City of Poulsbo

Planning & Economic Development

To: Planning Commission
From: Nikole Coleman, AICP, Planning Manager
Date: April 1, 2025
RE: Proposed Code Amendments, April 22 Workshop

The proposed amendments to the Poulsbo Municipal Code (PMC) are part of the Planning and Economic Development (PED) Departments on-going effort to make land use regulations more usable for residents, developers, and City staff by correcting errors, eliminating text ambiguities, codifying internal policies, and reflecting changes in state law. In addition, many of the proposed amendments are in response to updated comprehensive plan policies.

The proposed amendments have been organized in Attachment B via topic, as identified at the top of each page and outlined in Attachment A, along with corresponding page numbers, reasoning for the amendment and staff notes. The reasoning is as follows:

- Comprehensive Plan. Amendments directly in response to the Draft Comprehensive Plan policies. Per the Growth Management Act (RCW 36.70A.040), development regulations must be updated in alignment with the Comprehensive Plan. Failure to update regulations can lead to legal challenges or loss of state funding for infrastructure projects
- Clean-Up. Amendments are part of the PED Departments on-going effort to make land use regulations more usable by correcting errors, eliminating text ambiguities, and codifying internal policies.
- Legislative. Amendments reflecting changes in state law. Reference is provided for specific state law.

Staff proposed amendments are represented as red underline for proposed new language or additions, and red ~~strikeout~~ for deletions. At the March 25, 2025, workshop, the Planning Commission recommended additional amendments, which are represented as blue underline for proposed new language or additions, and blue ~~strikeout~~ for deletions.

It should be noted that not all provisions of a specific section are presented in Attachment B; only the pertinent sections proposed to be amended are identified. For full context, please refer to the complete section in the Poulsbo Municipal Code: https://www.codepublishing.com/WA/Poulsbo.

The Planning Commission review process is as follows:

- March 25: Workshop to Review Development Regulations
- April 22: Workshop to Review Development Regulations and Review Comprehensive Plan Update
- May 13: Public Hearing for Development Regulations and Comprehensive Plan Update

Full project review documents can be viewed on the project website: https://cityofpoulsbo.com/development-regulation-amendments-2/.

Attachment A: Summary Table

Pg. No.	Reasoning	PMC Chapter	PMC Section	Staff Notes
Title 15: Buildings and Construction				
16	Clean-Up/Legislative	15.35, Tree Cutting and Clearing	15.35.080, Application submittal requirements	During the 2023 legislative session, the WA State Legislature passed SB 5290, updating portions of the Local Project Review Act (36.70B RCW) including language that a "project permit application is complete … when it meets the procedural submission requirements of the local government… as outlined on the project permit application." All project permit application forms have been updated and application requirements are proposed to be removed from the Poulsbo Municipal Code (PMC).
Title 17: Land Division				
24	Legislative/Comprehensive Plan	17.10, General Provisions	17.10.030, Applicability	Adds "unit lot subdivisions"
24	Legislative/Comprehensive Plan	17.10, General Provisions	17.20.010, Definitions	Adds "recorded unit lot subdivision" to the definition of "Alteration"
24	Legislative/Comprehensive Plan	17.10, General Provisions	17.20.010, Definitions	Adds "except for unit lots approved per Chapter 17.65" to the definition of "Lot"
24	Legislative/Comprehensive Plan	17.10, General Provisions	17.20.010, Definitions	Adds definition for "Parent Lot"
24	Legislative/Comprehensive Plan	17.10, General Provisions	17.20.010, Definitions	Adds definition for "Unit Lot"
16-17	Clean-Up/Legislative	17.30, Boundary Line Adjustments	17.30.030, Application submittal requirements	During the 2023 legislative session, the WA State Legislature passed SB 5290, updating portions of the Local Project Review Act (36.70B RCW) including language that a "project permit application is complete … when it meets the procedural submission requirements of the local government… as outlined on the project permit application." Therefore, all project permit application forms have been updated and application requirements are proposed to be removed from the Poulsbo Municipal Code (PMC).
17	Clean-Up/Legislative	17.40, Short Subdivision	17.40.030, Application submittal requirements	
17-18	Clean-Up/Legislative	17.50, Binding Site Plan	17.50.040, Application submittal requirements	
18-19	Clean-Up/Legislative	17.60, Preliminary Subdivisions	17.60.030, Application submittal requirements	
19-20	Clean-Up/Legislative	17.70, Final Plats	17.70.030, Application submittal requirements	
25-30	Legislative/Comprehensive Plan	17.65, Unit Lot Subdivisions	(NEW)	• Ordinance No. 2024-03, passed by the City Council on March 6, 2024, imposed 12-month Interim Development Regulations related to Unit Lot Subdivisions (ULS). After processing the first ULS application, City identified amendments to the Interim Regulations to allow for more streamlined application processing and review. The City Council passed Ordinance 2025-02 on January 15, 2025, extending the interim regulations for an additional 6 months, providing staff time to bring forward this code amendment package, which, if approved, will make the interim regulations permanent. • Passed in 2023, HB 5258 amended RCW 58.17.060 to require all cities to adopt procedures for unit lot subdivisions. • Consistent with proposed Comprehensive Plan Policies LU-4.3, LU-4.4, and CC-6.4
30	Legislative/Comprehensive Plan	17.90, Plat Alterations and Vacation	17.90.020, Alteration of recorded land division	Adds "recorded unit lot subdivision"
30	Legislative/Comprehensive Plan	17.90, Plat Alterations and Vacation	17.100.010, Authorization	Adds "unit lot subdivision"
Title 18: Zoning Ordinance				
5	Comprehensive Plan	18.40, Definitions	18.40.030, Definitions	Adds definition for "Manufactured Home Lot"
5	Comprehensive Plan	18.60, Establishment of Districts	18.60.020, Establishment of land use zones	Adds "Manufactured Home Park Overlay"
1	Comprehensive Plan	18.70, Residential Districts	18.70.040, Minimum and maximum densities	Updates minimum and maximum densities in the Residential Medium (RM) and Residential High (RH) zoning districts, consistent with proposed Comprehensive Plan Policies LU-1.1. LU-4.1, HS-1.1, and HS-1.11. Also consistent with selection of EIS preferred alternative 4 by the City Council and Planning Commission.
3	Comprehensive Plan	18.70, Residential Districts	18.70.060, Development standards in RM and RH zones	Provides incentive for pitched roofs in RM and RH zones, consistent with proposed Comprehensive Plan Policies LU-3.4 and CC-3.1.
1-2	Comprehensive Plan	18.70, Residential Districts	18.70.070, Additional standards and provisions for R zoning districts	Accessory Dwelling Units. Updates allowance of ADUs "per primary residential unit" from "...on all lots." Encourages ADUs in the RM and RH zones. Consistent with proposed Comprehensive Plan Policies LU-1.5 and HS-1.12.
2	Comprehensive Plan	18.70, Residential Districts	18.70.070, Additional standards and provisions for R zoning districts	Duplex on Corner Lot. Updates incentivize construction of duplex on corner lots, consistent with proposed Comprehensive Plan Policies LU-4.3, LU-4.4, CC-6.4, HS-1.4, and HS-1.12.
6	Comprehensive Plan	18.70, Residential Districts	18.70.070, Additional standards and provisions for R zoning districts	Manufactured Home Parks. Provides updates to development standards for manufactured home parks consistent with proposed Comprehensive Plan Policies LU-3.6 and HS-2.6.
11-12	Clean-Up/Comprehensive Plan	18.80, Commercial Districts	18.80.080, Additional standards and provisions for C zoning districts	Mixed-Use Structure. Reorganize and clarify standards for corner lots, consistent with proposed Comprehensive Plan Policy LU-5.7.

