



# STAFF REPORT

Planning and Economic Development Department  
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## STAFF REPORT

### Poulsbo Place Division 8 | Site Plan Review and Redevelopment Master Plan Amendment | Type III

**To:** City of Poulsbo Planning Commission  
**From:** Marla S. Powers, Associate Planner  
**Date:** February 16, 2021  
**Subject:** Poulsbo Place Division 8 Site Plan Review and Redevelopment Master Plan Amendment

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Planning and Economic Development (PED) staff respectfully recommends approval of the Poulsbo Place Division 8 Site Plan Review and Redevelopment Master Plan Amendment, Planning File P-03-24-20-01, subject of the SEPA Mitigations and Conditions of Approval contained in the Staff Report.

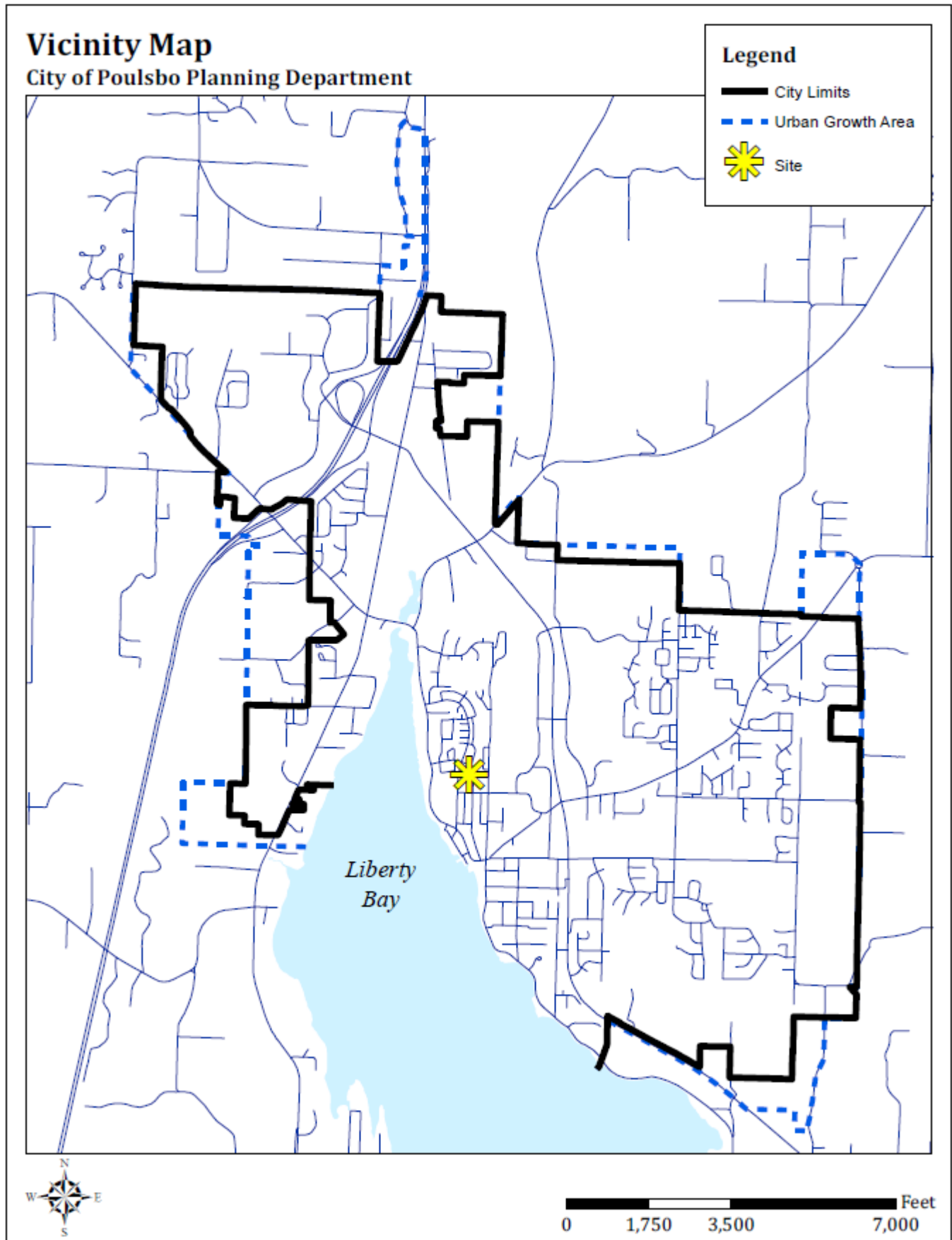
#### ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) to the City Council of the Poulsbo Place Division 8 Redevelopment Site Plan Review and Master Plan Amendment subject to the SEPA Mitigations and Conditions of Approval contained in the Staff Report, Planning File P-03-24-20-01.

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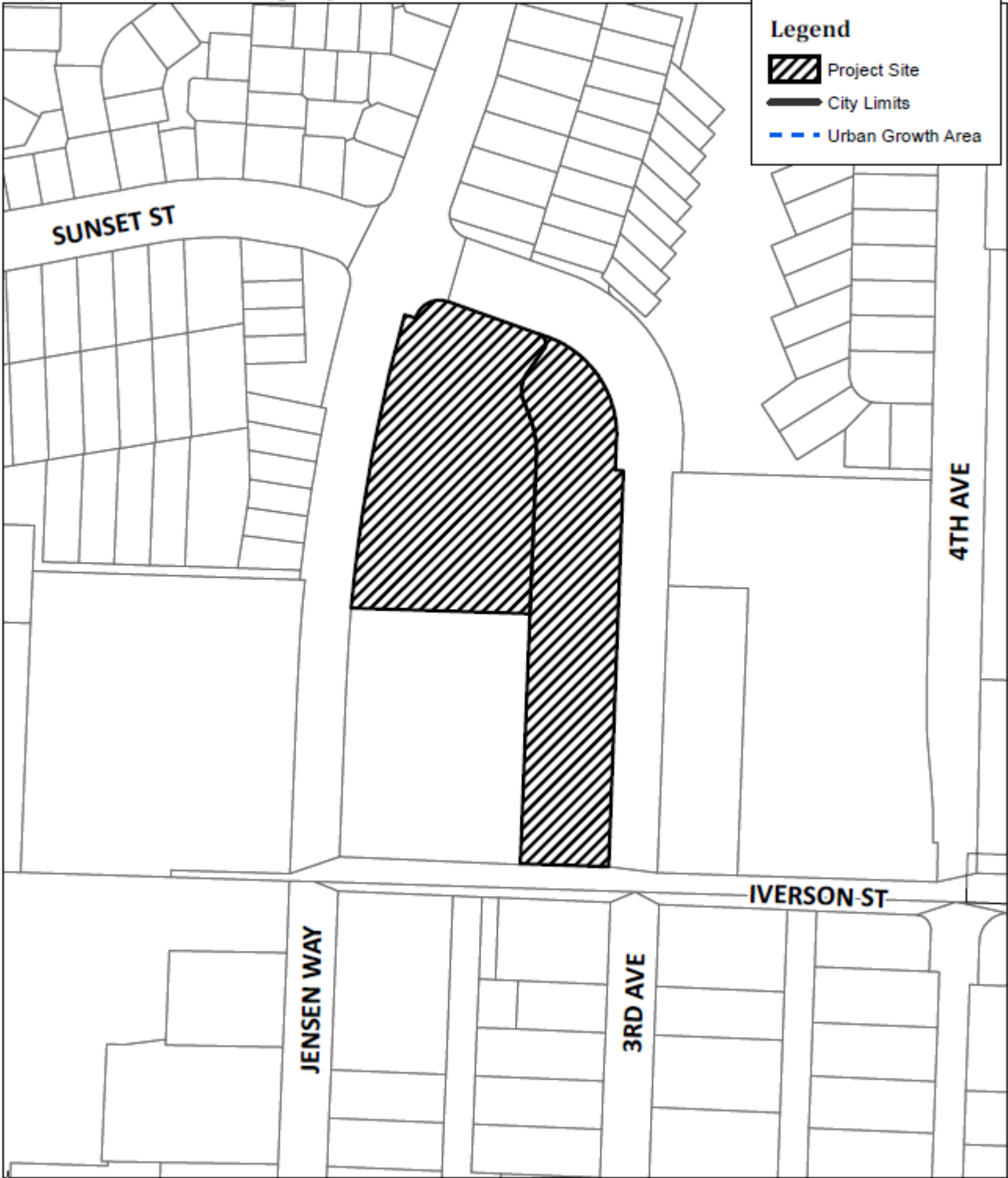
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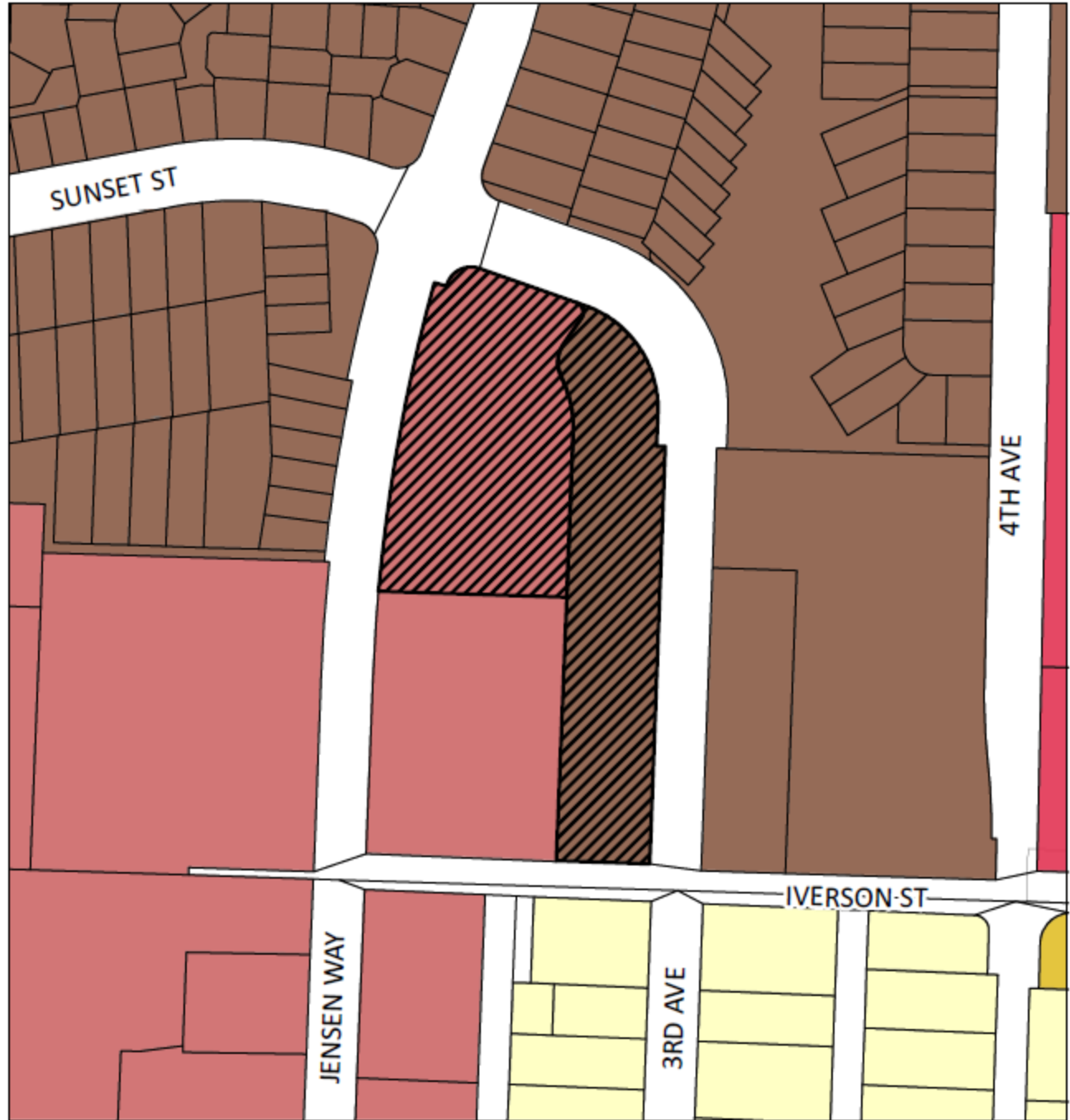
# Project Site Map

City of Poulsbo Planning Department



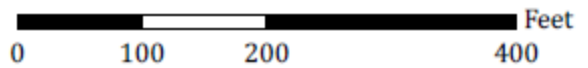
# Zoning Ordinance Map

City of Poulsbo Planning Department



### Legend

- Project Site
- Urban Growth Area
- City Limits
- Residential Low
- Residential Medium
- Residential High
- C-1 Downtown/Front Street
- C-3 SR 305 Corridor





# POULSBO PLACE DIVISION 8

## SITE PLAN REVIEW AND REDEVELOPMENT MASTER PLAN AMENDMENT

### PLANNING FILE P-03-24-20-01

#### I. GENERAL INFORMATION

**Applicant Name and Address:** Wenzlau Architects | 490 Madison Ave, Suite 105 | Bainbridge Island, WA 98110

**Owner Name and Address:** Phase II LLC | P.O. Box 2879 | Poulsbo WA 98370

**Land Use Review:** Site Plan Review and Redevelopment Master Plan Amendment | Type III

**Description of Proposal for Site Plan Review:** The proposed project will complete the last phase of Poulsbo Place, originally envisioned as a mixed-use neighborhood adjoining the original Poulsbo downtown. The site, comprised of two different land use designations, is designed as one integrated site plan combining the lower mixed-use building with multi-family buildings on the upper portion of the sloping site. Each frontage is designed to support existing character and use patterns, and to ensure complementary aesthetic to both the previously completed phases and the surrounding context. The architecture is meant to evoke aspects of traditional Nordic design (aka Bergen merchant houses).

The program includes 4,800 square feet of retail oriented toward Jensen Way and the existing mixed-use buildings across the street. The mixed-use building will have 29 residential units above below grade parking. The upper site will have 5 multi-family buildings, each containing 4 residential units above structured parking. These buildings will define two main outdoor spaces; the lower retail plaza, and the upper community park.

The residential parking is located below the buildings to minimize the intrusive effects of surface parking on the neighborhood. The project will not decrease the existing supply of on street spaces and will fully meet the parking requirements for the proposal.

**Description of Proposal for the Redevelopment Master Plan Amendment:** The proposal includes a Master Plan Amendment for the Poulsbo Place Redevelopment Master Plan (PPRMP) 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 previous master plan amendment. 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.

Requested amendments include:

- 1) Extension of Master Plan: The applicant requests a 5-year extension to complete the proposed application and related construction.
- 2) Use: Original master plan designated commercial use for this portion of the project site. This would have allowed a commercial building of up to 69,000 square feet, requiring 276 parking spaces. The proposal is to provide mixed-use (residential above retail). This is consistent with the mixed-use buildings across Jensen Way. The proposed residential density is based on parking, lot coverage, and height. The requested amendment would allow mixed-use development within a commercial zone.
- 3) Density: The upper portion of the project site is zoned for multi-family residential allowing up to 16 units. The site plan proposed 20 units. The requested amendment is to increase the current allowable density from 15/du/ac to 19 du/ac (equal to an increase of 4 units).
- 4) Lot Coverage: The project site has two different lot coverage requirements; 50% in the C-1 and 60% in the R-H. As proposed, the C-1 portion equal 59% and the R-H portion is 40%. The increased lot coverage is associated with the mixed-use portion of the site is offset by the lower lot coverage along Third Street. The reduced coverage within the R-H portion is due in part to adding 20' separations (view corridors) between buildings. The increase in coverage within the C-1 area results from providing under-building parking, to

allow for ground floor retail and public spaces. The requested amendment would increase the maximum lot coverage for the mixed use (C-1) portion from 50% to 60%.

- 5) **Landscape Buffer:** While the site is containing two different zoning designations (C-1 and R-H), it is designed as an integrated concept. The 20' landscape buffer between residential and commercial zones is intended to buffer residential uses facing commercial uses. The project does not have any residential uses facing commercial. The uses along the zoning boundary are complementary and fulfill the intent to create an integrated mixed-use project. The amendment is requested to waive the 20' buffer.
- 6) **Setbacks:** The rear setback from the multi-family buildings to the commercial (Post Office) parcel is 10', less than the 15' minimum required under the PRRMP. The reduced setback is necessary to accommodate the underbuilding parking. The required landscape screen can be accommodated within the 10' setback (type 1 screen, 10' minimum with 6' wall or fence). The amendment is requested to reduce the 15' rear yard setback to 10'.

**Location/Parcel ID:** 142601-3-138-2008 and 142601-3-139-2007

**Legal Description:**

Parcel ID: 142601-3-138-2008

RESULTANT PARCEL C OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200606190271, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., CITY OF POULSBO, KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 14; THENCE ALONG THE SOUTH LINE OF SAID SECTION 14, SOUTH 88\*10'52" EAST 967.10 FEET; THENCE LEAVING SAID SOUTH LINE, NORTH 02\*16'51" EAST 25.00 FEET TO THE NORTHERLY RIGHT OF WAY OF NORTHEAST IVERSON STREET; THENCE ALONG SAID RIGHT OF WAY NORTH 88\*10'52" WEST 89.74 FEET; THENCE LEAVING SAID RIGHT OF WAY, NORTH 02\*16'51" EAST 256.00 FEET TO THE TRUE POINT OF BEGINNING; THENCE CONTINUING NORTH 02\*16'51" EAST 161.63 FEET; THENCE ON A 100.00 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 23\*49'13" AN ARC DISTANCE OF 41.57 FEET; THENCE NORTH 21\*32'22" WEST 16.06 FEET; THENCE ON A 30.00 FOOT CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 56\*12'01", AN ARC DISTANCE OF 29.43 FEET; THENCE NORTH 34\*39'39" EAST 30.62 FEET; THENCE ON A 10.00 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 105\*14'27", AN ARC DISTANCE OF 18.37 FEET; THENCE NORTH 70\*34'48" WEST 138.52 FEET TO THE EASTERLY RIGHT OF WAY OF JENSEN WAY NORTHEAST; THENCE SOUTHERLY ALONG SAID RIGHT OF WAY ON A 1700.00 FOOT RADIUS CURVE TO THE LEFT, THE CENTER OF WHICH BEARS SOUTH 73\*38'01" EAST, THROUGH A CENTRAL ANGLE OF 11\*11'37" AN ARC DISTANCE OF 332.12 FEET; THENCE LEAVING SAID RIGHT OF WAY, SOUTH 88\*10'52" EAST 183.32 FEET TO THE TRUE POINT OF BEGINNING. TOGETHER WITH AND SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

Parcel ID: 142601-3-139-2007

RESULTANT PARCEL D OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 200606190271, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., CITY OF POULSBO, KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 14; THENCE ALONG THE SOUTH LINE OF SAID SECTION 14, SOUTH 88\*10'52" EAST 967.10 FEET; THENCE LEAVING SAID SECTION LINE, NORTH 02\*16'51" EAST 25.00 FEET TO THE NORTHERLY RIGHT OF WAY OF NORTHEAST IVERSON STREET AND THE TRUE POINT OF BEGINNING; THENCE ALONG THE WESTERLY RIGHT OF WAY OF THIRD AVENUE NORTHEAST, NORTH 02\*16'51" EAST 405.00 FEET; THENCE LEAVING SAID RIGHT OF WAY, NORTH 88\*10'52" WEST 9.00 FEET; THENCE NORTH 02\*16'51" EAST 32.25 FEET; THENCE ON A 106.00 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 72\*51'39", AN ARC DISTANCE OF 134.80 FEET; THENCE NORTH 70\*34'48" WEST 8.34 FEET; THENCE SOUTHEASTERLY ON A 10.00 FOOT RADIUS CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS SOUTH 19\*25'12" WEST THROUGH A CENTRAL ANGLE OF 105\*14'27", AN ARC DISTANCE 18.37 FEET; THENCE SOUTH 34\*39'39" WEST 30.62 FEET; THENCE ON A 30.00 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 56\*12'01", AN ARC DISTANCE OF 29.43 FEET; THENCE SOUTH 21\*32'22" EAST 16.06 FEET; THENCE ON A 100.00 FOOT RADIUS CURVE TO THE RIGHT,

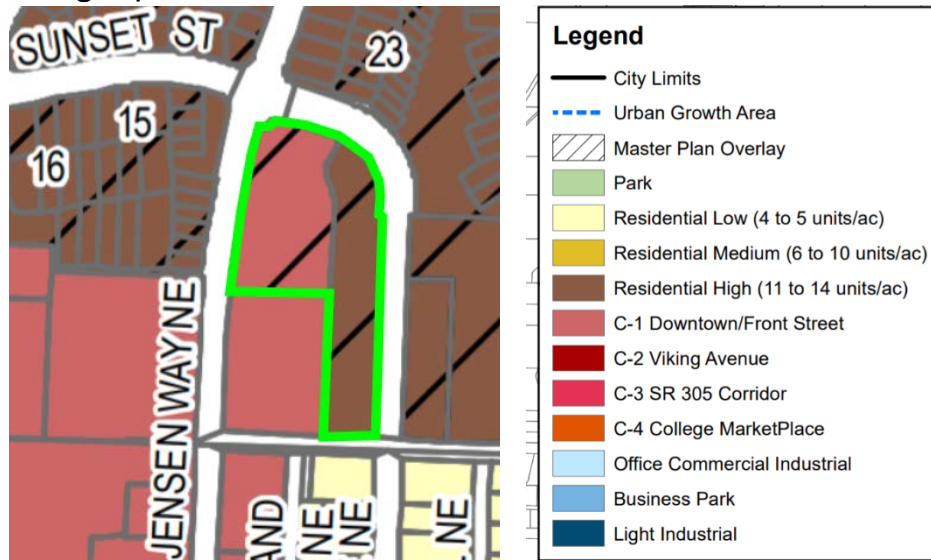
THROUGH A CENTRAL ANGLE OF 23\*49'13", AN ARC DISTANCE OF 41.57 FEET; THENCE SOUTH 02\*16'51" WEST 417.63 FEET TO THE NORTHERLY RIGHT OF WAY OF NORTHEAST IVERSON STREET; THENCE ALONG SAID RIGHT OF WAY, SOUTH 88\*10'52" EAST 89.74 FEET TO THE TRUE POINT OF BEGINNING. TOGETHER WITH AND SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATIONS OF RECORD.

