



STAFF REPORT

Planning and Economic Development Department

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PERC Phase 1 Site Plan Review

To: Heather Wright, AICP, Poulsbo Planning and Economic Development Director
From: Nikole Coleman, AICP, Planning Manager
Date: November 5, 2025
Subject: PERC Phase 1 Site Plan Review | P-06-20-25-01

Planning and Economic Development (PED) staff respectfully recommend approval of the PERC Phase 1 Site Plan Review, Planning File P-06-20-25-01.

ACTION:

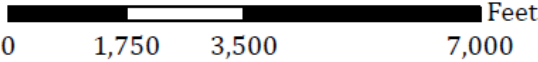
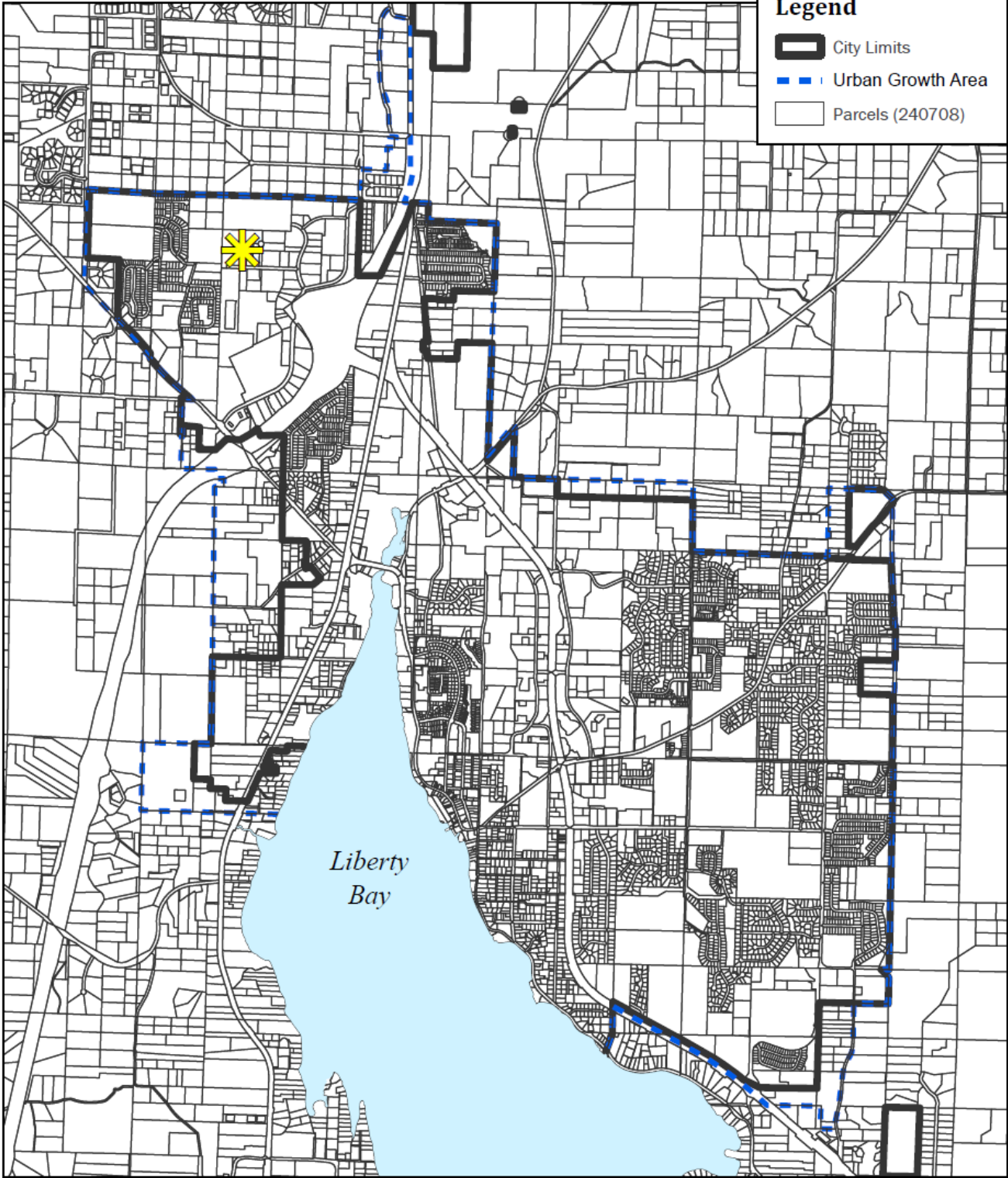
The PED Director shall hereby (approve) the PERC Phase 1 Site Plan Review, Planning File P-06-20-25-01.

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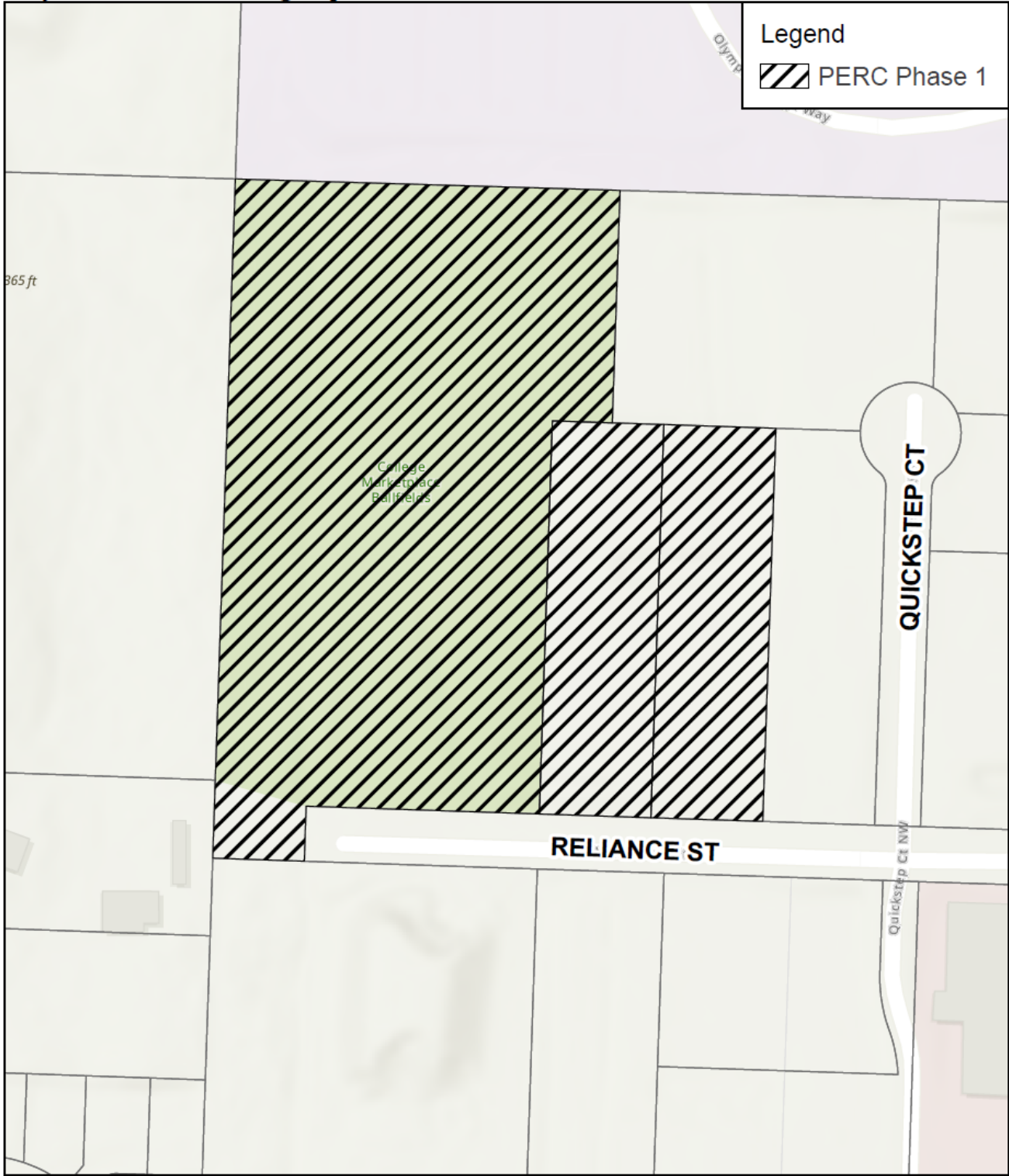
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Vicinity Map
City of Poulsbo Planning Department

