichever is longer.

3. Makes adequate provision for parks, recreation, and playgrounds, as required.

Onsite recreation amenities include a big toy structure, half basketball court, open lawn area, and an interpretive trail. In addition, the City has a Park Impact Fee Ordinance which requires the project developer to mitigate for their project's park impacts through payment of an impact fee. As identified in the Conditions of Approval, the developer is responsible for paying the current rate with building permit issuance.

4. Makes adequate provision for schools and school grounds, as required.

The North Kitsap School District receives a school impact fee from the project developer, as determined by the school district to help offset impacts from the new development's residents. School impact fee is a SEPA mitigation.

5. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

This plat will not be required to construct frontage improvements as the City's Johnson Parkway and SR305 Roundabout - Noll Corridor South Segment project will be constructing new roadway frontage in the area. Johnson Ridge will be responsible for paying full Traffic Impact Fees. The Plat will also include an internal sidewalk network. The plat will complete pedestrian connections to future Johnson Parkway at both intersections, as well as provide for future pedestrian connections to the South.

6. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.

The project makes adequate provisions for critical area protection as discussed in the June 16, 2020 staff report.

7. Makes adequate provisions for fire and emergency access and protection.

The proposed Preliminary Plat will be constructing new interior roads built to City standards for residential access roadways. Hydrants will be installed with spacing consistent with City Construction Standards and locations have been reviewed and accepted by the Poulsbo Fire Department. Hydrants are located on one side of the street throughout the plat with parking provided opposite.

8. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

The proposed project has been mitigated and conditioned according to City code and SEPA mitigations, so as not to be detrimental to the public health, safety and welfare of the city and its residents. Compatibility with neighboring properties and adjacent uses has been determined not to require further mitigation. Tree retention is provided. Through the SEPA mitigations and conditions of approval, the public health, safety and welfare have been adequately served.

CONCLUSION:

The Planning Commission finds the Johnson Ridge Planned Residential Development and Preliminary Plat in conjunction with the SEPA Mitigations and Conditions of Approval, promotes the public health, safety and welfare, conforms to the Comprehensive Plan; will provide for stormwater, transportation, sanitary sewer

and water supplies, open space, play grounds, critical areas, schools, parks and recreation; is compatible with existing and planned uses in the general area; will promote high quality development; and meets all other applicable city regulations. Further, the proposed project is subject to the SEPA mitigations and conditions of approval and does not pose any health or safety concerns for the City. Therefore, the proposed project has been found not to be detrimental to the public health, safety, or welfare of the City.

RECOMMENDATION:

The PLANNING COMMISSION recommends APPROVAL to the City Council of the Johnson Ridge Planned Residential Development and Preliminary Plat, Planning File 08-02-19-01, including the staff report, all associated exhibits, and subject to the SEPA Mitigations and Conditions of Approval; and authorizes the Commission Chairman to sign the Findings of Fact, Conclusion and Recommendation.

A handwritten signature in black ink, appearing to read 'R. Stevens', with a long horizontal flourish extending to the right.

RAY STEVENS, CHAIR
Poulsbo Planning Commission
June 23, 2020

EXHIBIT N

Planning Commission Draft Meeting Minutes



CITY OF POULSBO

Planning Commission Public Meeting (Virtual)

June 23, 2020

Commissioners Present: Ray Stevens, James Coleman Sr., Jerry Block, Mark Kipps, Tim Morgan, Kate Nunes, Ray Taylor

Staff Present: Edie Berghoff, Nikole Coleman, Michael Bateman, Anthony Burgess, Jess Matrazzo

Additional attendees: Matt Hough President of CPH Consultants, Ron Cleaver Jr. Principal of RDCJR Engineering LLC, Barry Margoles Principal of Alamani LLC; **citizens:** Bjorn Nilsen (Calavista), Larry Gibbs (Calavista), Kevin Eyre, Jean Charters

1. **Call to Order**

2. **Flag Salute**

3. **Approval of Minutes:** 4/28/2020: Morgan recommended approval, Block seconded, Abstentions: None

4. **Modifications to the Agenda:** None *Public comment to items not on agenda will be addressed after agenda public hearing and public meetings.

5. **Public Hearing for Land Use Housekeeping Amendments** (Nikole Coleman)

**This portion of the minutes is still being completed and will be submitted for approval at next regularly scheduled Planning Commission Meeting.

6. **Public Meeting for Johnson Ridge Preliminary Plat and PRD** (Nikole Coleman)

SLIDE 1: Intro. We are here this evening to review the Johnson Ridge Planned Residential Development and Preliminary Plat. For the record, my name is Nikole Coleman, Associate Planner with the Poulsbo Planning Department. For those attending voice only - Slides for this presentation are available on the Planning Department's website by going to > www.cityofpoulsbo.com, Government, Departments, Planning & Economic Development, Planning Commission page.

Anthony with Poulsbo Engineering and Matt Hough representing the applicant are attending this evening.

For this agenda item, there will be a staff presentation, followed by an opportunity for public comment. Following public comment, the applicant and staff will respond to questions or concerns. The Planning Commission is tasked with making a recommendation to the Hearing Examiner regarding this Type III project application. All appropriate notices have been issued and are identified in the staff report exhibits.

SLIDE 2: Location and Zoning. The proposal is in SE Poulsbo at the city limits.

The site is in and is surrounded by Residential Low zoning – both within city limits and within the UGA.