**Comprehensive Plan and Zoning Designation:**

**Existing Land Use:**

Site:	Commercial/C-1 Downtown Residential High/Residential High (11-14 units/acre) Poulsbo Place Master Plan Overlay	Site:	Vacant
North:	Residential High/Residential High (11-14 units/acre) Poulsbo Place Master Plan Overlay	North:	Single family housing
South:	Commercial and Residential Low/C-1 Downtown and Residential Low (4-5 units/acre)	South:	Post Office/Retail/Restaurant/ Single family housing
East:	Residential High/Residential High (11-14 units/acre) Poulsbo Place Master Plan Overlay	East:	Daycare/Single family housing
West:	Residential High and Commercial/ Residential High (11-14 units/acre) and C-1 Downtown	West:	Single family housing/mixed- residential-commercial buildings/bank

**Zoning Map:**



**History of the Site:** The Poulsbo Place Redevelopment Master Plan was approved by the Poulsbo City Council on January 24, 1996 and vested the development to the 1994 Zoning Ordinance. The proposal is described in the original Staff Report as, "...a proposed mixed-use development immediately north of downtown. The project applicant proposes a maximum of 360 dwelling units and commercial floor space not to exceed 216,000 square feet (except for certain provisions relating to conversion of residential uses to commercial for a portion of the site.) The proposal is to redevelop the 36.5-acre site over a time period of between 10 and 20 years. The proposal seeks some deviation from building height and density standards as provided for by the Redevelopment District Master Plan process."

**Site Features:** The commercial portion of the site is located on the corner of Jensen Way and 3<sup>rd</sup> Avenue and is 1.057 acres in size and roughly rectangular in shape. The residential component is bound by Iverson Street and 3<sup>rd</sup> Avenue as it bends toward Sunset Street and is 1.053 acres in size and is a rectangular shape that is thin and long. Combined the undeveloped site is 2.11 acres in size. There is significant elevation change from Jensen west to Sunset.

**Aerial Photograph of Subject Site:**



**II. APPLICABLE REVIEW CRITERIA**

The Poulsbo Place Redevelopment Master Plan provided as Exhibit O and the 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 and provided as Exhibit P) will apply. The R-DH development standards in the PPRMP will apply toward the multi-family portion of the proposal on Parcel No. 142601-3-139-2007. The PMC 19 Project Permit Procedures are applicable.

**III. ZONING ORDINANCE 94-25 REDEVELOPMENT MASTER PLAN CRITERIA FOR APPROVAL.**

Chapter 18.31 Redevelopment Zone per PMC 18.31.090 (94 Ordinance) Effect of Redevelopment Master Plan Approval Subsection E Amendment of Approved Redevelopment Master Plan states that any proposal for amendment of an Approved Redevelopment Master Plan shall be processed in the same manner as an initial application for approval of a Redevelopment Master Plan pursuant to the procedures and criteria for approval. The Approval Criteria is specified in PMC 18.31.070 Redevelopment Master Plan Review Process under Subsection E Criteria for Approval items 1-9 are reviewed as follows.

Criteria 1. The proposed land uses (including mixed use areas) will be compatible within the Redevelopment Zone;

*Staff Comment:* The addition of residential uses to the commercial site proposed by the applicant as a mixed-use building is consistent with the approved PPRMP because the PPRMP includes residential use as one of the main types of uses for development. One of the objectives (pg. 3) of the PPRMP is to encourage the availability of affordable housing by allowing for a variety of residential densities and housing types. Development of residential use for the multi-family site further supports the PPRMP by adding more housing types to the overall development. The number of units does not exceed the 360 originally approved residential units. This criterion is met.

Criteria 2. The proposed land uses will not be detrimental to existing and planned uses surrounding the Redevelopment Zone;

*Staff Comment:* This is the last piece of the PPRMP that will be developed. The proposal has been crafted to fit within the context of the design guidelines of the PPRMP and to be consistent with the earlier development

phases of the PPRMP by matching heights, pitch, colors, building materials, and plaza and trail provisions. The surrounding land uses are live-work units, residential units, and the post office. The uses proposed are commercial/retail on main floor of commercial site and an addition of a total of 49 residential units. These uses are the same as the surrounding uses and will not be detrimental to any existing or planned uses surrounding the Redevelopment Zone. This criterion is met.

Criteria 3. The proposed land uses are consistent with the Comprehensive Plan (as amended, if a Comprehensive Plan amendment is proposed concurrently with the Plan);

Staff Comment: Amendments to the Comprehensive Plan are not proposed as part of this application. A brief selection of narratives and policies are provided below to show that this proposal is consistent with the Comprehensive Plan:

1. Chapter 2 Land Use, Section 2.1 Community Key Goals-Land Use identifies mixed-use to encourage proximity and diversity in living and working options and decrease transportation challenges.

Section 2.4 discusses the part Poulsbo plays in the regional focus as part of the Puget Sound Regional Council's (PSRC) Vision 2040 Plan. One such way to bring to life the Vision 2040 Plan in Poulsbo is to promote mixed uses and density, especially in designated centers.

Staff Comment: The Poulsbo Downtown is a designated center. This is an appropriate place for the location of mixed-use for commercial/retail with residential units above. This is also an appropriate location of multi-family housing.

2. Section 2.5 discusses the need to increase the supply of affordable housing in the face of rising development costs and housing demand, and the need to maintain the desired scale and character of Poulsbo's downtown core and established residential neighborhoods. Smart growth opportunities are described as environmentally sensitive, economically viable, and community oriented. This approach to land use planning promotes compact, transit-oriented urban communities that are attractive and livable.

Staff Comment: The image provided for this section is of the Live/Work units at Poulsbo Place. This is across the street from the proposal under review. The proposed mixed-use and multi-family residential development is designed in such a way as to "fit" within the existing neighborhood and commercial context and to provide the housing that is essential for Poulsbo to continue to grow.

3. Policy LU 2.8 Encourage mixed uses in neighborhoods, such as corner store retail and personal services to locate at appropriate locations where local economic demand and design solutions demonstrate compatibility with the neighborhood. No comprehensive plan amendments are proposed with this application.

Staff Comment: This proposal exactly matches that of the Comprehensive Plan policy to develop mixed-uses in neighborhoods. This is located on a corner. It will be the clear end of the commercial/retail component of the Downtown as it completes the last chapter of development in the PPRMP.

4. Policy LU-3.9 Encourage mixed use by allowing residential units to be located in combination with existing and new street frontage commercial in all commercial zoning districts.

Staff Comment: This proposal asks to be allowed to add residential units above the commercial in the mixed-use building in combination of new street frontage commercial in the C-1 Front Street/Downtown Zone District. The new commercial street frontage will be compatible with that of the design and materials across Jensen Way.

Criteria 4. The design standards and site development standards will promote high quality development and site design which will enhance the area within and surrounding the Redevelopment Zone:

Staff Comment: The PPRMP was approved in 1995 because it was found to meet the requirement to provide high quality development. The proposal is following the design guidelines for the commercial and multi-family criteria in the PPRMP. The proposal will review, in detail, each of these standards in Section IV Poulsbo Place Redevelopment Master Plan Site Plan Review section of the Staff Report below.

Criteria 5. Alternative Development Standards proposed in the Master Plan, if any, are justified in the context of the proposal, will contribute to the viability of the Master Plan, be consistent with the goals of the Zone and

Comprehensive Plan, and will not be detrimental to surrounding development. The new proposed amendments to the approved Redevelopment Master Plan will be evaluated.

1. Extension of Master Plan: The applicant requests a 5-year extension to complete the proposed application and related construction.

*Applicant Discussion*: A mitigated determination of non-significance was granted on November 22, 1995. A 5-year extension was requested on January 8, 2016 and was granted by the City Council on January 20, 2016.

*Staff Comment*: The Poulsbo Place Redevelopment Master Plan was approved January 24, 1996 and included Condition 3a which established that the validity of the master plan shall be for 20 years unless extended by the City Council. In 2016, the property owner requested a five-year extension, and the City Council on January 8, 2016 approved the requested extension to January 24, 2021. An application for the remaining portion of the Poulsbo Place Redevelopment Master Plan site was submitted to the Poulsbo Planning and Economic Development Department on May 29, 2020, which included a request to extend the master plan an additional five years. The application was reviewed by City technical staff and revisions were identified and requested. The City determined the application technically complete on October 5, 2020 and the Notice of Application/Optional DNS was issued on October 23, 2020. The 14-day comment period concluded on November 6, 2020. A final technical review was completed in December 2020-January 2021 and staff report development began January 2021. The January 24, 2021 extension date for the Poulsbo Place Redevelopment Master Plan has commenced; however, a request for an additional extension was made as part of the submitted application for master plan amendments in 2020. The City has continually processed the application before and after the extension date, and for that reason has the ability to continue processing through to the application's conclusion. If approved, the master plan will be extended by a new time frame as set forth in the conditions of approval.

2. Use: The requested amendment would allow mixed-use development within a commercial zone. Proposed standards for this use are made part of this request and are in alignment with the current mixed-use development standards.

*Applicant Discussion*: The original master plan designated commercial use for this portion of the project site. This would have allowed a commercial building of up to 69,000 square feet, requiring 276 parking spaces. The proposal is to provide mixed-use (residential above retail). This is consistent with the mixed-use buildings across Jensen Way. The proposed residential density is based on parking, lot coverage, and height. The amendment allowed residential uses to occur above commercial. The requested amendment allows the project to match the mixed-use frontage on the opposite side of the street. This would provide a logical termination to the Jensen commercial frontages, consistent with the intentions of the original master plan. Allowing residential uses is consistent with developed portions of Poulsbo Place, which is 100% residential. Additionally, the following standards are proposed as an amendment for mixed use development:

A. Development Standards for Residential Mixed-Use Component:

1. Location of residential units shall be above commercial or underbuilding parking.
2. At least one outdoor activity area, such as courtyards, delineated gathering spaces or seating areas. The areas must be paved and landscaped.
3. Private or shared open space shall be provided for each of the residential units, such as private balcony or rooftop deck, and shall be a minimum of 38 square feet. Open space shall be a minimum of 38 square feet per unit.
4. On site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided.
5. Buildings that propose a mixed-use component and better utilize development opportunities may increase lot coverage to 60%.
6. Under building parking shall be set behind commercial uses or screened to minimize visibility from street and public spaces.

Staff Comment: The 1994 Zoning Ordinance does not identify a mixed-use as a permitted or conditionally permitted use in Table 18.22A, thereby necessitating a master plan amendment. As this mixed-use concept has evolved in Poulsbo since approval of PPRMP, there are now components in the current city zoning ordinance that provide for mixed-use, or residential use above commercial use in many commercial districts. The mixed use is currently a permitted use in every commercial zoning district and the development across Jensen Way was developed as a “live/work” design-intended to have working/commercial/retail space on the street level and residential above. These actions support the request to add a mixed-use component to the PPRMP. Staff concurs with the request to include mixed-use as a permitted use in the PPRMP.

The applicant proposed development standards for the mixed-use component of the site. These standards are reviewed in Section IV Poulsbo Place Redevelopment Master Plan-Division 8 Site Plan Review on page 49 of the staff report. These standards are necessary because there are no standards in the 1994 Zoning Ordinance or in the PPRMP that addresses a mixed-use building. These requirements are similar to the current zoning development standards for mixed-use structures under PMC 18.80.080.J.

Included as part of the mixed-use development standards (identified above) is an amendment to the PPRMP to increase lot coverage from 50% (the same as the 1994 Zoning Ordinance) to 60% which is well below current zoning lot coverage of 85% in the C-1 zone. The request for 60% lot coverage shows the applicant is asking for the minimal change in standards that would continue to promote the ideals and goals of the PPRMP. Staff concurs with the amendment to include the residential standards for mixed-use in the commercial zone and for the increase in lot coverage to 60%.

3. Density: The requested amendment is to increase the current allowable density from 15/du/ac to 19 du/ac (equal to an increase of 4 units).

Applicant Discussion: The upper portion of the project site is zoned for multi-family residential allowing up to 16 units. The site plan proposed 20 units. The site was previously zoned for 22 du/ac, but was subsequently modified under a prior amendment. The density increase allows two story residential uses which are consistent in scale with adjacent 2-3 story buildings. The amendment will provide a reasonable accommodation to use land efficiently and support the surrounding residential character. The total number of units already constructed for the PRMP is 292 units, the number of units proposed in this project is 49 units and the maximum number of units permitted is 360 units. This proposal will not exceed the maximum number of units originally approved.

Staff Comment: The multi-family site has had many land use actions associated with it since 1995. This area was originally part of the commercial/office/retail/hotel/conference portion of the PPRMP. In 2005, a Master Plan Amendment and preliminary plat for Divisions 5, 6, 7, and the 1.06-acre portion of 8 was approved. The Master Plan Amendment changed housing types, setbacks, parking and other development standards for Divisions 5, 6, and 7. The preliminary plat showed 18 townhomes on the 1.06-acre portion of Division 8, but did not address the 1.14 acre commercial parcel in any way. The preliminary plat for the 18 townhome units expired without development. Divisions 5, 6, and 7 are otherwise built out. In 2013 the City rezoned the 1.14 acre parcel in Division 8 to C-1, the commercial district that applies to the Downtown/Front Street area. The City also rezoned the remainder of the area encompassed by the Master Plan as RH-Residential High, with a Master Plan overlay over the entire site. The Master Plan approval was not changed as part of these rezones.

- The original approval of the PPRMP allowed for up to 360 dwelling units. The amendment request is to address the underlying density in the RH portion of Division 8. However, this ‘increase’ does not increase the total number of units approved. The 1995 PPRMP approved 360 residential units; the 49 units proposed in the Division 8 site plan brings the total units in Poulsbo Place to 341. Staff concurs with this request to assign a density of 19 du/acre to the RH portion of the site, while recognizing that the overall units does not exceed the approved 360.

4. Lot Coverage: The requested amendment would increase the maximum lot coverage for the mixed-use parcel from 50% to 60%. In addition to requesting an increase of maximum lot coverage from 50% to 60% in the commercial parcel, the applicant is seeking an amendment to add a definition to the PPRMP to define “Building Lot Coverage” using the current zoning definition, as follows: “means that percentage of the total lot area covered by structures, including all projections except eaves, balconies, bay windows, driveways, concrete patios or an uncovered deck thirty-six inches or less above grade.” This definition excludes impervious surfaces from the calculation of building lot coverage. Meeting the 60% building lot coverage



under the 1994 Zoning Ordinance standards would not meet the intent of this standard as implemented today.

The 1994 zoning ordinance under PMC 18.21.030.J.6 (page II-13) that required, “The total area of all impervious surfaces (including buildings, parking areas and walkways) shall not exceed sixty percent of the lot area.” The PPRMP amendment request is to address this development standard in the 1994 Zoning Ordinance.

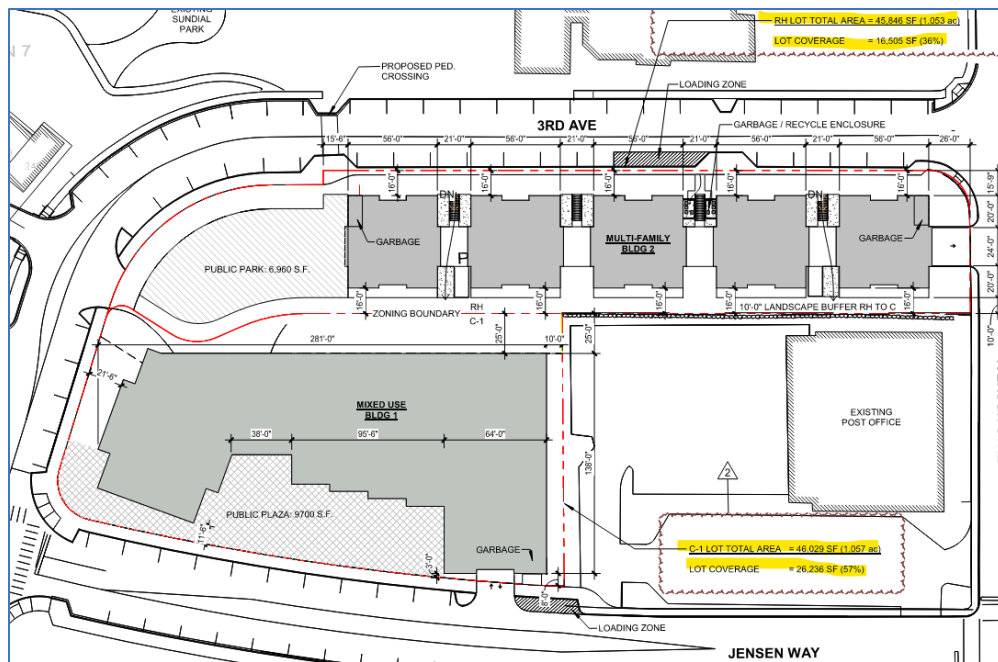
*Applicant Discussion:* The project site has two different lot coverage requirements; 50% in the C-1 and 60% in the R-H. As proposed, the C-1 portion equal 59% and the R-H portion is 40%. The increased lot coverage is associated with the mixed-use portion of the site is offset by the lower lot coverage along Third Street. The reduced coverage within the R-H portion is due in part to adding 20’ separations (view corridors) between buildings. The increase in coverage within the C-1 area results from providing under-building parking, to allow for ground floor retail and public spaces.

The project site, comprised of two zoning designations, is designed to be a unified whole. The site design is based upon keeping a lower scale along Sunset and locating the larger mixed-use building at the lower portion of the site along Jensen. The requested amendment will allow a modest increase for the denser mixed-use portion. The upper portion of the site will be well below the allowable lot coverage.

*Staff Comment:* The request to increase the lot coverage from 50% to 60% is supported by staff. This specific amendment request discusses looking at the project as a whole, and that as a whole the proposal would have an average lot coverage of 50%, which would meet both the PPRMP commercial and residential standards. Independently, the commercial lot coverage proposed as 60% meets the current zoning lot coverage of 85%. The residential lot coverage proposed as 40% is well below the current zoning standard of 60%. The amendment, as requested, would be the new standard to which approve this project. Staff concurs with this request.

The request to add the current zoning definition of “Building Lot Coverage” to the standards in the PPRMP is supported by staff. This amendment request would align the calculation of building lot coverage to current development practice. The amendment would also bring the site proposal into compliance with the standard in the 1994 zoning ordinance under PMC 18.21.030.J.6 (’94 zoning ordinance page III-13). Staff concurs with this request.

Building Lot Coverage is shown in Sheet A 2 and is shown below.





5. Landscape Buffer: The requested amendment is for the waiver of the 20' landscape buffer.

*Applicant Discussion:* While the site is containing two different zoning designations (C-1 and R-H), it is designed as an integrated concept. The 20' landscape buffer between residential and commercial zones is intended to buffer residential uses facing commercial uses. The project does not have any residential uses facing commercial. The uses along the zoning boundary are complementary and fulfill the intent to create an integrated mixed-use project. The amendment is requested to waive the 20' buffer.

The amendment is requested to accommodate the restriction due to the narrow depth of the site. In order to meet the front yard setback and provide underbuilding parking, the landscape setback will need to be reduced. The code does allow an alternate screen for such circumstances.

*Staff Comment:* The PPRMP did not amend the landscape requirements for this development. The landscape development standards applicable for this project, per 1994 Zoning Ordinance PMC 18.55., are based on Table 18.55 B where the zoning/use of site is R-H to adjacent zoning C requires a Type I Landscape.

A. Type I – Sight Barrier Buffers.

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

7. 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
8. Evergreen shrubs and ground cover to provide seventy-five percent coverage of designated area within two years from planting; or
9. Type I –Alternate.
  - a. A minimum of a ten-foot-wide planting strip may be substituted when planted with a continuous row of evergreen trees in combinations 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
  - b. Evergreen shrubs and groundcover to provide seventy-five percent coverage of designated area within two years from plantings.

The amendment requests to use a provision provided in the 1994 zoning ordinance. Staff's conclusion is that a Type I Alternate Landscape Buffer can be applied to this site and no amendment to the PPRMP is necessary. The site plans on Sheet L100 shows the landscape screen, evergreen shrubs and trees within the 10' setback area. A Condition of Approval will require the Type I Alternate Landscape Buffer in the rear yard of the multi-family use. As conditioned, this provision is met.

6. Setbacks: The amendment is requested to reduce the 15' rear setback to 10'.

*Applicant Discussion:* The rear setback from the multi-family buildings to the commercial (Post Office) parcel is 10', less than the 15' minimum required under the 1994 Master Plan. The reduced setback is necessary to accommodate the underbuilding parking. The required landscape screen can be accommodated within the 10' setback (type 1 screen, 10' minimum with 6' wall or fence). Consistent with the landscape buffer reduction, the available rear setback needs to be reduced to 10'. The reduced setback will not materially impact the residential uses since they are set 20' above the Post Office property.

*Staff Comment:* Page 31 of the PPRMP states that although the PPRMP does not have specific setback requirements, minimum setbacks are invoked through the landscape ordinance and parking requirements. For the R-D and R-DH Zone Districts in the PPRMP the rear yard setbacks were reduced from the 1994 Zoning Ordinance. This request is to reduce the rear yard setback in the PPRMP from 15' to 10'. The current code requirement for a rear yard setback in the RH zone is 10'. This request, therefore, would make this proposal consistent with the current code as well. This request appears reasonable and matches the alternative landscaping request for 10' in the response to Item #5 above. The proposal has taken care to develop the site with underbuilding parking so as to reduce the negative impact a large parking lot would have on the immediate surrounding areas. The underbuilding parking does require at least 64' of width (20' x 2 for parking on two sides and a 24' access drive for vehicles). The site is approximately 90' wide. With the front

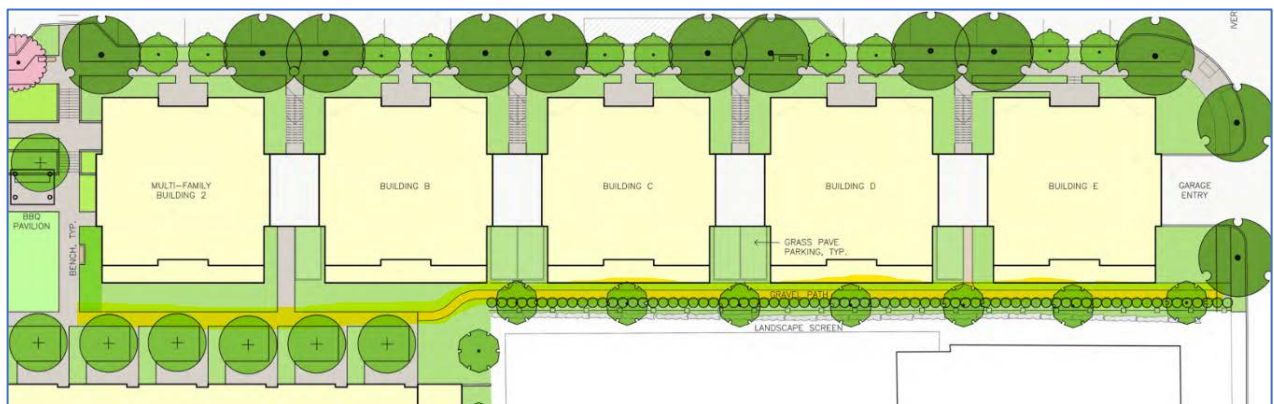
yard setback of 15', this leaves the proposal with the ability to meet a 10' rear yard setback. Staff concurs with this request.

