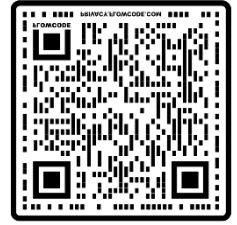




City of Poulsbo Planning Commission

City Hall – 200 NE Moe Street

The meeting will be held in a hybrid format. The public is welcome to call in or attend in-person at the city hall chambers.



Subject	Agenda	Date	02/27/2024
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Ray Stevens	Est. End Time	7:10 pm
Committee Members	Jerry Block, Mark Kipps, Kate Nunes, Ray Taylor, James Schlachter, David Strickon		
Staff Present	Heather Wright, Planning Director, Nikole Coleman, Senior Planner		
Phone and Meeting ID:	1 (253) 215 8782	813 4761 3119	
Zoom Link:	https://us06web.zoom.us/j/81347613119		

		Agenda	
Time	No.	Topic	Details
6 pm	1.	Call To Order	
6:00 pm	2.	Pledge of Allegiance	
6:01 pm	3	Modifications to the Agenda	
6:02 pm	4.	Approval of Minutes: 02/13/2024	
6:03 pm	5.	Comments from Citizens	
6:05 pm	6.	Presentation of Projects for Consideration	Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Discuss Draft Code Amendments for Olhava: C-4 and BP – NC
7:00 pm	7.	Director's Report	
7:05 pm	8.	Commissioner Comments	
7:10 pm	9.	Adjournment (Automatic unless meeting is extended by majority vote)	

Projects reviewed by the Poulsbo Planning Commission include time for public comment during the agenda item. Workshops are designed for staff presentation and discussion with the Commission. Public comment will be taken during comments from citizens following the agenda item. The public has an opportunity to provide written and verbal testimony to the Planning Commission. A sign-up sheet for each project and workshop agenda item is available for those wishing to address the Planning Commission. All times listed on Agenda are Estimations and are subject to change.

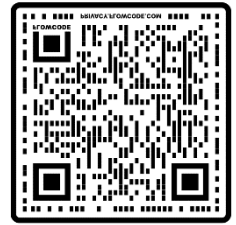
The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

WHEN APPLICABLE, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY PLANNING DEPARTMENT AT 360.394.9748. PARA SOLICITAR UN FORMATO ATERNATIVE EL AVISO IMPRESO, LLAME AL DEPARTAMENTO CIUDAD ÁREA DE PLANEACIÓN EN 360.394.9748



City of Poulsbo
Planning Commission
 City Hall – 200 NE Moe Street



Subject	Meeting Minutes	Date	02/13/2024
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Ray Stevens	Est. End Time	7:27 pm
Committee Members Present	Jerry Block, Ray Taylor, James Schlachter, David Strickon		
Staff Present	Heather Wright, Planning Director, Nikole Coleman, Senior Planner, Rory Clark, Planning Intern		

		Agenda	
Time	No.	Topic	Details
6 pm	1.	Call To Order	
6:00 pm	2.	Pledge of Allegiance	
6:01 pm	3	Modifications to the Agenda	None.
6:02 pm	4.	Approval of Minutes: 01/23/2024	Commissioner RT motioned to approve; Commissioner JB seconded. All Aye's.
6:02 pm	5.	Comments from Citizens	None.
6:02 pm	6.	Presentation of Projects for Consideration	<p>Olhava History & Overview – NC, HW and RC presented on the background, development history, moratorium, covenants, plans for the future and next steps. JB asked if there was a thought process about getting pedestrians from the other side of Highway 3 and 305, NC responded. Chair RS shared that master plans can be pretty strict then asked if there was nothing in the original OMP to make them come to the City as part of the creation of a covenant, HW responded. RS shared that this should have counted as a change to the Master Plan and the City should have been consulted but asked if this covenant is being enforced, HW responded. RS shared some feedback in the hopes of having more leverage to chase this document down, HW and NC responded. Commissioner JS asked if this has limited any growth opportunities thus far, NC and HW responded. RS asked how many other master plans we have, NC responded. RS and NC shared some history about the challenges that occurred in the early years of planning the OMP. RT asked if there is a multifamily development and if we decrease parking would we find a way to require the</p>

Quasi-Judicial
 Y N

			Agenda	
Time	No.	Topic	Details	
				<p>development to limit parking per unit, NC responded and offered some additional solutions.</p> <p>RT shared that our streets get narrow in town and street parking would be too difficult and quality of life suffers without parking, NC responded. RS shared that Poulsbo Place had some challenges as an example of smaller streets to park on, but Olhava offers a different space for overflow parking although we should be strategic, NC responded.</p> <p>RS shared that height is not a concern for Olhava as it was presented. RS asked how permitting would work with so many property owners, NC responded. RS asked how we manage the separate owners causing challenges for the next property owner and so on, NC responded. RS asked if we could drop the total sqft/unit restrictions, NC responded.</p> <p>JS asked if there was anything we could learn from the OfficeMax strip mall as a learning example, NC responded. RS shared some history about the old stores as they came in, NC responded.</p>
7:02 pm	7.	Director's Report		HW shared about recent city council happenings, city council meetings, department updates and upcoming planning commission meetings.
7:12 pm	8.	Commissioner Comments		<p>JS shared his appreciation for the team.</p> <p>RS shared some feedback about local happenings in the County area, North Bond Road, and how this doesn't appear to follow the Growth Management Act (GMA). RS asked what the city has done as feedback about this development, HW responded. RS asked why the city would oppose taking more Urban Growth Area, HW responded. RS asked if there was any risk for the City if the development proceeded and had issues, lengthening the process, HW responded. JS shared some history about the development out North. RS also shared some history in the area and the purpose of the GMA. HW shared some feedback about the situation as well. JS asked if it is reasonable to express a personal opinion and the position on the commission, HW responded.</p> <p>JB asked about the properties out West of the city and what the status is, HW responded. JB clarified that those properties are not part of the UGA, HW confirmed.</p>
7:27 pm	9.	Adjournment 7:27pm		

Summary: Minutes were approved.

Ray Stevens, Planning Commission Chairman

NOTE: Not all provisions of a specific section are presented below; only the pertinent sections proposed to be amended are identified. For full context, please refer to the complete section in the Poulsbo Municipal Code: <https://www.codepublishing.com/WA/Poulsbo/>. Full project review documents can be viewed on the project website: <https://cityofpoulsbo.com/development-regulation-amendments-2/>.

Chapter 18.80 | COMMERCIAL DISTRICTS

18.80.020 Purpose.

- E. The C-4 commercial district applies to the geographic area of College MarketPlace, and is intended to:
1. Provide the appropriate location within the city for big-box, large-scale, and national chain retailers.
 2. Encourage businesses that depend on convenient vehicular access from major transportation corridors.
 3. Support businesses that offer consumer goods and services for the regional population.
 4. Ensure development is consistent with the approved master plan and developer’s agreement.
 5. Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop and recreate within walking distance.

18.80.030 Uses.

- A. Types of Uses. For the purposes of this chapter, there are six kinds of use:
1. A permitted (P) use is one that is permitted outright, subject to all the applicable provisions of this title.
 2. A conditional use (C) is discretionary use reviewed through the process set forth in Chapter 18.230 governing conditional uses.
 3. An administrative conditional use (AC) is a discretionary use reviewed through the process set forth in Chapter 18.230 governing administrative conditional uses.
 4. A prohibited use (X) is one that is not permitted in the zoning district under any circumstances.
 5. An N/A use is one that is not applicable to the zoning district.
 6. A temporary use permit (TUP) is a use that is allowed only through a temporary use through the process and limitations set forth in Chapter 18.280.
- B. Recognizing that there may be certain uses not mentioned specifically in Table 18.80.030 because of changing business, technology advances, or other reasons, the planning director is authorized to make similar use determinations, as set forth in Section 18.50.030.

The following Table 18.80.030 is a list of uses for the four zoning districts:

Table 18.80.030 Commercial Zoning Districts Use Table					
USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Retail Sales and Service					
<u>Automobile sales</u>	X	X	P	X	X
<u>Automobile rental agencies</u>	X	X	P	X	X
<u>Automobile towing services</u>	X	X	P	X	X
<u>Automotive repair</u>	X	X	P	P	P
<u>Automotive parts</u>	X	X	P	P	P
Auto fuel service station ¹	X	X	AC	AC	AC
Automobile sales, service, parts or rental establishment	X	X	P	P	P
Building with drive-through facility ¹	AC	X	P	P	P

Table 18.80.030 Commercial Zoning Districts Use Table

USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Building materials, garden and farm supplies	X	X	P	P	P
Convenience store	P	P	P	P	P
Grocery stores	P ²	X	P	P	P
Marine boat sales, service or rental	P	X	P	P	X P
Mobile, manufactured and modular housing sales	X	X	P	X	X P
Pet and animal sales or service (including dog day care)	P	P	P	P	P
Pharmacies and medical supplies	P	P	P	P	P
Regional retail, large-size <i>50,001 square feet or larger</i>	X	X	X	P	P
Regional retail, mid-size <i>50,000 square feet or less</i>	X	X	P	P	P
Rentals, equipment	X	X	AC	AC	AC <u>in an enclosed building only</u>
Retail sales, including variety and specialty stores; general merchandise; flower/plant shop; clothing; home and business/office supplies and goods; art and art supplies; dry goods; gifts; marine supplies, and the like	P	P	P	P	P
Vehicle car wash	X	X	AC	AC	AC
Food and Drink Services¹					
Eating and drinking establishments	P	P	P	P	P
Bakeries, confectioneries and artisan foods	P	P	P	P	P
Mobile food services ¹	TUP ⁶	X	TUP	TUP	TUP
Farmers market/outdoor produce stands	AC	AC	AC	AC	AC
Food service contractor	X	X	P	P	P
Full-service restaurant (no drive-through)	P	P	P	P	P
Microbrewery, distillery or winery	AC	AC	P	P	P
Restaurant or coffee w/drive-through ¹	X	X	P	P	P
Business and Professional Services					
Business services (<i>copy centers, printing, mailing, courier and the like</i>)	AC	X	P	P	P
Conference centers	C	X	AC	AC	AC
Corporate headquarters and regional offices	AC	X	P	P	P
Financial services	P	P ³	P	P	P
Investigation and security services	P	X	P	P	P
Offices	P	P ³	P	P	P

