



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

July 2, 2019

Edward Rose & Sons

Attn: Mark Perkosi

38525 Woodward Avenue

Bloomfield Hills, MI 48303-2011

Email: Mark_Perkosi@edwardrose.com

Subject: Pre-Application Summary Letter Oslo Bay Apartments; P-05-15-19-01

Dear Mr. Perkosi:

Thank you for participating in the Pre-Application Conference with the City of Poulsbo on June 18, 2019. We hope that the information discussed at that meeting was helpful in understanding the general requirements for your project as submitted. This letter summarizes the meeting and provides you with relevant code and application requirements, based on the proposal submitted on May 15 and June 3, 2019. This information is intended to allow you to make informed decisions about how to proceed in submitting your application.

PROPOSAL SUMMARY:

The proposal is to develop a multi-family complex composed of 13 multi-family buildings with 36 units each including a club house and pool and residential amenities. Infrastructure includes new public roads and internal private roads, traditional stormwater detention, landscaping, and other improvements necessary for development. This proposal assumes the Rose Master Plan release is approved by City Council and that the current Residential Medium Zone District development standards applies.

PRE-APPLICATION MEETING PREAMBLE:

A Pre-Application Conference is valid for six months from the date of the Summary Letter. A six-month extension may be requested no more than 30 days prior to the initial expiration. Pre-Application comments are based on the information available at the time of the Pre-Application Conference, and are subject to change if new, revised, or additional information is subsequently submitted or discovered by either the applicant or City staff. If the project is substantially revised prior to submittal of the land use permit application, a second pre-application conference may be required.

An intake appointment with the Planning and Economic Development (PED) Department is required to submit the project application, preferably with the planner who coordinated the Pre-Application Conference. Intake appointments are available between 8:30 am and 4:00 pm, depending on the planners' schedule commitments. Please coordinate with your assigned planner to schedule an intake appointment.

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT:

The attached memos outline comments that were offered at the Pre-Application Conference, in addition to any additional items that are applicable to the proposed project. The Engineering Department Memo will be provided no later than July 11, 2019.

APPLICATION SUBMITTAL:

1. An intake appointment is required to submit your application.



2. The application is counter complete if it is determined that the application submittal purports and appears to include the information required. No effort shall be made to evaluate the substantive adequacy of the information at the counter complete stage. Within twenty-eight (28) days of counter complete determination, the application shall be determined "technically complete" or returned to the applicant for corrections. The application shall then be processed in a timely manner in accordance with applicable state and local statutes.
3. Attached is a checklist outlining the items necessary for your application to be counter complete.

As discussed at the Pre-Application Conference the need to follow up with other departments to fully address specific development issues. These include:

- Stormwater
- Grading
- Phasing
- Traffic
 - Traffic Impact Analysis
 - Intersection at Viking
- Landscape/Tree Retention
- Architecture
- Fire for full NFPA 13 requirements (scheduled for Tuesday July 9, 2019)

Please continue working with me to schedule meetings as needed.

I hope this information is useful to you. We 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

cc: Technical Review Staff (via e-mail)
Project Applicant (via e-mail)
Property Owner (via e-mail)

Attachments: Planning & Economic Development Department Memo
Building Department Memo
Engineering Department Memo
Finance Department Memo

Electronic Attachments: [Intake Appointments](#)
[Site Plan Review Application Form](#) and [Handout](#)
[Boundary Line Adjustment Application Form](#) and [Handout](#)
[SEPA/Environmental Checklist](#) and [Handout](#)
[Engineering Fee Schedule](#)

COUNTER COMPLETE CHECKLIST

Intake Appointment Scheduled For: _____ @ _____.

Assigned Planner: Marla Powers

The following is required for your application to be counter complete:

Required	Submitted	No. Copies	Site Plan Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	A copy of the Pre-Application Conference letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Site Plan Review Application Form and all submittal requirements including:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Complete plan set drawings, consistent with the application form requirements (site plan, open space, design, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Landscape Plan per PMC 18.130.030 and 18.70.060.D
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Completed SEPA Environmental Checklist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Critical Area Reports per PMC 16.20.700 Special Reports
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Photometric Lighting Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Notarized property owner and/or applicant signature page
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Boundary Line Adjustment Application to separate commercial from residential zoning districts or other application that meets this requirement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Concurrency Application and Traffic Impact Analysis (300 trips or more)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Stormwater Report
<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	Other Information/documents: Project Narrative Permit & Construction Anticipated Schedule Proposed public outreach, if anticipated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Any other information/documents: List of proposed impervious areas(s) including proposed pollution generating pervious and impervious area(s), A title report or plat certificate (within ninety days of submission) for all parcels involved, proposed covenants, conditions and restrictions, if applicable.

ESTIMATED PLANNING APPLICATION FEES & DEPOSITS – SITE PLAN REVIEW & BOUNDARY LINE ADJUSTMENT

Site Plan Review \$2,315 + \$.25 sq ft of gross floor area (proposed 480,152 gross sq. ft.) Club house was not included in this calculation, sq. ft. gross floor area not provided.	\$122,353.00
Peer Review Consultant Deposit:	
Critical Areas (wetland, fish and wildlife)	\$3,000.00
Tree Retention	\$750.00
Geotechnical	\$3,000.00
Boundary Line Adjustment	\$295.00
Legal Notice Deposit ¹	\$ 150

SEPA Checklist Review	\$ 345
Engineering Fees – See Engineering Memo (not included in this estimated total)	
TOTAL ² :	\$129,893.00
¹ Actual costs more than deposit will be billed to the applicant; remaining deposit funds will be refunded after permit issuance. ² Total is an estimate based on the pre-application documents. Contact staff prior to submitting documents to determine total fees.	



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Edward Rose & Sons c/o Mark Perkoski
From: Marla Powers, Associate Planner
Subject: Oslo Bay Apartments; Pre-Application Conference; P-05-15-19-01
Date: July 2, 2019

The following Planning and Economic Development Department comments are provided for the Oslo Bay Apartments Pre-Application, held on June 18, 2019. All code references to the Poulsbo's Zoning Ordinance can be accessed via: www.codepublishing.com/WA/Poulsbo.

MASTER PLAN

1. The Rose Master Plan is currently in effect on five parcels included in this Pre-Application Conference. It is set to expire on its own June 28, 2021.
2. A Pre-Application Conference was held on May 7, 2019 to remove the Master Plan. A Neighborhood Meeting was conducted on May 13, 2019. An application has not been submitted to as of the date of this Summary Letter.
3. Review of the Oslo Bay Apartments will be under the current zoning and development standards with the expectation that the Master Plan provisions and Master Plan Overlay as part of the Zoning Map will be removed prior to approval of this Site Plan Application.

LAND USE REVIEW

Please note: the following comments are based on the site plan that was submitted on May 15 and June 3, 2019.

4. **Aggregation of properties.** This proposal encompasses a number of different parcels. The parcels for the multi-family development must be aggregated or appropriately realigned. Realignment must also follow the existing commercial zoned area of the site and ensure that the proposed commercial property lines match the existing commercial zones area of the site.
 - a. **Boundary Line Adjustment (BLA).** Consolidation of lots may and realignment of lots can be accomplished through BLA application. However, a boundary line adjustment may not result in actions requiring the replat, amendment, alteration, or vacation of a plat or short subdivision. BLA is a Type I application (administrative) under the provisions of Title 19. Requirements can be found in [Chapter 17.30 PMC](#).