Attachment A: Summary Table

5-6	Comprehensive Plan	18.115, Manufactured Home Park Overlay	(NEW)	Promotes the preservation of existing manufactured/mobile home parks by establishing an overlay which does not permit other types of residential uses. Consistent with proposed Comprehensive Plan Policies LU-3.6 and HS-2.6
9-10	Clean-Up/Comprehensive Plan	18.140, Off-Street Parking and Loading	18.140.035, Location	Encourages joint parking within additional standards. Consistent with proposed Comprehensive Plan Policies LU-2.5
10	Clean-Up/Legislative	18.140, Off-Street Parking and Loading	18.140.040, Design standards for surface parking areas	During the 2023 legislative session, the WA State Legislature passed SB 6015, which provides a new section to the Growth Management Act with some detailed parking rules in the interest of reducing development cost.
10	Comprehensive Plan	18.140, Off-Street Parking and Loading	18.140.090, Off-Street Parking Reduction (NEW)	Allow the submittal of a parking study prepared by a qualified professional to request a reduction in parking requirements, consistent with industry standards. The review authority would review on a case-by-case basis, depending on location, surrounding uses, availability of transit, etc.
3-4	Clean-Up	18.150, Measurements	18.150.050, Measuring building height	Adds code language in already adopted in PMC 18.80.040 B, which is a different way to measure height downtown and adds a reference to the height for properties within the Shoreline Jurisdiction.
20-21	Clean-Up/Legislative	18.250, Planned Mixed Use Developments	18.250.030, Application submittal requirements	During the 2023 legislative session, the WA State Legislature passed SB 5290, updating portions of the Local Project Review Act (36.70B RCW) including language that a "project permit application is complete … when it meets the procedural submission requirements of the local government… as outlined on the project permit application." Therefore all project permit application forms have been updated and application requirements are proposed to be removed from the Poulsbo Municipal Code (PMC).
21-22	Clean-Up/Legislative	18.260, Planned Residential Developments	18.260.130, Application submittal requirements	
7-8	Clean-Up/Comprehensive Plan	18.260, Planned Residential Developments	18.260.060, PRD development standards	Proposed amendments to Planned Residential Development (PRD) "Individual Identity" design standards to simplify their application, making them easier to use and enforce while strengthening their effectiveness to ensure compliance and maintain consistency Please note that these standards only apply to residences within PRDs. Consistent with proposed Comprehensive Plan Policy CC-6.4.
22-23	Clean-Up/Legislative	18.270, Site Plan Review	18.270.040, Application submittal requirements	During the 2023 legislative session, the WA State Legislature passed SB 5290, updating portions of the Local Project Review Act (36.70B RCW) including language that a "project permit application is complete … when it meets the procedural submission requirements of the local government… as outlined on the project permit application." Therefore all project permit application forms have been updated and application requirements are proposed to be removed from the Poulsbo Municipal Code (PMC).
Title 19: Project Permit Application Procedures				
13	Legislative/Comprehensive Plan	19.20, Application Classification	19.20.020, Permit application classification	Update table 19.20.020 for Type III permit decision appeals review authority
30	Legislative/Comprehensive Plan	19.20, Application Classification	19.20.020, Permit application classification	Adds permit type for Unit Lot Subdivision
13	Clean-Up/Legislative	19.40, Application Review Procedures	19.40.040, Type III permit applications	Permit streamlining consistent with SB 5290.
15	Clean-Up/Legislative	19.70, Decision Appeal Procedures	19.70.010, Appeal on Type I and Type II permit decision	Permit streamlining consistent with SB 5290.
13-15	Clean-Up/Legislative	19.70, Decision Appeal Procedures	19.70.020, Appeal to city council on hearing examiner Type I and II permit appeal decisions, and Type III hearing examiner decisions	Permit streamlining consistent with SB 5290.
15	Clean-Up/Legislative	19.70, Decision Appeal Procedures	19.70.020, Appeal on Type III permit hearing examiner or city council decision	Permit streamlining consistent with SB 5290.

TITLE 18: ZONING ORDINANCE

CHAPTER 18.70: RESIDENTIAL DISTRICTS

18.70.040 Minimum and maximum densities

A. To ensure implementation of the city's adopted comprehensive plan for planned densities in the residential zoning districts, the following shall establish the minimum and maximum density required in each residential zoning district:

RL: Minimum 4 du/net acre

Maximum 5 du/gross acre

RM: Minimum 6 du/net acre

Maximum 15 ~~10~~ du/gross acre

RH: Minimum 16 ~~11~~ du/net acre

Maximum 22 ~~14~~ du/gross acre

18.70.070 Additional standards and provisions for R zoning districts.

A. Accessory Dwelling Units.

1. Purpose. Accessory dwelling units (ADU) are intended to provide a housing type that responds to changing needs and lifestyles, facilitates land efficiency and better utilizes existing infrastructure, encourages affordable housing options, and provides a range of choices of housing types in the city's residential districts.
2. Number. Two accessory dwelling units per primary residential unit are permitted ~~on all lots that are located~~ in residential zoning districts ~~in the following configurations:~~
   ~~a. One attached accessory dwelling unit and one detached accessory dwelling unit;~~
   ~~b. Two attached accessory dwelling units; or~~
   ~~c. Two detached accessory dwelling units, which may be comprised of either one or two detached structures~~.
3. Standards.
   a. Each accessory dwelling unit shall contain no more than one thousand square feet excluding garages, storage areas less than five feet in height, and porches and covered decks. If the accessory unit is completely located on a ground floor or basement of the principal unit, the ADU may be increased in size to efficiently use all floor area, so long as all other standards set forth in this section are met.
   b. The accessory dwelling unit shall meet all zoning development standards, such as setback, lot coverage and height restrictions; and accessory dwelling units shall meet all building code standards adopted by the city, including building, electrical, fire, and plumbing code requirements.
   c. A detached ADU shall be limited to twenty-five feet in height and be separated from the primary residence as required by the city's adopted building code. An attached ADU is limited to the height that applies to the principal unit.
   d. If located in a subdivision where a planned residential development (PRD) was approved, a detached accessory dwelling unit shall be consistent in design and appearance with the principal unit. Specifically, the roof pitch, siding materials, color and window treatment of the ADU shall be similar to the principal unit.
   e. There shall be one off-street parking space provided for each ADU, unless located within one-half mile walking distance of a major transit stop. ADU parking space may be in tandem with other required spaces.
   f. Recreational vehicles shall not be considered an accessory dwelling unit.
   g. An ADU may not be used as a short-term rental and must be rented for a minimum of ninety days or more.
4. Conversion of Existing Structures to ADUs. An existing structure that does not comply with certain development standards of this chapter may be permitted provided the requirements of this section are met.
   a. The structure must have been constructed prior to December 31, 2023. The structure must either have received a city or county permit, not needed a permit at the time of construction, or be recognized as a structure per the Kitsap County assessor records.

b. The structure must meet, either currently or through permitted remodeling, the requirements of the building and fire code for habitable structures.

c. The conversion of an existing structure to an ADU, with no expansions, is exempt from development standards for setbacks, height, and lot coverage of the underlying zone.

d. An existing structure may be enlarged or extended, provided the following provisions are met:

i. The enlargements do not violate underlying zone requirements. Structures that do not conform to the setback requirements may expand up to the building line, provided these enlargements do not further violate setback requirements.

ii. The enlargements do not cause the entire structure to exceed the ADU size requirements of subsection (A)(3)(a) of this section.

e. A conversion of the structure to an ADU will not be approved if it conflicts with the city's capital improvement plan or other capital projects related to nearby expansion of utilities or infrastructure including the need for additional right-of-way.

H. Duplex on Corner Lot.

1. Duplexes are allowed on all corner lots in all zoning districts that permit single-family residences provided the applicant can demonstrate compliance with other development standards, ~~such as setbacks, lot coverage, building height, stormwater provisions, and parking.~~, with the exception of the following:

a. A duplex located on a corner lot shall not be considered two separate dwelling units for density calculations; and

b. Development standards, such as minimum lot size, setbacks, lot coverage, building height, shall be applied to the entirety of the building, not the individual duplex units.

2. Duplexes located on corner lots shall be designed with pedestrian entries located on opposite street frontages so that the structure is characteristic of a single-family dwelling from each street. Alternatively, there may be a single shared entrance that presents the appearance of one single-family house.

3. Vehicular access shall be located on the lowest classified roadway for corner lots with two street classifications and driveway must be shared. For duplexes fronting on two local access roads, there may be vehicular access and individual driveways for each frontage. The city engineer may restrict access to a specific frontage if necessary for public safety.

4. When a corner-lot duplex is created by retaining and renovating an existing dwelling unit, legally established nonconforming building setbacks can be matched in any building addition or expansion necessary to convert the existing dwelling unit to a duplex.

5. Duplexes developed under this provision may be subdivided into two fee-simple lots using a unit lot subdivision process per Chapter 17.65 PMC.

TITLE 17: ZONING ORDINANCE

CHAPTER 18.70: RESIDENTIAL DISTRICTS

18.70.060 Development standards in RM and RH zones.

A. Lot Requirements. Table 18.70.060 establishes the lot requirements in the RM and RH zoning districts.

Table 18.70.060 Lot Requirements in the RM/RH Districts

Development Standard	Single-Family Detached *(including any method of subdivision for single-family detached, except detached cottage)*[1]	Multifamily Developments *(including duplex, triplex, apartment, townhouse, detached cottage,*[1] *or attached or detached condominium)*	Nonresidential
Minimum Lot Area	4,000 square feet	None	6,000 square feet
Minimum Lot Width	50'	20'	50'
Maximum Building Lot Coverage	50%	60%	50%
Front Yard Setback	15'	10'	20'
Rear Yard Setback	10'	10' 20' when abutting RL zone	20'
Side Yard Setback	5'	Detached: 10' 20' when abutting RL zone	Minimum 5' for a combined total of 15'
Street Corner Yard Setback *(corner lots at intersections(s) of public streets/rights-of-way)*	10'[2]	10'[2]	10'[2]
~~Increases in Yard Setbacks~~	~~N/A~~	~~For side, rear and peripheral yards, the setback shall be increased by 6" for each foot the building height exceeds 25'.~~	
Building Height[3]	See Section 18.70.060(B) ~~No building or structure shall exceed 35' in height.~~[3]		

[1] See Section 18.70.070(I) for cottage housing development lot requirements.
[2] Greater distance may be necessary for sight distance as determined by the city engineer.
[3] See Section 18.150.050 for building height measurement, Section 18.310.010 for building height exceptions.