7. Open Space: The amendment is requested to reduce the minimum required open space to 15% for multifamily development.

*Applicant Discussion*: The area associated with the open space calculations has been revised to remove areas within the yard setbacks. The resulting area is less than required 20% of the site area (per RMP). The rationale is the site is unusual in its long aspect ratio which results in a disproportionate area given over to setbacks. The setbacks are however integrated into the park area resulting in a generous park environment. Furthermore, the plaza areas created in the C-1 parcel exceed the minimum requirements for plaza areas. The applicant is requesting an RMP amendment to reduce the minimum required open space to 15%.

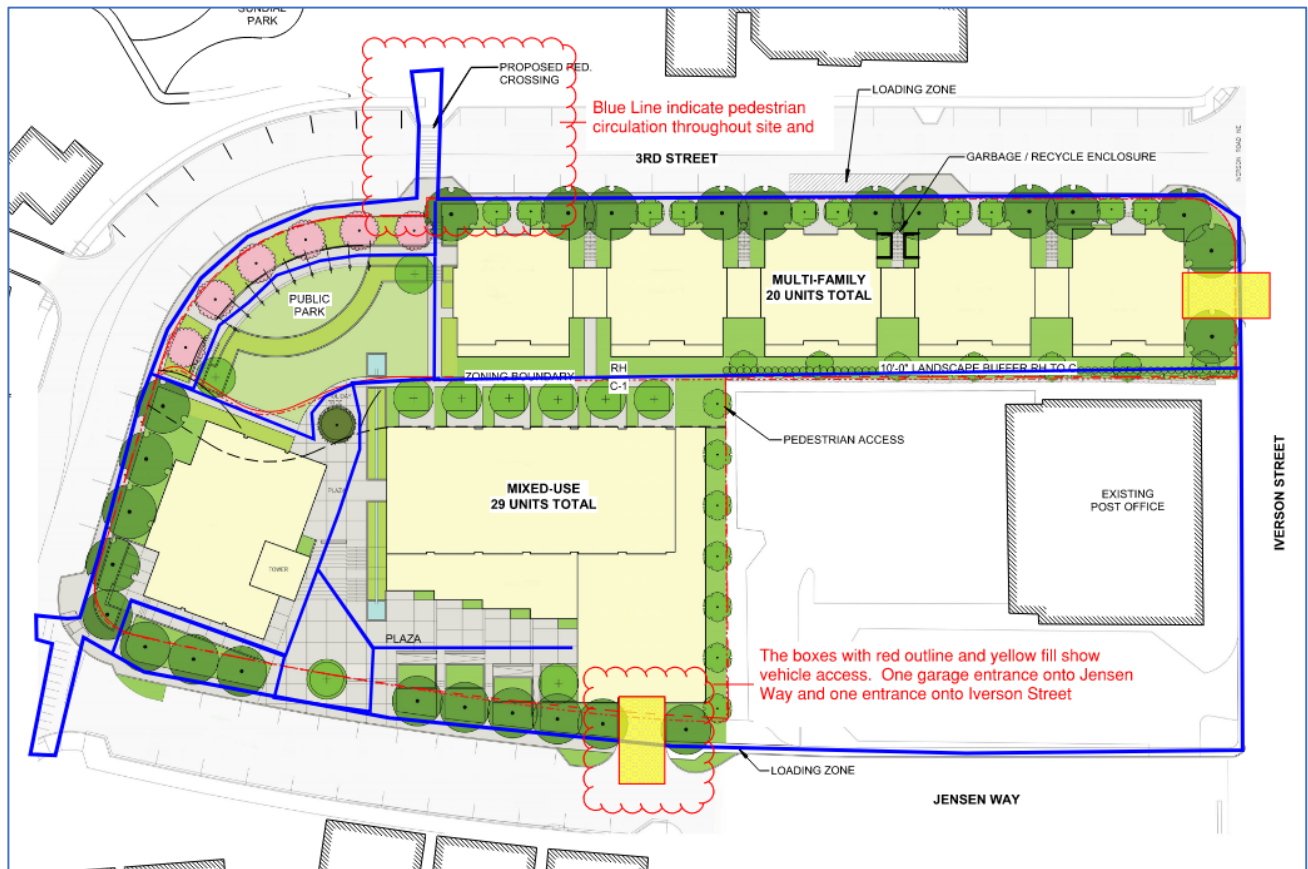
*Staff Comment*: The '94 Zoning Ordinance, per PMC 18.21.030.2.J.1 states that all multi-family developments with 12 or more dwelling units shall provide 30% useable recreation or open space. Useable recreation or open space areas shall not include: rights-of-way; vehicle parking areas; areas adjacent to or between any structures less than 15 feet apart; setbacks; patio or private yards; or sensitive or critical areas. The R-DH development standard in the PPRMP did reduce the open space requirement to 20%. However, it did not alter how that requirement was measured.

The applicant is requesting a reduction from the required open space within multifamily developments to 15% and is excluding the setback areas consistent with the standard for measurement in PMC 18.21.030.2.J.1. However, the setback areas for the Multi-Family parcel is designed in such a way so as to blend into the adjacent public plaza space for the Mixed-Use parcel making this area function as a much larger scale than that required by the PPRMP. In fact, if you measured the setback areas and the rear yard area intended for pedestrian circulation (that will include landscaping, lighting, and public access), the amount of open space proposed is approximately 14,600 square feet or 30% of the site. The current zoning ordinance requirements include residential amenities and private open space but general open space in any amount is not a requirement. In addition, the open space for the multi-family use provides pedestrian connectivity along the rear of the residential uses and is an integral design to the commercial urban plaza making this proposal feel very open and accessible to everyone as public open space. Current zoning standards for other zone districts do not restrict setback areas from being calculated as part of the total open space requirements. While the amendment is to reduce open space requirement to 15% for the multi-family portion of the proposal, if the open space is measured per current code standards, this requirement would be met and exceeded. Site Plan-Rendered Sheet L000 is provided to show this setback area. Staff concurs with this request.



Criteria 6. The vehicular and pedestrian circulation plans provide for streets and walking areas needed to adequately serve the proposed development and which are consistent with adopted City circulation plans;

*Staff Comment*: The pedestrian circulation is shown in the image below with the blue lines and the vehicular access to the site is shown with the yellow box. This provision is met.



Criteria 7. The utility plans provide for adequate sanitary sewers, water, power, natural gas, cable television, telephone and drainage for the proposed development;

*Staff Comment:* The Engineering Department Staff Report and Conditions of Approval for both Engineering and Public Works Departments concur that the proper utilities are provided for in this application.

Criteria 8. If a binding site plan and/or subdivision is proposed with the Redevelopment Master Plan, the requirements and criteria applicable to those approvals will be satisfied;

*Staff Comment:* A binding site plan and/or subdivision is not proposed for this application. This is a Redevelopment Master Plan Amendment and a Site Plan Review. This criterion is met.

Criteria 9. Conditions placed upon the Redevelopment Master Plan and/or other mitigation requirements established as part of the City environmental review process, if any, will be met.

*Staff Comment:* The amendments are directly requested through changes to the development standards. These are described in Criteria 5 above. All other mitigations and conditions have been or will continue to be met. This criterion is met.

**Summary of Requested Amendments to the Poulsbo Place Redevelopment Master Plan:**

The amendments to the PPRMP requested by the applicant are summarized below. The requested amendments to the PPRMP development standards are consistent with similar standards found in the City’s current zoning ordinance (use, lot coverage, setbacks, open space); the remaining amendments (extension and density) are consistent with the PPRMP. Staff recommends acceptance of the requested master plan amendments.

Proposed PPRMP Amendment	Proposed Amendment Details	Staff Recommendation
Extension of PPRMP duration	Requests an additional 5-years in order to develop final portion of the Poulsbo Place development.	Recommends; included as a Condition of Approval (COA)
Use: allow residential in commercial zone	Allow for mixed use as a permitted use in the Commercial portion of Division 8. Use is consistent with current zoning ordinance allowing for mixed use in all commercial zoning districts.	Recommends; included as a COA
Density: allow additional 4 units in RH portion	Allow for an additional 4 units to the underlying density in the RH portion of Division 8, to a 19 du/acre density. However, this ‘increase’ is addressing zoned density, not increasing the total number of units approved. The 1995 PPRMP approved 360 residential units; the 49 units proposed in the Division 8 site plan brings the total units in Poulsbo Place to 341.	Recommends; included as a COA
Lot Coverage: allow an increase in lot coverage for commercial and amend definition of “Building Coverage”	Allow for 60% lot coverage in the Commercial portion of Division 8, below the current zoning ordinance lot coverage of 85%. Lot coverage increase from 50-60% is in order to accommodate underground parking. Amend definition of “Building Coverage” to building footprint, consistent with current zoning ordinance definition.	Recommends; included as a COA
Landscaping Buffer: allow landscape buffer to 10’ wide	Staff analysis identified that a 10’ landscape buffer alternative is included in the 1994 zoning ordinance, and therefore an amendment is not necessary.	Recommends, but not necessary
Setback: allow 10’ rear yard setback	Allow for decrease of the rear yard setback to 10’ between the end of the townhomes on the residential portion to the post office parcel. This area will be landscaped with robust landscape screen. The 10’ rear yard setback is consistent with current zoning ordinance requirement.	Recommends; included as a COA
Open Space: allow 15% open space within multifamily development	Allow 15% open space within the residential portion of Division 8 and calculating by not including the setbacks between buildings and front/rear setbacks. If the setbacks, the open space park and urban plaza were included, as allowed by current zoning ordinance, the open space in the residential portion would be 30%.	Recommends; included as a COA

**IV. POULSBO PLACE-REDEVELOPMENT MASTER PLAN—DIVISION 8 SITE PLAN REVIEW**

The following sections are from the PPRMP. A separate section is also provided for review the 1994 Zoning Ordinance applies. Page references to either the PPRMP or to the 1994 Zoning Ordinance have been included to identify the standard to which this project is reviewed.

**8. Design Guidelines (PPRMP page 10)**

A. 18.33.010 Purpose

The purpose of these design guidelines is to provide a comprehensive set of development standards to be applied to the Poulsbo Place Redevelopment Master Plan Area. The design standards are established in order to achieve the following:

1. Complement the existing, historic Scandinavian theme and architectural style of the Downtown Core District.
2. Generate pride and confidence in Poulsbo Place as a vital and successful part of the Poulsbo Community.
3. Create an attractive environment.
4. Maintain a consistently high level of design quality.
5. Encourage pedestrian activity by protecting pedestrian circulation within the area.
6. Protect property values through quality control.
7. Enhance the tourist commercial activity generated by the quality and diversity of shopping and the character of the downtown core area.

Staff Comment: The proposal for site plan review, as modified in the Redevelopment Master Plan Amendment section above, is consistent with the purpose of the Poulsbo Place Redevelopment Master Plan Area by providing a development that welcomes the public to large plazas with seating options, lush landscaping and water features, pedestrian pathways to and through the site, ample canopies for inclement weather protection, and active areas of retail to keep the area active and lively. This criterion has been met.

B. 18.33.020 Applicability

These design guidelines apply to the commercial zoned areas of the PPRMP.

Staff Comment: See following sections for compliance with the design guidelines. In summary, all criteria are met.

C. 18.33.030 Permitted and Conditionally Permitted Uses

Uses permitted or conditionally permitted within this District shall be the same as those for the underlying zoning standards as defined in this document, unless otherwise prohibited in this Section. Processing of all applications shall be in conformance with the requirement of the Poulsbo Place Redevelopment Master Plan.

Staff Comment: Section III, Item 2 above, requested an amendment to the PPRMP that would provide for a mixed-use development where residential is above commercial uses. This request is supported by staff as mixed-use commercial. With the acceptance of the PPRMP amendment, these criteria would be met.

D. 18.33.040 Development Standards

i. Setbacks

- a. Commercial buildings located on Jensen Way and Sunset Street shall be exempt from front yard setbacks as provided for in Commercial District and Development Standards, Chapter 18.22 of this Zoning Ordinance. Commercial buildings on Jensen Way and Sunset Street shall be encouraged to design buildings adjacent to the front property line, to maintain the existing style of the area, except as provided in Sub-section 3 below (Courtyard/Square Provisions).
- b. In all other areas of the PPRMP, the setbacks in the zoning standards included in this document shall apply.
- c. Awnings, trellises, permanent building canopies, and other accessory structures which are relatively open and do not restrict pedestrians or vehicular movement may project into the right-of-way.
- d. 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.

**Staff Comment:** Architectural visual interest at the corner of Jensen Way and Sunset Street is provided with an extended walk-through covered arcade that is approximately 8’ wide and adjacent to the retail windows with transparent windows and historic bulkheads associated with retail uses. This corner is where the steep topography of the site meet, providing an opportunity for a plaza area that includes seating, landscaping, some covered areas, street furniture, and pedestrian lighting. This plaza pushed the building away from Jensen Way, see Sheet A 22 below “Corner Seating & Jensen and 3<sup>rd</sup>”. These criteria are met.

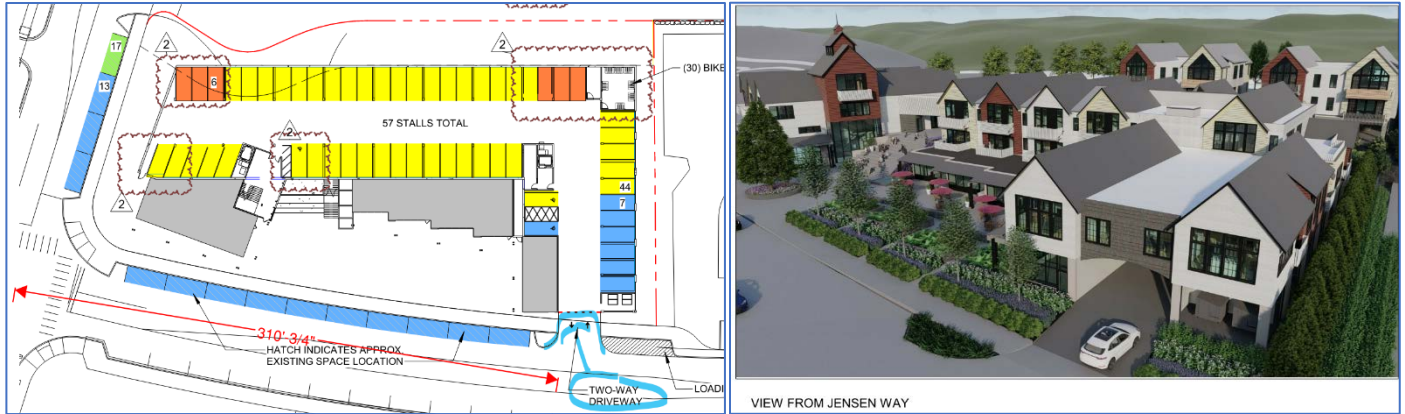


ii. Parking Orientation

- a. Parking lots and structures shall be located as much as possible to the rear of buildings.
- b. Locating parking lots between the front property line and the primary building storefront/entry is specifically prohibited.
- c. Vehicular entry points to parking lots shall receive special paving accents where the drive crosses the public sidewalk.
- d. Off-street parking facilities shall be designed so that a car within a facility will not have to enter a street to move from one location to any other location within the same parking facility.
- e. Open air surface parking shall be screened with landscaping, fences, wall, or other devices from pedestrian routes and adjacent streets.
- f. Open air surface parking lots shall have both perimeter and interior landscaping. Existing significant trees shall be retained or replaced at a ratio of 3 new trees for each existing tree removed.

**Staff Comment:** The parking provided for both the commercial and residential uses have one entrance each and are independent of each other. The commercial under building parking structure has access from Jensen Way approximately 300’ from the Jensen and 3<sup>rd</sup> Avenue intersection. The access is located to the south of the site as much as possible. These criteria are met.

Special paving accents where the drive crosses the public sidewalk is not identified and will be included as a Condition of Approval that will be verified through the grading and building permit review processes. Sheet A3 Parking Plan is shown below to identify the location of the garage entry for the commercial site. The applicant has also provided high building design and landscaping around the underbuilding parking to lessen the impact of the vehicle on the site. See Sheet A 18 for rendering of the garage entrance with landscaping. With the Condition of Approval, these criteria are met.



iii. Courtyard/Square Provisions (PPRMP page 12)

Front setbacks are allowed at the ground level on Front Street if the area is designed as a pedestrian courtyard or square. To qualify as a pedestrian square, the following minimums shall be incorporated into its design.

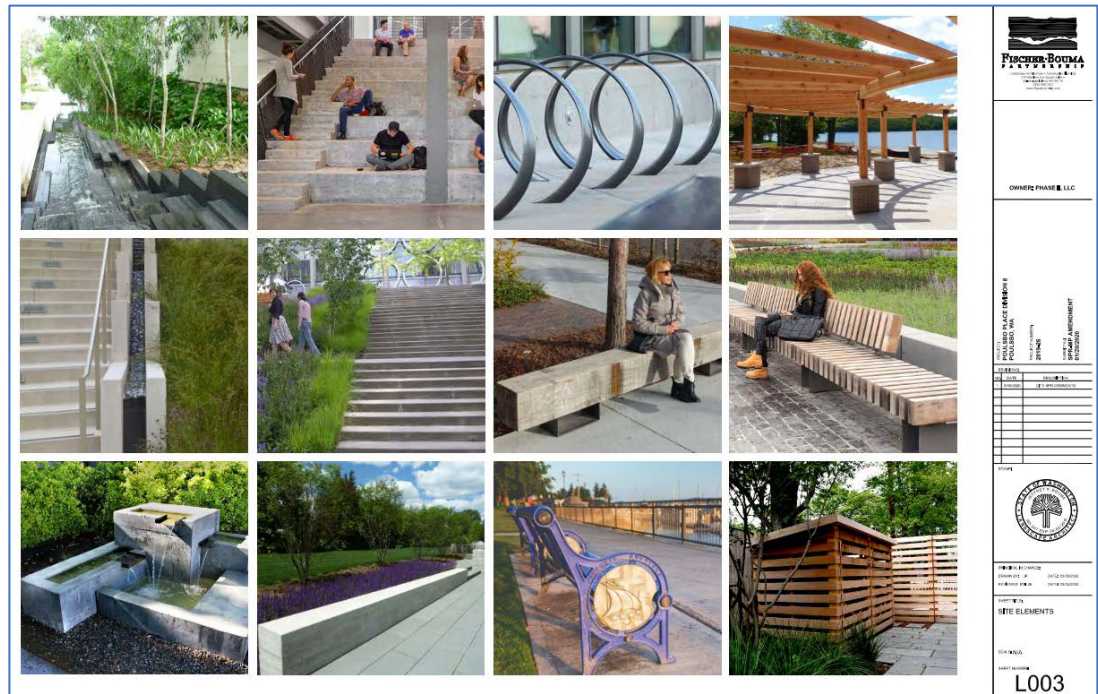
**Staff Comment:** The site has been developed as a courtyard/square. This criterion is met, see comments below.

- a. Paving: The area to be paved shall be paved in a decorative brick or textured, colored concrete. Asphalt paving is prohibited as a primary courtyard paving material. (Paths or other accents are allowed as asphalt.) If the pedestrian square is not to be used for active retailing or restaurant use, it shall be maintained as an urban park area, with benches, waste receptacles and similar features for use by the general public.

**Staff Comment:** The area between the property line of Jensen Way and the front of the commercial site is developed as a courtyard/square. Generous landscaping with street trees has been provided. Sheet A 17 Birdseye Looking East shows the landscaping, building setback, plaza area. Sheet L003 Site Elements shows the urban park amenities such as benches, stair design for seating, water features, bike parking, waste receptacles, other components of an urban park area. Decorative brick or textured, colored concrete has not been identified and will be included as a Condition of Approval and will be verified with the grading and building permit review processes. As conditioned, this criterion is met.



BIRDSEYE LOOKING EAST



b. Landscaping: Landscaping is required per Chapter 18.55 (1994 Zoning Ordinance page III-43) (condensed as follows)

PMC .030: On-site landscaping is required for commercial development applications.

PMC .040: Landscape Plan Submittal

- Landscape plans for development applications shall include a preliminary conceptual landscape plan, the final plan to be submitted prior to issuance of any clearing, grading, or building permit.
- The final landscape plan shall be prepared by any of the following: licensed landscape architects, state certified nurserymen, landscapers, landscape designer or the property owner.
- Landscape Plans shall be submitted to the Planning Department.
- Revisions to the plan may be approved by the Planning Director if the revisions meet the intent of this chapter.
- Revisions to the approved landscaping plan may also be required if the Planning Director determines that the installed landscaping has failed to perform as intended.

PMC .050: Performance Assurance: Prior to the issuance of a certificate of occupancy the approved landscaping must be installed or a performance security shall be required.

PMC .060: Maintenance Requirements: Long term maintenance of landscaping shall be required and enforced.

PMC .070: Landscaping Plan Requirements: Preliminary Plans, final plans, planting schedule, cost estimate, elevations, grading details, irrigation details, existing tree survey, preservation of existing trees, existing plant material, sight distance triangle adjacent to public right-of-way points of access, and penalty.

PMC .080 Minimum Landscape Area Requirements; Table 18.55B requires the Commercial Zone adjacent to R-H (east of the site-multi-family) to have a Type I landscape buffer and adjacent to another Commercial Zone (south of the site-Post Office) to have a Type III landscape buffer.