SLIDE 3: Preliminary Plat Plan Summary. The project encompasses:

- 13.75 Acre Site
- 61 Single Family Lots
- 5,041 SF Average Lot Size
- 4,361 SF Minimum Lot Size
- Includes 2.35 Acres Open Space proposed.

- Current Use – Vacant
- Critical Areas - Steep Slope and fish and wildlife with Bjorgen Creek

SLIDE 4: Overall Site Plan. Project includes open space, tree retention and storm drainage tracts, and right-of-way to be dedicated to the City.

SLIDE 5: Johnson Rd. Johnson Parkway Project – Right of Way (ROW) purchases have resulted in new parcel layout as shown.

SLIDE 6: Critical Areas – Wetlands. Staff Report pages 6-9; wetland is located north of Johnson Parkway. Property lines were reconfigured in 2019 to accommodate the future Johnson Parkway project. Wetland impacts and mitigation to Wetland A were reviewed as part of the permit no. P-11-09-18-01 – which is the critical area review for Phase 1 of the Noll Road Corridor Project.

SLIDE 7: Critical Areas – Wetlands.

SLIDE 8: Critical Areas/Bjorgen Creek. Bjorgen Creek is a type F1 stream requiring a 200-foot buffer and 25-foot building setback. “Building setback” for purposes of this chapter is an additional distance between the required critical area buffer and the footprint or foundation of a building, a structure or other development on a site. A Habitat Management Plan prepared by Ecological Land Services was provided for this project. Project proposal includes grading impacts at the back of Lots 1 through 5.

SLIDE 9: Critical Areas/Bjorgen Creek. Map shows impact area for the trail. Per CAO: Construction of public and private trails and trail-related facilities, such as benches, interpretative centers, and viewing platforms, may be allowed in fish and wildlife habitat conservation areas or buffers pursuant to specific standards. Mitigation for the impacts from the trail have been proposed. Soft material trail will be built for access and recreational amenities and then plantings will restore.

SLIDE 10: Critical Areas/Steep Slope. Based on PMC 16.20.410, the eastern portion of the site meets one of the criteria (slopes steeper than 15% with a high erosion potential) of an Area of Geologic Concern. Per Title 16.2.420.C, a standard buffer of 25 feet should be applied to the Area of Geologic Concern, unless otherwise specified through a geological report. A small portion of the pervious trail and grading are proposed within the 25-foot standard setback area.

SLIDE 11: Land Division.

SLIDE 12: Land Division Ordinance. Title 17 provides that the Planning Commission shall make recommendation on a proposed preliminary plat according to the criteria in PMC 17.60.040. The project has been mitigated and conditioned so as not to be detrimental to the public health, safety and welfare of the city and its residents. Compatibility with neighboring properties and adjacent uses has been determined not to require further mitigation. Tree retention is provided. The public health, safety and welfare have been adequately served. List of criteria and findings - Staff Report Pages 9-10; staff has found that the project is consistent with this decision criteria.

SLIDE 13: Residential Districts, Title 18.70. Zoning. Staff Report Pages 10-21. Zoning/Residential Districts - RL

- Permitted Use (Single Family Homes are permitted use.)
- Density (Max is 5, minimum is 4; met.)
- Street Trees (Provided)
- Parking (On-site for residential homes and on-street through Land Division Ordinance)
- Signage (Location possibilities looked at – ultimately reviewed during building permit issuance)

SLIDE 14: Zoning/Residential Districts.

SLIDE 15: Tree Retention (18.80). Required for any plat. An Arborist Report prepared by Layton Tree Consulting LLC was submitted with project revisions in November 2019. Sound Urban Forestry provided two peer reviews of the tree retention plan and Arborist Report and stated “Overall, the arborist report is thorough and is what should have been submitted with the initial package. As requested in my original memo, all trees within the site have been accounted for and assessed with the information clearly presented. The tree protection measures outlined are appropriate and I recommend that they be considered conditions of approval by the City.” Tree retention is required to be in tracts or other permanent protective mechanism owned and maintained through a homeowners’ association or other common ownership and incorporated into the projects CCRs. This project proposes tree retention primarily within the critical area buffer, but also along tracts that are to be owned and maintained through the HOA.

SLIDE 16: Planned Residential Districts (PRD) 18.260. Planned Residential Development is provided to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other residential development standards.

Traditional subdivision must conform to the general requirements of the Zoning Ordinance for minimum lot size, building setbacks, and lot coverage. The PRD process, requirements, and decision criteria allow for the general zoning requirements to be modified in order to encourage creative and superior site design. For a site such as this that is constrained by critical areas, it allows for the protection of those critical areas with the use of creative site design.

Planned Residential Development: Provides flexibility in lot size and design to enable development to attempt to achieve the zoned density; provides flexibility in design for creative site planning and superior residential subdivision developments; preserves and protects critical areas and their buffers; provides open space and recreational opportunities for development occupants; Encourages preservation of cultural, scenic or natural features; encourages diversity of housing units and types between neighborhoods; and provides for maximizing efficiency of street layout, utility networks, and other public improvements; and preserves and retains groups of trees.

SLIDE 17: RL Development Standards and PRD Modification of Development Standards Combined. This section modifies some of the Residential Low District Development Standards for traditional subdivision. Through a PRD, the applicant was able to modify those standards. Setbacks will be reviewed at the time of the building permit.

