



---

**BEFORE THE HEARING EXAMINER  
FOR THE  
CITY OF POULSBO**

**FINDINGS, CONCLUSIONS AND DECISION  
APPROVING  
CONDITIONAL USE PERMIT**

**APPLICANT/OWNER:** KITSAP TRANSIT  
BY: STEFFANI LILLIE, APPLICANT'S SERVICE & CAPITAL DEVELOPMENT DIRECTOR

**LOCATION/TAX PARCEL NUMBER:** 21711 AND A PORTION OF 21710 VETTER ROAD,  
ON KITSAP COUNTY PARCEL NO. 102601-1-004-2007

**APPLICATION:** CONDITIONAL USE PERMIT AND SITE PLAN REVIEW TO AUTHORIZE  
DEVELOPMENT A NEW 5-BAY BUS MAINTENANCE FACILITY WITH ABOUT 15,400  
SQ.FT., ADDITIONAL OFFICE SPACE AND STAFF PARKING ON KITSAP TRANSIT'S  
"NORTH BASE" OPERATIONS AND OFFICE PROPERTY.

**SUMMARY OF DECISION:** *APPROVED*, SUBJECT TO CONDITIONS

**DATE OF DECISION:** JULY 25, 2025

## **I. CONTENTS OF RECORD**

Exhibits entered into evidence as part of the record, and an audio recording of the public hearing, are maintained by the City of Poulsbo, in accord with applicable law.

### ***Exhibits:***

City of Poulsbo “Staff Report” and recommendation (of APPROVAL), dated April 15, 2025, provided to the Planning Commission and then the Hearing Examiner regarding the requested Conditional Use Permit and Site Plan Review for Kitsap Transit’s proposed new North Base Maintenance Facility, including an Addendum to the Staff Report, dated May 2, 2025, with attachments;

For the reader’s convenience, the following chart, prepared by Staff and transmitted to the Examiner lists most, if not all, Exhibits entered into the record for this matter:

Exhibit	Description	Staff Report Exhibit
1	Kitsap Transit Conditional Use Permit and Site Plan Staff Report, dated April 15, 2025	
2	Application	A
3	Project and Design Review Narrative	B
4	CUP Drawing	C
5	Site Drawing (Civil Drawing)	D
6	Design Review	E
7	Oblique Views	F
8	Lighting Plan	G
9	Landscaping Plan	H
10	Noise Barrier and Security Wall	I
11	Critical Area Assessment	J
12	Storm Drainage Report	K
13	Geotechnical Report	L
14	Hydrogeologic Assessment	M
15	Concurrency Application	N
16	Parking and Trip Generation Analysis	O
17	NOA with Optional DNS	P
18	SEPA Environmental Checklist – commented	Q
19	SEPA Threshold Determination, an MDNS, dated April 14, 2025	R
20	Engineering Site Plan Review Memo with Attachments	S

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

	Staff Report Addendum 1, dated May 2, 2025	
21	Planning Commission minutes	T
22	Planning Commission Findings of Fact, Conclusion and Recommendation	U
23	Public Hearing Notice and notice affidavits	V
	NEW EXHIBITS	
24	Slide presentation provided by Staff during the public hearing.	

***Testimony/Comments:***

The public hearing for this matter occurred on May 15, 2024, using a hybrid format with most all witnesses and participants gathered in Council Chambers at Poulsbo City Hall, and the Examiner and other observers participating via an online hearing platform coordinated by City Staff. All witnesses were sworn in by the Examiner and provided testimony under oath, including the following:

1. Edie Berghoff, Senior Planner for the City of Poulsbo;
2. Charlie Roberts, the City’s Utility Engineer, with the City’s Public Works Department; and
4. Steffani Lillie, Service and Capital Development Director, for the applicant, Kitsap Transit.

After opening the hearing for public comment, Staff confirmed that no one present in the hearing room or signed in using the online platform were asking to speak and offer comments regarding the pending application. The Examiner was able to perform a personal site visit to the applicant’s project location and surrounding roadways in mid-June. Throughout the review and hearing process, there was no evidence or testimony provided in this record that would serve as a basis to deny the pending application.

## **II. APPLICABLE LAW**

***Jurisdiction.***

There is no dispute that relevant provisions of the Poulsbo Municipal Code expressly provide the hearing examiner with jurisdiction and authority to review most Type III land use matters, which includes Conditional Use Permit (CUP) applications. *See PMC 19.20.010(C) and Table 19.20.020.* While a Site Plan Review is typically a Type II application, when it is submitted

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

in conjunction with a Type III application, as in this matter, the Site Plan application shall be consolidated and subject to the highest permit type review authority, which is the Type III review by the Hearing Examiner. *See PMC 18.270.030(A).*

***Criteria for Approval of the pending Conditional Use Permit Application.***

The City's approval criteria for a Conditional Use Permit is found at PMC 18.230.060, and reads as follows:

**PMC 18.230.060 Decision Criteria.** The review authority may approve, or approve with conditions, the application for a conditional use permit, if it meets the following criteria. Applications that do not meet all decision criteria will be denied.

- A. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
- B. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity; and
- C. The conditional use will be served by adequate public facilities including streets, fire protection and utilities; and
- D. The conditional use complies with all applicable requirements of this code.

