



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

January 31, 2019

Charlie Wenzlau
Email: charlie@wenzlauarchitects.com

Subject: Poulsbo Place Division 8 Master Plan 2nd Pre-Application Summary Letter | P-12-04-18-01 |
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 December 18, 2018. 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 December 4, 2018. This is the 2nd Pre-Application Conference for this proposal. As such, comments mostly relevant to specific applicant questions in the application or during the Pre-Application Conference will be provided.

This cover letter identifies the general staff perspective regarding the most recent proposal for the 2nd Poulsbo Place Division 8 Redevelopment Master Plan Amendment Application.

REVIEW OF 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 and landmark features for multi-family and 60' for tower in commercial (no more than 20% of the roof) instead of 30';
- 6) Maximum 216,000 square feet commercial floor space;
- 7) Reduced setback requirements and lot dimensions for multi-family development.



OVERALL PROJECT COMMENTS:

We would like to commend the applicant and the development team for reaching out to the interested persons who have a stake in this development. It seems the resulting modifications to the proposal align with the public desires you heard at the Community Meetings. As a result, there are few code/design questions to work through before an application is ready for submittal. These are addressed in the attached Memo's.

NEXT STEPS:

A Neighborhood Meeting is scheduled for February 21, 2019 from 6pm-8pm at the Poulsbo Fire Station. The City will issue the notice no later than February 7, 2019. A summary of the attendees and comments received by the applicant will be included 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: \$2,140 + \$.25 sq ft of gross floor area (68,000 sq ft)	\$19,140.00
Master Plan Amendment: \$540 + \$30/unit (49 units)	\$2,010.00
Legal Notice Deposit*	\$ 150.00
Consultant-Critical Area (Geo Hazard Report)*	\$ 1,800.00
SEPA Checklist Review (if required)	\$ 320.00
Engineering	
Site Plan Review	\$ 700.00
Drainage Basin (\$430/basin)	\$ 430.00
Master Plan	\$195.00
Total is subject to change based on <u>gross</u> square feet and # of units:	\$ 24,745.00
*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; 2nd Pre-Application Conference; Planning File #P-12-04-18-01
Date: January 31, 2019

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 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 from 3rd Avenue and exit 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.

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

Land Use Review:

1. *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.
2. *State Environmental Policy Act.* The proposed project is subject to SEPA Review. An [environmental checklist](#) is required to be submitted with the application.
3. 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.
4. Application forms (Master Plan Amendment and Site Plan Review) are available on the City's web site: <https://cityofpoulsbo.com/planning-forms-fees-brochures/>.

5. 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.

The following comments are based upon the Applicant's response to our July 31st Pre-Application comments and the newly submitted material presented at the December 18th, Pre-Application Conference. The comments below will be separated into two sections:

1. Applicants response to Planning July 31, 2018 comments, and
2. PED's response to December 18, 2018 Pre-Application Conference, and

Applicant's Response to PED July 31, 2018 Comments:

1. City Comment: Reinforce design from Poulsbo Place into this proposal (Look across to Jensen Way for inspiration)
Applicant Response: Project massing has been modulated to reflect pattern of linked gable roof forms. Gable forms are differentiated by color and material. Materials include painted horizontal siding, vertical window patterns and trim.
12/31/2018 PED Comment: From the conceptual nature of the proposal, it seems the appropriate materials and colors are being proposed. Site Plans, Building Elevations, etc., are understood to be in draft form and did not match, making it difficult to understand the intent of the direction of the design. Additional comments will be provided with the land use application material packet.
2. City Comment: Proposed density is twice the amount permitted in the Poulsbo Place Redevelopment Master Plan's RH residential zoning district.
Applicant Response: The density for the RH portion of the site plan presented at the pre-application conference has been reduced from 28 units to 20 units. The R-H portion of the project will request a master plan amendment to increase the current zoned density of 15 du/ac (equal to 16 units) to 19 du/ac (20 units). The proposed density is a 25% increase over the amount permitted under the master plan. The increase is within the maximum density (22 du/ac) anticipated under the original master plan. The project when completed will be well below the maximum number of units approved under the original master plan.
12/31/2018 PED Comment: The proposed 20 units on 1.053 acres is 19 du/ac. This density is within the density described in the R-DH Zone approved with the Redevelopment Master Plan. No change in the Redevelopment Master Plan is required to leverage specific provisions approved as part of the Redevelopment Master Plan.
3. City Comment: Design of buildings does not reflect character of earlier Poulsbo Place development nor that of downtown Poulsbo.
Applicant Response: The massing of the buildings has been redesigned to reflect the character of Poulsbo Place. Where the prior concept presented larger building massing with singular roof forms, the revised approach break the facades up into multiple gable forms, to emulate a series of attached homes similar to mixed use residences along Jensen Way. This approach was inspired by the merchant houses in Bergen Norway with their brightly colored facades. Additional features including siding, fenestration, balconies will add detail to enliven the facades and provide opportunities for creative details. The integration of public spaces, outdoor stairways, storefronts and covered sidewalks will bring a more urban character consistent with downtown. The applicant understands that the character of these two areas isn't the same but should feel integrated. The residential buildings along Third Street are now

designed as (5) separate buildings (each containing 4 units) in contrast to the 8-plexes in the prior scheme. This will improve view shed between the buildings and provide a stronger residential scale overall.

