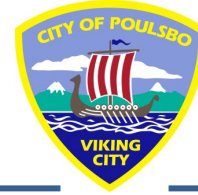


City of Poulsbo

Planning & Economic Development



September 8, 2025

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

Subject: Pinnacle at Liberty Bay PRD and Preliminary Subdivision | P-06-20-25-03 | Request for Revisions

Dear Applicant,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its technical staff review of the above-mentioned application, determined to be technically complete on August 14, 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 170-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 with any questions or comments you may have.

Sincerely,

Nikole Coleman, AICP
Planning Manager

Nikole Coleman

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

Attachments: Planning and Economic Development Department Memo
Engineering Department Memo
Poulsbo Fire Department Memo



PLANNING AND ECONOMIC DEVELOPMENT

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MEMO

To: Montebanc Management LLC
From: Nikole Coleman, AICP, Planning Manager
Subject: Pinnacle at Liberty Bay PRD & Preliminary Subdivision; Request for Revisions; P-06-20-25-03
Date: September 8, 2025

The Planning and Economic Development Department has reviewed the above-mentioned project and provides the following comments, which must be addressed.

Open Space and Amenities

- Per [PMC 18.260.090](#), the City evaluates both the total quantity of open space provided and the functional value of that space, including open space preserved within critical areas and associated buffers (passive/natural) and open space located outside of critical areas, including usable parks, recreation areas, and landscaped buffers. To assist in our review, please provide the following:
 - A table or spreadsheet summarizing:
 - Total open space area (in square feet and acres)
 - Area of open space located within critical areas or their buffers
 - Area of open space located outside critical areas
 - Tree retention area (if counted toward open space)
 - Area devoted to active use (trails, parks, gathering lawns, etc.)
 - A graphic or revised site plan that clearly distinguishes these areas using color coding or hatching.

This information will help verify consistency with the PRD's open space and amenity requirements and provide transparency in how the proposed open space is distributed across the site.
- Provide an additional play structure or active recreation amenity within Tract Z to better serve residents on the east side of the project.
 - Please provide details and specifications for the proposed play structure, ensuring it complies with Consumer Product Safety Commission (CPSC) and Americans with Disabilities Act (ADA) standards for both equipment and safety surfacing. The playground design should include a variety of play elements that accommodate multiple age groups, supporting inclusive and safe recreational use.
- Provide additional screening vegetation within Tract D, adjacent to SR 305. This area serves as a prominent public-facing edge of the development, and enhanced landscaping—such as layered evergreen and deciduous plantings—will improve visual buffering, reduce noise impacts, and support a more attractive interface with the state highway corridor.
- Evaluate and address potential slope stability and erosion impacts associated with the development of Lots 126–135, particularly where these lots interface with the recreation trail and stormwater pond located at the base of the slope. Given the grade changes and concentration of runoff, provide additional detail or cross-sections demonstrating how erosion will be prevented both during and after construction,



and how long-term protection of the adjacent public trail and stormwater infrastructure will be ensured. Erosion control measures, landscape stabilization, and maintenance responsibilities should be clearly identified.

- Please provide a cross-section of the proposed recreation trail around the stormwater pond, clearly identifying the location of the exercise circuit, and include examples or specifications for the commercial-grade equipment proposed for installation.
5. Please revise the plans to either remove the proposed trail segments located within critical area buffers or provide detailed construction information demonstrating consistency with [PMC 16.20.320.F](#), including the type of materials to be used, anticipated construction methods, and any vegetation removal or disturbance within the buffer. This information is necessary to evaluate whether the proposed trail meets the City's standards for recreation within environmentally sensitive areas.

Development Standards

6. Provide a table of the proposed lot sizes.
7. Provide confirmation that the proposed building pads and access for lots 5–11, 75–76, and 127–135 are viable given the existing topography and proposed grading. Include additional details or cross-sections as needed to demonstrate that site constraints—such as slope, retaining walls, and driveway grades—can be reasonably accommodated within the proposed lot layout.
- In addition, lots 11-14 are impacted by the existing access easement and proposed retaining wall. Clarify the maintenance responsibilities for the wall and the driveway easement surface for those future property owners.

Architectural Variety

8. Consistent with a June 2025 code update, per [PMC 18.260.060.E](#), PRDs with 70 or more homes must provide a minimum of seven different façade elevations that have a distinct architectural character. The project proposes 6 elevations. Provide an additional distinct plan.
9. Provide a narrative on how each submitted different façade elevation meets [PMC 18.260.060.E.2](#).
10. Consideration should be given to height measurement at this point in the process. Although it is not necessary to complete height measurements for each proposed home, please provide a representative sample showing that the proposed house designs can legally be built on the lots given the grades. See the measuring height handout [here](#).

Site Design Criteria

11. Per [PMC 18.260.070\(A\)](#), when a PRD is proposed adjacent to an existing single-family residential zone which has been developed utilizing traditional city subdivision development standards and lot sizes (seven thousand five hundred square feet or larger), the PRD shall be designed and developed so as to be consistent with the single-family residential environment at its adjacent perimeter.

Please explain how lots 39-43 and 69 will meet this requirement.

12. Per [PMC 18.260.070.B](#), screening is required on the perimeter of the PRD abutting developed/undeveloped single-family zones. The project narrative specifies that a mix of landscaping and a 6' fence will be provided on lots abutting existing neighborhoods. It is unclear what the comprehensive screening plans are on the site.
- Lots 39-43 are proposed to be screened with a 15' landscape buffer and a 6' privacy fence. Clarify whether landscaping continues on other abutting lots.
 - Lots 5-14, 34-38, and 141-147 provide an unspecified wall along the perimeter. Clarify if this is a retaining wall or a 6' privacy fence used for screening. If it is not a privacy fence, extend screening along the perimeter.
 - Lots 29-33, 44-45, and Tract Y do not provide any plans for screening. Provide plans for screening provisions.
 - Clarify what method of screening is being used for Tract P.

- Provide additional screening in Tract D adjacent to SR 305.

13. Clarify how the required landscape screening on Lots 39–43 will be maintained over time, particularly after individual lot ownership transfers. Identify whether the screening will be located within a tract, easement, or landscape buffer, and describe any covenants, HOA responsibilities, or enforcement mechanisms that will ensure the vegetation is preserved and maintained in perpetuity to meet visual screening and buffering requirements.

Private Road

14. Per [PMC 18.260.120.B](#), private roads may serve up to nine single-family lots. Tract Q proposes 10 lots using the private road. Clarify if all 10 lots will be accessed through this private road.