***Examiner's authority to impose conditions of approval.***

In permitting a conditional use, the Hearing Examiner, as the review authority for this matter, may impose, in addition to regulations and standards expressly specified in City codes, other conditions found necessary to protect the health, safety and welfare of the surrounding property(ies), neighborhood, and the city as a whole. (*See PMC 18.230.040, captioned "Conditions authorized"*). Further, the Examiner is authorized to make decisions on pending applications, which can include the imposition of reasonable conditions. (*See HEx Rule 1.4.i, and 3.10.b*).

***Criteria for Approval of the pending Site Plan Review***

As explained in PMC 18.270.020, all new developments and modifications to existing developments shall require site plan review and approval prior to the issuance of any building permits, establishment of any new uses, or commencement of any site work. This consolidated matter includes a request for Site Plan Review and approval, and the approval criteria for site plan review is as follows:

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

**PMC 18.270.050 Approval criteria.**

- A. Compliance with Applicable Standards. The proposed development shall comply with all applicable design and development standards contained in this title and other applicable regulations.
- B. Adequacy of Public Facilities. The applicant shall demonstrate availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

***Burden of Proof.***

The applicant bears the burden of proof to establish by a preponderance of the evidence that their application is consistent with state law, city codes and standards. *Rule 3.9, HEx Rules of Procedure.*

**III. ISSUE PRESENTED**

Whether a preponderance of evidence demonstrates that the applicant has satisfied its burden of proof to satisfy the criteria for Conditional Use Permit and Site Plan Review approval?

Short Answer: Yes, subject to conditions of approval.

**IV. FINDINGS OF FACT**

Upon consideration of all the evidence, testimony, codes, policies, regulations, and other information contained in the file, the undersigned Examiner issues the following findings, conclusions and Decision approving the requested Conditional Use Permit and Site Plan Review to authorize development and construction of a new bus maintenance facility, as set forth below.

1. Any statements in previous or following sections of this document that are deemed findings of fact are hereby adopted as such and incorporated by this reference.
2. The applicant and property owner in this matter is Kitsap Transit, a local government agency distinct from the City of Poulsbo that provides public bus and transportation services to residents in the City of Poulsbo and surrounding communities in unincorporated Kitsap County.

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

3. To improve operations and services in the northern part of its service area, which includes the City of Poulsbo, Kitsap Transit seeks a conditional use permit and site plan review approval to authorize new development on its existing North Base operations and office property, located in the City of Poulsbo, off Viking Avenue along Vetter Road.
4. The applicant seeks to develop a new 15,400 square foot 5-bay maintenance facility, add 3,000 square foot office space and increase the staff parking area. A 30 x 40 building and irrigation well in the southwest corner will be removed. All site paving will be replaced. (*Staff Report, page 5*).
5. A fence along the west and south property lines will be used to enhance perimeter security, with automatic vehicle gates at Viking Avenue NW for bus access, at future NW Ruth Haines Road for staff access, and a wall along the east property line with gate breaks for emergency bus access, solid waste collection and pedestrian access onto Vetter Road NE. (*Id.*)
6. The project location is addressed 21711 Vetter Road and will also include a portion of the area addressed as 21710 Vetter Road. The Staff Report notes that the tax parcel number of the project site is 102601-1-004-2007. (*Id.*).
7. The applicant's project is located in the City's Light Industrial (LI) Zone, where "Transit facilities" including park and ride lots and transfer centers, are permitted following issuance of a Conditional Use Permit. (*Staff Report, page 8; See Table at PMC 18.90.030*).
8. The Planning and Economic Development Department's Staff Report and Recommendation of Approval, with an Addendum now included in the record, all shared with the Examiner in the week before the hearing, (*the "Staff Report"*), includes a number of specific findings and proposed conditions that credibly establish how the underlying application satisfies provisions of applicable law, is consistent with the city's Comprehensive Plan, and is designed or conditioned to comply with applicable development standards and guidelines.
9. The Staff Report provides a chart in Section VIII, on page 23, listing the dates that various application related submittals were made, meetings occurred, and notices were issued. Staff confirmed that all public notice requirements were satisfied for this conditional use permit review, including notices inviting comments from interested members or the public or other agencies.

10. After reviewing the SEPA Checklist [Ex. Q/18], application materials, design features, reports prepared by qualified experts, SEPA comments received and applicant feedback, if any, and other relevant environmental information regarding the proposal and its potential impacts on the surrounding area, the City issued its SEPA threshold determination for this project, which was a Mitigated Determination of Non-Significance (MDNS) issued on about April 14, 2025. (*Staff Report [misdates SEPA determination]; Ex. R, the SEPA MDNS issued for this project, also marked and included in the record as Ex. 19*). The MDNS included 4 (four) mitigation measures that apply to this project under the City's SEPA authority. The Examiner has added such measures as separate Conditions of Approval for this permit.

11. By operation of WAC 197-11-545 (re: Effect of no comment), if a consulted agency does not respond with written comments within the time periods for commenting on environmental documents, the lead agency may assume that the consulted agency has no information relating to the potential impact of the proposal as it relates to the consulted agency's jurisdiction or special expertise; further, lack of comment by other agencies or members of the public on environmental documents within the applicable time period shall be construed as lack of objection to the city's environmental analysis. The record establishes that the no one submitted timely comments regarding the DNS with information sufficient to serve as a basis to reject to City's threshold determination.

12. While City codes expressly allow for appeals of a SEPA threshold determination, and the SEPA MDNS (*Ex. R/19*) included language informing the public how and when a SEPA appeal could be filed, no one submitted an appeal – timely or otherwise – challenging the MDNS issued for this project, so it stands un rebutted for purposes of considering this Conditional Use Permit and Site Plan Review approval.

