



# PLANNING AND ECONOMIC DEVELOPMENT

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

## MEMO

To: Hearing Examiner  
From: Edie Berghoff, Associate Planner  
Subject: Winslow Ridge PRD & Pre Plat | Planning File No. P-12-06-19-01  
Addendum 1  
Date: September 28, 2022

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The Winslow Ridge staff report was distributed to the Planning Commission on September 6, 2022. The Planning Commission meeting was held on September 13, 2022. The Planning Commission recommended approval.

The following items are procedural and added at or subsequent to the Planning Commission Meeting.

1. New Exhibit 15: Planning Commission Findings of Fact, Conclusion and Recommendation, dated September 13, 2022
2. New Exhibit 16: Planning Commission Meeting Minutes, dated September 13, 2022
3. New Exhibit 17: Public Hearing Publication and Posting Affidavits
4. New Exhibit 18: WSDOT comment provided September 9, 2022.
5. New Exhibit 19: City Engineering Department response to WSDOT.

**PLANNING COMMISSION**  
**FINDINGS OF FACT, CONCLUSION AND RECOMMENDATIONS**  
***PLANNED RESIDENTIAL DEVELOPMENT & PRELIMINARY PLAT APPROVAL***

Planning Commission Meeting Date:	September 13, 2022
Project Proposal Name and Number:	Winslow Ridge PRD and Pre-Plat, P-02-26-21-02
Decision Maker:	Hearing Examiner

**CONSIDERATION (PMC 19.40.040.D):** The planning commission shall review all Type III applications at a public meeting and provide a recommendation to the review authority (Hearing Examiner). The planning commission may recommend that the review authority approve or approve with modifications the application if it complies with the applicable decision criteria. In all other cases, the planning commission shall recommend denial of the proposal.

The planning commission's recommendation shall be in writing and shall contain the following: (1) the recommendation of the planning commission; (2) any conditions included as part of the planning commission recommendation; and (3) findings of fact upon which the recommendation was based, and the conclusions derived from those facts.

**FINDINGS:**

Per [19.40.040.D](#) in order to grant a planned residential development, the following findings must be made:

- A. The proposal, through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of this chapter.
- B. The proposal complies with all of the applicable provisions of this title, except those provisions from which deviation has been allowed under this chapter.
- C. The proposal provides overall site design features through its conceptual architectural renderings for the entire project, and has included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.
- D. The proposal would not impair the integrity and character of the zoning district in which it is to be located.
- E. The site is physically suited for the type and intensity of land use being proposed.
- F. The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.
- G. The proposal would preserve natural features and critical areas and would preserve and incorporate existing significant stands of trees within the project design as much as possible.
- H. There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.
- I. There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the city.
- J. The proposal is consistent with the comprehensive plan and the city's adopted development standards.
- K. There will not be significant unmitigated harmful effects upon environmental quality and natural resources.
- L. The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety or welfare of the city.

Per 17.60.040.A in order to grant a preliminary plat, the following findings must be made:

- A. The proposed preliminary subdivision conforms to the requirements of this title.
- B. The proposed preliminary subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.
- C. The proposed preliminary subdivision:
  - 1. Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly, and efficient circulation of traffic.
  - 2. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision and meets all current and applicable standards.
  - 3. Makes adequate provision for parks, recreation, and playgrounds, as required.
  - 4. Makes adequate provision for schools and school grounds, as required.
  - 5. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.
  - 6. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.
  - 7. Makes adequate provisions for fire and emergency access and protection.
  - 8. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

**CONCLUSION:**

THE **PLANNING COMMISSION** has concluded that the proposed planned residential development (PRD) and preliminary plat is consistent with PMC 19.40.040.D and 17.60.040.A. Therefore, the Planning Commission respectfully recommends approval of Winslow Ridge, Application No. P-02-26-21-02 to the Hearing Examiner per the recommendation below.

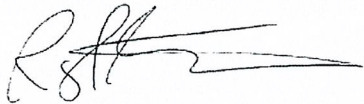
**RECOMMENDATION:**

The **PLANNING COMMISSION** recommends the Hearing Examiner:

- ☒ Approve the PRD and Preliminary Plat as conditioned in the staff report provided on September 13<sup>th</sup>, 2022 by Staff.
- ☐ Approve with modification the PRD and Preliminary Plat with the following conditions:
  - A.
  - B.
  - C.
- ☐ Denial of the application.

