



PRE-APPLICATION SUMMARY LETTER

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

March 3, 2020

Charlie Wenzlau

Email: charlie@wenzlauarchitects.com

Subject: Poulsbo Place Div. 8 Master Plan 3rd Pre-Application Summary Letter | P-01-31-20-02 | Parcel No. 142601-13-138-2008 and 142601-13-139-2007

Dear Charlie:

Thank you for attending the Pre-Application Conference meeting for the Poulsbo Place Division 8 proposal on February 18, 2020. This Summary Letter Packet includes memos from: Planning and Economic Development Department (PED); Engineering Department; Public Works Department; Finance Department; Fire and Building Department. These comments are based on application material submitted on February 3, 2020. Previous Pre-Application Conferences for this proposal have been held on July 31, 2018, December 18, 2018, therefore, comments mostly relevant to specific applicant questions in the application or during the Pre-Application Conference will be provided.

It is noted that the same Pre-Application Conference materials were provided for this meeting as the previous December 2018 application packet. This cover letter identifies the general staff perspective regarding the most recent proposal for the Poulsbo Place Division 8 Redevelopment Master Plan Amendment Application.

PROPOSAL HISTORY AND SUMMARY:

The site is located on the corner of Jensen Way and 3rd Avenue. The proposal is a Master Plan Amendment for the Poulsbo Place Redevelopment Master Plan that was approved by the City Council on January 24, 1996. The Master Plan Amendments are sought for Area B, now known as Division 8. Division 8 is the last phase to be completed under the 36.5 acre Redevelopment Master Plan and the only phase of development not altered by master plan amendments. A Mitigated Determination of Non-Significance (MDNS) was issued on November 22, 1995. A five-year extension was requested on January 8, 2016 and was granted by the City Council on January 20, 2016. The granted extension retains the validity of the Poulsbo Place Redevelopment Master Plan until January 24, 2021.

The Poulsbo Place Redevelopment Master Plan amended the following components of the 1994 Zoning Ordinance:

- 1) Increased density of up to 22 dwelling units per acre (maximum 360 dwelling units on 21.2 acres);
- 2) Required open space reduced to 20% instead of 30% in some instances (R-DH Master Plan Zone);
- 3) Off-street parking reduction: Include parking on public right-of-way and joint/shared parking as meeting up to 20% the off-street parking requirements;
- 4) Recreational vehicle storage reduced to 1 per 50 units instead of 1 per 8 units;



- 5) Maximum building height increased to 35' for pitched roof for multi-family and landmark features of up to 60' for tower in commercial (no more than 20% of the roof) instead of 30';
- 6) Maximum 216,000 square feet commercial floor space;

NEXT STEPS:

Include a summary of the attendees and comments received by the applicant during the Neighborhood Meeting held on February 21, 2019 (or most recent Neighborhood Meeting if one is held between now and project application package submittal) with your Redevelopment Master Plan Amendment and Site Plan Review Application.

The City looks forward to working with you on your project. Please feel free to contact me with any questions you may have at (360) 394-9737 or mpowers@cityofpoulsbo.com.

Sincerely,



Marla S. Powers, Associate Planner
Planning & Economic Development Department
City of Poulsbo

c: Technical Review Staff (via e-mail)
 Project Applicant and Representatives (via e-mail)

Attachments: Planning and Economic Development Department Memo
 Engineering Department Memo
 Public Works Department Memo
 Finance Department Memo
 Fire/Building Department Memo

COUNTER COMPLETE CHECKLIST

Intake Appointment Scheduled For: _____ @ _____,

Assigned Planner: Marla Powers

The following is required for a counter complete Master Plan Amendment and Site Plan Review:

Required	Submitted	No. Copies	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	A copy of the Pre-Application Conference letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Site Plan Review Application Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Master Plan Amendment Application Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Complete plan set drawings, consistent with the application form requirements (site plan, elevations, floor plans, etc,)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Landscaping Plan per PMC 18.130 and PMC 18.80.060
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Completed SEPA Environmental Checklist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Preliminary drainage report including Level One downstream analysis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Traffic Impact Analysis (see Engineering Comments)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Critical Area Report(s): Geo Technical Report, see PMC 16.20.760
<input type="checkbox"/>	<input type="checkbox"/>		Significant tree survey and retention plan per PMC 18.180
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Notarized property owner and/or applicant signature page
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Electronic version of all submitted materials in PDF format
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Application Fees and Deposits (see below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Any other information/documents: Project Narrative, Open Space and Recreational Amenities Plan, Site Design, Building Elevations, Recommend sample board with colors and materials, Lighting Plan with Photometrics.