Phasing

15. Revise the phasing plan to demonstrate how each proposed phase will function independently, including required infrastructure, access, and applicable open space or recreational amenities. Each phase should include sufficient usable open space to meet PRD requirements for that phase's residential lots, and the plan should clearly show how amenities will be delivered in a timely and coordinated manner to serve the residents of each phase.

Other

16. Provide additional information regarding all proposed retaining walls on site, and clarify who will be responsible for long-term maintenance, particularly where walls are located along or between private residential lots. This information is necessary to evaluate consistency with grading, safety, and design standards.

17. Clarify the long-term maintenance responsibility for Tract Y, which provides access to an adjacent property. Specifically, indicate who will be responsible for maintaining the driveway surface, managing drainage, and ensuring access remains functional. If maintenance is to be shared or assigned to an HOA, please identify any proposed easements, agreements, or covenants that will ensure ongoing compliance.

18. Provide a narrative or supporting analysis demonstrating how the proposed stormwater design complies with Minimum Requirement 8 (Wetlands Protection) from the Department of Ecology's Stormwater Management Manual, specifically with regard to Wetland B. The documentation should describe how discharge to the wetland maintains the existing hydrologic conditions necessary to support wetland functions and values, including volume, frequency, timing, and duration of flow. If applicable, include any modeling assumptions or mitigation measures proposed to avoid altering baseline wetland hydrology.

19. Revise the site plan and associated documentation to address the location of Lots 29–33 within the 100-foot sanitary control radius of a nearby Group B water system well, as regulated by Kitsap Public Health District's Drinking Water Supply Regulations ([Ordinance 2018-01](#)). Development activities, including grading, structures, and impervious surfaces, are generally restricted within this protective radius unless a sanitary control easement or protective covenant is recorded and accepted by Kitsap Public Health. Please clarify:

- Whether a recorded sanitary control area agreement or protective covenant exists or is proposed.
- How the proposed development within this radius will comply with KPHD setback restrictions; and
- Whether any variances or waivers are being pursued through KPHD.

This information is necessary to ensure the project is consistent with local drinking water protection standards and will not jeopardize the integrity of the Group B water supply system.

20. Provide a preliminary draft of the restrictive covenants (CC&Rs), as required in the application form.

21. Please note that the City is currently in the process of updating its [Critical Areas Ordinance \(CAO\)](#), with adoption anticipated in fall 2025. As the project may not be vested to the current critical area regulations, including stream buffer widths, applicants are advised to revise the plan to meet the *proposed* minimum buffer standards in order to reduce potential redesign later in the review process and ensure consistency with the best available science.

Peer Review

22. The Habitat Management Plan was reviewed by Grette Associates; their comments are attached and must be addressed in the project resubmittal.
23. The Tree Retention Plan was reviewed by Sound Urban Forestry; their comments are attached and must be addressed in the project resubmittal.

Public Comments

24. Public comments associated with the Notice of Application are due by September 11 and will be provided to you on September 12. A detailed written response to these comments must be included in the project resubmittal.



TECHNICAL MEMORANDUM

Prepared for: Nikole Coleman
Planning Manager
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370

August 29, 2025

File No.: 3386-001.000 Task 15

Prepared by: Grette Associates, *a division of Farallon Consulting, L.L.C.*
2709 Jahn Ave. NW, Ste. H5
Gig Harbor, WA 98335

Re: Pinnacle at Liberty Bay: Third-Party Review

1 INTRODUCTION

The City of Poulsbo (City) is contracted with Farallon Consulting, L.L.C. dba Grette Associates (Grette) to assist in the review of a critical areas report and habitat management plan (the “Plan”; dated July 14, 2025) that was prepared by Sewall Wetland Consulting, Inc. (SWC) in support of the Pinnacle at Liberty Bay development project located off of Maple Hill Ave. NE (Kitsap County parcels 23222601-4-001-2009, 23222601-3-001-2008, 23222601-3-018-2001, and 23222601-3-005-2006) within the City of Poulsbo.

Based on the information provided, the Plan is intended to summarize the baseline environmental conditions within the project site and has been prepared to address a proposed stream crossing. The Plan also includes a proposed wetland buffer averaging plan.

2 METHODS

2.1 Site Visit

Grette completed a site visit on July 12, 2025, to assess the project site for consistency with the information contained in the Plan. All areas of the project site were physically assessed, including the inspection of soil profiles near the soil pit locations documented in the Plan. Vegetation communities and evidence of wetland hydrology within the project site were also evaluated. Using this information, the boundary lines delineated by SWC were assessed. Staff also evaluated the physical characteristics of the identified streams for consistency with the information contained in the Plan.

2.2 Document Review

Grette conducted a thorough review of the Plan. The review focused on verifying the accuracy of the descriptions within the document and compliance with the current version of Chapter 16.20 of the Poulsbo Municipal Code (PMC).

3 RESULTS

3.1 Site Review

Grette traversed the project site to identify any wetlands or fish and wildlife habitat conservation areas (FWHCAs) on or within 300 feet. In summary, Grette concurs with the extent of wetlands (Wetlands A, B, C, and D) within the project site (Attachment 1); however, staff did identify a linear offsite feature east of Lot 33 and along Maple Hill Ave. NE that appears to have been flagged by SWC. The boundary of this feature was flagged and labeled consistently with the onsite wetland features but the Plan does not provide a discussion describing the status of this feature. Per PMC 16.20.220, all wetlands within 300 feet of a proposed project shall be identified. Two stormwater ponds were also identified in the southeast corner of the project site which are situated south of Lots 1 and 2. Per PMC 16.20.155, artificial wetlands, such as stormwater detention facilities, are not a regulated wetland feature.

In addition to the identified wetlands, Grette identified four streams (Streams A, B, C, and D) within the project site (Attachment 1). Grette largely concurs with the mapped locations of these features. However, based on the site assessment Stream B appears to flow into Wetland B, which is not clearly shown on the delineation map or site plans.

3.2 Critical Areas Review

3.2.1 Wetlands

Per PMC 16.20.210, all wetlands shall be rated according to the Washington State Department of Ecology's (Ecology) *Washington State Wetland Rating System for Western WA – 2014 Update: Version 2* (Hruby and Yahnke 2023). The Plan uses the appropriate rating forms for the onsite wetlands for compliance with PMC 16.20.210 but did not include complete figure sets as required per Ecology's rating system. While Grette's review of the rating forms resulted in some minor deviations from the scores within some of the rating forms, Grette concurs with the overall categorizations for Wetlands A, B, C, and D (Table 1).

