

# City of Poulsbo

## Planning & Economic Development



August 14, 2025

Craig Skipton (AHBL)  
1200 6th AVE STE 1620  
SEATTLE, WA 98101

Subject: PERC Phase 1 Site Plan Review | P-06-20-25-01 | Request for Revisions

Dear Mr. Skipton,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its technical review of the above-references application, determined to be technically complete on August 1, 2025.

Requests for revisions have been included as supplemental memo attachments to this letter. Please include *detailed* responses to **all** the requested revisions and the [Revision Submittal Form/Matrix](#) upon resubmittal.

The land use permit is under a 100-day decision timeline per PMC 19.80.030. With this letter the statutory timeline will be placed on hold. If the applicant fails to submit the city required revisions, corrections, studies or information within 90 calendar days of the city's written request, the application shall be deemed null and void per [PMC 19.80.050 A](#).

Feel free to contact me at [ncoleman@cityofpoulsbo.com](mailto:ncoleman@cityofpoulsbo.com) with any questions or comments you may have.

Sincerely,

*Nikole Coleman*

Nikole Coleman, AICP  
Planning Manager

Electronic Attachments: [Revision Submittal Form](#) and [Matrix](#)

Attachments: Planning and Economic Development Department Memo  
Engineering Department Memo



# PLANNING AND ECONOMIC DEVELOPMENT

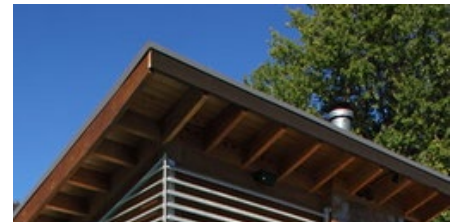
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## MEMO

**To:** Craig Skipton, AHBL  
**From:** Nikole Coleman, Planning Manager  
**Subject:** PERC Phase I | Request for Revisions | P-06-20-25-01  
**Date:** August 14, 2025

The Planning Department has reviewed the Site Plan Review (SPR) deemed counter complete on July 18, 2025. The following comments must be addressed with your resubmittal. If you have any questions regarding these comments, please email me at [ncoleman@cityofpoulsbo.com](mailto:ncoleman@cityofpoulsbo.com).

- All structures on the property, including primary buildings, storage structures, and open-air shelters, shall be revised to further align with the Olhava Design Guidelines and the Pacific Northwest Craftsman/Lodge design character required in the City of Poulsbo. Enhancements should include the addition of architectural knee braces at roof overhangs, incorporation of horizontal elements to create façade definition, use of stone pillars or bases to provide a substantial and grounded aesthetic, integration of wood accents to emphasize natural materials, extension of rooflines for enhanced shelter and architectural interest, and a coordinated earth-tone color palette to blend with the natural surroundings. Please update the exterior elevations and materials board for all structures to reflect these refinements, ensuring consistency with nearby development within the Olhava Master Plan area. Examples of design features are provided below.



- Revise plans to address pedestrian safety and security for the trail corridor along the west property line. Currently, the corridor lacks adequate lighting and secondary egress points. For compliance with PMC park safety and accessibility intent, and to ensure user comfort after dark:
  - Provide pedestrian-scale lighting along the full length of the trail to eliminate unlit segments and reduce potential hiding areas.
  - Incorporate additional exit/connection points to adjacent circulation routes or open spaces at reasonable intervals to allow multiple safe exit options.
  - Ensure lighting design integrates with the site's overall photometric plan and meets the City's full cutoff requirements to minimize glare and spillover.
- Per the OMP, trails in the perimeter buffer areas shall be constructed of material that is firm and all weather. Identify appropriate material that meets this requirement.
- All site amenities, including benches, trash receptacles, and bicycle racks, shall be consistent with the approved [Olhava Design Guidelines](#) in terms of style, material, and color.
  - If the specified model is no longer available, submit specifications for a similar model that meets or exceeds the durability, capacity, and design standards of the [Olhava Design Guidelines](#).
  - Covered bicycle parking is strongly recommended to promote year-round usability and user comfort in all weather conditions.
  - These amenities should be sited in visible, well-lit areas to enhance safety and accessibility, consistent with the Olhava Master Plan's pedestrian-oriented design principles.
- Provide detailed design specifications for the proposed trash enclosure, including dimensions, materials, finishes, colors, and screening methods, and confirm that the design complies with the Olhava Design Guidelines by being architecturally complementary to other buildings on site in terms of material selection, color palette, and detailing. The enclosure should be designed as an integrated site element with high-quality finishes that match the character of the surrounding structures, provide effective screening from all public viewpoints, and ensure unobstructed and safe service access, while also considering durability and ease of maintenance to preserve its appearance over time.
- Please show the placement of any roof or ground mounted mechanical equipment on the drawings and how it will be screened, per [PMC 18.90.060 E](#).
- Per [PMC 18.90.060 C](#), all exterior lighting must be directed downward, shielded from view, and minimize spillover. The submitted photometric plan lacks lumen readings, preventing verification of compliance with the .6 lumens limit within 10 feet of property lines; a revised plan with readings 10 feet beyond all property lines is required. Additionally, the fixture schedule lists LED types but does not confirm full cutoff compliance per PMC 18.70—provide written confirmation, manufacturer cut sheets, and assurance of proper aiming. All lighting must also align with the Olhava Design and Site Development Guidelines (pp. 17–18) for consistency with the established design scheme.
- Note that signage is not being reviewed at this time for consistency with the [Olhava/College Marketplace Sign Guidelines](#). The signage is simply being reviewed for building and site design purpose. A separate sign permit shall be required prior to installation.