Table 18.80.030 Commercial Zoning Districts Use Table

USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Professional services	P	P ³	P	P	P
Real estate	P	P ³	P	P	P
Travel arrangement and reservation services	P	P	P	P	P
Personal Services					
Barber and beauty salons	P	P	P	P	P
Banks and credit unions	P	P	P	P	P
Health and personal care/spas	P	P	P	P	P
Laundry and dry cleaning	P	X	P	P	P
Science/Technology/Research and Development					
Biotechnical/medical laboratories	AC	AC ³	P	P	P
Computer and information technology	P	AC ³	P	P	P
Electronic components, board systems and similar engineering and development	P	AC ³	P	P	P
Research and development/technology uses not otherwise named	P	AC ³	P	P	P
Software engineering	P	AC ³	P	P	P
Fabrication and Assembly					
Electrical or similar component fabrication and/or assembly	AC	AC ³	P	P	P
Metal, wood and other materials machining, fabrication and assembly completely within an enclosed building	AC	AC ³	P	P	P
Handcrafted artisan-type products, crafts, food processing or other art-related items within an enclosed building	P	P	P	P	P
Miscellaneous light fabrication and assembly not otherwise named	P	AC ³	P	P	P
Lodging					
Bed and breakfast ¹	P	P	P	P	P
Boutique hotel/inn	P	P	P	P	P
Hotels and motels	AC	AC	P	P	P
Arts, Entertainment and Recreation					
Golf course	X	X	C	C	C
Historic and cultural exhibits	P	P	P	P	P
Libraries, museums, galleries	P	P	P	P	P
Marina	C	C	C	N/A	N/A
Movie theater	AC	AC	P	P	P
Performing arts or supporting establishment	P	P	P	P	P

Table 18.80.030 Commercial Zoning Districts Use Table

USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Privately owned amusement, sports or recreation establishments	AC	AC	P	P	P
Public parks	P	P	P	P	P
Recreational goods rentals	P	AC	P	P	P
Sports arena or stadium	X	X	C	C	P
Zoos, botanical gardens, and arboreta	X	X	C	C	C
Educational Services¹					
Colleges and universities	AC	AC ³	AC	AC	P
Grade schools K—12 (public and private)	C	C	C	C	C
Preschool/child care center ¹	AC	AC ³	P	P	P
Technical, trade and other specialty schools	AC	AC ³	AC	AC	P
Health and Human Services					
Ambulatory and outpatient care services (physicians, outpatient clinics, dentists)	AC	AC ³	P	P	P
Animal hospital and veterinary clinics	AC	X	P	P	P
Funeral homes	X	X	C	C	C
Hospital	X	X	C	C	C
Social assistance, welfare and charitable offices and services	P	P ³	P	P	P
Public Administration					
Fire/police services	P	P	P	P	P
Government services, offices	P	P ³	P	P	P
Maintenance shops	X	X	P	P	P
Postal services	P	P	P	P	P
Transit facilities, including park and ride lots and transfer centers but not including bus stops	C	X	AC	AC	AC
Residential					
Mixed-use structure ¹	P	P	P	P	P
Existing residential use without increase in density ¹	P	P	P	P	P
Home business ¹	P	P	P	P	P
Home occupation ¹	P	P	P	P	P
Family day care/adult family home (<i>within existing residential use, no increase in density</i>)	AC	AC ³	P	P	P
Nursing home, residential care facility, assisted living, congregate care housing	C	X	AC	AC	AC
Planned mixed-use developments (PMUD) ⁴	X	X	P	P	<u>P</u> X
Utilities and Other Public Services					

Table 18.80.030 Commercial Zoning Districts Use Table

USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Essential public facilities					
State and regional	P	P	P	P	P
Local	C	C	C	C	C
Recycling dropoff facilities	X	X	AC	AC	X AC
Utility facilities and utility system	AC	X	P	P	P
Wireless communication facilities exceeding 21' in height	X	X	AC G	C	AC G
Co-location on existing facility or structure	P G	P G	P AC	AC	P AC
Wireless communication facilities 20' or less in height, including co-location on existing facility or structure	P AC	P AC	P AC	AC	P AC
Other					
Electric vehicle charging stations	P	P	P	P	P
Adult entertainment businesses	X	X	X	X	X
Commercial parking lots and parking garages (<i>stand-alone; not associated with commercial structure</i>)	AC	AC	P	P	C P
Self-serve mini-storage ¹	X	X	P	X ⁵	X P
Clubs, lodges, charitable institutions and similar uses, under 5,000 square feet and within an existing building(s)	P	AC	P	P	P
Clubs, lodges, charitable institutions and similar uses, new freestanding structures and existing building(s) 5,000 square feet or larger ¹	AC	AC	AC	AC	AC
Places of worship, under 5,000 square feet and within an existing building(s) ¹	AC	AC	P	P	P
Places of worship, new freestanding structures and existing building(s) 5,000 square feet or larger ¹	AC	AC	AC	AC	AC
¹ Subject to standards in Section 18.80.080. ² Up to 25,000 square feet gross floor area. ³ Permitted on the second floor or behind shopfront commercial use per Section 18.80.050(D)(12). ⁴ Subject to standards in Section 18.80.090. ⁵ Existing self-service mini-storage shall be permitted per Section 18.80.080(I)(13). ⁶ Permitted only in coordination with a special events permit.					

18.80.040 Development standards for commercial districts.

A. Table 18.80.040 sets forth the development standards for the commercial zoning districts.

Table 18.80.040 Commercial Districts' Development Standards

Standard	C-1 Downtown	Shopfront Overlay	C-2 Viking Avenue ^{1, 2}	C-3 SR 305 Corridor ²	C-4 College MarketPlace
Minimum Lot Area	None. Lot area shall be of size and shape appropriate to accommodate intended uses, parking and landscaping requirements.				
Maximum Lot Area	None	None	None	None	None
Minimum Front Yard Setback	None	None	10'	15'	15'

Table 18.80.040 Commercial Districts' Development Standards

Standard	C-1 Downtown	Shopfront Overlay	C-2 Viking Avenue ^{1, 2}	C-3 SR 305 Corridor ²	C-4 College MarketPlace
Minimum Side Yard Setback	None	None	5'	5'	5'
Minimum Rear Yard Setback	None	None	10'	10'	10'
Minimum Side or Rear Yard Adjacent to R Zone	10'	10'	15'	15'	15'
Maximum Avg. Building Height ³	See Section 18.80.040(B) ⁴		35' ⁵	35' ⁵	<u>See Section 18.80.040(C)⁵</u> 35'⁵
Maximum Building Lot Coverage	85%	100%	50%	50%	<u>50% 60%, or 80% if at least 50% of the required parking is under the building.</u>

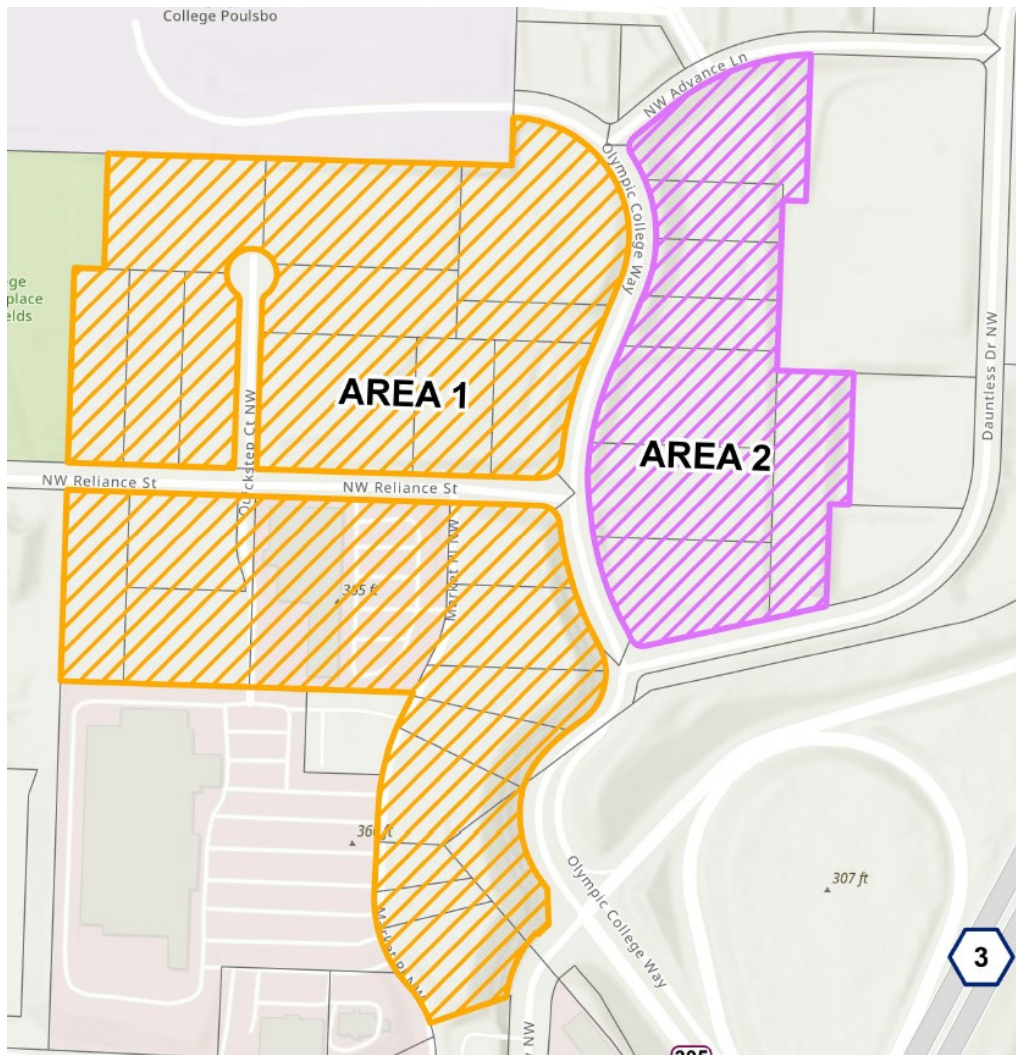
¹ Alternative development standards for the C-2 zoning district may be allowed through the provisions in Section 18.80.070.
² Alternative development standards for a planned mixed-use development may be allowed through the provisions in Section 18.80.090.
³ See Section 18.150.050 for building height measurement and Section 18.310.010 for building height exceptions.
⁴ See Section 18.80.050(D)(13) for upper level setback requirement in the shopfront overlay.
⁵ See Section 18.80.060(A)(7) for upper level setback requirement.