Per PMC 16.20.230, Category III wetlands with a moderate habitat score (6-7 points)¹ and proposed high impact land use are subject to a 150-foot buffer, whereas Category III wetlands with a low habitat score (3-5 points) are subject to an 80-foot buffer. Grette agrees with Wetland B's habitat score, however, disagrees with Wetland C's habitat score of 5 points. Grette's assessment of Wetland C included observing snags and logs within 330 feet of the wetland. A point was not given in question H3.1 of Wetland C's rating form to account for these habitat structures. Including this point results in a habitat score of 6 points. As such, the appropriate buffer width for Wetland C is 150 feet (Table 1).

¹ Per Ecology's guidance (<https://ecology.wa.gov/water-shorelines/wetlands/tools-resources/rating-systems>), a habitat score of 5 points is considered to provide low habitat functions. The buffer tables defined in PMC 16.20.230 have not been updated to reflect this change. As such, the buffer widths based on habitat score use the habitat score bins from Ecology's guidance as Best Available Science.

Table 1. Wetland Summary

Feature	HGM Class	Wetland Category	SWC's Habitat Score	Grette's Habitat Score	Buffer Width¹
A	Slope	IV	4 points	5 points	50 ft.
B	Slope	III	6 points	6 points	150 ft.
C	Riverine	III	5 points	6 points	150 ft. ²
D	Slope	IV	4 points	5 points	50 ft.

¹ Per PMC 16.20.230.

² Buffer based on Grette's habitat score.

All Category IV wetlands with proposed high land use are subject to a 50-foot buffer. As such, the difference in habitat scores for Wetlands A and D do not change the results of the applicable buffer width. The Plan accurately assigns a 50-foot buffer to Wetlands A and D.

3.2.2 Wetland Buffer Averaging

Per PMC 16.20.230(F), wetland buffer averaging may be allowed if it is adequately demonstrated that a proposed averaging plan complies with the requirements defined in said section of code. The Plan breaks down an individual summary for the proposed buffer averaging for Wetland A and Wetland B to demonstrate compliance with PMC 16.20.230(F). Provided below is a review of each summary.

Wetland A

Buffer averaging may be allowed, pending approval, if it will improve the protection of the wetland or if it is the only way to allow for reasonable use of the property (PMC 16.20.230). A reduction of buffer width is proposed north of Wetland A to address the alignment of the access road. In addition, a reduction is proposed southwest of Wetland A to facilitate a residential park. The Plan does not provide sufficient detail to support why these reductions are necessary. Furthermore, based on one of the figures provided in the plan (Attachment 1), it appears that the standard buffer is being applied to all of Wetland A which appears to show averaging is not necessary.

Another requirement defined in PMC 16.20.230(F) is that the increased buffer width be in area that provides higher function compared to the proposed area to be reduced. The Plan describes that the reduced areas are primarily overgrown with blackberry but only states that the increased buffer area is more heavily vegetated. This does not adequately describe compliance with this requirement.

With the exception of the two discrepancies summarized above, the proposed buffer averaging associated with Wetland A will not result in the buffer being reduced more than 25 percent and will not result in a net loss of total buffer area. This is consistent with the limitation requirements defined in PMC 16.20.230(F).

Wetland B

As noted above, averaging may be allowed if it is the only way to allow for reasonable use of the property. According to the Plan, Wetland B's buffer needs to be reduced in three locations and states that it is necessary because of existing slopes and to better fit several lots. No further explanation to describe site constraints or rationale as to why there are no other design alternatives.

Per PMC 16.20.230(F), the increased buffer shall be in area that provides higher function compared to the proposed area to be reduced. The Plan describes that the reduced buffer area is primarily shrubs and that the increased area is primarily mature native vegetation as well as states that the reduced area and the increased area currently provides similar function. Based on this summary, it is unclear that the increased buffer is in a higher quality area compared to where the reduction is proposed.

With the exception of the two discrepancies summarized above, the proposed buffer averaging associated with Wetland B will not result in the buffer being reduced more than 25 percent and will not result in a net loss of total buffer area. This is consistent with the limitation requirements defined in PMC 16.20.230(F).

3.2.3 Wetland Buffer Impacts

According to the site plans provided in the Plan, the project will include what is presumed to be a pedestrian recreation trail within buffer area associated with Wetlands B and C. The Plan does not include any information to demonstrate compliance with the project specific development standards defined in PMC 16.20.235 for trails and trail-related facilities. As proposed, the trail alignment within the wetland buffers is not compliant with PMC 16.20.230. Per PMC 16.20.230(F), trails shall be positioned in the outer 25 percent of a wetland buffer. The current alignment shows portions of the trail well within the inner 75 percent of the wetland buffer.

3.2.4 Fish and Wildlife Habitat Conservation Areas

Fish and wildlife habitat conservation areas are those areas that serve a critical role in sustaining needed habitats and species for the functional integrity of the ecosystem. Specific FWHCA's include streams, lakes, and those other habitat areas defined in PMC 16.20.310.

3.2.4.1 Streams

Per PMC 16.20.315, streams shall be classified according to the criteria set forth in WAC 222-16-030. There are a total of four streams (Table 2) that are situated within the project site. Grette concurs with the classifications of Stream A as a Type Ns2. Those streams that are seasonal non-fish habitat streams that do not directly flow to a Type S (shoreline of the state), Type F (fish-habitat), or Type Np (perennial non-fish habitat) are classified as a Type Ns2 feature. Stream A appears to flow to a roadside ditch along Highway 305.

Based on site observations and the Washington Department of Fish and Wildlife's (WDFW) fish passage data², Stream D flows directly into Liberty Bay (Type S). More specifically, WDFW maps a culvert beneath Highway 305 and documents Stream D as a tributary to Liberty Bay. In addition, as noted below, the location of where Stream B flows into Stream C is in the vicinity of a stream type break from Type F to Np for Stream C. Per PMC 16.20.315, Type Ns1 streams

² <https://geodataservices.wdfw.wa.gov/hp/fishpassage/index.html>

include those streams that have a direct connection to a Type S, F, or Np. The Plan inaccurately classifies Streams B and D as Type Ns2 features.

The Plan describes the physical characteristics of Stream C (Barrante’s Creek) as having a stream width ranging from 2 feet up to 6 feet and substrate consisting of mud, sand, and gravel. The Plan also states that Stream C may have perennial flow. Per PMC 16.20.310³, the physical characteristics that define presumed fish use are those streams that are at least 2 feet wide and exhibit a gradient of 16 percent or less. Based on Grette’s site observations and WDFW’s fish passage data, Type F habitat conditions within Stream C extend to the vicinity where it flows near Wetland D and the confluence with Stream B. According to WDFW’s data from the fish passage report for the culvert beneath Highway 305 (Site ID # 994328), upstream conditions contain a bankfull width of approximately 7 feet, an upstream gradient of six percent, and moderate spawning gravels for fish species. Additionally, WDFW’s data for the culvert near the proposed road crossing (Site ID # 933725) records upstream conditions consisting of a bankfull width of approximately 4 feet, an upstream gradient of six percent, and moderate spawning gravels for fish species. The Plan inaccurately classifies Stream C as a Type Ns2.

