

# EXHIBIT A

Site Plan Application Form



# SITE PLAN REVIEW

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
 www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

For additional information on the Site Plan Review (SPR) process, refer to the SPR Handout or Chapter 18.270 of the Poulsbo Municipal Code (PMC). For a detailed description of the Type II review process, refer to PMC Title 19.

PROJECT:					
Project Name: Poulsbo Place Div. 8		Tax Assessor's ID: 1426-013-138-2008 & lot 139			
Project Address: <sup>3</sup> NE corner Jensen and 3rd Avenue		Size of Property (Sq. Ft.): 95,823sf			
Comp Plan Designation: C-1, R-H		Zoning Designation: C-1, R-H			
Legal Description (attach sheet if necessary): Attached					
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
APPLICANT:					
Name: Wenzlau Architects		Phone: 206-780-6882			
Address: 490 Madison Avenue Suite 105, Bainbridge Island, WA 98110					
Email: charlie@wenzlauarchitects.com					
Signature:					
AGENT (IF DIFFERENT):					
Name:		Phone:			
Address:					
Email:					
Signature:					
OWNER:					
Name: Phase II LLC		Phone: (360) 731-1578			
Address: P.O. Box 2879 Poulsbo WA 98370					
Email: MIKE@FPAKONSTRUCTION.COM					
Signature:					
PROPOSED LAND USES AND SQUARE FOOTAGE:					
Residential:	0	Sq. Ft	Office/Service:	0	Sq. Ft.
Stormwater Detention:	0	Sq. Ft	Retail:	5,000	Sq. Ft.
Other Utilities:	0	Sq. Ft	Industrial:	0	Sq. Ft.
Open Space/Recreation:	14,295	Sq. Ft	Parking Lots:	0	Sq. Ft.
Critical Areas (PMC 16.20):	0	Sq. Ft	Streets:	0	Sq. Ft.
Other:		Sq. Ft	Landscaping:	TBD	Sq. Ft.

**For site plans with residential development:**

Gross Density:            Number of lots/units <sup>49</sup> / 2.11 gross acres = 23.22 units per gross acre

Net Density:            Number of lots/units <sup>49</sup> / 2.11 net acres [gross acres-deductions (roads, utilities, critical areas and buffer)] = 23.22 units per net acre

**APPLICATION SUBMITTAL REQUIREMENTS:**

Please refer to your pre-application conference summary letter for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed. Applications submitted in person require an intake appointment. **Please call (360) 394-9748 to set up an intake appointment.**

Application Fees and Deposits

A vicinity map showing the location of the property and surrounding properties.

Detailed project narrative/description: provide a description of the project and summary of the objectives of the proposed development.

**Three** complete sets of Site Plan Review drawings.

Existing conditions and proposed site development plans shall contain **ALL** the information listed in PMC 18.270.040.

*Please Note:*

- plans must be drawn at an engineering scale that allows each plan to fit on one sheet
- plans shall be folded upon submittal
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriate certified professional in the State of WA

Preliminary Landscape Plan per PMC 18.130.030.

Design Review Drawings, prepared as required in PMC 18.120.030.

Completed SEPA Environmental Checklist (if required)

Sign drawings. If submitted, sign drawings shall be reviewed for compliance with PMC 18.170.

Preliminary drainage report including Level One downstream analysis. See PMC 12.02.030 and 13.17.070.

Significant tree survey and retention plan. See PMC 18.180 (if required)

Geological or geotechnical report. See PMC 16.20.735 (if required)

Wetland report. See PMC 16.20.725 (if required)

Hydrogeological report. See PMC 16.20.740 (if required)

Habitat management plan. See PMC 16.20.730 (if required)

One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail).

Notarized property owner and/or applicant signature page (attached).

Any other information/documents: Traffic Impact Analysis

**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

  
\_\_\_\_\_  
Signature of Applicant/Agent


  
\_\_\_\_\_  
Print Name of Applicant/Agent

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this 20<sup>th</sup> day of April, 2020 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Michael Brown to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this 20<sup>th</sup> day of April, 2020.



  
\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of Washington Residing at  
Bremner  
\_\_\_\_\_  
Commission Expires 05-09-2021

POULSBO PLACE DIVISION 8

## PROJECT NARRATIVE

February 19, 2020 (rev 10-14-20)

Poulsbo Place Division 8 P-07-02-18-01 |  
Parcel No. 142601-13-138-2008 and 142601-13-139-2007

Dear Marla,

We are pleased to submit the application for both Site plan review and master Plan Amendments for Poulsbo Place Division 8. The project is the last undeveloped parcel within the original master plan and will complete what is the center of the neighborhood. The following provides an overview of key aspects of the project.

## 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.

- ***PUBLIC OPEN SPACES***

The project is designed to support vibrant community activity within several public outdoor spaces. These spaces include the main public plaza fronting Jensen, the more intimate corner plaza, and the upper community park. A grand staircase at the base of the tower connects the retail plaza to the upper park along an internal pedestrian thoroughfare. These outdoor spaces are intended to serve the broader neighborhood and encourage people to take “short cuts” through the site.

- ***PARKING.***

The residential parking is located below the buildings to minimize the intrusive effects of surface parking on the neighborhood. At present there are 19 on street parking spaces along the perimeter of the site (Jensen & Sunset). Project will add (11) on-street spaces along Sunset. The project will use 11 on-street spaces towards the meeting the project requirement, leaving 19 for public use. The project will not decrease the existing supply of on street spaces.

