

# City of Poulsbo Downtown Core Preliminary Parking Assessment

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City of Poulsbo



September 2006  
**Parametrix**

Public Works Committee  
October 11, 2006

Exhibit B

# City of Poulsbo Downtown Core Parking Assessment

*Prepared for*

**City of Poulsbo**  
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# 1. INTRODUCTION

During August and September 2006 Parametrix Inc., performed a preliminary assessment of parking capacity and demand in the downtown core area (Figure 1). The objective of this study was to document the current parking inventory and average parking utilization in city-owned parking lots, on-street parking, and private spaces.

## 1.1 PURPOSE AND SCOPE

The purpose of this preliminary assessment was to collect data to document parking conditions and estimate potential parking demand based on existing land use. The scope of the project consisted of the following activities:

- Inventory and document existing public parking capacity in study area
- Prepare aerial photograph map exhibits showing parking in the downtown core
- Document the existing parking capacity of public and private parking in the downtown core by conducting eight field surveys
- Calculate theoretical parking demand needed to serve the business district based on parking requirements associated with Poulsbo's Municipal Code
- Survey downtown merchants within the King Olaf Parking Local Improvement District to assess parking use by merchant employees

## 1.2 METHODS

Parking conditions were documented through foot surveys of the project area. A total of 992 total parking spaces are located within the boundaries of the study area (Figure 1), with 481 reserved for private use, and the remaining 511 open to the public. Over the course of five weeks between August 1<sup>st</sup> and September 9th, eight surveys of these parking spots were performed to document current parking conditions. Survey results are provided in Appendix A.

## 1.3 LIMITATIONS

This preliminary parking assessment is not a comprehensive evaluation of parking conditions in downtown Poulsbo. Rather, it is a preliminary assessment intended as a "snap shot" of conditions to aid in identifying future actions that address parking concerns. The survey results and averages may not reflect the entire range of parking conditions in Poulsbo, due to the limited number of represented events. Other limitations that affect the utility of the data include:

- Weekend parking surveys were limited to three occasions
- Surveys were taken during lunch hours, and do not include counts from other peak times
- No statistics are included which relate to parking congestion during major events such as Viking Fest or 3<sup>rd</sup> of July fireworks.

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**Figure 1-1. Parking Study Area**



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——— PARKING STUDY AREA  
 - - - - SUB AREAS

**City of Poulsbo  
 Downtown Core  
 Parking Study Area**

## 2. PARKING INVENTORY

### 2.1 EXISTING CONDITIONS

The 992 total parking spaces in Poulsbo were sub-divided into two main components, public (511) and private (481). Table 2-1 summarizes parking in the downtown core.

Three central lots comprise the majority of the public parking in the downtown core. These lots consist of King Olaf lot, the Waterfront main lot, and the Waterfront sub lot (the smaller lot located directly north of the Marine Science Center). Public parking also includes on-street spaces that are interspersed throughout the study area.

Private parking includes any “permit only” spaces or lots adjacent to private businesses. Of the 481 private spaces, over a third are associated with Martha & Mary’s employees and guests (118), or with Bank of America (69). The remaining private parking consists of small lots, 3 to 31 spaces, which are utilized by independent businesses.

**Table 2-1. Downtown Core Existing Parking Summary**

| Public Parking   |            | Private Parking                        |            |
|--|------------|--|------------|
| Waterfront Main Lot  | 201        | Martha & Mary                          | 118        |
| King Olaf  | 114        | Bank of America                        | 69         |
| On Street Parking (3 <sup>rd</sup> Ave., Front Street)                     | 65         | Marina Market                          | 31         |
| On Street Parking (2 <sup>nd</sup> Ave., 1 <sup>st</sup> Ave., Jensen Way) | 56         | Jensen Way Business Building           | 28         |
| City Hall  | 30         | 3 <sup>rd</sup> Avenue Corner Building | 19         |
| Other  | 26         | Poulsbo Pharmacy                       | 18         |
| Waterfront Sub Lot   | 19         | Other                                  | 198        |
| <b>Total Public Parking</b>  | <b>511</b> | <b>Total Private Parking</b>           | <b>481</b> |

### 2.2 PARKING SURVEY

The downtown parking study area was surveyed eight times during August and September 2006, including five weekday counts and three weekend counts. A summary of the survey results are listed below (Table 2-2 and Table 2-3). Survey results are shown in Appendix A. Figures showing the location of parking areas are provided in Appendix B.

**Table 2-2. Average Occupancy**

| Area   | Weekday Average Occupancy | Weekend Average Occupancy |
|--|---------------------------|---------------------------|
| <b>Public Parking</b>  |                           |                           |
| Waterfront Sub Lot   | 100%                      | 100%                      |
| King Olaf Lot  | 97%                       | 42%                       |
| Waterfront Main Lot  | 89%                       | 95%                       |
| On Street Parking (3 <sup>rd</sup> Ave., Front Street)                     | 88%                       | 91%                       |
| On Street Parking (2 <sup>nd</sup> Ave., 1 <sup>st</sup> Ave., Jensen Way) | 68%                       | 41%                       |
| City Hall  | 53%                       | 13%                       |
| Public Parking Averages  | 81%                       | 60%                       |
| <b>Private Parking</b>   |                           |                           |
| Martha & Mary  | 78%                       | 64%                       |
| Bank of America  | 51%                       | 3%                        |
| Marina Market  | 68%                       | 74%                       |
| Private Parking Averages   | 54%                       | 35%                       |

**Table 2-3. Summary of Parking Utilization**

| Area  | Average No. Empty Spaces / Weekday | Average No. Empty Spaces / Weekend | Total No. Spaces |
|---|------------------------------------|------------------------------------|------------------|
| <b>Public Parking</b>   |                                    |                                    |                  |
| Waterfront Main Lot   | 22                                 | 11                                 | 201              |
| On Street Parking (2 <sup>nd</sup> Ave., 1 <sup>st</sup> Ave, Jensen Way) | 18                                 | 23                                 | 56               |
| City Hall   | 14                                 | 26                                 | 30               |
| On Street Parking (3 <sup>rd</sup> Ave., Front Street)                    | 8                                  | 6                                  | 65               |
| King Olaf   | 3                                  | 66                                 | 114              |
| Waterfront Sub Lot  | 0                                  | 0                                  | 19               |
| Total Public Parking  | 65                                 | 132                                | 485              |
| <b>Private Parking</b>  |                                    |                                    |                  |
| Bank of America   | 34                                 | 67                                 | 69               |
| Martha & Mary   | 26                                 | 43                                 | 118              |
| Marina Market   | 10                                 | 8                                  | 31               |
| Total Private Parking   | 70                                 | 118                                | 218              |

## 2.3 MERCHANT SURVEY

Downtown area merchants were surveyed to estimate their parking use. In total, 32 merchants participated in the survey. It is estimated that approximately 80 percent of Front Street

merchants participated in the survey. On average, two employees work at each shop during peak business hours. As a result, Front Street employees have the potential to require up to about 80 parking spaces to meet the needs of employees. Therefore, an objective of the merchant survey was to assess how this parking was distributed. Table 2-4 summarizes survey results. Actual merchant survey results are provided in Appendix C.

**Table 2-4. Downtown Merchant Employee Parking Summary**

| Location                         | Percent of Front Street Shops that Utilize the Space for Employee Parking | Estimated Number of Parking Spaces Used |
|----------------------------------|---|---|
| 3 <sup>rd</sup> Avenue On-Street | 50%   | 47                                      |
| Private / Permit Spots           | 29%   | 21                                      |
| Waterfront Lot                   | 7%  | 5                                       |
| Any Available Location           | 7%  | 5                                       |
| King Olaf                        | 5%  | 2                                       |
| Front Street                     | 2%  | 2                                       |

The survey also asked what the merchants felt were potential solutions to the parking conditions. Table 2-5 summarizes results.