12/31/2018 PED Comment: The approach to design is supported by PED. The Site Plans and Building Elevations provided with this application were not consistent which made it difficult to fully understand the envisioned design. Breaking the residential buildings apart along 3rd Avenue into four separate buildings provides for vast view corridors of Liberty Bay for pedestrians, uses across the street, and residents higher up the hill. The approximately 20' between buildings also provides for increases in desired air and light for residents of the buildings and other users of the site.

The conceptual nature of the proposal does not lend staff enough information to provide specific comment regarding many of the design guidelines identified in the Redevelopment Master Plan including: Canopies and Awnings, Doors and Windows, Lighting, Building Materials, and Courtyard/Square Provisions. Please reference the Guidelines section beginning on page 10 to ensure all intended standards are met or identify which standards will be modified and by what extent in the Redevelopment Master Plan Amendment application.

Other Topics discussed during the Pre-Application Conference:

4. Boundary Line Adjustment: A Boundary Line Adjustment (BLA) was proposed to provide more area to the west of the Mixed-Use Commercial Building with the intent to move away from building code requirements for constructing a fire rated wall in this area. Due to this property line straddling two different Zoning Districts, a BLA would trigger a Comprehensive Plan Site Specific Land Use Amendment. The Comprehensive Plan Amendments are processed on an annual basis with applications due by November 15th each year.
5. Specify density for each use: The Multi-Family Building has been stated as having a density of 19du/acre. The Mixed-Use Building is calculated at a density of 28 du/acre, limited to the height of the building and parking requirements.
6. Side Yard Setback: The applicant asked if PED would consider the multi-family parcel as a corner lot because it was seen as having a reduced rear setback. The 1994 ZO, Table 18.21B has no standards for corner lot setbacks. If the 15' rear yard setback cannot be provided you may consider adding this to the Master Plan Amendment list. Setback modifications are already included as part of the Redevelopment Master Plan.
7. Shared Use for Parking: Describe how this proposal is using shared use parking for different uses on site. This is provided in the Redevelopment Master Plan pg. 39 under Revisions to Chapter "18.52.000 Off-Street Parking Standards".
8. 3-Bedroom Off-Street Parking Standards: Parking standards were not modified by the Redevelopment Master Plan and are therefore based on the 1994 ZO. The 1994 ZO requires off-street parking for multi-family residential as follows:

**Table 18.52C
Parking Spaces Required**

Residential Uses	
Use	Number of Required Spaces
Mobile home parks	2 spaces, which may be tandem, and 1 guest space for every 5 units.
Multi-family Residential:	
Studio and 1 bedroom	1.5 for each unit, plus 1 guest space for every 5 units.
Two bedrooms	2 for each unit, plus 1 guest space for every 5 units.
Three or more bedrooms	2.5 for each unit plus 1 guest space for every 5 units.

The standards provided in the table above would increase parking by 6 parking stalls.

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. Higher parking stall counts are required for: Restaurants, cafes, bars and other eating and drinking establishments. These uses require 1 space for each 35 square feet of public seating area, plus 1 space for each 200 square feet of all other gross floor area including outdoor seating/eating areas. Delicatessen/donut shop requires 1 space for each 100 square feet of gross floor area. All other commercial uses not listed in the table require 1 space for each 200 square feet of gross floor area.

Total parking required for this site would be 125 parking stalls.

Shared Use Agreements may augment the increase in commercial parking if a use requires increased parking.

The Redevelopment Master Plan states that no more than 20% of required parking can be provided as on street parking.

9. A 'Den' is defined as: A room with no closet and no door.
10. Underbuilding Parking Column Dimensions: We discussed how the columns in the underbuilding garage could limit the minimum size required for parking stalls. The applicant indicated the columns could be moved slightly to address the code requirement for minimum 9' wide parking stall width.
11. Landscape Buffer Requirements: The 1994 ZO provides for modification of landscape buffers. Per the 1994 ZO, the PMC 18.55.030 states that for projects inside boundaries of LID #11, Downtown, an applicant may have their landscaping requirement waived by presenting an alternative proposal that is acceptable to the Planning Commission and approved by the City Council. This could be a point to mention as part of the Master Plan Amendment Application. The landscaping provisions were not modified with the Redevelopment Master Plan and must be included in your request.
12. Bicycle Parking Facilities: Provide the number and location of all bicycle parking facilities proposed. Based on use, seven (7) bicycle parking facilities are required.