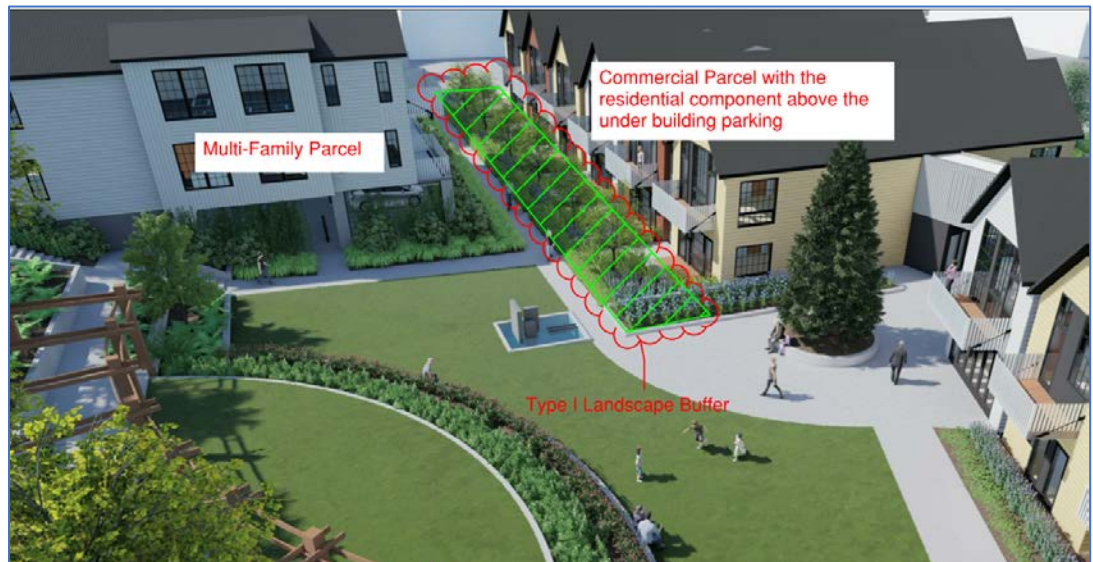
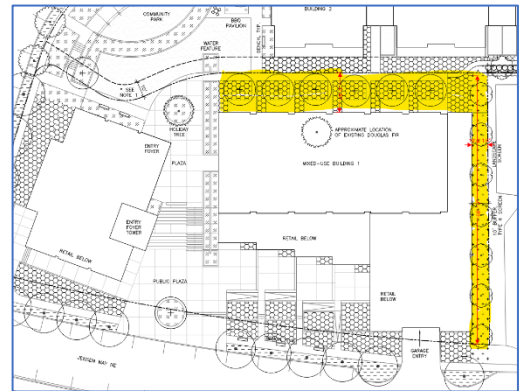
- Type I Sight Barrier Buffer is described in Section III Item #5 above.
- Type III Visual Relief buffer is a transparent buffer to provide visual relief between compatible uses and to soften the appearance of parking lots. They must be a minimum of 5' wide strip planted with trees, of which a maximum 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. Evergreen shrubs and ground cover to provide seventy-five percent coverage of designated area within two years from planting.

PMC .100: Landscaping Installation Standards. These standards are to be met at time of installation. Criteria include minimum plant sizes, spacing, etc.

Staff Comment: The proposal includes Sheet L000 Site Plan-Rendered, Sheet L001 Landscape Plan, and Sheet L002 Landscape Notes, these taken together meet the criteria for Conceptual Landscape Plan. Other landscape requirements must be shown to be met with the Final Landscape Plan submittal.

Section .070 landscape plan requirements will be mostly triggered with Final Landscape Plan submittal. A Tree Retention Summary is provided on Sheet L001 and states there is one Douglas fir measuring approximately 15" in diameter that will be removed because its location is in the area of a building footprint. Volunteer alders have also started growing among the blackberry covering on site. No trees are identified to be retained. No existing plant material is designated to be preserved.

Landscape buffers east of the site are provided with a 25-foot setback and landscape area and meet and exceed the Type I landscape buffer requirement. See Sheet L001 to the right highlighting both landscape buffers. Sheet A 25 shows a rendering of the Type I landscape buffer. Landscape buffers south of the site area provided in a 10' wide planting area that exceeds the size requirement, see Sheet L001. The landscape buffer criteria, including the request for use of the Alternative-Type I Landscape Buffer discussed in the staff report above on page 13 and the reduced rear yard setback discussed in the staff report on page 13 are met.



Many of the landscape installation standards under section .080 will be confirmed with the Final Landscape Plan review.

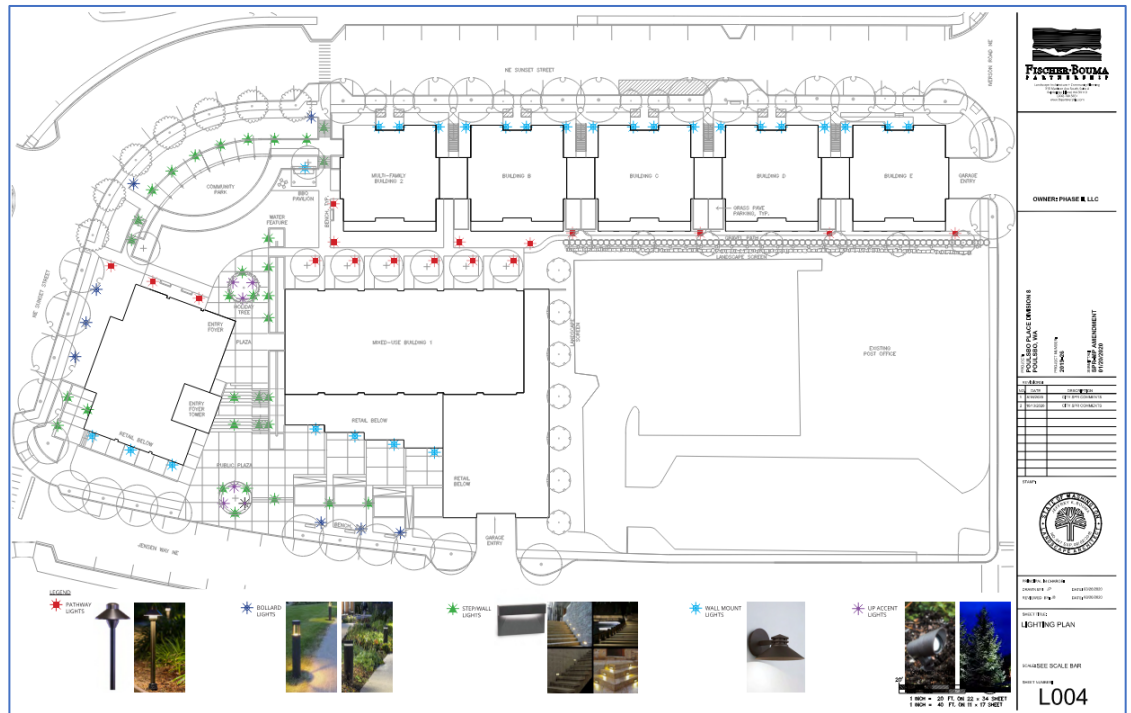
To meet the landscape criteria the following Condition of Approval will be required:

- A final landscape plan consistent with the requirements of the vested 1994 Zoning Ordinance, Chapter 18.55 will be required prior to issuance of a grading, clearing, or building permit.
  - Prior to the issuance of a certificate of occupancy for the project the approved landscaping must be installed or a performance security in an amount determined by the Planning Director shall be required by the city to guarantee installation of the required planting and/or irrigation. The amount of the security shall be based on a current cost estimate of plant material and landscape construction costs. Landscaping must be installed within six months of the date of issuance of a certificate of occupancy.
  - Landscape installation standards must be confirmed with the Final Landscape Plan prior to issuance of grading, clearing, or building permits.
- c. Walls: An optional low wall (max. 30" high) may be located on the property line for restaurants or other uses utilizing the plaza for active retailing or other entertainment use.

**Staff Comment:** Some low walls appear to be included in the design of the site. These will be confirmed via the Final Landscape Plan or through the building permit review. This criterion is met.

- d. Lighting and wall treatment shall be designed to complement the scale, location and typical use of the space.

**Staff Comment:** Sheet L004 Lighting Plan shows the pedestrian lighting that will be incorporated into the development. This criterion is met.

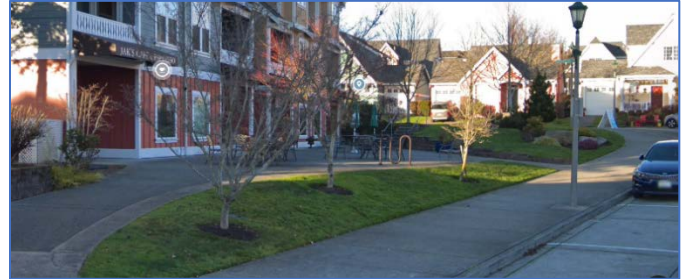


iv. Streetscape Improvements

Developers of new projects or rehabilitation projects with a value above 50% of the current assessed value of the property improvements are required to provide for streetscape improvements similar to those currently constructed on Front Street, to the satisfaction of the Director and the City

Engineer. Such improvements shall include enhanced paving on sidewalks, parking pockets, landscaping and street lighting.

*Staff Comment:* Details for paving on sidewalks has not been shown. Parking pockets and landscaping between the street and the sidewalk are shown and include street trees. See Sheet L001 for these details. A Condition of Approval will be required to ensure this proposal meets the detailed paving on sidewalks criteria. These streetscape improvements can be shown as part of the Final Landscape Plan, or the street lighting could be integrated into the Lighting Plan. The Condition of Approval will require streetscape improvements similar to those currently constructed on Front Street, to the satisfaction of the Director and the City Engineer, as part of the Final Landscape Plan. These shall include enhanced paving on sidewalks, parking pocket, and landscaping. They would be similar in context to the existing improvements along Front Street and Jensen Way shown respectively below.



Street lighting is not shown. However, there are approximately six streetlights on the east side of Jensen Way along the side of the proposed site (see image to the right). It is unclear if these streetlights will remain, if they will be relocated, or if they will be replaced. Street lighting will be a Condition of Approval. As conditioned street lighting will be required and through the Lighting Plan will provide the location of the existing streetlights or replacement lights. This is to be provided at the same time as the Final Landscape Plan.



As conditioned, this criterion is met.

v. Architectural Design (General)

- a. Storefront construction shall be a minimum of 60% transparent with a maximum of 85% transparency.



**Staff Comment:** Each segment for storefront has been calculated for window transparency. An example of calculations conducted are provided below showing the storefronts that face the urban plaza. Where the storefront is shown in a red outline and the transparency is shown in the yellow. The result of this analysis is that the minimum 60% transparency criteria was met.



- b. Blank, opaque end walls or side walls visible from public view shall be avoided. If such walls are necessary for interior reasons, the structure wall shall receive some form of articulation or “add-on” elements such as awnings, cornice bands, etc.

**Staff Comment:** The longest wall with the least amount of articulation is 65’ long, shown in Sheet A 9 and provided below. This elevation faces north toward the urban plaza. This wall does have some windows and a doorway. It also has the pedestrian bridge that connects the underbuilding parking with the mixed-use building on the corner of Jensen and Sunset/3<sup>rd</sup> Avenue. Landscaping and a water feature are included in the design that are adjacent to this wall façade, see image from rendering on Sheet A 21 below. All other walls have windows, balconies, fenestration, multiple building materials, and landscaping. These criteria are met.





- c. The facades of adjacent structures shall be considered in the design of new projects to avoid clashes in architectural style and materials.

*Staff Comment:* Comparisons to the proposed mixed-use building and the Poulsbo Place live work units across Jensen Way are provided below. Sheet A 19 is a representation of the proposal. Both show pitched roofs, gables, picket balconies, commercial/retail space on the street level, wide urban plaza with hardscape and landscaping, street trees, similar color pallet and building materials. The last two images are along Sunset/3<sup>rd</sup> Avenue, which is the side of the building for each building fronting on Sunset/3<sup>rd</sup> Avenue. Here you see in Sheet A 23 the same pitched roofs, street trees between the street and the sidewalk, and landscaping with both images. The proposal includes more pedestrian details such as the picket balconies, bigger windows, and the access to the proposed development is pedestrian only on this street which softens the effect of the asphalt and allows for more landscaping, enhancing the pedestrian draw into the site.

Across the Street on Jensen Way



Sheet A 19



Across the Street on Sunset/3<sup>rd</sup> Avenue



Sheet A 23



d. Acceptable Materials:

Building Walls

- Clear glass (pedestrian level only), glass block
- Horizontal clapboard, board and batten
- Plaster (lightly troweled or sand finish)
- New or used face-brick
- Cut or carved stone
- Concrete
- Textured concrete block
- Stone tile
- Ceramic tile

**Roofs**

- Tile
- Cedar shake or shingle
- Slate or slate appearing substitutes
- Board and batten
- Metal-batten
- Metal-standing seam
- Metal-tile

**Fences/Walls/Gates**

- Wood, picket, split rail or similar
- New or used face brick, cut or carved stone
- Concrete or plaster with smooth or lightly textured surface
- Wrought iron
- Steel ornamental
- Fiberglass ornamental
- Vinyl ornamental
- Vinyl coated metal ornamental

Or other materials found acceptable by the Planning Director.

**Staff Comment:** Sheet A 12 through A 15 show materials for the commercial site. These include stained cedar shingle siding, Hardi Panel siding at wall between gables, horizontal lap siding, picket style guard railing, commercial storefront, bulkhead at commercial storefronts, Hardi Panel at window grouping,

For the roof, Dark Grey standing seam roof and shingle roofing are identified.

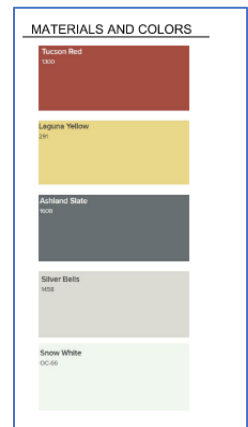
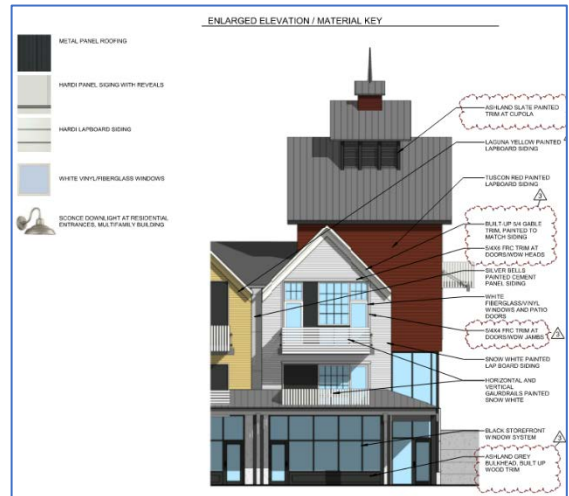
Sheet A 29 provides colors and materials as a general palette for the proposal and is provided here.

No fences/walls/gates are proposed. The balcony railings match that of the picket railing. Low walls appear to be concrete and will be verified through the Final Landscape Plan review.

The materials proposed for this development are of similar context to the materials listed in the PPRMP. These criteria are met.

- e. Facades shall incorporate rich, vivid, accent colors to provide interest within the total palette of materials and colors on a façade. Likewise, detail recognizable by the pedestrian shall be incorporated into the building façade to help provide a relationship between the building and its community context.

**Staff Comment:** The color palette is provided in Sheet A 29 and shows the following colors (also provided here): Tucson Red (1300), Laguna Yellow (291), Ashland Slate (1608), Silver Bells (1458), and Snow White (OC-66). In the discussion in Item #c above, it appears that these colors are similar to those across the street. The color criterion is met.





vi. Canopies and Awnings

- a. Canopies and awnings must respect the style and character of the structure on which they are located, particularly in the material and color.
- b. The highest point of a first-floor canopy or its superstructure shall not be higher than the midpoint of the space between the second story windowsills and the top of the first floor storefront window, awning, canopy or transom. The purpose of this requirement is to leave a comfortable space between the top of the canopy and the windows, trim, and other architectural elements.
- c. Canopies are encouraged to shelter all openings of each building from sun and rain at the bottom floor. Awnings are allowed on upper floors.
- d. The minimum height of a canopy or a sign hung from a canopy over a pedestrian walkway shall be 8 feet from the lowest point to the sidewalk.
- e. Where fabric awnings are used the material shall be 100% opaque and not greater than 50% of frontage length.

Staff Comment: The image below was taken from Sheet A 10. It highlights the canopy that is provided for all of the commercial/retail storefronts in the commercial parcel. It appears similar to the callout for the standing seam roof, which is identified as a concealed fastener roofing system which features vertical or trapezoidal legs with a flat space in between. It is stated that this is one of the most durable and weather-tight roof systems available in the industry.

The canopy is the same as the roof and is respectful of the style and character of the structure in this way.

The highest point of the first-floor canopy is not higher than the midpoint of the space between the second story windowsills. The balconies of the second story units are built into this canopy, adding architectural features.

The height between the sidewalk and the bottom of the canopy is measured to be approximately 10', this meets the minimum 8' clearance criteria.

Fabric awnings are not proposed.

Taken together, the standards for canopies in the PPRMP are met.





vii. Doors and Windows

- a. The design and location of doors and windows must conform to the architectural tradition of the historic downtown area. Use simple wood and glass doors and windows of traditional design. If aluminum, plastic or vinyl is used, it shall be simple in design with a dark anodized or baked enamel finish.
- b. Only clear glass may be used on the first floor. Tinted glass allowing a minimum of 50% light transmission will be considered only for use in second floor windows and above on an individual case by case basis. The use of reflective glass is prohibited.
- c. Storefront windows must be as large as possible while maintaining height standards for bulkheads. Maximum bulkhead heights for new construction shall be 42". Minimum bulkhead heights shall be 24". Existing buildings are encouraged to retrofit within height range.
- d. Replacement windows must always fill the entire opening or be enhanced to match the traditional style.
- e. Security grills, either fixed or sliding, are prohibited on the exterior of doors and windows on the fronts or sides of structures adjacent to streets. If such security systems are justified they must be placed on the interior of the building a minimum of 24": behind windows and doors.

Staff Comment: The Material Study Sheet A 29 identifies white fiberglass/vinyl windows and patio doors. The commercial/retail storefront windows show larger window mutton and darker door frames. These can be seen in the image above under Item #vi Canopies and Awnings. Taken from Sheet A 11 is the measurement of the storefront bulkhead, estimated to be about 2' in height, meeting the minimum bulkhead height of 24". No security grills are proposed at this time. This criterion is met.



viii. Lighting

- a. Lighting is an integral part of the Poulsbo Place design concept and a major element in creating a unique, safe, and exciting night-time ambiance. All exterior lighting shall be designed as part of the overall architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design, the lighting design and hardware of the public places, and the overall visual environment of the downtown. Obtrusive appearance of their setting should be avoided.
- b. Night lighting of buildings shall be selective and focused; overall ambient lighting of buildings is not desirable. Rather, lighting should highlight entrances, dramatize special architectural features, keynote repeated features, and use the play of light and shadow to articulate the façade. The creative use of lighting to accomplish these ends is strongly encouraged.
- c. For safety, identification and convenience entrances of buildings and parking areas shall be well illuminated.
- d. Vestibules created by recessed entries shall be illuminated by downlights.
- e. All show window areas shall be adequately lighted employing concealed or baffled sources which will not create glare of unsafe visual conditions for pedestrians.

Staff Comment: Lighting is identified on Lighting Plan Sheet L004, the details are provided below from this sheet.

One wall mount lighting design is proposed and appears to be similar in material to the Material Study Sheet A 29. Wall mount lighting is provided for the storefront areas. Other lighting proposed is intended to light stairs, pathways, and accent landscaping. These provide downward lighting and appear to be harmonious with the building design. Upward accent lighting is provided for the two large trees that are intended for the urban plaza. No accent lighting of vestibules created by recessed entries is shown. Lighting for garage entries is not provided. This may be met with existing lighting, however, that is not shown on the Lighting Plan (see discussion in Item#D.iv Streetscape Improvements above on staff report page 22). A Condition of Approval will required lighting of garage entrances. As conditioned, this criterion is met.



## 9. Residential Area Design Guidelines

The design guidelines for the residential area are based on the Multi-Family Residential Design Development Standards. The following replaces Chapter 18.21.050 Development Standards, Multi-Family Residential Design (PPRMP beginning on page 35):

### A. Purpose

The purpose of these design guidelines is to serve as a reference to assist the designer in implementing the goals of the PPRMP for high quality residential development. The guidelines complement the mandatory site development regulations contained in the Zoning Standards in this document.

Design guidelines are general and are meant to be interpreted with some flexibility in their application to specific projects. The guidelines will be utilized during the City’s design review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of the project designers.

The implementation of these guidelines is essential to affect a high quality of development for Poulsbo Place. Unless a compelling reason is demonstrated for variance to the Planning Director, these design guidelines shall be followed. The Planning Director’s decision may be appealed to the Planning Commission and City Council.

Staff Comment: The design guidelines are incorporated into the review of this proposal. Any design standard deviation would be reviewed through the master plan amendment process as detailed at the beginning of this staff report.

### B. Applicability

This section shall apply to all residential development within the PPRMP Area. Any addition, remodeling, relocation or construction requiring a building permit subject to review by the Director or review authority shall adhere to these guidelines where applicable.

Staff Comment: The review of the multi-family proposal will be to the Residential-Downtown High Density (R-DH) District Development Standards as approved through the PPRMP and described on page 35 of the PPRMP and included below as follows:

This district is intended for the development of apartments, condominiums and townhouses at a maximum density of 22 units per acre in close proximity of the downtown area. Single family homes on small lots or zero lot line construction, clustering, and other similar standards are also allowed, thereby encouraging the development of affordable housing opportunities for all segments of the population.

These standards are the most applicable due to the close location of the multi-family to the downtown and due to the type of housing units that will be provided with this proposal.

C. Multi-Family Site Planning

Because of their higher densities and their shared amenities and services, multi-family and cluster housing tend to generate large parking areas and decreased private open space. Parking structures and open parking spaces can dominate the site and recreational open spaces may be relegated to left over areas that address setback requirements, but are not related to the residences or the people who live there.

Residential developments surrounded by high walls, parking lots, and rows of carports along public streets are examples of practices to be used only in limited and special circumstances. Un-buffered perimeter parking and drives are discouraged, since they present a poor image of the project and often function as a barrier between the project and the surrounding community.

The guidelines that follow are intended to help mitigate these and other negative impacts and to provide a pleasant residential environment within the context of higher density development.

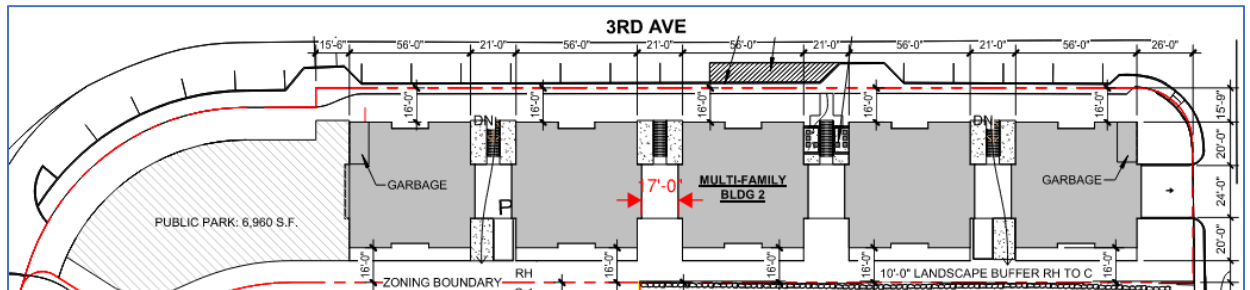
*Staff Comment:* The site planning guidelines are reviewed in conjunction with this multi-family proposal. This proposal will meet these criteria and/or will be required as a condition of approval to meet these standards with the next permit review process such as grading and clearing and/or the building permit review.