Table 2. Stream Type Summary

Feature	Water Type SWC/Grette	Buffer¹	Building Setbacks²
Stream A	Ns2/Ns2	50 ft.	25 ft.
Stream B	Ns2/Ns1	75 ft.	25 ft.
Stream C	Ns2/F	150 ft.	25 ft.
Stream D	Ns2/Ns1	75 ft.	25 ft.

¹ Buffers based on Grette’s water type determination and PMC 16.20.315.

² Per PMC 16.20.315.

A 2024 City of Poulsbo report (the “BAS Report”; Grette Associates 2024) is inappropriately referenced in the Plan to dispute the physical characteristics of Stream C that were observed by SWC. This BAS Report was prepared for City planning purposes and for updating their Comprehensive Plan and was intended to summarize existing conditions of FWHCAs within the City. Per PMC 16.20.115(F), the locations and extent of all mapped critical areas shown on City maps are considered approximate and to be used as guidance and the type, extent, and boundaries of critical areas on a site shall be determined in the field by a qualified specialist according to the requirements of Chapter 16.20 of the PMC. As such, the information summarized in the BAS Report does not supersede the onsite physical stream characteristics and resulting classifications of those streams within the project site.

3.2.5 Stream Crossings

According to the information provided, the project proposes a road crossing along Stream C to provide secondary access to the project site. Chapter 16.20 of the PMC provides specific stream crossing requirements a project must demonstrate for compliance with the minimum development standards defined in PMC 16.20.320. While the Plan mentions that a culvert consistent with WDFW stream crossing guidelines will be installed, the Plan does not provide any information to

³ Stream typing is defined in WAC 222-16-030 and the physical characteristics to define presumed fish habitat is defined in WAC 222-16-031.

demonstrate compliance with the stream crossing requirements defined in PMC 16.20.320 and for compliance with the habitat management plan requirements defined in PMC 16.20.755.

3.2.6 Stream and Stream Buffer Impacts

The Plan describes that there will be temporary impacts to Stream A and buffer impacts associated with Streams A and D. The Plan states that a detailed mitigation plan will be submitted to the City following approval of the conceptual items outlined in the Plan. Chapter 16.20 of the PMC does not define a process to submit a conceptual habitat management plan for preliminary review. The current information provided in the Plan does not provide sufficient details and analyses to demonstrate compliance with the project specific development standards defined in PMC 16.20.320 for the proposed utility crossings and for conformance with the habitat management plan requirements defined in PMC 16.20.755.

Plans show that the project will include a pedestrian recreational trail within buffer areas associated with Streams B and C. The Plan does not include any information to demonstrate compliance with the project specific development standards defined in PMC 16.20.320 for trails and trail-related facilities. As proposed, the trail alignment within the stream buffers is not compliant with PMC 16.20.230. Per PMC 16.20.230(F), trails shall be positioned in the outer 25 percent of a stream buffer. The current alignment shows portions of the trail well within the inner 75 percent of the stream buffer.

4 SUMMARY

Upon thorough review, the Plan is not compliant with Chapter 16.20 of the PMC. Grette identified several deficiencies for compliance with Section 200 (wetlands) and Section 300 (FWHCAs) of Chapter 16.20 of the PMC. Provided below is a summary of Grette's review of the Plan.

- Per PMC 16.20.220, all wetlands within 300 feet of a proposed project shall be identified. Grette identified one offsite feature that appears to have been evaluated and flagged by SWC; however, the Plan does not provide a discussion describing this feature and how or if this feature meets the definition of wetland per PMC 16.20.155. While any buffer associated with this potential wetland area would not extend onto the project site, additional information should be provided to explain why this area was flagged and not discussed in the Plan for compliance with PMC 16.20.220.
- Per PMC 16.20.210, all wetlands shall be rated according to Ecology's *Washington State Wetland Rating System for Western WA – 2014 Update: Version 2* (Hruby and Yahnke 2023). The Plan did not include complete figure sets as required per Ecology's rating system. Complete wetland rating figure sets, as defined in Ecology's rating system, should be provided for compliance with PMC 16.20.210.
- Per PMC 16.20.230, a point should be given to question H3 in Wetland C's rating form. Grette's site review included observations of snags and logs within 330 feet of the wetland. Including this additional point changes the overall habitat score from 5 points to 6 points.
- Per PMC 16.20.230, Category III wetlands with a moderate habitat score (6-7 points)⁴ with a proposed high impact land use are subject to a 150-foot buffer. Based on the revised habitat

⁴ Per Ecology's guidance (<https://ecology.wa.gov/water-shorelines/wetlands/tools-resources/rating-systems>), a habitat score of 5 points is considered to provide low habitat functions. The buffer tables defined in PMC 16.20.230 have not been updated to reflect this change. As such, this review is based on Ecology's guidance.

score, the appropriate buffer width for Wetland C is 150 feet. The Plan should be revised accordingly.

- Per PMC 16.20.230, buffer averaging may be allowed if it will improve the protection of the wetland or if it is the only way to allow for reasonable use of the property. The Plan does not provide sufficient detail to support why a reduction to Wetland A's buffer is necessary and prevents reasonable use of the project site to support the proposed alignment of the road and residential park. The Plan should be revised to include additional information to demonstrate there is no feasible alternative to reposition the access road and that reducing the park area would not provide feasible recreational use. Please note that based on one of the figures provided in the plan (Attachment 1), it appears that the standard buffer is being applied to all of Wetland A, which appears to show averaging is not necessary.
- PMC 16.20.230 requires that the increased wetland buffer be in areas that provide higher function compared to the proposed area to be reduced. The Plan describes that the reduced buffer area associated with Wetland A is primarily overgrown with blackberry but only states that the increased buffer area is more heavily vegetated. The Plan needs to be revised to further describe conditions for compliance with this requirement.
- Per PMC 16.20.230, averaging may be allowed if it is the only way to allow for reasonable use of the property. According to the Plan, Wetland B's buffer needs to be reduced in three locations and states that it is necessary because of existing slopes and to better fit several lots. No further explanation to describe site constraints or rationale as to why there are no other design alternatives. The Plan needs to be revised accordingly.
- Per PMC 16.20.230, the increased buffer shall be in area that provides higher function compared to the proposed area to be reduced. The Plan describes that the reduced buffer area associated with Wetland B is primarily shrubs and that the increased area is primarily mature native vegetation but also states that the reduced area and the increased area provide similar function. Based on this summary, it is unclear that the increased buffer is in a high quality area compared to where the reduction is proposed. The Plan needs to be revised to further describe conditions for compliance with this requirement.
- Per PMC 16.20.235, pedestrian trails and trail-related facilities may be allowed in wetland buffers, pending approval, when it is sufficiently demonstrated that those features were designed in compliance with the project specific development standards defined in PMC 16.20.235. The Plan does not include any information to demonstrate compliance with PMC 16.20.235. As proposed, the trail alignment within the wetland buffers is not compliant with PMC 16.20.230. Per PMC 16.20.230(F), trails shall be positioned in the outer 25 percent of a wetland buffer. The current alignment shows portions of the trail well within the inner 75 percent of the wetland buffer. The Plan should be revised accordingly.
- Per PMC 16.20.310, Stream C meets the physical criteria to be defined as a Type F feature. While the Plan provides a discussion describing the characteristics of a Type F stream, the Plan refers to the BAS Report to dispute the physical characteristics observed onsite. The Plan inaccurately classifies Stream C as a Type Ns2. The Plan needs to be revised to classify Stream C as a Type F stream and provide information to determine the appropriate location for the type break to a Type Ns1 stream.