SLIDE 18: Individual Identity. When lots front on a public street, garage doors must not be the dominant feature of the building façade. Generally, the City does not regulate building design, but through a PRD with smaller lot sizes, we have the opportunity to get something consistent we would like to see in Poulsbo. Varied architectural design features (such as roof line articulation, color and materials) and home placements shall be utilized to avoid appearance of a long row of identical homes. At building permit application submittal, staff will review submitted building permits for compliance the conceptual architectural renderings approved as part of this application (COA P3-P5).

SLIDE 19: Zoning/PRD – Individual Identity. Home site plans including type of home to be built on each lot and designs provided by applicant that met our requirements.

SLIDE 20: Zoning/PRD – Landscaping Buffer. A 10-foot wide landscaping strip fronting future Johnson Parkway ROW adjacent to Lots 1, 39, and 41-61. The 10’ wide strip is provided as an easement on these lots.

SLIDE 21: Zoning/PRD – Landscaping Buffer. A landscaping bugger and/or open space tracts are provided along south property lines.

SLIDE 22: Zoning/PRD – Landscaping Buffer. The storm vault on the SW corner of the development proposes a 12-20-foot exposed retaining wall to be visible from the property to the south and the future Johnson Parkways.

The Engineering Department has worked with a committee to determine the aesthetic scheme for the Johnson Parkway project. On-site improvements, including retaining walls, landscaping, signage and lighting, along adjacent to the future Johnson Parkway shall include enhanced landscaping and/or artwork to break up the size of the walls.

Due to the significant aesthetic impact the exposed retaining wall will have on the residents to the south (current and future) and users (pedestrian, bicycle vehicle, etc.) of Johnson Parkway, enhanced landscaping that covers 30% of the exposed wall at full growth and artwork that is consistent with aesthetic scheme for the Johnson Parkway project shall be required. (SEPA Mitigation 10)

SLIDE 23: Zoning/PRD – Open Space. As proposed, the project’s average lot size is 5,041 square feet, which requires 15% open space (of gross project area). Proposed open space totals 2.35 acres, which represents 17%.

Critical areas and their buffers encompass 22 percent of the project area. 0.82 acres of open space are provided in the critical area buffer. This equals 35 percent of the required open space (40% is allowed).

For projects that utilize stormwater vaults, the top of the vault may be proposed to also serve as an active recreational amenity (i.e., sport court), if grade and landscaping provide for a usable area. The area proposed to serve as the active amenity can therefore contribute toward the open space requirement.

SLIDE 24: Zoning/PRD – Amenities. Both passive and active recreational amenities (owned and maintained by the homeowners) are required to be provided for all PRDs. PRDs with 51 to 80 units shall provide one Group 1 amenity and one Group 2 amenity. Group 1 active amenity is a half basketball court located in tract 997. Group 1 active amenity is a big toy located in tract 997 and includes a bench and picnic table. The big toy is identified to be designed to accommodate 20 children ages 5 to 12 years (refer to COA P9). Group 2 passive amenity includes a trail and educational signage in tract 999.

SLIDE 25: Title 19. PRD and preliminary plat permit are reviewed as Type III applications.

A public hearing is required for Type III applications.

The Hearing Examiner is the review authority for PRD and preliminary plat permit.

- Staff Report Pages 21-22 (Time table)

SLIDE 26: Title 19.

SLIDE 27: SEPA. A Mitigated Determination of Non-Significance was issued June 8, 2020 with a 14-day comment period. We did not receive comment during that period for SEPA. We did receive comment through the applicant process:

SLIDE 28: Public Comment. Suquamish Tribe/Washington Department of Fish and Wildlife. Expressed concern with the original proposal to reduce the 200-foot stream buffer.

Kitsap Public Health District. Comment regarding the existing septic tank and well on the property.

North Kitsap School District. Request for school impact fees.

Kenworthy. Kenworthy represents the property owner to the south (Ecklemen) and expressed concern with the future road connection to the south and extent of exposed vault wall.

I will turn to Anthony Burgess with City Engineering, before concluding staff comment.

SLIDE 29: Recommended Action. In conclusion, the preliminary plat has been reviewed against the City’s zoning, environmental, and subdivision regulations. As conditioned, all lots meet the City’s requirements.

The Engineering Department has reviewed the plat for compliance with the City's construction standards and stormwater regulations and find the project meets the requirements with conditions.

This project, with SEPA Mitigation and Conditions of Approval, is consistent with the Poulsbo Comprehensive Plan, Zoning Ordinance and all other applicable City regulations.

Staff respectfully recommends the Planning Commission recommend approval of the Johnson Ridge PRD and Prelim Plat, subject to the SEPA Mitigation and Conditions of Approval.

RS: Questions?

TM: Recreational amenities question about ADA accessible.

NC: Soft-surface, non-gravel cover.

TM: Surface on top of the vault?

NC: Part grass, half basketball court. Maintenance passage is provided for City access.

JC: Page 7, regarding Suquamish Tribe comments. Adjustments done to the 200' area don't match up with Johnson Ridge PRD drawing (that shows grading within that area).

NC: Minor grading and trail development can be done with habitat management and restoration plans can be done. The Tribe and Fish and Wildlife did not respond to the revised site plan we provided.

JC: Will the storm vault be gated?

NC: Yes, that area will be fenced.

JC: Retaining wall: will trees be conifer or deciduous?

NC: Will work on enhanced landscaping through the grading process.

JC: What caliper size trees? Drawings were non-specific regarding landscaping.