D. Building Articulation

Buildings should be designed to present elevations that are varied yet coherent. Long, unbroken facades and box-like forms should be avoided. Building facades shall be broken up 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 windows and doors.

*Staff Comment:* The multi-family proposal includes five buildings that are separated from each other by at least 17'. Below is an image from Zoning Site Plan Sheet A 2 that shows the buildings and the space between each building.

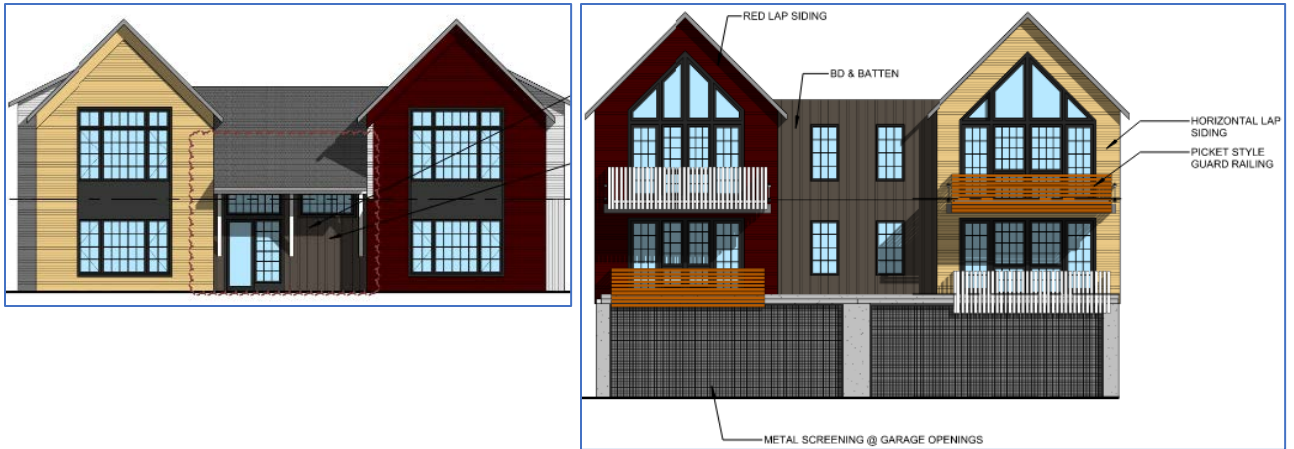
Sheet A 2



Multi-Family Elevations Sheet A 15 and A 16 show(respectively shown in images below) the visual interest provided on the front and rear elevations that include balconies, porches, window detail, building material, and architectural design.

Sheet A 15 (west elevation)

Sheet A 16 (east elevation)



E. Clustering of Units

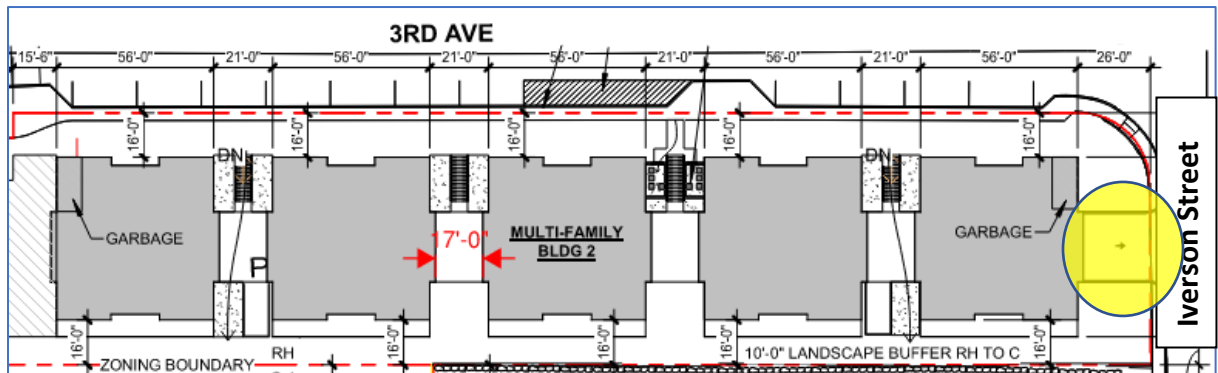
Multi-family development is characterized by the clustering of groups of units within one building and under one roof. Clustering should be consistent with the overall site planning principles being applied to the site. Structures composed of a series of simple, yet varied planes assure compatibility and variety in overall building form. Clustered unit design must be developed in a manner that integrates grading respectful of the existing topography, automobile circulation, emergency vehicle access and movement, storage and access to each unit.

*Staff Comment:* Each building is a cluster of 4 units for a set of five buildings for a total of 20 units. The west elevation faces 3<sup>rd</sup> Avenue and is shown as two stories. The east elevation faces the commercial portion of the proposal and the Post Office and is at a lower elevation and therefore is shown as three stories with the parking on the lowest level. The proposal successfully and architecturally integrates elevation and clustering of units with this proposal. See images from Item #D immediately above.

F. Entry Drives

Entry drives shall serve as principal vehicular accesses into multi-family developments rather than as parking drives, with parking somewhat segregated from entry drives. Drives shall be located a sufficient distance from intersections to minimize conflicting traffic patterns and to assure adequate lines-of-sight distances.

*Staff Comment:* One approach/entry drive to the multi-family parking area is proposed. It will be located on Iverson Street. A Traffic Impact Analysis (TIA) date March 2020 prepared by Gibson Traffic Consultants. The Engineering Department, as stated in their Staff Report and Conditions of Approval, have determined that project impacts are properly mitigated and that all standards and level of service are provided for. The Zoning Site Plan on Sheet A 2 shows the access point from Iverson, see yellow circle in image below:



G. Parking Areas and Garages

There should be no more than an average of 10 spaces of uninterrupted parking, whether in garages, carports, or open parking areas. Each average of 10 spaces of parking should be separated from additional spaces by a landscaped area not less than 10 feet wide.

Individual parking garages within residential structures should be enclosed behind garage doors. Garages with parking aprons less than 20 feet in length should have automatic garage door openers and/or sectional roll-up doors.

Incorporating required parking underneath buildings shall be encouraged. Design of the under-building parking shall use topography as much as possible to screen parking from view i.e. burying one side of parking level into the hillside of a sloping lot.

Staff Comment: All parking is incorporated as under-building parking. On-street parking will also be used toward meeting parking requirements and those spaces are provided with landscape areas and street trees. Off-street parking requirements are discussed later in the staff report on page 47 and page 49.

H. Carports

Staff Comment: Not applicable. Carports are not proposed.

I. 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.

Staff Comment: All parking is either provided under the building or on-street adjacent to the building. These parking spaces are accessible for the pedestrian and meet this intent.

J. Alternative Transportation/Transit

All multi-family projects should incorporate pedestrian access, alternate transportation and transit facilities into the circulation system. Special attention should be placed on pedestrian access to adjacent land uses, including schools and commercial areas. Trails or walkways to these areas should be included wherever possible and can be located outside the street right-of-way or sidewalk. Bicycle facilities shall be required as provided in Chapter 18.52, Off-Street Parking Standards.

A transit stop with a rain shelter, benches and expanded sidewalk shall be provide near the center of the residential area or in a location agreed upon with Kitsap Transit.

Staff Comment: The proposal does not include a transit stop with a rain shelter. The closes transit stop is located on Front Street within walking distance of this site.

K. Open Space

Residentials of multi-family projects should have safe and efficient access to usable open space, whether public or private, for recreation and social activities. The design and orientation of these areas should take advantage of available sunlight and should be sheltered from the noise and traffic of adjacent streets or other incompatible uses.

Required common open spaces should be conveniently located for the majority of units. Private open spaces should be contiguous to the units they serve and screened from public view. Projects should have secure open spaces and, when appropriate, children's play areas that are visible from the units. Proposed development should be designed to preserve existing stands of trees.

Staff Comment: Open space is requested to be reduced to 15% for the multi-family open space requirements. The open space reduction is addressed in Section III, Criteria 5, Item #7. The public park is located in a corner of the site that is sheltered by the adjacent multi-family building and mixed-use building and built into the topography at the corner of 3<sup>rd</sup> Avenue/Sunset Street with street trees. The noise and traffic impacts are expected to be reduced due to this location, topography change, and landscaping. Birdseye @ Community Park Sheet A 25 provided below shows a rendering of this space.



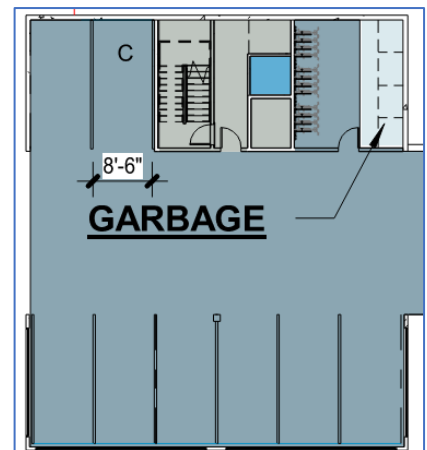


The open space has many access points and can be readily accessed from those on site without crossing any streets. The anticipated residents for this housing proposal led the applicant to propose residential amenities for adult park users, such as a BBQ pavilion, benches, water feature, seating areas along the terrace of the community park. Private open space is provided with each unit in the form of balconies and the space is approximately 86 square feet in size. The balconies are located to the rear of the building looking toward Liberty Bay. This criterion is met.

L. Refuse Storage/Disposal

Refuse storage, transfer and disposal facilities shall be enclosed within six-foot high structures designed in accordance with City standards and those minimal requirements of the disposal service purveyor, and should include recycling facilities whenever possible. Locations should be conveniently accessible for trash collection and maintenance and should not block access drives during loading operations.

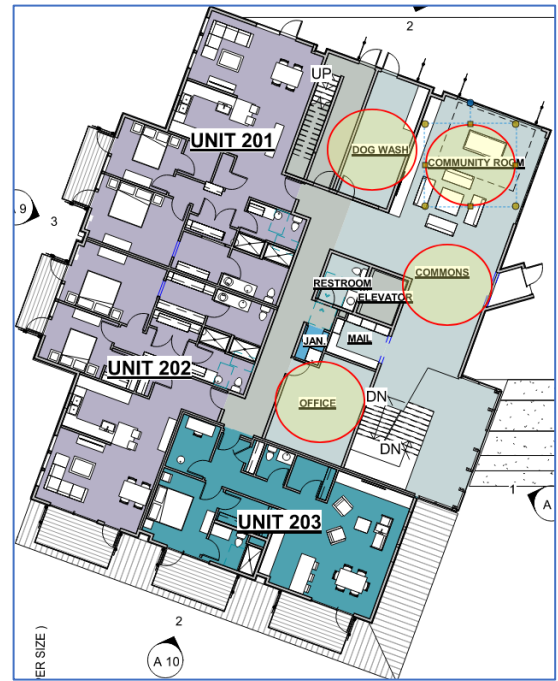
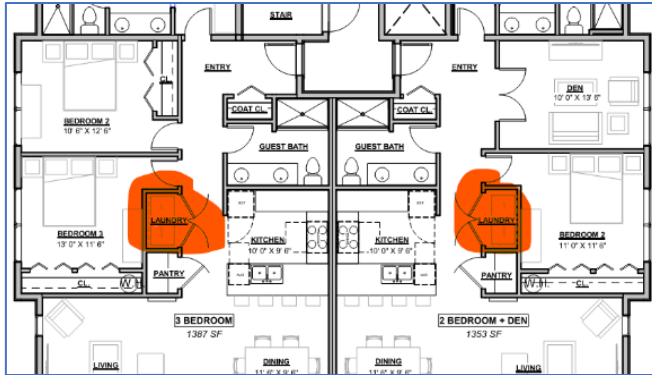
*Staff Comment:* The storage of garbage is proposed to be within an enclosed area of the under-building parking. The image is from the Multi-Family Garage Plan Sheet A 12. This criterion is met.



M. Auxiliary Facilities

Support structures within multi-family residential projects, such as laundry facilities, health spa and recreation buildings, pool cabanas and sales/lease offices, shall be consistent in architectural design and form with the rest of the complex. Temporary sales offices should also be compatible with these guidelines.

**Staff Comment:** The building plans from Multi-Family Floor Plan Sheet A 13 shows laundry is included in each unit. The laundry is highlighted in red in the image. Other auxiliary facilities such as the sales/lease offices, community room and commons area are provided in the mixed-use building for both the commercial and multi-family proposals. This is shown in Mixed-Use Floor Plan Sheet A 6 with image shown below with these items highlighted in yellow circles. This criterion is met.



**N. Site Grading**

Pre-Development planning conferences/consultations shall be held between developer and City Engineer’s staff prior to the preparation of development and grading plans intended for submittal to the City for approval. Planning development and grading strategies shall 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 landforms while providing appropriate transition of architectural elements to grade. Site grading shall also provide for an uninterrupted flow of vehicular and pedestrian traffic through the development. The grading plan shall direct and provide adequate flow of surface runoff to catch basins.

**Staff Comment:** This criterion will be met through a Condition of Approval. The applicant shall hold a pre-development planning conference/consultation with the City’s Engineering staff prior to the preparation of development and grading plans intended for submittal to the City for approval. As conditioned, this criterion is met.

**10. Supplemental Guidelines (PPRMP page 18)**

**A. Signage**

**Staff Comment:** Signage has not been submitted. Signs will be reviewed against the PPRMP standards when sign permits are received.

**B. Street Furniture**

Street furniture shall be required on public sidewalks and public plaza areas to provide scale, interest and opportunities to rest. Development in the commercial area shall incorporate street furniture into all public spaces. Street furniture includes the following:

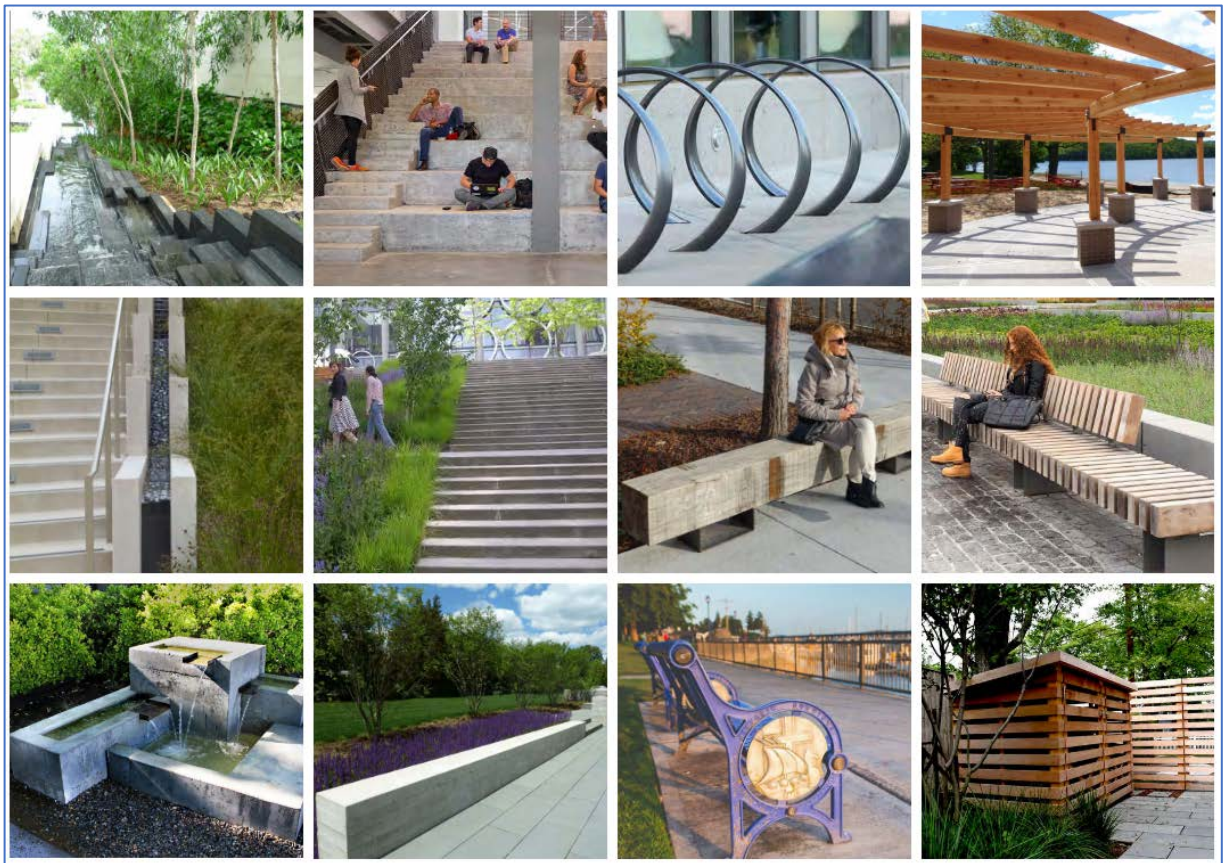
- i. Street Tree Grates (required where trees are planted in sidewalk cut-outs)
- ii. Pedestrian Scale Light Fixtures
- iii. Benches
- iv. Public Signs
- v. Trash Receptacles



- vi. Bicycle Racks
- vii. Bollards
- viii. Free standing Planters
- ix. Information Kiosks

The developer shall submit plans for street furniture including information regarding type, placement, installation and maintenance to the City for review prior to installation.

Staff Comments: Street furniture intention has been provided as part of the proposal. See Site Elements Sheet L003 and as provided below for design ideas. Staff supports the street furniture palette as provided in the application. A Condition of Approval will be to submit plans for street furniture including information regarding type, placement, installation, and maintenance to the City for review with Final Landscape Plan submittal. As conditioned, this criterion is met.



C. Lighting

Lighting shall be carefully controlled to minimize glare and be designed to provide consistent levels of illumination. Street lighting in the commercial core shall be pedestrian scaled and shall complement the existing lighting in the downtown core.

Staff Comment: The Lighting Plan on Sheet L0004 shows wall mount lights for the entrance to the multi-family buildings, pathway lighting along the pedestrian circulation pathway behind the multi-family buildings, step/wall lighting provided along the opens space pathway in addition to bollard lights. Lighting details will be reviewed with the Final Landscape Plan to ensure the fixtures complement the existing lighting in the downtown core. Street lighting is not shown in the multi-family site and will also be a Condition of Approval.

D. Landscaping

New landscaping shall consist of natives and other adapted species appropriate to this climate. Adaptation to the climate and environment and a range of color, flower type, size, shape, shall be the guiding influences on plant selection. Particular emphasis shall be placed on plant materials which provide drought resistance. All plant material sizes and spacing will be in accordance with the City of Poulsbo Landscape Ordinance.

Automatic, water conserving irrigation systems shall be provided for all new landscaped areas.

All maintenance for the new landscape shall be provided by the developer.

Staff Comment: The use of natives and other adapted species appropriate to this climate was not specifically identified in the descriptions available in the Landscape Plan Sheets L000-L002. This will be listed as a Condition of Approval. Meeting the planting and irrigation standards is already included as a Condition of Approval for this proposal. As conditioned, this criterion is met.

#### E. Covenants, Conditions and Restrictions

Covenants, Conditions and Restrictions (CC&R's) will be created and filed on all lots in the property covered by the R.M.P and will run with the land. The CC&R's will create a Property Owners Association which will be a non-profit corporation formed for the purpose of maintaining the common elements, landscaping and other facilities proposed in the Binding Site Plan. Additionally, the CC&R's would contain reciprocal use and parking easements for the common elements and parking lots of the project allowing mutual use by owners, guests, invitees and customers of the property owners. Separate CC&R's will be developed for the residential and commercial portions of the site.

The CC&R's would contain a levy provision allowing the Property Owners Association to levy maintenance and other approved expenses against the property and the property owners in the project. This levy provision would be enforced by filing of liens against the offending property owner and by foreclosure of said liens in Superior Court.

Staff Comment: The CC&R's will be provided for review and approval prior to building Certificate of Occupancy. This will be listed as a Condition of Approval.

### 11. Site Plan Narrative

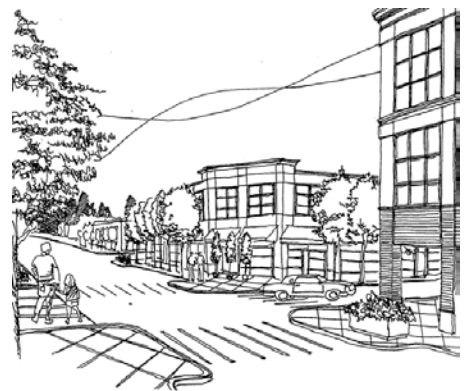
#### A. Commercial Core

##### i. Retail -Areas A, B and D

Retail uses are ideal generators of the foot traffic that puts life into a commercial district. The pedestrian activity and street life that characterize downtown Poulsbo are the models for the atmosphere of the commercial core of Poulsbo Place. For this reason, retail uses are incorporated into many of the buildings along Sunset and Jensen. The two- and three-story buildings East of Jensen Way incorporate retail uses on their first floors and office uses above. All retail will be accessed from street level with service at the back of the buildings whenever possible.

Buildings are immediately adjacent sidewalks to maintain the urban feel of the downtown area. Sidewalks are buffered from the street with parallel, o-street parking and street trees. Additional parking is located behind the buildings, out of sight from the main intersection of sunset and Jensen.

Staff Comment: The mixed-use buildings proposed along Jensen Way are behind an urban plaza that is immediately adjacent to the sidewalk. The narrative for this use and design is met.



B. Residential Areas

i. Multi-Family-Areas F, G, and H

The Multi-Family development proposed North of the commercial core serves as a transitional use between the commercial elements to the South and the lower density residential areas to the North and West.

Appropriately, this area allows for the highest density within the project. The buildings are set back from the sidewalks and street, but their orientation is clearly related to the street to suggest an urban character to a lesser degree than the commercial core.

Parking is located behind the buildings to maintain the urban streetscape. Open spaces area also located away from the street to allow for security and privacy.



Staff Comment: The location for the multi-family use is between the commercial use and residential use. This small portion of the PPRMP will fulfill the R-DH development standards that have yet to be implemented. From 3<sup>rd</sup> Avenue the multi-family buildings will seem two stories tall, while viewed from Jensen Way the buildings will be three stories tall. The under-building parking, that includes the use and facilities for storage, bicycle parking, and access to parking from the residential units, will screen these uses from view of the public. The private open space is provided by large balconies on the rear of each unit overlooking Liberty Bay. This development design is strongly supported by the PPRMP. This criterion is met.

12. Additional Site Plan Components (PPRMP page 29)

A. Recreation

The Redevelopment Mater Plan establishes the criteria for providing recreational elements for Poulsbo Place residents based on the Poulsbo Zoning Code. The 360 units proposed require 4 recreational amenities such as a picnic shelter, swimming pool, tennis court etc.