Recorded Motion on:		9/13/22		
Planning Commission Record of Vote				
Commissioner	Support	Oppose	Absent	Abstain
Stevens	X			
Kipps	X			
Taylor	X			
Newell	X			
Strickon	X			
Nunes	X			
Block			X	
Total:	6		1	

City of Poulsbo Planning Commission



Ray Stevens, Chairman

9/19/22

Date

City of Poulsbo Planning and Economic Development



Administrative Assistant, Planning and Economic Development

9/20/22

Date

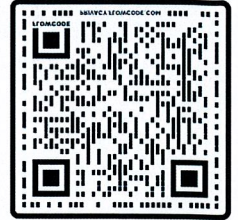




Exhibit 16

# City of Poulsbo Planning Commission

City Hall – 200 NE Moe Street

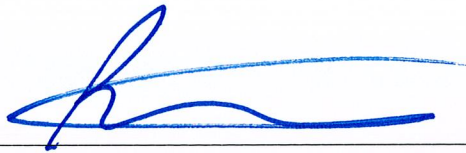


<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	09/13/2022
<b>Recorder</b>	Tiffany Simmons	<b>Start Time</b>	6:00pm
<b>Committee Chair</b>	Ray Stevens	<b>Est. End Time</b>	6:35pm
<b>Committee Members</b>	Mark Kipps, Kate Nunes, Ray Taylor, Doug Newell, David Strickon		
<b>Staff Present</b>	Heather Wright, PED Director, Tiffany Simmons, PED Administrative Assistant, Michael Bateman, Engineer, Edie Berghoff, Associate Planner, Anthony Bateman, Development Engineer		

				Agenda
Time	No.	Topic		Details
6pm	1.	Call To Order		
6:00pm	2.	Pledge of Allegiance		
6:01pm	3	Modifications to the Agenda		None.
6:02pm	4.	Approval of Minutes: <a href="#">08/23/2022</a>		Commissioner RT, Seconded by Commissioner DN. All Aye's.
6:03pm	5.	Comments from Citizens		None.
6:03pm	6.	Presentation of Projects for Consideration	Quasi-Judicial <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<p><b>Public Hearing Open at 6:02pm: FEMA Floodplain Management Proposed Code Revision, PMC 15.24 –</b> MB presented. Public Hearing closed at 6:08pm. DN made motion to recommend approval to the Poulsbo City Council the Floodplain Management code text amendments as identified as Exhibit A; and direct the Planning and Economic Development Director to prepare findings of fact in support of this decision for the Planning Commission Chair's signature, RT seconded. All Aye's.</p> <p><b>Winslow Ridge Planned Residential Development and Preliminary Plat –</b> EB presented. DN asked for more information on safe routes to schools, AB responded. Applicant representative gave additional feedback on school connections. RT asked about the traffic conditions, the applicant gave feedback. DN made a motion to recommend approval of the Winslow Ridge Planned Residential Development and Preliminary Plat, Planning File P-02-26-21-02, Subject to the SEPA Mitigation and Conditions of Approval, Seconded by RT. All Aye's.</p>

			Agenda
Time	No.	Topic	Details
6:30pm	7.	Director's Report and Report on Council Actions	Director HW gave information on upcoming meetings, Council actions, and additional news. Commissioner MK asked if HW learned anything interesting at her Conference, HW shared more information.
6:33 pm	8.	Commissioner Comments	None.
6:35pm	9.	<b>Adjournment 6:35PM</b>	

**Summary:** Minutes were approved. Motion was made to recommend approval of the Floodplain Management Code Amendment to City Council. Motion was made to recommend approval of Winslow Ridge PRD and Pre-Plat.



