

EXHIBIT B

Master Plan Amendment Form



MASTER PLAN AMENDMENT

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

Please refer to your pre-application conference letter for submittal requirements that are specific to your project and ensure that all requirements listed below are completely addressed. For additional information on the Master Plan Overlay, refer to Chapter 18.110 of the Poulsbo Municipal Code (PMC) For a detailed description of the Type III review process, refer to PMC Title 19.

PROJECT:

Project Name: POULSBO POLICE DIVISION B	Tax Assessor's ID: 1416-013-138-2008 #LT 139
Project Address: SE CORNER JENSEN & 3RD AVE	Size of Property (Sq. Ft.): 95,023 SF
Project Description: MIXED-USE BUILDING WITH UNDER-BUILDING PARKING AND (5) 4 PLEX BUILDINGS ABOVE PARKING. PROJECT INCLUDES COMMUNITY PARK & PLAZA AREAS.	

APPLICANT:

Name: CHARLES WENZELAU/WENZELAU ARCHITECTS	Phone: 206-720-6882
Address: 490 MADISON AVE, SUITE 106 BAINBRIDGE IS. WA 98110	
Email: charlie.wenzelau@architects.com	

AGENT (IF DIFFERENT):

Name:	Phone:
Address:	
Email:	

OWNER (IF DIFFERENT):

Name: PHASE II LLC	Phone: (360) 731-1570
Address: P.O. BOX 2879 POUSSBO WA 98370	
Email: MIKE@FPHCONSTRUCTION.COM	

PROPOSED LAND USES AND SQUARE FOOTAGE:

Residential:	49 Units	Office/Service:	Sq. Ft.
Stormwater Detention:	Sq. Ft.	Retail:	5000 Sq. Ft.
Other Utilities:	Sq. Ft.	Industrial:	Sq. Ft.
Open Space/Recreation:	14,296 Sq. Ft.	Parking Lots:	Sq. Ft.
Critical Areas (PMC 16.20):	Sq. Ft.	Streets:	Sq. Ft.
Other:	Sq. Ft.	Landscaping:	Sq. Ft.

For site plans with residential development:

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

APPLICATION SUBMITTAL REQUIREMENTS:

Please call (360) 394-9748 to set up an intake appointment.

- Application Fees & Deposits. Additional hourly fees may apply.
- 2 copies. Vicinity map that identifies surrounding uses within 500' of the site boundary.
- 2 copies. Zoning map identifying base and overlay zoning designations for the site & surrounding properties within 500'.
- 2 copies. Completed SEPA Environmental Checklist.
- Any associated application forms (i.e. Site Plan Review) AND all submittal requirements per that application form.
- 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).

3 complete sets of the **Master Plan Amendment Package** (please see PMC 18.110.050):

Existing Conditions:

- Site description including the following information provided in narrative, tabular and/or graphic formats:
 - Aerial photo and topography.
 - Natural resources and critical areas, including significant stands of trees and trees per Chapter 18.180.
 - Existing buildings, including use, location, size and date of construction, if any.
 - Existing on-site transportation circulation system, if any.
 - Location and size of **all** existing public and private utilities on the site.
 - Location of all public and private easements.
 - A description of the type, design and characteristics of surrounding properties.
 - Site and soil analysis for suitability of appropriate LID stormwater management facilities.
- Detailed description of the transportation system within and adjacent to the site including:
 - Street classification of all internal and adjacent streets.
 - Transit service availability.
 - Baseline traffic impact study.

Proposed Master Plan Amendments:

- Underlying zoning district boundaries. If these are proposed to be modified as part of the master plan, the existing and proposed configuration of zoning districts shall be illustrated. Depending on the modification proposed, an amendment to the comprehensive plan's land use and zoning map may be necessary.
- Description of the mix of uses, including number of units and/or total gross square feet devoted to each, and location on the site.
 - Permitted uses. All permitted or conditionally permitted uses in the underlying zoning district(s).
 - Density. Residential density by phase and at full build out.
- All site improvements including the approximate size and location of buildings; surface and structured parking facilities; on-site pedestrian and vehicular circulation including identified improvements; transit stops and pedestrian/transit amenities; and open space and landscaped areas.
- A preliminary infrastructure plan, including location of new and/or expanded existing public and private utilities.
- Summary of transportation facilities including:
 - Traffic Impact Study prepared by a traffic/transportation engineer that describes traffic impacts associated with each phase of development and at full build-out of the project, and a plan for accommodating this traffic. The specific content of the traffic impact study shall be determined by the City Engineer.
 - Parking Impact Study describing the parking demand associated with each phase of the development and at full build-out of the project, and a mitigation plan for accommodating parking demand on the site.
 - A description of alternative modes of transportation, including public transit, bicycle and pedestrian.
 - A description of potential parking and traffic/pedestrian impacts and appropriated measures to mitigate.
- Plan for protecting designated environmental, historic/cultural and open space resources.
- Design standards that will govern the orientation and design of buildings and other improvements, including but are not limited to architecture, landscaping, pedestrian circulation, bicycle parking, signs, and lighting.