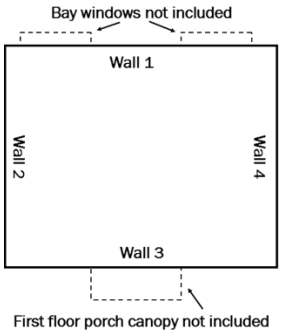
B. RM and RH Zoning District Height. The maximum average building height in the RM and RH zoning districts shall be thirty-five feet, with the exception of:

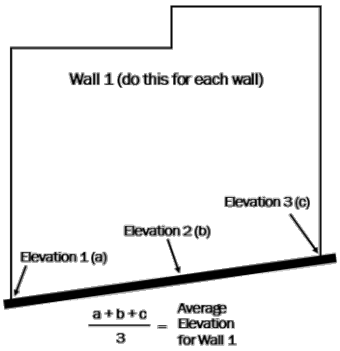
1. Buildings with a pitched roof with a minimum slope of 4 to 12 may extend 5 feet above the height limit;
2. Buildings with a pitched roof with a minimum slope of 6 to 12 may extend 8 feet above the height limit;
2. All parts of the roof above 35 feet must be pitched at a rate of not less than 4 to 12; and
4. Shed roofs are limited to 35 feet in height.

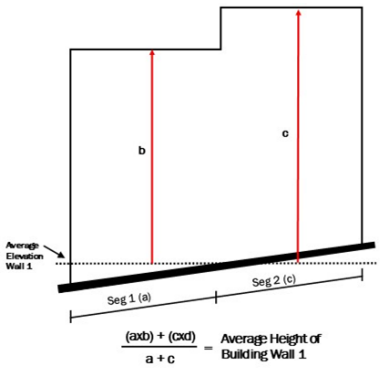
CHAPTER 18.150: MEASUREMENTS

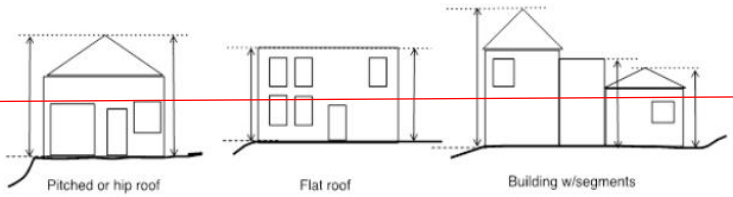
18.150.050 Measuring building height.

A. Except as provided in subsections (B) and (C) below, b~~B~~uilding height is the vertical distance measured from the average elevation of the finished grade at an exterior building wall or building segment to the highest point of the building wall or building segment. The overall building height shall be calculated as the average of all building sides. A building segment is when a break in the roof line, change in number of stories, or break in finished grade occurs.









B. In the C-1 Zoning District:

1. The height on 3rd Avenue NE between Moe Street NE and NE Hostmark Street shall be measured from the highest sidewalk grade of 3rd Avenue NE adjacent to the property line;
2. In the shopfront overlay the height limit on the west side and east side of Front Street NE shall be measured from the highest sidewalk grade of Front Street NE adjacent to the property line; and
3. "Highest sidewalk grade" means the highest elevation of the sidewalk parallel to the building frontage.

C. In the Shoreline Jurisdiction see 16.08.220, Height regulations.

TITLE 18: ZONING ORDINANCE

CHAPTER 18.40: DEFINITIONS

18.40.030 Definitions.

"Manufactured home lot" means any portion of a manufactured home park with a location for one manufactured home and its accessory structures.

CHAPTER 18.60: ESTABLISHMENT OF ZONING DISTRICTS

18.60.020 Establishment of land use zones.

Land use zoning districts and overlays in the city are hereby established as follows:

District or Zone	Map Symbol
Manufactured Home Park Overlay	MHPO

CHAPTER 18.115: MANUFACTURED HOME PARK OVERLAY (NEW)

18.115.010 Purpose

The Manufactured Home Park Overlay (MHPO) is intended to promote the retention of manufactured home parks as a source of affordable detached single-family and senior housing.

18.115.020 Applicability

A. The regulations specified within this chapter shall apply to the use of land within the MHPO zoning overlay.

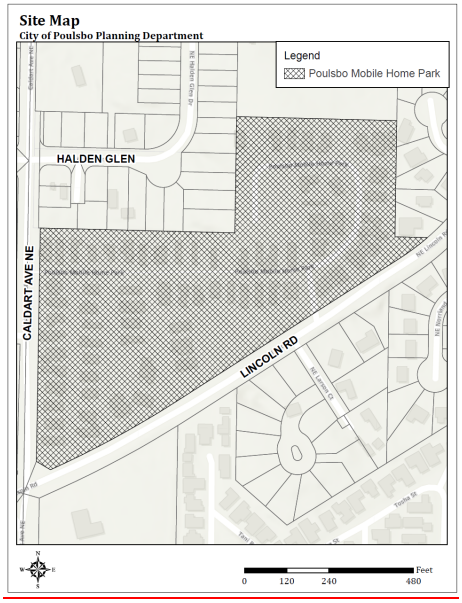
B. Replacement of a structure, construction of a new structure, and/or establishment of a new use within the MHPO shall comply with the use and development regulations in this chapter and all other development regulations of the underlying zoning, including other discretionary approvals, wherein a manufactured and mobile home park is located.

B. Should the provisions of this chapter conflict with any other provision of the PMC, except the critical areas ordinance, shoreline master program, International Building Code, or storm water regulations, the provisions of this chapter shall apply.

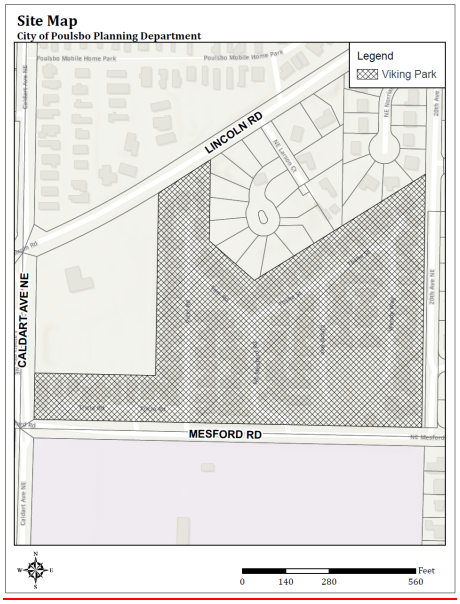
18.115.030 Establishment of Boundaries

The MHPO zoning overlay is as shown below.

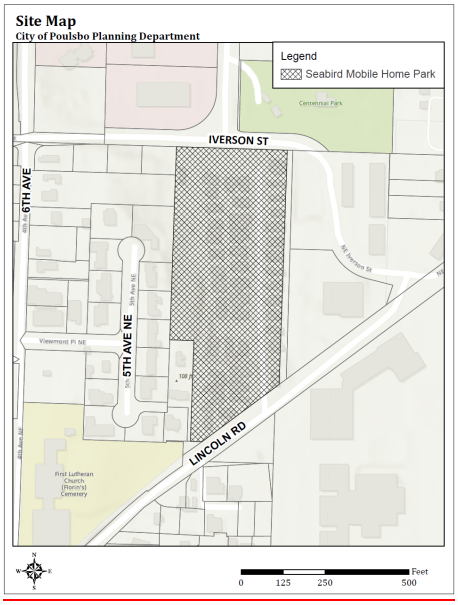
MHPO – Poulsbo Mobile Home Park



MHPO – Viking Park



MHPO – Seabird



18.115.040 Permitted Uses

A. One independent manufactured home, designated manufactured home, mobile home, or modular home per lot/leased space.

B. Community and recreation facilities serving residents.

C. Accessory structure as defined in PMC 18.40.30.

D. Management office and storage facilities.

E. Wireless communication facilities.

Chapter 18.70: RESIDENTIAL DISTRICTS

18.70.070 Additional standards and provisions for R zoning districts.

U. Manufactured Home Parks.

1. Site Size. The minimum size for a manufactured home park shall be three ~~five~~ acres.
2. Utilities. Manufactured home parks shall be completely and adequately served by city utilities.
3. Lot Sizes. Each space or lot upon which a manufactured home is to be located shall be at least three ~~four~~ thousand square feet in area and have a minimum width of forty feet.
4. Building Lot Coverage. The maximum building lot coverage is sixty percent, including accessory buildings.
5. Accessory Buildings. Buildings and structures accessory to individual manufactured homes as defined in PMC 18.40.30 shall be allowed. ~~An accessory roof or awning may be attached to a manufactured home and shall be considered a part thereof. Automobile parking spaces may be covered with a carport.~~
6. Access. All drives within the park shall be hard surfaced. Sidewalks and paths shall be provided consistent with applicable city standards.
7. Setbacks. There shall be at least a ten-foot setback between homes, any building within the park, or from any perimeter property line bounding the park.
8. Screening. There shall be sight-obscuring fencing, landscaping, or natural vegetated buffers at least ten ~~eight~~ feet wide on all sides of the park. Such screening shall contain openings that provide direct pedestrian access to adjoining streets and trails.
9. Recreational Areas/Open Space. Private or shared open space shall be provided at a minimum of three hundred square feet per manufactured home space. Driveways, parking lots, and required yard areas are not open space. ~~At least five hundred square feet for each manufactured home space shall be made available in a centralized location or locations for recreational uses.~~
10. Binding Site Plan. A complete and detailed binding site plan shall be submitted in support of the conditional use permit. The binding site plan shall show the locations and dimensions of all contemplated buildings, structures, spaces, driveways and roads and recreational areas. The city may require additional information as necessary to determine whether the proposed manufactured park meets all the above conditions and other applicable provisions of this code.