13. 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.
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	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.
Undetermined	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 request a reduction to 10'. This amendment would only be necessary if the rear yard setback of 15' cannot be provided.

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 is 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 Department (PED)

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ENGINEERING DEPARTMENT

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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: December 31, 2018

The Engineering Department has provided comments based upon the Applicant's response to our July 31st Pre Application comments and the newly submitted material presented at the December 18th, Pre Application Meeting. The comments below will be split into three sections:

- 1) Applicants response to Engineering July 31, 2018 comments.
- 2) Engineering's response to December 18, 2018 Pre Application meeting.
- 3) Original comments provided to the applicant July 31, 2018.

Applicants response to Engineering July 31, 2018 comments

1. **City Comment:** Provide traffic calming on 3rd Avenue

Applicant response: Project proposes adding pedestrian crossing along Sunset Street (location to be confirmed with engineering staff). Crossing will serve to connect Sundial Park with proposed on-site park. The Third Avenue ROW design will reflect continuation of recently improvements between Iverson and Moe with on-street parking and potential for curb bulbs.

12/31/18 City Comment: Currently a speed hump and light pole exists where the proposed mid-block crosswalk is to be located. The light pole will need to be relocated to a location acceptable to the City. While the City does not encourage mid-block crosswalks, they will be considered if proposed as an enhanced sidewalk with features such as a Rectangular Rapid Flashing Beacon (RRFB) or proposed as a raised sidewalk.

2. **City Comment:** The updated Traffic Impact Analysis (TIA) should address today's traffic conditions and vehicular and pedestrian safety.

Applicant response: Applicant will provide TIA based upon recommended scope by staff.

12/31/18 City Comment: Please provide to the City a proposed Scope of the TIA and we will review and provide feedback. As stated in the Pre-Application meeting Dec. 18th, the plans now show the path of travel as one-way through the residential portion of the site. Special attention will need to be given to proximity intersections where stacking may be a concern as well as existing intersections which currently operate at a Level of Service (LOS) F.

3. **City Comment:** This project may cause additional parking issues if the existing on-street parking stalls are removed from public use.

Applicant response: At present there are 19 on street parking spaces along the perimeter of the site (Jensen & Sunset). Project will add (11) on-street spaces along Sunset. The project will use 11 on-street spaces towards the meeting the project requirement, leaving 19 for public use. The project will not decrease the existing supply of on street spaces.

12/31/18 City Comment: It should be noted that while infrastructure designated as public parking does not exist on the unimproved east side of the project, it is currently used by the public for parking.

Engineering's response to December 18, 2018 Pre Application meeting.

4. Proposed solid waste storage is inside the parking garages. This may be acceptable only if the next submittal can demonstrate where can service pickup areas will be. The proposed site plan includes 2 areas designated as "LOADING ZONES" and may be the appropriate location for curbside pickup. The commercial spaces are able to utilize curbside pickup as well. Occupancy of these commercial spaces may determine eligibility.

Original comments provided to the applicant July 31, 2018

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 Rainstoper’ 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.

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

City of Poulsbo

Building Department

200 E Moe Street
Poulsbo WA 98370

(360) 394-9738 smiller@cityofpoulsbo.com



TO: Charlie Wenzlau
FROM: Sheila Miller, Building & Fire *SM*
SUBJECT: Poulsbo Place Division 8
DATE: December 24, 2018

Thanks for meeting with us at your Pre-Application conference on December 18, 2018. Below is a recap of important submittal steps for these two, independent parcels:

SITE PLAN:

- Final Site Plan approval is subject to Poulsbo Fire Department approval.
 - Show the proposed fire hydrants and controlling valve locations within a 25-foot radius of each other. This includes Post Indicator Valve (PIV), Fire Department Connections (FDC), and sprinkler standpipe connections.
- 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).