Staff Comment: The Commercial Zoning was approved through the Master Plan process and as a condition of approval required that a BLA or similar mechanism be used in the first Phase of development to separate the commercial from the residential parcels. As this is an outstanding item that must be addressed it can be included and made a part of the Site Plan Review permitting process.
5. **Site Plan Review.** Site Plan Review (SPR) permits are processed as [Type II](#) application (administrative) according to the provisions of Title 19. Requirements can be found in [Chapter 18.270 PMC](#).
 - a. **Design Review.** Design Review ([Chapter 18.120](#)) will be incorporated into the SPR process.
 - b. **Critical Area Review.** The property is [mapped](#) as an Aquifer Recharge Area of Concern, Geologically Hazardous Area, Wetlands, and Fish and Wildlife Critical Areas.

Staff Comment: Critical area review will be conducted under the SPR application. Critical Area Reports as identified in PMC 16.20.700 shall be submitted at the time of application submittal and the city will retain consulting specialist(s) who will peer review for compliance. Deposits for peer review will be due

at the time of application submittal. Critical Area Reports are valid for a period of five years from the most recent date of issue identified on the face of the report, see [PMC 16.20.721](#).

- c. *State Environmental Policy Act*. The proposed project is subject to SEPA Review. An [environmental checklist](#) is required to be submitted with the Site Plan Review application.

Staff Comment: This is a significant and highly visible project for the City of Poulsbo due to the location at two state highways of statewide significance and the number of environmental features (Dogfish Creek, fish and wildlife habitat conservation areas, wetlands, slopes, aquifer recharge, and geologically hazardous areas). Mitigation of the project's probable adverse environmental impacts is required. The SEPA Responsible Official may consider a Determination of Significance for this project and require an EIS be prepared. It is our understanding and expectation that you prepare an integrated document that uses the SEPA environmental checklist as a guide. All probable adverse environmental impacts must be identified and evaluated, with mitigations identified and detailed on how the impact will be adequately mitigated.

School mitigation fees will be assessed through SEPA. Please contact the North Kitsap School District for information on the amount. These fees are collected by the school district and a copy of the receipt is required to be submitted at time of building permit issuance.

6. Application requirements, review procedures, noticing requirements, timeframes, etc., can be found in [Title 19](#), Project Permit Application Procedures.
7. A counter complete application must be submitted prior to the expiration of this pre-application summary letter. Per [PMC 19.30.010](#), the summary shall expire six months from the date the pre-application conference is held. Upon written request by the applicant 30 days prior to the expiration setting forth reasons for the request, the PED director may extend the validity of the pre-application comments by one additional six-month period.
8. Applications can be found here: <https://cityofpoulsbo.com/planning-forms-fees-brochures/>.
9. The City of Poulsbo has a three-step review process: 1) Site Plan Review, 2) Construction Drawings/Clearing & Grading, 3) Building Permit.
10. Please note that per state law, a Site Plan Review does not vest a project to the laws and regulations in place at the time of submittal. Your application will be vested at the time a complete building permit is submitted.

DEVELOPMENT STANDARDS

11. *Zoning*. The subject site is zoned RM (Residential Medium). Development standards for this zone are found in [Chapter 18.70 PMC](#).

Staff Comment: Provide a zoning summary table with your application submittal detailing how the project meets the required standards in [Chapter 18.70](#).

12. *Permitted Uses*. Per [PMC 18.70.030](#), Multifamily dwellings are a permitted use in the RM zone.
13. *Density*. To ensure implementation of the city's adopted comprehensive plan for planned densities in the residential zoning districts, the following minimum and maximum density is required for the RM zoning district:

Minimum	6 du/net acre
Maximum	10 du/gross acre

Staff Comment: Please provide the calculations below with your application submittal.

Gross Density: Number of lots/units _____ / _____ gross acres = _____ units per gross acre

Net Density: Number of lots/units _____ / _____ net acres [gross acres-deductions (roads, utilities, critical areas and buffer)] = _____ units per net acre

When the minimum or maximum density results in a fraction of a unit, the density shall be rounded to the nearest *whole* number. For calculations of X.1 to X.4, the density shall be rounded down; for calculations of X.5 to X.9, the density shall be rounded up to the next whole number.

Staff Comment: The maximum density is 487 units (per gross acre). Calculations in the proposal were inconsistent in parcel, critical area and critical area buffers, and ROW. Clearly show which areas will not be

included in the minimum density and, in the case of critical areas, how those areas were developed (reference to the critical areas reports or tables is acceptable).

14. *Dimensional Standards.*

	RM Zone
Minimum Lot Area	None
Minimum Lot Width	20'
Minimum Front Yard Setback	10'
Minimum Side Yard Setback	Detached 10'
Minimum Rear Yard Setback	10'
Minimum Side or Rear Yard Adjacent to RL Zone	20'
Street Corner Yard Setback	10' or greater if necessary for sight distance
Increased in Yard Setbacks	For side, rear and peripheral yards, the setback shall be increased by 6" for each foot the height exceeds 25'
Maximum Avg. Building Height (see 18.150.050, see 18.310.010 for building height exceptions)	35'
Maximum Building Lot Coverage	60%
Landscaping	20%

Staff Comment: Building height is the vertical distance measured from the average elevation of the finished grade at an exterior building wall or building segment to the highest point of the building wall or building segment. The overall building height shall be calculated as the average of all building sides. A building segment is when a break in the roof line, change in number of stories, or break in finished grade occurs. See the [Measuring Height](#) handout for more information.

The application submittal shall show the height calculations in detail.

It is understood through the description of this proposal that no subdivision is being sought and that after approval of the Site Plan Review the applicant intends to rent and manage the multi-family structures. Be aware that different building standards become relevant for a condo vs multi-family structure. Ensure that the proper development standards for building construction is used.

15. *Special Setbacks between Residential Buildings with More Than Two Attached Units.*

- a. There shall be a minimum distance of ten feet between buildings or structures when a structure has two or more units and it exceeds twenty-five feet in height. There shall be an additional minimum distance of six inches for each foot buildings or structures exceed twenty-five feet of height on the same parcel or in the same development.
- b. For the purpose of calculating special setback required in subsection (B) (1)o of this section, the determination of special setback distance shall be calculated based on the average height of the facing sides of the buildings or structures.

Staff Comment: The application submittal shall show this calculation in the zoning summary table.

16. *Recreational Amenities.*

- a. For all residential developments proposed in the RM/RH zone, recreational amenities shall be provided. The number of amenities shall be based upon the number of dwelling units provided.
 - Usable recreational amenities shall be provided for their intended use and anticipated residents of the development. Examples of usable recreational amenities include swimming pools, whirlpools, community buildings, large picnic areas including barbecues and covered shelters, tennis courts, outdoor exercise circuits, community gardens, improved playgrounds, paths and passive seating areas, exercise rooms, basketball courts, pickleball courts, and shuffleboard, and others as approved by the review authority.
 - Larger amenities, such as (but not limited to) community building, tennis courts, and swimming pools, may count as at least two amenities towards a project's required recreational amenities, or as approved by the review authority.
 - The recreational amenities are to be maintained by a homeowners' association, property management, or other private association approved by the review authority.