A recreation building is located at the Northeast corner of NE Union Street, at the center of the residential development.

The proposed recreational elements are connected by a comprehensive path system to encourage walking between destinations.

Some of the recreation functions are public in nature and may be used by the entire community. These include the paths and jogging trails and the more urban amenities in the commercial core.

Open space is modulated throughout the site as the character of the project varies. In the urban core, open space is used to provide a strong visual focus at the street corners and includes street furniture, street trees and strong focal elements.

Moving North along Jensen Way, open space transitions to a more informal character to reflect the change from commercial to residential uses. In the multi-family development just North of the commercial core, open space is concentrated into distinct, programmed areas to allow for more intensive use. Further to the North, in the lower density residential areas, open space is more dispersed and more closely related to the individual, ground related dwellings.

Staff Comment: The remaining urban plaza requirement of the PPRMP is being met with the proposed site plan. Recreation in the form of open space has been covered in Item #9.K above (staff report page 33). These criteria are met.

B. Tree Preservation

Staff Comment: Not applicable. No trees are on site to preserve.



C. Buffers, Transitions and Setbacks

The site plan has been designed to be responsive to surrounding site conditions and edges. Although the R.M.P. ordinance does not have specific setback requirements, minimum setbacks are invoked through the landscape ordinance and parking requirements. In most cases, setbacks provided far exceed the required minimums.

Staff Comment: Amendment request for the PPRMP setbacks is analyzed in Section III Item #6 above (staff report page 13). Setbacks are discussed in Section IV Item #13 Zoning Standards below (see staff report page 42). This criterion is met.

D. Architecture, (PPRMP page 31)

The site plan represents various kinds of architectural character depending upon the use of the area. In the commercial core, the architecture is designed to provide a strong urban statement. Each building will maintain its own identity while common elements such as overhangs, canopies and glass storefronts will provide a cohesiveness to the mixed-use core area. Small courtyard and plaza areas are provided to create pockets for the rest and reinvigoration off the main pedestrian flow paths. Materials such as masonry, concrete, stucco and metal or wood detailing will work in conjunctions with pitched and flat roof elements to define the character of the mixed-use area.

In the multifamily areas the architecture is more residential in character with sloping roofs and more prevalent wood detailing. All of the units will be designed to be responsive to the specific site conditions where they occur, with as many units as possible oriented towards views of Liberty Bay and the Olympic mountains. The view residential buildings will be characterized by the use of wood, stucco and metal. The use of varying detailing and building massing will be used to add to the diversity of the project. Where multi-family residential units are closer, floor plans will be developed to provide orientation away from other units and toward open space for better privacy. Wood siding and wood detailing will be the predominant material in these areas.

Staff Comment: The Project Narrative, dated February 19, 2020 included as part of the application package and provided in Exhibit A and B describes the proposal in a consistent manner with which the criteria are demanding. The project description and neighborhood scale portion of this letter is provided as an example of the high-quality application received and development expected. These criteria are met.

**PROJECT NARRATIVE**

• *PROJECT DESCRIPTION*

The proposed project will complete the last phase of Poulsbo Place, originally envisioned as a mixed-use neighborhood adjoining the original Poulsbo downtown. The site, comprised of two different land use designations, is designed as one integrated site plan combining the lower mixed-use building with multi-family buildings on the upper portion of the sloping site. Each frontage is designed to support existing character and use patterns, and to ensure complementary aesthetic to both the previously completed phases and the surrounding context. The architecture is meant to evoke aspects of traditional Nordic design (aka Bergen merchant houses).

The program includes 4,800sf of retail oriented to Jensen Way and the existing mixed-use buildings across the street. The mixed-use building will have 29 residential units above below grade parking. The upper site will have 5 multi-family buildings, each containing 4 residential units above structured parking. These buildings will define two main outdoor spaces; the lower retail plaza, and the upper community park.

• *NEIGHBORHOOD SCALE*

Consistent with the original master plan objectives, the project is designed to reflect the Scandinavian heritage of Poulsbo. The overall effect is to create a ‘village feel’ with a variety of building forms. The design approach was inspired by the merchant houses in Bergen Norway with their brightly colored facades. The integration of public spaces, outdoor stairways, storefronts and covered sidewalks will bring a more urban character consistent with Old Town.

The site is located where Old Town meets the Poulsbo Place neighborhood. Thus, the site design responds to the commercial scale of Old Town while incorporating residentially scaled forms (pattern of linked gable roof forms). The applicant understands that the character of these two areas isn't the same but should feel integrated.

The mixed-use portion of the project is located within the lower commercially zoned (C-1) portion of the site. The upper residentially zoned (R-H) portion of the site, the residential buildings along Third Street are designed as (5) separate buildings (each containing 4 units) which will provide a view shed between the buildings and provide a stronger residential scale overall. These forms are also differentiated by color and material. Materials include painted horizontal siding, vertical window patterns and trim.

## E. Utilities

### i. Storm Water Drainage

The site consists of approximately 36.5 acres, which will be separated into three basins. Basin 31 being the southwest corner, basin #2 being the eastern half, and basin #3 the northwest corner.

### ii. The runoff from basin #1 (approximately 4.5 acres) and basin #3 (approx.. 6.3 acres) is to Liberty Bay and we propose to provide only water quality treatment measures with clarifiers.

Basin #2 (approx. 25.8 acres) enters the City of Poulsbo storm drainage system and may require detention as well as water quality treatment. The basin will be divided into smaller basins, each with its own detention and treatment system.

### iii. Sanitary Sewer

The existing sanitary sewer system appears to be in bad condition, therefore a new sanitary sewer system consisting of PVC pipe will need to be installed. The sanitary sewer in the northwest corner will flow to an existing 8" line that flows from north to south on Front Street. The remainder of the parcel will flow to an existing 8" line that flows to the south down Jensen Way.

### iv. Water

The water system appears to be in good condition. There are 8" mains on the west border and running up Jensen Way, with 6' to 8" loops around the remainder of the parcel. With the addition of some 6" and 8" loops, the water system should be adequate. Fire hydrants and fire flow for sprinkler systems will be designed as per individual building requirements.

Staff Comment: All improvements identified in this section were made in previous phases of Poulsbo Place. The Engineering Department has reviewed the proposed site plan and found it meets its utility requirements as provided in their Staff Report included as Exhibit N and as made part of the Engineering Department and Public Works Conditions of Approval in this Staff Report.

## F. Phasing and Implementation

The site plan is divided into twelve sections with the letters A through L. Statistics on density and parking have been developed for each section and are shown on the site plan. Each section is self-supporting in regard to parking requirements and density.

Please note the section letters are not intended to indicate an order of development. For more information on Project Phasing, see the Project Sequencing Plan in the Appendix.

Development and build out of Poulsbo Place will occur in an orderly fashion based on such factors as the market, approvals, absorption rates, etc. The entire project is expected to be developed in 5 to 10 years.

Staff Comment: This is the last phase to be developed for the PPRMP. The site plan is shown to be self-sufficient with regard to parking and density. This component is met.

## G. Traffic and Roads

In recognition of the increased density of Poulsbo Place the Sunset Street and Jensen Way right of ways shown on the project are proposed to be 60 feet wide to allow for the introduction of on street parking. On-street parking has been provided within the right of way along Sunset and Jensen Way in the core area and along Jensen Way in the residential areas. One road extension is proposed on Sunset between Iversen and Jensen Way. This alternative route is in lieu of the right of way up to 4<sup>th</sup> Street which would require extensive grading of the existing slope to achieve a reasonable road grade.

All existing patterns of traffic use have been accommodated in the site plan. Some minor realignments are contemplated.

Refer to the Traffic Analysis included in the Appendix for additional information regarding traffic and parking.

Staff Comment: Improvements identified in this section were made in previous phases of Poulsbo Place. The Engineering Department has reviewed the traffic circulation for the proposed site plan and concluded that the proposal is satisfactory as provided in their Staff Report included as Exhibit N and as made part of the Engineering Department and Public Works Conditions of Approval in this Staff Report.

## H. Parking

The parking standards for this site plan are based on the Poulsbo Zoning Code as modified by the Redevelopment Master Plan. (See Zoning Standards.)

Some parking requirements in the core are calculated to allow for shared parking. All parking counts rely on on-street parking to meet the parking space quantities required.

The intent of this proposal is to develop binding covenants for joint use of parking facilities within portions of the project. These covenants will be formulated as part of the approvals process once the preliminary concept plan is approved by the Planning Department.

Staff Comment: Parking is analyzed Section IV Item #13 Zoning Standards Subsection C below. This criterion is met.

## I. Pedestrians

Throughout the site a high degree of attention has been placed upon providing a suitable pedestrian environment. In the urban core the pedestrian environment is enhanced by pedestrian amenities such as benches, detailed paving, planters, and covered areas.

In the residential areas, walkways provide the connection between recreation uses and buildings and parking and serve as continuous loop systems for passive use or jogging. The minimum width of all walkways is five feet with a transition to an eight-foot minimum in the commercial core.

Staff Comment: Section III Criteria 6 discusses pedestrian circulation on page 14 of the staff report. The image provided in that section shows pedestrian circulation around and throughout the entire site. Circulation is provided via sidewalks, urban plazas, steps, and other pedestrian paths. Internal pedestrian circulation north to south from Iversen Street to Sunset Street is also provided. Pedestrian amenities provided by the applicant include benches, low walls for seating, paving details, planters and landscaping, and two prominent central trees. This criterion is met.

## 13. Zoning Standards

### A. 18.21.000 Residential Districts

#### i. R-DH (Downtown High Density) District (PPRMP pg. 35)

This district is intended for the development of apartments, condominiums and townhouses at a maximum density of 22 units per acre in close proximity of the downtown area. Single family homes on small lots or zero lot line construction, clustering, and other similar standards are also allowed, thereby encouraging the development of affordable housing opportunities for all segments of the population.

Permitted and conditionally permitted uses for the R-DH Zone shall be identical to those listed for the R-H Zone.

Development Standard (min.)	R-DH	R-DH As Amended	Staff Report Section Analysis
Max. Unite/Acre	22/Acre		Section III Criteria 5 Item#3 Density
Min. Single Family Lot Area	3,000 sq. ft.		Not Applicable (multi-family proposal)
Lot Width at building line	40'		This section
Lot Width at street line	25'		This section
Lot Depth	50'		This section
Front Setback, Habitable Area	15'		This section
Front Setback, garage	20'		Not Applicable (underbuilding parking proposed)
Rear Setback	15'	10'	Section III Criteria 5 Item #6
Rear Setback, on alley	5'		Not Applicable (no alley proposed)
Side Setback	Min. of 5' with a combined total of 15' unless abutting units are attached.		This section
Street Side setback	15'		This section
Building Lot Coverage (max %)	60%		This section
Maximum Building Height in Feet	35'		This section & Section IV Item #13 Subsection B
Useable Recreation/Open Space (min %)	>12 units: 20%	15%	Section III Criteria 5 Item #7

**Staff Comment:** Section II describes the applicable criteria for this proposal. In that description it is states that the multi-family parcel will be reviewed under the R-DH development standards that are described in the PPRMP. The R-DH Standards and R-DH Amended development standards are provided in the above table in this section. The table also includes a column that describes where criteria are already reviewed in the Staff Report (so as to reduce duplication).

Site Plan Sheet A 1 will be used to show how the remaining criteria in the Development Standards Table are met.



Lot Width at building line: 503' This criterion is met.

Lot width at street line: 503' This criterion is met.

Lot depth: 90' This criterion is met.

Front setback, habitable area: 16' This criterion is met.

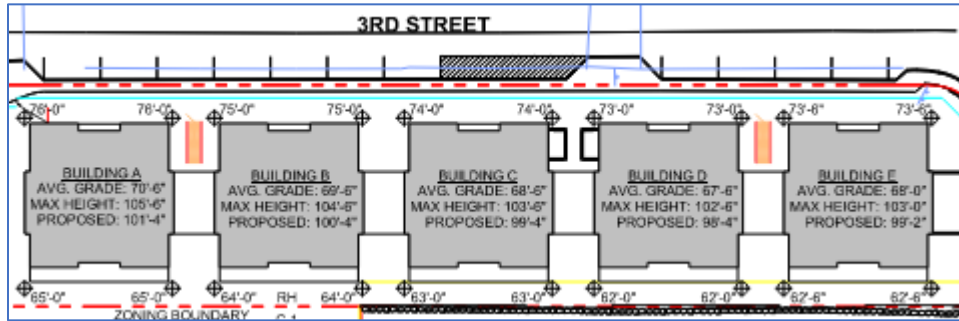
Side setback: Units are in five buildings with four units each. The buildings are internally separated by approximately 17'. The building closes to the 3<sup>rd</sup> Avenue and Iverson Street intersection is approximately 24' from the property line. The building closest to the open space on the northern part of the proposal is approximately 125' from the property line. This criterion is met.

Street Side setback: The building closes to the 3<sup>rd</sup> Avenue and Iverson Street intersection is approximately 24' from the property line. The building closest to the open space on the northern part of the proposal is approximately 125' from the property line. This criterion is met.

Building Lot Coverage: The building lot coverage for the residential parcel is 40%, below the 60% standard. This criterion is met.

Maximum Building Height is provided by the applicant on Building Height Sheet A 4. The calculations are provided for each building and show that the multi-family buildings will be approximately average 31' in height. A condition of approval for development reviewed with this proposal will be that building height verification shall be required prior to framing inspection, via the submittal of a height survey. As conditioned, this criterion is met.





ii. Multi family housing is permitted in the R-H and the R-DH Zoning Districts subject to Site Review, pursuant to Chapter 18.80 and 18.31 of this Zoning Ordinance, and shall meet the following standards:

- a. All multi-family developments, except those located in the R-DH Zone, with 12 or more dwelling units shall provide 30% of site area for usable recreation or open space. 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. Usable recreation or open space areas 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.
- b. At least one of the two required parking spaces for multi-family residential developments; shall be located within 150 feet from the dwelling unit (front or rear door) for which the parking space is provided. Parking spaces may be parallel on-street spaces or off-street spaces.

*Staff Comment:* Open Space is reviewed in Section III Criteria 5 Item #7 (staff report page 14).

All required parking for multi-family is provided on site within 150' from the dwelling unit. This criterion is met.

iii. Recreational Vehicle Storage Facilities

Centralized storage areas shall be provided for recreational vehicles, boats, etc., at a minimum of 1 space for each 50 dwelling units. Any fractional space shall be construed as requiring 1 full storage space pursuant to Chapter 18.52 (Off-Street Parking Standards).

*Staff Comment:* No more than 49 dwelling units are proposed. This criterion is not applicable.

**B. Multi-Family Housing: 1994 Zoning Ordinance** (page II-12)

These standards were not amended by the PRRMP for the multi-family housing site and must be addressed through site plan review.

- i. All multi-family developments shall provide recreational amenities within the site which may include: a swimming pool; spa; clubhouse; tot lot with play equipment; picnic shelter-barbecue area; court game facilities such as tennis, basketball, or racquetball; improved softball or baseball fields; or, daycare facilities, according to the following schedule.

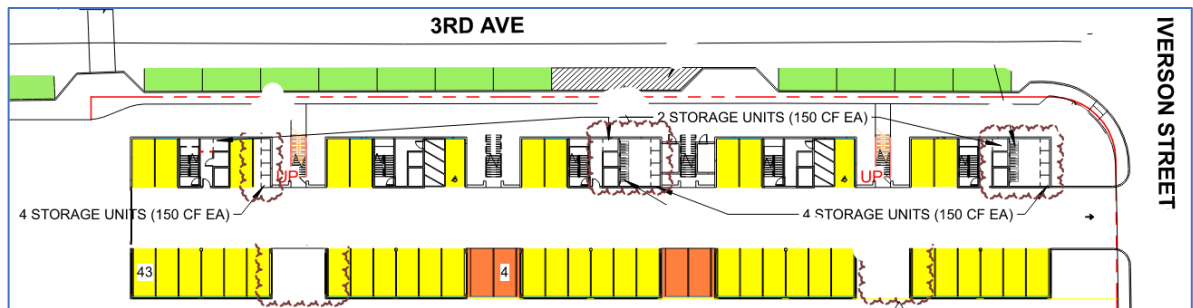
Units: 0-50      Amenities: 1

*Staff Comment:* Amenities provided include BBQ Pavilion, picnic areas, water feature, and benches. This criterion is met.



- ii. Each dwelling unit shall be provided a minimum of 150 cubic feet or private enclosed storage space within the garage, carport, or immediately adjacent to the dwelling unit.

**Staff Comment:** Storage space is provided in the underbuilding parking area. See Parking Plan Sheet A 3, that shows a total of 20 individual spaces with 150 cubic feet each. This criterion is met.



- iii. Off-street parking spaces for multi-family residential developments shall be located within 150 feet from the dwelling unit (front or rear door) for which the parking space is provided.

**Staff Comment:** Off-street parking location criterion is met. See staff report page 48.

- iv. If laundry facility hook-ups are not provided within each unit, common laundry facilities of sufficient number and accessibility consistent with the number of living units and the Uniform Building Code shall be provided.

**Staff Comment:** Laundry facility hook-ups are provided. This criterion is met.

- v. The total area of all impervious surfaces (including buildings, parking areas and walkways) shall not exceed sixty percent of the lot area.

**Staff Comment:** The definition for “Building Lot Coverage” has been discussed in Section III of the staff report on page 11. The building lot coverage is 40%. As amended, this criterion is met.

C. 18.51.000 General Development Standards (PPRMP page 38).

- i. Height Determination

In addition to the exemptions listed above, a height exemption for an architectural feature in the commercially zoned area of the Poulsbo Place project is allowed for a portion of one building which accounts for no more than 20% of the total roof area of that building. Total height of this architectural feature may not exceed 60’.



**Staff Comment:** The PPRMP on page 24 states the desire for a prominent architectural feature at the SE end of the building. This feature could be up to 60' in height and be no more than 20% of the roof area. The intent was to enhance the project connection to Downtown and enable identification of this key intersection as a landmark in the community. The original staff report (page 14) states that, "this architectural feature was to enhance the project's connection to the downtown and give the site a sense of place. Since this structure which will not be occupied and is

located away from existing residences, the height can be accommodated without safety hazards or land use compatibility problems, provided, the feature actually built bears substantial likeness to the illustration contained in the master plan."

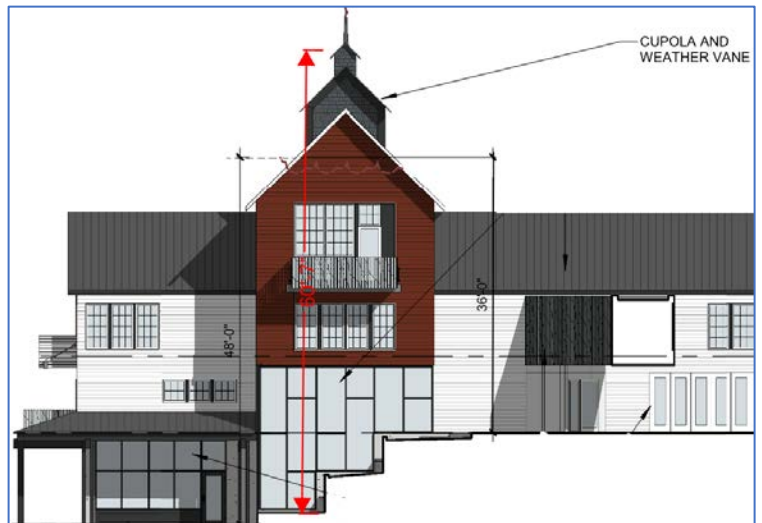
The applicant has proposed through the site design of the last phase of the PPRMP to locate the tower to be visible from the main plaza and as one approaches from Old Town. A secondary "cupola" like roof form, derived from traditional Stave churches has been proposed on the mixed-use building. This is the image of the cover of the PPRMP.

From the proposal, the following images will be provided to show how these criteria are met:

1) Site Plan Rendered Sheet L000 to show the architectural feature meets the 20% criteria of total roof area of the building. The total roof area of the mixed-use building that the architectural feature will be located is 8,040 square feet, 20% of this is 1,608 square feet. The roof area of the architectural feature is proposed to be 690 square feet. The total roof area criterion is met.



2) Mixed-Use Elevation, Sheet A 9 shows the height of the mixed use building and of the architectural feature. The red measurement is 60'. The height criterion has been met.



3) Rendering, Sheet A 18 shows what the architectural feature may look like from the south of the site looking north.



D. 18.52.000 Off-Street Parking Standards (PPRMP page 39)

i. General Regulations

In the Poulsbo Place Redevelopment Plan area, on-street parking may be used to meet the minimum parking space requirements.

*Staff Comment:* On-street parking is proposed to be used to meet the off-street parking requirements for this development. On-street parking will be provided as part of the improvements to the site and public right-of-way. The figure below (Sheet A 3) shows the existing and new on-street parking that will be provided with this project. Some of the parking spaces are allocated toward the multi-family residential use and some are allocated toward the commercial/mixed-use portion of the project. This use of on-street parking meets PPRMP criteria for using on-street parking for meeting the parking requirements. This criterion is met.





ii. Location of Required Parking Spaces

All parking spaces shall be located on the same parcel as the structure or use, except for shared parking which shall comply with the requirements of Paragraph 18.52.050.10b. (shared parking).

**Staff Comment:** Parking is provided for each use on the parcel for which the use is proposed. This criterion is met.

iii. Shared Parking

a. The Poulsbo Place Redevelopment Master Plan shall permit the shared use of parking facilities located on separate properties when businesses do not operate at the same time if:

- 1) A convenient pedestrian connection between the properties exists, and
- 2) The properties are within 1,000 feet of each other.

b. Number of spaces required:

1) Non overlapping Hours of Operation:

The property owner or owners shall provide parking stalls equal to the greater of the applicable individual parking requirements.

2) Overlapping Hours of Operation:

The property owner or owners shall provide parking stalls equal to the total of the individual parking requirements. If the peak operating hours of each use occur at substantially different times of day and the following criteria are met, that total may be reduced by 20%:

- a. A vehicular connection between lots exists (this may be across a public right-of-way).
- b. A convenient pedestrian connection between the lots exists, and
- c. The availability of parking for all affected properties is indicated by directional signs.

c. Documentation Required: Prior to establishing shared parking, the property owner or owners shall file a written agreement providing for that use with the City of Poulsbo. The agreement may be revoked by the parties only if parking is provided in conformance with the Land Use Code and such parking is approved by the City of Poulsbo prior to revocation.