APPLICATION FEES AND DEPOSITS**Planning**

Site Plan Review: \$2,315 + \$.25 sq ft of gross floor area (70,765 sq ft)	\$20,006.25
Master Plan Amendment \$585 + \$30/unit (49 flats)	\$2,055.00
Legal Notice Deposit*	\$ 150.00
Consultant-Critical Area (Geo Hazard Report)*	\$ 1,800.00
SEPA Checklist Review (if required)	\$ 345.00

Engineering

Site Plan Review	\$ 770.00
Drainage Basin (\$465/basin)	\$ 465.00
Master Plan	\$210.00
Deposit for 3 rd Party Peer Review	\$5,000.00
Total:	\$ 30,801.25

*Actual costs more than deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance.



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Charlie Wenzlau
From: Marla Powers, Associate Planner
Subject: Poulsbo Place Division 8 Redevelopment Master Plan; Pre-Application Conference;
Planning File #P-01-31-20-02
Date: March 3, 2020

Planning Department:

This proposal included two parcels in two distinct zones with the Poulsbo Place Redevelopment Master Plan Overlay on a total of 2.10 acres. A discrepancy in the survey was discussed during the December 18, 2019 Pre-Application Conference that resulted in the Assessor Records showing a slightly larger parcel size than as provided in the proposal. The C-1 Downtown/Front Street zoned parcel is proposed as a Mixed-Use Building with 4,800 square feet commercial and 29 units and the Residential High (RH) Zone (11 to 14 units/acre) zoned parcel is proposed as stacked flats with 20 two- and three-bedroom units. The applicant would leverage the R-DH Zone included in the Poulsbo Place Redevelopment Master Plan Overlay to achieve the desired density for this area. The proposed buildings include underbuilding parking. The Mixed-Use Building parking will be accessed from Jensen Way and the Residential Buildings will access parking with a right-in right-out onto Iverson Street. The Poulsbo Place Redevelopment Master Plan and 1994 City of Poulsbo Zoning Ordinance (ZO) are the controlling development standards for this project. Where the Redevelopment Master Plan does not address a specific development standard, regulations vested to the Poulsbo Municipal Code Zoning Ordinance 94-25 (Effective January 9, 1995) will apply.

Please reference the following documents relevant for Poulsbo Place Redevelopment Master Plan applications, provided with the July 31, 2018 Summary Letter:

1. City Attorney opinion; dated June 7, 2017,
2. Poulsbo Place Redevelopment Master Plan Staff Report and Proposed Planning Commission Findings, Conclusions and Recommendations; dated December 12, 1995, and which include the Redevelopment Master Plan SEPA mitigations and Conditions of Approval,
3. Poulsbo Place Redevelopment Master Plan; dated August 21, 1995, and
4. City of Poulsbo Zoning Ordinance; adopted December 28, 1994.

The Planning & Economic Development Department comments are provided in general below.

Land Use Review:

5. *Redevelopment Master Plan Amendment/Site Plan Review.* The subject site and proposal meets the requirement for a Redevelopment Master Plan Amendment in conjunction with Site Plan Review. The Redevelopment Master Plan Amendment is a Type III process and the Site Plan Review is a Type II process (see [PMC 19.20.020](#) for additional information), these will be reviewed concurrently with a [Type III process](#). The City Council is the final review authority.

6. *State Environmental Policy Act*. The proposed project is subject to SEPA Review. An [environmental checklist](#) is required to be submitted with the application.
7. Applications have 28 days from counter complete to be determined Technically Complete and the decision must be issued within 120 days; see PMC 19.80 Time Frames for Review for specific calculations.
8. Application forms (Master Plan Amendment and Site Plan Review) are available on the City's web site: <https://cityofpoulsbo.com/planning-forms-fees-brochures/>.
9. Expiration: A five-year extension was requested on January 8, 2016 and was granted by the City Council on January 20, 2016. The granted extension retains the validity of the Poulsbo Place Redevelopment Master Plan until January 24, 2021. An extension can be requested as a part of the Redevelopment Master Plan amendment application.

The following comments are based upon the Applicant's specific questions during the Pre-Application Conference that required further review:

Poulsbo Place Redevelopment Master Plan (RMP) Review Comments: (Summarized in Table at end of letter.)

1. Redevelopment Master Plan expiration date: January 24, 2021. If continuation of the Poulsbo Place Redevelopment Master Plan is important for the completion of this development, please include the request for extension of the RMP as part of the RMP amendment application package.
2. Density: Ensure the calculations for density are provided for each parcel. The Mixed-Use building site in the C-1 Zone has density that is limited to the height and parking requirements. The Multi-Family Building site, when the R-DH RMP Zone is evoked, has a maximum density of 22 du/acre. It is important to note that the dwelling unit number remains under the originally approved 360 units.
3. Multi-Family Building site has been recommended by the City Attorney to be included in a RMP amendment request. This would remove any doubt that multi-family is permitted at this location.
4. Applicable Standards: The City Attorney has determined (page 6) that the 1994 Poulsbo Zoning Ordinance applies and governs all development in the Poulsbo Place Redevelopment Master Plan area, except as modified by the Redevelopment Master Plan itself.
5. Parking: Table 18.52C of the 1994 ZO establishes the following parking requirements –
The parking calculations for residential use are consistent with previous discussions and are as follows:
1 bedroom/studio: 1.5 space for each unit, plus 1 guest space for every 5 units
2 bedroom: 2 spaces for each unit plus 1 guest space for every 5 units
3 bedroom +: 2.5 spaces for each unit plus 1 guest space for every 5 units

Parking for Commercial Use is variable. The requirement under 1994 ZO under Table 18.52C provides for one parking space per 250 square feet of the following: Office and retail commercial.

