



PRE-APPLICATION SUMMARY LETTER

Planning and Economic Development Department
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July 31, 2018

Charlie Wenzlau

Email: charlie@wenzlauarchitects.com

Subject: Poulsbo Place Division 8 Master Plan Pre-Application Summary Letter | P-07-02-18-01 |
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 July 17, 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 July 2, 2018.

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 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;

OVERALL PROJECT COMMENTS:

The Poulsbo Place Division 8 master plan amendment and site plan project is an infill site in an area that has increased scrutiny due to development issues and recent attention by local residents to the City of



Poulsbo Commercial Code Update activity. Therefore, it will be imperative that the lauded high-quality development complementing existing urban development in downtown Poulsbo is achieved in the final act of the Poulsbo Place Redevelopment Master Plan.

STAFF APPRECIATES:

There are many positive aspects of this proposal that staff would like to elaborate, as follows:

- Provides connectivity to downtown Poulsbo,
- Adjacent to higher density,
- Offers transportation options,
- Provides underbuilding parking and vehicle circulation
- Offers spacious plazas and outdoor air seating,
- Multistoried,
- Bulk of buildings is broken and varied,
- The broken bulk of the buildings offers views from Poulsbo Place park toward the water and mountains.

STAFF SUGGESTS:

Staff offers aspects to the proposal that would add to the overall public value of the project and provide a better “fit” in the existing neighborhood character already established:

- Provide traffic calming on 3rd Avenue
 - Similar to the continuation of the 3rd Avenue design the city has conceptually provided for discussion purposes for potential development on 3rd Avenue between Moe Street and Hostmark,
- Reinforce design from Poulsbo Place into this proposal
 - Look across to Jensen Way for inspiration,
- A mid-block crosswalk on Jensen Way to integrate the two commercial and public plazas,
- The excessive size of the intersection at Jensen Way and Sunset/3rd Ave is no longer necessary and is not conducive to a pedestrian friendly, neighborhood scale transportation network. The applicant could consider the introduction of a traffic circle at this intersection.
 - This would enhance pedestrian safety, improve vehicle circulation, and bolster aesthetics for the intersection.

STAFF CONCERNS:

This proposal will require amendments to existing standards under the Poulsbo Place Redevelopment Master Plan and vested 1994 Zoning Ordinance. As such, the requests will be vetted through a public process that includes a Neighborhood Meeting, Planning Commission Public Meeting, and decision by the City Council. These requests must balance private and public benefits as identified in the 1994 vested Zoning Ordinance PMC 18.31.060.E.

- The updated Traffic Impact Analysis (TIA) should address today’s traffic conditions and vehicular and pedestrian safety.
- This project may cause additional parking issues if the existing on-street parking stalls are removed from public use.
- Proposed density is twice the amount permitted in the Poulsbo Place Redevelopment Master Plan’s RH residential zoning district.
- Design of building does not reflect character of earlier Poulsbo Place development nor that of downtown Poulsbo.

NEXT STEPS:

Based on the conceptual nature of this proposal and the number and degree of items to be assessed for the master plan amendment, the City anticipates an additional Pre-Application Conference would be necessary before a counter-complete permit application is ready for submittal.

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 kboughton@cityofpoulsbo.com.

Sincerely,



Karla Boughton
Planning and Economic Development Director
SEPA Responsible Official

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

Enclosures: City Attorney opinion dated June 7, 2017,
 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,
 Poulsbo Place Redevelopment Master Plan dated August 21, 1995, and
 City of Poulsbo Zoning Ordinance, adopted December 28, 1994.

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 (Included with Master Plan Amendment)	\$0
Master Plan Amendment (\$30/unit (62 units)) (\$.25 sq ft of gross floor area (49,658.4))	\$14,274.60
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:	\$ 17,869.60

*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-07-02-18-01
Date: July 31, 2018

Planning Department:

This proposal included two parcels in two distinct zones with the Poulsbo Place Redevelopment Master Plan Overlay on a total of 2.20 acres. The C-1 Downtown/Front Street zoned parcel is proposed as a Mixed-Use Building with 4,800 square feet commercial and 30 one and two-bedroom units and the Residential High (RH) (11 to 14 units/acre) zoned parcel is proposed as stacked flats with 32 two-bedroom units. Both buildings proposed to include underbuilding parking with mixed use parking accessed off Jensen Way and residential parking access from 3rd Avenue with exit onto Iverson Street. The Poulsbo Place Redevelopment Master Plan and 1994 City of Poulsbo Zoning Ordinance 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 following Planning Department comments were offered at the Pre-Application Conference meeting. Please reference the following documents relevant for Poulsbo Place Redevelopment Master Plan applications:

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.

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.

Poulsbo Place Redevelopment Master Plan Specifics:

1. The commercial area of the Poulsbo Place Redevelopment Master Plan has not received any amendments over the 20 years, other than to decrease it to its final 1.14 acre size. The City Attorney's letter does a good job explaining this in the "History of Poulsbo Place Division 8" section.
2. Therefore, at this time, the provisions of the Redevelopment Master Plan that apply to the 1.14 acre commercial parcel are the following:
 - a. Poulsbo Place Redevelopment Master Plan, pages 10-15, specifically: B. Guidelines 1. Commercial Area Design Guidelines; and pages 18-19 3. Supplement Guidelines.
 - b. Section 3 Poulsbo Place Redevelopment Master Plan, pages 29-34 as applicable.
 - c. Poulsbo Place Redevelopment Master Plan, pages 38-39, alternative development standards.
 - d. SEPA Mitigations and Conditions of Approval for the Poulsbo Place Redevelopment Master Plan.
 - e. Where the master plan does not provide standards or guidance, the Poulsbo Zoning Ordinance, adopted December 28, 1994, will be used.
3. The provisions of the Redevelopment Master Plan that apply to the 1.06 acre RH zoning parcel are more complicated, as this area was designated commercial in the Redevelopment Master Plan, was approved by the City in 2005 for 18 townhomes subdivision, but without a specific amendment. Further, the City rezoned this parcel in 2013 to RH (from the previous zoning of Redevelopment Master Plan) with a Redevelopment Master Plan overlay. The City Attorney's letter addresses the status of the 1.06 parcel on page 5, third paragraph describes the situation on this parcel.
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. SEPA review of the Redevelopment Master Plan resulted in a MDNS on November 22, 1995. See Staff Report pg. 21 for detailed information.

Therefore, the proposed Division 8 mixed use project will require a Redevelopment Master Plan amendment for the following elements:

1. **USE:** Redevelopment Master Plan SEPA Mitigation #1 shall be amended to allow for residential units in Area B (which include both parcels). Identify Mixed Use Building as an allowed use in the Commercial

zone. (1994 Code does not identify mixed use as a permitted or conditionally permitted use in Table 18.22A).

2. **DENSITY C-1:** The density for the mixed-use structure should be identified – either as a du/acre number or that it will be regulated through parking, lot coverage and height (similar to the current zoning ordinance).

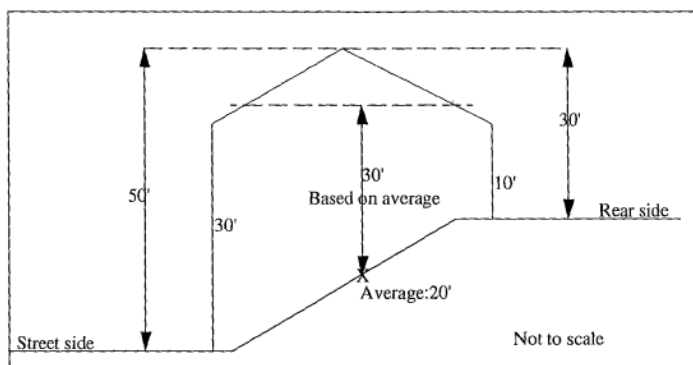
It is important to note that the dwelling unit number remains under the originally approved 360 units.

3. **DENSITY RH:** It is unclear which standards to use since the parcel was not initially designated for residential development. The City Attorney addresses two scenarios under page 6, third paragraph. His conclusion, absent of Redevelopment Master Plan amendment, is that application of the RH standards in the 1994 zoning ordinance and as modified on page 36 of the Redevelopment Master Plan, apply. Based on the City Attorney's opinion, the 1.06 RH parcel's density is 15 du/acre or 16 units. The proposal is for 32 units – 16 units double stacked. This would increase the density from 15 du/acre to 30 du/acre. This would require a Redevelopment Master Plan amendment. Or a Redevelopment Master Plan amendment to be considered under the R-DH district in the Redevelopment Master Plan (p.35) which allows for 22 du/acre, which would allow for 23 units. It is important to note that the R-DH designation would reduce open space requirements from 30% to 20%.

It is important to note that the dwelling unit number remains under the originally approved 360 units.

4. **LOT COVERAGE:** The Commercial standard is 50% and the RH standard is 60%. It is unclear whether a Redevelopment Master Plan amendment for lot coverage for either or both the commercial or residential is necessary as the proposed lot coverage is not provided.
5. **HEIGHT:** 30' commercial and 35' residential. The building height calculation shall be as set forth in the 1994 Zoning Ordinance. Depending on mixed use buildings' average finished grade and the average height of the highest gable of a pitched roof, an amendment for the commercial height limit may or may not be necessary. (See building height definition in 1994 ZO). How the height is calculated shall be included as part of the application package.

Building height is measured per PMC 18.51.030.11 General Standards, Height Determination as follows: Building Height is the vertical distance from the average finished grade on the exterior walls of the building to the highest point of the coping of a flat roof, or to the deckline of a mansard roof, or to the average height of the highest gable of a pitch or hip roof or the slope of a shed roof.



Building height calculations are to be provided. For the Residential please state if the 1994 Zoning Ordinance measurement will be used or if a Redevelopment Master Plan amendment will be requested.

6. PARKING: Table 18.52C of the 1994 ZO establishes the following parking requirements –

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

Commercial use: using the offices use category, it is based on square footage – 2,001-7,500 square feet is 1 space per 250 sf. Retail commercial is parked at 1 space per 250 sf. as well. Restaurants are parked at 1 space per 100 sf.

Based upon 1994 standards for residential and office/retail, the following parking is required:

Residential:

42 2BD @ 2/unit = 84 + 1 guest space for every five units = 8 guest spaces for total of 92 spaces

20 1BD @ 1.5/unit = 30 spaces + 1 guest space for every five units = 4 guest spaces for total of 34 spaces

TOTAL residential = 126 spaces

Commercial:

1 space per 250 SF = 19 spaces

TOTAL PARKING = 145 spaces required. The proposal provides 120 parking spaces.

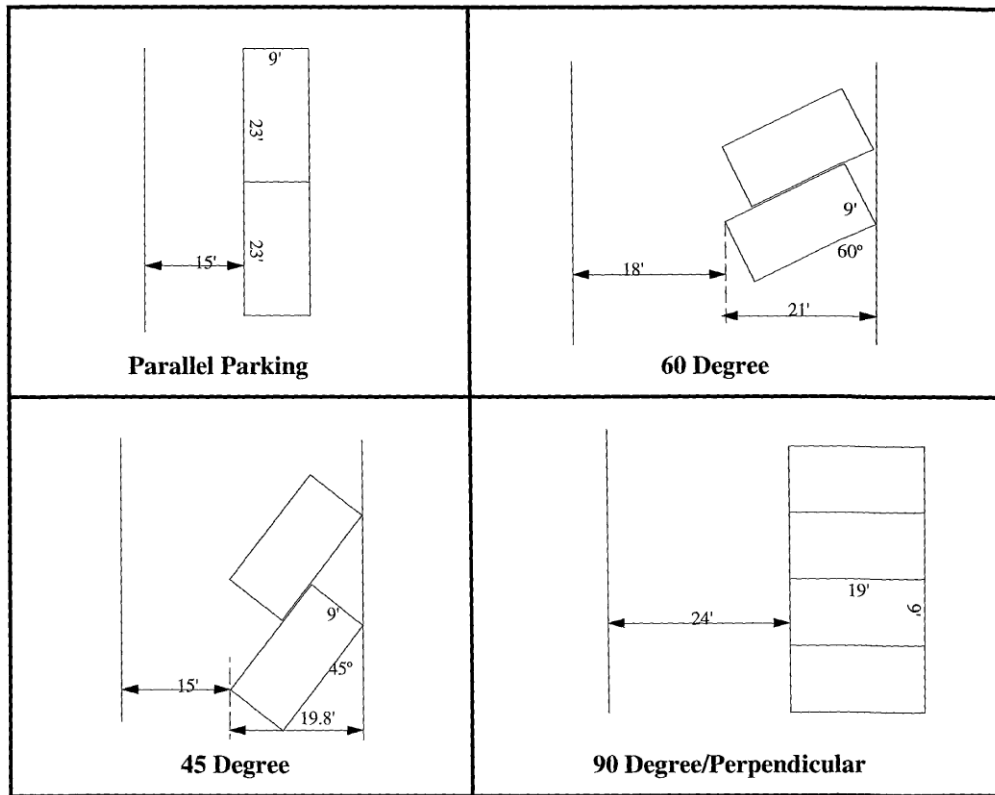
The Redevelopment Master Plan, page 39, states that on-street parking may be used to meet minimum parking space requirements. Further, the Redevelopment Master Plan, also on page 39 and in the MDNS states that off-street parking may be reduced when the City finds that provisions have been made in the Covenants, conditions and restrictions (CC&R's) to provide reciprocal use agreements. The extent of the reduction (20% maximum) shall be determined by the Planning Director based on information not yet submitted showing location of parking spaces and proposed land uses and how these spaces and uses relate to property lines and multiple use structures.

Please note that the allowance of on-street parking to meet off-street parking standards has become a very unpopular standard and has caused significant negative reactions to those living in this development.

The 1994 ZO does not contemplate compact parking spaces, dimensional standards are based on Table 18.52A as follows:

**Table 18.52A
Parking Stall Dimensions**

A	B	C	D	E	F	A	B	C	D	E	F
0°	9'0"	9.0	15.0	23.0	-	60°	9'0"	21.0	18.0	10.4	55.5
	9'6"	9.5	15.0	23.0	-		9'6"	21.2	18.0	11.0	55.6
	10'0"	10.0	15.0	23.0	-		10'0"	21.5	18.0	11.5	56.0
20°	9'0"	15.0	15.0	26.3	36.5	70°	9'0"	21.0	19.0	9.6	57.9
	9'6"	15.5	15.0	27.8	37.1		9'6"	21.2	19.0	10.1	58.2
	10'0"	15.9	15.0	29.2	37.4		10'0"	21.2	19.0	10.6	58.0
30°	9'0"	17.3	15.0	18.0	41.8	80°	9'0"	20.3	24.0	9.1	63.0
	9'6"	17.8	15.0	19.0	42.4		9'6"	20.4	24.0	9.6	63.2
	10'0"	18.2	15.0	20.0	42.7		10'0"	20.5	24.0	10.2	63.3
45°	9'0"	19.8	15.0	12.7	48.3	90°	9'0"	19.0	24.0	9.0	-
	9'6"	20.1	15.0	13.4	48.5		9'6"	19.0	24.0	9.5	-
	10'0"	20.5	15.0	14.1	48.9		10'0"	19.0	24.0	10.0	-



7. BICYCLE PARKING:

Bicycle parking required at one bicycle space for every 20 motor vehicle spaces provided.

Requirements on Bicycle Parking Development:

- Bicycle parking facilities shall be secure;
- Bicycle parking shall be close to the building entrance;
- Bicycle parking lots shall not interfere with pedestrian and motor vehicle traffic, but shall also have good visibility;

- d) Bicycle parking facilities shall be well lit.

Credits Given for Special Covered Bicycle Parking Development:

With the approval of the Director, developers may receive credit in the form of a decrease in required vehicle parking. By providing at least 5 covered bicycle parking facilities, one vehicle parking space will be eliminated. No more than 10% of the required vehicle parking for that land use shall be replaced with covered bicycle parking facilities.

Bicycle Parking Required: 7 bicycle parking facilities.

8. SETBACKS:

Setbacks for Commercial and per Table 18.22B of the 1994 zoning code:

- a) Front: 15'
- b) Side or Rear: 25' when adjacent to R zone or 40' from building edge
- c) Street Side: 10'

Per Redevelopment Master Plan Section VI Design Guidelines 18.33.040 Development Standards item one on page 11 "Commercial buildings located on Jensen Way and Sunset Street shall be exempt from front yard setbacks,...Commercial buildings shall be encouraged to design buildings adjacent to the front property line, to maintain the existing style of the area."

The commercial building should bring edges of the building to the property line or increase the setback area for a larger and connected urban plaza use.

All setbacks shown on the proposal must be increased or modified in the Redevelopment Master Plan amendment request.

Setbacks for Residential, when using RH standards from page 36 of Redevelopment Master Plan

- a) Front: 15' or 20' from garage
- b) Rear Setback: 15' or 5' when on an alley
- c) Side Setback: Min. 5' with a combined total of 15' unless abutting units are attached
- d) Street Side Setback: 15'

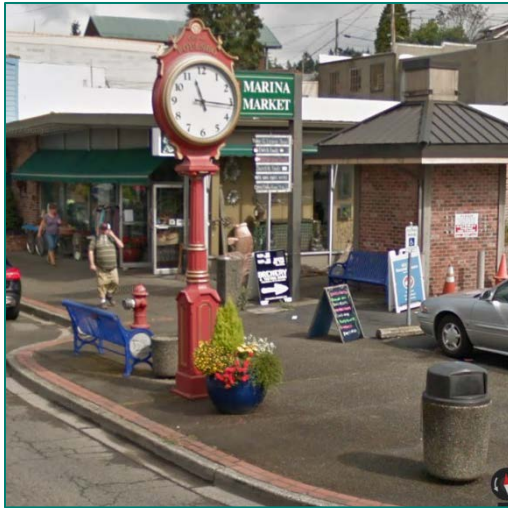
Front yard and street setback will need to be increased or modified through a requested amendment.

9. SITE and BUILDING DESIGN STANDARDS:

Commercial design guidelines, p. 11:

- Buildings on Jensen Way and Sunset Street are exempt from front yard setbacks and shall be encouraged to build to the front property line.
- Awnings, trellises, permanent building canopies, and other accessory structures which are relatively open and do not restrict pedestrian or vehicular movement may project into the ROW.
- Any building located at a corner intersection shall incorporate architectural features at the ground floor which emphasize the importance of pedestrian movement. These features may include building cut-offs, walk-through covered arcades, trellis structures, and other elements which focus visual interest on the corners.

- Provide for streetscape improvements similar to those currently constructed on Front Street. Note in the images below: hanging baskets, brick paving adjacent to sidewalk, potted plants, benches, trash receptacles, bulb outs for pedestrian crossing and on-street parklets, etc.



- Storefront construction shall be a minimum of 60% transparent with a maximum of 85% transparency.
- Blank, opaque end walls or side walls visible from public view shall be avoided. Facades of adjacent structures shall be considered in the design of new projects to avoid clashes in architectural style and materials.
- List of acceptable materials are listed in the Redevelopment Master Plan on page 13.

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.

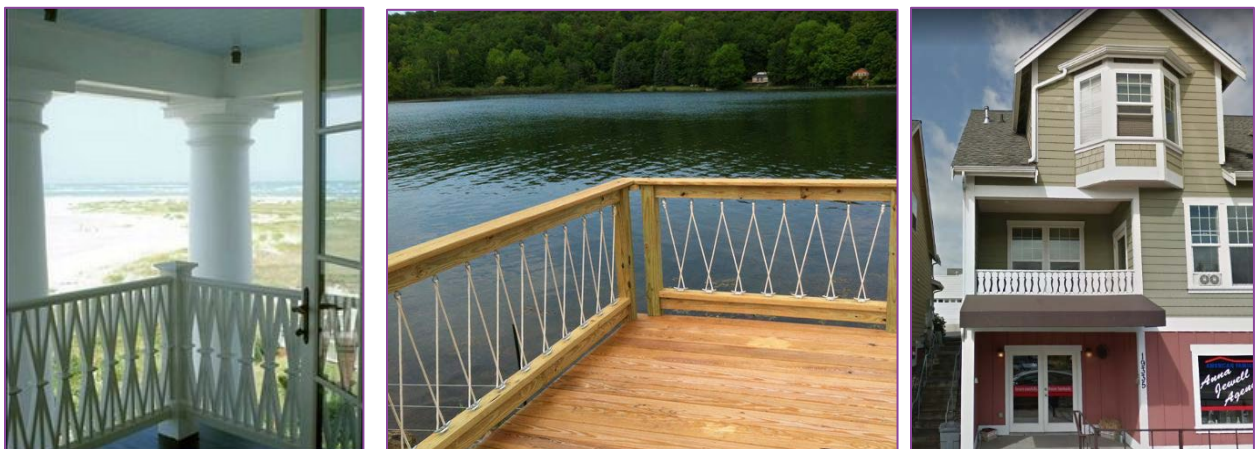
The building design shall be complementary to and fit with the existing live/work units and that of downtown Poulsbo. Design details, such as storefront assemblies, gables, window trim and shutters, knee braces, ornamental cutouts and other elements provide complementary design language to Poulsbo Place and downtown. The images below identify many of the design details desired in downtown.



Commercial details including: transom windows, kick plates, artwork on walls, columns, pilasters or other surfaces, base element of masonry or stone having an architectural finish, hanging baskets by ornamental brackets, some of which are identified in images above.



These images show ideas for decorative and/or functional knee braces.



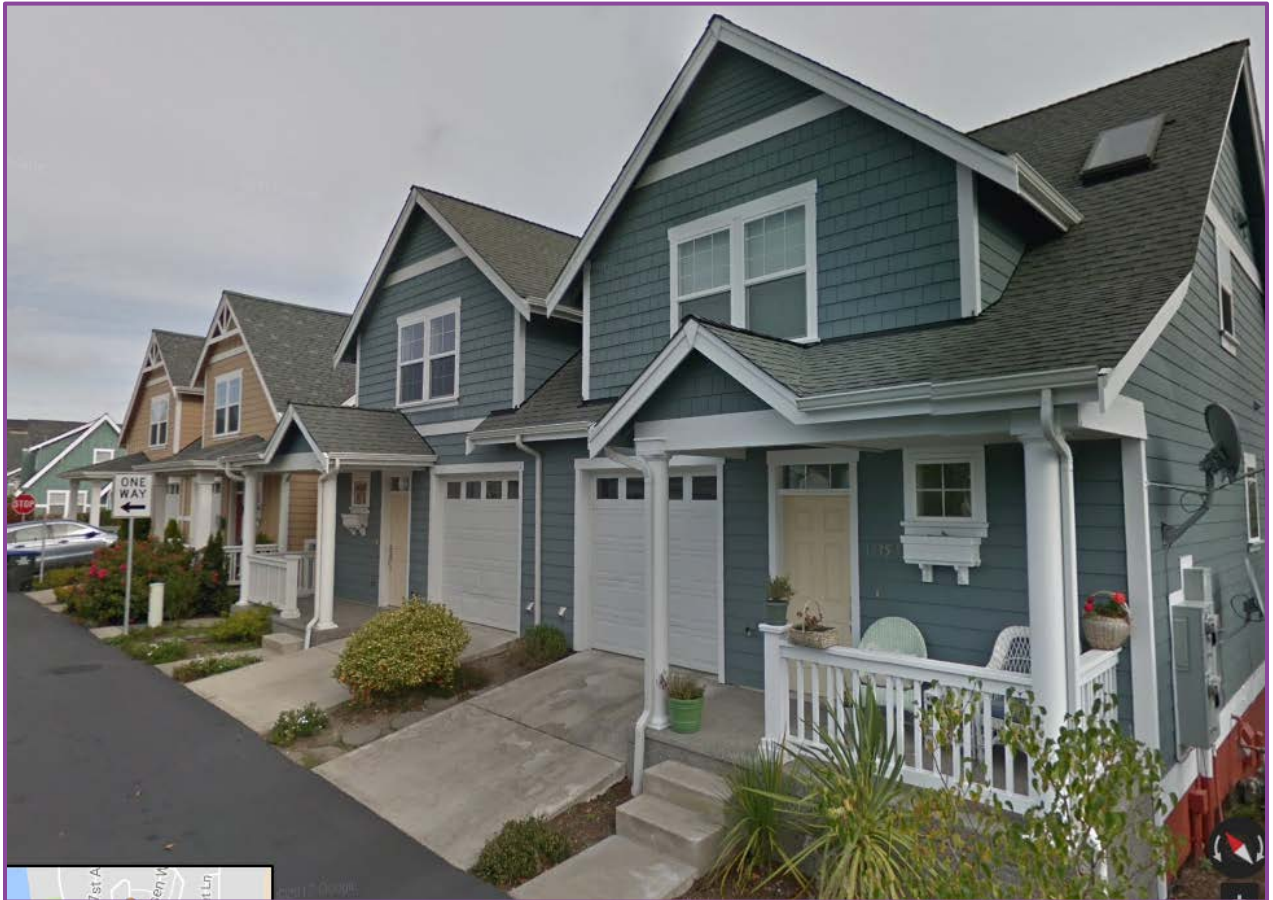
These images show ideas for decorative residential balcony railings that lend a more steeped residential character to the design of the building.

Residential design guidelines, p.15:

The purpose of these design guidelines is to serve as a reference to assist the designer in implementing the goals of the Poulsbo Place Redevelopment Master Plan for high quality residential development. The guidelines are general and are meant to be interpreted with some flexibility in their application to specific projects. Unless a compelling reason is demonstrated for variance to the Planning Director, these design guidelines shall be followed (Redevelopment Master Plan page 15).

Building articulation: Designed to present elevations that are varied yet coherent. Facades shall be broken to give the appearance of a collection of smaller structures tied together through a unifying set of characteristics. Building function and visual interest can be enhanced through the use of balconies, porches and stoops, setbacks and projections, which help articulate individual dwelling units or collections of units, and by the pattern and rhythm of window and doors.

Looking to the design on the back of the Jensen Way live/work units, you can find attached housing in a residential neighborhood. The use of siding and shake shingles, wide window trim, colorful exterior pallet, covered porches, columns, and pitched roofs with gables and dormers all work well to provide a powerful sense of residential character in a pedestrian neighborhood. The landscaping should also be noted as enhancing the residential character as well. See image below. It is understood that the current proposal was providing underbuilding parking, which would provide many more opportunities to develop the soft edge of private residential space to public sidewalk.



Pedestrian Access to Parking: Landscape bulbs should, whenever possible, align with major building entrances to provide pedestrian access to the building entrance from a parking area. Bulbs that align with entrances should be at least 10' wide and should include a pathway as well as a vertical landscape or architectural element, for example, a trellis or a tree.

Site Grading is specifically called out in the master plan, to reflect the City's desire to minimize site disturbances and to enhance open space in all development. In areas with slope, development planning shall follow site contours to the greatest extent practical. Site grading shall also recognize existing drainage patterns, and land forms while providing appropriate transition of architectural elements to grade.

It does seem from the conceptual proposal that the site elevations are being taken into careful consideration.

Due to the conceptual nature of this proposal, reference the remainder of the Development Standards, Multi-Family Residential Design, beginning on page 15 to ensure all relevant sections are properly

addressed, including but not limited to: Entry Drives, Parking Areas and Garages, Carports, Transportation/Transit, Open Space, Refuse Storage/Disposal and Auxiliary facilities (such as: laundry, health spa and recreation buildings, pool cabana).

Supplemental Guidelines:

Additional guidelines on page 18 of the master plan discuss signage, street furniture, lighting, landscaping, and CC&R's that should also be considered in the design of this proposal.

10. OPEN SPACE LANDSCAPING:

On page 18 of the Redevelopment Master Plan 3.B on the page, requires street furniture on public sidewalks and public plaza areas to provide scale, interest and opportunities. Street furniture includes: 1. Street tree grates; 2. Pedestrian scale light fixtures; 3. Benches; 4. Public signs; 5. Trash receptacles; 6. Bicycle racks; 7. Bollards. 8. Free stranding planters. 9. Information kiosks.

On page 18-19 of the Redevelopment Master Plan 3.D on page, establishes guidelines on landscaping and then refers to the City's landscaping ordinance. Emphasis on drought resistant species and irrigation were required.

Additional, specific landscaping language was requested during the Pre-Application Conference meeting and is as follows:

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.

Landscaping Type II-Visual Separation Buffers:

Buffers to create a visual separation between similar uses shall consist of the following:

- a) A minimum ten foot wide strip planted with trees, of which a maximum of fifty percent may be deciduous. One tree shall be provided for each twenty lineal feet of landscaped area and may be spaced irregularly or clustered rather than uniformly spaced; and
- b) Evergreen shrubs and groundcover to provide seventy-five percent coverage of designated area within two years from planting.

Landscaping Type III-Visual Relief Buffers:

Transparent buffers to provide visual relief between compatible uses and to soften the appearance of parking lots. Landscaping for parking lots shall meet the specifications in Section 18.52.050(8) and shall consist of the following:

- a) Minimum five foot wide strip planted with trees, of which a maximum of seventy percent may be deciduous. One tree shall be provided for each sixty lineal feet of landscaped area and may be spaced irregularly or clustered rather than uniformly spaced; and
- b) Evergreen shrubs and ground cover to provide seventy-five percent coverage of designated area within two years from planting.

Landscaping Type IV-Parking Lot Canopy Buffers:

Buffers to provide visual relief and shade in parking lots. Landscape areas must be designated to the specifications established in Section 18.55.100(G). A minimum of 15% of the total parking lot area and access areas shall be devoted to internal landscaping as follows:

- a) A minimum of one evergreen, no more than thirty percent overall, or one deciduous tree for each one hundred fifty square feet of landscaped area; and
- b) Evergreen shrubs and groundcover to provide seventy-five percent coverage of designated area within two years of planting.

Landscaping Type VI-Street Trees:

- a) When Required. For all new construction and major redevelopment of a site, street trees shall be required on arterial and collector streets. Street trees shall be required in addition to on-site and street frontage landscaping requirements and shall be planted in the right-of-way strip between the property line and the edge of the curb or paving according to city specifications. In addition to street trees, all of this area shall be planted with grass or other appropriate groundcover and maintained by the abutting property owner.

- b) Maintenance and Removal. In cases where trees might interfere with pedestrian or vehicular traffic in the right-of-way, deciduous trees should have a clear trunk area of eight feet above the ground for pedestrian areas and fourteen feet above the ground for vehicle areas. Removal of healthy street trees without approval of the Planning Director is prohibited and may be subject to legal action and penalties, as per Section 18.55.070(L).
- c) Spacing of Street Trees on Arterial and Collector Streets. Trees of the species listed in the recommended street tree list shall be planted as specified on the following types of public streets, unless variations are approved by the Planning Director:
 - i. Arterial Streets, forty feet on-center;
 - ii. Collector streets, thirty feet on-center.
- d) Local Access Streets. Property owners on local access streets are encouraged to plant recommended street trees to city specifications in the right-of-way. The property owner shall be responsible for maintenance.

On page 37 of the Redevelopment Master Plan 18.21.030.J Multi-family housing:

1. All multi-family developments in RH zone with 12 or more dwelling units shall provide 30% of the site area for usable recreation or open space. Usable recreation space shall not include: rights of way, vehicle parking areas, areas adjacent to or between any structures less than 15 feet apart, setbacks, patio or private yards, or sensitive or critical areas. All multi-family developments located in the R-DH Zone with 12 or more dwelling units shall provide 20% of site area for usable recreation or open space.

No alternative landscaping standards are identified in the Redevelopment Master Plan 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.

11. SEPA MITIGATIONS AND CONDITIONS OF APPROVAL:

- a. Amendment of SEPA Mitigation #1.a (as discussed in "USE" above on page 2).
- b. SEPA Mitigation 19(a)(2) requires "at least 3 urban plazas, totaling a minimum of 12,500 square feet in area, within the commercial area with detailed paving, site furniture and water feature(s). One urban plaza area was provided in Division 5 (7,439 square feet). Two urban plazas totaling at least 5,061 square feet must be provided. *The proposal provides two plaza areas, stair/connecting plaza and a 'park' on the northeast corner. Although square footage amounts are not provided, it appears this condition is met.*

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 Poulsbo Planning & Economic Development
 200 NE Moe Street
 Poulsbo, WA 98370
 360.394.9737



City of Poulsbo

ENGINEERING DEPARTMENT

Interoffice MEMORANDUM

to: Marla Powers, Associate Planner
from: Michael Bateman, PE, Development Review Engineer
subject: Poulsbo Place 2, Division 8 – Pre-application Comments
date: July 31, 2018

Following are the Engineering and Public Works Department's Pre-Application Meeting comments for the 7/17/18 preapplication meeting held for the project known as Poulsbo Place 2, Division 8. References to Chapters of the Poulsbo Municipal Code (PMC) made within the comments may be researched at the City website; www.cityofpoulsbo.com

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 o 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.
22. A solid waste collection/enclosure area must be located on the property. Individual cans must be brought out to public street for collection. Dumpster enclosure must meet the following: The enclosure location must be situated to provide screening from public access ways, with straight drive into the enclosure, and with a width to provide easy access motions for the collection vehicles. Generally, the following requirements apply:
 - Solid waste pads for dumpster and recycle totes must be designed to City specifications.
 - City solid waste collection vehicles will not back uphill onto city streets.
 - If a dumpster is located down an incline in the parking garage, the collection vehicle must be able to exit the building moving forward.
 - The minimum clearance height for dumping dumpsters is 21 feet.
 - The minimum clearance height for maneuvering under an overhang is 16 feet.
 - The minimum clearance width for truck access is 9 feet.
 - Enclosure gates must swing 135 degrees from closed position for truck to access an enclosure.
 - The dumpster pad must be flush with the truck ingress/egress.
 - No other uses will be allowed in the solid waste enclosure other than to hold garbage and recycle totes.
 - City collection staff will not maneuver commercial size solid waste receptacles as this is a common on the job injury cause.
 - Care must be taken in the design of the solid waste enclosure to limit the drainage of untreated water to the City's stormwater system.

GENERAL CONDITIONS

23. 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.

24. 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

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

Fees and Permits:

- Application: Site Plan - \$700, Master Plan Amendment, \$195, Drainage Analysis - \$430.
- Erosion Control Deposit: \$3,000 per acre, \$5,000 min
- Public Property Construction Permit \$455 + bond
- Maintenance bond for on-site water system
- Consultant deposits

City of Poulsbo

Building Department



200 E Moe Street

Poulsbo WA 98370

(360) 394-9738

smiller@cityofpoulsbo.com

TO: Charlie Wenzlau (AIA)
FROM: Sheila Miller, Building & Fire
SUBJECT: Poulsbo Place Division 8
DATE: July 17, 2018

Thanks for meeting with us at your Pre-Application conference on July 17, 2018. 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 and controlling valve locations within a 25-foot radius of each other. This includes Post Indicator Valve (PIV), Fire Department Connections (FDC), with connections and underground piping for sprinkler standpipe (locate them on least incline, due to 75,000 pound fire engine).
- 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:

- Submit separate Building Permit Applications per building, showing compliance to applicable State and local laws, including 3 sets of Building Construction drawings for buildings and retaining walls.
 - Specify on the plans any deferred submittals for Plumbing, Mechanical and Fire Protection Systems, including Special Inspections under RCW 64.55.
- ADA Accessible, Type A and Type B units need to be calculated in a Legend, showing percentage of types of units.
 - Floor Plans to identify units, showing compliance to approach and clearances in both the apartments and commercial spaces, including elevator controls and signage.

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www.cityofpoulsbo.com

- Submit two copies of Engineering calculations to support the 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.
- Appropriate Energy Code forms will be required (see www.neec.net) and download permit application and instructions at www.cityofpoulsbo.com.
 - Plans are to clearly state energy credits and/or options chosen. Specify blower door testing. Commercial buildings, identified as having separate permits, requires that Architect review delayed application, to identify if correct credit has been accounted for (i.e. mechanical credit will show in efficient DOAS on outdoor units).

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 Lane signs may be required at locations identified by Poulsbo Fire and using approved signage and/or road marking. International Fire Code Section 503.3.
- A fully automatic (total coverage) Fire Alarm System is 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.
- See Poulsbo Fire Department Comment letter attached
- Provide Radio Communication Coverage. International Fire Code Section 510
- City ordinance requires that addressing be in accordance with specific numbering of buildings and Suites, and heights of numbers mounted on the building, according to setback from the fronting street, a minimum of 6 inches at not on glass. PMC 12.24. Contact Cherlyn Haley (360) 394-9882 for building addresses, so that building addresses show title block of subsequent drawings and submittals.

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: 7/5/2018
CC: JANA BROWN

SUBJECT: POULSBO PLACE DIV 8 (P-07-02-18-01)
LOCATION: NE CORNER OF JENSEN & SUNSET & 3RD AVE NE
ASSESSOR #: 142601-3-138-2008 & 142601-3-139-2007

Note: The above parcels currently have no City water and 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