NC: Landscaping plan was worked through SEPA. Applicant will work with Engineering Department to keep it consistent with Johnson Parkway project.

AB: We do have COA E-19 for storm vault fencing, and certain requirements will be required prior to issuing grading permit and granting final plat. Requirements of south-facing wall is written to allow work with the developer.

JC: Lot sizes appear uniform – do they vary enough to be a PRD? Architectural features appear non-specific.

NC: Staff report addresses the variety of lot sizes. The Code recommends but does not require varied sizes. Staff believes slopes and grading contain enough of a variety to make it work for this PRD.

JB: Page 13, Staff Report, Staff Comments 18.260 – change in color of text.

NC: That's a hyperlink that I missed removing.

JB: Johnson Parkway: Will the development and the project be able to be constructed simultaneously?

AB: Our contract documents list provisions that require they coordinate work with one another and provide construction traffic accommodation. Johnson Ridge is not the only plat under construction – Crystal View is pursuing 2 divisions for final plat. Division 1 this year and likely Division 2 next year.

KN: Road doesn't seem to connect the two developments.

AB: Access point from Johnson Parkway to Crystal View exists as an emergency access road only at this point. Another plat may be forthcoming, called *Owl Ridge*, which would provide a formal connection and provide formal right of way. Currently it is an easement through private property.

KN: Figure 3, Page 5 of the TIA: the traffic study indicates a discrepancy between traffic volume at peak hours through Caldart and Hostmark, and Hostmark and Noll. The routes are interdependent. Concerned about putting a lot of traffic by the schools.

AB: The volume moving through the intersection of Caldart and Hostmark would include traffic going through the Deer Run neighborhood. Increased traffic in school areas is a development concern; the Johnson Parkway Roundabout Project will alleviate that by providing additional access points. Speeding might become an enforcement issue.

KN: Street improvements?

AB: Additional plats – Poulsbo Meadows, Blue Heron, and Noll Terrace will provide rapid-flashing beacons (enhanced crossing signals) to provide protection to pedestrians moving from east to west Noll. Phase 3 of the Noll Road Corridor Project will be constructing a shared-use path on the east side of Noll Road. Blue Heron and Noll Terrace will be responsible for constructing their portion.

No Public Comments.

JC: Mr. Chairmain, the Planning Commission shall hereby recommend approval to the Hearing Examiner, of the Johnson Ridge Planned Residential Development and Preliminary Plat, Planning File P-08-02-19-01, subject to the SEPA Mitigations and Conditions of Approval.

RT: Second

All ayes.

7. Public Meeting Calavista Preliminary Plat and PRD (Edie Berghoff)

The presentation slides are available at www.cityofpoulsbo.com under Government/Departments/Planning and Economic Development/Planning Commission Page for those attending by phone. Thank you Sir, and Good Evening. I am Edie Berghoff with Poulsbo Planning. In attendance from City of Poulsbo Engineering Department are Anthony Burgess and Michael Bateman. Mr. Ron Cleaver Jr. is here representing the applicant.

SLIDE 1: Intro Slide. We are here for the Calavista Planned Residential Development and Preliminary Plat. The Planning Commission is tasked with making a recommendation to the Hearing Examiner on this Type III project. Findings of fact, Conclusion, and Recommendation signed by the Commission Chairman will be forwarded to the Hearing Examiner.

SLIDE 2: Location and Zoning. The criteria for this proposal are established on May 30, 2019; that's the date the application was determined technically complete. Applicable regulations are found under Title 17 (Critical Areas), Title 18 (the Zoning Ordinance), and Title 17 (Subdivision Ordinance). The zoning and subdivision ordinances provide criteria. The project notices for this proposal have been provided to County, Tribe and State agencies, as well as the general public. This proposal is immediately south of the Poulsbo Cemetery.

It is adjacent to Lauri Vei subdivision (indicates area on map directly west of upper proposed region) developed based on 7500 (standard subdivision regulation). (Indicates area west of proposed short plat): Poulsbo Gardens is also a standard 7500 sf minimum lot size plat. (Indicates adjacent area southwest of proposed area): this is Caldart Heights. They have individual houses, some 0 lot line homes, some townhome type development on individual lots, and this area (indicates south of Watland) is four-plexes. (Indicates area directly south of project on map): This is Halden Glen; it was done under lot averaging provisions. (Indicates area southeast of proposed area on map): This area is high density residential zoning;

it's a mobile home park. (Indicates areas directly east and west of proposed short plat): these are acreage lots with single family homes.

SLIDE 3: Calavista Site Plan. The site is made up of two properties and is proposed to be subdivided into 43 lots for single family homes, open space and storm drainage tracts, and right of way to be dedicated to the City. Critical Areas are reviewed in the Staff Report, pages 6-7 and are also reviewed in Exhibit E (SEPA).

There are 2 staff report memos; one each from the Planning Department and the Engineering Department (Exhibit E5) that detail critical areas for the project. Environmental review addresses critical areas and provides recommendations. The recommendations are project mitigation measures or conditions of approval.

Environmental review identifies stormwater infiltration is not feasible for this proposal due to the presence of glacial till. Further, the review identifies all roof, footing, and wall drains are to be directed to the site stormwater system. Stormwater from the on-site systems (4 lots at the south end; lots 25-28, indicated on map) will be collected and directed to a filtration system (Engineering can provide further detail) and then directed to Caldart Avenue ROW. Eventually it enters the South Fork of Dogfish Creek at Odessa (Engineering can provide further detail.) The remainder of the project goes to a storm tract down Watland (indicates east to west movement) and exits and goes down Caldart Avenue (indicates north to south movement). Because it is going to Dogfish Creek, maximum stormwater treatment is required for this project. The South Fork is located approximately 260 feet west of the project.