- Per PMC 16.20.315, Type F streams are subject to a 150-foot stream buffer and a 25-foot building setback. The Plan needs to be revised to reflect a 150-foot buffer for Stream C.
- Per PMC 16.20.315, Type Ns1 streams include those streams that have a direct connection to a Type S, F, or Np. The Plan inaccurately classifies Streams B and D as Type Ns2 features. Stream Bs and D meet the criteria to be defined as Type Ns1 features. Per PMC 16.20.315, Type Ns1 streams are subject to a 75-foot buffer and a 25-foot building setback. The Plan needs to be revised accordingly.
- Per PMC 16.20.320, a project must demonstrate compliance with the minimum development standards defined in PMC 16.20.320 for stream crossings. The Plan does not provide any information to demonstrate compliance with the stream crossing requirements defined in PMC 16.20.320 and for compliance with the habitat management plan requirements defined in PMC 16.20.755. The Plan should be revised accordingly.
- PMC 16.20.320 provides development standards to allow the placement of utilities within a FWHCA or its buffer if the project follows the standards defined in said section of code. The Plan does not provide sufficient details and analyses to demonstrate compliance with the project specific development standards defined in PMC 16.20.320.
- The Plan does not include any information to demonstrate compliance with the project specific development standards defined in PMC16.20.320 for trails and trail-related facilities within stream buffers. The Plan needs to be revised accordingly.
- A habitat management plan shall meet the minimum reporting requirements defined in PMC 16.20.755. While the Plan does provide sufficient detail for some of the general reporting requirements, the Plan does not provide sufficient information to address mitigation and monitoring or an analysis regarding potential water quality impacts associated with the proposed stormwater discharge and how those impacts will be mitigated. The information that is currently provided to address these examples largely consists of stating native vegetation will be planted in temporarily disturbed areas and that any proposed mitigation monitoring will be provided in more detail at a later time. The information provided that describes the stormwater discharge to the streams does not provide sufficient detail for this review to determine if adequate mitigation and best management practices are proposed to ensure no net loss of existing ecological functions of those FWHCAs for compliance with PMC 16.20.305.

Grette recommends that the issues described above be addressed prior to the City's acceptance of the Plan.

The review of the submitted document was conducted using the best available scientific information and methodologies and the best professional judgment of Grette Associates staff wetland biologists. Final acceptance and approval of the Plan is at the discretion of City staff.

If you have any questions regarding this review, please contact me at (253) 573-9300, or by email at chadw@gretteassociates.com.

Regards,

Grette Associates, a division of Farallon Consulting, L.L.C.

A handwritten signature in black ink, appearing to read 'Chad Wallin', is positioned above the printed name.

Chad Wallin, PWS
Project Biologist

References:

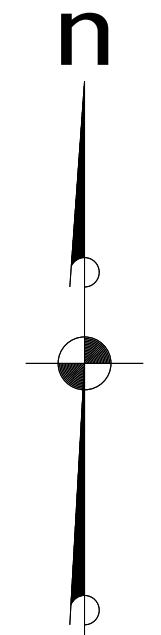
Grette Associates. 2024. City of Poulsbo – Wetland and Fish and Wildlife Habitat Conservation Areas Best Available Science Review and Recommended Protection Measures Report – Revised. Prepared for the City of Poulsbo. Revised June 2024.

Hruby, T. & Yahnke, A. 2023. Washington State Wetland Rating System for Western Washington: 2014 Update (Version 2). Publication #23-06-009. Washington Department of Ecology.

