

City of Poulsbo

Planning & Economic Development



December 3, 2025

Geoff Sherwin, PE
Entitle Fund Five, LLC
612 Harrison Street, Suite 100
Sumner, WA 98390

Subject: Noll Pointe PRD & Pre Plat; Request for Revisions; P-09-10-25-01

Dear Geoff,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its Technical Staff review of the above referenced application, received on September 29, 2025, and determined to be technically complete on November 6, 2025.

The following will list the comments that must be addressed with the resubmittal. Please provide the attached *Revision Submittal Form* and *written* responses to **all** the requested revisions upon resubmittal, including those from Engineering, Public Works, and Fire.

Please note, this land use permit is under a 170-day decision timeline per [PMC 19.80.030](#), with this letter the statutory timeline will be put on hold.

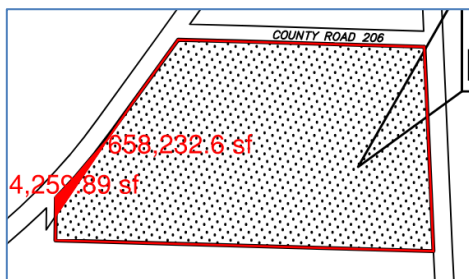
PLANNING AND ECONOMIC DEVELOPMENT:

1. Property Boundary

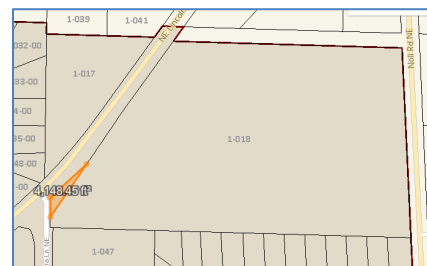
Staff Comment:

Drawings appear to indicate a sliver of the site in right-of-way. Please review and confirm or correct the project boundary. Will this project be dedicating right-of-way to Lincoln Road? It appears the County parcel search legal description may not match the boundary shown on the map. Please confirm which is correct and adjust proposal as necessary.

Application drawing sheet C0.00



County parcel search application



3. Access Relocation

Staff Comment:

Please provide acknowledgement from property owner(s) gaining access over driveway through lots 10, 11 and 12.

4. Tree Retention

Staff Comment:

See review by Sound Urban Forestry, *attached*. Please review tree retention requirements and call if there are questions.

5. Critical Area Report

Staff Comment:

Review by Grette Associates, a division of Farallon Consulting, is not available at this time. The review will be forwarded to you when received.

6. Drawing Markup

Staff Comment:

Please see PED Department drawing civil and landscape markups *attached*.

7. Construction Noise

Staff Comment:

Please provide information on maintenance and muffling of construction equipment.

ENGINEERING:

8. See *attached*: 1. Memo provided by Sherman Leddon, Engineering Technician; 2. Technical Memorandum provided by Parametrix; and 3. Drawing Redline provided by Sherman Leddon, Engineering Technician.

FIRE:

9. See *attached* memo provided by Captain Brian Ramey.

FINANCE:

10. See *attached* memo provided by Shannon Koshar.

KITSAP COUNTY:

11. See *attached* email correspondence with Steve Heacock with Kitsap County DCD.

Feel free to contact me at (360) 394-9748 or eberghoff@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Edie Berghoff, Senior Planner

Enclosed: [Revision Submittal Form](#) and [Matrix](#)
Attachments as noted in letter

cc: Engineering Department