B. C-1 Zoning District Height. The maximum average building height in the C-1 zoning district shall be thirty-five feet; provided, that:

1. The height limit on 3rd Avenue NE between Moe Street NE and NE Hostmark Street shall be twenty-five feet as measured from the highest sidewalk grade of 3rd Avenue NE adjacent to the property line;
2. In the shopfront overlay the height limit on west side of Front Street NE shall be twenty-five feet and on east side of Front Street NE shall be thirty-five feet as measured from the highest sidewalk grade of Front Street NE adjacent to the property line;
3. "Highest sidewalk grade" means the highest elevation of the sidewalk parallel to the building frontage; and
4. The height limits described above in subsections (B)(1) and (2) of this section shall also apply to rooftop appurtenances, such as those identified in Section 18.310.010(B).

C. C-4 Zoning District Height. The maximum average building height in the C-4 zoning district shall be thirty-five feet, provided that:

1. The height limit in area 1 (as shown below) shall be forty-five feet; and
2. The height limit in area 2 (as shown below) shall be fifty-five feet.



18.80.060 Building design, landscaping and site standards in C-2 Viking Avenue, C-3 SR 305 and C-4 College MarketPlace commercial zoning districts.

The C-2, C-3, and C-4 zoning districts serve as both local and regional commercial centers and the building design and landscaping shall utilize techniques which reduce the scale of large buildings and are responsive to existing site conditions. Building design shall reflect a Northwest Lodge and/or Craftsman style through architectural elements, streetscape features, landscaping, artwork, lighting, and signage.

- A. Building Design Standards. The purpose of building design standards in the C zoning districts is to facilitate attractive architectural design and scale by avoiding large blank walls, bright colors and providing roof line treatment. The city's design review process applies to all proposals that require site plan review or a building permit that contains substantial building facade alteration to the exterior of an existing building. See also Chapter 18.120.
 - 1. Architectural Details. Architectural interest is required for all building facades visible from public streets, other publicly visible areas, such as parking areas, and residentially zoned properties. All new or redeveloped buildings shall be enhanced with appropriate details and shall incorporate insets or offsets, canopies, colonnades, wing walls, trellises, building facade landscaping, material variation, multiplaned roof line, stepped back upper floors, or other features which diminish large blank walls.
 - 2. Articulation. Any building facades visible from public streets and other publicly visible areas that exceed forty feet in width shall include articulation features to reduce the perceived scale of the building and add visual interest. Multiple articulation methods shall be used, including window patterns, offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements of the building's mass. Simply changing materials or color is not sufficient to accomplish this.

3. Horizontal Definition. All buildings shall include design techniques which clearly define the building's top, middle, and bottom. The following techniques are suggested methods of achieving vertical articulation:
 - a. Top: sloped roofs, strong eave lines, cornice treatments, horizontal trellises, or sunshades, etc.
 - b. Middle: windows, balconies, material changes, railings, and similar treatments that unify the building design.
 - c. Bottom: pedestrian-oriented storefronts, pedestrian-scale building details, awnings, arcades, "earth" materials such as concrete, stone, stucco, etc.

Where appropriate, horizontal elements shall be coordinated (i.e., cornices, window lines, arcades, etc.) in a pattern and height to reflect similar elements on neighboring buildings.

4. Roof Expression. To avoid a truncated appearance, all structures shall have a visual "cap." Options include extended eaves; steep pitch hip, gable or saltbox roof form; false pitch roof with appearance of hip gable or saltbox; or projecting cornice of appropriate scale to the building and part of building's trim detail. Buildings with flat roofs shall have portions with pitched roofs, extended parapets or projecting cornices to create a prominent edge when viewed against the sky, especially to highlight major entrances.
 - a. When designing rooftops visible from hillsides, special attention shall be given to prevention of hazardous reflective glare and placement/design of mechanical equipment. Green roofs or "living roofs" are encouraged.
5. Primary Entrance. The primary entrances to structures, including all entrances to individual tenant spaces, shall be clearly identifiable through architectural design. Specific treatments include, but are not limited to, wall modulation, gables, window clusters, landscape treatment, material/color/texture change, awnings, moldings, planters, and pedestrian amenities, such as benches and tables.
6. Weather Protection. Overhangs, marquees, and awnings or similar forms of protection for pedestrians and bicycle racks from adverse weather conditions shall be incorporated at entrances, along pedestrian pathways, and at transportation waiting areas, and shall be at least five feet wide.
7. Upper Level Setback. For building walls proposed over an average of thirty feet in height, the building facade for that upper floor wall shall be stepped back at least eight feet. The stepped back upper floor shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color, so that the result is an organized combination of features that face the street. Balconies or other outdoor area shall extend into the stepback areas. See Section 18.150.060 for example of stepback.
 - a. An alternative to this requirement may be approved by the review authority, as long as the effect is the upper floor appears to recede from view.
8. Exterior Materials. Varied and high-quality facade materials shall be integrated with building modulation and articulation elements to unify commercial development and maintain harmony. Materials shall support a Northwest Lodge and/or Craftsman architectural style, generally supporting a bi- or tripartite composition of natural materials. Material changes should be used to distinguish upper, middle and lower floors of the building. Generally, heavier masonry materials should be used at the base of the building and lighter wood materials above, with contrasting trim used to accent floors, doors, window openings and material changes.
 - a. Facades visible from public streets or other publicly visible areas shall provide visual interest by providing a variety of building materials, windows, artwork, or other techniques. Desired materials include brick, stone, wood, horizontal lap siding made of wood or cement-like materials, split-faced block or ground-faced block.
 - b. For structures including mixed-use with residential units, siding materials must include but are not limited to two of the following: horizontal lap siding (of any lap design) made of wood or cement-like materials, shingles made of cedar or cement-like materials, board and batten (or panels with similarly spaced battens), brick, or stone (real or cultured). Typically, the residential component will be differentiated from the nonresidential uses by scale and amount of detailing.
 - c. Metal Siding Standards. Metal siding shall have visible corner moldings and trim and shall not extend lower than two feet above grade. Masonry, concrete, or other durable material shall be incorporated between the siding and the ground plane. Metal siding may be used only in conjunction with other approved materials and may comprise no more than twenty-five percent of facades facing public rights-of-way, parking areas, or landscaping. Glazing, awnings, doors, and other features may count as portions of the facade. Preformed

panels are not considered as metal siding. Metal siding shall be factory finished, with a matte, nonreflective surface.

- d. Concrete Block Standards. Concrete block may comprise no more than fifty-five percent of a facade facing a public right-of-way, parking areas, or landscaping. Concrete block shall include changes in textures and shapes, colors, and/or other masonry materials to add visual interest.
- e. Stonework Standards. Stone facing shall be typical of the Pacific Northwest.
- f. Prohibited Materials.
 - i. Mirrored glass and other highly reflective materials.
 - ii. Corrugated fiberglass.
 - iii. Back-lit vinyl awnings used as signs.

9. Color.

- a. Base building colors are limited to natural earthtone colors. Use any of the following colors, for areas that total more than twenty percent of the building shell: earth tones (brown, beige, tan, soft white, sand, red-brown, or ochre); muted pastels; grey or slate; dark, highly saturated (but not bright) colors (forest green, dark red, maroon, burnt orange, olive, dark brown, or terra cotta); or natural colors of materials such as brick, stone, or stained or sealed wood.
- b. Trim and secondary colors may be lighter or darker shades of the main color but shall not be bright or bold. A lighter or darker shade of the basic building color is always an appropriate trim color, as is white. Bright or primary colors are not permitted.
- c. Accent colors are generally brighter than base or trim colors and shall be limited to highlighting finer architectural details and are limited to fifteen percent of the facade area. Bright, high contrast color that is not a variation of the base or trim colors is limited to maximum two inches in width.
- d. Roof. Use any of the following colors for roofs visible from the ground level of public or adjacent properties: earth tones (brown, beige, tan, red-brown, or ochre); grey or slate; dark, natural colors of materials such as brick, stone, or stained or sealed wood; or black or charcoal; or as recommended by the IBC and IECC.