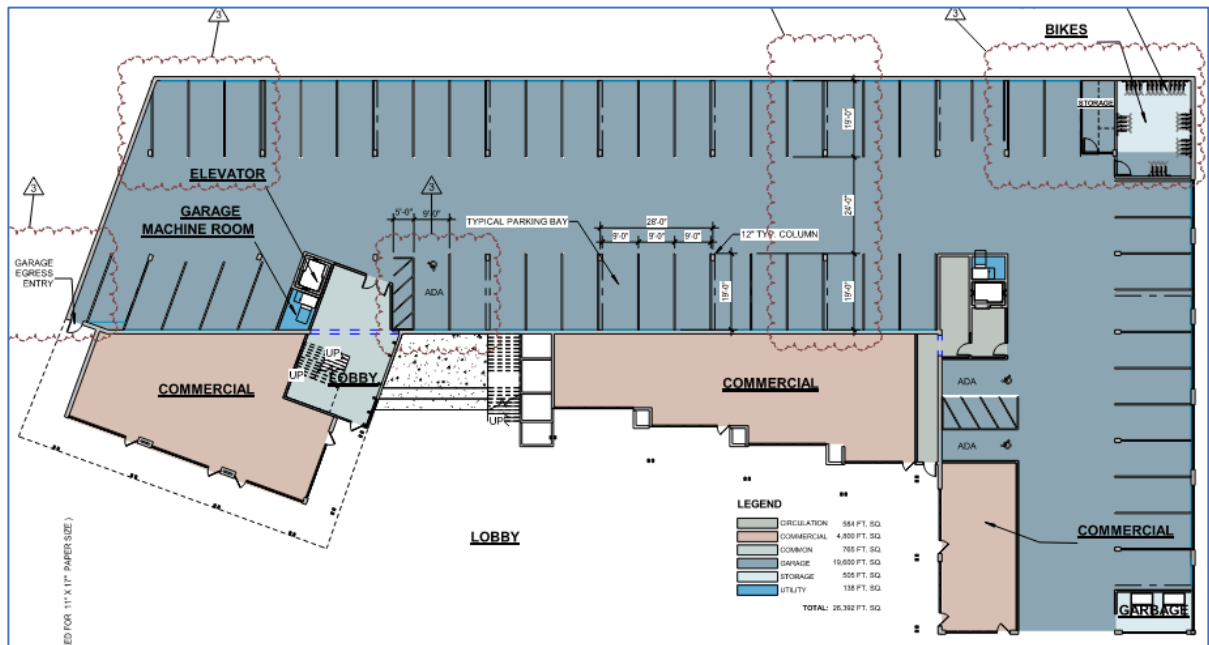
Staff Comment: The applicant is not proposing or requesting to use shared parking for this development.

**E. Off-Street Parking Standards:** 18.22.050.5 Parking and Circulation 1994 Zoning Ordinance (page II-36)

These standards were not modified by the PPRMP and must be reviewed with each development proposal.

- i. Parking lot design can be a critical factor in the success or failure of a commercial use. In considering the possibilities for developing a new parking area, a developer should analyze the following factors: ingress and egress with consideration to possible conflicts with street traffic; pedestrian and vehicular conflicts; on-site circulation and service vehicle zones; and the overall configuration and appearance of the parking area.
  - a. Separate vehicular and pedestrian circulation systems should be provided. Pedestrian linkages between uses in commercial developments should be emphasized, including distinct pedestrian access from parking areas in large commercial developments, such as shopping centers.
  - b. Parking aisles should be separated from vehicle circulation routes whenever possible.
  - c. Common driveways which provide vehicular access to more than one site are encouraged.
  - d. Angled parking is preferred over 90 degree parking.
  - e. Parking areas shall be landscaped, receiving interior as well as perimeter treatment in accordance with the requirements of this Zoning Ordinance.
  - f. Parking areas should be separated from structures by either a raised concrete walkway or landscape strip, preferably both. Situations where parking spaces directly abut the structure should be avoided.
  - g. Shared parking between adjacent businesses and/or developments is highly encouraged whenever practical.
  - h. Where parking areas are connected, interior circulation should allow for a similar direction of travel and parking bays in all areas to reduce conflict at points of connection.
  - i. Parking access points, whether located on front or side streets, should be located as far as possible from street intersections so that adequate stacking room is provided. The number of access points should be limited to the minimum amount necessary to provide adequate circulations.
  - j. Frontage roads should be provided for large projects on major arterials whenever possible.
  - k. The parking area should be designed in a manner which links the structures to the street sidewalk system as an extension of the pedestrian environment. This can be accomplished by using design features such as walkways with enhanced paving, trellis structures, or a special landscaping treatment.
  - l. Parking areas which accommodate a significant number of vehicles should be divided into a series of connected smaller lots. Landscaping and offsetting portions of the lot are effective in reducing the visual impact of large parking areas.
  - m. A combination of walls, berms, and landscape material is highly recommended to screen parking areas from the public right-of-way. Where practical, lowering the grade of the parking lot from existing street elevations may aid in obscuring views of automobiles while promoting views of architectural elements of the structures beyond.

Staff Comment: The proposal is using underbuilding parking for a majority meeting off-street parking requirement. Therefore, many of these standards do not apply. Mixed-Use Garage Plan Sheet A 5 shows the parking meeting all dimensional standards including the aisle width for internal circulation. These criteria are met.



ii. Development Standards PMC 18.52.050 1994 Zoning Ordinance (page III-11)

a. Access to Parking lots

- 1) All parking lots shall provide maneuvering room so that all vehicles enter an abutting street in a forward direction.
- 2) No parking space shall be located so that a vehicle will maneuver within 20 feet of a vehicular entrance.
- 3) Parking lot ingress and egress must be controlled to minimize disruption to traffic flow. Controls include yield and/or stop signs, or traffic signals if determined necessary by the City Engineer.

*Staff Comment:* Parking access is reviewed in the staff report on page 14 (circulation), page 18 (parking orientation-commercial), and page 32 (entry drives-multi-family) . These criteria are met.

b. Bicycle Parking

Bicycle parking facilities will be required based on a percentage of overall parking spaces. One bicycle space shall be required for every 20 motor vehicle spaces provided within a facility, or portion thereof. In areas that offer special bicycling opportunities within their perimeter such as parks and open space that also provide SOV parking, one bicycle e space for every 10 motor vehicle spaces shall be provided.

1) Requirements on Bicycle Parking Development

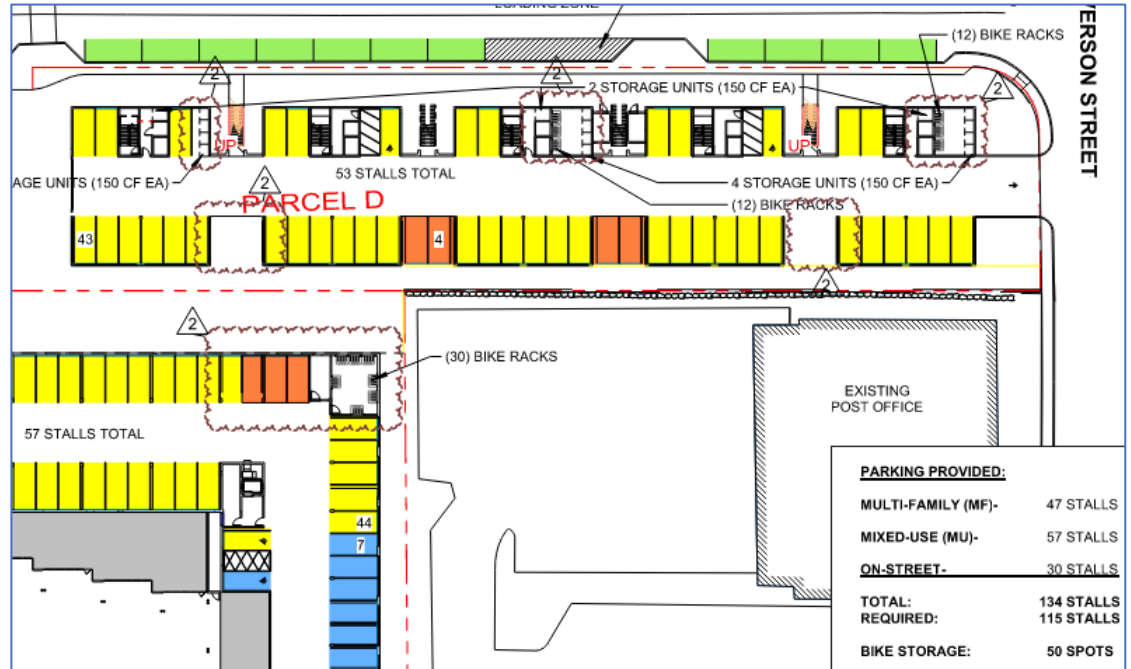
- a. Bicycle parking facilities shall be secure;
- b. Bicycle parking shall be close to the building entrance;
- c. Bicycle parking lots shall not interfere with pedestrian and motor vehicle traffic, but shall also have good visibility.
- d. Bicycle parking facilities shall be well lit.

2) 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.

**Staff Comment:** A total of 115 parking spaces are required, requiring 6 bicycle parking spaces. The applicant is using the credits for bicycle parking to reduce the number of parking stalls for the proposal. Covered bicycle parking in the amount of 50 bicycle parking facilities is provided and reduces the number of parking stalls by a total of 10 parking stalls, this is 10% or less of the required parking. Bicycle parking facilities are shown on Parking Plan Sheet A 3. This criterion is met.



c. Commercial Vehicle Parking

Subject to the approval of the Director, no commercial vehicle exceeding 8 feet in height and/or 20 feet in combined total length, or towed equipment, shall park between the hours of 6:00 PM and 6:00 PM on private property or public rights-of-way in residentially designated areas, unless the vehicle(s) is/are quiet and remain screened from public view and adjacent properties. This prohibition shall not apply to construction sites during the construction process or to vehicles in the process of delivery or pickup.

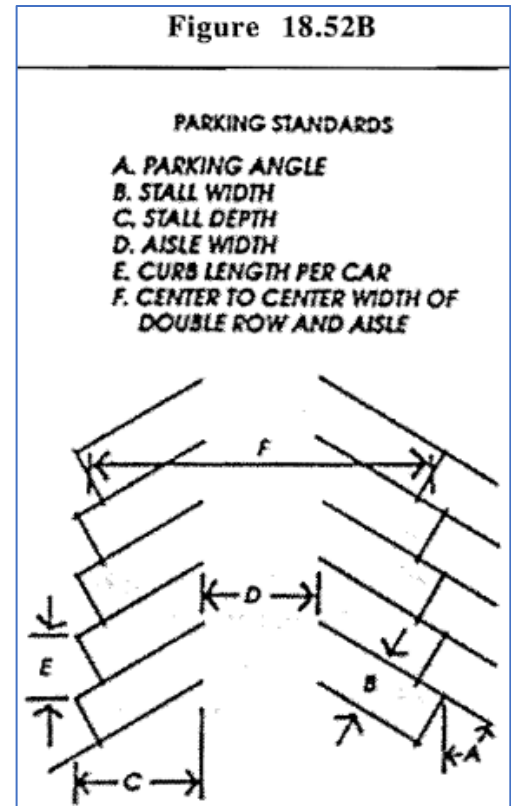
**Staff Comment:** This will be prohibited as a Condition of Approval.

d. Dimensional Requirements

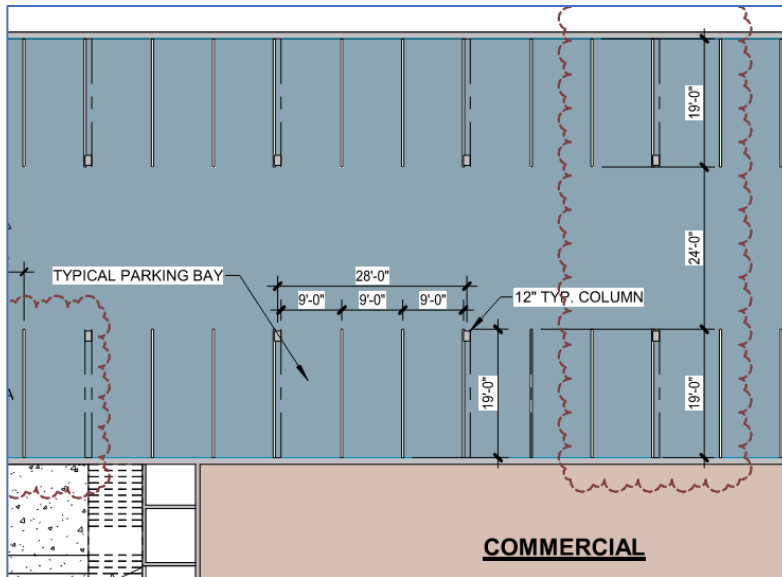
- 1) Parking stalls should be non-perpendicular whenever possible.
- 2) Parking structures may be subject to dimensional adjustments based on utilization (i.e., public or private garage with or without an attendant), but in no case shall the stall width be less than 8 feet, 6 inches. Reductions in design standards shall be subject to approval by the Parking Review Committee.
- 3) Minimum parking dimensions shall be as indicated in the following Table, and as illustrated by Figure 18.52B.

**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	-



**Staff Comment:** The parking dimensions meet these standards. Multi-Family Garage Plan Sheet A 12 and Mixed-Use Garage Plan Sheet A 5 show the parking standards. This criterion is met.



e. PMC 18.52.060 Number of Parking Spaces Required.

The following minimum number of parking spaces shall be provided for each use (where used below, "sf." Refers to square foot and "gfa" refers to gross floor area). Guest spaces may be provided in central lot. Tandem parking is prohibited unless listed, or as provided in Chapter 187. 53, Commute Trip Reduction.

Table 18.52C Parking Spaces Required for Residential Uses is provided below:

<b>Multi-family Residential:</b>	
Studio and 1 bedroom	1.5 for each unit, plus 1 guest space for every 5 units.
Two bedrooms	2 for each unit, plus 1 guest space for every 5 units.
Three or more bedrooms	2.5 for each unit plus 1 guest space for every 5 units.

<b>Commercial Uses</b>	
<b>Retail commercial</b>	1 space for each 250 sf. of gfa.

*Staff Comment:* The applicant proposed parking is provided in the application packet. Parking is shown below and is shown to meet these parking standard requirement. This criterion is met.

<b>Required Parking:</b>	<b>Commercial (1/250sf)</b>																																										
	Residential (1.5/1BD unit, 2/2BD unit, 2.5/3BD unit) No compact stalls allowed On street counts as off-site up to 20% (25 spaces) (19) Existing on-street spaces																																										
<b>Parking Req'd:</b>	<table> <tr> <td colspan="2"><b>C-1 PARCEL</b></td> </tr> <tr> <td>18 1BD @ 1.5/unit</td> <td>27</td> </tr> <tr> <td>10 2BD @ 2/unit</td> <td>20</td> </tr> <tr> <td>1 3BD @ 2.5/unit</td> <td>3</td> </tr> <tr> <td></td> <td><u>50</u></td> </tr> <tr> <td>Less Bike Parking (30)</td> <td>6 (1 resid space per 5 bikes, 10% max)</td> </tr> <tr> <td></td> <td>44</td> </tr> <tr> <td>Guest 1/5units</td> <td>6</td> </tr> <tr> <td></td> <td><u>50 spaces</u></td> </tr> <tr> <td>Commercial(4/1000sf)</td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td><b>70</b></td> </tr> </table> <table> <tr> <td colspan="2"><b>R-H PARCEL</b></td> </tr> <tr> <td>10 2BD @ 2/unit</td> <td>20</td> </tr> <tr> <td>10 3BD @ 2.5/unit</td> <td>25</td> </tr> <tr> <td></td> <td><u>45</u></td> </tr> <tr> <td>Less Bike Parking (20)</td> <td>4 (1 space per 5 bikes, 10% max)</td> </tr> <tr> <td></td> <td>41</td> </tr> <tr> <td>Guest 1/5units</td> <td>4</td> </tr> <tr> <td></td> <td><u>45</u></td> </tr> <tr> <td><b>Total</b></td> <td><b>45</b></td> </tr> </table> <table> <tr> <td><b>TOTAL REQ'D</b></td> <td><b>115</b></td> </tr> </table>	<b>C-1 PARCEL</b>		18 1BD @ 1.5/unit	27	10 2BD @ 2/unit	20	1 3BD @ 2.5/unit	3		<u>50</u>	Less Bike Parking (30)	6 (1 resid space per 5 bikes, 10% max)		44	Guest 1/5units	6		<u>50 spaces</u>	Commercial(4/1000sf)	20	<b>Total</b>	<b>70</b>	<b>R-H PARCEL</b>		10 2BD @ 2/unit	20	10 3BD @ 2.5/unit	25		<u>45</u>	Less Bike Parking (20)	4 (1 space per 5 bikes, 10% max)		41	Guest 1/5units	4		<u>45</u>	<b>Total</b>	<b>45</b>	<b>TOTAL REQ'D</b>	<b>115</b>
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- F. **Development Standards for Residential Mixed-Use Component** (as amended in Section III, Criteria 5, Item #2 above on page 10 of the staff report):
- a. Location of residential units shall be above commercial or underbuilding parking.
  - b. At least one outdoor activity area, such as courtyards, delineated gathering spaces or seating areas. The areas must be paved and landscaped.



- c. Private or shared open space shall be provided for each of the residential units, such as private balcony or rooftop deck, and shall be a minimum of 38 square feet. Open space shall be a minimum of 38 square feet per unit.
- d. On site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided.
- e. Buildings that propose a mixed-use component and better utilize development opportunities may increase lot coverage to 60%.
- f. Under building parking shall be set behind commercial uses or screened to minimize visibility from street and public spaces.

**Staff Comment:** The residential units are proposed to be above the commercial use and/or above the underbuilding parking. The Mixed-Use Floor Plan Sheets A 5 to A 7 show that the garage and retail are located on the ground floor (sheet A 5) and that the residential uses and auxiliary uses are provided on floors 2 and 3 (Sheet A6 and A 7). This criterion is met.

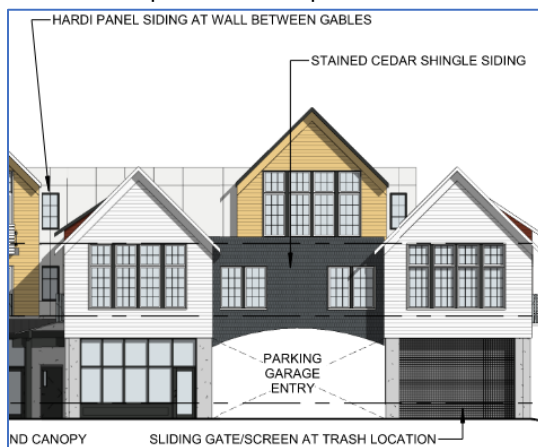
Outdoor activity areas include the paved and landscaped area of the urban plaza, see Section VI SEPA Mitigation for more analysis. This criterion is met.

Private or shared open space based on balconies provided to each unit range in size from approximately 47 square feet to over 100 square feet. This criterion is met.

On site pedestrian circulation has been discussed in detail. See Section III Criteria 6 Vehicular and Pedestrian Circulation. This criterion is met.

Lot coverage is shown to be at 57% of the site as shown on Zoning Site Plan Sheet A 2. This meets the criterion in PPRMP and is well below the current zoning standard of 85%. This is also discussed in Section III Criteria 5 Item #2 Use and Item #4 Lot Coverage. This criterion is met.

Underbuilding parking is proposed to be underneath the building. The garage entrance on Jensen Way and as viewed looking north from the Post Office are the few glimpses of the garage structure that are available from the public view. The design, with metal screening, landscaping, and overall architectural incorporation of this necessary use have made the parking structure an unobtrusive part of the development. Mixed Use Elevations Sheet A 10 shows the design and thought that went into the entrance to the garage Rendering Sheet A 18 shows what the garage entrance may look like once development is complete. This criterion is met.



**G. Commercial Standards: 1994 Zoning Ordinance**

These standards were not modified with the PPRMP and must be reviewed with each proposal as applicable.

18.22.030 Commercial Zoning District Development Standards (1994 Zoning Ordinance page II-23)

- i. All indoor uses shall be conducted within a completely enclosed structure. Limited outside uses (e.g. patio dining areas and nursery sales limited to plants and trees) shall be approved during Site Plan Review.

**Staff Comment:** The site and uses are designed to blend into the existing community. The outdoor activities proposed include outdoor seating and passive walking areas. This criterion is met.

- ii. Visible storage displayed for sale shall be permitted only with site plan review. There shall be no visible storage from adjacent right-of-way motor vehicles, trailers, airplanes, boats, recreational vehicles, or their composite parts; loose rubbish, garbage, junk, or their receptacles; tents; equipment; or building materials in any portion of a lot. During Site Plan Review for any new commercial use, properly screened outdoor storage shall be reviewed and included in the conditions of approval if it meets the requirements of this Article. No storage shall occur on any vacant parcel. Building materials for use on the same premises may be stored on the parcel during the time that a valid building permit is in effect for construction.

**Staff Comment:** Commercial uses are limited to retail associated with an urban downtown area. Any use that is proposed that is outdoors and requires screening will be reviewed through a Site Plan Review process. This will be listed as a condition of approval. As conditioned, this criterion is met.

- iii. Every parcel with an occupiable structure shall have a trash receptacle on the premises. The trash receptacle shall comply with adopted City standards and be of sufficient size to accommodate the trash generated by the use. The receptacle(s) shall be screened from public view on at least 3 sides by an opaque wall 6 feet in height and on the fourth side by an opaque gate not less than 5 feet in height. The gate shall be maintained in working order and shall remain closed except when in use. The wall and gate shall be architecturally compatible with the surrounding structures. Utility lines, flagpoles, and similar structures are exempt from this provision.

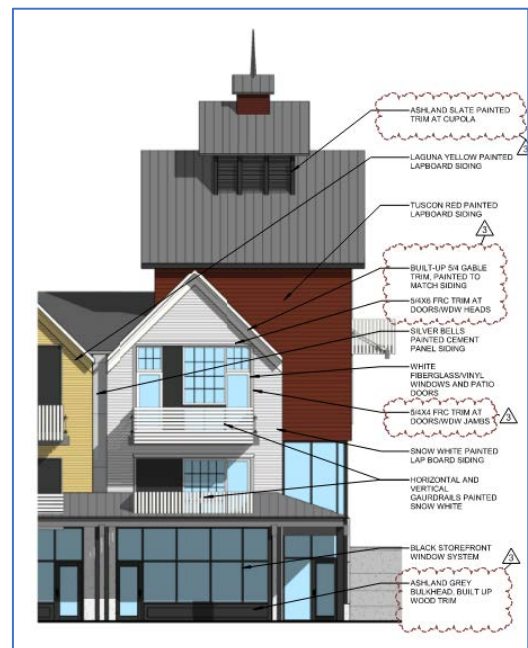
**Staff Comment:** Garbage collection areas are provided for the mixed-use site within the underbuilding parking and is screened from view from the public on Jensen Way. Garbage areas are identified for the multi-family uses in the underbuilding parking. This location screens this use from public view. The criteria is met.