13. A copy of the Staff Report and a Notice of Public Meeting was issued at least 7 days prior to a Poulsbo Planning Commission meeting that occurred on April 22, 2025. Following their meeting, the Planning Commission voted to recommend approval of the pending Conditional Use Permit and Site Plan Review, subject to conditions of approval recommended in the Staff Report. (*See Staff Report, Addendum, dated May 2, 2025, and Exhibits 21 and 22, Planning Commission Minutes and Recommendation of Approval*).

14. Soon thereafter, the undersigned Hearing Examiner conducted public hearing regarding this preliminary plat application, with applicant representatives, project-review staff, and interested members of the public able to participate in-person at Poulsbo City Hall in the Council

chambers, or an online hearing platform coordinated by Staff. (*Ex. 23, Notice and confirmation records, for public hearing before the City's Hearing Examiner*). All persons who offered testimony or comments during the hearing were placed under oath. As requested by the Examiner, Staff transmitted electronic copies of new hearing exhibits, and an updated Exhibit list. The Examiner was able to complete a personal site visit to the project site and surrounding area on June 12<sup>th</sup>. The record is now closed, and this Decision is in order.

***Public hearing.***

15. During the public hearing, Edie Berghoff, Senior Planner for the City of Poulsbo, and the primary staff representative at the public hearing, summarized her review, noted how the site has been used for transit-related uses since about 2004; that a road vacation needs to be completed and other special conditions of approval will apply, all as listed in the unchallenged Staff Report; and highlighted aspects of her review, the project location, and design details in her slide presentation, now included in the record as *Exhibit 24*.

16. Charlie Roberts, Utility Engineer, with the City's Public Works Department, explained how he reviewed the application materials, along with his colleagues in the Public Works Department, which included a drainage report and utility plans among other things, noting that the project, as proposed and conditioned in the Staff Report, satisfies applicable city codes and standards.

17. Steffani Lillie, Service and Capital Development Director for the applicant, Kitsap Transit, appeared during the public hearing to express her full support for the Staff Report recommendation, including all proposed conditions of approval, without requests for any changes or modifications.

18. No one appeared during the public hearing to question or oppose the project or the requested Conditional Use Permit or Site Plan Review approval.

19. The Examiner visited the project site in the following weeks, and reviewed conditions applied to another conditional use permit issued to a different public agency in recent years, to ensure consistency on issues shared with this pending application.

20. As with another conditional use permit issued by the same Examiner to another public agency in the City of Poulsbo in recent years, the applicant's project site is shown as "Moderate



Risk” for the discovery of cultural resources on the DAHP Predictive Model Map. So, to be consistent with the same requirement applied to the other public agency, and to effectuate state laws and relevant treaty rights that seek to protect sensitive cultural and archeological resources that may be disturbed or discovered during ground disturbance work on the project, the applicant shall submit an Inadvertent Discovery Plan (IDP) for review and approval by the Director, which may be in the form of the sample IDP provided by City staff or on the Department of Ecology’s website; and a copy of the approved IDP shall be available for review and consultation at the project site by all work crews during any ground disturbing activities. To be clear, the condition of approval addressing this IDP requirement is imposed under the Examiner’s independent authority to condition permits, not as part of SEPA. (*See PMC 18.230.040 and HEx Rules 1.4.i, and 3.10.b*).

***As designed and conditioned, Kitsap Transit’s application satisfies applicable approval criteria for the requested Conditional Use Permit.***

21. A preponderance of evidence in the record, including without limitation the summary of relevant reports and analyses provided in the unchallenged Staff Report, the Examiner’s site visit to the area, and credible testimony by Staff, fully supports a finding that the proposed Kitsap Transit project has been designed or can be conditioned to satisfy applicable approval criteria for the requested Conditional Use Permit and Site Plan review, including without limitation PMC 18.230.060(A-D) and PMC Ch. 18.270.050.

22. As noted above, the Staff Report includes a number of specific findings and proposed conditions that establish how this consolidated Conditional Use Permit and Site Plan Review application satisfies applicable approval criteria or can be conditioned to comply with applicable development standards and guidelines. Except as modified in this Decision, all Findings, recommended findings, and statements of fact contained in the Staff Report and addendum are incorporated herein by reference as Findings of the undersigned hearing examiner.

23. Under authority granted to the Hearing Examiner in applicable City codes and Rules of Procedure, the Examiner hereby finds and concludes that Conditions of Approval that are adopted, imposed, and included as part of this Decision are all necessary to protect the health, safety and welfare of the surrounding property(ies), neighborhood, and the city as a whole, and all Conditions of Approval included as part of this Decision are reasonable, consistent with applicable law,

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

supported by the evidence, and capable of accomplishment. (See PMC 18.230.040 and HEx Rules 1.4.i, and 3.10.b).

## **V. CONCLUSIONS OF LAW**

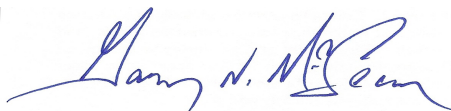
1. Based on the Findings as summarized above, the undersigned examiner concludes that the pending consolidated application for a Conditional Use Permit and Site Plan Review, as conditioned below, satisfies applicable approval criteria, conforms to all applicable zoning and land use requirements, and appropriately mitigates potential adverse environmental impacts. Upon reaching such findings and conclusions as noted above, the application meets the standards necessary to obtain approval by the City.