**Table 2-5. Merchant Suggestions**

| Possible Solutions   | Number of Times Idea was Suggested |
|--|------------------------------------|
| Erect a Parking Garage   | 11                                 |
| Create a Lot for Front Street Employees  | 7                                  |
| Acquiring Weekend Parking from Private Businesses                                    | 6                                  |
| Post Signs Directing Traffic to Additional Parking                                   | 4                                  |
| Miscellaneous Responses  | 4                                  |
| Hire Regular Parking Enforcement   | 3                                  |
| Change Front Street and 3rd Avenue into One Ways and Install Diagonal Parking Spaces | 3                                  |
| Utilize Local Park n Rides   | 2                                  |

Individual survey results shown in Appendix B

## 2.4 THEORETICAL PARKING DEMAND

Pouslbo's Municipal Code states that the downtown core shall have no requirements to provide off-street parking (Ord. 2003-10 § 1 (Exh. A, II(C)(6)), 2003). This requirement reflects the parking that is provided in the King Olaf lot and the waterfront lot.

Preliminary calculations were conducted to evaluate potential parking demand associated with existing business in the downtown core. These calculations were based on Pouslbo's Municipal Code, which requires one parking space per two hundred square feet of gross floor

area for retail and restaurant use. Based on an estimate of business type and square footage, the parking demand generated from the Front Street businesses at 435 spaces.

The combined parking available in the King Olaf lot, the Waterfront main lot, the Waterfront sub lot and on street parking totals 350 spaces. Theoretical parking needed to serve businesses found on Front Street is therefore approximately 100 spaces less than that which would be required under the standard parking provisions of the Poulsbo Municipal Code.

### 3. CONCLUSIONS

Based on survey results, several observations and conclusions can be drawn regarding parking in the downtown core:

- The primary public parking lots, King Olaf lot, Waterfront main lot, and Waterfront sub lot are nearing their capacity during peak weekday hours. Average occupancy is at 97 percent, 88 percent and 100 percent, respectively.
- Weekend occupancy in the Waterfront main lot rises to 95 percent, from its weekday rate of 88 percent, and the Waterfront sub lot remains entirely full, at 100 percent occupancy.
- Weekend occupancy in the King Olaf lot is significantly lower with average occupancy at 42 percent. The City could consider placing signs in the Waterfront lots directing traffic to alternative parking areas such as the King Olaf lot.
- On street parking on 2<sup>nd</sup> Ave and Jensen Way drops as much as 50 percent on the weekends, suggesting that these spots may be utilized by employees or City Hall visitors on the weekdays.
- The average occupancy of private lots decreases significantly on weekends. Bank of America, for example, has a weekday occupancy of 51 percent, but only has a weekend occupancy of 3 percent.
- Merchants may use up to 80 parking spaces for employees, or about 15 percent of available public parking in the downtown core.
- Merchants suggest building a parking garage as their preferred option to mitigate parking impacts, followed by construction of an employee only lot and acquiring spaces from local weekday businesses to help accommodate weekend crowds.

The results of this preliminary assessment indicate available parking in the downtown core is at or near capacity. Additional business and/or tourist growth will likely compound existing parking issues, particularly in the lots located near the waterfront.

Parking surveys were conducted during peak hours in the peak summer tourist season. Future work on parking issues in the downtown core may require consideration of options for mitigating peak parking demand. This could include creating additional capacity through construction or acquisition of new lots, directing merchant employees to designated parking areas away from the downtown core, and implementing more prominent signs to re-direct tourists away from the waterfront lots to parking areas on the perimeter of the downtown core.

**APPENDIX A**  
**Parking Survey Results**

# Downtown Core Parking Inventory

| Area                      | Public | Private | Total |
|---------------------------|--------|---------|-------|
| <b>Sub Area 1</b>         |        |         |       |
| 1.1 On Street Parking     | 10     | -       | 10    |
| 1.2 National Guard        | -      | 6       | 6     |
| 1.3 Dentist Office        | -      | 10      | 10    |
| 1.4 Bank Of America       | -      | 69      | 69    |
| 1.5 Martha & Mary         | -      | 118     | 118   |
| Subtotal                  | 10     | 203     | 213   |
| <b>Sub Area 2</b>         |        |         |       |
| 2.1 On Street Parking     | 56     | -       | 56    |
| 2.2 Edward Jones          | -      | 7       | 7     |
| 2.3 Sound Clinic          | -      | 10      | 10    |
| 2.4 Kitsap Printing       | -      | 3       | 3     |
| 2.5 Business Building     | -      | 28      | 28    |
| 2.6 Wells Fargo           | -      | 7       | 7     |
| 2.7 Bjermeland Reserved   | -      | 9       | 9     |
| Subtotal                  | 56     | 64      | 120   |
| <b>Sub Area 3</b>         |        |         |       |
| 3.1 On Street Parking     | 16     | -       | 16    |
| 3.2 King Olaf             | 114    | -       | 114   |
| 3.3 City Hall             | 30     | -       | 30    |
| 3.4 Vacant Building       | -      | 10      | 10    |
| 3.5 Bakery Employee       | -      | 12      | 12    |
| 3.6 Sons of Norway        | -      | 9       | 9     |
| 3.7 Gran Kirk Condos      | -      | 9       | 9     |
| Subtotal                  | 160    | 70      | 200   |
| <b>Sub Area 4</b>         |        |         |       |
| 4.1 Waterfront Main Lot   | 201    | -       | 201   |
| 4.2 Port of Poulsbo       | -      | 9       | 9     |
| 4.3 Law Office            | -      | 11      | 11    |
| 4.4 Quilters              | -      | 6       | 6     |
| Subtotal                  | 201    | 26      | 227   |
| <b>Sub Area 5</b>         |        |         |       |
| 5.1 On Street Parking     | 65     | -       | 65    |
| 5.2 245 Moe Street        | -      | 10      | 10    |
| 5.3 General Testing       | -      | 11      | 11    |
| 5.4 Apartment / Retail    | -      | 11      | 11    |
| 5.5 General Permit        | -      | 10      | 10    |
| 5.6 Fishline              | -      | 8       | 8     |
| 5.7 Corner Building       | -      | 19      | 19    |
| 5.8 Marina Market         | -      | 31      | 31    |
| Subtotal                  | 65     | 100     | 165   |
| <b>Sub Area 6</b>         |        |         |       |
| 6.1 Public Parking Lot    | 19     | -       | 19    |
| 6.2 Permit Parking        | -      | 14      | 14    |
| 6.3 Marine Science Center | -      | 16      | 16    |
| 6.4 Poulsbo Pharmacy      | -      | 18      | 18    |
| Subtotal                  | 19     | 48      | 67    |

## Downtown Core Summary

|  | Public | Private | Total |
|--|--------|---------|-------|
|  | 511    | 481     | 992   |