Ray Stevens, Planning Commission Chairman





# Exhibit 17

## Affidavit of Public Notice

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

Application No: P-02-26-21-01 Project Name: Winslow Ridge PRD & Pre-Plot

Tiffany Simmons, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on Sept 19, 2022, a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- ☐ Notice of Application
- ☐ SEPA Determination
- ☒ Notice of Public Meeting
- ☒ Notice of Public Hearing
- ☐ Notice of Decision

has been provided:

- ☐ Mailed to owners of property within 300' of the project site
- ☒ Provided to newspaper of general circulation
- ☐ Emailed to PED Department distribution lists and/or parties of record
- ☐ Posted at Library, City Hall, Poulsbo Post Office
- ☐ Posted to the City's website
- ☐ Posted at Site Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 9/20/22

Subscribed and sworn to before me this 20<sup>th</sup> day of September, 2022

Kati B. Diehl  
NOTARY PUBLIC in and for the State of  
Washington, residing at:

Poulsbo, WA  
My Commission expires on:

KATI B. DIEHL  
Notary Public  
State of Washington  
License Number 82970  
My Commission Expires  
June 01, 2026

06-01-2026



# The Seattle Times

## **AFFIDAVIT OF PUBLICATION**

Jess Rae  
City of Poulsbo  
200 NE Moe St  
Poulsbo WA 98370

### **CITY OF POULSBO Notice of Hearing Examiner Public Hearing**

**Public Hearing Date/Time:** October 4th, 2022 10 a.m. or soon thereafter

**Hearing Location:** Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA

**Project Name:** Winslow Ridge Planned Residential Development and Preliminary Plat

**Project Address:** 22108 Rhododendron Lane I Poulsbo, WA 98370

**Project Description:** Develop 18.64 acres into 86 single family lot Planned Residential Development and Preliminary Plat. Includes 1.89 acres of open space, recreational amenities, tree retention, and road/sidewalk, utility, and stormwater facilities.

**Public Comment:** Written comments may be mailed, faxed, or e-mailed to the PED Staff Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony to the Review Authority regarding the proposed project.

**Complete Application:** The application file may be examined online by going to <https://ci-poulsbo-wa.smartgovcommunities.com/Public/Home> > Applications > and search for permit # P-02-26-21-02. If you are unable to access the file, please call the staff contact for options. **Staff Report:** The staff report will be available for review at no cost at least 7 calendar days before the hearing and a copy will be provided at a reasonable cost.

**Staff Contact:** Edie Berghoff, Associate Planner, 360.394.9748  
leberghoff@cityofpoulsbo.com

### **STATE OF WASHINGTON, COUNTIES OF KING AND SNOHOMISH**

The undersigned, on oath states that he/she is an authorized representative of The Seattle Times Company, publisher of The Seattle Times of general circulation published daily in King and Snohomish Counties, State of Washington. The Seattle Times has been approved as a legal newspaper by orders of the Superior Court of King and Snohomish Counties.

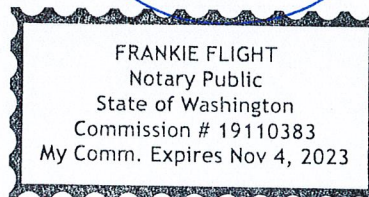
The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

09/19/2022

Agent Hanh Bui Signature Hanh Bui

Subscribed and sworn to before me on 09/19/2022  
Frankie Flight  
(Notary Signature) Notary Public in and for the State of Washington, residing at Seattle

Publication Cost: \$118.19  
Order No: 39367  
Customer No: 209  
PO #:







## Affidavit of Public Notice | Site Posting

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

The following MUST be attached to this affidavit:

☒ Photo of the posting on site or map showing location where sign was posted  
*2 photos attached*

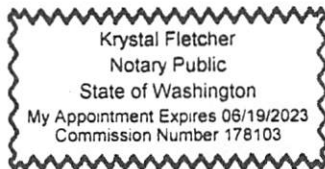
Application No: P-02-26-21-02 Project Name: Winslow Ridge

I, Morgan Undberg, representative for the above-referenced project,  
do hereby verify that on September 13, 2022, I posted a sign  
at Winslow Ridge, relating to the above-referenced project at the site  
in a location that complies with the City of Poulsbo requirements.