2. Any Finding or other statements in previous or following sections of this document that are deemed Conclusions of Law are hereby adopted as such and incorporate herein by reference

## **VI. DECISION**

Based upon the preceding Findings of Fact and Conclusions of Law, evidence presented through the course of the open record hearing, all materials contained in the contents of the record, and a site visit to the project area, the undersigned Examiner APPROVES Kitsap Transit's consolidated application for a Conditional Use Permit and Site Plan Review to develop and operate a new maintenance facility with associated improvements, assigned Planning File No. P-07-24-24-02, subject to the attached Conditions of Approval.

Decision issued: July 25, 2025.



Gary N. McLean  
Hearing Examiner for the City of Poulsbo

## **CONDITIONS OF APPROVAL**

### ***Conditional Use Permit For Kitsap Transit North Base Maintenance Facility***

*File No. P-07-24-24-02*

*[NOTE: The use of captions, numbering, or sections has no substantive effect regarding the full scope or applicability of any condition to various aspects of the project].*

#### **General Conditions added by the Examiner.**

- A. This consolidated Conditional Use Permit and Site Plan Review approval authorizes development and operation of the applicant's proposed new maintenance facility, as described in the Staff Report for the above-referenced project file, final site plans, and as modified to satisfy conditions of approval included as part of this Decision.
- B. No construction or site development activities related to the CUP may be undertaken until required land-use and engineering approvals become effective, and the City and other regulatory authorities with jurisdiction issue applicable permits.
- C. The applicant shall comply with all professional report conclusions and recommendations submitted in connection with this CUP and engineering reviews, as approved and or amended by the City.
- D. Applicant shall be responsible for consulting with state and federal agencies, and tribal entities with jurisdiction (if any) for applicable permit or other regulatory requirements. Approval of a CUP does not limit the applicant's responsibility to obtain any required permit, license or approval from a state, federal, or other regulatory body. Any conditions of regulatory agency permits/licenses/approvals shall be considered conditions for this project.
- E. Subsequent permit application and plan submittals necessary to move forward with development and construction of the project authorized by this CUP shall conform to all applicable provisions of the Poulsbo Municipal Code and the Conditions of Approval herein.
- F. To effectuate state laws and relevant treaty rights that seek to protect sensitive cultural and archeological resources that may be disturbed or discovered during ground disturbance work on the project site – most of which is shown as "Moderate Risk" for the discovery of

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

cultural resources on the DAHP Predictive Model Map – the applicant shall submit an Inadvertent Discovery Plan (IDP) for review and approval by the Director, which may be in the form of the sample IDP provided by City staff or on the Department of Ecology’s website; and a copy of the approved IDP shall be available for review and consultation at the project site by all work crews during any ground disturbing activities.

**MDNS Mitigation Measures added as Conditions of Approval.**

The following conditions imposed on the project as part of the unchallenged SEPA MDNS issued for this project (*Ex. R/19*), are also included as a condition of approval for this Conditional Use Permit, as numbered below:

*Animals.*

S1. It shall be the responsibility of the applicant to take all necessary steps to prevent the incidental taking of protected species under the Endangered Species Act through habitat modification or degradation during the life of the project or development authorized by this permit or approval. The applicant shall notify the City through its Public Works Superintendent and the Federal agencies with responsibility for enforcement of the Endangered Species Act immediately, in the event of any damage or degradation to salmon habitat by or from the project or the development subject to this permit or approval. In any such case, the applicant shall, at its sole cost and expense, take all actions necessary to prevent the furtherance of the damage or degradation and to restore the salmon habitat as required by the Federal, State, and local agencies with jurisdiction.

*Environmental Health – Noise.*

S2. A noise wall, 10’ height, connecting to and designed to match wall on property to north, is required along the east project edge. Security wire may be added to the wall. Solid waste collection will be inset into the wall with one double gate. An emergency access with one double gate and person single gate will also be in the wall. All gates will be constructed of steel framing and skinned with a solid panelized material which will minimize gaps where sound might leak through. The exterior side of gates will be complimentary to the wall using finish materials that will simulate natural wood or similar color and aesthetic.

*Aesthetics*

S3. Underbuilding or parking structure is not required. Surface parking area is designed to accommodate significantly more parking than required in city code to accommodate transit parking needs. Parking area is separated from Viking Avenue NW by existing and new landscaping and sight obscuring fencing, from the Park and Ride facility by landscaping, NW Ruth Haines Road and sight obscuring fencing, and from Vetter Road NE by existing and new landscaping and noise wall.

*Historic and Cultural Preservation.*

S4. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the Washington State Department of Archaeology and Historic Preservation Office and Tribes will be contacted.

**Additional Conditions of Approval as provided in Attachment A to this Decision.**

In addition, the Examiner hereby adopts and imposes by reference all proposed conditions of approval included as part of the final, signed, Staff Report issued for this project, a copy of such additional conditions is marked as ***Attachment A*** (with 10 pages) is attached hereto, and incorporated as part of this Decision.

Again, ALL Conditions of Approval shall apply to the project authorized by this permit, and meaning shall be given to each condition, wherever they appear, or however they might be numbered.

**NOTICE OF RIGHTS  
TO REQUEST RECONSIDERATION OR  
APPEAL THIS DECISION**

***Reconsideration –***

As provided in PMC 19.40.040.F.5 (captioned “Request for Reconsideration”), any party of record may file a written request with the hearing examiner for reconsideration within seven calendar days of the date of the written decision. The request shall explicitly set forth alleged errors of procedure, law, or fact. No new evidence may be submitted in support of or in opposition to a request for reconsideration.