Use and density for this plat meet code requirement of the RL zone.

SLIDE 4: Calavista Tree Retention. Tree retention is required for all development in the RL zone.

This project provides tree retention in 2 locations in open space tract and along the north property line. There are a number of them in an easement.

The tree retention is required to be identified in project Covenants, Conditions and Restrictions (CC&R) document and be the responsibility of the project HOA.

In addition to the RL zone requirements, this project is reviewed under the Planned Residential Development provisions found in PMC 18.260. The PRD section modifies the Residential Low District Development Standards for traditional subdivision found in PMC Table 18.70.050. The combined standards are provided in the staff report on page 14.

As designed, the project meets the combined traditional and PRD standards. Setbacks, on-lot parking, building height, building lot coverage, and impervious surface lot coverage will be reviewed with building permit.

SLIDE 5: Calavista PRD Design. In addition to modifying Residential Low development standards, PRD development standards are required to be met. The average lot size for this development is 5,439 square feet. In the northeast corner, privacy concerns are addressed with provision of fence along Lot 10, and distance between homes next to and accessed by a private driveway tract. The tract is a minimum of 20' wide, in part for emergency services (minimum standard width). There is a 10' utility easement fronting, and the homes are set back an additional 10'. There is a minimum of 45' once you count the side setback of 5'. We believe that is adequate for privacy of (indicated on slide) this particular home.

The application includes a site design showing where structures might be placed on lots and what the setbacks will be for the homes. Homes will not cover the entire property because building lot coverage is limited to 50 percent and impervious surface coverage is limited. The open space and amenities plan is shown on the landscape plan, (which I will show in a moment), and home exterior designs will have varied architectural features and design elements.

Building permits will be reviewed for substantial compliance with home exterior designs during building permit review. A PRD is required to provide consistency with adjacent development lot sizes when the adjacent development is traditionally platted with 7,500 square feet lots. This project provides that consistency. This is applicable to Belleview in the northeast and Poulsbo Gardens (there is a wide right of way and landscape strip, and there will be a walkway and another landscape

strip on the Calavista side in the future). There will be significant separation between Poulsbo Meadows and Calavista. (Staff Report Page 18). The project provides that lot size comparison consistency.

SLIDE 6: Calavista Landscape Plan.

Sight-obscuring fencing at the project perimeter is shown on the landscape plan as required. (Area indicated in clockwise motion from northwest corner and around to southwest corner, and inside perimeter along Caldart) as a Condition of Approval. Fence is required to be shown on landscape plan and as a COA. Open space and amenities are required for PRDs in consideration for the smaller lot areas and dimensions being allowed.

Open space is provided along Caldart Avenue in 10' landscaping strips, and at future road connection to the east project boundary, and a central park. Required amenities are in the central park area. Amenities are 1,200 feet of walking path, two picnic tables set in solid surface adjacent to open play areas, and a playground with a large toy structure.

The proposal provides sidewalks connecting to existing adjacent development. A road and sidewalk connection to the east provides connectivity to future development and is consistent with the Urban Paths of Poulsbo and Transportation Future Connection plan in the Land Use Comprehensive Plan.

The project provides more open space, and more amenities than required by the code. They are listed as a COA due to their being a centralized location; the superior design is a benefit for the residents. Open space and amenities are required to be addressed in project Covenants, Conditions and Restrictions and be under the responsibility of the project Homeowner's Association.

PRD Findings are provided beginning at the bottom of staff report page 21.

SLIDE 7: Recommended Motion. In conclusion, the preliminary plat has been reviewed against the City's zoning, environmental, and subdivision regulations. As conditioned, all lots meet the City's requirements. The Engineering Department has reviewed the plat for compliance with the City's construction standards and stormwater regulations and find the project meets the requirements with conditions. This project, with SEPA Mitigation and Conditions of Approval, is consistent with the Poulsbo Comprehensive Plan, Critical Areas, Zoning, and Subdivision Ordinances and all other applicable City regulations.

Staff respectfully recommends the Planning Commission recommend approval of the Calavista Planned Residential Development & Preliminary Plat, subject to the SEPA Mitigation and Conditions of Approval. Anthony, do you have anything to add?

AB: Regarding storm drainage discharge route, the original proposal was to go through Poulsbo Gardens, but an alternative path bypasses the area of concern. The stormwater will be routed down Watland. Stormwater from northern vault will follow the storm line in the roadway and will cross the street, come through additional constructed storm line and connecting to existing catch basin in Watland and downstream of Poulsbo Gardens.

RT: Discrepancy in drawings, Sheet 24 of 30.

AB: There is a note that specifies those existing catch basins in the roadway of Caldart Avenue will be capped and filled and that water will be redirected toward Calavista's downstream path. This will reduce existing flow through Poulsbo Gardens.

RT: Above Mosjon Circle NE, the discharge path is shown on the drawing.

AB: There's no proposed utility line between the solid and dashed line.

RT: Remnants of old plans shouldn't show on current drawings.

AB: Calavista will be discharging to Watland only. We will work with the applicant to clarify for the Hearing. The dotted line is an easement boundary that we will work with the applicant to remove for construction drawings.

