

City of Poulsbo

Planning & Economic Development



August 14, 2025

Montebanc Management LLC
400 NW Gilman Blvd Suite 2781
Issaquah, WA 98027
Email: pjdevenzio@montebanc.com

Subject: Pinnacle at Liberty Bay Preliminary Plat and Planned Residential Development | P-06-20-25-03

Dear Applicant,

This letter will serve to notify you that the Poulsbo Planning and Economic Development (PED) Department has deemed the above referenced application **Technically Complete** as of August 14, 2025, under the provisions of Poulsbo Municipal Code Title 19 (permit processing procedures). The land use permit is under a 170-day decision timeline per PMC 19.80.030 and with this letter the statutory timeline will begin.

Detailed project review comments, based on the application materials determined counter complete on July 18, 2025, will now be requested from the Technical Review Committee. These will be provided to you by September 12, 2025.

A Notice of Application (NOA) with Optional DNS (ODNS) will be published in the Kitsap Sun and sent to interested agencies, persons, and property owners within 300 feet of the subject site on August 27, 2025. Comments received will be collected and forwarded to the applicant at the end of the public comment period.

In accordance with PMC 19.50.050 (Public Notice Sign), the applicant is required to install three notice signs on the subject property. The signs must be installed no later than the date the NOA w/ODNS is issued. We have created a Public Notice Sign Handout ([linked](#) and attached) to assist you with meeting this requirement. The City maintains a supply of pre-printed signs that applicants may use. You may also choose to create your own sign, provided it complies fully with the standards in PMC 19.50.050. Please coordinate with our Planning Technician, Tiffany Simmons, at tsimmons@cityofpoulsbo.com to arrange pick-up of a pre-printed sign if desired.

Feel free to contact me at (360) 394-9735 or ncoleman@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Nikole Coleman

Nikole Coleman, AICP
Planning Manager



ENGINEERING DEPARTMENT

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MEMO

To: Montebanc Management LLC, John Everett
From: Donald Washburn, Engineering Technician
Subject: Pinnacle at Liberty Bay PRD and Preliminary Subdivision; P-06-20-25-03
Date: 8/14/2025

The following Engineering Department comments are provided for the Pinnacle at Liberty Bay Planned Residential Development and Preliminary Subdivision technically complete review.

GENERAL

The Engineering Department has reviewed the application materials and found the application technically complete for Engineering and Public Works Department items needed for technical review. We will proceed with technical review of the project materials.

- Peer review of traffic will be required. An estimate of those services has been requested from our traffic consultant. Note that the TIA will be forwarded to WSDOT for their comment as well.
- Peer review of stormwater will be required. An estimate of those services has been requested from our stormwater consultant.
- Water system modeling will also be required for the project as submitted as discussed in the preapplication. An estimate for those services has been requested from our water system consultant.
 - Civil plan set does not appear to include water PRV's or locations. Because the project footprint spans multiple water pressure zones, the City will require peer review for proposed PVR sizing and locations.
- Once the estimates are received from our consultants an invoice for project escrow will be forwarded. Unused escrow will be returned to the applicant.