***Appeal –***

PMC 19.70.020 explains that all decisions of the hearing examiner on Type I and II appeals, and all decisions of the hearing examiner on Type III permits may be appealed to the city council. (See definition of “permit application” in PMC 19.10.030, and Table 19.20.020, where “conditional use permit” is listed as a Type III permit). The city council will make a final decision on such matters in a closed record appeal proceeding in which no new evidence may be submitted. The deadline and filing requirements for appeals are detailed in the city’s code, including without limitation PMC 19.70.020.

**NOTE:** The Notice provided on this page is only a short summary, and is not a complete explanation of fees, deadlines, and other filing requirements applicable reconsideration or appeals. Individuals should confer with advisors of their choosing and review all relevant codes, including without limitation the city code provisions referenced above and the Land Use Petition Act (Chapter 36.70C RCW) for additional information and details that may apply.

*Findings, Conclusions and Decision Approving  
Conditional Use Permit and Site Plan Review  
for new Kitsap Transit North Maintenance Facility –  
File No. P-07-24-24-02*

**Attachment A**  
to  
**Hearing Examiner's Decision approving CUP and Design Review Approval for  
KITSAP TRANSIT NORTH BASE MAINTENANCE FACILITY**  
**File No. P-07-24-24-02**

\*Note: These Conditions are in addition to those provided in the Examiner's Decision approving the permit for this project, including without limitation those numbered A-F, and S1-S4.

Planning and Economic Development Department:

General

- P1. Development of the site shall be in conformance with the site plan, elevations, and associated documents identified in Exhibits C-I, stamped approved in Planning File No. P-07-24-24-02 and subject to the conditions of approval contained herein.
- P2. Approval of this site plan subject to the attached conditions and mitigations does not vest or limit the project to those conditions and mitigations until the time of building permit application. If during the time between site plan approval and building permit application, there are changes to applicable regulations such conditions may apply to this project.
- P3. Development of the site shall also be in conformance with the reports and peer review documents identified in Exhibits J-O.
- P4. Conditional Use Permit shall become void 5 years after approval, unless within that time the required building construction, alteration or enlargement has been commenced and diligently pursued. The planning director may extend the permit for one one-year extension. The planning director may extend the Conditional Use Permit and site plan review permit for one one-year extension as outlined in PMC 19.90.030.
- P5. Site Plan Approval is effective for a period of 5 years from the date of approval. The site plan approval shall expire if substantial construction of the approved plan has not begun within the 5-year period. Site Plan approval will become void if construction on the site is a departure of the approved plan. An extension not to exceed one year may be granted by the Director if applied for 30 days prior to the expiration date and found to meet the criteria provided in PMC 18.270.080.B.(1-4).
- P6. The site includes a portion of the Kitsap Transit owned property north of NW Vetter Road. A boundary line adjustment (BLA) review and recording for the purpose of lot aggregation must be completed before Building Permit issuance.
- P7. Building height verification shall be submitted with the building permit drawings and additional review will ensure that the construction of the buildings shall remain within the required height limit. Building height verification shall be required via the "Average Building Height" form submitted with the building permit application(s).
- P8. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. 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 screening shall be shown on the building permit submittals. Specification and details for screening of mechanical equipment, including generator, shall be provided at the time of grading permit.
- P9. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Lighting under canopies must be recessed. Lighting shall meet all standards identified in the PMC. The applicant shall include a final lighting/photometric plan, including specification of fixtures, at the time of Tree Cutting and Clearing (TCC) permit submittal.
- P10. The trash receptacles(s) shall be screened from public view on at least 3 sides by opaque sound wall 10 feet in height and on the fourth side by an opaque gate matching sound wall design height. Gated access to the site may be installed. Dumpster enclosures shall be constructed out of the same materials as the sound wall. Trash receptacles shall be reviewed at the time of TCC permit submittal.
- P11. Modifications of an approved site plan shall be processed pursuant to Title 19 regarding post-decision review.
- P12. Prior to issuance of any permits related to the construction of retaining walls (if applicable), appropriate property rights, including temporary construction easements and permanent wall maintenance easements on impacted adjacent properties, must be obtained authorizing the construction of the boundary walls.
- P13. Separate sign permits are required for any proposed signage and will be reviewed for compliance with the City's

signage standards PMC 18.80.120 and 18.170.

- P14. The manufacturer specification for the bicycle rack(s) shall be provided with the building permit submittal. Certificate of Occupancy will not be issued until the bicycle parking racks have been installed. Bicycle parking for 10 bicycles is required. Stationary racks that support the bicycle with at least one point to which the user can lock their bicycle and both wheels and frame (with removal of the front wheel) with a high security U-shaped lock or cable lock are required.
- P15. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.

#### Tree Cutting and Clearing (TCC) Permit

- P16. A TCC permit application shall be submitted and reviewed concurrently with the Grading application. The application form and associated fees are available on the PED Department website.
- P17. A detailed site phasing plan (if applicable) shall be submitted with the TCC permit. The phasing plan shall identify site improvements to be completed in each phase, including parking, pedestrian pathways, landscaping, and recreational amenities.
- P18. The TCC and grading permits shall be “closed-out” prior to a request for Certificate of Occupancy.