B. Site Landscaping.

1. Required Landscaping. A minimum of twenty percent of the property area shall be landscaped. Setback, parking lot, street trees and building perimeter landscaping contributes to this requirement.
 - a. Critical area buffers may count toward this requirement, but cannot contribute more than forty percent of the twenty percent overall site landscaping requirement.
 - b. Retaining land at its natural grade with existing native vegetation is strongly encouraged and may contribute toward the required landscape percentage requirement if the existing vegetation is healthy and likely to survive development. A maintenance assurance device, agreement or bond for two years will be required to ensure the existing vegetation remains healthy and additional vegetation appropriate to the overall site's landscape plan must be installed if the existing vegetation does not survive.
 - c. Low impact development techniques for stormwater management that are not fenced and can be designed to integrate vegetation appropriately into the site's overall landscape plan may count toward this requirement at the determination and approval of the review authority.
 - d. Incorporation of natural features such as large rocks or boulders into landscaping design is encouraged.
2. Retention of trees shall be evaluated for new development projects in the C-3 zoning district that are located east of Tenth Avenue, from Lincoln Avenue to Forest Rock Lane. See Chapter 18.180.
3. Setback Landscaping.
 - a. Setback areas are to be landscaped and covered with live plant materials that will ultimately cover seventy-five percent of the ground area within three years. Landscaping shall consist of evergreen and deciduous trees planted not more than thirty feet on center interspersed with large and small shrubs and ground cover. Shrubs shall be of a type that does not exceed a height at maturity of approximately three to four feet. Deciduous trees shall have a minimum trunk diameter of two inches at time of planting. Evergreen trees shall be a minimum of six feet tall at time of planting.
 - b. Setback landscaping may include low impact development stormwater management facilities that are not fenced and can be designed to integrate vegetation appropriately into the setback's landscape area.

- c. When adjacent to any R zoning district, setback landscaping shall be provided for the full width of the setback, and will include a combination of sight-obscuring fencing, solid screen of evergreen trees and shrubs and berming, as approved by the review authority.
 4. Street Trees. Street trees and related landscaping shall be provided forty feet on center for arterials and thirty feet on center for collectors within a minimum five-foot planting strip. Groundcover of sod or other approved groundcover shall be provided. Species of trees shall be as set forth in the city's master street tree plan, if applicable, or as otherwise approved by the review authority.
 5. Parking Lot Landscaping. Landscape areas shall be located in such a manner as to divide and break up the large expanses of pavement, divide and define driveways, parking stalls and corridors, limit cross-taxiing, and delineate and separate pedestrian and vehicular traffic. Planting areas and landscaping shall be reasonably dispersed throughout the parking lot with the interior dimensions of such areas being sufficient to protect the landscaping materials planted therein and to ensure proper growth. The primary landscaping materials used shall consist of canopy-type deciduous trees or spreading evergreen trees planted in wells or strips with a mixture of deciduous and evergreen shrubs and/or ground cover. Shrubbery, hedges, and other planting materials shall be used to complement the tree landscaping, but shall not be the sole contribution to the landscaping. Existing vegetation, architectural barriers or berms may be incorporated into the landscape design; provided, they contribute to achieving the intent of this subsection.
 - a. Parking lots with more than ten spaces shall be landscaped. A minimum of five percent of the parking lot area (that area inside parking lot perimeter curbing) shall be landscaped. Setback and building perimeter landscaping shall not count towards the parking lot landscaping requirement.
 - b. Planting areas shall contain a minimum of fifty square feet and shall have a minimum dimension of five feet in width. Parked vehicles may not overhang if the planting area is the minimum width of five feet. This area shall contain at least one tree, with the remaining area landscaped with shrubs, ground cover, or other approved landscaping materials not exceeding three feet in height. Providing adequate shading opportunities should be considered.
 - c. An additional two feet in width and curbing is required if wheel stops are not provided.
 - d. Trees shall number not less than one for each five parking stalls, to be reasonably distributed throughout the parking lot. A minimum of forty percent of the trees shall be evergreen.
 - e. Unfenced low impact development stormwater management facilities may be located in parking lot landscaping whenever feasible and when designed to be integrated appropriately in the landscaped area. Where low impact development stormwater management facilities are proposed to meet parking lot landscape requirements, those specific areas may deviate from the requirements in this section; provided, that the overall landscape area meets the intent of this section.
 6. Building Perimeter. For any building wall that exceeds an average of thirty feet in height, a planting bed is required with a hierarchy of plantings for at least sixty percent of the wall length provided:
 - a. Columnar trees shall be planted at a minimum of twenty feet on center and installed four feet from the building's foundation within a minimum six-foot-wide planting bed at the structure's foundation/base; or larger trees may be planted twenty-five feet on center within a fifteen-foot planting bed and ten feet from the building's foundation.
 - b. Shrubs or small trees ranging from one to six feet in height at maturity shall be planted three to six feet on center (depending on size at maturity) within the required planting bed.
 - c. Groundcover or other organic material shall be provided to reduce wind and water erosion.
 7. Alternative Landscaping Plans. The planning director may authorize modification of the landscape requirements when alternative plans comply with the intent of this chapter and:
 - a. Represent a superior result than that which would be achieved by strictly following requirements of this section, and
 - b. Incorporate unique, historic, or architectural features such as fountains, sculptures, boulders, pedestrian plazas, and the like.
- C. On-Site Pedestrian and Vehicular Circulation.

1. Buildings shall be linked to their fronting street(s) with primary walkways.
 2. Primary walkways shall be a minimum of five feet in width, and shall be clearly defined and designed to be separated from driveways and parking areas, through the use of raised curbs, elevation changes, bollards, landscaping, different paving materials, and/or other similar treatments. Striping does not meet this requirement.
 3. Secondary walkways are those that provide for pedestrian connections between buildings without depending upon parking lots. All buildings shall be linked to each other by a secondary walkway promoting the shortest distance between building entrances. Secondary walkways shall be provided to existing adjacent commercial development walkways, or shall be provided to the property line to provide future pedestrian connection for future adjacent commercial development. Secondary walkways do not need to be paved.
 4. Pedestrian walkways may be permeable surfaces where appropriate and as approved by the city engineer.
 5. The number of vehicular access points shall be minimized by sharing driveways and linking parking lots between adjacent uses.
 6. On-site primary vehicular circulation drive should be separated and provide minimal vehicular conflict with parking areas and pedestrians.
- D. Mechanical and Trash/Recycling Screening. See Section 18.80.080(H).
- E. Lighting. See Section 18.80.080(N).

18.80.080 Additional standards and provisions for C zoning districts.

J. Mixed-Use Structure.

1. Purpose. Mixed-use structures allow for placement of a mix of commercial and residential uses in a single building. Mixed-use structures are intended to allow for efficient use of land and public services in an urban setting; encourage convenient access between employment, services and residential opportunities; and increase development alternatives.
2. A mixed-use structure shall contain at least two complementary, integrated, or mutually supporting uses (such as offices, retail, professional services, food and beverage, entertainment, public service and residential). (Except as allowed in subsection (J)(3)(a)(i) of this section.)
3. New mixed-use structures shall have the following standards:
 - a. Residential units must be located above allowed commercial uses (residences may not be located at street/ground level or below). However, uses accessory to the residential, such as lobby, fitness center, storage, community room and other accepted uses, may be located on the first floor (street level), and shall generally be located behind the street level commercial uses. Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.
 - i. Within the C-4 and C-1 (outside of the shopfront overlay) zoning districts, ~~but~~, residential units may be allowed on the first floor; provided, that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.
 - b. A minimum of fifty percent of the street level ground floor gross square footage shall be occupied by uses set forth in Table 18.80.030, Commercial Zoning Districts Use Table, or as allowed by this section, and oriented to the primary street. Any underbuilding parking located on the street level floor shall be provided at the commercial parking standards and shall have an intervening permitted use between the street and the parking.
 - c. The mixed-use building shall be designed to look and function as an integrated development and encourage pedestrian travel between uses and adjacent buildings.
 - d. Buildings should be located adjacent to the primary street or immediately behind a public or semi-public space, such as a forecourt, plaza, or an outdoor seating area.
 - e. Commercial uses located on the ground floor shall have a prominent entrance facing the primary street, provide use and activity presence along the street frontage, and be designed to clearly define it as commercial space.

- f. Compatibility with the height, massing, setback and design character of surrounding uses shall be considered in mixed-use structure design.
 - g. At least one outdoor activity feature shall be provided for the mixed-use building, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas must be paved and landscaped.
 - h. Private or shared open space shall be provided for each of the residential units, such as a private outdoor balcony or rooftop deck, and shall be provided at a minimum of thirty-eight square feet per unit.
 - i. On-site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided. When the pedestrian circulation crosses driveways, parking areas and loading areas, it must be clearly identifiable through use of different paving materials.
 - j. Existing residential units in a mixed-use structure in the C zones may continue without meeting the standards above.
4. It is recommended that acknowledgement be included in lease or purchase/sale agreements for residential units in mixed-use structures, and address that residents will reside within commercial structures, where quiet enjoyment may not be guaranteed due to the nature of business, dining/entertainment or special event activity within the commercial zoning districts.

