



NOTICE OF DECISION

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

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The City of Poulsbo has made a decision concerning the following land use application:

Project Name:	Kitsap Transit North Base Maintenance Facility Conditional Use Permit & Site Plan Review	Date of Decision: August 5, 2025
File No.:	P-07-24-24-02	Application Type: III
Site Location:	21711 and portion of 21710 Vetter Road NE	Tax Parcel: 102601-1-004-2007
Property Owner:	Kitsap Transit 60 Washington Avenue, Unit 200 Bremerton, WA 98337	
Applicant/Agent:	Steffani Lillie, Service & Capital Development Director Kitsap Transit 60 Washington Avenue, Unit 200 Poulsbo, WA 98370	
Project Description:	<p>Proposal is for a new 15,500 square feet 5-bay maintenance facility, an additional 3,000 square feet of office space and an increase of staff parking area. A 30 x 40 building and irrigation well in the southwest corner will be removed. All site paving will be replaced. Site perimeter security will be a fence along west and south property lines with automatic vehicle gates at Viking Avenue for bus access and at future Ruth Haines Road for staff access and a wall set back from the east property line with gate breaks for emergency bus and solid waste access to NE Vetter Road. City water and sewer serve the site. A stormwater vault is under the east half of the staff parking area. Generator, maintenance storage canopy, parking and surrounding wall requires boundary line adjustment before installation. The boundary line modification is one of the final steps in completing the approved Vetter Road NE vacation of right-of-way</p>	
Approval Criteria:	<p>PMC 16.20 Critical Areas Ordinance, PMC 18.90 Business and Employment Districts, PMC 18.120 Design Review; PMC 18.130 Landscaping; 18.140 Off-Street Parking and Loading; 18.230 Conditional Use Permits; PMC 18.270 Site Plan Review; and Title 19 PMC Project Permit Application Procedures.</p>	
Property Taxes:	<p>Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. Affected property owners may contact the Kitsap County Assessor's Office at (360) 337-7160.</p>	
Appeal Authority:	<p>The decision is final. This decision may be appealed as provided under the Land Use Petition Act, Chapter 36.70C RCW. Any such petition for review must be filed with Kitsap County Superior Court within 21 days of the date the decision is issued, as provided in RCW 36.70C.040, and the petition must meet all requirements set forth in said statute. The appeal period ends close of business on Tuesday, August 26, 2025.</p>	
Examination of File:	<p>The application file may be examined online by going to https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home > Applications > and search for permit # P-07-24-24-02. If you are unable to access the file, please call the staff contact for options</p>	
Conclusion:	<p>The Hearing Examiner, as the review authority, has concluded that the application has been found to meet the stated permit criteria, subject to the Conditions of Approval, and the project as approved will not be detrimental to the public interest, health, safety or welfare of the City.</p>	
Decision:	<p>The Hearing Examiner, as the review authority, has APPROVED the Kitsap Transit North Base Maintenance Facility Conditional Use Permit & Site Plan Review, subject to the Conditions of Approval found in the Hearing Examiner decision. The decision, containing the statement of facts upon which the decision is based, is available to the public upon request.</p>	

DocuSigned by:

Heather Wright

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Heather Wright, AICP, Planning and Economic Development Director

August 5, 2025

Date

Site Map:



Conditions of
Approval:
Staff Contact:

Available on request.
Edie Berghoff | Senior Planner | eberghoff@cityofpoulsbo.com