#### Landscaping

- P19. At the applicants request, street trees needing replacement will be identified during construction by the City Arborist. Trees identified by the City Arborist requiring replacement will be. The City Arborist will determine species of replacement trees. All review work and plants are at the expense of the applicant. Installed landscaping will be included in a landscape bond required for the project Root barriers shall be used to protect sidewalks and roadways from root heave.
- P20. All landscaping shall be accompanied by a suitable irrigation system designed by a licensed landscape contractor or landscape architect. An irrigation plan is required to be submitted with the final landscape plan at the time of TCC permit submittal. [Automated systems] should include moisture sensing automatic shut- off controls. Landscape irrigation systems require a separate building permit.
- P21. Maintenance bonding for all landscaping shall be required prior to close-out of the TCC permit. Estimates or bid for landscaping work and materials, including irrigation, shall be provided. Estimates shall match the “as- built” drawing and identify plant name, common name, size at planting, and number each that was planted. Performance bonding for installation of landscaping (except for street trees) will not be considered.
- P22. 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.
- P23. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged.
- P24. Proposed freestanding and/or monument sign(s) shall be shown on the Final Landscape Plan. A separate building permit is required for construction of the sign(s).
- P25. A final ‘as-built’ drawing landscaping plan and irrigation plan shall be provided to the city prior to close-out of the TCC permit.
- P26. Trees to be kept on site and tree protection fencing shall be shown on tree cutting and clearing plans, construction civil plans and landscape plans.
- P27. Tree Protective Fencing.
- Details on tree protection fencing shall be included in drawings submitted with the TCC and Grading permits.
  - No site work shall take place on the site until tree protective fencing is installed.
  - Tree marking and installation of protective fencing shall be under supervision of ISA certified project arborist, and inspected by City Arborist, at the cost of the applicant.
  - Tree protection fencing shall be installed 5 feet outside the dripline of trees to be retained.
  - No mechanical equipment or work shall be permitted inside protective fencing.
  - No storage, equipment, or vehicular traffic shall be permitted inside protective fencing.
  - Tree protective fencing shall be shown on all submitted materials including construction and landscape drawings.
  - Protective fencing shall not be moved or removed without consultation with the City Arborist.
- P29. The ISA certified project arborist shall be on site to observe and direct tree protection measures to ensure best arboricultural practices are followed.

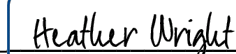


- P30. Tree marking and protection fencing shall be under the supervision of project arborist and when completed, the city is notified for inspection by the City Arborist, at the cost of the applicant.
- P31. The project arborist and their contact information shall be identified at the preconstruction meeting.
- P32. A follow-up risk assessment of the proposed areas of trees to be kept on site shall be conducted by the project arborist once the tree cutting, clearing and grading has occurred, and submitted to the city for peer review. If needed, the tree retention numbers shall be amended to reflect any necessary removals and additional plantings, and an arborist report shall be provided to the City prior to close-out of the TCC permit and shall be peer reviewed by the City Arborist. The arborist report shall verify the tree retention plan and project conditions are met. The report shall also identify maintenance recommendations for a period of 5 years or reaffirm maintenance recommendations of prior report. Additional assessment may be required if deemed necessary by the PED Director in consultation with the City Arborist. Reports and reviews are at the cost of the applicant.
- P33. The City shall be notified of any impact or pruning of significant tree roots prior to close-out of the TCC permit. The city may require peer review by the City Arborist, at the cost of the applicant.

Other

- P34. Except for exterior lighting, operations producing heat and glare shall be conducted within an enclosed building.
- P35. Storage building shall be reviewed no later than building permit for consistency with Fire Department and PED Department requirements. Storage shall be completely screened with a combination of fencing and landscaping from public roadways. Site access motorized gates shall meet Fire Department requirements.
- P36. Delivery vehicles shall not stage on public roads. Delivery vehicles will enter and leave through the Viking Avenue NW gate.
- P37. Where parking lot landscaping provides a break in the group of spaces, the landscape island shall extend at least one foot into the circulation aisleway to provide a visual narrowing of the aisleway.
- P38. Buildings and accessory structures shall be provided with EV charging stations, EV-ready parking spaces, and EV-capable parking spaces in accordance with IBC Section 429, as amended. Calculations shall be consistent with Section [18.150.020](#).
- P39. Where charging equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC [51-50-005](#).
- P40. Each charging station space shall be posted with signage indicating the space is for electric vehicle charging purposes. Days and hours of operations may be included if time limits or tow away provisions are to be enforced.

DocuSigned by:



Heather Wright, AICP, 34B784AD...

Planning and Economic Development Director

4/16/2025

Date

Following are the Engineering Department's Conditions of Approval:

General

E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.

E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved site plan drawing are approved in concept only and are not considered approved for construction. Approval of the site plan does not constitute approval of any construction drawings submitted with the site plan approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department. Approved drawings for WSDOT improvements shall be included with the construction drawing package. Construction drawings submitted shall be consistent with the approved WSDOT improvement drawings.

E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final project construction approval the applicant shall: construct the required improvements per City standards, and submit "as-built" drawings on paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).

E4. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.

E6. "City of Poulsbo Construction Standards and Specifications" are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.

E7. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer, biologist, and the City's consultants.

E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.

E9. Construction drawings will be rejected, without review, if the following drafting requirements are not met:

- a. Construction plan size shall not exceed 24"x36". The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
- b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.

- c. Labels from the various overlapping AutoCAD layer shall be legible.
- d. All elements on the drawings shall be legible as determined by the City Engineer.

