

City of Poulsbo

Planning & Economic Development



January 5, 2026

Micheli Yoon
KPFF
1601 Fifth Ave Suite 1600
Seattle, WA 98101

Subject: Cedar View at Glennwood PRD; Request for Revisions; P-11-04-25-02

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 referenced application, received on November 4, 2025 and determined to be technically complete on December 12, 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 and Public Works.

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. *Landscaping*

Staff Comment:

Please provide a more detailed landscape plan including species type in the open space tracts, we would like to see more shrubs included within these spaces. Additionally, we would like to see any plan for the monument sign and plantings that may be around the sign.

2. *Trees*

Staff Comment:

We are in the process of switching arborists. Their contract began in the new year, so please expect additional comments at a later date once they are able to review the replanting plan and street trees proposed.

3. *Lighting*

Staff Comment:

Please include a photometric lighting plan and lighting proposed for the open spaces.

4. *Individual Identity Plan*

Staff Comment:

Please include project wide individual identity plan showing architectural elevation and home siting plan. With this we would like to see proposed building heights and setbacks as well.

ENGINEERING:

5. See attached memo provided by Donald Washburn

PUBLIC WORKS:

6. See attached memo provided by Kitsap Public Utility District

Feel free to contact me at (360) 394-9737 or aweller@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Ashley Weller, Assistant Planner

Enclosed: [Revision Submittal Form](#) and [Matrix](#)
Engineering Memo
KPUD markups



ENGINEERING DEPARTMENT

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www.cityofpoulsbo.com | dwashburn@cityofpoulsbo.com

MEMO

To: Entitle Fund Five LLC
From: Donald Washburn, Engineering Technician
Subject: Cedar View at Glenwood Planned Residential Development; P-11-04-25-02
Date: 12/26/2025

The City of Poulsbo Engineering Department has reviewed the Cedar View at Glenwood Submittal #1 and provides the following comments.

Stormwater:

1. Peer review for the provided Stormwater is in progress and will be forwarded to the applicant upon completion.
2. Plan set does not appear to contain details on the water quality treatment unit in Alley C; please include in revisions.
3. Sheet C5.00 – The 10' Public Storm Easement on the Olympic College Site shall be recorded prior to preliminary plat approval. The City will require proof that this easement has been recorded or a written agreement from Olympic College.
4. 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.
5. Sheet C5.00 – Please clarify downstream path for emergency overflow on storm pond.
6. Sheet C5.01 – Plan set contains two catch basins near Swenson CT that are not labeled or shown in side profile. Where are these connected?
7. Sheet C5.04 – The water quality treatment vault shall be moved out of driving surface.

Sewer:

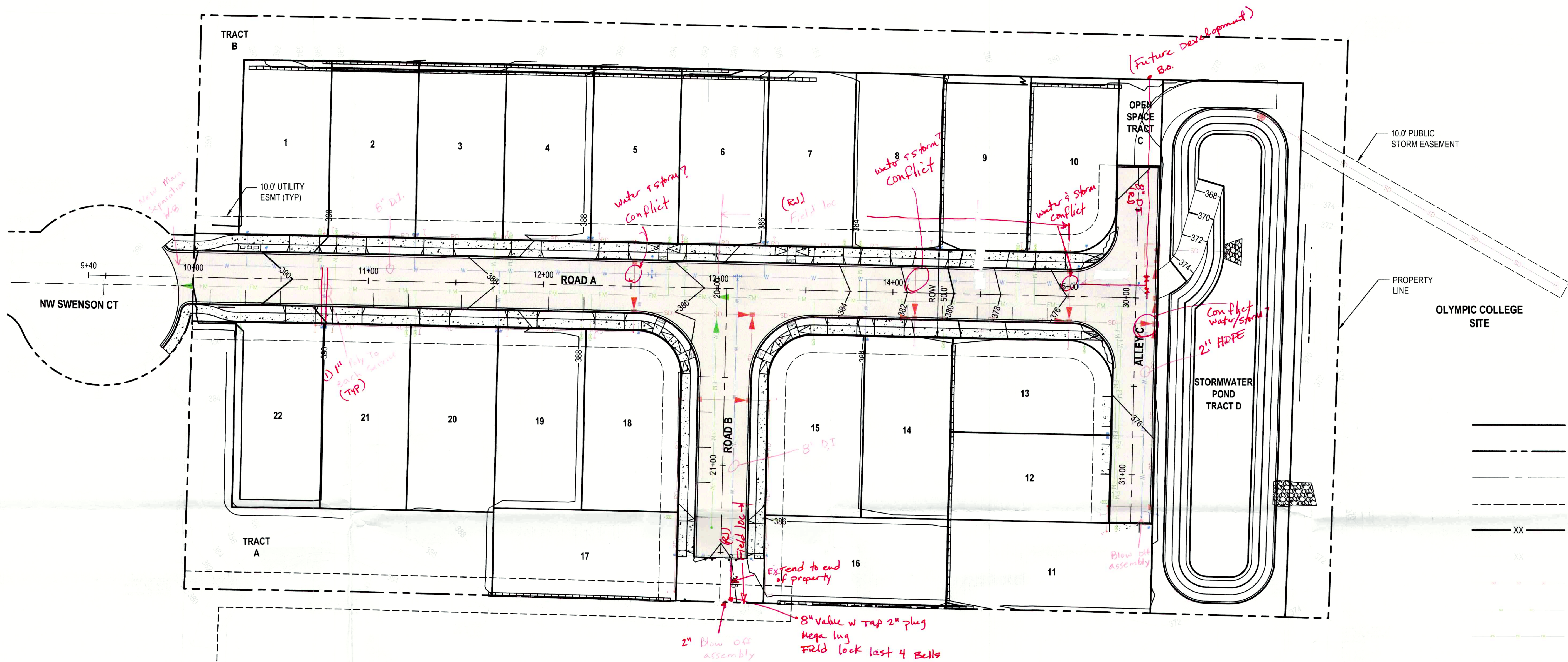
8. Sheet C5.00 – Please provide more detail for sewer force main. Plan set should show location of air vacs, and pig ports.
9. Sheet C5.01 – It appears gravity sewer is achievable on lots 1-4, and lots 19-22. Gravity sewer shall be required on all lots able to connect to limit the usage of grinder pumps.
10. All force main lines within the development shall be privately owned and maintained. The force mains can NOT be located in public ROW. Plan set should clearly indicate where the pressure lines end and gravity lines begin. A cleanout will be required on all transitions from pressure to gravity lines.