18.80.090 Planned mixed-use development (PMUD).

- A. Purpose. The purpose of this section is to encourage creative and superior site design that provides and integrates a mix of retail, service, office and residential uses while ensuring substantial compliance with the goals and policies of the Poulsbo comprehensive plan.
- B. Where Allowed. The planned mixed-use developments are allowed in the BP, C-2, C-3, and C-4 commercial zoning districts.
- C. Uses Allowed. The following uses are permitted in a planned mixed-use development:
 1. All uses in the underlying zoning district.
 2. Residential including townhouses, duplexes, triplexes, fourplexes, cottages, mixed-use structures, and apartment houses.
 3. Accessory uses specifically designed to meet the needs of the residential development or facilities.
 4. Residential and commercial uses must each constitute a minimum twenty percent of the proposed development cumulative buildings' gross square footage, with the remaining sixty percent a combination of commercial, residential public areas and other acceptable uses.
- D. Project Requirements.
 1. The planned mixed-use development proposal must constitute a mixed-use development. For purposes of this section, a mixed-use development is a single unified development that incorporates the planned integration of commercial and residential land uses consisting of some combination of office, retail, food and drink, services, hotel, public entertainment, public uses, and housing. Planned mixed-use developments may be vertically oriented in one or more buildings, or geographically distributed on a development site.
 2. The development site shall be of sufficient width and depth to accommodate the proposed development. ~~The minimum site size is two acres; however, the review authority may approve a smaller size if the site can meet the criteria of an integrated unified mixed-use development and the requirements of this section.~~
- E. Development Standards. All development standards in the underlying zoning district.
 - 1.—~~Setbacks:~~
 - a.—~~Front yard and/or primary street frontage: ten feet.~~
 - b.—~~Side and rear yard: ten feet.~~
 - c.—~~Side or rear yard adjacent to an R zone: twenty feet.~~
 - d.—~~If no subdivision is proposed:~~
 - i.—~~Perimeter side and rear yard: ten feet.~~
 - ii.—~~Perimeter side or rear yard adjacent to an R zone: twenty feet.~~

~~iii.—Setbacks between buildings shall be a minimum ten feet.~~

~~2.—Building Lot Coverage. Maximum building lot coverage is sixty-five percent.~~

~~3.—Building Height. Maximum building height is thirty-five feet. If underbuilding parking is provided, the building height may be increased to forty-five feet. See Section 18.310.010.~~

~~4.—Landscaping, Site and Building Design Standards. The standards set forth in Section 18.80.060, Building design, landscaping, and site standards, shall apply to planned mixed-use developments.~~

F. Integration of Uses.

1. All buildings and improvements on the site shall be designed to look and function as an integrated development and to encourage pedestrian travel between buildings and uses. Complete segregation of use types, such as placement of commercial structures all on one side of a mixed-use site and multiple residential structures all on the other, shall be prohibited.

2. Separate buildings shall be connected through pedestrian walkways delineated through landscaping, differentiated surface materials or texture. Delineation through striping alone shall not be considered sufficient. (See Section 18.80.060(C)).

3. One or more similar design characteristics among separate structures shall be provided, including but not limited to similar or complementary building facades, surface materials, colors, landscaping, or signage.

4. ~~5.~~ Residential uses in buildings with commercial uses shall be located consistent with Section 18.80.080 J on the second story or above (not at street level or below).

~~4. One or more outdoor publicly accessible features shall be provided to encourage interaction among residents or users of the site, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas may be paved and/or landscaped, and must comprise at least five percent of the fifteen percent common open space requirement (see open space and recreational amenities below).~~

G. Shared Parking.

1. The review authority may authorize shared or joint use parking among uses that are likely to be visited with a single driving trip; and provided, that an adequate legal agreement for the joint parking usage is recorded.

2. The review authority may authorize shared or joint use parking among uses which have differing hours of operation or usage, such as residences and offices; provided, that an adequate legal agreement for the joint parking usage is recorded.

H. Common Open Space and Recreational Amenities Required. Each planned mixed-use development shall provide at least fifteen percent of the gross site area for common open space in the form of public, site user and/or resident activity. Such activity space may be planned and designed for recreational use or involvement by employees, site visitors, general public and residents. (This requirement is different than the twenty percent landscape requirement; however, open space required in this section can be used to meet the landscape requirement.)

I. Review and Approval. See Chapter 18.250 for the review and approval process for planned mixed-use developments.

18.80.110 Off-street parking and loading standards in the C-2, C-3 and C-4 zoning districts.

The following standards apply to parking and loading in the C-2, C-3 and C-4 zoning districts. All other applicable provisions from Chapter 18.140 also apply.

A. Number of Spaces Required.

1. Retail sales, personal services, office and professional services: one space per three hundred gsf.

2. Medical/dental office or clinic: one space per three two hundred gsf.

3. Eating/drinking establishments: one space per three two hundred gsf.

a. Fast food or drive-through: one space per two one hundred gsf.

b. On-site food/drink manufacturing area: one space per five hundred gsf.

4. Lodging.

a. Bed and breakfast: one space per rented room plus two spaces.

- b. Motel/hotel: one space per room or suite plus one space per employee on peak shift.
- c. Banquet and meeting rooms: one space per two hundred gsf of banquet/meeting space.
5. Ambulatory and outpatient care services: one space per two hundred gsf.
6. Hospitals: one space per two beds plus one space for every two employees on largest shift.
7. Animal hospital and veterinary clinic: one space per two hundred fifty gsf.
8. Libraries, museums, galleries: one space per three hundred gsf.
9. Performing arts, theaters, sports arena or stadium: one space per four and one-half seats.
10. Amusement, sports, recreation establishments; health club: one space per two hundred fifty gsf.
11. Self-serve storage: one space per three thousand five hundred gsf plus two for permanent on-site manager.
12. Residential.
 - a. Single-family detached residential unit: two spaces.
 - b. Studio/one bedroom: one space per residential unit.
 - c. Two or more bedrooms: one and one-half ~~two~~ spaces per dwelling unit.
 - d. Guest parking is one space per ten dwelling units; provided, that commercial use parking spaces may meet this requirement at a one-to-one ratio replacement when uses' peak hours of operation do not overlap.
 - e. Residential units restricted to use for seniors (sixty-five years and older): one and one-quarter spaces per dwelling unit.
 - f. Assisted living, senior congregate care, residential care center: one for each four regular beds (or units), plus one space for every two full-time employees on largest shift.
13. Places of Assembly.
 - a. Clubs, lodges: one space per two hundred fifty gsf.
 - b. Places of worship: one space per four seats.
14. Schools (includes public, private, business and vocational):
 - a. Preschool: one space per three children.
 - b. Elementary and middle school: one space per full-time employee and two per classroom.
 - c. High school: one space per full-time employee and one space per ten students of designed capacity.
 - d. College: one per classroom and office; and one for every five students of designed capacity.
15. Child Care.
 - a. Family: adequate provision for loading and unloading, plus parking required for residential unit.
 - b. Center: one space for every two employees on largest shift, plus one space per seven children and adequate provision for loading and unloading.
16. Other uses not specifically listed shall furnish parking as required by the planning director based upon the most analogous use.
- B. When underbuilding parking is proposed, at least sixty percent of the site's total street frontage shall include square footage that is to be occupied by permitted uses.
- C. Parking or staging of delivery trucks on public streets is prohibited; provided, that smaller delivery trucks (i.e., UPS, FedEx) may park on public streets when on-street parking is available.
- D. The primary vehicular access shall avoid a street that primarily serves residential uses.
- E. Entrances and exits to and from parking and loading facilities shall be clearly marked with appropriate directional signage.
- F. Internal circulation shall be designed for safety and efficiency by reducing conflicts between vehicular and pedestrian traffic.
- G. Loading facilities shall be located internal to the site. Loading docks and doors facing a public street shall be offset from the access drive and shall be screened from the street as much as possible.

18.250.020 Review authority.

All planned mixed use development permits shall be processed as ~~Type III applications~~ according to the provisions of Title 19. The review authority shall have the authority to approve, approve with conditions, disapprove, or revoke planned mixed use developments.

19.20.020 Permit application classification

Table 19.20.020 Permit, Process and Review Authority Classification		
Permit Type	Process Type	Review Authority
Planned mixed use development (PMUD), <u>no subdivision</u>	<u>II</u>	<u>PD</u>
Planned mixed use development (PMUD), <u>with subdivision</u>	III	HE

NOTE: *Not all provisions of a specific section are presented below; only the pertinent sections proposed to be amended are identified. For full context, please refer to the complete section in the Poulsbo Municipal Code: <https://www.codepublishing.com/WA/Poulsbo/>. Full project review documents can be viewed on the project website: <https://cityofpoulsbo.com/development-regulation-amendments-2/>.*

Chapter 18.90 | BUSINESS AND EMPLOYMENT DISTRICTS

18.90.010 Zoning districts.

The city's comprehensive plan establishes three land use designations that support the business and employment goals and policies of the city of Poulsbo. The three land use designations will also serve as titles of zoning districts on the city's zoning map, and are identified as:

- A. Office commercial industrial (OCI).
- B. Business park (BP).
- C. Light industrial (LI).

The three business and employment districts are intended to enhance Poulsbo's economic base by providing suitable areas to support the employment needs of the community. The business and employment districts provide for the location of manufacturing, product processing, research and development facilities, assembly, warehousing, distribution, professional services, corporate headquarters, medical facilities and complementary educational and recreational uses among others. Limited residential, retail, business and support services that generally serve the needs of the districts' tenants and patrons are allowed. The business and employment districts are intended to have limited nuisance factors and hazards.

18.90.020 Purposes.

- A. The office commercial industrial (OCI) district provides for business and professional offices, corporate headquarters, research and development facilities, light industry and complementary educational, and recreational uses. The district is not intended to support the general commercial needs of the community; however, limited retail sales, convenience and personal services, and residential, as subordinate uses, are allowed. The OCI district is intended to be compatible and transitional with adjoining uses, have smaller sized and scaled buildings with a more diverse mix of uses than the business park district, and have fewer nuisance factors and hazards than the light industrial district.
- B. The business park (BP) district, located in the College MarketPlace master planned development, is intended to enhance the city's economic base by providing for an integrated grouping of businesses and buildings of a larger size and scale than the OCI or LI districts may support. The BP district supports a variety of uses, such as light manufacturing, professional office buildings, and warehousing and distribution, and residential uses when associated with a mixed-use project.
- C. The light industrial (LI) district provides appropriate locations for combining light, clean industries, including industrial service, manufacturing, fabrication, assembly and production; business and technology research and development; and warehousing, distribution and storage activities. Professional offices and sale of goods are subordinate to permitted activities.

18.90.030 Uses.

- A. Types of uses. For the purposes of this chapter, there are four kinds of use:
 - 1. A permitted (P) use is one that is permitted outright, subject to all the applicable provisions of this title.
 - 2. A conditional use (C) is discretionary use reviewed through the process set forth in Chapter 18.230 governing conditional uses.
 - 3. An administrative conditional use (AC) is a discretionary use reviewed through the process set forth in Chapter 18.230 governing administrative conditional uses.
 - 4. A prohibited use (X) is one that is not permitted in the zoning district under any circumstances.

B. Recognizing that there may be certain uses not mentioned specifically in Table 18.90.030 because of changing business, technology advances, or other reasons, the planning director is authorized to make similar use determinations, as set forth in Section 18.50.030.

The following Table 18.90.030 is a list of uses for the three zoning districts:

Table 18.90.030 Business and Employment District Uses			
USE	OCI	BP	LI
Office and Professional Services			
All forms of corporate, professional, public, brokerage, administrative, financial, building trade, and research offices	P	P	X
Corporate headquarters and regional offices	P	P	X
Office-oriented service providers, such as communications services, photocopying, courier and messenger services, graphic design, printing, promotional products, and the like	P	P	X
Office equipment sales and services	P	P	X
Technology service and support, copy and connectivity centers, telework centers	P	P	X
Business/Technology Research and Development			
Biotechnology/medical laboratories	AC	AC	AC
Computer technology	P	P	P
Electronic components and board systems engineering and development	P	P	P
Research and research industry-oriented service providers	P	P	P
Software engineering	P	P	X
Commercial Services and Retail			
Auto and boat service and repair (but not sales)	X	X	P
Auto fuel service station (<i>An associated retail convenience structure may be allowed; however, size is limited to no more than 1,500 square feet.</i>)	AC	AC	X unless associated in support of a permitted vehicle fleet use
Building materials retail sales (<i>not including regional retailers which are not allowed</i>)	AC	AC	X
Commercial convenience, personal services, and restaurant establishments (<i>In existing or new structures 5,000 square feet or larger, commercial convenience, personal service uses, and restaurant eating/drinking establishments are allowed but are to be subordinate to the building's primary uses. All commercial uses located in the structure shall be limited to <u>50%</u> 25% of the building's gross square footage. No drive-through facilities are allowed.</i>)	P	P	X
Commercial retail in conjunction with a primary use (<i>Retail sales of products assembled, manufactured, etc., in the OCI/BP/LI zoning districts are allowed but are to be subordinate to the building's primary use. Retail sales use is limited to <u>50%</u> 25% of the building's gross square footage.</i>)	P	P	P
Food service contractor	P	P	P

Table 18.90.030 Business and Employment District Uses			
USE	OCI	BP	LI
Food and drink where manufactured and sold on premises (<i>on-premises tasting room, restaurant, and/or retail sales limited to <u>50%</u> 25% of gross square footage</i>)	AC	AC	AC
Nursery/landscaping materials retail sales	AC	P	X
Wholesale product showrooms	P	P	AC
Light Industrial			
Equipment rental	AC	<u>AC in an enclosed building only</u>	P
Industrial laundry and upholstery services	X	AC	P
Resource recycling and recovery (not including recycling dropoff facilities)	X	X	P
Manufacturing			
Beverage products	AC	P	P
Cabinet shop or carpenter shop	AC	AC	P
Electrical and electronic equipment manufacture	AC	P	P
Electrical component assembly, including assembly of computer products, office equipment, and related components	P	P	P
Metal, wood and other materials fabrication and assembly in an enclosed building	AC	AC	P
Food and kindred products, manufacture, processing and packaging (<i>excluding animal slaughtering and processing</i>)	AC	P	P
Furniture and fixtures manufacture and assembly	AC	P	P
Handcrafted products, crafts or other art-related items	P	P	P
Large-scale and mass-produced lumber and wood products (<i>excluding sawmills</i>)	X	X <u>AG</u>	<u>AC-P</u>
Measuring, analyzing and control instruments	P	P	P
Medical equipment and supplies	P	P	P
Miscellaneous light fabrication and assembly not otherwise named	AC	AC	P
Perfumes, cosmetics and similar preparations	AC	AC	P
Photographic, medical, audio and optical equipment	AC	P	P
Printing, publishing and allied products	AC	P	P
Products made from light stone, clay and glass	AC	P	P
Signs	P	P	P
Textiles, apparel and leather goods	P	P	P
Warehousing, Distribution and Storage			
Equipment/materials outdoor storage as a primary use (including building trade and landscaping)			
a. Storage yards occupying less than 10,000 square feet	X <u>AG</u>	X <u>AG</u>	P

Table 18.90.030 Business and Employment District Uses			
USE	OCI	BP	LI
b. Storage yards occupying more than 10,000 square feet	X	X AG	AC
Commercial fuel distributors	X	C	AC
Mail order or direct selling and distribution	P	P	P
Packing, crating and convention and trade show services	P	P	P
Processing and/or packaging previously prepared materials	P	P	P
Self-serve mini-storage	X	AC <u>when associated with a mixed-use structure or PMUD</u>	P
Truck and freight transportation services	X	X G	AC
Warehousing, product distribution, and wholesale trade	X	AC	P
Residential			
Mixed-use structure¹ Dwelling units above nonresidential uses (mixed-use structures) (Nonresidential uses must be located on ground level or first floor if ground level is parking)	P	P	AC
<u>Planned Mixed Use Development (PMUD)²</u>	X	P	X
Employee/security units in conjunction with manufacturing, distribution or storage uses	P	P	P
Existing residential use without increase in density (subject to the provisions of Section 18.160.060)	P	P	P
Live/work units	P	P X	X
<u>Nursing home, residential care facility, assisted living, congregate care housing</u>	X	P when associated with a mixed-use structure or PMUD	X
Public and Quasi-Public			
Essential public facilities, state and regional	P	P	P
Essential public facilities, local	C	C	C
Government maintenance shops and fleet vehicle storage	AC	AC <u>in an enclosed building only</u>	P
Public administration office and services	P	P	P
Public parks	P	P	P
Solid waste transfer facilities	X	X G	C
Recycling dropoff facilities	X	X AG	P
Utility facilities and utility system	P	P	P
Transit facilities, including park and ride lots and transfer centers	C	C	C
Wireless communication facilities (exceeding 21' in height)	AC G	AC G	AC G
Co-location on existing facility or structure	P AG	P AG	P AG
Wireless communication facilities (20' or less)	P	P	P
Other			
Adult entertainment businesses	X	X	P

Table 18.90.030 Business and Employment District Uses			
USE	OCI	BP	LI
Ambulatory and outpatient care services (physicians, outpatient clinics, dentists)	P	P	X
Child care centers	AC	AC	X
Colleges, universities, technical, trade and other specialty schools	C	<u>AC</u> G	X
Existing legal nonconforming uses (<i>provided that the legal nonconforming use continues and does not cease to be in use for 12 months or longer. See Chapter 18.160</i>)	P	P	P
Grade schools (K—12)	C	C	X
High-risk secured facilities	X	X	C
Hospital	C	C	X
Museums, historic and cultural exhibits	P	P	X
Privately owned amusement, sports or recreation establishments (<i>retail sales limited to 25% of use's total square footage</i>)	P	P	X
Churches, new freestanding structures and existing building(s) 5,000 square feet or larger	C	C	X
Churches, under 5,000 square feet and within an existing building(s)	AC	AC	X
Sports arena or stadium	C	C	X
Veterinary clinics and hospitals (not including kennels)	P	P	X
¹ <u>Subject to standards in Section 18.80.080 J.</u>			
² <u>Subject to standards in Section 18.80.090.</u>			

18.90.40 Development standards.

For development standards, see Table 18.90.040 below.