Clearing, Grading, and Erosion Control Refer to Const Stds

E10. A Tree Cutting and Clearing and/or Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35, 15.40). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.

E11. Application must include the following documentation in digital format.

- Full size rendering of the project construction drawings.
- Final Drainage Report
- Supporting reports (Geotech, Environmental Assessment or as applicable)
- Payment of funds consistent with the Grading Permit Application

E12. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents.

E13. Applicant shall obtain a Construction Stormwater General permit from Department of Ecology prior to project start.

Stormwater

E14. A Final Stormwater Report will be required with Construction Drawing Application The stamping/cover page of this Final Storm Report shall include the following text:

*"I hereby state that this Drainage Report has been prepared by me or under my supervision and meets the standard of care and expertise which is usual and customary in this community of professional engineers. The analysis has been prepared utilizing procedures and practices specified by the City of Poulsbo and within the standard accepted practices of the industry. I understand that the City of Poulsbo does not and will not assume liability for the sufficiency, suitability or performance of drainage facilities prepared by me."*

E15. The project shall be designed to the 2019 Stormwater Management Manual for Western Washington. A final stormwater report, Stormwater Pollution Prevention Plan (SWPPP) and Temporary Erosion and Sedimentation Control (TESC) plan shall be submitted with the grading permit submittal.

E16. This proposed project is subject to General facility Fee as per PMC 13.70.110.

E17. Ownership and maintenance of stormwater systems located on commercial private property will remain the responsibility of the property owner. Prior to the use of the development or redevelopment project, the owner shall sign and record a maintenance covenant using the City's form (Reference: PMC 13.17).

E18. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per PMC 13.17.060.

E19. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site.

E20. An Erosion Control Plan and accommodating SWPPPs will be required to be submitted with Construction/Grading Permit Application which demonstrates compliancy with the Final Stormwater Report and provides sufficient protection against silt-laden runoff from leaving the project.

Water

E21. Ownership of any water main and appurtenances shall be conveyed to the City prior to final construction approval. An easement for access and maintenance of the water main and hydrants within the site shall be legally described and dedicated to the City prior to final construction approval. The easement shall be shown on the construction drawings and as-built drawings. The easement shall be fifteen feet wide and include a ten-foot radius around fire hydrants.

E22. Front footage fees shall apply for connection to the Viking Avenue water main pursuant to PMC 13.70.310. The current fee is \$16 per lineal foot of frontage. The fee is due prior to issuance of clearing/grading permit.

E23. Existing well tag# AAA-563 shall be decommissioned per Kitsap Health District requirement.

#### All Utilities

E24. Water and Sewer general facility fees are calculated based upon Equivalent Residential Units (ERUs) per PMC 3.12 and 13.70 and are based on water meter size.

E25. EV charging stations conforming with the requirements of the current adopted version of the International Building Code shall be shown on utility drawings.

#### Streets

E26. Unless otherwise approved by the City Council, street sections & driveways shall conform to adopted City standards. (refer to Developer's Guide – Section 2 – Street Standards, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)

E27. As a condition of site plan development, the construction of frontage improvements is required. The applicant is responsible for minimum improvements to Viking Avenue. Typical frontage improvements including sidewalk currently exist, but all non-ADA compliant sidewalks must be surveyed to ensure full compliance and brought up to current standard if deficient.

E28. Vacation of Vetter Road as approved by the City with City Council ordinance number 2009-07 shall be completed prior to grading permit issuance. This will include completion and closeout of the Ruth Haines Roadway project and dedication of the associated right of way and utility easements as conditioned in Section 2 of ordinance 2009-07 and recording of the ordinance by the City Clerk.

E29. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards in place at time of construction (including 28 CFR Part 36). Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.

E30. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance. The trip generation and justification memo submitted by the applicant along with the concurrency application documenting 136 new ADT has been accepted by the City. As of the date of this memo, traffic impact fees are estimated to be 136ADT x \$564/ADT = \$76,704.

E31. Vehicle restraint and/or guardrails are required at locations where retaining walls create a significant hazard. The location and type shall be approved by the City Engineer prior to construction plan approval.

#### Other

E32. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.

E33. A spill prevention plan shall be submitted with grading permit submittal materials.

E34. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not be in conflict with City codes or ordinances. No agreements between the applicant and the property owner shall exempt either party from obtaining proper City approval for land use activities regulated under the Poulsbo Municipal Code.

E35. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.

E36. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.

Signed by:  
  
Joshua Ran ES-P.E. 4D8F91B3426...  
City Engineer

4/15/2025  
\_\_\_\_\_  
Date

Following are the Public Works Department's Conditions of Approval:

#### Service Availability

PW1. The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City's water system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its water system on a first-come, first-served basis and the City may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the City at the time will be necessary before the ability to connect to the City's water system is assured.

PW2. Sewer conveyance and treatment demand to serve the City's growth is anticipated in the City's Comprehensive Sewer Plan, the Poulsbo sanitary sewer Capital Improvement Plan (CIP) and the Kitsap County Capital Improvement Plan. The City's CIP identifies improvements to serve the projected growth of the City based on historic growth rates, and adequately provides for the development of the 4th Ave Apartment project. This determination is not, however a guarantee that sufficient capacity will exist at the time connection to the City's sewer system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its sewer system on a first-come, first-served basis and the City may or may not have adequate sewer capacity to serve the development at the time connection is applied for. Verification of available sewer capacity will be required prior to issuance of building permits.