Water:

11. Project is located within the KPUD Water Service area, therefore the project has been forwarded to KPUD for their comment. KPUD comments are attached in this memo.
12. The applicant shall be responsible for obtaining confirmation from WSDOH that there are no building restrictions associated with the well to the south parcel. This confirmation is due prior to site plan approval.

Site Plan:

13. Sheet C5.00 – Retaining walls on lots 16 and 17 likely cannot be constructed without trespass onto adjacent south lots.
14. Sheet C5.00 – It appears that the retaining walls for lots 16 and 17 are located within 20ft utility access easement. The city does not allow walls or structures to be placed within utility easements.
15. Sheet C5.02 – Road A contains a substandard K value for road sag. City streets intended for 25 mph speed shall follow the AASHTO criteria of K minimums of 12 for crest and 26 for sag.
16. Sheet C5.03 – Pavement for Road B appears to end around 25 feet away from property line. Future road extensions shall end within 6 feet of the property line. Utilities shall be stubbed to south properties.
17. Anticipate the requirement for frontage and sidewalk in Alley C for lots 11, 12, and 13.



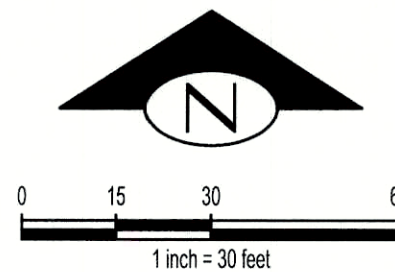
LEGEND

- PROPOSED PROPERTY LINE
- PROPERTY LINE
- CENTERLINE
- PROPOSED UTILITY EASEMENT (4)
- XX FINISHED GRADE CONTOUR
- XX EXISTING GRADE CONTOUR
- STORM DRAIN LINE
- ROOF DRAIN
- SEWER FORCE MAIN
- WATER MAIN
- TYPE 1 CATCH BASIN
- TYPE 2 CATCH BASIN
- SEWER PUMP
- WATER METER
- FIRE HYDRANT
- BLOW OFF VALVE
- AIR RELEASE VALVE
- GATE VALVE

- * Force main and services to be below water.
- * Water & storm drain 18" separation or sleeve required
- * Field loc (restraint joint pipe) required in all fill areas. (Rd)
- * kpld standards.

NOTES:

- LOCATION AND ELEVATION OF PROPOSED UTILITY CONNECTIONS WILL BE VERIFIED DURING CONSTRUCTION PLAN PREPARATION.
- A FULL STORM WATER CONVEYANCE ANALYSIS WILL BE PROVIDED DURING CONSTRUCTION DOCUMENT PREPARATION. PIPE AND STRUCTURE SIZES WILL BE UPDATED AT THAT TIME.
- WATER QUALITY TREATMENT FOR THE ONSITE STORMWATER SHALL BE PROVIDED USING A WATER QUALITY VAULT UPSTREAM OF DETENTION.
- (4) PROPOSED UTILITY EASEMENTS FOR PUBLIC WATER, SEWER, STORM WATER AND FRANCHISE UTILITIES SHALL ALL BE 10' (TYP) UNLESS OTHERWISE NOTED.



Nov 04, 2025 - 12:18pm
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Rssag

1	09/2025	RAG	JRN	JSF	INITIAL PRELIMINARY PLAT SUBMITTAL
	12/11/25	MF/JR			review
NO.	DATE	BY	CHD.	APPR.	REVISION

DRAWN BY RAG	DESIGNED BY EKC
CHECKED BY JRN	APPROVED BY JSF
DATE OCTOBER 9, 2025	
JOB No.: 2500156	

CALL TWO BUSINESS DAYS BEFORE YOU DIG 1-800-424-5555
SCALE: AS NOTED

kpff

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CEDARVIEW AT GLENNWOOD PLANNED RESIDENTIAL DEVELOPMENT
POULSBORO, WASHINGTON

OVERALL UTILITY PLAN

SHEET

C5.00