Representative Name: Morgan Undberg

Representative Signature: [Signature] (sign in front of notary)

Subscribed and sworn to before me this 14 day of September, 2022



[Signature]  
NOTARY PUBLIC in and for the State of  
Washington, residing at:

Tacoma, WA  
My Commission expires on:

6/19/23



**Public Notice**  
PROPOSED DEVELOPMENT BY  
**PUBLIC HEARING**  
DATE: 10/12/2022  
PROJECT: 10/12/2022  
LOCATION: 10/12/2022  
SUBJECT: 10/12/2022





**Public Notice**  
The property described below is the subject of a  
**PUBLIC HEARING**

DATE OF HEARING: 10/12/2022

BY: Planning Dept. - 20220101

RE: WINDY HILL FORD

APPLICANT: MTI COMPANIES

FOR FURTHER INFORMATION CONTACT THE CITY OF HOUSTON, TEXAS  
77002-1000 OR VISIT [www.houstontexas.gov](http://www.houstontexas.gov)

# Exhibit 18

**From:** [Skelton, Trevor](#)  
**To:** [Edie Berghoff](#)  
**Cc:** [Ott, Sarah](#); [Abarca, Manuel](#); [Belk, Justin](#); [Larson, Andy](#); [Izawa, Kumiko](#)  
**Subject:** Winslow Ridge Planned Residential Development & Preliminary Plat - Routing for Tech Review (No. 8)\_TMS comments  
**Attachments:** [image001.png](#)  
[SR 003 - Swenson Plat.docx](#)

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Good afternoon Edie,

Please find attached for your review my comments on the submitted TIA report for the Winslow Ridge Planned Residential Development.

Thank you!



**TREVOR M. SKELTON, PE**

Olympic Region – Traffic Analysis Branch – TE3

: [skeltot@wsdot.wa.gov](mailto:skeltot@wsdot.wa.gov) : (360) 357-2766

: M-F: 0700-1530



# PLANS, SPECIFICATIONS AND ESTIMATE Review Comment Disposition Form

Project Title:		SR 003/Swenson Plat		Job Charge #:	
Reviewer (name & office) Trevor Skelton – Traffic			Responses By:		
			Date of Disposition:		
Comment No.	Sht or Pg.	Review Comment	Status Code	Designer's Response	
1.	PDF p8	Delete the second and third sentence of the second paragraph; the data from the 2011 publication is out-of-date and not applicable under current traffic characteristics.			
2.	PDF p10	Any expected effects on existing truck percentages? Either way, state something to this effect.			
3.	PDF p11	Why are only PM Peak turning movements considered, as shown in figured 5 and 6? If this is due to a quantifiable metric, such as higher peak hour volumes, state this.			
4.	GEN	Was sight distance at the new access points considered? Could this be an issue or is there sufficient sight distance?			
5.					
6.					
7.					
8.					

Status Code Legend: A = Incorporated    B = Open/Under Review    C = Evaluated/Not Incorporated    D = Beyond Scope/Not Evaluated  
 All "B" and "C" responses require explanatory comments.

# Exhibit 19

**From:** [Anthony W. Burgess](#)  
**To:** [Skelton, Trevor](#); [Edie Berghoff](#)  
**Cc:** [Ott, Sarah](#); [Abarca, Manuel](#); [Belk, Justin](#); [Larson, Andy](#); [Izawa, Kumiko](#); [Michael J. Bateman](#)  
**Subject:** RE: Winslow Ridge Planned Residential Development & Preliminary Plat - Routing for Tech Review (No. 8)\_TMS comments  
**Date:** Wednesday, September 28, 2022 10:46:40 AM  
**Attachments:** [image001.png](#)

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Trevor,

Please consider this email the memo I discussed previously. I have included City responses in blue underlined text.

Review comment 1: Delete the second and third sentence of the second paragraph; the data from the 2011 publication is out-of-date and not applicable under current traffic characteristics.

This sentence, and discussion of crash history, did not add impact to our review of the TIA, our minimum requirements required discussion of previous accident history. We will add your comment to the file to ensure that future reference to the TIA does not consider this sentence. We will also be on the lookout for future reference of this text in future TIA submissions.

Review comment 2: Any expected effects on existing truck percentages? Either way, state something to this effect.