Staff Comment: For 468 units, 25 recreational amenities are required. The proposed site plan identified the location and type amenities. A narrative describing each recreational amenity, what it is meant to serve, and conceptual drawings/illustrations of each amenity. The city would like to encourage you to thoughtfully integrate the amenities into the site and to provide a rich diversity of amenities. The city is interested in high quality amenities that are larger in size. Depending on the narrative and description of the amenities the review authority may grant the larger amenities to be counted as two or more amenities. It is understood the Community Building will have many functions, identify estimated square feet allocated for each use in this building and if it will be for the residents or property management. The terraced areas may provide a creative way to provide recreational amenities in a more central location.

Here are two links to documents that speak to recreational amenities, for information is available and we would welcome further discussion on this topic.

- [Providing for Usable Open Space for Multifamily Development](#), found on the MRSC.
- [Recreation Amenities for Apartment and Townhouse Developments](#). Prepared for The City of Johnson by Neighborhood Development Corporation. July 2016.

Images from this document include:



- b. For attached units, each unit shall have an exclusive accessible outdoor private space of not less than forty-eight square feet in area. The area shall be designed to provide privacy for unit residents and their guests.

Staff Comment: The plans submitted were not to scale and did not call out or identify this requirement. Please provide scaled drawings with your application submittal and call out this exclusive outdoor private space for each tenant in the zoning code summary.

17. Landscaping Design.

- a. **Site Landscaping.** Per PMC [18.70.060 D](#), a minimum of 20% of the property area shall be landscaped. Setback, parking lot, street trees and building perimeter landscaping contributes to this requirement.
- Critical area *buffers* may count toward this requirement but cannot contribute more 40% of the 20% overall site landscaping requirement.
 - Retaining land at its natural grade with existing native vegetation is strongly encouraged and may contribute toward the required landscape percentage requirement if the existing vegetation is healthy and likely to survive development. A maintenance assurance device, agreement or bond

for two years will be required to ensure the existing vegetation remains healthy and additional vegetation appropriate to the overall site's landscape plan must be installed if the existing vegetation does not survive.

- Tree retention as required in Chapter [18.180](#) may contribute toward the required landscape percentage requirement.
- Low impact development techniques for stormwater management that are not fenced and can be designed to integrate vegetation appropriately into the site's overall landscape plan may count toward this requirement as approved by the review authority.
- Areas designated for special setbacks between buildings and common recreational amenities shall be landscaped, and such landscaped areas may contribute toward the required landscape percentage requirement.

Staff Comment: These requirements were accurately shown on the Recreational Amenities Plan, however, no details were provided. Please submit a landscaping plan ([PMC 18.130.030](#)) with your application materials. A landscape maintenance bond covering planting materials, labor, and irrigation is required prior to issuance of a certificate of occupancy.

- b. *Setback Landscaping.* Per [PMC 18.70.060 D.2.](#), setback areas are to be landscaped and covered with live plant materials that will ultimately cover 75% of the ground area within three years. One tree (deciduous tree of a minimum of 2" inches caliper measured DBH-diameter at breast height or one six-foot-high evergreen tree) and three shrubs, each of which will attain a height of 3.5' within three years, shall be provided for every 300 square feet of area to be landscaped.
- Setback landscaping may include low impact development stormwater management facilities that are not fenced.
 - When adjacent to any RL zoning district, setback landscaping shall be provided for the full width of the setback and will include a combination of sight-obscuring fencing, solid screen of evergreen trees and shrubs and berming, as approved by the review authority.

Staff Comment: A landscape plan was not provided with your pre-application materials. Therefore, this requirement could not be reviewed. Please submit a landscaping plan ([PMC 18.130.030](#)) with your application materials.

- c. *Street Trees.* Street trees and related landscaping shall be provided forty feet on center for arterials and thirty feet on center for collectors within a minimum five-foot planting strip. Groundcover of sod or other approved groundcover shall be provided. Species of trees shall be as set forth in the city's master street tree plan if applicable, or as otherwise approved by the review authority

Staff Comment: A landscape plan was not provided with your pre-application materials. Therefore, this requirement could not be reviewed. Please submit a landscaping plan ([PMC 18.130.030](#)) with your application materials.

- d. *Building Perimeter Landscaping.* Per [PMC 18.70.060 D.5.](#), for buildings that exceed 30 feet in height a planting bed is required with a hierarchy of plantings for at least 60% of the wall.
- Columnar trees shall be installed minimum four feet from the building's foundation within a minimum six-foot-wide planting bed at the structure's foundation/base; or larger trees may be planted twenty-five feet on center within a fifteen-foot planting bed and minimum ten feet from base.
 - Shrubs or small trees ranging from one to six feet in height at maturity shall be planted three to six feet on center (depending on size at maturity) within the required planting bed.
 - Groundcover or other organic material shall be provided to reduce wind and water erosion.

Staff Comment: Please include this landscaping type in the Landscape Plan that is included with the application materials.

18. Site Design.

- a. *On-Site Pedestrian Circulation.* Per [PMC 18.70.060 D.6.](#), residential developments in the RM zoning districts an on-site pedestrian circulation system meeting the following standards shall be provided. The pedestrian circulation system is in addition to recreational amenities.

- Pathways between dwelling units and the street are required. Such pathways shall make a direct connection to the street.
- The pedestrian circulation system shall connect entrances on the site. For townhouses or other residential units fronting on the street, the sidewalk may be used to meet this standard. For multiple-building developments, pedestrian connections to other areas of the site, such as parking areas, recreational areas, common open space and other amenities shall be required. Pedestrian pathways may be located within setback landscaping.
- Landscaped beds shall be provided along interior site pedestrian pathways and have a combination of overstory and understory vegetation.
- Pedestrian pathways should be at least five feet wide. Segments of the circulation system that provide access to no more than six residential units may be three feet wide. Pervious pavement or other permeable surfacing will be allowed on pedestrian connections, as approved by the city engineer.
- Pedestrian pathways shall be clearly defined and designed to be separated from driveways and parking areas, through the use of raised curbs, elevation changes, bollards, landscaping, different paving materials, and/or other similar treatments. Striping does not meet this requirement.

Staff Comment: Show how this criterion is addressed in your application packet.

b. *On-Site Vehicular Circulation, Parking and Bicycle Facilities.*

- Minimize the number of vehicular access points from public roads or primary private drives, by sharing driveways and linking parking lots between adjacent uses.
- On-site primary vehicular circulation drives should be separated and provide minimal vehicular conflict with parking areas.
- Parking lots shall be located to the side and rear of buildings or between buildings. If located adjacent to public street frontage, a landscaped buffer of fifteen feet in width shall be provided.
- Parking garages should be designed and sited to complement, not dominate, the streetscape and shall be screened when visible from public streets. Above-grade parking garages shall be designed to incorporate architectural elements that complement the adjacent buildings.
- Bicycle racks shall be located near the entrances to each residential building and to the main features of each recreational amenity.