## Downtown Core Parking Averages

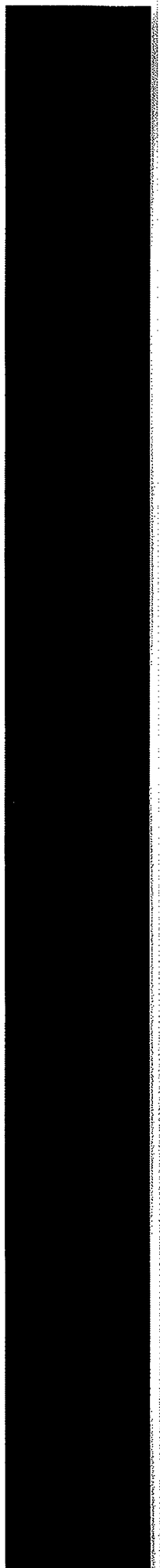
| Area                      | Average<br>Occupancy /<br>Weekday | Average<br>Occupancy<br>/ Weekend | Average<br>Empty<br>Spots<br>Weekday | Average<br>Empty<br>Spots<br>Weekend | Total<br>Parking<br>Spots |
|---------------------------|-----------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|---------------------------|
| <b>Sub Area 1</b>         |                                   |                                   |                                      |                                      |                           |
| 1.1 On Street Parking     | 70%                               | 20%                               | 3                                    | 8                                    | 10                        |
| 1.2 National Guard        | 33%                               | 33%                               | 4                                    | 4                                    | 6                         |
| 1.3 Dentist Office        | 40%                               | 0%                                | 6                                    | 10                                   | 10                        |
| 1.4 Bank of America       | 51%                               | 3%                                | 34                                   | 67                                   | 69                        |
| 1.5 Martha & Mary         | 78%                               | 64%                               | 26                                   | 43                                   | 118                       |
| <b>Sub Area 2</b>         |                                   |                                   |                                      |                                      |                           |
| 2.1 On Street Parking     | 68%                               | 41%                               | 18                                   | 23                                   | 56                        |
| 2.2 Edward Jones          | 43%                               | 0%                                | 4                                    | 7                                    | 7                         |
| 2.3 Sound Clinic          | 40%                               | 10%                               | 6                                    | 9                                    | 10                        |
| 2.4 Kitsap Printing       | 77%                               | 0%                                | 1                                    | 3                                    | 3                         |
| 2.5 Business Building     | 39%                               | 4%                                | 17                                   | 27                                   | 28                        |
| 2.6 Wells Fargo           | 43%                               | 0%                                | 4                                    | 7                                    | 7                         |
| 2.7 Bjermeland Reserved   | 44%                               | 33%                               | 5                                    | 6                                    | 9                         |
| <b>Sub Area 3</b>         |                                   |                                   |                                      |                                      |                           |
| 3.1 On Street Parking     | 81%                               | 81%                               | 3                                    | 3                                    | 16                        |
| 3.2 King Olaf             | 97%                               | 42%                               | 3                                    | 66                                   | 114                       |
| 3.3 City Hall             | 53%                               | 13%                               | 14                                   | 26                                   | 30                        |
| 3.4 Vacant Building       | 20%                               | 0%                                | 8                                    | 10                                   | 10                        |
| 3.5 Bakery Employee       | 58%                               | 50%                               | 5                                    | 6                                    | 12                        |
| 3.6 Sons of Norway        | 22%                               | 0%                                | 7                                    | 9                                    | 9                         |
| 3.7 Gran Kirk Condos      | 44%                               | 33%                               | 5                                    | 6                                    | 9                         |
| <b>Sub Area 4</b>         |                                   |                                   |                                      |                                      |                           |
| 4.1 Waterfront Main Lot   | 89%                               | 95%                               | 22                                   | 11                                   | 201                       |
| 4.2 Port of Poulsbo       | 89%                               | 78%                               | 1                                    | 2                                    | 9                         |
| 4.3 Law Office            | 55%                               | 64%                               | 5                                    | 4                                    | 11                        |
| 4.4 Quilters              | 67%                               | 33%                               | 2                                    | 4                                    | 6                         |
| <b>Sub Area 5</b>         |                                   |                                   |                                      |                                      |                           |
| 5.1 On Street Parking     | 88%                               | 91%                               | 8                                    | 6                                    | 65                        |
| 5.2 245 Moe Street        | 70%                               | 40%                               | 3                                    | 6                                    | 10                        |
| 5.3 General Testing       | 0%                                | 0%                                | 11                                   | 11                                   | 11                        |
| 5.4 Apartment / Retail    | 64%                               | 64%                               | 4                                    | 4                                    | 11                        |
| 5.5 General Permit        | 50%                               | 70%                               | 5                                    | 3                                    | 10                        |
| 5.6 Fishline              | 87%                               | 37%                               | 1                                    | 5                                    | 8                         |
| 5.7 Corner Building       | 74%                               | 53%                               | 5                                    | 9                                    | 19                        |
| 5.8 Marina Market         | 68%                               | 74%                               | 10                                   | 8                                    | 31                        |
| <b>Sub Area 6</b>         |                                   |                                   |                                      |                                      |                           |
| 6.1 Public Parking Lot    | 100%                              | 100%                              | 0                                    | 0                                    | 19                        |
| 6.2 Permit Parking        | 93%                               | 93%                               | 1                                    | 1                                    | 14                        |
| 6.3 Marine Science Center | 75%                               | 94%                               | 4                                    | 1                                    | 16                        |
| 6.4 Poulsbo Pharmacy      | 44%                               | 22%                               | 10                                   | 14                                   | 18                        |

**Total Empty Spaces**

| Area                      | 8/3/2006 | 8/8/2006 | 8/16/2006 | 8/24/2006 | 8/27/2006 | 9/4/2006 | 9/6/2006 | 9/9/2006 | Total Spaces |
|---------------------------|----------|----------|-----------|-----------|-----------|----------|----------|----------|--------------|
| <b>Sub Area 1</b>         |          |          |           |           |           |          |          |          |              |
| 1.1 On Street Parking     | 2        | 3        | 3         | 3         | 6         | 9        | 4        | 8        | 10           |
| 1.2 National Guard        | 2        | 5        | 4         | 6         | 6         | 6        | 4        | 0        | 6            |
| 1.3 Dentist Office        | 3        | 8        | 6         | 7         | 10        | 10       | 6        | 10       | 10           |
| 1.4 Bank of America       | 30       | 40       | 33        | 36        | 67        | 67       | 31       | 67       | 69           |
| 1.5 Martha & Mary         | 29       | 22       | 24        | 27        | 55        | 24       | 27       | 51       | 118          |
| Subtotal                  | 66       | 78       | 70        | 79        | 144       | 116      | 72       | 136      | 213          |
| <b>Sub Area 2</b>         |          |          |           |           |           |          |          |          |              |
| 2.1 On Street Parking     | 19       | 15       | 17        | 17        | 39        | 26       | 21       | 5        | 56           |
| 2.2 Edward Jones          | 6        | 2        | 3         | 5         | 7         | 7        | 3        | 7        | 7            |
| 2.3 Sound Clinic          | 7        | 6        | 6         | 6         | 10        | 8        | 5        | 10       | 10           |
| 2.4 Kitsap Printing       | 2        | 1        | 1         | 2         | 2         | 3        | 1        | 3        | 3            |
| 2.5 Business Building     | 24       | 13       | 16        | 17        | 28        | 25       | 17       | 27       | 28           |
| 2.6 Wells Fargo           | 4        | 4        | 5         | 4         | 6         | 7        | 3        | 7        | 7            |
| 2.7 Bjermeland Reserved   | 4        | 6        | 5         | 4         | 8         | 9        | 4        | 2        | 9            |
| Subtotal                  | 66       | 47       | 53        | 55        | 100       | 85       | 54       | 61       | 120          |
| <b>Sub Area 3</b>         |          |          |           |           |           |          |          |          |              |
| 3.1 On Street Parking     | 1        | 4        | 2         | 4         | 0         | 3        | 2        | 3        | 16           |
| 3.2 King Olaf             | 5        | 5        | 3         | 1         | 55        | 75       | 3        | 68       | 114          |
| 3.3 City Hall             | 11       | 14       | 13        | 16        | 28        | 25       | 15       | 25       | 30           |
| 3.4 Vacant Building       | 9        | 7        | 7         | 9         | 10        | 10       | 9        | 10       | 10           |
| 3.5 Bakery Employee       | 5        | 4        | 4         | 5         | 2         | 9        | 5        | 6        | 12           |
| 3.6 Sons of Norway        | 6        | 7        | 6         | 8         | 9         | 8        | 7        | 9        | 9            |
| 3.7 Gran Kirk Condos      | 5        | 4        | 8         | 5         | 5         | 6        | 5        | 6        | 9            |
| Subtotal                  | 42       | 45       | 43        | 48        | 109       | 136      | 46       | 127      | 200          |
| <b>Sub Area 4</b>         |          |          |           |           |           |          |          |          |              |
| 4.1 Waterfront Main Lot   | 34       | 29       | 12        | 27        | 26        | 4        | 8        | 4        | 201          |
| 4.2 Port of Poulsbo       | 2        | 1        | 0         | 2         | 4         | 0        | 0        | 3        | 9            |
| 4.3 Law Office            | 8        | 2        | 4         | 5         | 5         | 6        | 4        | 1        | 11           |
| 4.4 Quilters              | 3        | 2        | 2         | 3         | 4         | 4        | 1        | 5        | 6            |
| Subtotal                  | 47       | 34       | 18        | 37        | 39        | 14       | 13       | 13       | 227          |
| <b>Sub Area 5</b>         |          |          |           |           |           |          |          |          |              |
| 5.1 On Street Parking     | 10       | 6        | 8         | 7         | 11        | 5        | 8        | 3        | 65           |
| 5.2 245 Moe Street        | 4        | 2        | 3         | 5         | 9         | 7        | 2        | 2        | 10           |
| 5.3 General Testing       | 11       | 11       | 11        | 11        | 11        | 11       | 11       | 11       | 11           |
| 5.4 Apartment / Retail    | 4        | 4        | 4         | 5         | 4         | 4        | 4        | 4        | 11           |
| 5.5 General Permit        | 4        | 6        | 4         | 5         | 2         | 3        | 4        | 3        | 10           |
| 5.6 Fishline              | 2        | 1        | 1         | 1         | 5         | 7        | 2        | 2        | 8            |
| 5.7 Corner Building       | 5        | 6        | 5         | 6         | 13        | 12       | 4        | 1        | 19           |
| 5.8 Marina Market         | 9        | 10       | 7         | 11        | 12        | 8        | 12       | 3        | 31           |
| Subtotal                  | 49       | 46       | 43        | 51        | 67        | 57       | 47       | 29       | 165          |
| <b>Sub Area 6</b>         |          |          |           |           |           |          |          |          |              |
| 6.1 Public Parking Lot    | 0        | 1        | 0         | 1         | 0         | 0        | 0        | 1        | 19           |
| 6.2 Permit Parking        | 1        | 0        | 1         | 1         | 2         | 0        | 0        | 1        | 14           |
| 6.3 Marine Science Center | 4        | 4        | 5         | 5         | 1         | 1        | 3        | 0        | 16           |
| 6.4 Poulsbo Pharmacy      | 9        | 10       | 11        | 10        | 16        | 13       | 10       | 13       | 18           |
| Subtotal                  | 14       | 15       | 17        | 17        | 19        | 14       | 13       | 15       | 67           |