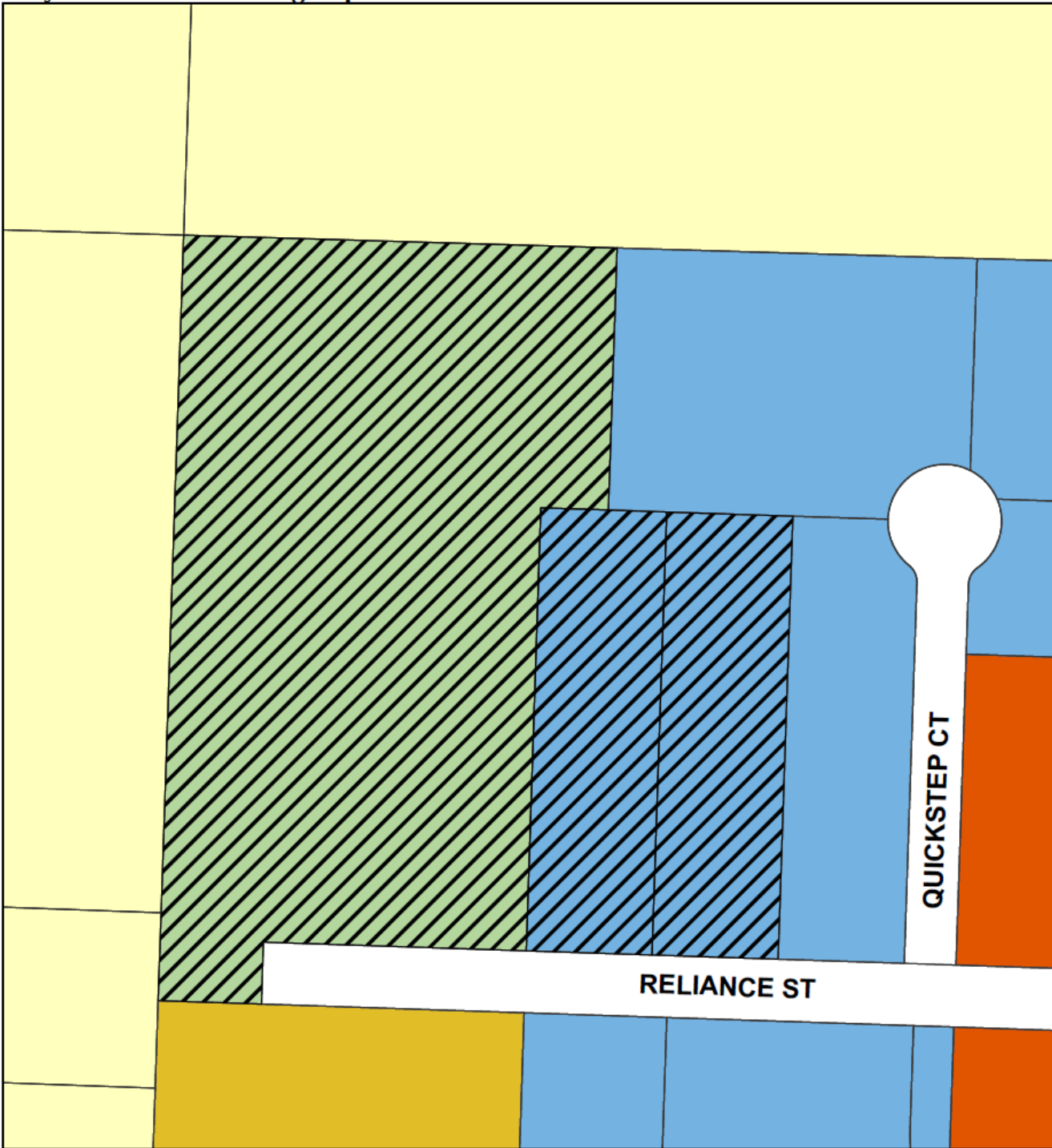


Site Map
City of Poulsbo Planning Department

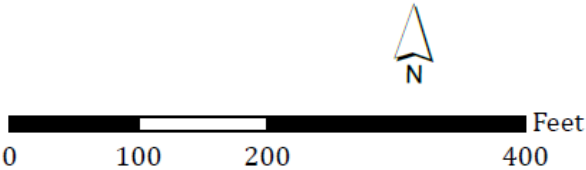


Zoning Ordinance Map

City of Poulsbo Planning Department



- Legend**
- PERC Phase 1
 - Residential Medium
 - Park
 - C-4 College MarketPlace
 - Residential Low
 - Business Park



I. **GENERAL INFORMATION**

Project Name: PERC Phase 1 Site Plan Review, Planning File 06-20-25-01
Applicant/Owner Name and Address: City of Poulsbo | 200 NE Moe Street | Poulsbo, WA 98370
Agent Name and Address: Craig Skipton (AHBL) | 1200 6th Ave STE 1620 | Seattle, WA 98101
Land Use Review: Site Plan Review | Type II

Description of Proposal: The PERC Phase 1 project proposes the initial development of the Poulsbo Event and Recreation Center, a public recreational facility intended to serve both local community needs and regional sports events. Phase 1 will be located on two parcels totaling approximately 7.27 acres, zoned Park and Business Park, and includes the construction of two synthetic turf athletic fields with LED lighting, pickleball courts, a basketball/multi-use court, a playground, a walking/jogging loop, picnic shelters, restrooms, and a parking lot with 93 spaces. While the weekday parking demand is expected to be met on-site, the City anticipates weekend overflow during tournaments and is pursuing shared parking agreements with nearby properties, including Olympic College. The project includes stormwater detention tied to an existing regional facility, pedestrian connections, and Crime Prevention Through Environmental Design informed design. Phase 1 does not include indoor facilities, which are expected in future phases. Building design review is being deferred to a later date.

Location: 102601-2-067-2009 (Park) and 102601-2-055-2003 (BP)

Legal Description:

102601-2-067-2009 (Park): LOT 3, CITY OF POULSBO SHORT PLAT NO. P-121 (OLHAVA TRACT IX SHORT PLAT), AS RECORDED UNDER AUDITOR'S FILE NO. 200908050028, IN VOLUME 21 OF SHORT PLATS, PAGES 38 THROUGH 40, BEING A PORTION OF THE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER AND A PORTION OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON.

102601-2-055-2003 (BP): LOT 5-D, CITY OF POULSBO SHORT PLAT NO. P-106 (COLLEGE MARKETPLACE), RECORDED UNDER AUDITOR'S FILE NO. 200602090029, IN VOLUME 19 OF SHORT PLATS, PAGES 70-73, THAT PART OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF TRACT B-2 OF KITSAP COUNTY LOT SEGREGATION AS RECORDED UNDER AUDITOR'S FILE NUMBER 200403230116; THENCE NORTH 1°54'24" EAST ALONG THE WEST LINE OF SAID TRACT V-2 A DISTANCE OF 429.00 FEET; THENCE SOUTH 88°05'51" EAST 121.79 FEET; THENCE SOUTH 1°54'09" WEST 429.00 FEET; THENCE NORTH 88°05'51" WEST 121.82 FEET TO THE POINT OF BEGINNING. SITUATE IN CITY OF POULSBO, COUNTY OF KITSAP, STATE OF WASHINGTON.

Comprehensive Plan and Zoning Designation:		Existing Land Use:	
Site:	Residential Low/Business Park	Site:	Vacant
North:	Residential Low	North:	Olympic College/Vacant
South:	Residential Medium and C-4	South:	Westry Townhomes (under construction) and Animal ER
East:	Business Park	East:	Vacant
West:	Residential Low	West:	Single-Family Home

Property History:

Both properties are part of the Olhava Master Plan (OMP) area approved on April 2, 1998 and upheld in the appeal decision of March 5, 1999. On June 11, 2002, permits for site preparation and stormwater management for the entire master plan site were approved. The preliminary site work and infrastructure have been completed.

Parcel 102601-2-067-2009 (Park) is referred to as tract 9 in the OMP. Tract 9 was originally designated as medium density residential (historical parcel 102601-2-027-2008). In 2006, the community park (as required with Condition 100 in the original SEPA determination) was moved from tract 6 to a portion of tract 9. In 2009, a short plat (recording no. 20090805002) split tract 9 into 3 parcels. Tract 9 was originally about 16 acres in size. The Park zoned property is now 6.07 acres, with the remaining now in two separately zoned residential medium lots – parcel 102601-2-066-2000 is 7.69 acres and 102601-2-065-2001 is 2.32 acres. Parcel 102601-2-055-2003 (Business Park) is referred to as Tract 5-D in the OMP and was purchased by the City of Poulsbo in 2025.

Buffer History:

The OMP identifies a 50-foot natural vegetation buffer along the western edge of Planning Area 9, intended specifically to provide a transition between medium-density residential development and adjacent land uses such as the community park and Olympic College. This buffer was described as a residential interface feature, designed to maintain natural vegetation, incorporate a meandering pedestrian trail, and provide visual screening between residential and civic uses. However, the PERC project site is zoned Park (Public) and is not part of the medium-density residential areas subject to the OMP's residential buffer provisions. As such, the full 50-foot buffer requirement does not apply to the park property. Nonetheless, to maintain consistency with the OMP's goals for open space and connectivity, the PERC site plan includes a 25-foot landscaped buffer with an integrated pedestrian trail, which will provide a compatible transition and pedestrian linkage between the residential area to the south and Olympic College to the north while preserving the park's functional and recreational character.

Site Features:

The project site (approximately 7.27 acres) is located on the north side of NW Reliance Street and to the south of the Olympic College parking lot. The site is generally sloped to the south towards NW Reliance Street with elevations varying from 364 along the north property line down to 353 on the southern property line. The site was previously graded with minor depressions to collect stormwater. Swales were installed to provide a controlled release of overflowing stormwater to the existing catch basins located on the north side of NW Reliance Street. There is also an existing 8" sewer main that enters the site at the northeast corner of parcel 102601-2-067-2009 and drains to the south along the east parcel line. The existing utility will be protected and maintained through the duration of the site improvements.

Aerial Photograph of Subject Site:

102601-2-067-2009



102601-2-055-2003



The site plan illustrates the layout of three lots within the University of Oregon campus. Lot 3, a large rectangular area, is designated as a Park Zone. Lot 5 D, located to the east of Lot 3, is a Business Park Zone. Lot 5 E, situated to the east of Lot 5 D, is also a Business Park Zone and is marked as a future PERC Phases site. The plan shows the property lines for each lot, along with various setbacks (10'-0" side yard, 10'-0" rear yard, 10'-0" front yard) and an access easement. The surrounding context includes the Residential Low Zone to the north, the Residential Medium Zone to the south, and the Business Park Zone to the east. The plan also indicates the location of the Olympic College and the NW Reliance St. The plan is dated 10-2009.

The criteria approval for this project is included in the Poulsbo Municipal Code (PMC), as established on August 1, 2025, the date the application was determined Technically Complete. The proposed use is subject to the requirements of the [Olhava Master Plan](#), [PMC 18.100 Park Zoning District](#), [PMC 18.90 Business and Employment Zoning District](#), [PMC 18.130 Landscaping](#), [PMC 18.270 Site Plan Review](#), and [PMC 19 Project Permit Procedures](#). The applicant is deferring building design review at this time.

The EIS mitigations and conditions from the Olhava Master Plan (OMP) approved on April 2, 1998, and subsequently upheld in the appeal decision of the Superior Court in Kitsap County on March 5, 1999, are incorporated by reference, as this project is a part of the OMP. The following summarizes applicable Master Plan SEPA mitigations and Conditions of Approval as they apply to the subject development:

- a. Pursuant to OMP Mitigations #42-44, infrastructure elements needed to support the subject site that relate to offsite facilities or to the development of other parcels within Olhava, such as connecting roads, stormwater management facilities and utilities, shall be built to adequate size to integrate into the entire Olhava project.

Staff Comment: All on-site and off-site road improvements and utilities have been constructed pursuant to the master plan. Existing regional stormwater facilities are sized to accommodate the entire Olhava site as approved in the overall grading plan; utility main lines are sized to accommodate on- and off-site uses identified in the EIS. The Public Works (PW) Department has reviewed the subject proposal and reports submitted to confirm allocations for the subject site under the current Schedule B of the Development Agreement. The City Engineer has found the infrastructure elements are adequate and the proposal, as conditioned, is consistent with the master plan and City requirements.

- b. Consistent with OMP Conditions of Approval #85-89, the Storm Drainage Design Report (including downstream analysis) was prepared by American Engineering for the entire Olhava Master Plan area, dated June 15, 2001, and revised March 1, 2002 (certified May 31, 2002). As required, plans and construction of stormwater management facilities were reviewed for consistency with the Master Plan EIS, SEPA mitigations, and conditions of approval, and approved by the City on June 11, 2002 (including review by County and Ecology officials). Construction drawings and on-site construction for each phase shall be reviewed by the City or its consultant for consistency with the storm drainage report, the master plan and City ordinances.

Staff Comment: Preliminary grading and installation of temporary erosion control and permanent stormwater management facilities for the entire master plan area have been completed, including the subject site. The applicant provided a Preliminary Storm Drainage Report, dated October 2025, prepared by AHBL (Exhibit F) that includes review of the subject properties' storm drainage calculations versus the overall storm drainage planned for the sub-basin in the OMP. The City's Engineering Department has reviewed the submitted materials and issued Conditions of Approval that are incorporated into this staff report.

Transportation and Traffic

- c. Consistent with Mitigation #51-53, a phase-specific traffic and circulation update study is required to be submitted to the City Engineer which demonstrates the proposed uses do not exceed assumptions made in the original traffic study.

Staff Comment: The Engineering Department has determined that the proposed uses do not exceed assumptions made in the original EIS traffic study and are consistent with Schedule B of the Development Agreement, as amended. The applicant provided a Transportation Concurrency Application with their initial application submittal (Exhibit G).

Fire and Emergency Service

- d. Consistent with Mitigation #37, prior to any development approval with Phase "a" an evaluation of fire and emergency services to the Olhava property and vicinity is required.

Staff Comment: The "Emergency Service Needs Assessment Olhava Master Plan", the City of Poulsbo and Olhava Associates, LP, received from Emergency Services Consulting Group on March 8, 1999, confirms adequate service to the entire area at build out. The assessment determined that "...Station 71 appears to be able to maintain the current standards within the community and the Olhava Project." Further, the assessment provides "...it is important to remember that the most effective fire mitigation would be maximum utilization of sprinklers throughout the development." The Poulsbo Fire Department has reviewed the proposal and has found access to be acceptable.

Water Supply

- e. Pursuant to Mitigations #21-24, 38, adequate water supply shall be provided with enough storage capacity to meet the standards and requirements of the City and Kitsap PUD to provide the equivalent of 2,000 g.p.m. fire flow for a three-hour duration more than the domestic demand.

Staff Comment: With regard to water supply and fire flow requirements for the Olhava project, the following water supply improvements have been completed by the Olhava Associates:

- Olhava Reservoir: A 1-million-gallon storage reservoir has been constructed in the NW quadrant of the property at approximately the 400-foot contour elevation. The reservoir is designed to provide water storage for domestic and fire flow requirements and is designed and sized to meet Department of Health water system design criteria.

- Viking Avenue Pump Station. The water pump station is located on Viking Avenue at the north City limits. The facility is designed to convey approximately 600 g.p.m. of water supply to the Olhava reservoir and provide water service to the Olhava development.
- Viking Avenue Transmission Main. A 12-inch diameter water transmission main connecting the Viking Avenue pump station to the Olhava reservoir has been constructed.

The PW Department has reviewed the proposed application and finds that the above noted improvements provide adequate infrastructure and system capacity to meet the service requirement associated with the subject site's proposed development, as conditioned.

Wastewater

- f. Pursuant to OMP Mitigations #45-47, other than Phase "a", no phase of the OMP shall be granted building permits unless construction of the required improvements in the City's and County's conveyance systems and at the wastewater treatment plant are underway. No occupancy permits shall be issued until said improvements are complete, accepted by the appropriate jurisdiction and in operation. Additional capacity within the City's wastewater conveyance system shall ensure adequate capacity for the OMP project or any alternative approved by the City.

Staff Comment: In response to mitigation requirements #45-47, the following conveyance and treatment improvements have been completed:

- Jensen Avenue and 6th Avenue collection system improvements.
- Bond Road pump station and sewer interceptor.
- First Western constructed the necessary improvements to connect the proposed development to the City's wastewater conveyance system. Project includes SR305 sewer main from SR3 to Bond Road.
- Sanitary sewer interceptor along SR305 from Bond Rd. to the south City limits.
- Sanitary sewer along SR305 connecting to the Viking Avenue sewer line.
- In 1998, a new contract between the City of Poulsbo and Kitsap County was negotiated providing additional treatment plant capacity.
- The Public Works Dept. has reviewed the application materials and found that there is adequate capacity within the City's wastewater conveyance system and in the central treatment plant for the subject proposal.
- Sanitary sewer along SR305 connecting to the Viking Avenue sewer line.
- In 1998, a new contract between the City of Poulsbo and Kitsap County was negotiated providing additional treatment plant capacity.

The PW Department has reviewed the application materials and found that there is adequate capacity within the City's wastewater conveyance system and in the central treatment plant for the subject proposal.

Built Environment

- g. Review of the subject site proposal finds the project is generally consistent with the OMP in terms of size and use. OMP requirements that pertain to the subject site include the following (note, building design review has been deferred by the applicant – see COA P6):

- Landscaping plans for any portion of the proposed project shall include indigenous species. Native vegetation placed during post construction phasing shall be sufficiently irrigated to become established through a proposed drip irrigation system. (OMP SEPA Mitigations #4, 7, 8, 9, 11.)

Staff Comment: The preliminary landscape plan and plant list submitted with site plan application (Exhibit D) has been reviewed and accepted by the PED Department and is consistent with the College Marketplace Design Guidelines. Approval of installation and maintenance bonding is required prior to issuance of a Certificate of Occupancy.

As discussed in greater detail on page 6 of this report, the 50-foot natural buffer referenced in the OMP applies specifically to medium-density residential areas intended to transition to other uses. The PERC site is park-zoned and therefore not subject to this residential buffer requirement. However, to maintain consistency with the Olhava Master Plan's intent for connectivity and open space, the project includes a 25-foot vegetated buffer with a walking trail linking the residential area to the south with Olympic College to the north (COA P19).

- To address OMP Mitigations #67-75, and elements of the zoning ordinance and building and construction ordinances, a lighting plan is required as part of site plan review.

Staff Comment: The applicant included a lighting/photometric plan (Exhibit H). The plan was reviewed for consistency with Olhava Design Guidelines and City of Poulsbo ordinances (COA P9).

- Additional requirements specific to Business Park are found in Sec. 2.5.7 of the OMP.

Staff Comment: The proposal is consistent with the dimensional standards stated in the OMP as shown below.

- General Business Park Development Standards

Staff Comment: The proposal is consistent with the applicable general development standards in terms of providing adequate screening of mechanicals, products and trash receptacles, and acceptable location and design of buildings, supporting structures and other equipment.

IV. **DEVELOPMENT AGREEMENT**

The Development Agreement between the City of Poulsbo, Olympic College, and Olhava Associates L.P. was signed on April 7, 2004. The intent was to make a provision for the orderly administration of permits and approvals, to set forth the extent and timing of the improvements and mitigation measures required, and to provide for the implementation of the OMP by means of a Development Agreement which provides additional detail on the processes and requirements necessary to implement the master plan approval.

- a. The entire 215-acre Olhava Property shall be developed in accordance with the parcel development plan (PDP) attached to the Agreement as Schedule B, or as amended pursuant to Sec. 1.2.1.1.
- b. Required improvements to public facilities and phasing for development are outlined in Sec. 2.
- c. Payment of traffic mitigation fees is implemented through the Developer's Agreement. Schedule B allocates maximum developable square footage for commercial and business park lots, in part to ensure consistency with the OMP and to determine method of payment of impact fees. Olhava agreed to pay its fair share of the cost of road improvements as provided in Subsections 3.1.1.3.1 through 3.1.1.3.7.
- d. A common design program is required under Sec. 8 of the Developer's Agreement pursuant to Condition #35 of the OMP. Prior to submittal of any site plan or other permit application, after approval of Tract IV-A (Wal-Mart), Olhava shall provide a design program and specifications for common site elements for the entire OMP development for review and approval by the Planning Director.

Staff Comment: If required to be consistent with the proposal, Schedule B shall be amended per COA P3. Payment of traffic impact fees will be required prior to building permit issuance. Site design has been reviewed for consistency with the [Consolidated Building and Site Design Guidelines](#). Building design has been deferred by the applicant (COA P6).

V. **PMC CHAPTER 18.100 PARK ZONING DISTRICT**

- a. [PMC 18.90.010](#) Purpose.

The Park (P) zoning district is to provide recreation and open space functions for the long-term benefit and enjoyment of City residents, adjacent neighborhoods and greater north Kitsap Community. The district is applied only to City owned parks.

Staff Comment: The properties are owned by the City of Poulsbo.

- b. [PMC 18.100.020](#) Permitted uses.

A variety of uses are allowed in the P zoning district. Any uses consistent with the comprehensive plan and permitted in the underlying zone are permitted.

Staff Comment: Proposed uses are allowed. Pedestrian and multi-use trails, permanent concession stands, other buildings and structures to support park use, parking areas/lots to serve park use, restrooms, and recreation area and facilities are identified permitted uses in the zone.

- c. [PMC 18.100.030](#) Development standards.

- a. Lot Area. There is no minimum lot area in the P zone.

Staff Comment: The standard is met.

- b. Setbacks. The minimum front yard setback is twenty feet. Other yard setbacks are ten feet.
Staff Comment. The standard is met and will be reviewed for consistency with building permit review.
- c. Building Lot Coverage. The maximum building lot coverage shall not exceed thirty-five percent of the lot area. For community or recreation centers, the maximum building lot coverage shall not exceed sixty percent.
Staff Comment. The project proposes only accessory park structures and associated amenities, with building coverage of 2.2%, which is well below the maximum 35% allowed.
- d. Height. No structure or building shall exceed 35 feet in height.
Staff Comment. Proposed accessory buildings do not exceed 35 feet in height. Building height shall be confirmed with building permit review.
- e. Landscaping. All required yard setbacks shall be landscaped. Any storage areas visible shall be screened. Perimeter, interior and parking area landscaping locations and species types shall be identified in the park master plan or site plan application landscape plan.
Staff Comment. Landscaping is provided within required setbacks, perimeter areas, and parking lots consistent with the site plan landscape plan (Exhibit D). Storage areas will be screened as required.
- f. Parking. The Planning Director shall determine the number of parking spaces required based upon the type and extent of the park/recreation facility.
Staff Comment. Parking requirements for park facilities are established by the Planning Director. The applicant has provided 93 on-site stalls plus 10 on-street stalls, supported by a parking analysis that validates adequacy for daily use with provisions for overflow during events (Exhibit E). Prior to certificate of occupancy, the applicant shall provide documentation of overflow parking agreements with Olympic College or other nearby properties to address weekend or tournament parking demand consistent with the findings of the PERC Phase 1 Parking Analysis (COA P18). Parking stalls shall be consistent with [PMC 18.140.040](#). Per [PMC 18.140.060\(A\)](#), 7 bike parking spaces are required and 20 have been provided. Bicycle parking shall be consistent with [PMC 18.140.060](#).
- g. Signs. Freestanding signs shall not exceed 75 square feet in area per face and have a maximum height of 12 feet above grade. One freestanding sign shall be permitted on each street frontage of property on which the park use is located. Directional signs are limited to 6 square feet in size.
Staff Comment. No freestanding or directional signs are proposed at this time. Any future signs will be reviewed for compliance with the maximum size and height standards of this section (COA P12).

VI. **PMC CHAPTER 18.90 BUSINESS AND EMPLOYMENT ZONING DISTRICT**

- a. [PMC 18.90.020](#) Purpose.
The business park (BP) district, located in the College MarketPlace master planned development, is intended to enhance the city's economic base by providing for an integrated grouping of businesses and buildings of a larger size and scale than the OCI or LI districts may support. The BP district supports a variety of uses, such as light manufacturing, professional office buildings, warehousing and distribution, and residential uses when associated with a mixed-use project.
Staff Comment. The PERC Phase 1 project meets the intent of the BP district by supporting the College Marketplace master planned development as a regional activity hub, enhancing the city's economic base through the attraction of tournaments, events, and visitors that generate demand for nearby businesses. While the PERC itself is a public recreation facility, its location within the BP zone directly complements the district's purpose by stimulating surrounding commercial, service, and hospitality uses, thereby contributing to the integrated economic development envisioned for the BP.
- b. [PMC 18.90.030](#) Uses.
Staff Comment. Public park is permitted in the BP district.

c. **PMC 18.90.040** Development standards.

Table 18.90.040 Business and Employment Districts Development Standards	
Minimum lot area	No minimum lot area requirement.
Maximum building coverage	As provided after setbacks, landscaping, parking and other applicable standards are met.
Minimum setbacks when lot line is adjacent to a R zoning district	20', plus an additional 1 foot for each foot the building wall facing the R district exceeds an average of 35' in height, to a maximum setback requirement of 20'.
Minimum setbacks when lot line is adjacent to nonresidential zoning district	Front yard: 10' Other yards: 5' Street (public or private) frontage: 10' <i>Setbacks may be enlarged to provide additional area to meet overall site landscaping requirement.</i>
Maximum building height ¹	No building or structure shall exceed 35' in height; provided, that the height limit in area 1 (as shown below) shall be 45'; and the height limit in area 2 (as shown below) shall be 55'.

Staff Comment. Within the BP zone, only parking and small accessory structures are proposed and meets the development standards of **PMC 18.90.040**. Proposed improvements maintain building coverage at only 2.2%, required setbacks of 20 feet adjacent to residential zoning, and 10 feet and 5 feet for all others are met, and no structures exceed the building height limit.

d. **PMC 18.90.050** Site planning and design.

- a. Landscaping. A minimum of 20% of the property area shall be landscaped.

Staff Comment. For the BP zoned property, the required landscaping area is provided, and the project meets all applicable landscaping standards, as shown in Exhibit D. Overall site landscaping is addressed in more detail in Section VII.

- b. On-Site Pedestrian Circulation.

Staff Comment. On-site pedestrian circulation is accommodated through a connected system of sidewalks and pedestrian pathways that provide safe and direct access between parking areas, recreation facilities, and site amenities.

- c. Building Design Standards.

Staff Comment. Building design review has been deferred by the applicant. Design review shall be completed prior to the issuance of building permits. The applicant shall submit a separate Design Review application with all required submittal materials and associated fees in accordance with the current fee schedule (COA P6).

e. **PMC 18.90.060** Performance Standards.

- a. Outdoor Storage.

Staff Comment. Outdoor storage on the site is fully screened through the use of storage buildings.

- b. Emissions.

Staff Comment. The project complies with applicable Puget Sound Clean Air Agency regulations, ensuring that no visible, frequent smoke, dust, or gases are emitted and that any air emissions remain within permitted regulatory thresholds (COA P16).

- c. Exterior Lighting.

Staff Comment. Exterior lighting proposed complies with the requirements as reviewed through the Photometric Lighting Plan in Exhibit H. All fixtures will be hooded or shielded to direct illumination downward and confine light to the property boundaries, with canopy lighting recessed, and walkway, entrance, and parking lot lighting limited to the minimum necessary for safety. Buildings will not be outlined with decorative neon or other lighting, and the photometric plan demonstrates footcandle readings within the site and ten feet beyond property lines (COA P9).

d. Noise.

Staff Comment. The project must comply with Chapter 173-60 WAC – Maximum Environmental Noise Levels, which establishes limits at the receiving property lines based on land use designation (Class A – residential, Class B – commercial, and Class C – industrial). Washington State does not provide a specific exemption for recreational sporting events, meaning noise from activities such as cheering, whistles, or amplified sound systems must remain within the applicable maximum levels at adjacent properties. Compliance will be required during both routine recreational use and special events, and corrective measures may be imposed if noise levels exceed the state thresholds COA P17).

e. Exterior Mechanical Equipment.

Staff Comment. Roof-mounted mechanical equipment will be screened by parapets or architectural elements, and ground-mounted equipment will be screened by decorative walls or landscaping consistent with the building materials and colors, providing the required opacity and visual integration (COA P7).

f. Odors.

Staff Comment. The project will not emit objectionable odors detectable beyond the property line, in compliance with PMC requirements.

g. Heat and Glare.

Staff Comment. All operations that could produce heat or glare will be conducted within enclosed buildings, with only exterior lighting exempted as permitted,

h. Trash dumpsters.

Staff Comment. Trash and recycling storage areas will be fully screened with sight-obscuring fencing and vegetation, designed to complement the primary building, and located to avoid impacts to access, circulation, or adjacent properties (COA P8).

i. Ground and Soil Contamination.

Staff Comment. All materials will be handled in compliance with state and local health standards to prevent ground or soil contamination and protect aquifers and natural drainage systems.

j. Fire and Explosive Hazards.

Staff Comment. The storage and use of flammable liquids, gases, or materials will comply with the International Fire Code and International Building Code to ensure safe operations.

f. **PMC 18.90.090** Parking and Loading Standards.

Staff Comment. Per **PMC 18.90.090(A)(11)**, other uses not specifically listed shall furnish parking as required by the director based upon the most analogous use. Per **PMC 18.100.030**, Park Zoning District, parking requirements for park facilities are established by the Planning Director. The PERC Phase 1 parking analysis (Exhibit E) concluded that the project's proposed supply of 93 on-site stalls and 10 on-street stalls (103 total) is adequate for typical weekday use, when demand is expected to range from 60 to 76 occupied spaces at peak. Weekend recreational events and tournaments will generate higher demand, with potential shortfalls of up to 47 spaces during single games per field, up to 197 spaces for multiple simultaneous games, and up to 77 spaces plus staging for buses during regional tournaments. To address these conditions, the study recommends event scheduling strategies to reduce peak demand, as well as overflow parking agreements with Olympic College and other nearby properties. Overall, the analysis supports that on-site parking is sufficient for daily operations, and that special event parking agreements will ensure adequate capacity during large-scale tournaments. Prior to certificate of occupancy, the applicant shall provide documentation of overflow parking agreements with Olympic College or other nearby properties to address weekend or tournament parking demand consistent with the findings of the PERC Phase 1 Parking Analysis (COA P18).

VII. **PMC CHAPTER 18.130 LANDSCAPING**

Landscaping review is required with development in all zones and shall be reviewed in conjunction with the associated land use application.

Staff Comment. PERC Phase 1 meets the landscaping standards of both the P and BP zoning districts. The landscaping plan (Exhibit D) provides planting within all required yard setbacks for the P-zoned parcel, with buffers and perimeter landscaping consistent with PMC requirements. Street trees are included along Reliance Street at 30-foot spacing, providing the 11 required deciduous trees at the specified caliper. Interior parking lot landscaping in the BP-zoned parcel exceeds the 5% minimum requirement, with 6,544 square feet provided where 1,617 square feet is required. Overall landscaping in the BP parcel covers 12,938 square feet (25%), exceeding the 20% minimum standard.

VIII. **PMC 18.270 SITE PLAN REVIEW**

The purpose of site plan review is to ensure compatibility between new developments, existing uses and future developments that ensures compliance with the adopted plans, *policies* and ordinances of the City of Poulsbo. It is further intended to provide for the examination of development proposals with respect to overall site design and to provide a means for guiding development in a logical, safe and attractive manner. All new development requires site plan review and approval prior to the issuance of building permits, or commencement of any site work.

Staff Comment. The purpose of site plan review is to ensure new development is compatible with existing and future uses, and that projects comply with adopted plans, policies, and ordinances of the City of Poulsbo. The review process allows staff to examine the PERC Phase 1 proposal in terms of site layout, circulation, and landscaping to confirm that it meets zoning and development standards. Through this process, the City provides guidance to ensure the project develops in a logical, safe, and attractive manner that aligns with the Olhava Master Plan and Poulsbo Municipal Code. Consistent with PMC requirements, the PERC project has undergone site plan review and received approval prior to building permit issuance or commencement of site work.

Staff Finding. The PERC Phase 1 proposal has been reviewed for compliance with applicable site and development standards and for adequacy of public services to the site. With the conditions of approval, the proposal meets the applicable approval criteria.

IX. **PMC CHAPTER 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)**

PERC Phase 1 Site Plan Review application was determined Technically Complete on August 1, 2025. A Notice of Application with Optional DNS was issued on Thursday, August 7, 2025 (Exhibit I). The public comment period ended Thursday, August 21, 2025. Two public comments were received (Exhibit J). Threshold Determination will be issued concurrently with the project’s Notice of Decision.

X. **TITLE 19 PROJECT PERMIT PROCEDURES**

Review Step	Date
Application Submittal	July 17, 2025
Counter Complete	July 18, 2025
Technically Complete	August 1, 2025
Notice of Application w/Optional DNS	August 7, 2025
Technical Revisions Requested	August 14, 2025
Notice of Application/DNS Comment Period Over	August 21, 2025
Technical Revisions Submitted	September 17, 2025
Technical Revisions Requested	October 1, 2025
Technical Revisions Submitted	October 13, 2025
Staff Report Issued	November 5, 2025
Notice of Decision and SEPA Threshold Issued	TBD

XI. **STAFF COMMENT AND RECOMMENDATIONS**

Comments: This project as proposed is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommend approval of the PERC Phase 1 Site Plan Review, Planning File P-06-20-25-01 as presented and subject to all Conditions of Approval contained herein.

XII. EXHIBITS

- A. [Site Plan Review Application](#)
- B. [Project Narrative](#)
- C. [Plan Set](#)
- D. [Landscaping Plans](#)
- E. [Parking Analysis](#)
- F. [Preliminary Storm Drainage Report](#)
- G. [Concurrency Application](#)
- H. [Photometric Lighting Plan](#)
- I. [Notice of Application with optional DNS and Noticing Materials, including SEPA Checklist](#)
- J. [Public Comment Letters](#)

PERC Site Plan Review Phase 1

CONDITIONS OF APPROVAL | PLANNING FILE P-06-20-25-01

Following are the Planning and Economic Development Departments Conditions of Approval:

- P1. Development of the site shall be in conformance with the site plan and associated documents identified in Exhibits C through H, stamped approved in Planning File No. P-06-20-25-01 and subject to the conditions of approval contained herein.
- P2. Approval of this site plan subject to the attached conditions does not vest or limit the project to those conditions 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. If required, amendments with the purpose of making the project consistent with Schedule B of the Olhava Development Agreement shall be recorded prior to the issuance of the building permit.
- P4. 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).
- P5. Modifications of an approved site plan shall be processed pursuant to Title 19 regarding post-decision review.
- P6. Building design review shall be completed prior to the issuance of any building permit. The applicant shall submit a separate Design Review application with all required submittal materials and associated fees in accordance with the current fee schedule.
- P7. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. Ground-mounted mechanical equipment is required to be screened by landscaping or decorative wall. Mechanical equipment screening shall be constructed out of the same materials as the related building. Ground mounted equipment shall be reviewed at the time of building permit. Certificate of Occupancy will not be issued until the mechanical equipment screening has been installed.
- P8. The trash receptacles(s) shall be screened from public view on at least 3 sides by opaque wall 6 feet in height and on the fourth side by an opaque gate not less than 5 feet in height. Dumpster enclosures shall be constructed out of the same materials as the related building and shall be consistent with the approved site plan drawings. Trash receptacles shall be reviewed at the time of grading permit submittal.
- P9. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Lighting shall meet all standards identified in the PMC. The applicant shall include a final lighting/photometric plan at the time of grading permit submittal. A lighting scheme was created by Olhava Associates. The proposed lighting shall be consistent with this design scheme, and adjacent properties. See Olhava [Consolidated Building and Site Design Guidelines](#).
- P10. Wheel stops are required for all parking spaces or the front 2 feet of each parking space may be low-lying landscaped area providing vehicle overhang.
- P11. 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.
- P12. Separate sign permits are required for any proposed signage. Design of signs shall be consistent with the [Consolidated Building and Site Design Guidelines](#). In addition, site signage will be reviewed for compliance with the City's signage standards. The location of any free-standing signs shall be approved by the City engineer for site distance.
- P13. The manufacturer specification for the bicycle rack(s) shall be provided with the building permit submittal and shall be consistent with the [Consolidated Building and Site Design Guidelines](#). Certificate of Occupancy will not be issued until the bicycle parking racks have been installed. All exterior furniture, benches, chairs, tables and trash/ash cans shall meet the Keystone Ridge brand models or, if unable to purchase the identified Keystone Ridge models, alternatives may be considered by the PED Director.
- P14. 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.

P15. Final Landscape Plan.

- a. A final landscape plan is required to be submitted and approved prior to grading permit approval, and shall show the location, species, container size, height and number of trees, shrubs and groundcover area. The plan shall be in a form suitable for contractor bid on materials and installation. The final plan shall be substantially consistent with the preliminary plan in Exhibit D.
- b. Street trees shall be consistent with the Preliminary Landscape Plan in Exhibit D and shall be included on the Final Landscape Plan submitted with the grading permit. Root barriers shall be used to protect sidewalks and roadways from root heave.
- c. 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 grading permit submittal. Native vegetation and drought-tolerant species require irrigation at least during the bonded two-year landscape maintenance period. Automated systems should include moisture sensing automatic shut-off controls. Landscape irrigation systems require a separate building permit.
- d. Maintenance bonding for all landscaping shall be required prior to issuance of certificate of occupancy. 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.
- e. 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.
- f. 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).
- g. All landscaping shall be installed and a final 'as-built' drawing landscaping plan and irrigation plan shall be provided to the City prior to issuance of a certificate of occupancy.

P16. All operations and equipment shall comply with Puget Sound Clean Air Agency regulations and applicable state and federal standards for air quality. Any complaints received regarding air emissions shall be subject to review and enforcement action.

P17. The applicant shall comply with Chapter 173-60 WAC (Maximum Environmental Noise Levels). Event scheduling, amplified sound, and operations shall be managed to ensure that noise levels at the receiving residential property lines do not exceed applicable standards. Corrective measures may be required if compliance issues arise.

P18. The project shall provide a minimum of 93 on-site stalls plus 10 on-street stalls as shown on the approved site plan. Prior to the first large event or tournament, the applicant shall provide documentation of overflow parking agreements with Olympic College or other nearby properties to address weekend or tournament parking demand consistent with the findings of the PERC Phase 1 Parking Analysis (Exhibit E), or shall provide an alternative parking management strategy (such as shuttle service) that is substantially consistent with the assumptions and conclusions of the analysis.

P19. The applicant shall construct a pedestrian trail within the 25-foot vegetated buffer along the western property boundary of the PERC site, consistent with the approved site plan and the intent of the Olhava Master Plan. The trail shall provide continuous pedestrian connectivity between the adjacent residential property to the south and Olympic College to the north.

P20. The Business Park-zoned portion of the property associated with the PERC project shall be redesignated and rezoned to Park (P) to ensure consistency with the project's public park use and the City's Comprehensive Plan.

DocuSigned by:

Heather Wright

Heather Wright, AICP

Planning and Economic Development Director

11/5/2025

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.
- 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 building inspection 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 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.
- E8. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
- Construction plan size shall not exceed 24"x36" (22"x34" is preferred). The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - Labels from the various overlapping AutoCAD layer shall be legible.
 - All elements on the drawings shall be legible as determined by the City Engineer.

CLEARING, GRADING, AND EROSION CONTROL REFER TO CONST STDS

- E9. A Clearing and Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35). 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.
- E10. The Department of Ecology requires project owners to obtain a Construction Stormwater General Permit for certain projects. Information may be obtained at the City permit counter or on-line at:
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html>.
Applications must be made on-line at:
<http://www.ecy.wa.gov/programs/wq/stormwater/construction/enoi.html>
Construction site operators must apply for the permit 60 days prior to discharging stormwater.
- E11. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents. You may obtain the worksheet from Engineering staff or the Ecology website:
<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phasesllww/MODIFIEDpermitDOCS/Appendix7ww.pdf>

STORMWATER

- E12. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
- The Washington State Department of Ecology (DOE) Stormwater Management Manual for the Puget Sound Basin (1992)
 - The Kitsap County Stormwater Management Design Manual
 - City of Poulsbo standards and ordinances
 - All conditions of approval associated with any clearing and/or grading permits
- E13. A final preliminary drainage report and plan shall be submitted with the construction application and include both an upstream analysis and a Level 1 downstream analysis. The stamping/cover page of this 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."*
- This statement is currently not visible in the stormwater report and must be added for release of construction drawings.
- E14. 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

SANITARY SEWER and WATER

- E15. Refer to Public Works Department conditions of approval for sewer and water connection requirements and construction standards.

ALL UTILITIES

- E16. The applicant shall be required to provide easements and utility stubs for city-owned utilities which are necessary to serve adjacent properties.

- E17. When private storm or sewer pipe is located in an easement that is adjacent and parallel with the property line between two lots/parcels, the easement shall be located entirely on one property and not split between the adjacent properties OR the utilities shall be off-set from the property line a minimum of 2 feet due to the high potential for fence posts to be placed on the property line.

STREETS

- E18. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E19. The applicant will be responsible for paying the Allocated Trip Generation fee per the Amended Schedule B.
- E20. As a condition of site plan development, the construction of frontage improvements is required. This requirement is addressed in PMC 18.80.050. Typical frontage improvements including sidewalk currently exist, but all non-ADA compliant sidewalk must be surveyed to ensure full compliance and brought up to current standard if deficient.
- E21. All intersections, crosswalks at intersection, 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.

OTHER

- E22. Any agreements made between the applicant and another property owner related to utilities, easements, 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.
- E23. 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.

Fees and Permits:

- E24. A Maintenance bond will be required before final construction approval for commercial buildings
- E25. Initial deposits/replenishment of deposits will occur periodically throughout project approval and construction.

Signed by:

Joshua Ranes

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Joshua Ranes P.E.
City Engineer

11/5/2025

Date

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

SERVICE AVAILABILITY

- PW 1. The following language will be a condition of approval for all development within the City of Poulsbo.

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.

WATER

- PW 2. New service shall be installed for domestic, fire, and irrigation for the proposed project.
- PW 3. Locate meters in a single bank when possible.

- PW 4. 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.
- PW 5. 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.
- PW 6. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
- PW 7. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW 8. All hydrants and Fire apparatus require bollard protection.

IRRIGATION

- PW 9. Irrigation water shall come from a separate connection and its own meter. Please show irrigation connection(s) on the utility drawing(s).
- PW 10. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.

SEWER

- PW 11. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information is available upon request from the Public Works Department.

SOLID WASTE

- PW 12. A solid waste collection/enclosure area must be located on the property. 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:
- Solid waste pads for dumpster and recycle totes must be designed to City specifications.
 - City solid waste collection vehicles will not back uphill onto city streets.
 - If a dumpster is located down an incline in the parking garage, the collection vehicle must be able to exit the building moving forward.
 - The minimum clearance height for dumping dumpsters is 21 feet.
 - The minimum clearance height for maneuvering under an overhang is 16 feet.
 - Enclosure gates must swing 135 degrees from closed position for truck to access an enclosure.
 - The dumpster pad must be flush with the truck ingress/egress.
 - No other uses will be allowed in the solid waste enclosure other than to hold garbage and recycle totes.
 - City collection staff will not maneuver commercial size solid waste receptacles as this is a common on the job injury cause.
 - 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.
- PW 13. A separate owner/lessee of the retail space may be allowed to utilize a garbage can to be placed on the curb for collection. A written request must be included with the application indicating the reasons/justifications which should be considered by the city when making a curbside collection determination.

GENERAL CONDITIONS

- PW 14. Design and Development Standards: Design shall be subject to the following Standards:
- City of Poulsbo Utility Comprehensive Plan
 - City of Poulsbo Design, Development and Construction Standards
 - City of Poulsbo Municipal Code
 - Kitsap County Stormwater Management Manual
 - Washington State Department of Health Design Standards
 - Washington State Department of Ecology's Criteria for Sewage Works Design
 - Washington State Department of Ecology Stormwater Management Manual for the Puget Sound Basin
 - American Public Works Association/Department of Transportation Standard Specifications
- PW 15. In the event that there is a conflict between construction standards, the more restrictive standard shall apply

as determined by the City Engineer.

PW 16. No walls or structures shall be permitted in utility easements.

PW 17. 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.

PW 18. Appropriate easements shall be provided for public and private utilities.

PW 19. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

PW 20. Water and sewer mains and service lines shall not be located under or through stormwater treatment and/or infiltration in right-of-way, dedicated tract, or dedicated easement.

SUBMITTAL AND APPROVAL

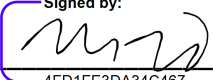
PW 21. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.

PW 22. 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

PW 23. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.

PW 24. 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. Sewer connection fees are based on water meter size.

Signed by:

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Mike Lund,
Public Works Superintendent

11/5/2025
Date