Staff Comment: Include bicycle rack locations and details in application packet.

c. *Fences (PMC 18.70.070 L).*

- No fence may violate the sight distance restrictions at street intersections.
- Any fence that exceeds six feet in height requires a building permit and shall conform to the International Building Code, as adopted and amended by the city of Poulsbo.
- Height shall be measured from finished grade at the exterior side of the fence. Fences located on retaining walls shall be measured from the finished grade at the top of the retaining wall to the top of the fence. (No person may construct a berm upon which to build a fence unless the total height of the berm plus the fence does not exceed the maximum height allowable for the fence if the berm was not present.)
- Prohibited fence types include barbed or razor wire and electric fencing; provided, that electric fencing may be used for livestock containment as allowed in subsection P of this section.

Staff Comment: Fences were not proposed.

d. *Outdoor Storage and Trash Receptacles.* Outdoor dumpster and recycling storage and trash receptacles shall be completely screened with a combination of fencing and landscaping from adjacent properties and public right-of-way.

Staff Comment: Describe how garbage and recycling will be managed for the 468 units. During the Pre-Application Conference “valet garbage pick-up” was mentioned. Please provide additional details for this proposal in the application packet.

- e. *Lighting:* Lighting on site should be integrated into the overall design on the project.
- Lighting is required for entryways, parking lots, carports, and along pedestrian pathways.
 - Lighting fixtures shall complement project design.
 - Lighting shall be oriented and shielded to avoid direct glare onto adjacent properties, while providing adequate safety for pedestrians.

Staff Comment: A photometric lighting plan is required with Site Plan Review application. Include lighting style type with application materials.

- f. Mechanical Equipment standards are found in PMC [18.80.080 H](#). All HVAC equipment, pumps, heaters and other mechanical devices shall be screened from view from adjacent streets and properties.

Staff Comment: During the Pre-Application Conference it was mentioned that there would be no roof top mechanical equipment. Screening for these items will be reviewed during the SPR.

19. *Building Design (PMC [18.70.060 D.8](#)).* The purpose of the building design standards in the RM and RH zoning districts is to facilitate attractive architectural design and scale by avoiding large blank walls, bright colors and providing roof line treatment. The city's design review process applies to all proposals that require site plan review or a building permit that contains substantial building façade alteration to the exterior of an existing building. See also [Chapter 18.120](#).

- a. *Building Facades.*

Staff Comment: The Pre-Application Conference discussion was brief regarding design. With the application packet, please provide a *detailed* narrative of how the project meets design standards with your application submittal especially the building stepback requirement for buildings over 30' in height.

- Architectural articulation and interest is required for all building facades visible from public streets, internal access roads, common open space, parking areas and other publicly visible areas. Treatments include but are not limited to insets or offsets, canopies/awnings, colonnades, wing walls, gables, window clusters, trellises, building facade landscaping, material/color/texture variation, multi-planed roof line, planters, and pedestrian amenities, such as benches and tables. Both vertical and horizontal building modulation shall be required.

Staff Comment: Ensure the architectural articulation and interest provisions are met.

- Provide visual terminus to tops of buildings. To avoid a truncated appearance, all structures shall have a visual "cap". Options include extended eaves; steep pitch, hip, gable or saltbox roof form; false pitch roof with appearance of hip gable or saltbox; or projecting cornice of appropriate scale to the building and part of building's trim detail.

Staff Comment: During the Pre-Application Conference it was mentioned that the building height will not exceed 35' and that underbuilding parking was proposed for certain buildings but not under the entire building. PMC 18.310.010 provides for an exception to the building height with the use of underbuilding parking, which the applicant is proposing, for a total allowed height of 45'. Please discuss if the use of the increased height allowance for underbuilding parking will be used, and if so identify where the building height will be increased and the additional architectural design this may provide.

- All structures including residential units must include but are not limited to two of the following: decorative porch with distinct design; decorative treatment of windows and doors, such as molding/framing details, decorative glazing, or door designs; landscaped trellises or other decorative element that incorporates landscaping near building entry or entries; brick or stonework covering more than ten percent of the facade; decorative roof line design, including multiple gables and/or dormers, decorative railings, grill work, or terraced landscape beds integrated along the facade of the building; decorative balcony design; other detailing work that adds visual interest to the building as approved by the review authority.

Staff Comment: Ensure these design elements are included in your narrative and application packet.

- Window trim shall be provided for all windows above ground floor and of a width appropriate to scale for the building. The trim shall contrast with the base building color. Other distinctive window treatment may be approved by the review authority.

Staff Comment: Please ensure these design standards are integrated into your proposed design and that the window trim is proportional to the scale of the building.

- Materials.* Siding must include two different types of materials. The following are examples of desired materials: horizontal lap siding (of any lap design) made of wood or cement-like materials, shingles made of cedar or cement-like materials, board and batten (or panels with similarly spaced battens), brick, or stone (real or cultured).

Staff Comment: The sheets provided includes a number of materials. Describe these materials in application materials and provide a material sample of what is proposed.

- Color.*

- Main color of exterior walls is limited to subtle earth tone colors. Soft white, sands, grays, muted pastels, and deep, rich earth colors (terra cotta, forest green) are acceptable.
- Trim color may be lighter or darker shades of the main color, soft white, or contrast or complement the main color but shall not be bright or bold.
- Accents may be brighter than main or trim color and shall be limited to fifteen percent of the facade area, excluding glass. Bright, high contrast color banding is limited to maximum four inches width.

Staff Comment: Provide color theme/sample with project application.

- Multi-building residential developments* shall employ techniques to provide architectural variety. This may include alternating building materials, roof line treatments, building heights, building modulation, entry design, window treatment, color and/or other treatments.

Staff Comment: We had discussed this requirement briefly during the Pre-Application Conference. Include a description of the approach to meeting this requirement in your narrative for the application packet.

- Upper Level Setback.* If any building wall of a multifamily structure is an average thirty feet or higher in height, the subject building upper wall shall be stepped back no less than eight feet. The stepped back upper story shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color, so that the result is an organized combination of features that face the street. Balconies or other outdoor area shall be incorporated into the stepped back areas. (See [PMC 18.150.060](#) for example of stepback.)

Staff Comment: The narrative describing how all building design standards will be met is essential to staff describing in the staff report how these requirements are met. This standard in particular will require explicit description as it is a deviation from the specific standard described above.

20. *Parking* ([PMC 18.70.080](#) and [Chapter 18.140](#)).

- Driveways.* The minimum width of driveway into a parking area shall be 24 feet, or as otherwise required by the city engineer or fire marshal.
- Multifamily attached: one and one-half spaces/DU and one space/4 DU for guest parking.
 - Parking spaces for multifamily dwellings shall be located no more than three hundred feet from the building that they serve, unless otherwise approved.
 - Parking shall not be located in required setbacks; provided, that single-family dwellings' required space may be located in the required front or side yard setback.

Staff Comment: For the proposed 468 units multi-family complex will require 819 parking stalls. This is the number proposed in the application material reviewed for the Pre-Application Conference.

- Table [18.140.040](#) sets forth the required minimum dimensions for parking spaces and drive aisles:

Parking Angle (degree)	Standard Stall Dimension		Compact Stall Dimensions		Aisle Width Dimensions	
	Stall Width (feet)	Stall Depth (feet)	Stall Width (feet)	Stall Depth (feet)	1-way Aisle Width	2-way Aisle Width
0	20	8	18	8	12	20
45	9	18	8	15	14	20
60	9	18	8	15	16	22
90	9	18	8	15	22	24

Staff Comment: Application material was at such a scale that confirming these dimensions as provided accurately was not possible.