Table 18.90.040 Business and Employment Districts Development Standards	
Minimum lot area	No minimum lot area requirement.
Maximum building coverage	As provided after setbacks, landscaping, parking and other applicable standards are met.
Minimum setbacks when lot line is adjacent to a R zoning district	20', plus an additional 1 foot for each foot the building wall facing the R district exceeds an average of <u>35'</u> 25' in height, to a maximum setback requirement of <u>20'</u> 40' .
Minimum setbacks when lot line is adjacent to nonresidential zoning district	Front yard: 10' Other yards: 5' Street (public or private) frontage: 10' <i>Setbacks may be enlarged to provide additional area to meet overall site landscaping requirement.</i>
Maximum building height ¹	No building or structure shall exceed 35' in height, <u>provided that the height limit in area 1 (as shown below) shall be 45'; and the height limit in area 2 (as shown below) shall be 55'.</u> -(Roof-mounted mechanical equipment and its screening shall not be included in the height calculation.)
¹ <u>See Section 18.150.050 for building height measurement and Section 18.310.010 for building height exceptions.</u>	

- c. When adjacent to any R zoning district, setback landscaping shall be provided for the full width of the setback and will include a combination of sight-obscuring fencing, solid screen of evergreen trees and shrubs and berming, as approved by the review authority.
 3. Street Trees. Street trees and related landscaping shall be provided forty feet on center for arterials and thirty feet on center for collectors within a minimum five-foot planting strip. Groundcover of sod or other approved groundcover shall be provided. Species of trees shall be as set forth in the city's master street tree plan, if applicable, or as otherwise approved by the review authority.
 4. Parking Lot Landscaping. Parking lots with more than ten spaces shall be landscaped. A minimum of five percent of the parking lot area (that area inside parking lot perimeter curbing) shall be landscaped; planting areas shall be a minimum of five feet width. Providing adequate shading opportunities should be taken into account. Parked vehicles may not overhang if the planting area is the minimum width of five feet. Wheel stops will be required when any parking space abuts landscaping. Unfenced low impact development stormwater management facilities may be located in parking lot landscaping when feasible and when designed to be integrated appropriately in the landscaped area.
 5. Building Perimeter Landscaping. For any building wall that exceeds an average of thirty feet in height and combined with an unmodulated wall exceeding one hundred feet in length (not including loading areas), a planting bed is required, with a hierarchy of plantings for at least sixty percent of the wall's length provided:
 - a. Columnar trees and large shrubs shall be installed a minimum of four feet from the building's foundation within a minimum six-foot-wide planting bed at the structure's foundation/base; or larger trees may be planted twenty-five feet on center within a fifteen-foot planting bed and a minimum ten feet from the building's foundation.
 - b. Shrubs or small trees shall be planted minimum three to six feet on center (depending on size at maturity) within the required planting bed.
 - c. Groundcover or other organic material shall be provided to reduce wind and water erosion.
- B. On-Site Pedestrian Circulation.
 1. Buildings shall be linked to their fronting street(s) with primary walkways.
 2. Primary walkways shall be a minimum of five feet in width, and must be visually distinct from parking lot and driveway surfaces. Pedestrian walkways may be of permeable surfacing when appropriate and as approved by the city engineer.
 3. Secondary walkways are those that provide for pedestrian connection between buildings without depending upon parking lots. All buildings shall be linked to each other by a secondary walkway promoting the shortest distance between building entrances. When adjacent to an undeveloped parcel, a secondary walkway shall be provided to the property line to provide future pedestrian connection separate from a future street connection. Secondary walkways do not need to be paved.
- C. Building Design Standards. The purpose of building design standards in the business and employment zoning districts is to facilitate attractive architectural design and scale by avoiding large blank walls, bright colors and providing roof line treatment. The following standards apply to building design in all three of the business and employment zoning districts. Building design shall reflect a Northwest Lodge and/or Craftsman style through architectural elements, streetscape features, landscaping, artwork, lighting, and signage. The city's design review process applies to all proposals that require site plan review or a building permit that contains substantial building facade alteration to the exterior of an existing building. See also Chapter 18.120.
 1. Building Facades.
 - a. Architectural interest is required for all building facades visible from public streets and other publicly visible areas, such as parking areas.
 - i. Publicly visible building walls shall incorporate insets or offsets, canopies, colonnades, wing walls, trellises, building facade landscaping, material variation, multi-planed roof line, or other features which diminish large blank walls.

- ~~ii. For publicly visible building walls exceeding one hundred feet in length, offset elements shall be required that break up the plane of the wall into at least three sections.~~
 - ii. Any building facades visible from public streets and other publicly visible areas that exceed fifty feet in width shall include articulation features to reduce the perceived scale of the building and add visual interest. Multiple articulation methods shall be used, including window patterns, offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements of the building's mass. Simply changing materials or color is not sufficient to accomplish this.
- b. All buildings shall include design techniques which clearly define the building's top, middle, and bottom. The following techniques are suggested methods of achieving vertical articulation:
- i. Top: sloped roofs, strong eave lines, cornice treatments, horizontal trellises, or sunshades, etc.
 - ii. Middle: windows, balconies, material changes, railings, and similar treatments that unify the building design.
 - iii. Bottom: pedestrian-oriented storefronts, pedestrian-scale building details, awnings, arcades, "earth" materials such as concrete, stone, stucco, etc.
- Where appropriate, horizontal elements shall be coordinated (i.e., cornices, window lines, arcades, etc.) in a pattern and height to reflect similar elements on neighboring buildings.
- c. Provide visual terminus to tops of buildings. To avoid a truncated appearance, all structures shall have a visual "cap." Options include extended eaves; steep pitch hip, gable or saltbox roof form; false pitch roof with appearance of hip gable or saltbox; or projecting cornice of appropriate scale to the building and part of building's trim detail.
- a. Primary building entrances shall be physically oriented to the street and primary pedestrian walkway. The primary entrances to structures, including all entrances to individual tenant spaces, shall be clearly identifiable through architectural design. Specific treatments include, but are not limited to, wall modulation, gables, window clusters, landscape treatment, material/color/texture change, awnings, moldings, planters, and pedestrian amenities, such as benches and tables.
2. Materials.
- a. Facades visible from public streets or other publicly visible areas shall provide visual interest by providing a variety of building materials, windows, artwork, or other techniques. Desired materials include brick, wood, horizontal lap siding made of wood or cement-like materials; split-faced block or ground-faced block.
 - b. For structures including residential (mixed use structures) or live/work units, siding materials must include but are not limited to two of the following: horizontal lap siding (of any lap design) made of wood or cement-like materials, shingles made of cedar or cement-like materials, board and batten (or panels with similarly spaced battens), brick, or stone (real or cultured). Typically, the residential component will be differentiated from the nonresidential uses by scale and amount of detailing.
3. Color.
- a. Main color of exterior walls is limited to subtle earth tone colors. Soft white, sands, grays, muted pastels, and deep, rich earth colors (terra cotta, forest green) are acceptable.
 - b. Trim color may be lighter or darker shades of the main color, soft white, or contrast or complement the main color but shall not be bright or bold.
 - c. Accents or graphics may be brighter than main or trim color and shall be limited to fifteen percent of the facade area, excluding glass. Bright, high contrast color banding is limited to maximum four inches in width.

18.90.060 Performance standards.

No land or structure shall be used or occupied unless there is compliance with the following minimum performance standards:

- A. Outdoor Storage. Outdoor storage of materials and supplies shall be completely screened with a combination of fencing and landscaping, from adjacent properties and public right-of-way, and be located in the interior of the lot to the extent possible as determined by the planning director.
- B. Emissions. Any air emissions shall meet applicable regulations of the Puget Sound Clean Air Agency, and no visible, frequent smoke, dust, or gases shall be emitted.
- C. Exterior Lighting. Exterior lighting, except for warning or emergency lighting, shall be hooded or shielded so illumination is directed downward and shall be confined to the property boundaries of the light source.
 1. Lighting in exterior canopies shall be recessed so that the lens does not drop below the level of the canopy.
 2. Lighting shall be located near the activity needing illumination. Walkways, entrances, and parking areas may be lit during nighttime business hours, but such lighting shall be the minimum necessary for safety. Lighting in parking lots should be of uniform intensity.
 3. Buildings shall not be outlined with neon or other lighting, except seasonal lighting.
 4. If, once installed, lighting is found to be performing in violation of these standards, the city may require the business owner to take corrective action to bring the lighting into compliance.
 5. Nighttime lighting of the American flag is exempt from these provisions, except that such lighting shall not provide direct glare to neighboring properties or traffic.
 6. A photometric plan shall be required as part of the underlying permit which shows lumen readings every ten feet within the property or site, and ten feet beyond the property lines. The photometric plan shall consider proposed and existing landscaping at maturity to evaluate the long-term and seasonal effectiveness of lighting or screening of lighting.
- D. Noise. Noise levels shall not exceed the maximum allowed in Chapter 173-60 WAC for Class B (commercial) or Class C (industrial) environmental designations as appropriate to the use, or as set forth in the International Building Code requirements.
- E. Exterior Mechanical Equipment. All HVAC equipment, pumps, heaters and other mechanical devices shall be screened from view from adjacent streets and properties.
 1. Roof-mounted mechanical equipment shall be screened one of the following ways:
 - a. A parapet wall or other architectural element that is an integral part of the building's architectural design.
 - b. Setting the equipment back so that it is not visible.
 2. 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 wall shall be of a height equal to or greater than the height of the mechanical equipment being screened. If landscaping is used, the screening material shall be designed to provide a seventy-five percent opacity one year after planting along the full required height and length of the screening buffer.
 2. ~~Vents, mechanical penthouses, elevator equipment and similar appurtenances may extend no more than fifteen feet above the roof line, must be surrounded by a sight-obscuring screen constructed to the same height as the mechanical equipment, and conform to the following criteria:~~
 - a. ~~The screen must be integrated into the architecture of the building.~~
 - b. ~~The screen must obscure to the extent possible the view of the appurtenances from adjacent streets and properties.~~