Narrative Supporting Master Plan Amendment(s):

- Identification of any alternative development standards from underlying zoning district standards, and the specific application of the alternative standards. Explain how the alternative standards enhances and benefits the future residents or users of the master plan, as well as the larger Poulsbo community.
- Phasing plan for implementation of the proposed development.
- Summary of development intensity at full build-out.
- Summary of how the proposed master plan proposes innovative planning techniques, enhanced site design elements and/or other planning practices that will result in well-designed, efficient and functional planned developments; and conforms with the goals and policies of the City's comprehensive plan.
- Summary of the advantages and positive benefits of the proposed master plan amendment to the Poulsbo community.
- Summary of how the proposed master plan amendment meets the decision criteria (see PMC 18.110.070 for complete descriptions):
 - Contents. The master plan contains all the components required in PMC 18.110.050.
 - Innovative planning technique(s), site design and/or architectural design.
 - Transportation system capacity.
 - Availability of public services.
 - Protection of regulated critical areas.
 - Compatibility with adjacent uses.
 - Mitigation of off-site impacts.
 - Alternative development standards. The master plan has identified all proposed alternative development standards and has demonstrated:
 1. The alternative development standard(s) is warranted given the site conditions and/or characteristics.
 2. The benefits accruing from the alternative development standards outweigh any potential adverse impacts.
 3. Any impacts resulting from the alternative development standards are mitigated to the extent practical

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



Any other information/documents:

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.

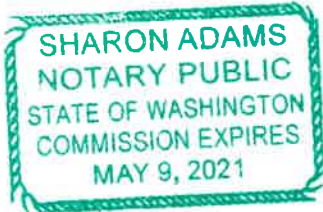
[Handwritten Signature]
Signature of Applicant/Agent

Michael Brown
Print Name of Applicant/Agent

STATE OF WASHINGTON)) SS
COUNTY OF KITSAP)

On this 20th 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 20th day of April, 2020.




Sharon Adams
NOTARY PUBLIC in and for the State of Washington Residing at

Bremerton
Commission Expires 05-09-2021

PROPERTY OWNER'S SIGNATURE (if other than applicant/agent):

I, the undersigned, state that, to the best of my knowledge, all the information provided for 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.


Signature of Property Owner
Michael Brown, Manager Member
PHASE II WLC
Print Name of Owner

STATE OF WASHINGTON)) SS
COUNTY OF KITSAP)

On this 20th 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 20th day of April, 2020.



Sharon Adams
NOTARY PUBLIC in and for the
State of Washington Residing at
Bremerton

Commission Expires 05-09-2021

POULSBO PLACE DIVISION 8

MASTER PLAN AMENDMENT NARRATIVE

February 19, 2020

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 requested master plan amendments.

REDEVELOPMENT MASTER PLAN AMENDMENTS

The project site is located where Old Town meets the existing residential neighborhood. The mixed-use proposal would be compatible with live-work retail space directly across from site. The master plan identified the intersection of Jensen and Sunset as the focal point of Poulsbo Place, to be signified by a landmark clock tower. The mixed-use building would complete these urban design intentions of the master plan with its modest retail activity and urban plazas.

The original master plan layout anticipated a mixture of commercial, multi-family and residential uses. The master plan has been amended multiple times to expand residential uses into areas previously designated as either higher density residential or commercial.

The following identifies the requested Master Plan Amendments:

- 1) **EXTENSION OF MASTER PLAN:** 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. The granted extension retains the validity of the Poulsbo Place Master Plan until January 24, 2021. 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 up to 69,000sf, 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.

The amendment allows 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 will 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.

- 3) **DENSITY:** The upper portion of the project site is zoned for multi-family residential allowing up to 16 units. The site plan proposes 20 units. The requested amendment is to increase the current allowable density from 15/du/ac to 19du/ac. (equal to an increase of 4 units)

The site was previously zoned for 22du/acre, but was subsequently modified under 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.

- 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 equals 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 the 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%.

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.

- 5) **LANDSCAPE BUFFER:** While the site is containing two different zoning designations (C-1 & 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 the narrow depth of the site. In order to meet the front yard set back and provide underbuilding parking, the landscape setback will need to be reduced. The code does allow an alternate screen for such circumstances.