**APPENDIX B**

**Downtown Core Sub Area Figures**





Parametrix DATE: Aug 03, 2006 FILE: B2237020P011705F-06



————— PARKING STUDY AREA  
 - - - - - SUB AREAS

**City of Poulsbo  
 Downtown Core  
 Parking Study Area**



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--- SUB AREA

City of Poulsbo  
Sub Area 1



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----- SUB AREA

City of Poulsbo  
Sub Area 2



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----- SUB AREA



City of Poulsbo  
Sub Area 3



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----- SUB AREA

City of Poulsbo  
Sub Area 4



5

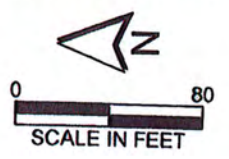
3RD AVE NE

FRONT ST NE

BURNS LN

----- SUB AREA

Parametrix DATE: Aug 03, 2006 FILE: B2237020P01105F-11



City of Poulsbo  
Sub Area 5



6

3RD AVE NE

FRONT ST NE

Parametrix DATE: Aug 03, 2006 FILE: B2237020P01T05F-12

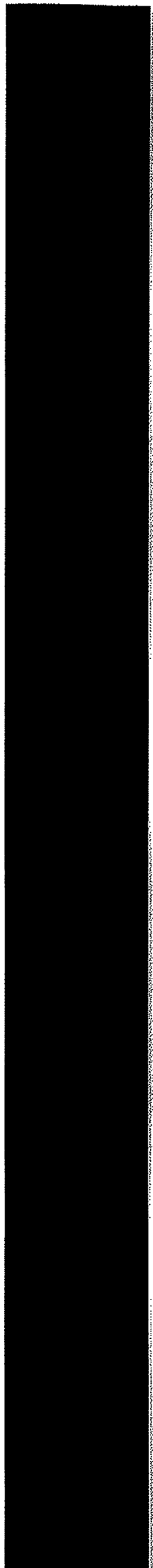


--- SUB AREA

City of Poulsbo  
Sub Area 6

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**APPENDIX C**  
**Merchant Survey Results**



# Merchant Survey

**Business:** \_\_\_\_\_

**Name of person interviewed:** \_\_\_\_\_

**Number of employees working at peak hours:** \_\_\_\_\_

**Location of their employee parking:** \_\_\_\_\_

**Time of peak parking around business:** \_\_\_\_\_

**Suggestions for feasible changes that would alleviate parking congestion:**  
\_\_\_\_\_  
\_\_\_\_\_

## Results

### Input was collected from 32 merchants, including:

Heirloom Quilts and Fabrics, Caron's, Studio Alexandria, Room by Design, Essentials for the Spirited Woman, Longworth Studio, Raven Blues, Hot Shots Java, CoCo, Shorelines Gallery, Cedarwide, New Morning Clothing and Gifts, Liberty Bay Books, Checkers, Hearths and Homespun, Verksted Gallery, Wild and Wooly, Front Street Boutique, The Nordic Maid, A Bead Store, Book Stop, The Cat's Meow Antique Mall, Timeless Heirlooms, The Eagle's Nest, Made in the Great Northwest, Bad Blanche, Boehm's Chocolates, Blue Heron Jewelry, Kitchen Karousel, Rubber, The Hiding Place, and Dancing Brush

### Number of employees working during peak hours:

The number of employees working during peak hours ranged from 1 to 6, with the average at 2

### Location of employee parking:

A majority of those surveyed reported that their employees parked on 3<sup>rd</sup> Avenue. Other responses included leasing private spots, or utilizing the free parking in King Olaf and the waterfront lots.

### Time of peak parking around business:

Almost everyone reported that parking was most congested during the afternoon hours, ranging from 11am-3pm. Others noted a dinner rush that lasted from 4pm-7pm.

### Suggestions for feasible changes that would alleviate parking congestion:

- Erect an off site parking garage
- Encourage the businesses that are closed on the weekends to open their parking to the public
- Create an employee lot
- Bring regular parking enforcement to the downtown core
- Utilize local park n' rides, and shuttle shoppers to and from the downtown
- Turn Front Street and 3<sup>rd</sup> Avenue into one-ways, and install diagonal parking spaces down one side of each
- Install more signs directing traffic to alternative lots

## Merchant Survey

Business: Book Stop

Name of person interviewed: Sue

Number of employees working at peak hours: 3

Location of their employee parking: private spots

Time of peak parking around business: 4-6

Additional comments regarding downtown parking:

opening spots on weekends from businesses  
that are closed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: The Cats Meow, Antique Mall

Name of person interviewed: Joy

Number of employees working at peak hours: 2

Location of their employee parking: I rented space and 3rd ave.

Time of peak parking around business: weekends

Additional comments regarding downtown parking:

add a parking garage to downtown

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: The Nordic Maid

Name of person interviewed: Deanna

Number of employees working at peak hours: 2-3

Location of their employee parking: 2 rented spots

Time of peak parking around business: weekend

Additional comments regarding downtown parking:

add signs to downtown

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## Merchant Survey

Business: A bead store

Name of person interviewed: Julie

Number of employees working at peak hours: 4

Location of their employee parking: 2 rented spots ; 3<sup>rd</sup> Avenue

Time of peak parking around business: 10-6

Additional comments regarding downtown parking:

extend parking times

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## Merchant Survey

Business: Made in the Great Northwest

Name of person interviewed: Donna

Number of employees working at peak hours: 2

Location of their employee parking: wherever there's a spot

Time of peak parking around business: 10-5

Additional comments regarding downtown parking:

build up - build a parking garage

-employee lot

## Merchant Survey

Business: Bad Blanche

Name of person interviewed: Deanna

Number of employees working at peak hours: 4

Location of their employee parking: rented spots or on front st.

Time of peak parking around business: 12-5

Additional comments regarding downtown parking:

Parking garage

## Merchant Survey

Business: Timeless Heirlooms

Name of person interviewed: Carrie

Number of employees working at peak hours: 4

Location of their employee parking: rented spots and 3<sup>rd</sup> avenue

Time of peak parking around business: 12-3

Additional comments regarding downtown parking:

employee lot  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: The Eagles Nest

Name of person interviewed: Bridgette

Number of employees working at peak hours: 1

Location of their employee parking: 3<sup>rd</sup> Avenue, Waterfront Lot

Time of peak parking around business: 11-3

Additional comments regarding downtown parking:

open up weekend parking from closed businesses  
\_\_\_\_\_  
one way streets and diagonal parking  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Wild's Woolly

Name of person interviewed: Caroline

Number of employees working at peak hours: 2

Location of their employee parking: 3rd Avenue, Waterfront Lot

Time of peak parking around business: 11-5

Additional comments regarding downtown parking:

regulate the lots better

add parking garage to downtown

## Merchant Survey

Business: Front Street Boutique

Name of person interviewed: Gloria

Number of employees working at peak hours: 1

Location of their employee parking: 3rd Ave

Time of peak parking around business: 11-5

Additional comments regarding downtown parking:

?