## ENGINEERING DEPARTMENT

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# MEMO

**To:** Craig Skipton  
**From:** Donald Washburn, Engineering Technician  
**Subject:** PERC Phase 1 Site Plan Review | P-06-20-25-01  
**Date:** 8/14/2025

The Engineering Department has reviewed the above referenced project and provides the following comments that must be addressed with your resubmittal.

1. Fire department connection and Post indicator valve need to be located within 25 feet of a fire hydrant or as approved by the Fire Department. FDC is to be located no closer than 10 feet nor farther than 100 feet from the building. The Fire department will need to approve the location for the final site plan.
2. 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, which guarantees the City of Poulsbo that the stormwater facilities shall be properly operated, maintained and inspected by the property owner, and which gives the City the right (1) to enter and inspect the facility for conformance with the covenant, and (2) to take any necessary action to cause correction, repair, replacement, or maintenance not fulfilled by the owner. The restrictions set forth in such covenant shall run with the land be included in any instrument of conveyance of the subject property. Maintenance covenants shall remain in force for the life of the development.
3. Existing frontage improvements shall be surveyed to determine compliance with ADA standards – and any deficiencies shall be corrected. Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance of all proposed construction. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.
4. Please provide modeling for infiltration trench drain situated under north field. The modeling should include infiltration rate and intake point. The infiltration trench should also include a backup overflow system. Please review the Stormwater Management Manual for Western Washington for infiltration trench requirements.
5. Page C3.02 calls out herringbone style catch basin grates which are not allowed in the city of Poulsbo. Grate style should follow the catch basin type 1 diagram listed on page C3.10
6. The dumpster pad contains a sanitary sewer catch basin as shown on page C2.02; if a catch basin is installed in a dumpster pad the trash enclosure area will need to be covered.
7. On sheet C2.10, Basketball court and Pickleball court both appear to be sloped. Please confirm.
8. Public works will not accept the following manhole locations due to insufficient access for maintenance.
  - a. Sheet C3.00
    - i. SDMH #3
    - ii. SDMH #4
    - iii. SDMH #5
  - b. Sheet C3.01
    - i. SDMH #2
  - c. Sheet C3.02
    - i. SDMH #1
  - d. Sheet C4.00
    - i. SSMH #1
    - ii. SSMH #2

9. On sheet C3.02, it appears that rip rap pad is situated outside city right of way on adjacent property. Please confirm whether this is new or existing.
10. Please confirm the reasoning for using trench drains at driveway drops. The use of catch basins would be allowable by the City.
11. The city will not accept the proposed pavement restoration at each driveway drop. Pavement restoration should include full lane width.
12. Driveway drops for Westry apartments on tract 9 are not clearly shown on plan set. Proposed cul de sac may affect access to Westry site. Civil plan set for Westry may be provided upon request.
13. Plan set does not appear to include a side profile view for the proposed waterline on sheet C4.00. Please include in revisions.
14. Please include a technical memo that supports the conversion of one driving lane on NW Reliance Street to on-street parallel parking.