18.260.060 PRD development standards.

E. Architectural Variety and Individual Identity.

The purpose of these standards is to promote a visually diverse and high-quality built environment, prevent repetitive and monotonous streetscapes, and enhance neighborhood identity through varied architectural designs, materials, and site planning techniques. Architectural variety ~~Home~~ ~~individuality~~ shall be achieved through the following methods:

1. When lots front on a public street, the house shall have windows and doors that face the street. Houses shall have a distinct entry feature such as a porch or weather-covered entryway.
2. Distinct Home Elevations. Varied architectural design features (such as roof line articulation, color and materials) and home placements shall be utilized to avoid appearance of a long row of identical homes. The more homes in a PRD, the greater the number of different facade elevations will be required.
   a. The following number of unique architectural designs (differing in massing, roofline, and façade composition) shall be provided:
      i. One to nineteen homes, a minimum of four different facade elevations shall be used.
      ii. Twenty to thirty-nine homes, a minimum of five different facade elevations shall be used.
      iii. Forty to sixty-nine homes, a minimum of six different facade elevations shall be used.
      iv. Seventy or more homes, a minimum of seven different facade elevations shall be used.
   b. Each design shall have distinct architectural character and must differ in at least four (4) of the following elements:
      i. Roof form and pitch
      ii. Façade articulation (use of projections, recesses, or varied wall planes)
      iii. Porch or entryway design
      iv. Garage placement and prominence
      v. Window styles and placements
      vi. Exterior materials
      vii. Color schemes (must be visibly distinct)
      viii. Other design element that distinguished one facade elevation from another as determined by the director.
   c. Homes on corner lots shall incorporate enhanced side elevations with the same level of architectural detailing as the front elevation
   d Repetition Limitation.
      i. The same elevations ~~building plans~~ cannot be utilized on consecutive lots. “Flip-flopping” of elevations ~~plans~~ does not satisfy this requirement and is not permitted on immediately adjacent lots.
      ii. Homes with the same elevation shall be separated by at least three intervening homes with different elevations on the same block.
3. ~~2.~~ Garage Design. When lots front on a public street, garage doors shall ~~must~~ not be the dominant feature of the building facade. At least two of the following design elements shall be provided on home designs that have the garage door projecting forward from the first level living space:
   a. Windows in gables or dormers above the garage doors.
   b. Covered porches that emphasize the front entry.
   c. Trellis in front of garage.
   d. Use of decorative doors with windows, carriage-style detailing, or architectural enhancements to reduce blank, monotonous facades. ~~Additional front yard landscaping.~~
   e. Variety of architectural elements incorporated into the front building facade design, such as knee braces, varied column types, window boxes, corbels, and raised panel garage doors with windows
4. At building permit application submittal, the planning director shall ~~will~~ review submitted building permits for compliance with this section, as well as substantial compliance with the conceptual architectural renderings required in subsection D of this section, Project Design.
5. The planning director has the ability to modify any of the standards within this subsection, if the subject site topography precludes the compliance with any of the stated standards or in special circumstances where similar architectural

consistency provides a distinct character for a cluster of homes surrounding an open space or on a particular street, and if the alternative design achieves equal or greater architectural variety and visual interest.

TITLE 18: ZONING ORDINANCE

CHAPTER 18.140: OFF-STREET PARKING AND LOADING

18.140.035 Location

A. Residential Uses.

1. Single-Family Dwellings. Required parking spaces must be located on the same site or lot as the dwelling, unless otherwise approved.
2. Multifamily Dwellings. Required parking spaces must be located no more than 500 feet from the building they serve, unless otherwise approved.

B. Non-Residential Uses.

1. Required parking spaces must be located on the same parcel as the use they serve.
2. However, parking may be located on a different parcel if:
   a. The parking is no more than 500 feet from the building or use it serves, measured in a straight line, and
   b. The parking is provided under an approved joint use arrangement (see Section C).

C. Joint Use of Parking Facilities. Parking facilities may serve more than one use or property when peak demand times do not significantly overlap. Joint parking is subject to the following:

1. Non-Overlapping Peak Hours. If the uses served by joint parking have non-overlapping peak hours, the parking facility must provide at least the number of spaces required by the use with the greatest parking demand.
2. Overlapping Peak Hours. If the uses served have overlapping peak hours, the combined total number of required parking spaces must be provided. However, this total may be reduced by up to 10% if all of the following conditions are met:
   a. The parking areas share a common property line;
   b. There is a vehicular connection between the lots;
   c. There is a convenient, visible, sand safe pedestrian connection between the lots;
   d. Directional signage is provided to indicate the availability of parking for all affected properties, in accordance with Chapter 18.70 PMC (Signage).
3. Documentation. Legal documentation (e.g., deeds, leases, or contracts) must be submitted to the Planning Director to verify the joint use arrangement. This documentation must be recorded with the Kitsap County Auditor's Office for all properties involved.
4. Termination of Joint Use. If a joint use parking arrangement is terminated, each use must thereafter meet the full parking requirements independently, as outlined in this title.

~~A. Parking spaces for dwelling units shall be located on the same site or lot with the dwelling(s), unless otherwise approved.~~

~~B. Parking spaces for multifamily dwellings shall be located no more than three hundred feet from the building that they serve, unless otherwise approved.~~

~~C. Parking spaces for all other uses shall be located on the same parcel; however, parking may be located on another parcel if the parking is no further than three hundred feet from the building or use that they are required to serve, measured in a straight line from the building, and as set forth in a joint use arrangement.~~

~~D. Joint Parking. The off-street parking requirement of two or more structures or parcels of land, where the uses' peak hours of operation do not overlap, may be satisfied with the same parking area used jointly; provided, that:~~

~~1. Where the uses to be served by joint parking do not overlap their peak hours of operation, the property owner or owners shall provide The joint parking facility(ies) shall contain the same number of parking spaces required by the use which requires the greatest amount of parking.~~

~~2. Where the uses to be served by joint parking have overlapping peak hours of operation, the property owner or owners shall provide parking spaces equal to the total of the individual parking requirements. If the following criteria are met, that total may be reduced by 10 percent:~~

~~a. The parking areas share a property line; and~~

~~b. A vehicular connection between the lots exists; and~~

~~c. A convenient, visible pedestrian connection between the lots exists; and~~

~~d. The availability of parking for all affected properties is indicated by directional signs, as permitted by Chapter 18.70 PMC (Signage).~~

~~3. 2. Satisfactory legal evidence shall be presented to the planning director in the form of deeds, leases or contracts to establish the joint use and be recorded with the Kitsap County auditor's office against all properties involved.~~

~~4. 3. If a joint use arrangement is subsequently terminated, the requirements of this title shall apply to each use separately.~~

18.140.040 Design standards for surface parking areas.

A. Space and Aisle Dimensions. Table 18.140.040 sets forth the required minimum dimensions for parking spaces and drive aisles.

Table 18.140.040 Parking Space and Aisle Minimum Dimensions

	Standard Stall Dimensions		Compact Stall Dimensions		Aisle Width Dimensions	
Parking Angle (degree)	Stall Width (feet)	Stall Depth (feet)	Stall Width (feet)	Stall Depth (feet)	1-way Aisle Width	2-way Aisle Width
0	20	8	18	8	12	20
45	8 ~~9~~	18	8	15	14	20
60	8 ~~9~~	18	8	15	16	22
90	8 ~~9~~	18	8	15	22	24

1. Other parking angles may be approved, with dimensional requirements consistent with those set forth in Table 18.140.040.
2. When a parking space abuts a fence, structure, wall or other obstruction, an additional eighteen inches of width to the parking space are required. When a parking space abuts landscaping, an additional twelve inches are required.
3. Two additional feet beyond the last parking space in an aisle are required.

18.140.090 Off-Street Parking Reduction.

The Review Authority may approve a a decrease in the required number of off-street parking spaces if the number of spaces proposed is documented by an adequate and thorough parking-demand-and-utilization-study to sufficiently serve the use with appropriate off-street parking without adversely impacting other uses and streets in the vicinity.. The study shall be prepared by a licensed transportation engineer or other qualified professional with parking demand expertise and shall analyze the operational characteristics of the proposed use which justify a parking reduction. The Administrator may require a third party review of the study prior to its approval and the recording of a covenant or other instrument restricting the use of the property to the specific use for which the alternative minimum parking requirement was approved.