JC: Aquifer recharge area of concern mentioned on page 6 of Staff Report?

EB: The area of concern is the whole site. It has a soil type (hardpan) that doesn't allow for water going through. Downspouts, wall drains and footing drains will be connected to the storm system.

JC: The home that will remain; is that going to be included in the count of lots?

EB: Yes, that home will be one of the 43.

JC: Will it have a color scheme that will match the site?

EB: I believe it is white now and will mesh into the general PNW color scheme we are used to seeing.

KN: Exhibit H and attachments – was the easement issue resolved with Mr. Ramirez?

EB: Yes, it's the area (curved line) between Lots 26 & 27; that existing easement will remain on the project and is accounted for. There is enough room to accommodate a structure with the easement remaining.

JB: Page 21, passive amenities – grade of walking path? ADA accommodation?

EB: The area moving south will be accessible to people needing ADA accommodation, with soft surface.

JM: Bjorn Nelsen, do you have any public comment?

BN: Indicated his comments were answered very well by Ms. Berghoff.

JM: Mr. Larry Gibbs, do you have public comment?

Larry Gibbs: Commented that the flooding area in Poulsbo Gardens and Lot 021, Subdivision Lots 3 and 4 may be better off than at present. Inquired about origin of South Fork Dogfish Creek, reviewed by Department of Fish and Wildlife. Southern culvert within Poulsbo Gardens – where is that on the map?

EB: WDFW considers the stream beginning where the culvert crosses under Mosjon – at the south end of that culvert.

Larry Gibbs: From the mailbox left?

EB: Yes, where the pipe ends.

Larry Gibbs: Thank you, this makes it very clear.

JM: Mr. Dustin Padilla, do you have public comment?

Dustin Padilla: Asked how new construction will affect water pressure in Halden Glen.

AB: We are working to determine a solution to potential water pressure issues. May I contact you about this after this meeting?

Dustin Padilla: Yes, by phone.

AB: Intertying with different pressure zone is a challenge.

Dustin Padilla: Higher elevation homes may already be using pumps in the development. I will pass information to our residents in the future if I can get that.

8. Comments from Citizens Regarding Items Not on the Agenda: None.

JB: The Planning Commission shall hereby recommend approval of the Calavista Planned Residential Development & Preliminary Plat, Planning File P- 05-08-19-01, subject to the SEPA Mitigation and Conditions of Approval, AND authorize the Planning Commission Chairman to sign the Findings of Fact, Conclusion and Recommendation.

JC: Second

All ayes.

9. Department Update (Coleman) - **This portion of the minutes is still being completed and will be submitted for approval at next regularly scheduled Planning Commission Meeting.

10. Commissioner Comments: None.

11. Meeting adjourned 8:39 p.m.

EXHIBIT O

Notice of Hearing Examiner Public Hearing



NOTICE OF PUBLIC HEARING

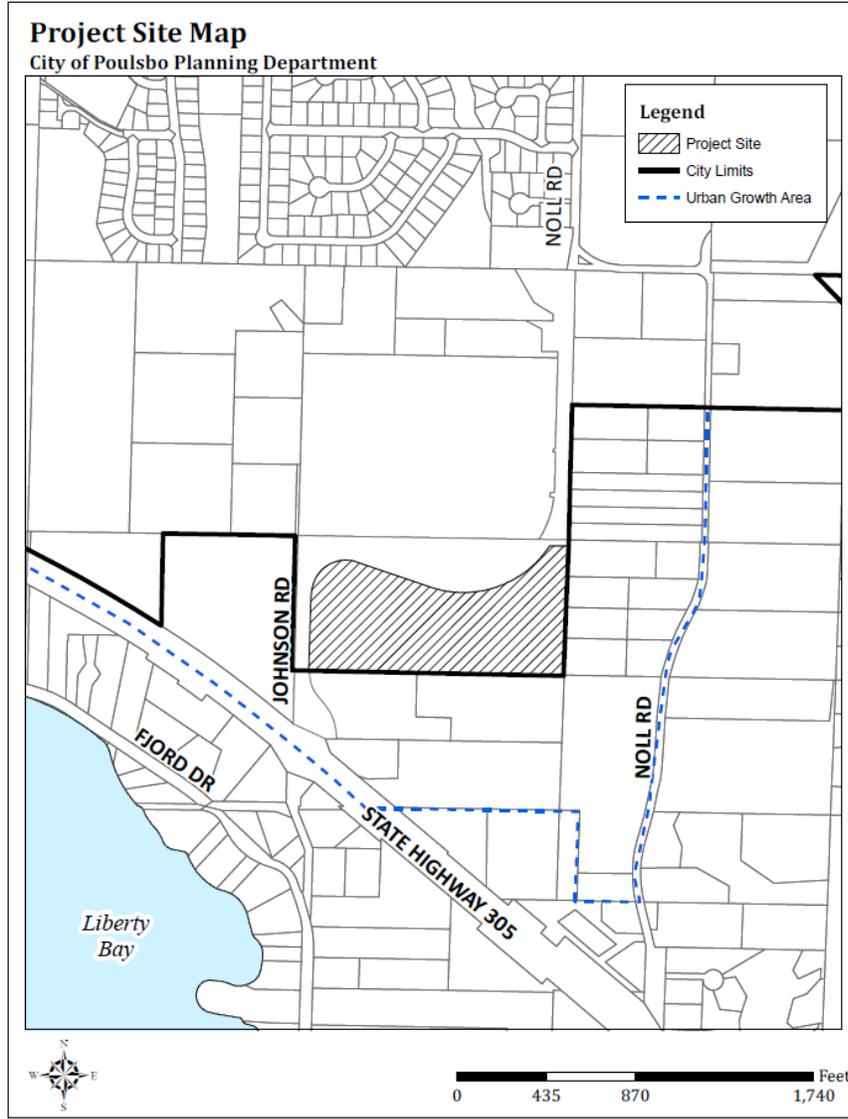
Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