The parking provided in the Zoning Summary for the Pre-Application Conference is clear and accurate. Please continue to use this format for providing parking calculations for this application.

6. Landscaping: Commercial Area setbacks were not amended with the RMP. Provided below is the pertinent part of the 1994 ZO for landscaping.

Landscaping Required PMC 18.55.030 of the 1994 Zoning Ordinance:

Required landscaping to be installed by the proposed use is shown on Table 18.55B as follows:

**Table 18.55B
Landscaping Requirements**

Zoning/Use of Site	Adjacent Zoning	Landscaping
R-M*	R-L, Conservation, Park	Type I
	R-M, R-H, School	Type II
	C, BP, LI	Type I
R-H	R-L, R-M, R-H, School	Type I
	C, BP, LI	Type I
C	R-L, R-M, R-H, School	Type I
	C, LI, BP	Type III
BP, LI	R-L, R-M, R-H, School	Type I
	Conservation, Park	Type I
	C, LI, BP	Type III
Street Frontage	Located adjacent to interior	
All Parking Lots,	property lines	Type III
20 spaces or more	Interior of parking lot	Type IV
Building Facades	Larger than 50 feet in width or length	
	or 20 feet in height	Type V
Street Trees	On collector or arterial streets	Type VI
All Storage Yards	Boats, R.V.s, construction yards	Type I
Garbage Dumpsters	Planting area may be reduced to 5 feet	Type I (Alt.)

*Landscaping required for five or more dwelling units only

Landscaping Type I-Sight Barrier Buffers:

Buffers between incompatible uses that create a noise and sight-obscuring barrier that shall consist of the following:

- a) A minimum of a twenty foot wide strip planted with evergreen trees. Trees must be a minimum height of six feet at the time of planting and should be spaced to grow together in three years; and
- b) Evergreen shrubs and ground cover to provide seventy-five percent coverage of designated area within two years from planting; or
- c) Type I -- Alternate.
 - i. A minimum of a ten foot wide planting strip may be substituted when planted with a continuous row of evergreen trees in combination with either a continuous six foot high sight-obscuring wood or metal fence, or a brick, masonry or textured concrete wall. Evergreen trees are to be six feet high, minimum, at time of planting and spaced to grow together in three years; and
 - ii. Evergreen shrubs and groundcover to provide seventy-five percent coverage of designated area within two years from planting.

No alternative landscaping standards are identified in the RMP or conditions of approval. Landscaping shall be as set forth in 1994 zoning ordinance, section 18.55 and Table 18.55B. A review of the type (Type I) of buffers required between RH and C zones may not be desirable or practical for the site. An amendment to the 1994 ZO landscaping requirements may be desired by the applicant. Use of the Alternative for Type I with a 10' wide landscape and fenced area is also an option and would not require a RMP amendment.

7. Requested Redevelopment Master Plan Amendments:

Amendment Required?	Type of Amendment	Description
Yes	Use	To allow mixed-use in the commercial zone. This use was not anticipated in the 1994 Zoning Ordinance or in the Redevelopment Master Plan. This includes amending the MDNS Mitigation #1.a.
No	Density	The applicant is proposing to use a zone specifically approved in the Redevelopment Master Plan. No amendment is required to utilize provisions already adopted.
Yes	Lot Coverage	To increase the lot coverage in the C-1 lot from 50% to 60%.
Yes	Height	To increase the height of the Mixed-Use Building site if 30' must be exceeded. Provide height calculations per 1994 ZO or request modification to calculate under current zoning standards.
Yes	Landscape Buffer	To eliminate the 20' landscape buffer required between commercial and residential zones. The purpose offered in the Redevelopment Master Plan (pg. 10) under #1 "Complement the existing, historic Scandinavian theme and architectural style of the Downtown Core District." The complementary nature and the intent to provide for a mixed-use development should be highlighted when proposing this revision in the amendment packet.
Yes	Setbacks	Further decrease the rear yard setback for the multi-family residential use. The 1994 ZO requires 20', the Redevelopment Master Plan approved a reduction to 15'. This amendment would only be necessary if the rear yard setback of 15' cannot be provided for the multi-family site.
Yes	Setbacks/ Landscape	Decrease the rear yard setback for the Mixed-Use site. The Commercial Area Design Guidelines of the RMP specifically states that (with the exception of the front yard setbacks) the setbacks in the zoning standards shall apply. Page 31 of the RMP states that there is no specific setback requirements, minimum setbacks are invoked through the landscape ordinance and parking requirements and that in most cases, setbacks provided far exceed the required minimums.