ATTACHMENT 1

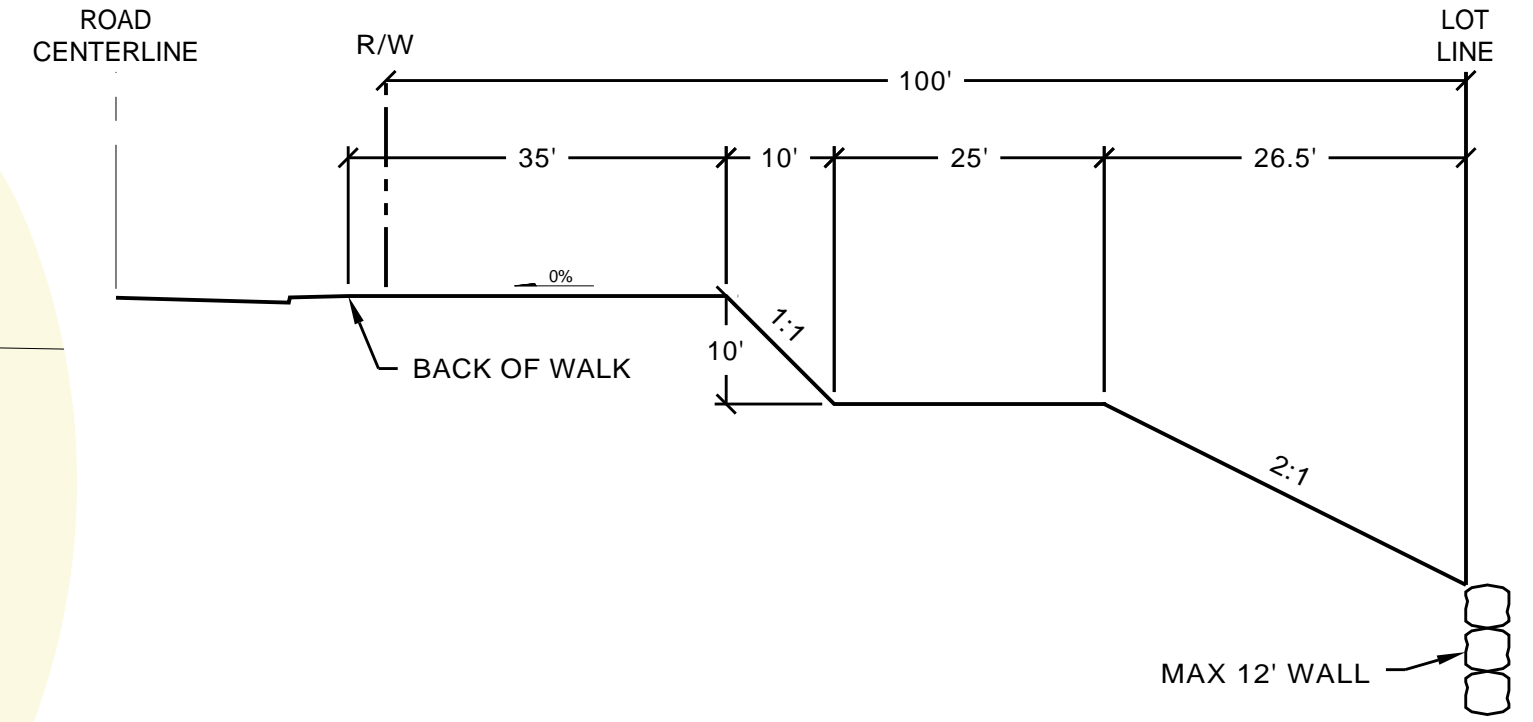
SITE MAP

PINNACLE AT LIBERTY BAY PRD

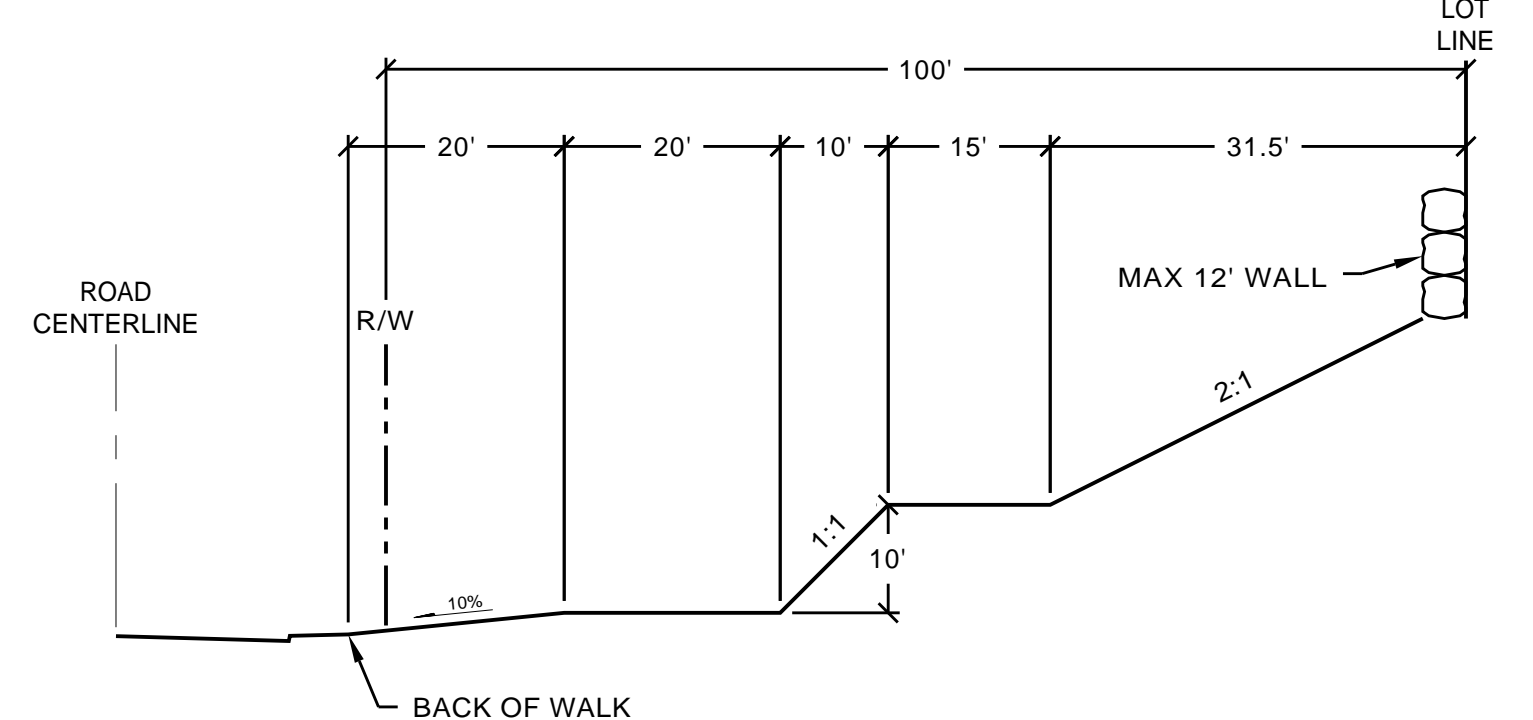


SCALE: 1" = 60'
CONTOUR INTERVAL = 2'