TITLE 18: ZONING ORDINANCE

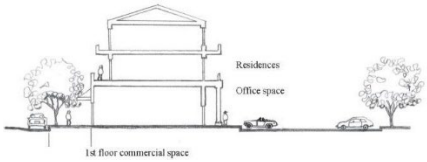
CHAPTER 18.80: COMMERCIAL DISTRICTS

18.80.080 Additional standards and provisions for C zoning districts.

J. Mixed-Use Structure.

1. Purpose. Mixed-use structures allow for placement of a mix of commercial and residential uses in a single building. Mixed-use structures are intended to allow for efficient use of land and public services in an urban setting; encourage convenient access between employment, services and residential opportunities; and increase development alternatives.
2. Development Standards. ~~New~~ M~~m~~ixed-use structures shall have the following standards:
   a. A mixed-use structure shall contain at least two complementary, integrated, or mutually supporting uses (such as offices, retail, professional services, food and beverage, entertainment, public service and residential). ~~(Except as allowed in subsections (J)(3)(a)(i) and (J)(3)(a)(ii) of this section.)~~
   b. Except as allowed in subsection (J)(3) below, residential units shall be located above commercial uses. Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.
   c. Any underbuilding parking located on the street level floor shall have an intervening permitted use between the street and the parking.
   c. The mixed-use building shall be designed to look and function as an integrated development and encourage pedestrian travel between uses and adjacent buildings.
   d. Buildings should be located adjacent to the primary street or immediately behind a public or semi-public space, such as a forecourt, plaza, or an outdoor seating area.
   e. Commercial uses located on the ground floor shall have a prominent entrance facing the primary street, provide use and activity presence along the street frontage, and be designed to clearly define it as commercial space.
   ~~f. Compatibility with the height, massing, setback and design character of surrounding uses shall be considered in mixed-use structure design.~~
   g. At least one outdoor activity feature shall be provided for the mixed-use building, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas must be paved and landscaped.
   h. Private or shared open space shall be provided for each of the residential units, such as a private outdoor balcony or rooftop deck, and shall be provided at a minimum of thirty-eight square feet per unit.
   i. On-site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided. When the pedestrian circulation crosses driveways, parking areas and loading areas, it must be clearly identifiable through use of different paving materials.
   j. Existing residential units in a mixed-use structure in the C zones may continue without meeting the standards above.

Conceptual design of a mixed-use building with retail commercial on the first floor, office on the second floor, and residences on the third floor. Design elements include facade modulation, roofline cascade, rooftop deck, awnings, varied facade materials, recessed and frame windows and ornamental pilasters.



Example of mixed-use structures use configuration.

~~a. Residential units must be located above allowed commercial uses (residences may not be located at street/ground level or below). However, uses accessory to the residential, such as lobby, fitness center, storage, community room and other accepted uses, may be located on the first floor (street level), and shall generally be located behind the street level commercial uses. Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.~~

~~i. Within the C-1 (but outside of the shopfront overlay), C-2, C-3, and C-4 zoning districts, residential units may be allowed on the first floor; provided, that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.~~

~~ii. For corner lots in the C-1 zoning district (but outside of the shopfront overlay), thirty percent of the street level ground floor gross square footage shall be occupied by uses set forth in Table 18.80.030, Commercial Zoning Districts Use Table.~~

~~b. A minimum of fifty percent of the street level ground floor gross square footage shall be occupied by uses set forth in Table 18.80.030, Commercial Zoning Districts Use Table, or as allowed by subsections (J)(3)(a)(i) and (J)(3)(a)(ii) of this section. Any underbuilding parking located on the street level floor shall have an intervening permitted use between the street and the parking.~~

3. Exceptions:

a. Flexible First Floor. Within the C-1 (but outside of the shopfront overlay), C-2, C-3, and C-4 zoning districts, residential units may be allowed on the first floor; provided, that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.

i. For corner lots in the C-1 zoning district (but outside of the shopfront overlay), at least fifty ~~thirty~~ percent of the building's ~~street level ground floor~~ gross square footage of the street level ground floor within 50 feet of the corner on each side shall be occupied by uses set forth in Table 18.80.030, Commercial Zoning Districts Use Table.[3] This ensures a prominent commercial presence at the corner while allowing flexibility for other uses elsewhere on the lot. Alternative public benefits, such as expanded pedestrian plazas, enhanced landscaping, or public art, may be considered by the Planning Director.

b. Accessory Spaces. Uses accessory to the residential, such as lobby, fitness center, storage, community room and other accepted uses, may be located on the street level ground floor, and shall generally be located behind the street level commercial uses.

4. Lease and Sale Disclosures. It is recommended that acknowledgement be included in lease or purchase/sale agreements for residential units in mixed-use structures, and address that residents will reside within commercial structures, where quiet enjoyment may not be guaranteed due to the nature of business, dining/entertainment or special event activity within the commercial zoning districts.

CHAPTER 19.20: APPLICATION CLASSIFICATION

19.20.020 Permit application classification.

The following table sets forth the various applications required and classifies each application by the process used to review and the review authority who will decide the application.

Table 19.20.020 Permit, Process and Review Authority Classification

Permit Type	Process Type	Review Authority
Appeals		
Type I and II permit decisions		HE
Type III permit decisions		~~CC~~ Kitsap County Superior Court
Type IV		GMHB
Type V		Kitsap County Superior Court

CHAPTER: 19.40 APPLICATION REVIEW PROCEDURES

19.40.040 Type III permit applications.

H. Appeal. Appeal of the hearing examiner or city council decision on Type III permit applications may be appealed ~~to the city council~~ as set forth in Section 19.70.030~~20~~. ~~City council decisions may be appealed to the Kitsap County superior court as set forth in Section 19.70.030.~~

CHAPTER 19.70: DECISION APPEAL PROCEDURES

19.70.010 Appeal on Type I and Type II permit decision.

G. Final Decision. The Hearing Examiner's decision on Type I and II appeals is the City's final decision. The Hearing Examiner's decision may be appealed to the Kitsap County Superior Court by filing a petition for review, within 21 days of the date the decision is issued, as provided in RCW 36.70C.040. ~~Hearing Examiner Appeal Decision. The hearing examiner's decision on Type I and II appeals may be appealed to the city council as provided for in Section 19.70.020.~~

1. The planning director shall mail a notice of appeal decision to all parties of record within seven calendar days of the hearing examiner issuance of an appeal decision. The notice of appeal decision shall include at a minimum the following:
   a. Name of the approved project under appeal.
   b. The street address of the subject property and a description in nonlegal terms sufficient to identify its location.
   c. A brief description of the appeal decision.
   d. The date of the notice of appeal decision.

~~**19.70.020 Appeal to city council on hearing examiner Type I and II permit appeal decisions, and Type III hearing examiner decisions.**~~

~~A. Overview. All decisions of the hearing examiner on Type I and II appeals, and all decisions of the hearing examiner on Type III permits may be appealed to the city council. The city council will make a final decision on such matters in a closed record appeal proceeding in which no new evidence may be submitted.~~

~~B. Commencing an Appeal. Hearing examiner decisions on Type I and II appeals and on Type III decisions by the hearing examiner may be appealed as follows:~~

~~1. Who May Appeal. The following parties may appeal:~~

~~a. The applicant.~~

~~b. The owner(s) of property subject to the application.~~

~~c. City staff.~~

~~d. In the case of Type I or II decision, any party who appealed the department director's decision to the hearing examiner.~~

e. In the case of Type III decision, any person who established themselves as a party of record.

2. A person appealing a hearing examiner decision on Type I and II appeals and on Type III decision by the hearing examiner shall submit a completed appeal form which sets forth:

a. Facts demonstrating that the person is adversely affected by the decision.

b. A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the decision fails to satisfy the applicable decision criteria.

c. The specific relief requested.

d. Any other information reasonably necessary to make a decision on the appeal.

3. The written appeal, and the appeal fee and deposit must be received by the Poulsbo planning department no later than 4:30 p.m. on the fourteenth calendar day following the expiration of the hearing examiner's reconsideration period.

4. The planning director shall review a submitted appeal and reject an appeal which fails to meet all the requirements of this section.

C. Closed Record Appeal Proceeding.

1. Notice of the closed record appeal proceeding shall be given as follows:

a. A closed record appeal proceeding before the city council shall be scheduled and the notice of the closed record appeal proceeding shall be provided to all parties of record no less than fourteen calendar days prior to the date on which the city council will hold the closed record appeal proceeding.

b. The notice of closed record appeal proceeding shall contain the following:

i. Name of the approved project under appeal.

ii. Name of the appellant.

iii. The street address of the subject property and a description in nonlegal terms sufficient to identify its location.

iv. A brief description of the hearing examiner decision which is being appealed.

v. The date, time and place of the closed record appeal proceeding before the city council.

