



Planning & Economic Development

200 NE Moe Street | Poulsbo, WA 98370-7347
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

DEVELOPMENT NOTICE SIGN

WHEN REQUIRED

For type II and III applications, applicants shall post one or more signs on the subject property giving public notice of a proposed action as set forth in [PMC 19.50.050](#).

The applicant shall erect public notice sign(s) by the commencement of the notice of application per [PMC 19.50.020](#).

The applicant can purchase a blank sign from the Planning and Economic Development (PED) Department, or have one printed at the sign company of choice. If choosing to have one printed, specifications for printing can be found [here](#).

LOCATION AND NUMBER

One public notice sign shall be required per frontage. Signs shall be located on the site of the proposed action, set back at least 10 feet from a public right-of-way or private road or easement as applicable, and shall be situated to maximize readability by the public from public rights-of-way

MATERIALS

The sign manufacturer will have a variety of options available, but for environmental reasons corrugated plastic is recommended because it can be recycled. Corrugated plastic is sold under many trade-names. It is an extruded twin wall plastic-sheet product produced from high-impact polypropylene resin with a similar make-up to corrugated cardboard and is ideally suited for outdoor signage. It can be direct printed or will accept pressure sensitive adhesive graphics.

INSTALLATION

Signs may be attached to an existing building or structure, or mounted on T-bars, 4 x 4 posts, a fence or other reasonable structure that is fully accessible to the public .

To ensure that your sign is displayed at the correct height, the top of the sign when mounted should be 72" inches above grade and free from any obstruction. The bottom of the sign must be 24" above the ground.

AFFIDAVIT OF POSTING

An affidavit of posting, which shall include the posted notice, date and location of posting, and the notarized signature of the person responsible for the posting, shall be submitted to the PED director prior to the end of the notice of application comment period. If an affidavit is not filed as required, any scheduled date by which the public may comment on the application shall be postponed or extended until there is compliance with the notice requirement. The fees associated with re-noticing shall be charged to the applicant.

UPDATING

The applicant shall update the public notice sign when a substantial change to the project requires a reissue of the notice of application per [PMC 19.50.020](#), an updated affidavit of posting shall be submitted to the planning director within fourteen calendar days of the reissuance.

MAINTENANCE

The applicant is responsible for maintaining the sign for the duration the sign is posted. The signs shall not be removed until the City has taken action on the application and the time for filing an appeal of that action has expired. Removal of the public notice sign shall be made by the applicant no later than fourteen calendar days from expiration of the appeal period.

PURCHASE OF SIGN

Signs are available for purchase from the PED Department.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.



Project Name: Ellason
Permit Number: P-00-00-23-01
Permit Type: Site Plan and Design Review
Review Authority: Planning Director

PROPOSED DEVELOPMENT PROJECT

DESCRIPTION:
 Proposal is to modify and expand the existing Ellason building to the east with a 3-story, 27,266 SF addition. The lowest story of the addition will provide structured parking with 23 stalls, accessed from Hostmark. The second story of the addition will provide an additional 14 stall parking garage, accessed from 3rd Ave, as well as 2 dwelling units. The top story will extend 1-story above the existing Ellason building and will provide an additional 7 dwelling units.

ADDRESS: 18800 FRONT ST NE
PARCEL NO: 4222-000-003-0001

ZONING:
 C-1/Downtown

PARKING:
 37 total parking stalls, including 20 for the existing buildings uses, and 17 for the new residential units.

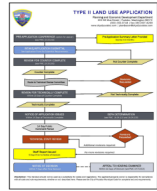
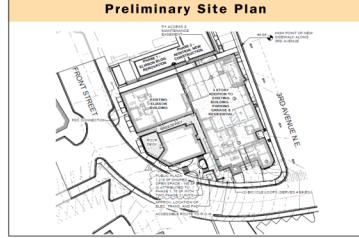
BUILDING HEIGHT:
 25 foot height limit, as measured from the highest sidewalk grade. The existing Ellason Building is existing nonconforming and the building height can be maintained, but not increased.

SEPA REVIEW:
 Optional DNS issued Thursday, April 23, 2023.
 Comments due Thursday, May 11, 2023

COMMENT PERIOD:
 Thursday, April 23, 2023 to Thursday, May 11, 2023

Applicant: John Smith | Front Street Development
Contact: JohnSmith@Frontstreetdevelopment.com

City Planner: City Planner Smith
Contact: Cityplannersmith@cityofpoulsbo.com



4' (48")

4.5' (54")

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6' (72")

4' (48")

2' (24")



Affidavit of Public Notice | Site Posting

Planning and Economic Development Department
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The following MUST be attached to this affidavit:

Photo of the posting on site or map showing location where sign was posted

Application No: _____ Project Name: _____

I, _____, representative for the above-referenced project, do hereby verify that on _____, 2025, I posted a sign at _____, relating to the above-referenced project at the site in a location that complies with the City of Poulsbo requirements.

Representative Name: _____

Representative Signature: _____ (sign in front of notary)

Subscribed and sworn to before me this ___ day of _____, 2025

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

My Commission expires on:
