



NOTICE OF DECISION AND DETERMINATION OF NONSIGNIFICANCE

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

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

Project Name:	Valvoline Instant Oil Site Plan and Design Review	Date of Decision: November 17, 2025
File No.:	P-06-26-25-01	Application Type: II
Site Location:	21245 Olhava Way NW	Tax Parcel: 102601-4-045-2002
Property Owner:	MSR Real Estate LLC 2368 Maritime Drive, Suite 100 Elk Grove, CA 95758	
Applicant/Agent:	Valvoline Instant Oil Change 100 Valvoline Way Lexington, KY 40509 Danielle Benedict Greenberg Farrow 8600 W Bryn Mawr Avenue, Suite 800N Chicago, IL 60631	
Project Description:	Construct 1,432 square foot building with associated drive, walkway, parking, landscaping, solid waste and stormwater features. The proposed building has 2 service bays for all auto repair operations to be conducted inside the building. Existing vehicle access to adjacent properties and Olhava Way NW will be utilized.	
Approval Criteria:	Olhava Master Plan, PMC 18.80 Commercial Districts, PMC 18.270 Site Plan Review, and PMC 18.120 Design Review utilizing PMC 19 Project Permit Procedures	
Property Taxes:	Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation. Affected property owners may contact the Kitsap County Assessor's Office at (360) 337-7160.	
Appeal Authority:	The decision is final. This decision may be appealed to the Hearing Examiner within 14 days. The written appeal and the appeal fee and deposit must be received by the PED department no later than 4:30 p.m. on Monday December 1st 2025 .	
Examination of File:	The application file may be examined online by going to https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home > Applications > and search for permit # P-06-26-25-01. If you are unable to access the file, please call the staff contact for options	
Conclusion:	The PED Director, as the review authority, has concluded that the application has been found to meet the stated permit criteria, subject to the Mitigation and Conditions of Approval, and the project as approved will not be detrimental to the public interest, health, safety or welfare of the City.	
Decision:	The PED Director, as the review authority, has APPROVED the Valvoline Instant Oil Site Plan and Design Review, subject to the Mitigation and Conditions of Approval found in the staff report. The staff report, containing the statement of facts upon which the decision is based, is available to the public upon request.	

DocuSigned by:

Heather Wright

Heather Wright, AICP, Planning and Economic Development Director

11/13/2025

Date

SEPA Determination:

The City of Poulsbo (lead agency) has determined that the proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under WAC 197-11-355, Optional DNS Process. There is no further comment period.

Appeal Procedure:

This decision and/or SEPA determination may be appealed by filing a written appeal and paying a fee to the PED department no later than 4:30 p.m. on **Monday December 1st, 2025**, in accordance with the procedures set forth in [PMC Chapter 19.70](#).

DocuSigned by:

Heather Wright

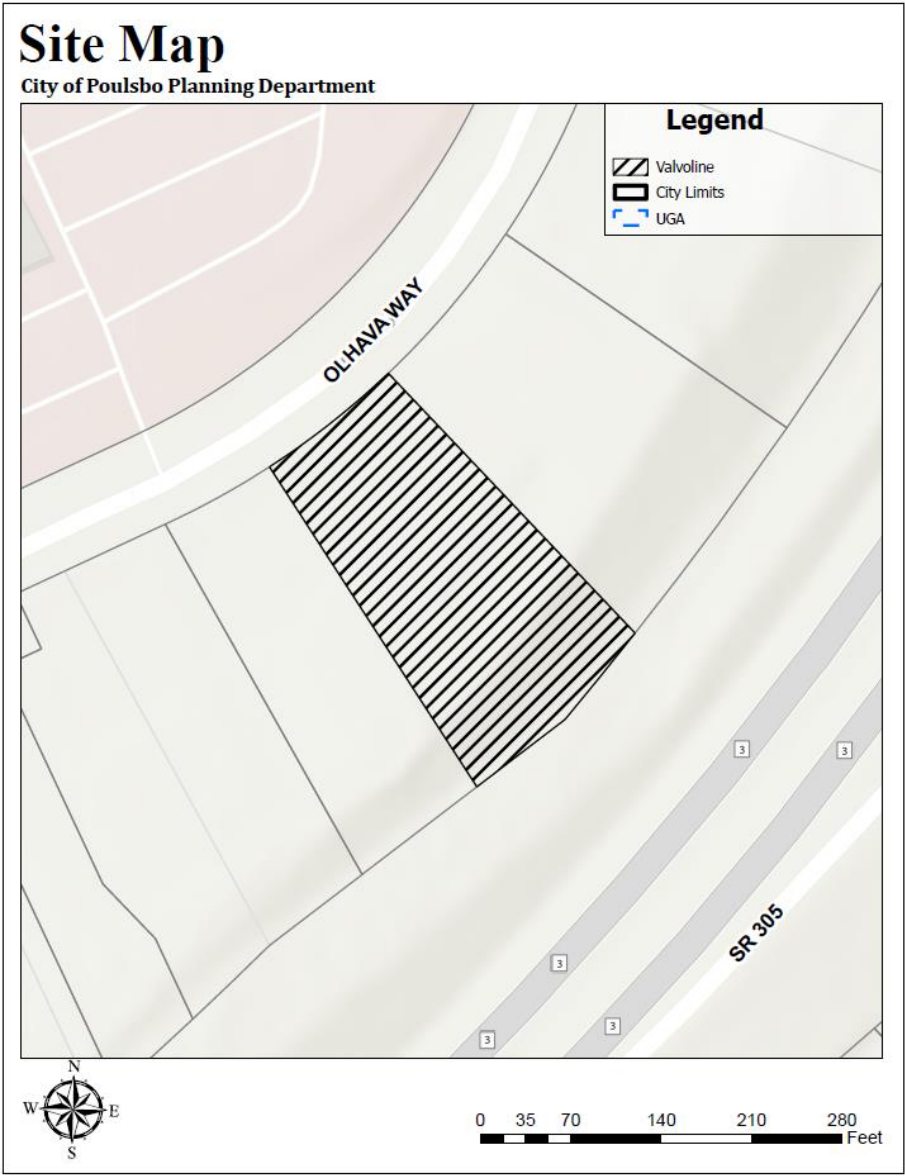
SEPA Responsible Official

Heather Wright, AICP, Planning and Economic Development Director

11/13/2025

Date

Site Map:



SEPA Mitigations:

S1. The Environmental Impact Statement, SEPA mitigations and conditions of approval for the Olhava Master Plan (OMP), incorporated into the 1998 approval and subsequent appeal decision of 1999, are incorporated by reference. The same OMP SEPA mitigations and Conditions are included in the Development Agreement among the City of Poulsbo, Community College District #3 (Olympic College) and Olhava Associates, signed April 4,



2004 and recorded April 29, 2004, and are applicable to the entire OMP property. The Development Agreement is the mechanism that implements the payment of SEPA mitigation fees. The Development Agreement and OMP documents are available at the Poulsbo City Hall for Review.

S2. 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.

S3. Payment of traffic mitigation fees is required for the project, as implemented through Schedule B of the 2004 Olhava Development Agreement, as may be amended from time to time. Traffic mitigation fees shall be confirmed with the building permit application and paid before building permit issuance.

**Conditions of
Approval:**

See Staff Report.

Staff Contact:

Edie Berghoff | Senior Planner | eberghoff@cityofpoulsbo.com