## Merchant Survey

Business: Hearts & Homespan

Name of person interviewed: Lisa

Number of employees working at peak hours: 7

Location of their employee parking: King Olaf and 3<sup>rd</sup> Avenue

Time of peak parking around business: 9-6

Additional comments regarding downtown parking:

parking garage

employee lot

## Merchant Survey

Business: Verksted Gallery, A local artists Co-op

Name of person interviewed: Marcia

Number of employees working at peak hours: 2

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: 4-5

Additional comments regarding downtown parking:

parking garage

## Merchant Survey

Business: Cedarville

Name of person interviewed: Julie

Number of employees working at peak hours: 1

Location of their employee parking: 3rd Avenue

Time of peak parking around business: 12

### Additional comments regarding downtown parking:

use open private lots on weekends when they're shut  
employee lot

## Merchant Survey

Business: New Morning Clothing & Gifts

Name of person interviewed: Deann

Number of employees working at peak hours: 1

Location of their employee parking: 3rd Avenue

Time of peak parking around business: 10-12, 2-4

### Additional comments regarding downtown parking:

possibility of an offsite garage

## Merchant Survey

Business: Liberty Bay Books

Name of person interviewed: Darcy

Number of employees working at peak hours: 3

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: 11-2

Additional comments regarding downtown parking:

create a parking garage

gain access to lots that aren't used on weekends

## Merchant Survey

Business: Checkers

Name of person interviewed: Brianna

Number of employees working at peak hours: 2-3

Location of their employee parking: 3<sup>rd</sup> Avenue, King Street

Time of peak parking around business: 12-4

Additional comments regarding downtown parking:

?

## Merchant Survey

Business: Raven Blues

Name of person interviewed: Peggy

Number of employees working at peak hours: 2

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: ??

Additional comments regarding downtown parking:

utilize local park n' rides

make a lot for local employees

## Merchant Survey

Business: Hot Shots Java

Name of person interviewed: Katie

Number of employees working at peak hours: 4

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: 7-4

Additional comments regarding downtown parking:

use private lots when they're closed on weekends

## Merchant Survey

Business: CoCo

Name of person interviewed: Kay

Number of employees working at peak hours: 1

Location of their employee parking: Waterfront lot

Time of peak parking around business: 12-2

Additional comments regarding downtown parking:

acquire weekend parking from those that are closed

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## Merchant Survey

Business: Shorelines Gallery

Name of person interviewed: Maurice

Number of employees working at peak hours: 3

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: parking clears around 4pm

Additional comments regarding downtown parking:

no solution in site

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## Merchant Survey

Business: Alexandras, essentials for the spirited woman

Name of person interviewed: Gabrielle

Number of employees working at peak hours: 1

Location of their employee parking: permit parking on 3<sup>rd</sup>

Time of peak parking around business: 11:30-2

Additional comments regarding downtown parking:

add signs that direct to alternative parking

utilize local park n' rides

## Merchant Survey

Business: Longworth Studio

Name of person interviewed: Carrie

Number of employees working at peak hours: 4

Location of their employee parking: 3<sup>rd</sup> Avenue, Waterfront Lot

Time of peak parking around business: 11-2

Additional comments regarding downtown parking:

make front st. and 3<sup>rd</sup> ave. into one ways and  
install diagonal parking

post signs directing traffic to more parking

## Merchant Survey

Business: Heirloom Quilts & Fabrics

Name of person interviewed: Norma

Number of employees working at peak hours: 4

Location of their employee parking: private parking

Time of peak parking around business: 11-2

Additional comments regarding downtown parking:

bring in parking enforcement  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Caron's, the finest in coastal living

Name of person interviewed: Ashley

Number of employees working at peak hours: 4

Location of their employee parking: 3rd Avenue

Time of peak parking around business: 12-4

Additional comments regarding downtown parking:

need to do something, there's no parking!  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Studio Alexandria

Name of person interviewed: Picci

Number of employees working at peak hours: 1

Location of their employee parking: one rented spot on 3rd Ave

Time of peak parking around business: 12-3

Additional comments regarding downtown parking:

if police station moves, utilize <sup>the</sup> space for a parking garage

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## Merchant Survey

Business: Room by Design

Name of person interviewed: Lynn

Number of employees working at peak hours: 2

Location of their employee parking: rented spots

Time of peak parking around business: ?

Additional comments regarding downtown parking:

create employee lot

bring enforcement to the downtown core

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## Merchant Survey

Business: The Hiding Place Antiques & Collectibles

Name of person interviewed: Becky

Number of employees working at peak hours: 2

Location of their employee parking: rented 2 spot, 3rd Avenue

Time of peak parking around business: 10-3

Additional comments regarding downtown parking:

find space and create a parking garage  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Dancing Brush

Name of person interviewed: Angela

Number of employees working at peak hours: 4

Location of their employee parking: 3rd Avenue

Time of peak parking around business: 12-5

Additional comments regarding downtown parking:

employee lot  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Kitchen Karousel

Name of person interviewed: Sue

Number of employees working at peak hours: 2

Location of their employee parking: 3<sup>rd</sup> Avenue ; 1 rented spot

Time of peak parking around business: 12-5:30

Additional comments regarding downtown parking:

no comment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Rubber

Name of person interviewed: Gayre

Number of employees working at peak hours: 6

Location of their employee parking: 3<sup>rd</sup> Avenue, anywhere possible

Time of peak parking around business: 11-4

Additional comments regarding downtown parking:

one way streets with diagonal spots  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Blue Heron Jewlery Co.

Name of person interviewed: Dan

Number of employees working at peak hours: 2

Location of their employee parking: 3<sup>rd</sup> Avenue

Time of peak parking around business: lunch hours

Additional comments regarding downtown parking:

create a parking garage  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Merchant Survey

Business: Boehms Chocolates

Name of person interviewed: Heidi

Number of employees working at peak hours: 2

Location of their employee parking: 3<sup>rd</sup> Avenue

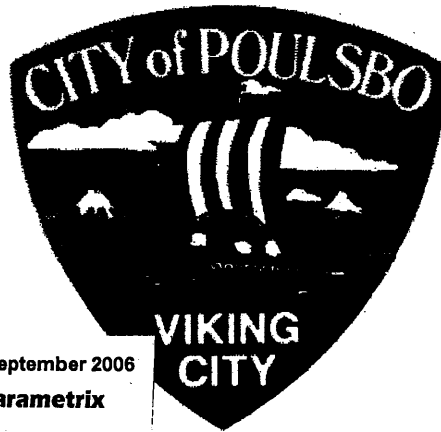
Time of peak parking around business: 9-5

Additional comments regarding downtown parking:

add signs to other parking locations  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# City of Poulsbo Downtown Core Preliminary Parking Assessment

City of Poulsbo



September 2006  
Parametrix

## 2.4 THEORETICAL PARKING DEMAND

Poulsbo's Municipal Code states that the downtown core shall have no requirements to provide off-street parking (Ord. 2003-10 § 1 (Exh. A, II(C)(6)), 2003). This requirement reflects the parking that is provided in the King Olaf lot and the waterfront lot.

Preliminary calculations were conducted to evaluate potential parking demand associated with existing business in the downtown core. These calculations were based on Poulsbo's Municipal Code, which requires one parking space per two hundred square feet of gross floor area for retail and restaurant use. Based on an estimate of business type and square footage, the parking demand generated from the Front Street businesses at 435 spaces.

The combined parking available in the King Olaf lot, the Waterfront main lot, the Waterfront sub lot and on street parking totals 350 spaces. Theoretical parking needed to serve businesses found on Front Street is therefore approximately 100 spaces less than that which would be required under the standard parking provisions of the Poulsbo Municipal Code.