- ***DENSITY.***

The density for the RH portion of the site plan presented at the pre-application conference was reduced from 28 units to 20 units. The RH portion of the project will request a master plan amendment to increase the current zoned density of 15du/ac (equal to 16 units) to 19du/ac (20 units). The proposed density is a 25% increase over the amount permitted under the master plan. The increase is within the maximum density (22 du/ac) anticipated under the original master plan. The project when completed will equal 341 units, well below the 360 units approved under the original master plan. The master plan, when completed, will not include any of the 216,000sf of commercial space anticipated for the southern portions of Poulsbo Place.

- ***TRAFFIC CALMING***

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

We look forward to discussing the revised design concept and how it addresses the intentions of the zoning code as well as your concerns addressed above.

Sincerely,

Charlie Wenzlau

## POULSBO PLACE 8 ZONING SUMMARY

September 8, 2020

### SITE INFO

Site Address: NE Corner Sunset & Jensen

Lot Area: #1426-013-138-2008 (C-1) 46,029 SF (1.057 ac)  
 #1426-013-139-2007 (RH) 45,846 SF (1.053 ac)  
 91,876 SF (2.11 ac)

### ZONING

Designation: C-1 Downtown/Front Street Commercial per RMP (Area B)  
 RH Residential High (Area B)

Allowable Uses: C-1: Mixed Use (per MPA)  
 RH: Multi-family Residential

Application Type: Master Plan Amendments (Type 3, administrative)  
 Site Plan Review (Type 2)  
 Submit as Consolidated Permit (4 month review period)  
 Boundary Line Adjustment (requires Comp Plan update)

		Proposed	Allowable
Density:	C-1:	28 du/ac	(per MPA)
	RH:	19 du/ac	R-DH 22du/ac (per MPA)

Program:	Commercial	4,800sf
	Residential	
	C1: 29 Flats (1-3 Bd)	38,000sf (1,310sf avg. unit size)
	RH: 20 Flats (2-3 Bd)	27,965sf (1,500sf unit size)
	49 Flats	70,765sf

Dwelling Unit Count:	Existing MP units	292
	Proposed Units	49
		341 (360 originally approved units)

		Proposed	Allowable
Lot Coverage:	C-1	57%	50%
	RH:	36%	60%
	Project site coverage equals 50%		

Building Height: C-1: 30' (per RMP)  
 RH: 35'(per RMP)

Required Setbacks: C-1: Front: 0' @ Jensen & Sunset, Side-Rear: 0' Side/Rear commercial use @ R zone: 25' or 40' bldg. to bldg. (not applicable since residential to residential)  
 RH: Front: 15', 20' from garage, Side: 5' min., 15' combined, Rear: 15'

Landscape Screening: RH to C: type 1 screen, 10' minimum with 6' wall or fence

Required Parking: Commercial (1/250sf)

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

Parking Req'd:

C-1 PARCEL	
18 1BD @ 1.5/unit	27
10 2BD @ 2/unit	20
<u>1 3BD @ 2.5/unit</u>	<u>3</u>
	50
Less Bike Parking (30)	6 (1 resid space per 5 bikes, 10% max)
	44
<u>Guest 1/5units</u>	<u>6</u>
	50 spaces
<u>Commercial(4/1000sf)</u>	<u>20</u>
Total	<b>70</b>

R-H PARCEL	
10 2BD @ 2/unit	20
<u>10 3BD @ 2.5/unit</u>	<u>25</u>
	45
Less Bike Parking (20)	4 (1 space per 5 bikes, 10% max)
	41
<u>Guest 1/5units</u>	<u>4</u>
Total	<b>45</b>

**TOTAL REQ'D 115**

Parking Provided:

Lower Garage	57
Upper Garage	47
<u>On Street</u>	<u>30</u>
	<b>134 spaces</b>

Open Space: R-DH: 20% site area (9,234sf), 6,960sf provided (15.2%)

SEPA Mitigation: (2) Urban plazas (5,061sf per RMP), 9,700sf provided



Poulsbo Place Division 8  
Response to Notice Technically Complete P-03-24-20-01

November 19, 2020

Marla,

Please find with this memo our responses to revisions outlined by the City of Poulsbo in the Technically Complete response dated October 5, 2020. We have included our response to neighborhood comments as requested by staff. Our responses to the following items are as outlined:

**PLANNING COMMENTS:**

3. Wood Detailing

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

Response: Additional wood trim information is shown on Sheet A 29 (dated 10/20/20). These include the gable trim, window and door trim. Already included were the wood handrails, cupola trim work, and bulkhead trim. WA is still considering corner trim boards, ie wether to have them or have beveled siding, etc. For that reason, we are leaving that part of the detailing open for now.

4. Pedestrian Amenities/Street Trees

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

Response: From the Landscape Architect, Fischer Bouma. See attached for updated Landscape plans dated 10/13/20) for the SPR response. The site design has been adjusted to accommodate a 5' wide planter strip/street trees between the roads and the site per final SPR comments

**ENGINEERING COMMENTS:**

1. The stormwater report is required to be updated per the 3/3/2020 Pre-Application summary comment #15. Additionally, provide new narrative which describes proposed development with total impervious surface for current design. Also provide summary of analysis and conclusion of treatment and discharge.

Response: See revised civil information which includes Site Distance Response and Storm Tech Memo. See attached Civil sheets for additional information.

2. The narrative in the TIA claims a different square footage for the commercial than the narrative provided by Wenzlau.

Response: The SEPA Checklist, Project Narrative and SPR application form have been revised to indicate the correct area equal to 4800 SF. The TIA already indicated 4,800 SF.

3. Provide more detailed view of parking lot design and dimensions.

Response: See sheets A-4 and A-12 (dated 11-18-20) for detailed parking garage plans and related dimensions.