This Summary Letter is written with the intent to address specific questions as project details have become clearer. Much of the information provided in the Pre-Application Summary Letter, dated July 31, 2018 and January 31, 2019 are still applicable and should be referenced to expand items not fully discussed in this Summary Letter. Design Standards, for example, were more thoroughly discussed in the previous Summary Letter, and those comments remain applicable.

I hope this information is helpful, and I look forward to working with you on your project. Please feel free to contact me with any questions you may have at (360) 394-9737 or mpowers@cityofpoulsbo.com.

Sincerely,



Marla S. Powers, Associate Planner
City of Poulsbo Planning & Economic Development
200 NE Moe Street
Poulsbo, WA 98370
360.394.9737



ENGINEERING DEPARTMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9739 | fax (360) 697-8269
www.cityofpoulsbo.com | aburgess@cityofpoulsbo.com

MEMO

To: Charlie Wenzlau, Wenzlau Architects
From: Anthony Burgess, Sr. Engineering Technician
Subject: Poulsbo Place 8 Pre-Application Meeting; P-12-04-18-01
Date: March 2, 2020

The following Engineering Department comments are provided for the Poulsbo Place Division 8 Plat Pre-Application, held on February 18, 2020.

Original comments provided to the applicant 12/31/18

GENERAL

1. Pre-application comments are based on the information available at this time and subject to change if new, revised, or additional information is submitted or discovered by either the applicant or city staff during the pre-application and application process. While every effort is made to be as thorough as possible, these are pre-application comments and additional requirements may be imposed with the actual "conditions of approval."
2. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
3. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved site plan drawing are approved in concept only and are not considered approved for construction. Approval of the site plan does not constitute approval of any construction drawings submitted with the site plan approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
4. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final project construction approval the applicant shall: construct the required improvements per City standards, and submit "as-built" drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
5. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

6. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
7. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.
8. "City of Poulsbo Construction Standards and Specifications, July 2008" are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
9. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.
10. City of Poulsbo Construction Standards, Section 1 – General
 - G. Drafting Requirements and Construction Drawing Contents
 1. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
 - a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.

CLEARING, GRADING, AND EROSION CONTROL REFER TO CONST STDS

11. A Clearing and/or Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.
12. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Initial guidance on this requirement can be found on the Department of Ecology Focus Sheet titled "Focus on Construction Stormwater General Permit" which is available at the City Permit Counter or online at www.ecy.wa.gov/biblio/0710044.html. Notice of Intent Application form available at the Permit Counter. Construction site operators must apply for the permit 60 days prior to discharging stormwater.
13. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents. A copy of this document was provided at the meeting. You may obtain the worksheet from Engineering staff or the Ecology website; <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/MODIFIEDpermitDOCS/Appendix7ww.pdf>

STORMWATER

14. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
 - a) The Washington State Department of Ecology (DOE) Stormwater Management Manual for the Puget Sound Basin (1992)
 - b) The Kitsap County Stormwater Management Design Manual (1997)
 - c) City of Poulsbo standards and ordinances
 - d) All conditions of approval associated with any clearing and/or grading permits
 - e) Recommendations of the geo-technical engineer
15. A preliminary storm drainage report (PSDR) and plan was submitted and accepted for Poulsbo Place II Division 8 in 2015 that addressed the development proposed at that time and downstream capacity improvements to support that development. A revised report specific to this development proposal shall be

submitted for review with the application.

16. The applicant should anticipate that the stormwater report may be sent out for peer review prior to site plan approval. Appropriate consultant deposits will need to be collected from the applicant at that time.
18. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
19. Roof downspouts shall be collected and conveyed into the stormwater system. Since roofs are not considered PGS they can be sent to the street mains only accounting for the downstream pipe capacity. Detention may be required.
20. Ownership and maintenance of stormwater systems located on commercial private property will remain the responsibility of the property owner. Prior to the use of the development or redevelopment project, the owner shall sign and record a maintenance covenant using the City's form (Reference: PMC 13.17).
21. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.

SANITARY SEWER

22. Refer to Public Works Department comments for sewer connection requirements and construction standards.

WATER

23. Refer to Public Works Department comments for water construction standards, connection and looping requirements.
24. Ownership of any water main and appurtenances shall be conveyed to the City prior to final construction approval. An easement for access and maintenance of the water main and hydrants within the site shall be legally described and dedicated to the City prior to final construction approval. The easement shall be shown on the construction drawings and as-built drawings. The easement shall be fifteen feet wide and include a ten-foot radius around fire hydrants.