- 6) **SETBACKS:** The rear setback from the multi-family buildings to the commercial (Post office) parcel is 10', less than the 15' minimum allowed 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). The amendment is requested to reduce the 15' setback to 10'.

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.

CRITERIA FOR APPROVAL

- A. *Content. The master plan contains all of the components required in Section [18.110.050](#).*

Response: See attached submittal documents.

- B. *Innovative planning technique(s), site design and/or architectural design. The master plan has demonstrated the use and integration of innovative planning techniques, site design and aesthetically appropriate architectural building design.*

Response: The proposed site design is consistent with the intentions of the original master plan. It reinforces the mixed-use concept for the neighborhood by introducing a modest amount of retail, adding residential uses consistent with surrounding character. The extensive public spaces are scaled to serve the entire neighborhood. The architectural character is themed on traditional Scandinavia architecture, specifically the Bergen merchant houses.

C. Transportation System Capacity. There is either sufficient capacity in the transportation system to safely support the proposed master planned development in all future phases, or there will be adequate capacity by the time each phase of the development is completed.

Response: See attached Traffic Impact Analysis.

D. Availability of Public Services. There is either sufficient capacity within public services such as water supply, sanitary sewer, stormwater management, and police and fire services, to adequately serve the master planned development in all future phases, or there will be adequate capacity by the time each phase of the development is completed.

Response: Site is served by adequate public services.

E. Protection of Regulated Critical Areas. City-regulated natural resources such as critical areas are protected in compliance with the other titles of the PMC.

Response: Critical areas are limited to man made cut slopes which will be regraded to accommodate underground parking.

F. Compatibility with Adjacent Uses. The master plan contains design, landscaping, parking/traffic management and multi-modal transportation elements that limit conflicts between the master planned development and adjacent uses.

Response: The proposed building and architectural style are compatible with surrounding Poulsbo Place.

G. Mitigation of Off-Site Impacts. All potential off-site impacts including but not limited to traffic, noise, light and glare, and stormwater runoff are identified and mitigated to the extent practicable.

Response: Off-site impacts including site access and garbage pick up have been addressed with City staff.

H. Alternative Development Standards. The master plan has identified all proposed alternative development standards and has demonstrated:

1. The alternative development standard(s) is warranted given the site conditions and/or characteristics of the site design.

Response: See above REDEVELOPMENT MASTER PLAN AMENDMENTS for responses.

2. The benefits accruing from the alternative development standards outweigh any potential adverse impacts.

Response: The amendments allow an integrated site design which sets building massing appropriately for each frontage, creates multiple public spaces and hide parking from public view.

3. *Any impacts resulting from the alternative development standards are mitigated to the extent practical. (Ord. 2013-04 § 2 (Exh. A (part)), 2013: Ord. 2003-10 § 1 (Exh. A, II(G)(7)), 2003. Formerly 18.40.070)*

Response: No impacts are known.

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 DIVISION 8

SITE PLAN REVIEW REVISION NARRATIVE

September 8, 2020

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 our revisions to the application for both Site plan review and Master Plan Amendments for Poulsbo Place Division 8. Our revisions are in response to your memo dated 6/30/20 and our discussion several weeks back. The following provides an overview of requested master plan amendments. Our response comments are number to match those use on the memo.

REDEVELOPMENT MASTER PLAN AMENDMENTS

- 3) STANDARDS FOR RESIDENTIAL MIXED-USE COMPONENT
 - 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 38sf. Open space shall be a minimum of 38sf 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.

- 6) SETBACKS IN RH: The applicant proposes to use the 10' setback for two purposes; to provide a pedestrian connection to Iverson and to fulfill landscape screening requirements. The applicant is requesting a reduction in the setback from 15'to 10'. The walkway would provide a welcoming pedestrian amenity and would include pathway lighting and benches. The trellis screening on the garages would have climbing vines to fulfill the screening requirement. In addition, low growing shrubs and trees would supplement the screening. This solution supports pedestrian circulation goals identified in the RMP (section G page 17) and 1994 Zoning Ordinance.

SPR R-H Comments

- 7) OPEN SPACE: The area associated with the open space calculation has been revised to remove areas within the yard setbacks. The resulting area is less than required 20% of 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%.

- 8) RESIDENTIAL AMENITY: The site design has incorporated a small picnic shelter-BBQ area within the open space.
- 9) STORAGE AREAS: Storage areas for each resident have been added within the garage areas.
- 10) BUILDING COVERAGE: The applicant is requesting an RMP amendment to make the definition of "Building Coverage" per the RMP, consistent with current code. The code now recognizes that building coverage should be for the building only, not related impervious surfaces. The site plan has reduced impervious surfaces by placing most of the parking below buildings.
- 11) DESIGN:
 - a) A material palette has been provided.
 - b) The proposed facades are predominantly lapped siding, which is the material used in earlier phases of Poulsbo Place. Similarly, All homes in Poulsbo Place are painted similar the proposed project.
 - c) The design has been revised to add more "wood detailing" including corner boards, window trim and fascias at gables.
 - d) The facades along Third Avenue have been revised to add more articulation, primarily creating a covered entry porch.