5700 KITSAP WAY, SUITE 202  
 BREMERTON, WASHINGTON 98312-2234  
 T. 360 • 377 • 0014 F. 360 • 479 • 5961  
 www.parametrix.com

| <b>POULSBO CITY HALL:<br/>                     Summary Assessment of Alternative Sites</b> |  |   |
|--|--|---|
| <b>Issue/Evaluation Criterion</b>  | <b>Alternative #1<br/>                     Jensen Street</b>   | <b>Alternative #2<br/>                     10<sup>th</sup> Street NE</b>  |
| <b>Consideration #2: Site Features &amp; Suitability, continued</b>                        |  |   |
| e) Ability to Site Sufficient On-Site Parking  | No – though not required in the Downtown Core under City Code<br><br>Site size appears to prevent significant on-site parking; however, a combination of continued use of the shared parking facility adjacent to City Hall, provision of some new structured on-site parking, and other improvements funded by the Downtown Parking LID could provide additional spaces in reasonable proximity | Yes<br><br>Conceptual plans developed for Schemes "A" and "B" for the 10 <sup>th</sup> Street site envision the provision of 172 spaces, including 40 structured spaces; City code appears to require between 172 to 191 spaces |

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 www.parametrix.com

**MEMORANDUM**

**To:** Mayor and Members of City Council, Poulsbo, WA  
**From:** Eric Toews, Senior Planner  
**Date:** July 20, 2006  
**Re:** Poulsbo City Hall – Summary Assessment of Alternative Sites

**18.24.030 Height regulations.**

No building or structure shall be hereafter erected, enlarged, or structurally altered to exceed thirty-five feet in height. (Ord. 2003-10 § 1 (Exh. A, II(C)(3)), 2003)

**18.24.040 Lot requirements.**

For lot requirements, see Table 18.24.040 below.

**Table 18.24.040—Commercial Zone Lot Requirements**

| DISTRICT   | C   | DC   |
|--|---|------|
| A. Minimum front yard setback in feet                            | 15  | none |
| B. Minimum side yard setback abutting a lot in an R district     | 20  | none |
| C. Minimum side yard setback not abutting a lot in an R district | 5   | none |
| D. Minimum rear yard   | 5   | none |
| E. Minimum rear yard if adjacent to a lot in an R district       | 10 feet plus one foot for each foot building height exceeds 25 feet | none |
| F. Maximum building coverage                                     | 50%   | 100% |

(Ord. 2003-10 § 1 (Exh. A, II(C)(4)), 2003)

**18.24.050 Signs.**

Signs shall be permitted subject to the provisions of Chapter 18.64, Sign Code. (Ord. 2003-10 § 1 (Exh. A, II(C)(5)), 2003)

**18.24.060 Off-street parking and loading.**

A. Off-street parking and loading shall be provided according to the provisions of Chapter 18.52, Off-Street Parking and Loading.

B. Downtown core: no requirement. (Ord. 2003-10 § 1 (Exh. A, II(C)(6)), 2003)

**18.24.070 Additional development standards and design guidelines.**

- A. Commercial District or "C" District.
  - 1. Landscaping.
    - a. Not less than fifteen percent of the parking lot area shall be landscaped.
    - b. A landscape planting strip with a minimum width of fifteen feet shall be established and main-

tained along the front lot line. Landscaping types as set forth in Section 18.60.060(B) are as follows:

- i. C zone adjacent to C zone: Type III.
- ii. C zone adjacent to R zones: Type I.
- iii. C zone adjacent to BP, LI zones: Type II.
- c. As an alternative to subsections (A)(1)(a) and (b) of this section, twenty percent of the overall lot area may be landscaped, subject to the review and approval of the planning director, if the alternative results in a superior site and landscape design.

B. Downtown Core District or "DC" District.

1. Special Development Standards and Site Design Guidelines. The development standards and guidelines included in this district are intended to retain the character of the downtown area and to encourage the use or preservation of Scandinavian design features insofar as practical.

- a. Existing buildings not adjacent to the sidewalk should be encouraged to create pedestrian courtyard, squares, or seating areas with the space between the sidewalk and building wall.

PO-1  
LCM/totj  
09/06/85  
09/12/85

ORDINANCE NO. 85-49

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE CITY'S OFFICIAL STANDARDS FOR CONSTRUCTION AND DEVELOPMENT BY DELETING THE REQUIREMENT FOR PROVIDING OFF STREET PARKING IN CONNECTION WITH DEVELOPMENT IN THE DOWNTOWN AREA, SUBJECT TO PROVISION OF AN LID "NO PROTEST" AGREEMENT.

---

WHEREAS, the Poulsbo Planning Commission and Parking Advisory Board conducted a joint public hearing on August 13, 1985, for the purpose of considering proposed revisions to the requirements for off street parking within the boundaries of Poulsbo LID No. 11, established by City Ordinance No. 83-16, passed by the City Council on April 20, 1983, hereinafter referred to as the "downtown business area", and

WHEREAS, after the conclusion of the public hearing, the Planning Commission and the Parking Advisory Board each forwarded recommendations to the City Council concerning the proposed revisions, and

WHEREAS, having considered the recommendations of the Planning Commission and Parking Advisory Board, the City Council finds that the unique physical characteristics of existing construction in the downtown business area, and the nature of traffic and business activity within the area, when considered in conjunction with the parking to be provided pursuant to Poulsbo LID No. 11, justify elimination of the requirement for providing off street parking with respect to new construction or expansion

within this area, subject to the condition set forth hereinafter, now, therefore,

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. The official standards for construction and development within the City of Poulsbo, set forth in the document entitled "Developers Guide--Construction Standards and Specifications--1984" adopted by Section 12.02.010 of the Poulsbo Municipal Code, is hereby amended by revising Section 5 of Section I entitled "Off street parking" to read as follows:

A. The following off street parking ratios shall be minimum and required, provided that required off street parking within the downtown business area shall be governed by Section B:

[Poulsbo Off Street Parking  
Table to remain unchanged]

B. No off street parking shall be required in conjunction with new construction or expansion of existing facilities within the downtown business area, provided that the owners of the property upon which the construction or expansion will occur provide a written agreement to the City not to protest the formation of any local improvement district formed for the purpose of constructing public parking improvements within the downtown business area in a form approved by the City Attorney when such construction or expansion would require provision of off street parking if located outside of the Downtown Area.

C. For the purposes of this section, the term "downtown business area" shall mean that portion of the City lying within the boundaries of Poulsbo Local Improvement District No. 11, as established by Poulsbo City Ordinance No. 83-16, passed by the City Council on April 20, 1983.

Section 2. Effective Date. This ordinance shall be in full force and effect five (5) days after its passage and publication as provided by law.

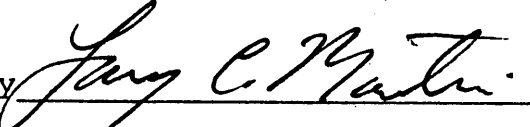
APPROVED:

  
MAYOR, CURTIS C. RUDOLPH

ATTEST/AUTHENTICATED:

  
CITY CLERK, JACKIE McNEESE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

By 

FILED WITH THE CITY CLERK: September 9, 1985  
PASSED BY THE CITY COUNCIL: September 11, 1985  
PUBLISHED: September 18, 1985  
EFFECTIVE DATE: September 23, 1985  
ORDINANCE NO. 85-49

- 12d. Councilmember Winters moved, Arne seconded and carried unanimously to authorize the amount of \$1,220 to do the work on the intersection of Hostmark Street and Highway 305 by Michael's Deli. Endresen - Absent.
- 12e. Councilmember Jensen stated the sidewalk should be continued on the North side of the street. Mayor Rudolph informed Jensen there is a property owner in that area who has gone against a sidewalk on that side of street for a long time.

ORDINANCE 85-49, DOWNTOWN PARKING STANDARDS

- 13a. Associate Planner Felver presented to Council the proposed revisions to the downtown parking standards for construction and development. Felver reviewed the proposed revisions and discussed with Council the options they have to choose from.
- 13b. City Attorney Martin and Council discussed the conditions under which a property owner may sign an agreement not to protest the formation of an LID for parking, and the circumstances which he later can protest, i.e. the assessment to his property, or the method of assessment, etc.
- 13c. Associate Planner Felver and City Attorney Martin discussed the procedure used in determining percentages for and against an LID which involves removing from the overall picture those who have previously agreed to sign the proposal and determine the final approval/disapproval percentages from those properties remaining.
- 13d. Council discussed option number two as presented by Planning Director Stockton's memo, dated September 11, 1985, and concurred to adopt option two.
- 13e. City Attorney Martin stated a revision to the ordinance in item B following the word "expansion" should read as follows: "would require provision of off street parking if located outside of the downtown area", then deleting rest of sentence.
- 13f. Councilmember Cook moved, Amend seconded and carried unanimously to adopt ordinance 85-49, an ordinance of the City of Poulsbo, Washington, amending the City's official standards for construction and development by deleting the requirement for providing off street parking in connection with development in the downtown area, subject to provision of an LID "no protest" agreement, as amended by City Attorney Martin in item 13f above. Endresen - Absent.