2. The applicant, owner(s) of the property subject to the application, appellant, the applicable city department director, city attorney, or representatives of these parties may participate in the appeal proceeding.

3. Any person entitled to participate may participate in the appeal proceeding by:

a. Submitting written argument on the appeal to the city clerk no later than the date specified in the city council's rules of procedure; and/or

b. Marking oral argument on the appeal to the city council at the closed record appeal proceeding. Argument on the appeal is limited to information contained in the record developed before the hearing examiner and must specify the findings or conclusions which are the subject of the appeal, as well as the relief required from city council.

4. The city council shall make an electronic sound recording of each appeal proceeding.

5. Testimony or other evidence and information not presented to the hearing examiner shall not be considered. The decision by the city council shall be made only on the basis of facts presented at the open record hearing before the hearing examiner.

D. City Council Decision on Appeal.

1. The city council may grant the appeal or grant the appeal with modifications if the appellant proves that the decision of hearing examiner is not supported by a preponderance of the evidence or is clearly erroneous. In all other cases, the appeal shall be denied. The city council shall accord substantial weight to the decision of the hearing examiner.

2. The city council may impose conditions as part of the granting of an appeal or granting of an appeal with modification to ensure conformance with the criteria under which the application was made.

3. The city council shall adopt findings and conclusions which support its decision on the appeal.

~~4. A vote to grant the appeal or grant the appeal with modifications must be by a majority vote of the membership of the city council. A tie vote shall be decided by the vote of the mayor. Any other vote constitutes denial of the appeal.~~

~~5. Notice of decision on appeal shall be provided as follows:~~

~~The planning director shall mail a notice of appeal decision to all parties of record within seven calendar days of the city council issuance of an appeal decision. The notice of appeal decision shall include at a minimum the following:~~

~~i. Name of the approved project under appeal.~~

~~ii. The street address of the subject property and a description in nonlegal terms sufficient to identify its location.~~

~~iii. A brief description of the appeal decision.~~

~~iv. The date of the notice of appeal decision.~~

~~E. Final Decision. The city council's decision on an appeal from the hearing examiner on Type I and II appeals or hearing examiner decision on Type III permits is the city's final decision. The city council decision may be appealed to the Kitsap County superior court by filing a petition for review, within twenty-one days of the date the decision is issued, as provided in RCW 36.70C.040. No action to obtain judicial review may be commenced unless all rights of administrative appeal provided by this section or state law have been exhausted.~~

19.70.0~~2~~30 Appeal on Type III permit hearing examiner or city council decision.

The action of the Hearing Examiner or city council on a Type III application is the City's final decision and may be appealed as provided under the Land Use Petition Act, Chapter 36.70C RCW. Any such petition for review must be filed with Kitsap County superior court within twenty-one days of the date the decision is issued, as provided in RCW 36.70C.040, and the petition must meet all requirements set forth in said statute.

TITLE 15: BUILDINGS AND CONSTRUCTION

CHAPTER 15.35: TREE CUTTING AND CLEARING

15.35.080 Application submittal requirements.

An application for a tree cutting and clearing permit shall contain the submittal requirements as identified in the applicable application form. ~~the following:~~

~~A. A completed tree cutting and clearing permit application form and all identified submittal requirements.~~

~~B. The required application fees.~~

~~C. A description of the work to be covered by the permit.~~

~~D. Each completed application shall be accompanied by the required number of plans, at a scale as prescribed by the planning director, and include:~~

~~1. Date and north arrow;~~

~~2. Prominent physical features of the property including, but not limited to, topography, critical areas and watercourses;~~

~~3. General location, type, range of size, and condition of all trees including the species, size and accurate location of all healthy trees having a trunk diameter of at least six inches or more measured at diameter at breast height (DBH);~~

~~4. Identification of all trees and groundcover proposed to be removed;~~

~~5. Any existing improvements on the property including but not limited to structures, driveways, ponds, and utilities;~~

~~6. Temporary erosion and sedimentation control plan, including sequence for tree removal and other land-disturbing activities, schedule for installation and removal of all temporary erosion and sediment control measures, including vegetative measures, and outline of the methods to be used in clearing vegetation and disposing of the cleared vegetative matter;~~

~~7. Identification of tree protection provisions for areas not subject to the tree cutting and clearing permit.~~

~~E. Statement by the applicant that the subject property proposed for land clearing is not and has not been subject to a notice of conversion to a no forestry use for six years prior to the permit application.~~

TITLE 17: LAND DIVISION

CHAPTER 17.30: BOUNDARY LINE ADJUSTMENTS

17.30.030 Application submittal requirements.

An applicant shall submit a complete boundary line adjustment application to the city. A complete application for the purposes of this chapter shall contain the submittal requirements as identified in the applicable application form. ~~consist of the following:~~

~~A. Completed application form(s) per city requirements.~~

~~B. The required application fee.~~

~~C. Clean and legible drawings suitable for recording showing the following:~~

~~1. A map at a scale of not less than one inch to fifty feet which depicts the existing property configuration, including all lot lines, dimensions and lot area.~~

~~2. A map at a scale of not less than one inch to fifty feet which depicts the proposed property configuration, including all lot lines, dimensions and lot area.~~

~~3. The location and dimensions of all structures/improvements existing upon the affected lots and the distance between such structures/improvements and the existing and proposed boundary lines.~~

~~4. The location and dimensions of any easements within or adjacent to the affected lots.~~

~~5. The location, dimensions and names of all existing or platted street rights-of-way, whether public or private, within or adjacent to the affected lots.~~

~~6. The location of all existing and proposed water, sewer and storm drainage facilities, on-site wastewater disposal systems, drainfields, and wells.~~

~~7. The location of access to all affected lots.~~

~~8. A north arrow and bar scale.~~

~~D. The original legal descriptions of all affected properties, together with new separate legal descriptions for each parcel resulting from the adjustment.~~

~~E. Drawings of the original lot configuration of all affected properties, together with new drawing of adjusted lot configuration(s).~~

~~F. All drawings and legal descriptions are required to be prepared, stamped and dated by a licensed land surveyor as set forth in Section 17.80.080.~~

~~G. A copy of any covenants, conditions and restrictions (CCRs), deed restrictions, concomitant agreements, easements, or development agreements pertaining to the affected properties.~~

~~H. If an existing on-site sewage (septic tank) disposal system and/or well will continue to be used on an affected property after the boundary line adjustment, and/or if a new on-site sewage disposal system or well is proposed for an affected property where city code does not require connection to the city's municipal sewer and/or water system, the applicant shall provide written verification from the Kitsap Public Health District that the proposed lot is adequate to accommodate an on-site sewage disposal system and/or well.~~

CHAPTER 17.40: SHORT SUBDIVISION

17.40.030 Application submittal requirements.

An application for a short subdivision shall contain the submittal requirements as identified in the applicable application form. ~~the following:~~

~~A. Completed application form(s) per city requirements and all identified submittal requirements.~~

~~B. The required application fees.~~

~~C. A set of short plat drawings shall be prepared as set forth in the short subdivision application form and shall include the following:~~

~~1. Dimensions of the subject property and each existing and proposed lot, parcel, and tract; as well as buildings and other structures within the property.~~

~~2. Structures and driveways within one hundred fifty feet of the property, on both sides of the street.~~

~~3. Existing and proposed easements and any encroachments.~~

~~4. Existing and proposed road and utilities, including any stormwater detention facilities.~~

~~5. List proposed impervious area(s), including proposed pollution generating pervious and impervious area(s).~~

~~6. Critical areas as indicated in Chapter 16.20, located on or within three hundred feet of the property.~~

~~7. Streets adjacent to, surrounding or intended to serve the property.~~

~~8. Zoning of adjacent properties.~~

~~D. Legal descriptions of the proposed lots, tracts and easements and other as appropriate.~~

~~E. A completed SEPA checklist (if required).~~

~~F. Demonstrate compliance with current stormwater regulations.~~

~~G. All off-site easements necessary to provide access to the short subdivision or to serve the short subdivision with utility infrastructure.~~

~~H. Any critical areas special reports identified in the preapplication conference letter.~~

~~I. Title report or plat certificate (within ninety days of submission, or as set forth on the application form) for all parcels involved.~~

~~J. For residentially zoned property, density calculations indicating maximum and minimum density requirements for the proposed plat as set forth in Section 18.70.040, Table 18.70.050 or Table 18.70.060.~~

~~K. Any additional information identified by the city as necessary in order to provide a complete review of the proposed plat.~~

~~L. Any additional information identified in the proposed plat's preapplication summary letter.~~

CHAPTER 17.50: BINDING SITE PLANS

17.50.040 Application submittal requirements.

An application for a binding site plan shall contain the submittal requirements as identified in the applicable application form. ~~the following:~~

~~A. Completed application form(s) per city requirements, and all identified submittal requirements.~~

~~B. The required application fees.~~

~~C. The binding site plan application drawings shall be prepared as set forth in the binding site plan application form and shall include the following:~~