~~c.—Rod, wire and dish antennas are exempt from the screening requirement if the screening would interfere with the effective operation of the antenna.~~

- F. Odors. The emission of objectionable odors or matter in such quantities as to be readily detectable at any point beyond the property line of the use causing such odors is prohibited.
- G. Heat and Glare. Except for exterior lighting, operations producing heat and glare shall be conducted within an enclosed building.
- H. Trash dumpsters shall be screened from view with a combination of one hundred percent sight-obscuring fencing and vegetative screening.
1. Screening shall be complementary to the materials and colors of the primary structure.
 2. Screening shall be of a height equal to or greater than the height of the materials being screened.
 3. The location of all trash and recycling storage spaces shall meet the following requirements:
 - a. If located within fifteen feet of a street lot line, screening shall also contain landscaping and/or artistic elements;
 - b. The storage space shall not be located in any required driveways, parking aisles, or parking spaces;
 - c. The storage space shall not block or impede any fire exits, any public rights-of-way, or any pedestrian or vehicular access;
 - d. The storage space shall be located to minimize noise and odor impacts on building occupants and beyond the lot lines of the lot; and
 - e. The storage space shall not be used for purposes other than trash and recyclable materials storage and access.
- I. Ground and Soil Contamination. Materials shall be handled in such a manner to prevent ground or soil pollution, or which may contaminate aquifer or other natural drainage systems as required by state and local health agencies.
- J. Fire and Explosive Hazards. The manufacture, use, processing or storage of flammable liquids or materials, liquids or gases that produce flammable or explosive vapors or gases shall be permitted in accordance with the regulations of the adopted International Fire Code and International Building Code.
- K. In addition to the standards identified above, the city may utilize its authority under the State Environmental Policy Act (SEPA), to identify additional mitigations on impacts to the environment, as determined at time of project review.

18.90.070 Residential uses.

- ~~A. Mixed Use Structures. Residential uses in buildings with commercial uses shall be consistent with Section 18.80.080~~
~~J Mixed-use structures allow for placement of a mix of commercial, business, employment and residential uses in a single building. Mixed-use structures are intended to allow for efficient use of land and public services in an urban setting; encourage convenient access between employment, services and residential opportunities; and increase development alternatives.~~
- ~~1.—Permitted nonresidential uses shall be located on the ground floor. However, part of the ground floor may be used as a driveway to rear or under-grade parking, or as a pedestrian park area. Residential units must be located above allowed nonresidential uses (residences may not be located at street/ground level or below). Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.~~
 - ~~2.—The mixed-use building shall be designed to look and function as an integrated development and encourage pedestrian travel between uses and adjacent buildings.~~
 - ~~3.—At least one outdoor activity feature shall be provided for the mixed-use building, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas may be paved and/or landscaped.~~

~~4.—A minimum of thirty-eight square feet of private open space shall be provided for each of the residential units, such as a private outdoor balcony.~~

~~5.—On-site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided. When the pedestrian circulation crosses driveways, parking areas and loading areas, it must be clearly identifiable through use of different paving materials.~~

B. Live/Work Units. Live/work units are allowed in the OCI and BP zoning districts, and are a building use that combines business or manufacturing activities within the same structure as a residential living space. Live/work units are distinctive from mixed use because the business owner or employee must live in the unit. In addition, they can provide affordable work and housing space, meet the needs of special groups such as artists, and serve to incubate new businesses.

1. The total live/work unit is limited to three thousand square feet in gross floor area.
2. The nonresidential use portion must be located on the first floor of the unit or, if parking is on the first floor, the unit's main floor area.
3. The nonresidential area is limited to fifty percent of live/work unit's area.
4. Living space shall be physically integrated into the live/work unit and not be rented, leased, sold or occupied separately.
5. Private outdoor open space shall be provided for the live/work units, such as a balcony or patio.
6. The live/work unit shall be occupied and used only by the owner of the business or manufacturing activity, or the owner's employee, and that person's household.
7. The business may employ up to five persons who do not reside in the live/work unit.
8. On-premises sales of goods shall be limited to those produced within the live/work unit or related to the permitted business activity.
9. A valid business license associated with the business or manufacturing activity must be obtained from the city.
10. An annual certificate of inspection to ensure circumstances and conditions remain compliant, shall be required to be obtained from the planning director.
11. Other restrictions may apply subject to the requirements of the adopted International Building Code.

C. Existing Residences.

1. Existing detached single-family residences are allowed to continue, provided no increase in density occurs (including adding accessory dwelling units), and subject to the provisions of Section 18.160.060. Special uses related to the existing residential unit, such as home occupations, home day care, may be allowed and are regulated as appropriate, as set forth in Section 18.70.070.

~~2.—Existing residential units in a C zone that are located within a mixed-use structure are allowed as mixed use, and are not subject to the provisions of Section 18.160.060.—~~

18.90.090 Parking and loading standards.

The following standards apply to parking and loading in the OCI, BP and LI zoning districts. All other applicable provisions from Chapter 18.140 also apply.

A. Number of Spaces Required.

1. Office and professional services: one space per three hundred gsf.
2. Business/technical research and development: one space per three hundred gsf.
3. Commercial Services and Retail.
 - a. Convenience and personal services: one space per three hundred gsf.
 - b. Eating/drinking establishments: one space per three two hundred gsf.

4. Building trade/landscaping materials sales: one space per three hundred gsf of retail area; and one space per five hundred gsf of warehouse or storage area (including outdoor).
 5. Food/drink manufacturing: one space per five hundred gsf.
 - a. Food/drink with on-premises tasting room, restaurant and/or retail sales space: one space per two hundred gsf.
 6. Manufacturing: one space per five hundred gsf.
 7. Warehouse, distribution, and storage: one space per five hundred gsf.
 8. Mixed use residential and live/work units: ~~one and one-half spaces per residential unit in addition to other use required spaces, including additional customer/client and employee spaces for live/work units.~~
 - a. Studio/one bedroom: one space per residential unit.
 - b. Two or more bedrooms: one and one-half spaces per dwelling unit.
 - c. Guest parking is one space per ten dwelling units; provided, that commercial use parking spaces may meet this requirement at a one-to-one ratio replacement when uses' peak hours of operation do not overlap.
 - d. Residential units restricted to use for seniors (sixty-five years and older): one and one-quarter spaces per dwelling unit.
 - e. Assisted living, senior congregate care, residential care center: one for each four regular beds (or units), plus one space for every two full-time employees on largest shift.
 - f. Live/Work: one space per residential unit plus one space per five hundred gsf of nonresidential area.
 9. Ambulatory and outpatient care services: one space per two hundred gsf.
 10. Assembly uses: to be determined by planning director at time of project.
 11. Other uses not specifically listed shall furnish parking as required by the director based upon the most analogous use.
- B. When underbuilding parking is proposed in the OCI district and the structure fronts a collector or arterial street, at least fifty percent of street frontage (of the collector or arterial street) shall include square footage that is to be occupied by permitted uses.
 - C. Parking or staging of delivery trucks on public streets is prohibited; provided, that smaller delivery trucks (i.e., UPS, FedEx) may park on public streets when on-street parking is available.
 - D. The primary vehicular access to businesses and loading areas shall avoid a street that primarily serves residential uses.
 - E. Entrances and exits to and from parking and loading facilities shall be clearly marked with appropriate directional signage.
 - F. Internal circulation shall be designed for safety and efficiency by reducing conflicts between vehicular and pedestrian traffic, combining circulation and access areas where possible, and providing adequate truck maneuvering, stacking, and loading areas.
 - G. Loading facilities shall be located internal to the site. Loading docks and doors facing a public street shall be offset from the access drive and shall be screened from the street as much as possible.

NOTE: Not all provisions of a specific section are presented below; only the pertinent sections proposed to be amended are identified. For full context, please refer to the complete section in the Poulsbo Municipal Code: <https://www.codepublishing.com/WA/Poulsbo/>. Full project review documents can be viewed on the project website: <https://cityofpoulsbo.com/development-regulation-amendments-2/>.

Chapter 18.70 | RESIDENTIAL DISTRICTS

18.70.050 Development Standards in the RL Zone.

A. For development standards in the RL zone, see Table 18.70.050 below:

Table 18.70.050 Residential Low (RL) District Development Standards	
Minimum Lot Size	7,500 square feet
Maximum Lot Size	10,890 square feet <i>when subdividing, a parent lot may remain larger than 10,890 square feet; provided, that it must be a minimum of 15,000 square feet in order to be further subdivided in 7,500-square-foot increments.</i>
Minimum Lot Width	60' at the midpoint of the lot. Each lot shall have a minimum of 20' of frontage on a dedicated street or approved access way.
Minimum Lot Depth	90'
Maximum Building Coverage	50%
Front Yard Setback	20' from main building facade; 25' from attached garage facade if front loaded and protrudes streetward from main building facade.
Rear Yard Setback	10'
Side Yard Setback	5' with a combined total of 15'
Street Corner Setback <i>(corner lots at intersection(s) of public or private streets)</i>	10' <i>(or greater if necessary for sight distance as determined by the city engineer)</i>
Maximum Building Height ³	No building or structure may exceed 35' in height, <u>provided that the height limit for institutions of higher education shall be 45'</u> .

¹ See Section 18.70.070(I) for cottage housing development lot requirements.

² Greater distance may be necessary for sight distance as determined by the city engineer.

³ See Section 18.150.050 for building height measurement, Section 18.310.010 for building height exceptions.