STREETS

25. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards. (refer to Developer's Guide – Section 2 – Street Standards, revised Sept. 2005, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
26. The City has adopted PMC 14.04, Transportation Concurrency. A Concurrency application shall be submitted with the application, available here: <https://cityofpoulsbo.com/wp-content/uploads/2017/02/Concurrencydraftfillable.pdf>
Note that as part of the master plan, traffic mitigation may already be accounted for. See also comment #29. A TIA will be required demonstrate concurrency at impacted intersections per PMC 14.04. Intersection level of service may not drop below LOS E. The applicant's Traffic Engineer shall work with the City to identify appropriate intersections to study. The applicant should be aware of local public concerns regarding traffic in the general downtown area, and the City suggests that the TIA should be appropriately robust accordingly. The TIA should address not only vehicular concurrency, sight distance and safety but pedestrian sight distance and safety as well. It is strongly suggested that the TIA also address construction traffic from the proposed development activity at this time.
27. The City has adopted PMC 14.06, Complete Streets. The applicant should be prepared to demonstrate compliance with PMC 14.06 with proposed frontage improvements to 3rd/Sunset. As discussed in the preapplication meeting – the City would be willing to discuss alternate and/or creative transportation solution proposals if the applicant desires.
28. The access points on Sunset and Iverson were discussed. Turning limitations of right in and right out for the Iverson entrance seemed agreeable to all parties to balance the site access needs with safe street traffic flow. Sight distance calculations and safety narrative for the entrances should be provided. Full turning movements

may be appropriate at the Sunset driveway. Please show grades, pedestrian sight distance, vehicle sight distance and level landing for all entrances.

29. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This project preceded this Ordinance and was vested for Traffic mitigation with the Master Plan approval. Since the exact site plan proposal coming forward varies slightly from the original and is the final project under the master plan, the applicant's Transportation Engineer evaluate the original and current site occupancies for this site and for the overall master plan approval and either assure that the original mitigation is still adequate or suggest additional mitigation if increased trips are identified. This should be incorporated in the TIA. With the completion of curb, gutter and sidewalk along 3rd/Sunset and the creation of the center left turn lane on the south intersection leg at Sunset and Jensen, the original traffic mitigation requirements will be satisfied. Traffic calming should be incorporated in the frontage improvements proposed to 3rd/Iverson. Ref comment #27.
30. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. Jensen has lights but they may need to be relocated when the parking bulbout and new sidewalk is placed. No lights are currently on the project side of Sunset so these will have to be included with the project plans.
31. Connection of the proposed utilities to existing mains located in Sunset Street will require pavement excavation. This portion of Public Street is less than 10 years old, so specific pavement restoration measures will be required. The entirety of any disturbed lane will be fully restored for a minimum of 10 feet longitudinally (or as directed by City Engineer) on both sides of the excavation. A minimum of one lane with 2-way alternating traffic with appropriate signage and flaggers shall remain open to traffic during any construction activity. All lanes shall be open to traffic during non-working hours. Above restoration description is based on asphalt traffic lanes, concrete restoration may have reduced coverage requirements.
32. Connection of the proposed utilities to existing mains located in Jensen Way will require pavement excavation. The entirety of any disturbed lane will be fully restored (from curb to centerline) for a minimum of 4 feet longitudinally (or as directed by City Engineer) on both sides of the excavation. A minimum of one lane with 2-way alternating traffic with appropriate signage and flaggers shall remain open to traffic during any construction activity. All lanes shall be open to traffic during non-working hours. Above restoration description is based on asphalt traffic lanes, concrete restoration may have reduced coverage requirements.
33. Rockeries/retaining walls constructed behind sidewalks shall be placed a minimum of two feet behind the back of any sidewalk. The ground shall be level behind the sidewalk. Planning department ROW and property line setbacks may also apply.

OTHER

34. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
35. Work hours shall be strictly adhered to as regulated by Poulsbo Municipal Code 15.32. Construction activity shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and the hours of 8:00 a.m. and 7:00 p.m. on Saturday, Sunday, and Federal, State, and City observed holidays. Work requiring inspection by the City must be performed between 7:00 a.m. and 3:30 p.m. weekdays.
36. All contractors and subcontractors conducting business in the City of Poulsbo shall have a valid City of Poulsbo business license and a State of Washington Contractor's License with appropriate endorsements.
37. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
38. The preliminary site plans shall show topography, a conceptual utility plan for water, sanitary sewer, and storm sewer (including detention systems and treatment facilities, IE and RIM elevations for all Storm/Sewer structures), existing easements, structures, wells, and drainfields (including all structures, existing wells, sanitary sewer systems, septic tanks and drainfields within 100' of project boundaries). Plans shall include cross sections for all street categories proposed. Street layout shall show parking lane preliminary concepts. Preliminary road profiles, showing existing grade and proposed finished grade shall be provided. Contours shall be provided extending 50' beyond project boundaries and including the full width of adjacent ROW. Please clearly show all existing property and ROW lines. Please deliver pdf versions of paper submittals.