CIVIL SERVICE RATIFICATION

- 14a. Mayor Rudolph presented Council with the proposed revisions to four sections of the Civil Service rules.
- 14b. Councilmember Amend moved, Jensen seconded and carried unanimously to ratify the revised Civil Service rules changes identified by the Civil Service Commission's letter dated August 14, 1985 and amended according to the letter from City Attorney Martin dated September 4, 1985. Endresen - Absent.

0060.090.004  
JEH:prd  
02/05/88  
R 2/18/88-crd

ORDINANCE NO. 88-07

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, PROVIDING FOR THE RECOUPMENT OF ON-SITE PARKING CREDITS GRANTED UNDER LID 11 AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

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WHEREAS, the provision of adequate parking is critical to the vitality of downtown Poulsbo, and

WHEREAS, in recognition of this fact, the City formed a local improvement district known as LID 11 and constructed parking facilities under the LID, and

WHEREAS, the final assessment roll of LID 11, which was confirmed by the passage of Ordinance 85-38, provided for a credit against assessments for those properties within the LID boundaries which had existing on-site parking, and

WHEREAS, these credits were extended with the understanding that the on-site parking would be maintained and that the credit would be forfeited and the amount of the credit recouped if any on-site parking for which credit was given was subsequently removed or made unavailable, and

WHEREAS, the City Council desires to implement the understanding and agreement between the City and the owners of property within the LID and to provide for recoupment of the on-site parking credits, now, therefore,

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON DO  
ORDAIN AS FOLLOWS:

Section 1. Recoupment of Credits.

A. Whenever all or any portion of any on-site parking area for which credit was given under the LID 11 final assessment roll, a copy of which is attached hereto and incorporated herein by this reference as if set forth in full, is eliminated or made unavailable for parking, whether through coverage by a structure, use for outdoor storage or otherwise, the owner of the property on which the parking area is located shall be required to pay to the City of Poulsbo an amount equal to the product of multiplying the assessment ratio applicable to the property under the LID 11 final assessment roll by the square footage of the number of parking stalls, at the rate of one stall per 300 square feet, eliminated or made unavailable. Fractions of stalls eliminated or made unavailable shall count as a full stall for purposes of this section.

B. The payment required to be made under subsection A shall be made in a lump sum at the time the stalls are eliminated or made unavailable.

Section 2. Alternative to Payment--Replacement Parking. As an alternative to repaying the parking credit as provided in Section 1, a property owner may establish a replacement parking area, either on-site or off-site within the boundaries of LID 11, which accommodates the same number of parking stalls, designed and constructed in accordance with current City code, as the parking area eliminated or made unavailable.

Section 3. Duties of Finance Director. All monies collected as recoupment of parking credits under the provisions of this Ordinance shall be deposited by the Finance Director into a cumulative reserve fund to be known as the "Cumulative Reserve Fund for Downtown Parking No. 123" which is hereby created and established. The purpose of such fund shall be to provide monies for parking improvements which would benefit properties located within the boundaries of LID 11. All monies in the fund not expended may be retained from year to year until expenditure is authorized. All expenditures from the fund shall be solely for the purpose of constructing parking improvements to benefit those properties within the boundaries of LID 11.

Section 4. Permits and Licenses. No building, grading or other permit or approval for development or license for the conduct of any activity shall be issued for any property required to make a payment to recoup parking credits under this Ordinance unless such payment is current.

Section 5. Lien. The payment to recoup assessment credits imposed by this ordinance shall be a lien upon each piece of real property which received an assessment credit for parking under LID 11 from the time the parking is eliminated or is made unavailable until full payment is made, which lien may be enforced in the manner prescribed for the foreclosure of mortgages.

Section 6. Severability. If any section, sentence, clause

or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. This ordinance shall take effect and be full force five (5) days after publication of the attached summary which is hereby approved.

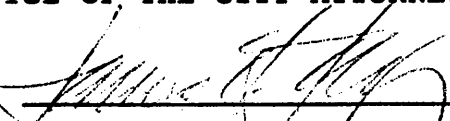
APPROVED:

  
MAYOR, RICHARD MITCHUSSON

ATTEST/AUTHENTICATED:

  
CITY CLERK, JOYCE VOSBURG

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY: 

FILED WITH THE CITY CLERK: February 8, 1988  
PASSED BY THE CITY COUNCIL: February 24, 1988  
PUBLISHED: March 9, 1988  
EFFECTIVE DATE: March 14, 1988  
ORDINANCE NO. 88-07

0060.090.004  
JEH:prd  
02/05/88  
R 2/18/88-crd

**SUMMARY OF ORDINANCE NO. 88-07**

**AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON,  
PROVIDING FOR THE RECOUPMENT OF ON-SITE PARKING CREDITS  
GRANTED UNDER LID 11 AND APPROVING AN ORDINANCE SUMMARY  
FOR PUBLICATION.**

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On February 24, 1988, the City Council of the City of Poulsbo passed Ordinance No. 88-07, which provides as follows:

Section 1. Provides for recoupment of assessment credits granted under LID 11 for on-site parking when that parking is eliminated or made unavailable.

Section 2. Allows replacement parking to be established in lieu of repaying the assessment credit.

Section 3. Sets forth the duties of the Finance Director to deposit monies collected as recoupment payments into a cumulative reserve fund for further parking improvements.

Section 4. Provides that no development permit or approval and no license for the conduct of any activity will be issued for a property on which payments are not current.

Section 5. Provides that the recoupment amount shall be a lien on properties eliminating or making unavailable parking for which credit was given in LID 11.

Section 6. Contains a severability clause.

Section 7. Sets an effective date of five (5) days from the date of publication of this approved summary.

The full text of this ordinance will be mailed without charge to anyone who submits a written request to the City Clerk of the City of Poulsbo for a copy of the text.

APPROVED by the City Council at their meeting of February 24, 1988.

  
\_\_\_\_\_  
CITY CLERK, JOYCE VOSBURG

JEH005460

**5. NEW BUSINESS: (Continued)****c. Residential Mobile Home Code Amendment Request**

Planning Director Stockton presented the Code amendment request.

**MOTION:** Endresen/Jensen. To agree to interpret the existing Code in accordance with the third paragraph of the Planning Director's letter dated February 24, 1988 which states that the recreation area be interpreted as including recreation buildings, and a service building could be interpreted to include a caretaker residence as a facility to accommodate mobile homes.

Motion carried unanimously. Absent: Appleton.

**d. Havn Heights Preliminary Plat**

Deputy Planning Director Collingwood reviewed the preliminary plat application.

**MOTION:** Winters/Burns. To approve the preliminary plat of Havn Heights Division 2 as shown on drawings submitted by Pazooki and McMenamin dated received 12-8-87 and to adopt the findings and conclusions of the Planning Commission.

Motion carried unanimously. Yes: Amend, Burns, Cook, Endresen, Jensen, Winters; Absent: Appleton.

**e. Severson Rezone**

Deputy Planning Director Collingwood summarized the rezone request.

**MOTION:** Amend/Endresen. To table the Severson Rezone until the owner conforms with the conditions for approval as presented in the draft Planning Commission's findings and conclusions, file number 12-08-87-1, dated February 16, 1988.

Motion carried unanimously. Absent: Appleton.

**f. Ordinance No. 88-07: Downtown Parking Preservation**

Planning Director Stockton presented the proposed ordinance.

**MOTION:** Endresen/Burns. To adopt Ordinance No. 88-07: An ordinance of the City of Poulsbo, Washington, providing for the recoupment of on-site parking credits granted under LID 11 as amended by adding section two per the handout distributed by the Planning Director regarding the alternative to payment - replacement parking, and renumber the remaining sections, and to approve an ordinance summary for publication.