~~1. Project name, plan date, and/or revision date.~~

~~2. Name and phone number of preparer.~~

~~3. North arrow and bar scale.~~

~~4. Dimensions of the subject property and each existing and proposed lot, parcel, and tract; as well as any building and other structures within the property.~~

~~5. Structures and driveways within one hundred fifty feet of the property, on both sides of the street.~~

~~6. Existing and proposed easements and any encroachments.~~

~~7. Existing and proposed road and utilities, including any stormwater detention facilities.~~

~~8. Location of existing and proposed walls and fences, with an indication of their height and construction materials.~~

~~9. Existing and proposed topography at contour intervals of no more than five feet.~~

~~10. Critical areas as indicated in Chapter 16.20, located on or within three hundred feet of the property.~~

~~11. Streets adjacent to, surrounding or intended to serve the property.~~

~~12. Location and layout of off-street parking and loading facilities, and number and dimensions of parking stalls.~~

~~13. Zoning of adjacent properties.~~

~~14. For commercial, office commercial industrial, business park and light industrial zoned property, an integrated site design may be proposed. An integrated site design typically contains within it multiple tracts of land for separated leasehold or ownership, but functions as a single center. Characteristics of an integrated site design include commonly shared access, parking, utilities, signage and landscaping; and zoning regulations are applied to the entire site, as if there were no interior property lines.~~

~~15. For commercial, office commercial industrial, business park and light industrial zoned properties, structures and/or use do not have to be identified at time of binding site plan application; provided, that site plan review for subsequent building size, location, use and compliance with the approved binding site plan and any applicable development standards will be required and shall be submitted and processed as a Type II process (unless otherwise required).~~

~~D. Legal description for the property to be subdivided and legal descriptions for new lots/parcels/tracts.~~

~~E. A completed SEPA checklist.~~

~~F. List proposed impervious area(s) including proposed pollution generating pervious and impervious area(s).~~

~~G. Any critical areas special reports identified in the preapplication conference letter.~~

~~H. A title report or plat certificate (within ninety days of submission, or as set forth on the application form) for all parcels involved.~~

~~I. Proposed covenants, conditions and restrictions, if required.~~

~~J. Preliminary landscape plan.~~

~~K. A traffic study, if required.~~

~~L. Proposed division plan, if applicable.~~

~~M. Any additional information identified by the city as necessary in order to provide a complete review of the proposed binding site plan.~~

~~N. Any additional information identified in the proposed binding site plan preapplication summary letter.~~

CHAPTER 17.60: PRELIMINARY SUBDIVISION

17.60.030 Application submittal **requirements**.

An application for a preliminary subdivision shall contain the submittal requirements as identified in the applicable application form. ~~the following:~~

~~A. Completed application form(s) per city requirements, and all identified submittal requirements.~~

~~B. The required application fees.~~

~~C. The preliminary plat drawings shall be prepared as set forth in the preliminary subdivision application form and shall include the following:~~

~~1. Project name, plan date, and/or revision date.~~

~~2. Name and phone number of preparer.~~

~~3. North arrow and bar scale.~~

~~4. Dimensions of the subject property, and all existing and proposed lots, parcels, and tracts; as well as any building and other structures within the property.~~

~~5. List proposed impervious area(s), including proposed pollution generating pervious and impervious area(s).~~

~~6. Structures and driveways within one hundred fifty feet of the property, on both sides of the street.~~

~~7. Existing and proposed easements and any encroachments.~~

~~8. Existing and proposed road and utilities, including any stormwater detention facilities.~~

~~9. Location of existing and proposed walls and fences, with an indication of their height and construction materials.~~

~~10. Existing and proposed topography at contour intervals of no more than five feet.~~

~~11. Critical areas as indicated in Chapter 16.20, located on or within three hundred feet of the property.~~

~~12. Streets adjacent to, surrounding or intended to serve the property.~~

~~13. Zoning of adjacent properties.~~

~~D. A completed SEPA checklist.~~

~~E. Demonstrate compliance with current stormwater standards.~~

~~F. Any critical areas special reports as identified in the preapplication conference letter.~~

~~G. All off-site easements necessary to provide access to the subdivision or to serve the subdivision with utility infrastructure.~~

~~H. Proposed covenants, conditions and restrictions (CCRs).~~

~~I. Preliminary landscape plan, if required.~~

~~J. Tree retention plan, if required.~~

~~K. A traffic study, if required.~~

~~L. Proposed plat divisions.~~

~~M. Title report or plat certificate (within ninety days of submission, or as set forth on the application form) for all parcels involved.~~

~~N. Any additional information identified by the city as necessary in order to provide a complete review of the proposed preliminary subdivision.~~

~~O. Any additional information identified in the proposed preliminary subdivision preapplication summary letter.~~

CHAPTER 17.70: FINAL PLATS

17.70.030 Application submittal **requirements**.

An application for a final plat shall contain the submittal requirements as identified in the applicable application form.

~~A. Completed application form(s), including all identified submittal requirements and the required application fees.~~

~~B. Final plat drawings shall be prepared as follows:~~

~~1. Final plat on reproducible mylar, or approved equivalent, in a size per the city's requirement(s). Each sheet of the final plat shall contain the subdivision name, sheet number, scale, and north arrow.~~

~~2. Boundary of the subdivision with complete bearings and lineal dimensions.~~

~~3. Primary control points, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.~~

~~4. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, and radii, arcs, central angles of all curve arcs.~~

~~5. Name and right-of-way width of each street or other right-of-way.~~

~~6. Location, dimensions and purpose of all easements.~~

~~7. Number to identify each lot or parcel.~~

~~8. Purpose for which tracts or parcels, other than residential lots, are dedicated or reserved.~~

~~9. Location and description of monuments by symbol.~~

~~10. Reference to plats of adjoining land by their recorded name, date, volume and page number.~~

~~11. Certification by licensed land surveyor or licensed professional civil engineer.~~

~~C. Plans and profiles of all utilities and street improvements showing approval of the design by the city engineer.~~

~~D. Title report or plat certificate (within ninety days of submission, or as set forth on the application form) confirming that the title of the lands as described and shown on the final plat is in the name of the owners signing the plat certificate or instrument of dedication.~~

~~E. A copy of all covenants, conditions and restrictions (CCRs) to be imposed upon the land within the subdivision.~~

~~F. A certification from a licensed land surveyor confirming the location of the constructed model homes are placed appropriately on their respective lots and meet all setback requirements and/or conditions of approval.~~

TITLE 17: ZONING ORDINANCE

CHAPTER 18.250: PLANNED MIXED USE DEVELOPMENTS

18.250.030 Application ~~S~~submittal requirements.

An application for a planned mixed use development shall contain the submittal requirements as identified in the applicable application form.

~~All applications shall be accompanied with complete site plans drawn to one inch to forty feet scale and produced in such a way as to clearly indicate compliance with all applicable requirements, and shall include the following:~~

~~A. A vicinity map showing the location of the property and surrounding properties. A copy of assessor's quarter section map may be used to identify the site.~~

~~B. Dimensions and orientation of the parcel.~~

~~C. Existing conditions drawing:~~

~~1. The location, name and dimensions of all streets adjoining the site indicating whether privately or publicly owned.~~

~~2. The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space, and utilities.~~

~~3. Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.~~

~~4. The location of regulated critical areas.~~

~~5. The location of drainage patterns and drainage courses; including a site and soil analysis for suitability of appropriate low impact development stormwater management facilities.~~

~~6. The location, size and type of any trees or stands of trees to be retained as set forth in Chapter~~ 18.180~~.~~

~~D. Proposed site development plan. The proposed site plan shall be drawn at the same scale as the existing conditions and shall include the following information:~~

~~1. The proposed site and its dimensions and area, orientation relative to north.~~

~~2. Abutting properties and the approximate location of structures and uses on abutting property within fifty feet of the subject site's perimeter.~~

~~3. The location and dimensions of proposed development, including the following:~~

~~a. Streets and other rights-of-way and public or private access easements on and adjoining the site.~~

~~b. Vehicle and bicycle parking and circulation areas.~~

~~c. Loading and service areas.~~

~~d. Pedestrian walkways and connections, recreational amenity details, open space, and outdoor features.~~

~~e. Utilities.~~

~~f. Existing structures to be retained on the site and their distance from property lines.~~

~~g. Location of proposed building and structures on the site, including signs, fences, etc., and their intended use and distance from property lines.~~

~~h. The location and type of proposed outdoor lighting and existing lighting to be retained.~~

~~i. The size and location of solid waste and recyclables storage areas.~~

~~j. Proposed topography at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.~~

~~k. Stormwater management facilities.~~

~~4. Summary table which includes parcel zone, total site area, gross floor area by use (i.e., manufacturing, office, retail, storage), itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, and total number of residential units.~~

~~E. Design review drawings, prepared as required in Section 18.120.030.~~

~~F. Landscape plan, prepared as required in Section 18.130.030, including, if applicable:~~

~~1. The location, height and material of fences, buffers, berms, walls and other proposed screening.~~

~~2. The location and dimensions or area of terraces, decks, shelters, play areas, recreation amenities and open spaces.~~

~~3. Surface water management features that are integrated with landscape, recreation or open space areas.~~

~~4. Limits of grading for retention of trees.~~

~~G. Sign plan. Sign drawings may be submitted with the PMUD application. If submitted, sign drawings shall be reviewed for compliance with Chapter 18.170.~~

~~H. Other. Other information shall be provided as identified at the pre-application conference and/or application form; or to show the development complies with conditions of approval of related SEPA determinations and land use actions and permits.~~

~~I. A written statement providing the following information:~~

~~1. Program for development including staging or timing.~~

~~2. Anticipated ownership pattern upon completion of development.~~

~~3. Basic content of restrictive covenants.~~

~~4. Provision to assure permanence and maintenance of open space through means acceptable to the city.~~

~~5. Statement of tabulation of number of persons to be employed, served or housed in the proposed development.~~

~~6. Statement describing the consistency of the proposed development to Poulsbo's comprehensive plan.~~

CHAPTER 18.260: PLANNED RESIDENTIAL DEVELOPMENTS

18.260.130 Application Ssubmittal requirements.

An application for a planned residential development shall contain the submittal requirements as identified in the applicable application form.