Further detailed guidance on plan contents can be found on the City website;

http://www.cityofpoulsbo.com/planning/documents/site_plan.pdf

39. All public utilities shall be provided within the site. All utilities shall be placed underground (PMC 13.20). The developer shall provide and install a minimum of one additional empty four-inch conduit trunk line with road crossings, in parallel with the aforementioned utilities, with appropriate termination points within junction boxes, for future telecommunications use (PMC 12.02.015). Ownership of the conduit shall be conveyed to the City at Final Construction approval.
40. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

PUBLIC WORKS COMMENTS

SERVICE AVAILABILITY

1. The following language will be a condition of approval for all development within the City of Poulsbo.

“The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City’s water system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its water system on a first-come, first-served basis and the City may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the City at the time will be necessary before the ability to connect to the City’s water system is assured.”

WATER

2. All building shall be connected to city water.
3. Water service to the area is currently supplied from an 8-inch main on Sunset, and/or 8-inch main on Jensen.
4. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.
5. New service shall be installed for domestic, fire, and irrigation for the proposed project.
6. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
7. Number of meters to serve the proposed development:
 - A master meter for the entire building and all uses may be utilized for the project.
 - Separate meters for the retail and commercial residential spaces may be utilized for the project.
 - Irrigation requires a separate meter.
8. Locate meters in a single bank when possible.
9. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required for this type of application shall be a double check valve.
10. All water systems shall be publically owned up to and through the water meter. For fire mains, the City shall own up to and including the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width.
11. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
12. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
13. Meters for all lots shall be located adjacent to public right-of-way.

IRRIGATION

14. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
15. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
16. The double check valve assembly shall be tested by a “city approved” state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

SEWER

17. All building shall be connected to City sewer.
18. Sewer service to the area is currently supplied from an 8-inch PVC pipe located on Jensen Way west of the property. A stub is located on the property.
19. Waste water discharges from the proposed development into the City of Poulsbo's sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.
20. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

SOLID WASTE

21. Solid waste service for this project will be provided by the City of Poulsbo. Additional discussion will be held with the City for final location of the refuse containers.

GENERAL CONDITIONS

22. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owners responsibility.
23. Design and Development Standards: Design shall be subject to the following Standards:
 - City of Poulsbo Utility Comprehensive Plan
 - City of Poulsbo Design, Development and Construction Standards
 - City of Poulsbo Municipal Code
 - Washington State Department of Health Design Standards
 - Washington State Department of Ecology's Criteria for Sewage Works Design
 - Washington State Department of Ecology Stormwater Management Manual for Western Washington
 - American Public Works Association/Department of Transportation Standard Specifications

In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer

Fees

<i>Payment Due with:</i>					
Application Fee for Engineering	\$ 770.00	+	\$ 465.00	/ Drainage Basin	<i>Application</i>
Master Plan Amendment	\$ 210.00				<i>Application</i>
Erosion Control Deposit	\$ 5,000.00	or	\$ 3,000.00	/ Acre	<i>Construction Drawing Approval</i>
Deposit for 3rd Party Review	\$ 5,000.00				<i>Application</i>
Transportation Impact Fees	<i>TBD PMC 3.86</i>		\$ 564.00	/ ATD	<i>Building Permit Issuance</i>
Public Property Construction Permit	\$ 495.00	+	Bond		<i>Before Work Commences</i>



BUILDING DEPARTMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9882 | fax (360) 697-8269
www.cityofpoulsbo.com | ssalerno@cityofpoulsbo.com

MEMO

To: Charlie Wenzlau
From: Sheila Salerno, Building & Fire (360) 394-9738
Subject: Poulsbo Place Division 8 ; Pre-Application Conference; **P-01-31-20-02**
Date: February 19, 2020

The following Building Department comments are provided for the Pre-Application, held on February 18, 2020.

Thanks for meeting with us at your Pre-Application conference. Below is a recap of some of the important submittal steps:

SITE PLAN:

- Final site plan approval is subject to Poulsbo Fire Department review and approval.
 - Show the proposed fire hydrants (within 600 feet of all areas of the building) and controlling valve locations within a 25-foot radius of hydrant, including Post Indicator Valve (PIV), Fire Department Connections (FDC) and Fire Sprinkler Standpipe Connection (2 ½ inch port).
 - Provide Fire Department access as discussed with Poulsbo Fire Department
 - Provide a clear and negotiable route around all sides of the building for emergency responders, using contour lines and notations of ground surface.
 - No Parking signs may be required at locations identified by Poulsbo Fire, using approved signage and/or road marking. International Fire Code (IFC) Section 503.3
- Because the number of parking spaces and features of building accessibility are interconnected with aisle spaces, submit with the site plan the location of handicap parking facilities, slope and cross slope limitations, approach to sidewalks and building entrances for compliance with ICC ANSI A117.1-2009, and Chapter 11 of the International Building Code (IBC).
 - a. Handicap access would apply to both independent parcels
- WAC 51-50-009 requires that space be provided for solid waste, recycled materials, and compost, in conjunction with the City of Poulsbo Engineering Standards for Solid Waste Dumpster Enclosures. Show compliance to these on your civil drawings.
- Recommend that Retaining Wall and fencing Building permit applications come in during Grading & Clearing permit process.
- Dumpsters with an individual capacity of 1.0 cubic yard shall not be stored in buildings, or placed within 5-feet of combustible walls, openings or combustible roof eave lines. IFC 304.3.4

BUILDING:

- Submittal of a building permit application(s) showing compliance to applicable state and local laws, including three (3) sets of building construction drawings per building.
 - Specify on the plans any deferred submittals for plumbing and mechanical, and separate permits for fire protection systems. Include Notes concerning special inspections, including under RCW 64.55
 - Submit two (2) copies of engineering calculations to support the design, based on Exposure B, Seismic category D2, and Importance Factor of IBC Chapter 16. Submit a Geotechnical Report.