JOHNSON RIDGE PLANNED RESIDENTIAL DEVELOPMENT & PRELIMINARY PLAT Hearing Examiner Public Hearing

The Hearing Examiner will review the application at the meeting scheduled for **July 10, 2020, at 10:00 am**. Due to the Governors "Stay Home – Stay Healthy" Order, **public meetings must be held virtually**. This call-in number: **1-623-404-9000** and meeting id: **149-928-6502** are provided for attendance.

Hearing Date:	July 10, 2020	Hearing Time:	10:00 am
Hearing Location:	Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA		
Requested Action:	All persons are invited to provide written and verbal testimony to the Hearing Examiner regarding the proposed project.		
Project File No.	P-08-02-19-01		
Site Location:	17504 Johnson Road NE Poulsbo WA 98370	Tax Parcel:	252601-2-004-2008
Applicant:	CPH Consultants Matt Hough 11431 Willows Rd NE, Ste 120 Redmond WA 98052		
Project Description:	Develop 13.75 acres into 61 single family lot Planned Residential Development (PRD) and Preliminary Plat (PP). The average lot size is 5,041 SF and the smallest lot is 4,361 SF. 2.35 acres of open space is proposed. Improvements include roads, open spaces, recreational amenities, tree retention, and utility and stormwater facilities. Critical areas include an off-site wetland, steep slope, and Bjorgen Creek. The property is vacant following the removal of multiple dilapidated buildings.		
Application(s) Under Review:	Planned Residential Development, Preliminary Plat, Critical Area Review		
Environmental Review:	Review under the SEPA was required for this project. A SEPA Threshold Determination was issued for this project June 8, 2020 with comment period ending June 22, 2020.		
Examination of File:	The complete application file may be examined online by going to https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home > Applications > and search for permit # P-08-02-19-01. If you are unable to access the file, please call the staff contact for options.		
Review Authority:	The Hearing Examiner is the review authority for this Type III application.		
Public Comment Methods:	Written comments may be mailed, faxed, or e-mailed to the PED Staff Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the public hearing. At the hearing, the public will have an opportunity to provide verbal testimony to the hearing regarding the proposed project.		
Meeting Information:	The Hearing Examiner Public Hearing meeting is scheduled for July 10, 2020 at 10:00 AM . Due to the Governors "Stay Home – Stay Healthy" Order, public meetings must be held virtually . This call-in number: 1-623-404-9000 and meeting id: 149-928-6502 are provided for attendance. We encourage written public comment submission prior to the meeting via email to ncoleman@cityofpoulsbo.com . Citizen comments will also be accommodated during the virtual meeting.		
Staff Report:	The staff report will be available for review at no cost at least 7 calendar days before the hearing and a copy will be provided at a reasonable cost.		
Staff Contact:	Nikole Coleman, Associate Planner; ncoleman@cityofpoulsbo.com ; (360) 394 - 9748		

Site Map:



All interested people are invited to attend the 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 Hearing Examiner and made a part of the record. Testimony will be allowed on the proposal and related environmental issues and SEPA documents.

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 Hearing Examiner 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.





Affidavit of Public Notice

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

Application No: P08-02-19-01 Project Name: Johnson Ridge PRO

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 25, 2020, 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 Meeting
- Notice of Public Hearing (HE)
- Notice of Decision

has been provided:

- Mailed to owners of property within 300' of the project site
- Provided to newspaper of general circulation
- Emailed to PED Department distribution lists and/or parties of record
- Posted at Library, City Hall, Poulsbo Post Office
- Posted to the City's website
- Posted at Site Address: 17504 Johnson Rd NE

Signature: [Handwritten Signature] Date: 6/25/20

Subscribed and sworn to before me this 25 day of June, 2020

AMANDA RODGERS
 Notary Public
 State of Washington
 License Number 201765
 My Commission Expires
 July 16, 2022

[Handwritten Signature]

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

Bremerton, WA

My Commission expires on:

07/16/2022

The Seattle Times

City of Poulsbo
Chloe Wardle
200 NE Moe St

Poulsbo, WA 98370

Re: Advertiser Account # 145939

Agency Account #: 0

Ad #: 949194

Agency Name:

Affidavit of Publication

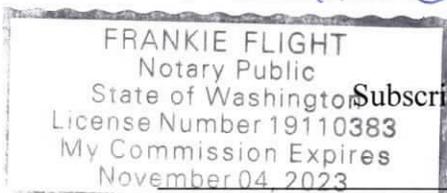
STATE OF WASHINGTON
Counties of King and Snohomish

The undersigned, on oath states that he/she is an authorized representative of The Seattle Times Company, publisher of The Seattle Times of general circulation published daily in King and Snohomish Counties, State of Washington. The Seattle Times has been approved as a legal newspaper by others of the Superior Court of King and Snohomish Counties.