The project will consist of residential single family households. The development CCRs have restrictions in place for storage of recreational vehicles. During project development, there will likely be 12-24 months of construction related traffic coming in and out of the site. Long term Heavy Vehicle contributions to the highway system once construction is complete is likely to be minimal.

Review comment 3: Why are only PM Peak turning movements considered, as shown in figured 5 and 6? If this is due to a quantifiable metric, such as higher peak hour volumes, state this.

Both AM and PM counts were provided, however PM peak trips were considered as the volumes were higher and considered more restrictive for design purposes.

Review comment 4: Was sight distance at the new access points considered? Could this be an issue or is there sufficient sight distance?

Sight distance was evaluated during preliminary plat review for both new entrances onto Rhododenron LN NW. Results were found to satisfy AASHTO requirements for the intersection type and posted speed limit.

**Anthony Burgess, PE** | Development Review Engineer

City of Poulsbo Engineering Department

200 NE Moe St. Poulsbo, WA, 98370

Phone: 360.394.9739

[aburgess@cityofpoulsbo.com](mailto:aburgess@cityofpoulsbo.com)

[Engineering | City of Poulsbo](#)

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**From:** Anthony W. Burgess



**Sent:** Tuesday, September 13, 2022 4:33 PM

**To:** Skelton, Trevor <SkeltoT@wsdot.wa.gov>; Edie Berghoff <eberghoff@cityofpoulsbo.com>

**Cc:** Ott, Sarah <OttSara@wsdot.wa.gov>; Abarca, Manuel <AbarcaM@wsdot.wa.gov>; Belk, Justin <BelkJ@wsdot.wa.gov>; Larson, Andy <LarsonA@wsdot.wa.gov>; Izawa, Kumiko <IzawaK@wsdot.wa.gov>; Michael J. Bateman <mbateman@cityofpoulsbo.com>

**Subject:** RE: Winslow Ridge Planned Residential Development & Preliminary Plat - Routing for Tech Review (No. 8)\_TMS comments

Trevor,

Thank you for chatting with me this afternoon. As discussed, we will get either a revised TIA or memo to add to the record to address comments 1-3.

On another note, we would like to have your team to take a look at our TIA Minimum Requirements checklist and let us know if there are any gaps that are becoming focus points for WSDOT.

Thanks for your help in the review process, do you have a point of contact we should be communicating with for larger project review?

Thank you,

**Anthony Burgess, PE | Engineer 1**  
**City of Poulsbo Engineering Department**  
200 NE Moe St. Poulsbo, WA, 98370  
Phone: 360.394.9739  
[aburgess@cityofpoulsbo.com](mailto:aburgess@cityofpoulsbo.com)  
[Engineering | City of Poulsbo](#)

---

**From:** Skelton, Trevor <[SkeltoT@wsdot.wa.gov](mailto:SkeltoT@wsdot.wa.gov)>

**Sent:** Tuesday, April 26, 2022 1:13 PM

**To:** Edie Berghoff <[eberghoff@cityofpoulsbo.com](mailto:eberghoff@cityofpoulsbo.com)>

**Cc:** Ott, Sarah <[OttSara@wsdot.wa.gov](mailto:OttSara@wsdot.wa.gov)>; Abarca, Manuel <[AbarcaM@wsdot.wa.gov](mailto:AbarcaM@wsdot.wa.gov)>; Belk, Justin <[BelkJ@wsdot.wa.gov](mailto:BelkJ@wsdot.wa.gov)>; Larson, Andy <[LarsonA@wsdot.wa.gov](mailto:LarsonA@wsdot.wa.gov)>; Izawa, Kumiko <[IzawaK@wsdot.wa.gov](mailto:IzawaK@wsdot.wa.gov)>

**Subject:** Winslow Ridge Planned Residential Development & Preliminary Plat - Routing for Tech Review (No. 8)\_TMS comments

Good afternoon Edie,

Please find attached for your review my comments on the submitted TIA report for the Winslow Ridge Planned Residential Development.

Thank you!



**TREVOR M. SKELTON, PE**

Olympic Region – Traffic Analysis Branch – TE3

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: M-F: 0700-1530