#### Water

PW3. The proposed building shall be connected to city water. Current water service is from an 8" main in Vetter Road. Existing service to existing structure may be upsized to serve both structures, or the new maintenance facility building may be served from a separate meter. In either case, size meter by fixture count submitted to Building Department for review.

PW4. Any existing water service or stub to the site and not utilized must be decommissioned at the main if not used. Show new connection/stub decommissioning on construction drawings.

PW5. New service shall be installed for domestic, fire, and irrigation for the proposed project unless sufficient stub outs already exists and meet current standard for connection as determined by the Public Works Department.

PW6. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

PW7. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required for this type of application shall be a double check valve.

PW8. All water systems shall be publicly owned up to and through the water meter. For fire mains, the City shall own up to and including the Post Indicator Valve. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width.

PW9. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.

PW10. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter. The double check valve assembly shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

PW11. Individual PRVs may be required for each metered connection if the pressure exceeds 80 psi. PW12.

Water valves are required on all legs of tees.

PW13. All hydrants shall have bollards installed.

#### Irrigation

PW14. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).

PW15. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.

PW16. The double check valve assembly shall be tested by a “city approved” state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

#### Sewer

PW17. All building shall be connected to City

PW18. Sewer general facility charges fees are based on water meter size.

PW19. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

PW20. Waste water discharges from the proposed development into the City of Poulsbo’s sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.

PW21. All manholes will be required to have an insert installed. The insert shall be ‘The Rainstopper’ by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

#### Solid Waste

PW22. Solid waste service for this project will be provided by the City of Poulsbo, recycling will be provided by Bainbridge Disposal.

PW23. A solid waste collection/enclosure area must be located on the property adequate to contain both solid waste and recycling dumpster(s)/container(s). The enclosure location must be situated to provide screening from public access ways, with straight drive into the enclosure, and with a width to provide easy access motions for the collection vehicles. Generally, the following requirements apply:

- i. Solid waste pads for dumpster and recycle totes must be designed to City specifications.
- ii. City solid waste collection vehicles will not back uphill onto city streets.
- iii. If a dumpster is located down an incline in the parking garage, the collection vehicle must be able to exit the building moving forward.
- iv. The minimum clearance height for dumping dumpsters is 21 feet.
- v. The minimum clearance height for maneuvering under an overhang is 16 feet.
- vi. The minimum clearance width for truck access is 9 feet.
- vii. Enclosure gates must swing 135 degrees from closed position for truck to access an enclosure.
- viii. The dumpster pad must be flush with the truck ingress/egress.
- ix. No other uses will be allowed in the solid waste enclosure other than to hold garbage and recycle totes.
- x. City collection staff will not maneuver commercial size solid waste receptacles as this is a common on the job injury cause.
- xi. Care must be taken in the design of the solid waste enclosure to limit the drainage of untreated water to the City’s stormwater system.

#### General Conditions

PW24. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owner’s responsibility.

PW25. Design and development shall be subject to but not limited to the following standards:

- City of Poulsbo Utility Comprehensive Plans
- City of Poulsbo Construction Standards and Specifications
- City of Poulsbo Municipal Code
- Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington
- Washington State Department of Health Design Standards
- Washington State Department of Ecology’s Criteria for Sewage Works Design
- American Public Works Association/Department of Transportation Standard Specifications

PW26. In the event there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW27. No walls or structures shall be permitted in utility easements.

PW28. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.

PW29. Appropriate easements shall be provided for public and private utilities as needed.

PW30. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

#### Submittal and Approval

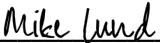
PW31. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.

PW32. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.

PW33. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

#### Connection Fees and Assessments

PW34. Utility connection fees are paid based on the current fee at the time of building permit issuance. The connection fee is due at the time of building permit. Early payment and reservation of water connection are not provided for in Poulsbo Municipal Code.

Signed by:  
  
\_\_\_\_\_  
Mike Lund, 4FD1FE3DA34C467...  
Public Works Superintendent

4/16/2025  
\_\_\_\_\_  
Date

Following are the Poulsbo Fire Department's Conditions of Approval:

- F1. Due to the size and the intended use of the building, S-1 Occupancy (auto repair), a fully automatic NFPA 13 fire sprinkler system shall be installed throughout the building.
- F2. Fire hydrant, Fire department connection and Post indicator valve need to be located within 25 feet of each other. FDC is to be located no closer than 10 feet nor farther than 100 feet from the building.
- F3. The Fire Department prefers outside access to the riser room. If outside access is provided the PIV can be eliminated.
- F4. Full addressable automatic Fire Alarm system reporting to a central station is required under the Poulsbo Municipal Code (PMC).
- F5. The exterior horn strobe shall be installed on the upper 25% of the building away from the annunciator panel. The location shall be approved by the fire department.
- F6. With the installation of the fire alarm system and fire sprinkler system, a Knox Box, Key box is required to be installed on the building. Contact the fire department for ordering information and to coordinate the installation location on the building.
- F7. Fire Access lanes must be designed to support 75,000 lbs and are all weather.
- F8. All Fire Access lanes must be at least 20' wide and any gates must also provide 20' opening (see 19' gate on Vetter).
- F9. No Parking-Fire Lane signage and/or Fire Lane curb markings as appropriate to maintain 20' fire department access.
- F10. Address and suite numbers shall be marked as per the PMC 12.24.060.

Signed by:  
  
Brian Ramey, 49B00711994242F...  
Captain | Deputy Fire Marshal | Marine  
Program Manager

4/15/2025  
\_\_\_\_\_  
Date