- d. Design standards for parking structures (stand-alone and underbuilding) ([PMC 18.140.050](#)).

Space and aisle dimensions shall be as set forth in Table 18.140.040.

- Other parking angles may be approved, with dimensional requirements consistent with those set forth in Table 18.140.040.
- When a parking space abuts a column, wall or other obstruction, one extra foot of width to the parking space is required.
- Two additional feet beyond the last parking space in an aisle are required.

Staff Comment: Underbuilding parking adjacent to a wall or other obstruction is required to have one extra foot of width to the parking space. Ensure these dimensions are provided on the application.

- e. When a parking space abuts a fence, structure, wall or other obstruction, an additional eighteen inches of width to the parking space are required. When a parking space abuts landscaping, an additional twelve inches are required.

Staff Comment: Ensure these additional width requirements are provided. Including a detail for parking spaces that meet this criteria would be helpful.

- f. *Compact Spaces.* Up to forty percent of all required on-site vehicular parking spaces may be compact spaces. Such spaces shall be marked as “Compact” or “C.”

Staff Comment: Dimensions were not provided in your pre-application submittal. Please provide detailed dimensions of all parking spaces with your application submittal.

21. *Bicycle Parking* ([PMC 18.140.060](#)).

- Two bicycle spaces shall be required, and then one additional space provided for every 20 spaces; however, the maximum number of bicycle spaces required shall not exceed 20. By providing at least 5 covered bicycle parking spaces, 1 one vehicle parking space may be eliminated. No more than 2 vehicle parking spaces or 10%, whichever is less, shall be replaced with covered bicycle parking spaces.
- Bicycle parking facilities shall be stationary racks that support the bicycle with at least one point to which the user can lock the bicycle and both wheels and frame (with the removal of the front wheel) with a high security U-shaped lock or cable lock.
- Bicycle facilities should be located no further from a public entrance than the nearest non-ADA parking stall.
- Bicycle parking areas should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least five feet of open space behind the maneuvering area.
- Entry and directional signs shall be provided if bicycle parking facilities are not directly visible and obvious from the public right-of-way.
- The property owner of a site shall have a continuing obligation to properly maintain any bicycle parking facilities on their property.

Staff Comment: 43 bicycle parking spaces shall be required. Due to the size of the site and number of buildings, this works out to approximately 3 bicycle facilities for each building (including the Community Building). Show the location and design of the required bicycle facilities in your application submittal.

22. *Signage* (PMC [18.70.090](#) and [Chapter 18.170](#)).

a. Residential Developments.

- Type and Area: Max 25 sq. ft. and 5' in height for freestanding. External lighting only.
- Number of Signs/ One freestanding sign per entrance/exit from a public street.

Staff Comment: Please include the proposed location of any signs with your application submittal. A separate sign permit will be required prior to installation.

23. *Tree Retention* ([Chapter 18.180](#)).

- a. New development projects in the RM zoning district, including multifamily developments are required to evaluate the retention of trees.
- b. At least 25% of the existing trees which are 10" in diameter or greater measured 4'6" above grade, and meet the priorities in [PMC 18.18.030 A](#), shall be retained.
- c. The review authority may approve retention of trees which do not meet the size requirement above as a contribution toward the sum of the diameter inches required if a group of trees and its associated undergrowth can be preserved and falls within one of the priorities identified in [PMC 18.18.030 A](#).
- d. A tree retention plan or alternative tree retention option shall be prepared and submitted with the application submittal.
- e. Trees designated for retention shall be shown on the project site plan, plat drawing and/or landscape plan; a project-specific tree retention written narrative shall be included.
- The tree retention plan and narrative shall detail how the proposal meets the requirement of [Chapter 18.180](#).
 - Tree tract(s), open space tract(s) or other permanent protective mechanism shall be utilized to specifically identify the areas set aside for tree retention.
 - The city may request the city arborist to review and provide a recommendation on the project's proposed tree retention plan. If requested, the review by the city arborist will be at the applicant's expense.
- f. Prior to initiating tree removal and land alteration on the site, trees and vegetated areas identified during land use permit approval to be preserved shall be protected from potentially damaging activities. Tree protection measures are to include:
- Tree retention tract(s), open space tract(s) or other protective mechanism shall be depicted on all submitted construction or land alteration plans, including but not limited to land clearing and grading permits, final landscape plans, and engineering construction drawings.
 - Tree retention tract(s), open space tract(s) or other protective mechanism shall be shown on the face of the plat, binding site plan or similar documents, with a note on the face describing the purpose for long-term retention.
 - The retained trees should be drawn to scale, protective measures included in the construction notes, and the detail for protection fencing included.
 - Before land clearing, filling or any land alteration approved through a land clearing or grading permit, the applicant shall:
 - Install visible protective tree fencing along the outer edge and completely surrounding the protected area,
 - Prohibit excavation or compaction of earth or other potentially damaging activities within the barriers,

- Maintain the protective barriers in place until the review authority authorizes their removal or a final certificate of occupancy is issued,
- Ensure that any landscaping done in the protected zone subsequent to the removal of the barriers shall be accomplished with light machinery or hand labor.
- The planning director may require:
 - Cover with mulch to a depth of at least six inches or with plywood or similar material the areas adjoining the critical root zone of a tree in order to protect roots from damage caused by heavy equipment.
 - Minimize root damage by excavating a two-foot-deep trench, at edge of critical root zone, to cleanly sever the roots of trees to be retained.
 - Have corrective pruning performed on protected trees in order to avoid damage from machinery or building activity.
 - Maintain trees throughout construction period by watering and fertilizing.
- g. Directional felling of trees shall be used to avoid damage to trees designated for retention.
- h. All construction activities, including staging and traffic areas, shall be prohibited within five feet of the dripline of the protected trees.
- i. Where tree retention areas are remote from areas of land disturbance and when approved by the planning director, alternative forms of tree protection may be used in lieu of the tree protection fencing; provided, that retained trees are completely surrounded with continuous rope or flagging and are accompanied by “Tree Save Area—Keep Out” signs.
- j. The review authority may require additional tree protection measures as conditions of approval, which are consistent with accepted urban forestry practices.

Staff Comment: The Significant Tree Inventory Report appears to be in line with discussions with the city’s Urban Forester regarding sample survey technics. This could be the basis for the Tree Retention Plan. The Tree Retention Plan is to include best management practices for protecting trees to remain and identifying non-significant trees that will be maintained on site, how these maintained tree stands will be identified to remain in perpetuity, and if continuing care will be needed what those best management practices would be. The Significant Tree Inventory Report and Tree Retention Plan will be peer reviewed when this information is provided with the Site Plan Review application materials.

24. *Critical Areas Review (Chapter 16.20).* Any development proposal that includes a critical area or its buffer or is within three hundred feet of a critical area, is subject to review under the provisions of Chapter 16.20. All reports submitted for Critical Area Ordinance review will be peer reviewed by the city’s peer review consultant Grette Associates.