SPR C-1 Comments

- 12) RMP COMPONENTS:
 - a) Courtyard Square: The courtyard will be articulated with a variety of paving textures and patterns in concrete and or unit pavers. The courtyard will also have changes in level, low planters subdividing the courtyard into smaller subareas.
 - b) Streetscape Improvements: The streetscape will have scored concrete along with generous landscape setbacks. The street furnishing will also include low nautical benches and bollard style lighting.
 - c) Architectural design:
 - i) Storefronts: The retail frontages will include painted wood trim and paneling below windows.
 - ii) Building Walls: The building walls include a variety of materials to help break up the scale of the buildings. In response to the predominantly residential context, the building forms are articulated as smaller gable type forms with individual colors. The colors are based on traditional Norwegian tones associated with merchant building in Bergen, etc. Additional architectural features are used to break up the overall building height, such as covered arcades, balconies, and bridge feature.
 - iii) Roofs:
 - iiii) Fences/Walls/Gates: The project doesn't proposed any fences wall or gates due to its highly public setting and design approach.
 - v) Façade Palette of materials and colors: As indicated by the materials palette, the project will have a variety of materials, textures and colors to enliven the facades and help maintain a residential scale. Materials include painted lapped siding and panels, metal siding, and natural wood accents (posts, balconies, soffits, etc.)
 - vi) Pedestrian details: In addition to those features described above, the project will include a grand stair for sitting.
 - d) Canopy and Awning: The retail frontage along Jensen will have a covered arcade (wood/steel). The retail setback along the plaza will have individual covered entries (wood/steel/glass).
 - e) Doors and Windows (transparency): The fenestration at the retail features full height glazing (9-10') which is divided into vertical increments. Residential windows are varied in size and shape according to interior needs adding complexity to the facades.
 - f) Lighting: The site lighting will be low key to promote safety and will be focused on pedestrian routes within the site.
- 13) A material palette has been provided.

- 14) STREET FURNITURE: Street furniture has been added as indicated on landscape plans.
- 15) PARKING:
 - a) Project areas have been revised to indicate GSF. Note that areas did not change since areas were already calculated based upon GSF.
 - b) Bicycle parking areas have been added to both R-H and C-1 proposals. Proposal will provide 1 space per residence.
 - c) The number of parking stalls have been reduced in relationship to number of bicycle stall provided up to 10% maximum.
 - d) No joint shared parking spaces are requested. Proposals satisfy minimum required number of spaces.
- 16) PROMINENT ARCHITECTURAL FEATURE: The project design has always intended to incorporate the landmark tower referred to in the RMP. The site design has located the tower to be visible from the main plaza and as one approaches from Old town. Based upon staff input, the design has been modified to make the tower more prominent. The primary revision is to add a secondary “cupola” like roof form, derived from traditional Stave churches.
- 17) TRANSIT STOPS: Kitsap Transit Route 344 serves the project site area along Jensen. No bus or school pick-up shelters are included in the proposal.

RESPONSE TO FIRE COMMENTS

- 1) The garage will have a mechanical ventilation system since it is less than 50% open. The system would be designed with an exhaust fan most likely located at the north end of the garage. The garage will be fully sprinklered and have CO2 monitors.
- 2) A separate fire access has been added at the northwest corner of the garage which will connect to the corner plaza.
- 3) The standpipe will be added as part of the MEP Bidder Design process.

LIST OF REVISED SHEETS

ARCHITECTURAL dated 8/20/20

- A-2 SITE PLAN Indicates revised open space calculation, lot coverage calculations
- A-3 PARKING PLAN updated to reflect addition of bike parking and storage units
- A-4 BUILDING HEIGHTS updated to show revised tower height
- A-5 MU GARAGE PLAN updated to reflect addition of bike parking and storage units
- A-8,9,10 MU ELEVATIONS updated to show revised tower design, revised balcony railings, etc
- A-12 MF GARAGE PLAN updated to reflect addition of bike parking and storage units
- A-15,16 updated to show revised 3rd Street elevations, balcony railings
- A-17,18,20,28 RENDERINGS revisions include modified tower, railings, and exterior materials
- A-28 MATERIAL STUDY revisions include modified tower, railings, and exterior materials

LANDSCAPE dated 8/18/20

- L-000–L004 revisions include landscape screen with new ped path, BBQ shelter, nautical benches, outdoor lighting