- iv. All mechanical equipment should be screened in a manner which is architecturally integrated with the main structure. Vents, ducts, chimneys and steeples shall be exempt from this provision.

**Staff Comment:** Mechanical equipment is not shown on the site plans. A condition of approval will require any mechanical equipment to be screened in a manner which is architecturally integrated with the main structure. As conditioned, the criteria are met.

- v. Elevations of all buildings shall be architecturally treated.

**Staff Comment:** All elevations of the building are architecturally treated. Treatment includes wooden picket balconies, window and window trim, building materials of board and batten, Hardi Siding, Hardi Panel Siding with Reveals, and metal panel roofing. See Material Study Sheet A 29. This criterion is met.



vi. Outdoor Paging Systems shall be prohibited.

*Staff Comment:* Not applicable. An outdoor paging system is not proposed.

vii. All commercial development shall incorporate alternative transportation and transit into its site planning. Alternative transportation shall include pedestrian connections to adjacent land uses, bicycle lanes and parking facilities (in conformance to Article III, Chapter 18.52, 0 (Off-Street Parking Standards). Transit facilities shall be reviewed with Kitsap Transit, to determine need and location for commuter facilities, bus stops and shelters.

*Staff Comment:* The applicant proposes secure bicycle parking facilities in excess of the minimum required. Bicycle parking was reviewed on page 50 of the staff report above. These criteria are met.

viii. All proposed commercial development projects should provide for safe continuous pedestrian walkways adjacent to structures, to prevent pedestrians from having to walk in driveways or roadways wherever possible.

*Staff Comment:* Pedestrian circulation is addressed in the staff report under Section III Criteria #6 on page 14 above. This criterion is met.

ix. Table 18.22B Commercial District Development Standards

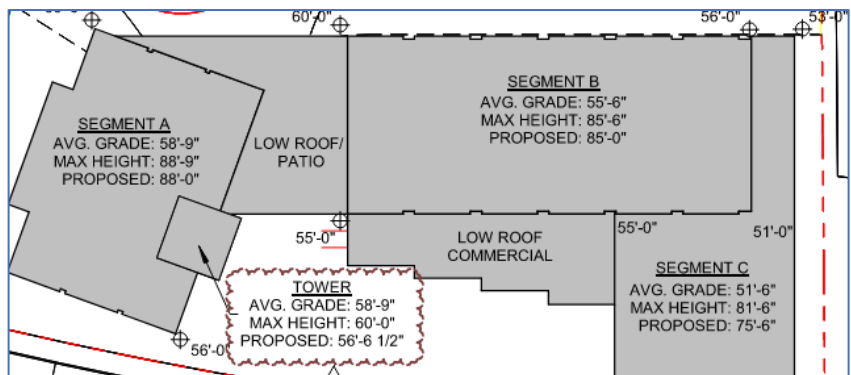
Development Standard (min.)	Standard	As Amended	Staff Report Section Analysis
Front Setback	0'		Section III page 19 (Courtyard)
Side or Rear Setback (Adjacent to residential zone)	40'*	10'	This section
Side Setback (Street side only)	10'		This section
Building Lot Coverage (max %)	50%	60%	Section III page 11 (Lot Coverage)
Maximum Building Height in Feet	30'		This section
* Building edge to building edge, if a structure exists on abutting residential property. If no structure exists on the abutting residential property, then a setback of 25' from the property line shall be required.			

*Staff Comment:* The Zoning Site Plan Sheet A 2 shows

Rear Yard building setback: 25' adjacent to the multi-family proposal

Side Setback: 21' 6" is shown adjacent to Sunset Street.

Maximum Building Height is provided by the applicant on Building Height Sheet A 4. The calculations are provided for each building and show that the multi-family buildings will be approximately 29' in height. This criterion is met.



These criteria are met.

## V. SEPA MITIGATION

### 14. Parks

The proposal shall mitigate park impact needs by developing the following elements which shall be maintained by a non-profit association established by CC&R's:

- Path system - meandering path system, at least 3,500 feet in length, throughout the site providing pedestrian connections apart from the sidewalks along right-of-ways;



- Urban Plazas - At least 3 urban spaces, totaling a minimum of 12,500 square feet in area, within the commercial area with detailed paving, site furniture and water feature(s);
- Picnic Area - Picnic area, 3,500 square feet minimum in area, along Fourth Avenue with picnic tables, barbecues and landscaping;
- Play Areas - At least 2 tot lots, each a minimum of 600 square feet in area, located within multi-family housing areas. The tot lots will have defined edges with soft surfacing and play structures.

**Staff Comment:** To complete the last portion of development in the PPRMP the applicant is obligated to complete the Urban Plaza requirement (all other park impact requirements have been provided). Previous developments have provided 7,633 square feet of urban plaza, leaving the last segment of the PPRMP to provide at least 5,061 square feet of urban plaza. The applicant proposes a total of 9,700 square feet of Urban Plaza. They have provided conceptual landscape plans and the site plan drawings reveal low wall seating, open seating with umbrella coverings, large steps up the grand plaza leading to the new public park will be wide and encourage seating along the way. A water feature is proposed that will run the full length of the steps from the upper plaza to the lower plaza. The Urban Plaza is also seamlessly incorporated into the open space/public park provided to meet the multi-family open space requirement and in doing so have created a much larger, functional, and inviting environment for pedestrian circulation, interaction, and reprieve from vehicular traffic and noise. The image is from Site Plan Rendered Sheet L000 and shows the Plaza, holiday tree, water feature, setback landscaping, and the paving and hardscape that will be provided. The next image is Rendering Sheet A 17 and shows what the Urban Plaza may look like once development is complete. This SEPA Mitigation will be met.



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**VI. PMC 18.80 SITE PLAN REVIEW**

The Commission shall determine that the project adequately meets adopted City performance standards and design guidelines, based upon the following findings:

- 15. The design and layout of the proposed project will not unreasonably interfere with the use and enjoyment of neighboring land use designations, and will not result in vehicular and/or pedestrian hazards; and

*Staff Comment:* The proposal will not unreasonably interfere with the use and enjoyment of neighboring land use designations. As set forth in this staff report this criterion is met.

- 16. The project meets all the development standards and requirements of the Zoning District in which it is to be located.

*Staff Comment:* The staff report has set forth the project constituency with the neighboring land use designations and how it meets the standards of the Poulsbo Place Redevelopment Master Plan and 1994 Zoning Ordinance. The City Engineering Department has reviewed the proposed project, evaluated the adequacy of utilities and streets, and has found the project, in combination with the Engineering and Public works Conditions of Approval, to provide adequate public facilities. Please see Engineering Staff Report (Exhibit N). As set forth in this staff report this criterion is met.

**VII. PMC 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)**

A combined Notice of Application (NOA) and Optional DNS was published on October 23, 2020 (Exhibit J). The public comment period ended November 6, 2020. Seven public comments were received (Exhibit M). The SEPA Threshold Determination (MDNS) was issued on February 8, 2021 (Exhibit L). Since the initial Mitigated Determination of Nonsignificance (MDNS) was issued using the Optional DNS process (WAC 197-11-355), an additional comment period was not required.

**VIII. TITLE 19 PROJECT PERMIT PROCEDURES**

The project application was submitted on June 3, 2020 and deemed Counter Complete on June 3, 2020. After an initial review the application was deemed Technically Incomplete on June 30, 2020. Technical revisions were received on September 11, 2020 and the application was deemed Technically Complete on October 5, 2020. The project timeline is shown below.

Review Step	Date
Neighborhood Meeting (the last of a series of four meetings)	February 21, 2019
Application Submittal	June 3, 2020
Counter Complete	June 3, 2020
Technically Incomplete/Request for Revisions - HOLD	June 30, 2020
Revisions #1 Submitted by Applicant	September 11, 2020
Technically Complete w/MDNS-Hold for Revisions	October 5, 2020
Notice of Application w/Optional DNS	October 23, 2020
Notice of Application/DNS Comment Period Over	November 6, 2020
Revisions #2 Submitted by Applicant	November 19, 2020
Satisfactory Review Achieved	January 26, 2021
Staff Report Available	February 16, 2021
Planning Commission Public Meeting	February 23, 2021
City Council Public Hearing	March 17, 2021
Notice of Decision	

**IX. STAFF COMMENT AND RECOMMENDATIONS**

**Comments:** Staff recommends approval of requested Poulsbo Place Redevelopment Master Plan Amendments. Staff recommends that the site plan review is consistent with the Poulsbo Place Redevelopment Master Plan, Poulsbo Comprehensive Plan, and the 1994 Zoning Ordinance.



**Recommendation:** Staff respectfully recommends approval of the Poulsbo Place Division 8 Site Plan Review & Redevelopment Master Plan Amendment, Planning File P-03-24-20-01 as presented and subject to all Conditions of Approval and SEPA Mitigation contained herein.

**X. EXHIBITS**

- A. Site Plan Application Form
- B. Master Plan Amendment Form
- C. Community Meeting Public Comments & Response (2/21/2019)
- D. Site Plan Sheets, Building Elevations, Parking, Landscaping, Lighting (Revised 8/20/2020)
- E. Traffic Impact Analysis, Gibson Traffic Consultants, Inc. (March 2020)
- F. Site Distance Memo, Gibson Traffic Consultants, Inc (March 2020)
- G. Geotechnical Report, Terra Associates, Inc. (March 24, 2020)
- H. Preliminary Storm Drainage Report, Map, LTD (3/17/2020)
- I. Storm Technical Memo, Map, LTC (11/18/2020)
- J. Notice of Application with optional SEPA MDNS and Affidavit
- K. SEPA Determination and Environmental Checklist
- L. MDNS and Affidavit
- M. NOA Public Comment Letters and Applicant Response
- N. Engineering Department Staff Report
- O. Poulsbo Place Redevelopment Master Plan
- P. 1994 Zoning Ordinance (Ord 94-25)

**Poulsbo Place Division 8 Site Plan Review and Redevelopment Master Plan Amendment**  
**SEPA MITIGATIONS AND CONDITIONS OF APPROVAL**  
**PLANNING FILE P-03-24-20-01**

**SEPA MITIGATIONS**

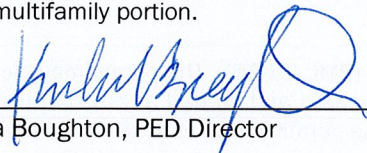
1. School Mitigation Fees are required for residential units and shall be paid at the time of building permit issuance. Payment of fees will be for all units intended for use as permanent residences and shall be made to the North Kitsap School District directly, and the developer/applicant will present a receipt of payment of fees to the City.

**CONDITIONS OF APPROVAL**

*Following are the Planning and Economic Development Conditions of Approval:*

1. The Poulsbo Place Redevelopment Master Plan validity shall be extended to March 31, 2026.
2. The PPRMP is amended to add a mixed-use and mixed-use standards in the commercial portion of the site. These shall be permitted as provided in this Staff Report.
3. The PPRMP is amended to increase the number of dwelling units to 19 du/acre for the multi-family site.
4. The PPRMP is amended to increase the commercial site building lot coverage to 60%.
5. The PPRMP is amended to include the building lot coverage definition of “Building lot coverage is the percentage of the total lot area covered by structures, including all projections, except eaves, balconies, bay windows, driveways, concrete patios or uncovered deck thirty-six inches or less above grade.”
6. The PPRMP is amended to reduce the rear yard setback from the multi-family building to a 10’ rear yard setback.
7. The PPRMP is amended to reduce the open space requirement for the multi-family site to 15%.
8. Development of the site shall be in conformance with the site plan drawings as identified in Exhibit D, in Planning File P-03-24-20-01.
9. Building height verification shall be submitted with the building permit drawings and additional review will occur to ensure that the construction of the buildings shall remain within the 30’ average maximum for the commercial site, 35’ average maximum for the multi-family site and the landmark feature which may extend no more than 60’. Building height verification shall be required via the “Average Building Height” form submitted with the building permit application(s). A height survey shall be submitted to the City prior to framing inspection.
10. The new buildings shall comply with the design standards of as reviewed in this staff report and as provided in the Poulsbo Place Redevelopment Plan (Exhibit O). The building elevations, colors and materials of the new mixed-use building shall be consistent with the building elevations and design conformance documents, included as Exhibit D.
11. A final landscape plan is required prior to construction drawing approval, which shall be based on the preliminary landscape plan included in Exhibit D. The final landscape plan shall meet all the requirements of the 1994 Zoning Ordinance (Exhibit P) as amended in this Staff Report for the PPRMP. The final landscape plan is subject to review and approval by the PED Department.
12. An irrigation plan shall be submitted with the final landscape plan, included as Exhibit D. The irrigation system will require a separate building permit.
13. A two-year landscape and irrigation maintenance bond is required. The amount is based on 150% of the cost of materials and installation, as evidenced by contractor bid or invoice. A Certificate of Occupancy will not be approved until landscape installation is approved with site inspection and/or an appropriate performance bond is in place.
14. Streetscape improvements similar to those currently constructed on Front Street, to the satisfaction of the Director and the City Engineer will be provided. These shall include enhanced paving on sidewalks, parking pocket, and landscaping.
15. Street lighting will be provided. The lighting must be compatible with the existing street lighting and street lighting details and description must be provided. Clarification of use of existing street lights, relocation of street lights, or replacement of street lights will be incorporated as part of a Final Lighting Plan that must be submitted at the same time as the Final Landscape Plan.
16. The applicant shall hold a meeting with the City’s Engineer’s staff prior to the preparation of development and grading plans intended for submittal to the City for approval.

17. Street furniture information including type, placement, installation and maintenance will be provided to the City of review and approval concurrent with the Final Landscape Plan.
18. Lighting details showing the fixtures complement the existing lighting in the downtown core and provide street tree lighting consistent with street lighting already installed. These details will be provided as part of a Final Lighting Plan that must be submitted at the same time as the Final Landscape Plan.
19. The Final Landscape Plan shall consist of natives and other adapted species appropriate to this climate. Adaptation to the climate and environment and a range of color, flower type, size, shape, shall be the guiding influences on plant selection. Particular emphasis shall be placed on plant materials which provide drought resistance. All plant material sizes and spacing will be in accordance with the City of Poulsbo Landscape Ordinance.
20. The CC&R's will be provided for review and approval by the City prior to the first building Certificate of Occupancy.
21. No commercial vehicles exceeding 8' in height and/or 20' in combined total length, or towed equipment, shall park between the hours of 6:00 PM and 6:00 PM on private property or public right-of-way in residentially designated areas, unless the vehicle(s) is/are quiet and remain screened from public view and adjacent properties.
22. Outdoor retail uses that require outdoor storage will be processed as a Site Plan Review and must meet the standards in the PPRMP or the most recent Zoning Ordinance as applicable.
23. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way, with the exception of the accent lighting proposed for the holiday trees. Lighting shall meet all standards identified in PPRMP (Exhibit O). A photometric lighting plan shall be submitted with construction drawings.
24. Details on the bicycle racks shall be submitted with construction drawings. A Certificate of Occupancy will not be issued until the bicycle parking racks have been installed.
25. The underbuilding parking layout shall be as depicted on Exhibit D.
26. Details on the decorative metal work at the parking structure level openings shall be included and reviewed with the building permit submittal.
27. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. Ground-mounted mechanical equipment shall be screened by landscaping or a decorative wall that incorporates at least one of the materials and colors of the primary structure. The screening shall be shown on the building permit submittal.
28. A sign permit is required for any proposed signage and will be reviewed for compliance with the PPRMP (Exhibit O).
29. The applicant shall provide the City with its preferred legal mechanism to allow for public access in the corner park, urban plaza and pedestrian pathway. Recording shall occur prior to Certificate of Occupancy for the commercial/mixed use building for the urban plaza and shall occur prior to Certificate of Occupancy for the last residential building for the multifamily portion.



Karla Boughton, PED Director

2/16/2021

Date

***Following are the Engineering Conditions of Approval:***

**GENERAL**

- E1. 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.
- E2. 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.



- E3. 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).
- E4. 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.
- E5. 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.
- E6. 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.
- E7. 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.
  - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
  - c. Labels from the various overlapping AutoCAD layer shall be legible.
  - d. All elements on the drawings shall be legible as determined by the City Engineer.

**GRADING, AND EROSION CONTROL**

- E8. A 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.
- E9. Application must include the following documentation:
- (3) plan sets
  - Final Drainage Report
  - Supporting reports (Geotech, Environmental Assessment or as applicable)
  - Digital Copy of all submittals
  - Payment of funds consistent with the Grading Permit Application
- E10. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents.

**STORMWATER**

- E11. 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. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapter 13.17. Chapters 12.02.030 and 12.02.040 provide further guidance on design manual and threshold criteria within compliance of NPDES Phase II Permit.
  - b. City of Poulsbo standards and ordinances
  - c. All conditions of approval associated with any clearing and/or grading permits
- E12. The final drainage report shall include an analysis of the proposed drainage design which satisfies the City Engineer that the design complies with all City requirements and protects downstream properties and the surrounding area from damage and any adverse impacts. Impervious surface calculations shall clearly account for proposed lots, internal street and sidewalks, and any offsite paved improvements. The applicant may be required to construct off-site downstream improvements to mitigate the impacts of the project. In the case of conflicts among the standards and manuals, the more restrictive shall apply unless determined otherwise at the discretion of the City Engineer. Requirements of the permit are a minimum. Other actions may be necessary to comply with State statutes for clean water. The applicant is ultimately responsible for compliance.
- E13. Project is subject to a Stormwater General Facility Fee as per PMC 13.70, payable at time of Building Permit.
- E14. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E15. Ownership and maintenance of stormwater systems located on commercial/multifamily 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).
- E16. A spill control type oil/water separator shall be installed in the stormwater system prior to the infiltration facilities.

### **WATER AND SANITARY SEWER**

- E17. Refer to Public Works Department comments for water and sewer connection requirements, construction standards, and looping requirements.
- E18. Water and Sewer connection fees are calculated based upon Equivalent Residential Units (ERUs) per PMC 13.70. If commercial mixed-use space will be proposed as residential space, this area must be metered separately. Connection fees will be assessed based on unit count and will not be eligible for refund if later reverted to Commercial space.
- E19. A separate water meter is required for each of the proposed buildings. Separate meters are required for residential and commercial uses.
- E20. Sewer will remain privately owned/maintained.
- E21. 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.

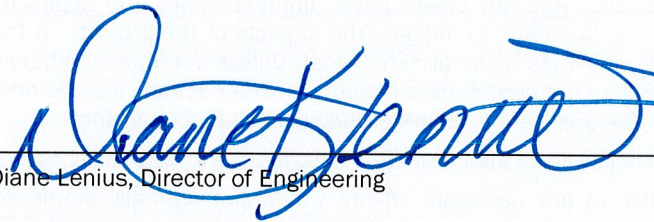
### **STREETS**

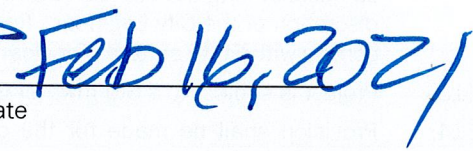
- E22. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards.
- E23. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E24. Rockeries/retaining walls constructed behind sidewalks shall be placed a minimum of two feet behind the back of any sidewalk. The ground shall be level behind the sidewalk.
- E25. This project will be responsible for minimum half width street improvements as applicable. This will include construction of sidewalk facilities and stormwater conveyance along all frontage where missing. Any ADA deficiencies along this project's frontage will be required to be replaced to current standard, these should be identified on the submitted Grading Permit Civil Drawings.
- E26. Sunset Ave will be required to be repaved to centerline where drawings indicate saw cutting of existing flow line.
- E27. Sight distance will be required to be analyzed at both ingress/egress points of the project.



**OTHER**

- E28. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E29. 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.
- E30. 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.

  
Diane Lenius, Director of Engineering

  
Date

***Following are the Public Works Conditions of Approval:***

**SERVICE AVAILABILITY**

- PW1. 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**

- PW2. All buildings shall be connected to city water.
- PW3. 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.
- PW4. All water lines will remain public utilities. Proper easements must be in place to dedicate existing, new and altered water lines to the City of Poulsbo if not already dedicated.
- PW5. Locate meters in a single bank when possible
- PW6. Separate water meters are required for commercial and residential components on the site.
- PW7. 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 on this type of application shall be a double check valve.
- PW8. 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.
- PW9. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW10. All water systems shall be publicly 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.
- PW11. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.

**IRRIGATION**

- PW12. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s) if proposed.
- PW13. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW14. 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**

- PW15. All buildings shall be connected to City sewer.
- PW16. Sewer connection fees are based on water meter size for commercial uses, and unit count for residential uses.
- PW17. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW18. Sewer infrastructure for the proposed development shall remain private. Maintenance of the sewer system shall be the responsibility of the property owner.
- PW19. 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.
- PW20. All manholes will be required to have an insert installed. The insert shall be ‘The Rainstoper’ by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.
- PW21. Underground parking will need to be connected to onsite spill containment and oil-water separator before being directed to sewer.

**SOLID WASTE**

- PW22. Prior to construction plan approval the Public Works department shall approve the dumpster enclosure designs and locations.
- PW23. Solid waste service for this project shall be provided by the City of Poulsbo.
- PW24. Special care shall be taken in the design of the solid waste enclosure to limit the drainage of untreated water to the city’s stormwater system.
- PW25. No other use will be allowed in the garbage dumpster enclosure other than to hold the garbage dumpster(s) and recycle tote(s). Recyclables shall be maintained in the enclosure in a manner that does not interfere with garbage collection.

**GENERAL CONDITIONS**

- PW26. 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 owner’s responsibility.
- PW27. 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
  - American Public Works Association/Department of Transportation Standard Specification
- PW28. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
- PW29. No walls or structures shall be permitted in utility easements.
- PW30. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.
- PW31. Appropriate easements shall be provided for public and private utilities.
- PW32. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

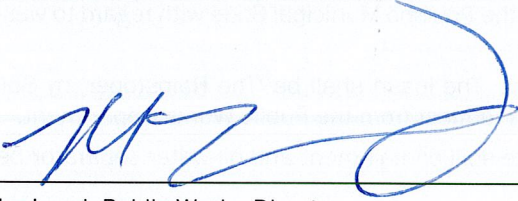


**SUBMITTALS AND APPROVALS**

- PW33. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.
- PW34. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.
- PW35. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

**CONNECTION FEES AND ASSESSMENTS**

- PW36. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.
- PW37. Utility connection fees are paid based on the current fee at the time of building permit issuance. The connection fee is due at the time of building permit issuance. Early payment and reservation of water connection are not provided for in Poulsbo Municipal Code. Sewer connection fees are based on water meter size for commercial uses and unit count for residential uses.



Mike Lund, Public Works Director

2/16/21

Date