- a. *Aquifer Recharge:* The City’s critical area maps indicate the southern portion of the site above Dogfish Creek is an Aquifer Recharge Area of Concern due to soils with high infiltration potential. The sloped drainage from the top (northern portion) of the site downward to the southern portion of the site is what recharges this critical area. This provision was considered met with the statement from the applicant that a stormwater system will utilize infiltration to the maximum extent feasible and that low impact development stormwater drainage features would mimic the current drainage patterns of the site as much as possible to maintain compliance with Table 16.20.515.
- b. *Wetlands:* PMC 16.20.205 This section applies to all regulated uses within, or adjacent to, areas designated as wetlands, as categorized in Section 16.20.215. Under the conditions of the section, the city may deny development proposals that would irreparably impact regulated wetlands. The intent of this section is to:
 - Achieve no net loss of wetland acreage, functions and values. Mitigation measures, as conditions of permits, must have a reasonable expectation of success.
 - Plan wetland uses and activities in a manner that allows property holders to benefit from wetland property ownership wherever allowable under the conditions of this section and chapter; and
 - Preserve natural flood control, stormwater storage and drainage or stream flow patterns.

In addition, PMC 16.20.230 states that buffers shall remain as undisturbed natural vegetation areas except where the buffer can be enhanced to improve its functional values. Requirements in PMC 16.20.240 Wetland Mitigation Requirements must be fully addressed with an integrated environmental document that discusses the proposed development and its impacts and proposed mitigation for critical areas.

Staff Comment: Wetland buffers under current City of Poulsbo standards are not properly shown on the application materials. The proposed use for this proposal is associated with the Level of Impact from Land Use as High, see Table [16.20.230.A](#) Types of Land Uses. Table 16.20.230.B Wetland Buffer Width Standards provides the required buffer width standards for each wetland category. For example, the wetland located between Vetter Rd and SR 305 is shown as a Category III Wetland and should have a buffer of 150'. Ensure the building or impervious surface setback is shown on the plan and described in any reports.

- c. *Fish and Wildlife Conservation Critical Areas: PMC 16.20.300.* This section applies to all uses and activities regulated under this chapter within or adjacent to areas designated as fish and wildlife habitat conservation areas, as categorized in Section 16.20.310. The purpose of this chapter is to:

- Preserve existing ecological functions of fish and wildlife habitat conservation areas normally associated with streams, riparian areas (freshwater areas and estuarine areas not regulated by the city's shoreline master program), wetland and upland wildlife habitat;
- Preserve natural flood control, stormwater storage and drainage or stream flow patterns;
- Control siltation, protect nutrient reserves and mainstream flows and stream quality; and
- Prevent turbidity and pollution of streams.

In addition, PMC 16.20.315 states that buffers and building setbacks shall be maintained along all identified fish and wildlife habitat conservation areas.

Staff Comment: The comments are similar to the wetland section above. Ensure all stream buffers and development standards are properly applied to these critical areas. Include discussion of the proposal for stream crossings per PMC 16.20.320.

- d. *Geologically Hazardous Areas.* Portions of the proposal are mapped as a geologically hazardous area. A Geotechnical Report (PMC 16.20.760) is required as part of the application submittal.

Staff Comment: A geotechnical report is required to be submitted per [PMC 16.20.721](#). Special reports are valid for a period of five years from the date of issue unless a longer or shorter period is specified by the city at the time the original report is prepared. All development standards associated with PMC 16.20.420 must be met. If the geotechnical report should indicate a greater buffer and/or building setback than required by this section, the greater buffer and/or building setback shall be required.

- Per PMC 16.20.420 E, for new or redevelopment, clearing and grading may be limited by the city engineer to the period between May 1st and October 1st, unless the applicant provides an erosion and sedimentation control plan prepared by a professional engineer licensed in the state of Washington that specifically identifies methods of erosion control for wet weather conditions.

Staff Comment: If you anticipate that work will continue beyond October 1st, it is recommended that you include recommendations for wet season work in your geotechnical report.

- **Trees and Vegetation.** The following requirements apply in geologically hazardous areas and areas of geologic concern:
 - (a). As a development permit condition, the director may require enhancement of native buffer vegetation and trees to increase protection of the hazard area by stabilizing slopes and preventing soil erosion. A management plan shall be prepared for such enhancement, and the installation shall require maintenance bonding for a minimum of five years to ensure that performance standards have been met.
 - (b). Removal of danger trees is allowed only if such activity is approved by the director and requires a written determination by a certified arborist in the State of Washington that

the trees proposed for elimination represent a legitimate safety hazard. The director may require that stumps and root systems be retained for soil retention and erosion control.

- (c). Minor pruning of vegetation may be allowed only if such activity is approved by the director and is conducted according to a plan prepared by a certified arborist in the State of Washington and approved by the city arborist. The following are allowable methods and techniques for vegetation thinning.
- a. Tree thinning. The selective removal of branches in the inner crown of the tree, provided interior small branches and foliage on remaining limbs shall be maintained to avoid overthinning.
 - b. Tree raising. The removal of the lower branches of a tree in order to provide clearance for passage or for views. After raising, the height of the pruned portion shall not exceed 1/3 of the total tree height; provided, that removal of branches from the lower portion shall not exceed 25% of the tree's leaf-bearing crown.
 - c. Tree reduction. Reducing the height or spread of a tree for clearance or views by selectively removing leaders and terminals of branches. Cuts should be made to lateral branches at unions, whereby the cut branch is at least 1/3 the diameter of the stem at the union. No more than 25% of a tree's crown mass shall be removed, unless it can be demonstrated that further reduction is necessary for essential installation or continuing maintenance of utilities.
 - d. Tree topping. Topping shall be used as a last resort when it can be demonstrated that methods in subsections (a) through (d) are not feasible, or when it can be demonstrated by a certified arborist that topping is less harmful to the particular species of tree than other listed methods. Topping is the indiscriminate cutting of branches and laterals to stubs at a specific tree height or spread, often, exceeding 25% of a tree's crown mass. Topping shall only be allowed with a written determination from a certified arborist that the proposed topping will not harm the tree's short-term health or long-term survivability.
 - e. Pruning mature trees. Mature and old-growth trees are more susceptible to permanent damage or death from pruning. Pruning of mature trees may be allowed as a corrective or preventative measure, such as the removal of decayed, rubbing or crowded branches that affect the tree's health. A written determination from a certified arborist must be provided that states the proposed pruning will not harm the mature tree's short-term health or long-term survivability.

Staff Comment: If you anticipate the removal of trees within the geologically hazardous area as part of your project, please include review of tree removal in your geotechnical report AND include in the Tree Retention Plan.

25. *Aggregation of lots. PMC 17.30 Boundary Line Adjustments.* Ensure all lots are in alignment with zoning designations. Combine lots for multi-family development where appropriate.

- a. *Boundary Line Adjustment (BLA).* A boundary line adjustment may not result in actions requiring the replat, amendment, alteration, or vacation of a plat or short subdivision, and must be consistent with all applicable zoning, health, building and engineering regulations. In general, a boundary line adjustment purpose applies to minor boundary changes, correct a controversy regarding the location of a lot line, remedy property use constraints caused by adverse topographical features, consolidate previously platted lots into a single or fewer parcels, or other similar circumstances.