BUILDING:

- These will be processed as two independently owned lots, so permit submittals will be inclusive to their parcel.
- Submittals of Building Permit Applications showing compliance to applicable State and local laws, including 3 sets of each Building Construction drawings. Specify on the plans any deferred submittals for Plumbing, Mechanical and Fire Protection Systems, including Special Inspections.
- Submit two copies of Engineering calculations to support each design, based on Exposure B, Seismic category D2, and Importance Factor of IBC Chapter 16.
- Provide a Code Summary page establishing Use, Occupant Load and Area Increases.
- Plumbing calculations will be required showing fixture count and pressure loss.
- ADA Accessible, Type A and Type B units need to be calculated in a legend, showing percentage of types of units.
- Appropriate Energy Code forms will be required (see www.neec.net) and download permit application and instructions at www.cityofpoulsbo.com.

FIRE:

An Interlocal Agreement exists between the City and Poulsbo Fire Department for the Operational Review of New Construction and Development, coordination of which is provided through the City's Building Department.

- No Parking - Fire Lanes both marked and with signs, will be required at upper NE Sunset and lower Jensen Way locations, as identified by Poulsbo Fire. Position hydrant, valves and signage near these proposed locations. International Fire Code Section 503.3.
- A fully automatic Fire Alarm Systems are required under the Poulsbo Municipal Code (PMC) 15.16, reporting to a Central Station.
- A Fire Sprinkler System will be required under PMC 15.12. Fire Department prefers direct access from the exterior into the Riser Room, for safety of their fire fighters. City Construction Standards (available online) require FDC no closer than 10 feet nor farther than 100 feet from the building, shown on the Civil drawings.
 - A sprinkler standpipe Connection (2 ½ inch port), showing interior hose stream allowance
- See Poulsbo Fire Department Comment letter attached
- Provide Radio Communication throughout facility
- 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
 - Submit proposed Dwelling Unit and Tenant Suite Numbers for City approval

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.

Additional requirements may be necessary as more detailed information is provided.



Jim Gillard, Fire Chief, Kitsap County Fire District 18

Poulsbo Place Division 8

P-04-18-18-01

07-10-2018

After review of the submitted site plans for the Poulsbo Place "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). 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 building(s), 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 the complex is two buildings, separate sprinkler systems, FDC and stand pipe systems will be required for each building.
- The installation of a fire alarm and sprinkler system requires a Knox box key box to 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.
- Due to the building(s) size and access, a fire standpipe system will be required in the stairwells and garage entrances. Depending on the final building design additional access points may be required to the parking garage. Standpipe system shall be connected to the FDC (fire department connection) for the fire sprinkler operation.
- Please adjust civil drawings, allowing for underground piping leading to standpipe(s) systems, so that these are installed below ground.

- 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.
- 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.
(See below)

PMC 12.24.060

F. Buildings with multiple tenant spaces, suites or dwelling units shall have the suites/units further identified with suite, unit or apartment numbers. Assignment of suite or apartment numbers of commercial occupancies shall be from left to right facing the buildings or units. All suite, apartment or unit numbers shall use "100" numbers for units located on the first floor of buildings, "200" numbers for units located on the second floor, "300" numbers for units on the third floor, and continue likewise for successive floors. Suite, unit or apartment numbers on floor levels below the first floor (sub-grade levels) shall use the letter "S" preceding the suite/unit numbers. For example, on the floor level immediately below the first floor, "S100" numbers shall be used. The next floor level down shall use "S200" numbers and continue likewise for successive sub-grade or basement levels.

1. Multi-unit commercial occupancies, other than Group R, shall have suite/unit numbers in ten-number increments, whenever possible, to ensure adequate opportunity for future changes to be numbered in correct order. When the building has an odd numerical designation, suite/unit numbers shall be odd. For example, a building with an address of 123 NW Alphabet St. would have suite/units 101, 111, 121, etc. on the first floor; 201, 211, 221 on the second floor, etc. Buildings with even numerical designations shall use even suite/unit numbers.

15.04.110 Premises identification.

Section 505.1 of the International Fire Code, as adopted by Section 15.04.020 of the Poulsbo Municipal Code, is amended to read as follows:

505.1 Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of six (6) inches high with a minimum stroke width of 0.5 inch provided, that for all commercial occupancies, numbers shall be as follows:

For commercial structures whose nearest point is located less than 50 feet from the edge of the nearest street right-of-way, the numbers shall be a minimum of twelve (12) inches high; and

For commercial structures whose nearest point is located between 50 feet and 100 feet from the edge of the nearest street right-of-way, the numbers shall be a minimum of eighteen (18) inches high; and

For commercial structures whose nearest point is located more than 100 feet from the edge of the nearest street right-of-way, the numbers shall be a minimum of twenty-four (24) inches high.

Suite numbers shall be identified on front and rear doors of building.

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: 12/6/2018
CC: JANA BROWN

SUBJECT: POULSO PLACE DIV 8 (P-12-04-18-01)

LOCATION: JENSEN & SUNSET

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:


Jana Brown, Accounting Manager