- Provide code summary pages establishing use, occupant load and area increases.
 - Provide a legend showing the total number of dwelling units provided on each parcel, apportioning single and multiple bedroom units, proportionately. Identify Accessible Units on Floor Plan, using International Symbol of Accessibility. IBC Table 1107.6.1.1 and WAC 51-50-1107
 - Details of Accessibility within dwelling Units; door approaches, restrooms, showers, sinks and drinking fountains, elevators and sales counters to be provided in submittals for Commercial, and for Accessible buildings.
 - Plumbing calculations will be required showing fixture count and pressure loss, based on water meter size(s) for the various buildings.
 - Garages require Exhaust fans and sensors, per the International Mechanical Code, connecting to the Fire Alarm System. Provide for smoke control and automatic shutdown. NFPA 72, Section 21.7
 - Appropriate energy code forms will be required (see [WSEC Compliance Documents](#)) and download permit application and instructions at [City of Poulsbo Permit Applications](#). Plans are to clearly state the Energy Credits and/or Options chosen.
 - New 2018 ICC Building Codes are scheduled for State adoption on July 1, 2020.
 - Multi-family residential buildings fall under RCW 64.55, including special inspections and submission of design documents with the building permit application.
- An NFPA 13 Fire Sprinkler System will be required under the Poulsbo Municipal Code Chapter 15.12. Fire Department prefers direct access from the exterior into each riser room, for safety of their fire fighters. City construction standards (available at Engineering - construction standards) require FDC no closer than 10 feet nor farther than 100 feet from the building, show location on civil drawings.
 - Doors shall be identified on exterior, as Fire Sprinkler Riser Room
 - Knox Boxes with Grand Master keys, would be required on all buildings, providing access into Riser Rooms, Fire Alarm Control Panels (or Remote Annunciators), and into common areas, maintenance rooms, and storage, and commercial spaces. Boxes are ordered through Poulsbo Fire Department.
 - In the Multi-family dwelling units, an NFPA 13R Fire Sprinkler system would be the required standard, with attached (below-grade) garages complying to Section 7.3. Standpipe systems are required for both parcel's buildings.
 - A fully automatic fire alarm system is required for all buildings, under the more restrictive Poulsbo Municipal Code [Chapter 15.16](#), reporting to a central station.
 - Detection and Notification in common hallways and spaces, automatic shutdown of supply and/or dampers in rated corridors, notification in Accessible units, and exterior horn strobes on uppermost ends of buildings, based on emergency responder's approach, interconnecting systems to Remote Annunciator panels (locations to be identified by Fire Department and shown on plans). Heat detectors would be provided in the garage spaces.
 - City ordinance requires that addressing be in accordance with specific numbering of buildings, with heights of numbers and width of stroke, according to setback from the fronting street. Numbers shall be plainly visible and legible upon a contrasting background, such as black on white, or white on blue. (PMC 12.24.080)
 - Suggest a meeting with Fire Department and our Permit Technician, once the Site Plan has been sufficiently approved by Planning, so that the City can establish and process said address, building numbers, apartment numbers and clear signage, for processing at time of final Site Approval.

FIRE:

An interlocal agreement exists between the City of Poulsbo and Poulsbo Fire Department for the operational review of new construction and development, coordination of which is provided through the City's Building Department.

- Look for a separate Poulsbo Fire Department Comment letter.
- Provide Radio Communication Coverage (repeaters, and conduit for potential wiring). IFC 510

*These comments are based off the submitted documents in the pre-application package. Additional requirements may be necessary as more detailed information is provided.