The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

Newspaper and Publication Date(s)	
Seattle Times	06/25/20

Agent Hanh Bui Signature Hanh Bui



Subscribed and sworn to before me on 06/25/20
DATE

(Notary Signature) Frankie Flight Notary Public in and for the State of Washington, residing at Seattle

The Seattle Times

Re: Advertiser Account # 145939

Ad #: 949194

Agency Account #: 0

Agency Name:

AD TEXT

CITY OF POULSBO Notice of Hearing Examiner Public Hearing

Public Hearing Date/Time:
July 10, 2020 10 a.m.

Hearing Location: Due to the Governors "Stay Home - Stay Healthy" Order, public meetings must be held virtually. This call-in number: 1-623-404-9000 and meeting id: 149-928-6502 are provided for attendance.

Application and Type:
Subdivision I Type III

Project Name:
Johnson Ridge PRD & Preliminary Plat

Project Address: 17504 Johnson Road NE
Poulsbo WA 98370

Project Description: Develop 13.75 acres into 61 single family lot Planned Residential Development and Preliminary Plat. The average lot size is 5,041 SF and the smallest lot is 4,361 SF. 2.35 acres of open space is proposed. Improvements include roads, open spaces, recreational amenities, tree retention, and utility and storm-water facilities. Critical areas include an off-site wetland, steep slope, and Bjorgen Creek. The property is vacant following the removal of multiple dilapidated buildings.

Public Comment: Written comments may be mailed, faxed, or e-mailed to the PED Staff Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the public hearing. At the hearing, the public will have an opportunity to provide verbal testimony to the Review Authority regarding the proposed project.

Complete Application: The complete application file may be examined online by going to <https://ci-poulsbo-wa.smartgov-community.com/Public/Home> > Applications > and search for permit number P-08-02-19-01. If you are unable to access the file online, please call staff for other options

Staff Report: The staff report will be available for review at no cost at least 7 calendar days before the hearing and a copy will be provided at a reasonable cost

Staff Contact: Nikole Coleman,
360.394.9748 ncoleman@cityofpoulsbo.com

From: [Constant Contact](#)
To: [City of Poulsbo Planning and Economic Development](#)
Subject: Your campaign Johnson Ridge PRD and Preliminary Plat - Notice of Public Hearing - July 10 has been sent
Date: Thursday, June 25, 2020 7:01:21 AM

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



Dear Nikole Coleman,

Your campaign '**Johnson Ridge PRD and Preliminary Plat - Notice of Public Hearing - July 10**' was sent on 6/25/2020 around 10:00 AM 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: Johnson Ridge PRD and Preliminary Plat - Notice of Public Hearing - July 10



City of Poulsbo Public Hearing Notice

You are receiving this email because you have signed up to be on a City of Poulsbo PED public outreach list.

Please see the Notice of Hearing Examiner Public Hearing for the proposed Johnson Ridge PRD and Preliminary Plat below.

The Hearing Examiner will review the application at the meeting scheduled for **July 10, 2020, at 10:00 am**. Due to the Governors "Stay Home – Stay Healthy" Order, **public meetings must be held virtually**. This call-in number: **1 -623- 404-9000** and meeting id: **149-928-6502** are provided for attendance.

Project documents and public notices for the **Johnson Ridge PRD and Preliminary Plat** can be found [here](#). If there is an issue with the link, you can go to <https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home> > Applications > and search for permit number P-08-02-19-01.

Thank you!

[Notice of Hearing Examiner Public Hearing](#)

Nikole Coleman, AICP, Associate Planner
ncoleman@cityofpoulsbo.com
360-394-9748

From: [Click2Mail Customer Support](#)
To: [City of Poulsbo Planning and Economic Development](#)
Subject: click2mail.com: New Order # 107957065
Date: Tuesday, June 23, 2020 9:51:47 AM

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

Dear Karla Boughton,

Thank you for your order from click2mail.com. Below is a copy of your invoice. You can check the status of your order at any time by logging into your account. If you have any questions about your order, please feel free to contact us at support@click2mail.com or by phone at (866) 665-2787. Click2Mail Customer Support is available Monday – Friday from 9am – 8pm EST. Thank you again for your business.



Order #107957065

Order Date: June 23, 2020

Account: PoulsboPED

Order Total: \$9.79

Billing Address

Karla Boughton
City of Poulsbo
200 NE Moe St
Poulsbo WA 98370-7347
United States
T: 360-394-9748

Payment Method

Credit Card

Credit Card Type:

MasterCard

Credit Card Number:

XXXX-7672



Complete



In progress



Attention

Job ID: 7747727

Requested Fulfillment Date: 6/24/2020

Product Information	Actual Fulfillment Date	Quantity	Subtotal	Status
Postcard - 4.25 x 6 - SpaceSaver Format Product SKU: PC22-P View Proof <i>Product Type: Postcard 4.25 X 6</i> <i>Paper Type: White Matte</i> <i>Print Color: Full Color</i> <i>Print Options: Printing Both Sides</i> <i>Mail Class: First Class</i> <i>Production Time: Next Day</i> <i>Base Document Name: PH Postcard</i> <i>Job Address List Name: JRidge300names</i> Production Costs for 17 Pieces: \$5.10 First Class Automated card Postage for 17 Pieces: \$4.69 Postage for 0 Pieces: \$0.00 Postage for 0 Pieces: \$0.00		17	\$9.79	
Order Sub Total:			\$9.79	
Invoice Subtotal:			\$9.79	
Total Invoice:			\$9.79	