Staff Comment: Provide a BLA application with or prior to the Oslo Bay Apartments Site Plan Review. This can be a consolidated process. Other mechanism to meet the requirements of separate commercial and residential lots are acceptable.



BUILDING DEPARTMENT

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

MEMO

To: Marla Powers, Associate Planner
From: Craig Frazier, Building Inspector
Subject: Oslo Bay Apartments; Pre-Application Conference; P-05-15-19-01
Date: June 06, 2019

The following Building Department comments are provided for the Oslo Bay Apartments Pre-Application, held on June 18, 2019.

1. Accessibility requirements per IBC Chapter 11 and ANSI A117.1 shall be provided throughout the site and structure(s).
2. Building construction/design shall be in accordance with current adopted codes at time of permit application. City of Poulsbo adopted codes can be found here [Poulsbo Municipal Code, Chapter 15.04](#)
3. Submit the following documents when you apply for a building permit:
 - Completed building permit application.
 - Three (3) sets of building construction drawings, including a code summary page establishing use, occupant load(s) and area increases. Specify on the plans any deferred submittals for plumbing, mechanical and fire protection systems.
 - Two (2) copies of engineering calculations to support the design, based on Exposure B, Seismic Category D2, and Importance Factor of IBC Chapter 16.
 - Submit appropriate Energy Code forms as applicable. Forms are available for download at: [WSEC Compliance Documents](#)
4. Additional permits required may include:
 - Demolition
 - Commercial Mechanical/Plumbing
 - Fire Alarm System
 - Fire Sprinkler System
 - Commercial Kitchen Hood Fire Suppression System
 - Irrigation System
 - Retaining Wall(s)
 - Fences
 - Sign(s)

Permit applications are available for download at: [City of Poulsbo Building Permit Applications](#)
5. Each building requires a separate building permit, as well as separate permits for each type of system. (e.g. 14 total fire alarm permits for the multi-family buildings and the community center)



BUILDING DEPARTMENT

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MEMO

To: Edward Rose Millennial Development LLC
From: Sheila Salerno, Building & Fire (360) 394-9738
Subject: Oslo Bay Apartments & Clubhouse; Pre-Application Conference; P-05-15-19-01
Date: June 20, 2019

The following Building Department comments are provided for the Oslo Bay Apartment Complex Pre-Application, held on June 18, 2019.

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

SITE PLAN:

- Final site plan approval is subject to Poulsbo Fire Department review and approval.
 - Show the proposed fire hydrants (within 600 feet of all areas of the building) and controlling valve locations within a 25-foot radius of hydrant, including Post Indicator Valve (PIV), Fire Department Connections (FDC) and Fire Sprinkler Standpipe Connection (2 ½ inch port).
 - Provide Fire Department access so that all portions of the proposed buildings are within 150 feet of fire hydrants.
 - Provide a clear and negotiable route around all sides of the building for emergency responders, using contour lines and notations of ground surface.
- Because the number of parking spaces and features of building accessibility are interconnected with aisle spaces, submit with the site plan the location of handicap parking facilities, slope and cross slope limitations, approach to sidewalks and building entrances for compliance with ICC ANSI A117.1-2009, and Chapter 11 of the International Building Code (IBC).
 - a. This would apply both to the Clubhouse, and Accessible Apartments
- WAC 51-50-009 requires that space be provided for solid waste, recycled materials, and compost, in conjunction with the City of Poulsbo Engineering Standards for Solid Waste Dumpster Enclosures. Show compliance to these on your civil drawings.
- Recommend that Retaining Wall permit applications come in during Grading & Clearing permit process.

BUILDING:

- Submittal of a building permit application(s) showing compliance to applicable state and local laws, including three (3) sets of building construction drawings for buildings and retaining walls (guard rails on top).
 - Specify on the plans any deferred submittals for plumbing, mechanical and fire protection systems, pool construction and equipment, including special inspections.
 - Submit two (2) copies of engineering calculations to support the design, based on Exposure B, Seismic category D2, and Importance Factor of IBC Chapter 16.
 - Provide code summary pages establishing use, occupant load and area increases.

- Provide a legend showing the total number of units provided on site, apportioning single and multiple bedroom units, proportionately. Identify Accessible Units on Floor Plan, using International Symbol of Accessibility. IBC Table 1107.6.1.1 and WAC 51-50-1107
- Details of Accessibility within dwelling Units; door approaches, restrooms, shower and changing rooms, sinks and drinking fountains, and sales counters to be provided in submittals for Clubhouse and for Accessible Apartment buildings.
- Plumbing calculations will be required showing fixture count and pressure loss, based on water meter size(s) for the various buildings.
- Appropriate energy code forms will be required (see [WSEC Compliance Documents](#)) and download permit application and instructions at [City of Poulsbo Permit Applications](#).
- New 2018 ICC Building Codes are scheduled for State adoption on July 1, 2020, based on a complete application.
- Swimming Pool design is deemed a Water Recreation Facility, requiring a State of Washington, DOH, Water Recreation Plan Review and approval (junichi.naotsuka@doh.wa.gov), recommend early submittal to State, prior to City submittal, to eliminate any duplication or confusion. WAC 51-50-3109, WAC 246-260
 - Submit MSDS sheets on hazardous materials and state quantities stored and in use. We will redline notes onto the plans, during our review, that the doors have appropriate NFPA Triangle Placards. IBC Table 414.2.5(1) and IFC 5003
 - Energy Efficiency of pool equipment and water heaters to meet WSEC, including submittal of Non-Residential energy code forms. <https://wseccompliancedocuments.com/>
 - If providing louvered doors (outside air) into interior compartments, separate unconditioned space using R-21 wall insulation, framing sized accordingly.
- An NFPA 13 Fire Sprinkler System will be required under the Poulsbo Municipal Code Chapter 15.12. Fire Department prefers direct access from the exterior into the riser room, for safety of their fire fighters. City construction standards (available at Engineering - construction standards) require FDC no closer than 10 feet nor farther than 100 feet from the building, show location on civil drawings.
 - Reduction in fire flow is allowed at 75% of International Fire Code Table B105.1(2), not less than 1,000 gpm based on allowance for a full NFPA 13 system.
 - Most restrictive Fire Sprinkler System design shall apply (see Fire Department Comments).
 - Chemical storage for pool treatment may exceed Allowable Quantities of IFC 5003 (footnote d), remedied by a full NFPA 13 Fire Sprinkler System
 - Booster pump may be needed, based on hydraulic calculations for fire hydrants, and Fire Sprinkler design flow at remote head locations
 - Knox Boxes with Grand Master keys, would be required on all buildings, providing access into Riser Rooms, Fire Alarm Control Panels (or Remote Annunciators), and into common areas, maintenance rooms, and storage, and commercial spaces. These are ordered through Poulsbo Fire Department.
- A fully automatic fire alarm system is required for all buildings, under the more restrictive Poulsbo Municipal Code [Chapter 15.16](#), reporting to a central station.
 - Detection and Notification in common hallways and spaces, automatic shutdown of supply and/or dampers in rated corridors, notification in Accessible units, and exterior horn strobes on uppermost ends of buildings, based on emergency responder's approach, interconnecting systems to Remote Annunciator panels (locations to be identified by Fire Department and shown on plans).
 - Heat Detectors, Smoke Detectors, pull stations and notification appliances, would be required in Clubhouse/Maintenance building
 - Suggest a meeting with Rice Fergus Miller to establish plan Notes, early during the design phase.
- City ordinance requires that addressing be in accordance with specific numbering of buildings, with heights of numbers and width of stroke, according to setback from the fronting street. Numbers shall be plainly visible and legible upon a contrasting background, such as black on white, or white on blue. (PMC 12.24.080)

- Suggest a meeting with Fire Department and our Permit Technician, once the Site Plan has been sufficiently approved by Planning, so that the City can establish and process said address, building numbers, apartment numbers and clear signage, for processing at time of final Site Approval.
 - RFM Construction documents for Apartment Building permits need to correctly identify City approved addresses on Title Blocks

FIRE:

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

- See Poulsbo Fire Department comment letter attached.

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

**CITY OF POULSBY - FINANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: MARLA POWERS
FROM: SANDI RYEN
SUBJECT: OSLO BAY APARTMENTS
DATE: 6/12/2019
CC: JANA BROWN

SUBJECT: OSLO BAY APARTMENTS - EDWARD ROSE P-05-15-19-01
LOCATION: MULTIPLE - SEE ATTACHED
ASSESSOR #: See attached.

Note: The above parcels currently have no City water or sewer connection. Six of the seven parcels are subject to the Vetter Homestead/Unruh Latecomer #63. Four parcels are subject to a Development Agreement recorded April 10, 2013. (see attached)

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.

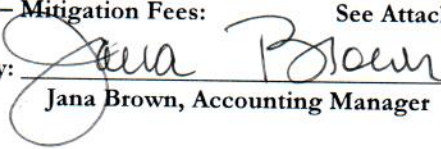
LID & LATE COMER AGREEMENTS & FRONT FOOTAGE FEES

Latecomer: (see Latecomer Agreement #63 Exhibit F)
Front Footage Fees: Due BEFORE building permit issuance

PARK & TRAFFIC MITIGATION AS APPLICABLE ARE DUE AS FOLLOWS

Residential - Mitigation Fees: See Attached & Reference Development Agreement
Commercial - Mitigation Fees: See Attached & Reference Development Agreement

Concurred by:


Jana Brown, Accounting Manager

OSLO BAY APARTMENTS - EDWARD ROSE P-05-15-19-01

<u>TAX PARCEL</u>	<u>OWNER NAME</u>	<u>SERVICE ADDRESS</u>	<u>LATECOMER #63</u>
112601-3-008-2008*	Edward Rose Millennial Development LLC	No Situs Address (Corner of Bond & 305) Undeveloped	N/A
102601-4-022-2009*	Edward Rose Millennial Development LLC	21210 State Hwy 305 NE Undeveloped	This parcel is subject to the Vetter Homestead/Unruh Latecomer # 63 in the amount of \$4,542.70
102601-4-028-2003	Edward Rose Millennial Development LLC	21868 Viking Ave NW	14 Storm Drain ERUs (Utility Account #00234-02) This parcel is subject to the Vetter Homestead/Unruh Latecomer # 63 in the amount of \$4,716.37
112601-3-003-2003	Edward Rose Millennial Development LLC	No Situs Address (Vetter Rd NE) Undeveloped	This parcel is subject to the Vetter Homestead/Unruh Latecomer # 63 in the amount of \$272.43
112601-3-006-2000*	Edward Rose Millennial Development LLC	No Situs Address (Between Big Valley/Bond & Vetter) Undeveloped	This parcel is subject to the Vetter Homestead/Unruh Latecomer # 63 in the amount of \$7,432.13
112601-3-021-2001*	Edward Rose Millennial Development LLC	No Situs Address (South Vetter RD NE- 305) Undeveloped	This parcel is subject to the Vetter Homestead/Unruh Latecomer # 63 in the amount of \$5,629.00
112601-3-040-2008	Edward Rose Millennial Development LLC	No Situs Address (Vetter RD NE) Undeveloped (Esmt Encumbered)	This parcel is subject to the Vetter Homestead,/Unruh Latecomer # 63 in the amount of \$340.54

***Development Agreement Recorded under Kitsap County Auditor's Record Number 201304100072**

Mitigation Fees - Section 6 :

Traffic Mitigation in the amount of \$261,681 due at the time of first certificate of occupancy issued for project

Park Mitigation in the amount of \$350,000.00 due as listed below at the time of first certificate of occupancy issued for each phase:

Phase 1: \$84,000.00 (168 units)

Phase 2: \$54,000.00 (108 units)

Phase 3: \$60,000.00 (120 units)

Phase 4: \$72,000.00 (144 units)

Senior Care Center: \$80,000.00 (160 units)

*If additional units are constructed Developer must pay \$500 per unit in addition to the \$350,000.00

**Commercial units are not subject to the Park Mitigation Fees

Public Improvements - Section 7:

South Fork Dog Fish Creek Restoration Project Plan must be completed and/or paid in the amount of \$250,000.00 by the completion of Phase 2.

Off-Site Pedestrian & Bicycle Improvements in the amount of \$250,000.00 to be paid as listed below:

\$75,000.00 at the time of first building permit issued

\$175,000.00 no later than the completion of Phase 2

If Village Park of the Master Plan is not developed of fee of \$291,548.00 must be paid or develop an alternate park via one of three options listed in section 7.3 of the Agreement



Poulsbo Fire Department

Kitsap County Fire District #18

911 N.E. Liberty Rd. Poulsbo WA 98370

James S. Gillard, Fire Chief

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

Oslo Bay Millennial Development

Edward Rose

5-28-2019

P-05-1519-01

After review of the submitted plans for the Oslo Bay Millennial Development 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. Due to the limited details on building configuration and design, these are not the complete or final requirements for this project

- A NFPA 13, fully automatic fire sprinkler system will be required throughout the buildings.
- Fire hydrant, Fire department connection and Post indicator valve need to be located within 25 feet of each other. FDC is to be located no closer than 10 feet nor farther than 100 feet from the building without fire department approval. In Cul-de-Sacs with multiple apartment buildings, the fire department may require FDC's and PIV's be grouped in a central location next to a fire hydrant. See the fire department for details. Approval of the fire department is required on the final site plan.
- Standpipe system may be required for any building three stories or above, PMC 15.12
- Roof access from a minimum of one stairwell in each building shall be required if mechanical equipment is located on roof structures. The roof access 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.
- 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 panel or a key controlled reset for the panel prior to occupancy. Please contact the fire department for details.

- The exterior horn strobe shall be installed on the upper 25% of the building away from the annunciator panel. The location shall be approved by the fire department.
- Poulsbo Fire requests one Elevator in each building, if equipped, be sized large enough to fit the standard patient gurney used by the Poulsbo Fire Department.
- Fire access roads shall comply with the requirements of IFC sections 503, IFC D106 and the PMC.
- No Parking fire lanes may be required at locations as determined by the Poulsbo Fire Department IFC 503.3.
- A Knox box system is required for each building with a fire alarm and/or sprinkler system. Knox box location shall be approved by the fire department.
- Address and suite numbers shall be marked as per the PMC 12.24.060

Bruce Peterson
Deputy Chief
Poulsbo Fire Department
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