Motion carried unanimously. Yes: Amend, Burns, Cook, Endresen, Jensen, Winters; Absent: Appleton.

**g. Parking Advisory Board Code Amendment**

Mayor Mitchusson presented the proposed Code amendment.

**MOTION:** Cook/Winters. To direct the City Attorney to prepare an ordinance repealing Chapter 2.32 of the Poulsbo Municipal Code to disband the Parking Advisory Board.

Motion carried unanimously. Absent: Appleton.

0060.150.011  
JEH/HRG  
02/03/99

**ORDINANCE NO. 99-04**

**AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING TABLE 18.22B IN THE POULSBO MUNICIPAL CODE IN ORDER TO ALLOW A MAXIMUM BUILDING LOT COVERAGE OF 100% IN THE DOWNTOWN CORE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

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WHEREAS, Table 18.22B of the Commercial District Chapter in the Poulsbo Zoning Code, provides for a maximum building lot coverage standard of 50%, and

WHEREAS, this current standard results in non-conforming status for many of the existing buildings in the City's Downtown Core and would preclude new development consistent with the existing development in the Downtown Core, and

WHEREAS, the Planning Commission held a public hearing on December 8, 1998 in order to consider raising the lot coverage standard to 100% in the Downtown Core, as recommended by the Planning Department, and

WHEREAS, after the public hearing, the Planning Commission recommended approval of the proposed amendment, and

WHEREAS, the City Council has reviewed the Planning Commission's recommendation and concurs with the same, NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO  
ORDAIN AS FOLLOWS:**

Section 1. Lot Coverage in Downtown Core. Table 18.22B of the Poulsbo Municipal Code is hereby amended to authorize a maximum building lot coverage of 100% in the Downtown Core and to read as follows:

Table 18.22B

Commercial District Development Standards

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|  |             |
|--|-------------|
| Front Setback  | 15 Feet     |
| Side or Rear Setback<br>(Adjacent to Residential Zone) | 40 Feet*    |
| Side Setback (Street Side Only)                        | 10 Feet     |
| Maximum Building Lot Coverage                          | 50%         |
| <i>DownTown Core Maximum<br/>Building Lot Coverage</i> | <i>100%</i> |
| Maximum Building Height                                | 30 Feet     |

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\*Building edge to building edge, if a structure existing on abutting residential property. If no structure exists on the abutting residential property, then a setback of 25 feet from the property line shall be required.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This Ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

APPROVED:

  
\_\_\_\_\_  
MAYOR, DONNA JEAN BRUCE

ATTEST/AUTHENTICATED:

Karol Jones  
CITY CLERK, KAROL JONES

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY James E. Haney  
JAMES E. HANEY

FILED WITH THE CITY CLERK: 2/4/99  
PASSED BY THE CITY COUNCIL: 2/17/99  
PUBLISHED: 2/24/99  
EFFECTIVE DATE: 3/1/99  
ORDINANCE NO. 99-04

**SUMMARY OF ORDINANCE NO. 99-04**

of the City of Poulsbo, Washington

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On the 17th day of February, 1999, the City Council of the City of Poulsbo, passed Ordinance No. 99-04. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING TABLE 18.22B IN THE POULSBO MUNICIPAL CODE IN ORDER TO ALLOW A MAXIMUM BUILDING LOT COVERAGE OF 100% IN THE DOWNTOWN CORE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AND EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this 18th day of February, 1999.

Karol Jones  
CITY CLERK, KAROL JONES

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January 6, 1999

## 9. MAJOR BUSINESS ITEMS

### a. Public Hearing - Zoning Ordinance Amendment, Commercial District Lot Coverage

Mayor Bruce recessed the regular meeting and opened the public hearing at 7:49 PM.

13 minutes

- 1) Planning Director Gross provided a brief overview of the proposed amendment to the commercial district lot coverage in the downtown area. Gross stated that the Planning Commission held a public hearing and submitted a recommendation for approval to Council. Gross added that requiring 50% lot coverage in the downtown area was most likely an oversight when the Zoning Ordinance was adopted. Gross requested approval of the ordinance amendment.
- 2) Mike Regis, city resident, expressed concern with the parking problems in the downtown area and urged Council to require a non-opposition agreement for improvements to 3rd Avenue when approving development in the downtown core.
- 3) Councilmember Munroe requested clarification of the time line for approving zoning ordinance amendments and asked if they were supposed to be approved annually like Comprehensive Plan amendments. Planning Director Gross responded that amendments to the zoning ordinance can be adopted at any time during the year. Munroe asked if the downtown area is defined and whether the area might expand in the future. Gross responded that the area is well defined on the map and added that expansion would be possible in the future with the redevelopment of the Poulsbo Place site, however, there is nothing addressing such expansion in the current Comprehensive Plan. Council briefly discussed the reference to improvements to 3rd Avenue and a letter addressing the amendment from the Suquamish Tribe.

Mayor Bruce closed the public hearing and reconvened the meeting at 8:02 PM.

**MOTION:** Aitchison/Lord. Move to approve an amendment to Table 18.22B of the Poulsbo Municipal Code adding "Downtown Core Building Lot Coverage - 100%", and to direct the City Attorney to prepare an adopting ordinance.

Motion carried unanimously. Council Position #1 vacant.

*next meeting*



**b. Request for Reconsideration of Previous Action - Denied**

Councilmember Lord stated that she researched the zoning code amendment addressing lot coverage in the downtown core, which was presented and adopted at the last meeting. Lord expressed concern that the elements of parking, transportation/circulation and economics were not considered by the Planning Commission. Lord suggested a motion to have review of the transportation, parking and economic development elements remanded to the Planning Commission. Following a brief discussion, City Attorney Snyder requested a point of order and stated that a motion to remand to the Planning Commission would be inappropriate until such time as a motion to reconsider is made and carried.

**MOTION:** Aitchison/Munroe. Move to reconsider the motion of last meeting regarding lot coverage in the downtown area.

**DISCUSSION:** Council discussion included: 1) clarification of the two separate LIDs impacting the downtown core; 2) the exact boundaries of the LIDs; 3) the requirements for non-opposition waivers for properties adjacent to both Front Street and 3rd Avenue; and 4) the status of the previously discussed LID for 3rd Avenue improvements.

City Attorney Snyder requested a second point of order and stated that Council's discussion should be limited to the procedural motion. Snyder added that, if Council wishes to debate the merits of the underlying action, notice must be advertised so the public is aware the topic is being readdressed. Snyder stated that, if the motion to reconsider carries, the action will have to be readvertised prior to Council's discussion of the merits of the zoning code amendment or remanding to the Planning Commission.

Continued Council discussion included: 1) the previous meeting was emotional and very hectic and the LID was not considered when approving the 100% lot coverage; 2) the parking, transportation and economic elements are not relevant to the zoning code amendment issue; 3) the code exempts the downtown from providing off street parking; 4) the zoning code amendment for lot coverage in the downtown was a housekeeping item to correct an oversight; and 5) the intent has always been to allow 100% lot coverage in the downtown core.

Mayor Bruce again reminded Council that the discussion should be limited to the motion to reconsider the previous action. Council briefly discussed 100% lot coverage, development adjacent to the downtown

# DRAFT

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January 20, 1999

core and the availability of property to provide parking spaces for undeveloped sites in the downtown area.

**CALL FOR THE QUESTION:** Motion denied. Yes: Lord, Munroe; No: Aitchison, McGinty, Rudolph, Stern.

c. **Review of Comprehensive Plan by Planning Department and Planning Commission - Approval**

City Attorney Snyder counseled that a motion would always be in order to have the Planning Commission make recommendations on the issues raised by Councilmember Lord as a part of its Comprehensive Plan amendment process.

**MOTION:** Lord/Stern. Move to have the Planning Commission look at this and give us some input even though it's not going to be piggybacked on top of this particular amendment to the zoning ordinance.

**DISCUSSION:** Councilmember Rudolph suggested the directive be to the Planning Department staff. Council and staff briefly discussed the directive and Councilmember Lord was asked to clarify her motion. Lord explained that her motion was a directive to Planning staff to review the issues and take the information to the Planning Commission for their review and input.

**CALL FOR THE QUESTION:** Motion carried unanimously. Council Position #1 vacant.