Poulsbo Fire Department

Kitsap County Fire District #18

911 N.E. Liberty Rd. Poulsbo WA 98370

James S. Gillard, Fire Chief

360-779-3997 Fax 360-779-4699 www.poulsbofire.org

Poulsbo Place Division 8

P-01-31-20-02

02-19-2020

After review of the submitted site plans for the Poulsbo Place Division 8 project and under the authority of the PMC (Poulsbo Municipal Code) and the inter-local fire protection agreement between the City of Poulsbo and Kitsap County Fire District #18 (Poulsbo Fire Department) the following items are required as part of this project:

- A full addressable automatic Fire Alarm system reporting to a central station is required under the Poulsbo Municipal Code (PMC). Each parcel will require its own system. The fire department requires a digitally programmed master code in the alarm panel or a key to control the alarm panel, prior to occupancy. Please contact the fire department for details. Horn strobe shall not be located any closer than 30 feet from the remote annunciator panel, Horn strobe shall be located in the upper 1/3 of the building height, so it is visible to responders as they approach, location(s) of the horn strobe shall be approved by the fire department.
- A full NFPA 13 sprinkler system shall be installed throughout the mixed use building, all floors all levels, as required under the Poulsbo Municipal Code (PMC). The Fire Department prefers direct access from the exterior into the riser room(s) for the safety of their firefighters. If direct access is provided a PIV will not be required for this building. Door to riser room shall be properly marked. Location of FDC shall be approved by the fire department.

A dry standpipe system will be required in the garage stairwells and garage entrances and as determined by the Fire Department. Additional access points will be required for the mixed use parking garage. Standpipe system may be connected to the FDC (fire department connection) for the fire sprinkler operation.

- A NFPA 13R sprinkler system is required for the 5 multifamily dwellings.
- The multi Family complex will require a stand-alone dry standpipe system for the parking garages. Additional outside access points are required between the buildings for fire department access to the garages. Location of the standpipes shall be approved by the fire department

- The parking garage(s) will require mechanical ventilation per the International Mechanical Code (IMC). Ventilation system shall be wired into the fire alarm
- The installation of a fire alarm and sprinkler system requires a Knox box. The key box shall be installed at or near the remote annunciator panel(s). If multiple keys are required for building access, a master key system will be required. Due to the proposed size of this complex, multiple Knox key boxes will be required. Locations of Knox box key box shall be approved by the fire department.
- If Mechanical equipment is located on the roof structure, roof access from a minimum of one stairwell in each of the building(s) may be required. The roof access, if required, shall be large enough to fit a fully equipped firefighter in turnout gear and SCBA (self-contained breathing apparatus). Size can be determined by contacting Poulsbo Fire Department.
- Hydrant and FDC are required to be within a 25 foot radius. City construction standards require FDC no closer than 10 feet and no more than 100 feet from the building unless it is a non-combustible building. Fire Department approval of the location is required.
- The Fire department would like access (walking path) around all sides of the multi-family units.
- Fire lane signs and curb marking may be required at locations determined by the Poulsbo Fire Department. IFC 503.3.
- If equipped with an elevator(s), the fire department requests that one elevator per building be sized to fit the patient gurney currently used by the fire department. Contact Poulsbo Fire Department for details.
- Address and suite numbers shall be marked as per the PMC 12.24.060.

Contact City of Poulsbo Building Department for assignment of addresses (360) 437-9882

Deputy Chief Bruce Peterson
Poulsbo Fire Department
911 Ne Liberty Road
Poulsbo WA, 98370
(360) 697-8283

**CITY OF POULSBO – FINANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: MARLA POWERS
FROM: SANDI RYEN
SUBJECT: POULSBO PLACE DIV 8
DATE: 2/6/2020
CC: DEBBIE BOOHER

SUBJECT: POULSBO PLACE DIV 8 (P-01-31-20-02)
LOCATION: JENSEN WAY NE & NE SUNSET ST & NE IVERSON ST
ASSESSOR #: 142601-3-138-2008 & 142601-3-139-2007

Note: The above parcels currently have no City water or sewer connections.

RESIDENTIAL

Water, sewer and stormwater facility charges, inspections & meter cost will be assessed at the time the building permits are submitted. Facility and meter fees will be due prior to the building permit issuance.

COMMERCIAL

General facility fees for water and sewer are based on the required meter size per ordinance 2002-29. Stormwater fees are based on impervious surface per ordinance 2016-14 & 2017-13. Reference PMC sections 13.70.120 – 13.70.180.

1. Number of meters and size information is required on the building permit application.
2. Impervious surface measurement is required on the building permit application.
3. Facility fees for water, sewer, stormwater, meter fees and inspection fees must be paid prior to the building permit issuance.
4. Fire line size must be noted on the building permit application.

IRRIGATION

Irrigation system facility charges are based on meter size. A separate building permit is required.

LID & LATE COMER AGREEMENTS & FRONT FOOTAGE FEES

None

PARK & TRAFFIC MITIGATION AS APPLICABLE ARE DUE AS FOLLOWS

Residential – Mitigation Fees: Due BEFORE building permit issuance
Commercial – Mitigation Fees: Due BEFORE building permit issuance

Concurred by:


Debbie Booher, Finance Director

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE:

AGENDA ITEM:		
EXHIBITS:		
STAFFED BY:		
CATEGORY:		
MAYOR OK/Initial:		

SUMMARY STATEMENT:	
<input type="checkbox"/>	Additional Staff Report Attached

COMMITTEE RECOMMENDATION:		

IMPACTS:	
Expenditure Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$

RECOMMENDED ACTION:	
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SAMPLE MOTION: