

City of Poulsbo

Planning & Economic Development



October 5, 2020

Charlie Wenzlau
490 Madison Ave, Suite 105
Bainbridge Island, WA 98110
Email: charlie@wenzlauarchitects.com

Subject: Poulsbo Place Division 8 SPR/MPA; Request for Revisions; P-03-24-20-01

Dear Mr. Wenzlau,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its Technical Staff review of the above referenced application, received on June 3, 2020 and having the first set of revisions submitted, and has been determined to be **Technically Complete** as of this letter, October 5, 2020. This letter will place the statutory timeline per [PMC 19.80.030](#) on hold.

The attached memos outline the revisions that must be addressed upon resubmittal. Please include a [Revision Submittal Form](#) and [Matrix](#) with your resubmittal package which addresses all requested revisions, including those from Planning, Engineering, and Fire.

Please note, per [PMC 19.80.050](#), a technically complete application shall be deemed null and void if the applicant fails to submit the required revisions, corrections, studies or information within 90 calendar days of the date of this letter. An applicant may request one 90-day extension to the time limit if the criteria in [PMC 19.80.050 B](#) are met.

Feel free to contact me at (360) 394-9737 or mpowers@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

A handwritten signature in blue ink that reads 'Marla S. Powers'.

Marla S. Powers
Associate Planner

Attached: [Revision Submittal Form](#) and [Matrix](#)
Planning and Economic Development Revision Memo
Engineering Revision Memo
Poulsbo Fire Revision Memo

cc: Mike Brown, Sound West
Karla Boughton, Planning & Economic Development Director



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Charlie Wenzlau
From: Marla S. Powers, Associate Planner
Subject: Poulsbo Place Div. 8 Technically Complete; On-Hold; Request for Revisions; P-03-24-20-01
Date: October 5, 2020

The Planning and Economic Development Department has reviewed the above referenced project and provides the following comments that must be addressed with your resubmittal.

General Comments:

- Comments from Revision Letter were clearly responded to both in drawing sets and written response. This made the review easy to follow.*
- Revisions/clarifications are requested for the proposal. It is expected that these can be addressed without significant change to the project. Therefore, the process is moving to the next step of Notice of Application with Optional SEPA review while also placing the project on hold for revision/clarification.*

Specific Comments:

- Wood detailing

Staff Comment:

Applicant response 11(c) states that more “wood detailing” including corner boards, window trim and fascias at gables will be added. However, Materials and Colors on Sheet A 29 does not describe or identify location of “wood detailing”. It seems no sheets resubmitted show this detail. This is an important component of the RMP as provided on page 31. The commercial core is to include, “Materials such as masonry, concrete, stucco and metal or wood detailing” and for, “the multifamily areas the architecture is more residential in character with sloping roofs and more prevalent wood detailing”, and, “Wood siding and wood detailing will be the predominant material in these areas”. Please include wood detailing to the Materials and Colors Sheet A 29 and describe how the intent for both the commercial core and multifamily architecture component will be included in this proposal.

- Pedestrian Amenities/Street Trees

Staff Comment:

For the Commercial Core the RMP states on page 22 that, “Sidewalks are buffered from the street with parallel, on-street parking and street trees.” To meet this intent the street trees must be located between the street and sidewalk. Sheet L 000 shows trees on the back of the sidewalk, not meeting this intent. Please revise to show street trees between the street and sidewalk. The street tree treatment is found in the existing development of Poulsbo Place and is expected to continue in this final phase.





ENGINEERING DEPARTMENT

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MEMO

To: Wenzlau Architects
From: Anthony Burgess, Engineer 1
Subject: Poulsbo Place Div 8; Request for Revisions; P-07-02-18-01
Date: October 5, 2020

The Engineering Department has reviewed the above referenced project and provides the following comments that must be addressed with your resubmittal.

1. Stormwater Analysis

Staff Comment:

The Stormwater report is required to be updated per the 3/3/2020 Pre-Application summary Comment #15. The submitted Stormwater Report restates the 2015 version without edits. Additionally, this report lacks a summary section to describe which treatment and discharge option is being pursued. The Report will need to be amended per 3/3/2020 Pre-App Comment #15 in addition to the following corrections:

- Provide New Narrative which accurately described to proposed development with total Impervious surface for current design. Relate this to the allocation/design from the Master Plan and demonstrate conformance.
- Provide summary of analysis and conclusion of treatment and discharge design.

2. Traffic Impact Analysis

Staff Comment:

The narrative within the TIA claims a different project design square footage for commercial design than the narrative provided by Wenzlau. Please amend for consistency.

Sight distance must be evaluated at both intersections.

3. Site Plan Submitted 5/29/2020 as amended 9/11/2020

Staff Comment:

Please provide a more detailed view of parking lot design and dimensions. It is unclear if the AASHTO Passenger Vehicle length can maneuver these lots.

Please provide more detail on the parking lot entrance from Iverson, showing feasibility of meeting sidewalk ADA requirements while providing adequate sight distance for both vehicles and pedestrians with the grades at this location.

Note Detail

Type: Permit Workflow Step

Id: FIRE DEPARTMENT DISTRICT 18

Note Type:* REVIEW COMMENTS

Note Code: FIRE COMMENTS - FIRE COMMENTS

Text:*

Second exit provided at NW corner of the building for the parking garage as requested.
Fire will look for ventilation plan and riser room location on the building plans.
Note: This Project will require multiple Knox box key boxes and a master key system due to the size of the project.

Begin Date:* 09/16/2020



End Date:



Link:



GOTO

Publish on Portal - Private: Public:

Attachments

SELECT FILES

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