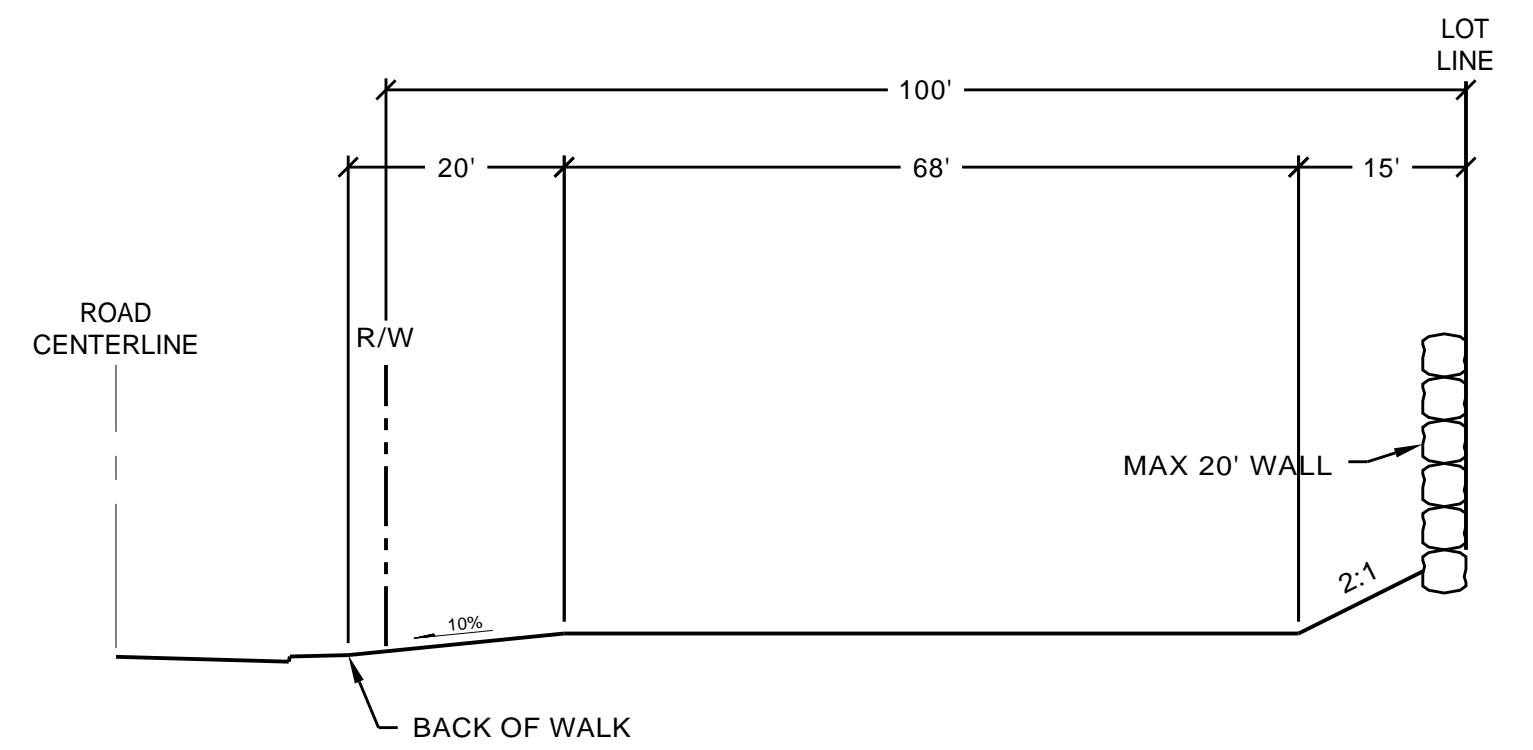
- LEGEND**
- DAYLIGHT LOTS
 - TUCK UNDER LOTS
 - FLAT LOTS
 - 33 (1A) LOT NUMBER HOUSE PLAN & ELEVATION



TYPICAL DAYLIGHT LOT CROSS SECTION
NOT TO SCALE



TYPICAL TUCK UNDER CROSS SECTION
NOT TO SCALE



TYPICAL FLAT CROSS SECTION
NOT TO SCALE



Drawing: \work\ESM\LIBERTY_BAY_PRD\03\0300\04\022\pinnales.mxd - E:\01.dwg
Printed: 5/9/2018 9:42 AM

Memo

To: Nikole Coleman, City of Poulsbo, Planning Manager
From: Kevin McFarland, City of Poulsbo Contracted Arborist
Date: 8/29/2025
Re: Pinnacle at Liberty Bay PRD & Preliminary Plat Review

Upon the request of the City of Poulsbo, Sound Urban Forestry has completed a review of the Site and Grading Plans, Tree Retention Plan and Landscape Plans for the Pinnacle at Liberty Bay residential project. I was provided the submitted materials in an email on July 30, 2025.

Findings and Comments

Site and Grading Plans

There is no mention of silt or tree protection fencing on any of the plans. The locations will need to be indicated along with clear construction notes regarding the sequence of installation and inspections by the project arborist. The WFCI Tree Protection Plan states on page 7 that fencing will be installed.

Preliminary Tree Protection Plan

I concur with the vegetation types presented in the report and the overall sampling methodology used to determine the total number of trees within the site. However, I have concerns about the condition of trees within Tracts A, B, X and W. There are many trees, specifically red alder, big leaf maple and western red cedar that are in decline and should not be counted toward the significant tree count. I am requesting that once the clearing limits are staked, the project arborist revisit these Tracts, assess the significant trees that are potential risks to the adjacent infrastructure and houses and reexamine the significant tree counts. Additionally, the edge trees should be reevaluated once the clearing and grading has begun or is nearly finished. Regardless, it does appear the project will meet the City's minimum tree retention requirements.

Landscape Plan Review

The varieties of trees specified for street trees are all acceptable with the exception of the European beech and flowering Callery pears. Beech are prone to aphids and are too close to the backsides of the sidewalks related to its eventual mature size. Flowering pears are discouraged overall within the City and are considered an invasive species. Replacements will need to be presented.

All varieties specified for the landscape buffers are acceptable with the exception of the Callery pears for the reason stated above.

The preliminary plant palette for the landscaping around the storm pond is acceptable.

Wording needs to be added regarding the soft surface trail that states the project arborist will be required to work with the contractor in locating the final location of the trail and minimizing impacts to adjacent trees to be retained.

If you should have questions, please feel free to contact me at 360-870-2511 or suf1234@comcast.net



ENGINEERING DEPARTMENT

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www.cityofpoulsbo.com | dwashburn@cityofpoulsbo.com

MEMO

To: Montebanc Management LLC, John Everett
From: Donald Washburn, Engineering Technician
Subject: Pinnacle at Liberty Bay Preliminary Subdivision Application Submittal; P-06-20-25-03
Date: 9/4/2025

The following Engineering Department comments are provided for the Pinnacle at Liberty Bay application submittal #1. The City of Poulsbo Engineering Department has reviewed the Pinnacle at Liberty Bay Submittal #1 and provides the following comments.

Transportation:

1. Peer review for the provided Traffic Impact Analysis is in progress, and will be forwarded to the applicant upon completion
2. Please Review the attached WSDOT comments
3. It appears Road A is designed as a Residential Access type road. Per the City of Poulsbo's Comprehensive plan, a future road extension between Baywatch and Sunrise ridge is to be designed as a Residential Collector type road (Comprehensive Plan Fig. TR-3). See Construction Standards Section 2 Fig. 2-03 for Residential Collector roadway dimensions. As currently designed, this would apply to Sunrise Ridge and Road A.

Stormwater:

4. Peer review for the provided Stormwater is in progress, and will be forwarded to the applicant upon completion.
5. On Sheet PP-14, it appears Tract Z contains a proposed access easement with the storm vault lying within the access easement. The City will not accept a property with an access easement, or property with infrastructure within an easement per PMC Title 18.
6. Stormwater calls out Barrantes Creek as a discharge point of the project. Barrantes creek is known to overflow during wetter months; this is not mentioned in stormwater report. Please confirm.
7. The habitat score for Wetland B is greater than 5 which triggers wetland hydroperiod protection method 2 (flow modeling production and mapping).
8. On page PP-13, please provide more details on the southmost outfalls on streams C and D.
9. On sheet PP-18, it appears that the storm pond will require work in HWY 305 Right of Way. Any alterations to State-owned right of way will likely require permission from the State for the construction work and possibly a franchise agreement depending on the work being performed.

10. On page PP-21, it appears the storm line is installed with only 6" of coverage under stream A channel. City construction standards require typical cover of at least 2 ft. Please confirm. The City will require fused HDPE for this crossing.
11. The applicant will be required to provide confirmation from WSDOE stating if a reservoir permit or dam permit is required for the proposed storm pond.
12. A preliminary TESC plan is needed and must include BMPs to manage summer and winter construction. Typical issues are dust control and turbid runoff. The current configuration of the site includes improvements up to the stream buffer, this should be considered when putting together the preliminary TESC plan.

Water:

13. Peer review for the provided Water Civil planset is in progress, and will be forwarded to the applicant upon completion.
14. Project connects to three different water pressure zones, and will require multiple pressure reducing valves (PRVs). As part of the effort with the peer review on the Hydraulic model, suggested locations and pressure settings will be identified. The applicant shall provide preliminary PRV design parameters and locations for preliminary plat approval. Final PRV design will be required prior to grading permit issuance. Once hydraulic modeling has been completed it is recommended to have a separate coordination meeting on the water layout.
15. Please provide more detail on the Creek C culvert crossing shown on sheet PP-22.

Sewer:

16. On page PP-20, SSMH #2 appears to be around 30ft deep. Maximum depth of sewer shall be 15' unless otherwise approved by public works director (Construction Standards Section 3(c)(4)). The maximum vector truck capability is around 17'. Adjusting sewer run to the south closer to State Highway 305 to avoid creek crossing may be explored.
17. Per WSDOT Standard Plan B-15.40-01 max specified depth of Type 2 MH is 20'
18. On page PP-20, the creek C sewer crossing line contains less than 3' of coverage and thus will require ductile iron pipe 3(C)(5). The ductile iron pipe should be cased where passing under the creek crossing.
19. The run of pipe sewer pipe between SSMH #2 and EX SSMH Type 1 may be challenging to construct due to its length and minimum slope and may present issues meeting City of Poulsbo construction standards.
20. The proposed access road surrounding storm pond does not appear to offer sufficient access for public works. Please provide modeling for vector truck showing that access and proposed turnarounds are feasible. Sheet PP-17 – Please provide profile and hammerhead dimensions of storm pond access road in order for public works to be able to determine suitability for vector truck access.

Geotech:

21. Peer review for the provided geotechnical report is in progress. Peer review comments will be forwarded to the applicant upon completion.

Site Plan:

22. Please review project materials for compliance with City construction standards prior to grading permit construction drawing submittal.
23. Pipe anchors, and possibly clay dams, will be required for slopes steeper than 45%

24. Please confirm slope on lots 127-135. The maximum slope for fill surfaces is 2 horizontal to 1 vertical (2:1). Cut slopes cannot be greater than 5 feet in height and steeper than 2:1 unless a geotechnical report is provided and approved per PMC 15.40.070
25. Tracts Q, R, S, T and U are listed in Phase 1 of the phasing plan, but are shown as discharging into the Tract D storm pond which is listed in Phase 3. The City requires that all phases are able to stand on their own for utilities and access. How is Phase 1 standing on its own? The same question also applies for all lots listed in Phase 2.
26. On Sheet PP-07, Road A contains three horizontal curves with a radius of 75ft. The minimum horizontal curve radius allowed by the city is 125ft (Construction Standards Section 2) An exemption for this may be requested, though the city is unlikely to support such a request. All requests for approval of a deviation to City standards must be submitted in writing to the City Engineer, and approved by City Council (Construction Standards Section 1 – C).
27. On Sheet PP-09, Road C does not have centerline geometry or road grade listed. Please include in revisions.
28. On sheet PP-12, the 12' retaining wall likely cannot be constructed without trespass onto the adjacent northern property.
29. Lots 22-26 and 39-43 appear to have driveways off tract Q, which exceeds the maximum allowed (9) on a private road within a subdivision per PMC 18.260.120(B). This would require a deviation request with an approval for the request from city council to deviate from section 2(G) as directed by PMC 18.260.120(E). Deviation standards are per construction Standards Section 1(C) and must meet the decision criteria of Section 1(C)1.
30. Tract Q appears to be longer than 150' which triggers requirements for either a 120' hammerhead or 96' dia Cul-De-Sac per Poulsbo Fire Department.
31. The applicant shall be responsible for obtaining confirmation from WSDOH that there are no building restrictions associated with the well on Parcels E and E1
32. On-street parking will be required for this project. On-street parking, shall be provided at a minimum of ½ parking space per residential unit per City of Poulsbo construction standards Sec. 2-C.



Poulsbo Fire Department

Kitsap County Fire District #18

911 N.E. Liberty Rd. Poulsbo WA 98370

James S. Gillard, Fire Chief

360-779-3997 Fax 360-779-4699 www.poulsbofire.org

Pinnacle at Liberty Bay

P-06-20-25-03

September 3, 2025

After reviewing the plans submitted for Pinnacle at Liberty Bay residential project P-06-20-25-03, and under the authority of the PMC (Poulsbo Municipal Code) and the inter-local fire protection agreement between the City of Poulsbo and Kitsap County Fire District #18 (Poulsbo Fire Department) provides the following comments:

- Fire apparatus access roads, including bridges, elevated surfaces, and culverts shall be designed to support a 75,000-pound fire apparatus and constructed to provide all weather driving conditions.
- Fire apparatus access roads shall have a minimum unobstructed width of 20 ft. Where a fire hydrant is located on a fire apparatus access road, the minimum width shall have a minimum width of 26' and extend for 30' on either side of the hydrant.
- No Parking Fire Lane signage may be required to maintain access road widths where applicable.
- Minimum turning radius throughout this residential project should be 25ft.
- Cul-de-sac diameter should be a minimum of 96' diameter.
- Dead end fire access roads in excess of 150' require an approved turn around.
- Fire hydrants should be located no more than 300' apart.
- Fire hydrants should be located outside of cul-de-sacs to reduce fire apparatus congestion.

Captain Brian Ramey
Deputy Fire Marshal
Poulsbo Fire Department
(360)697-8284
bramey@poulsbofire.org