~~All applications shall be accompanied with complete site plans and subdivision plans if creating lots, drawn to one inch to forty feet scale and produced in such a way as to clearly indicate compliance with all applicable requirements, and shall include the following. At least one sheet shall show the proposed project in its entirety (drawn at its appropriate scale).~~

~~A. A vicinity map showing the location of the property and surrounding properties. A copy of assessor's quarter section map may be used to identify the site.~~

~~B. Dimensions and orientation of the parcel.~~

~~C. Location of existing natural features and structures, including as appropriate: (1) significant stands of trees and trees to be retained (species must be identified; dominant species for stands); (2) topography including identification of geologic hazard areas; (3) any known cultural assets; (4) streams, wetlands and other critical areas or environmental features; (5) aerial photography, if available, of subject site; (6) site and soils analysis for suitability of appropriate low impact development stormwater management facilities; and (7) identification of any adjacent off-site natural features which may have an impact on the subject site, as well as any existing or proposed open space, trail linkages or road connections.~~

~~D. Location of proposed lots, building footprints, and open space numbered as open space tracts.~~

~~E. Location of walls and fences, indication of their height and construction materials.~~

~~F. Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.~~

~~G. Streets adjacent to, surrounding or intended to serve the property; curb cuts and internal pedestrian and vehicular traffic circulation routes.~~

~~H. Existing and proposed exterior lighting.~~

~~I. Landscape plan depicting the location and configuration of overall site landscaping, including protected critical areas.~~

~~J. Location and layout of off-street parking, on-street parking, and site circulation.~~

~~K. Preliminary utility plan depicting the location of utility and drainage facilities and related tracts or easements.~~

~~L. Site design for the entire project, including open space areas, pedestrian walkways and connections, recreational amenity details, outdoor features, building footprints and preliminary building elevations and/or general proposed architectural style.~~

~~M. Architectural elevations/renderings for any proposed attached unit structures.~~

~~N. Environmental checklist or, if required, environmental impact statement.~~

~~O. Preliminary draft of restrictive covenants.~~

~~P. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations including any appropriate site design guidelines.~~

~~Q. Other information may be required as identified at the pre-application conference and/or application form.~~

~~R. A written statement explaining how the proposed PRD meets the purpose and findings of this chapter.~~

CHAPTER 18.270: SITE PLAN REVIEW

18.270.040 Application Ssubmittal requirements.

An application for a preliminary subdivision shall contain the submittal requirements as identified in the applicable application form.

~~All applications shall be accompanied with complete site plans drawn to one inch to forty feet scale and produced in such a way as to clearly indicate compliance with all applicable requirements; provided, that for minor site plan review, the planning director may not require all of the following site plan review submittal requirements:~~

~~A. A vicinity map showing the location of the property and surrounding properties. A copy of assessor's quarter section map may be used to identify the site.~~

~~B. Dimensions and orientation of the parcel.~~

~~C. Existing conditions drawing:~~

~~1. The location, name and dimensions of all streets adjoining the site indicating whether privately or publicly owned.~~

~~2. The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space, and utilities.~~

~~3. Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.~~

~~4. The location of regulated critical areas.~~

~~5. The location of drainage patterns and drainage courses; including a site and soil analysis for suitability of appropriate low impact development stormwater management facilities.~~

~~6. The location, size and type of any significant or protected trees or stands of trees.~~

~~D. Proposed site development plan. The proposed site plan shall be drawn at the same scale as the existing conditions drawing and shall include the following information:~~

~~1. The proposed site and its dimensions and area, orientation relative to north.~~

~~2. Abutting properties, and the approximate location of structures and uses on abutting property within fifty feet of the subject site's perimeter.~~

~~3. The location and dimensions of proposed development, including the following:~~

~~a. Streets and other rights-of-way and public or private access easements on and adjoining the site.~~

~~b. Vehicle, pedestrian and bicycle parking and circulation areas.~~

~~c. Loading and service areas.~~

~~d. Active or passive recreational or open space areas.~~

~~e. Utilities.~~

~~f. Existing structures to be retained on the site and their distance from property lines.~~

~~g. Location of proposed building and structures on the site, including signs, fences, etc., and their intended use and distance from property lines.~~

~~h. The location and type of proposed outdoor lighting and existing lighting to be retained.~~

~~i. The size and location of solid waste and recyclables storage areas.~~

~~j. Proposed topography at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.~~

~~k. Stormwater management facilities.~~

~~4. Summary table which includes parcel zone, total site area, gross floor area by use (i.e., manufacturing, office, retail, storage), itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, landscaping areas, and residential density calculations.~~

~~E. Design review drawings, prepared as required in Section 18.120.030.~~

~~F. Landscape plan, prepared as required in Section 18.130.030, including, if applicable:~~

~~1. The location, height and material of fences, buffers, berms, walls and other proposed screening.~~

~~2. The location and dimensions or area of terraces, decks, shelters, play areas, recreation amenities and open spaces.~~

~~3. Surface water management features that are integrated with landscape, recreation or open space areas.~~

~~4. Limits of grading for retention of trees, if applicable.~~

~~G. Sign plan. Sign drawings may be submitted with the SPR application. If submitted, sign drawings shall be reviewed for compliance with Chapter 18.170.~~

~~H. Other. Other information shall be provided as needed to show the development complies with other applicable standards and with conditions of approval of related SEPA determinations and land use actions and permits.~~

TITLE 17: LAND DIVISION

CHAPTER 17.10: GENERAL PROVISIONS

17.10.030 Applicability.

A. All division and redivision of land into lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership shall comply with the requirements of this title except where specifically exempted herein. Subdivisions, short subdivisions, unit lot subdivisions, binding site plans, boundary line adjustments, plat alterations and plat vacations are all considered divisions or redivisions of land for the purposes of this title.

B. Exemptions. The following are exempt from the provisions of this title except where expressly indicated:

1. Cemeteries and burial plots while used for that purpose.
2. Testamentary Divisions. Divisions made by testamentary provisions or the laws of descent; provided, that a map is recorded with the Kitsap County auditor's office at the time the land is divided and that all lots created must meet the requirements of this chapter and other applicable regulations. Land divided in this manner does not guarantee creating legal lot, nor exempt the division to meet other city standards such as, but not limited to, lot size requirements, frontage and infrastructure improvements as applicable.
3. Divisions of land into lots or tracts each of which is 1/128th of a section of land or larger, or five acres or larger if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this item which borders on a street or road, the lot size shall be expanded to include that area which would be bounded by the centerline of the road or street and the side lot lines of the lot running perpendicular to such centerline.
4. A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose consistent with RCW 58.17.040(8).
5. A division of land into lots or tracts of less than three acres that is recorded in accordance with Chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities. This subsection does not exempt a division of land from the zoning and permitting laws and regulations of the city. Furthermore, this subsection only applies to electric utility facilities that will be placed into service to meet the electrical needs of a utility's existing and new customers. (New customers are defined as electric service locations not already in existence as of the date that electric utility facilities subject to the provisions of this subsection are planned and constructed.)

17.20.010 Definitions.

As used in this title, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this chapter shall have the following meanings:

Alteration. An "alteration" is the amendment or change to a recorded final plat, recorded short plat, recorded binding site plan, recorded unit lot subdivision, or any portion thereof, that results in changes to conditions of approval, configuration of lots, street alignment, utility provision, or the removal of plat or lot restrictions or dedications that are shown on the recorded plat. An alteration does not include a boundary line adjustment.

Lot. A "lot" is a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area and intended for development except for unit lots approved per Chapter 17.65. The term shall include parcels, sites or divisions.

Parent lot. A lot which is subdivided into unit lots through the unit lot subdivision process.
Unit Lot. A subdivided lot within a development as created from a parent lot and approved through the unit lot subdivision process.

CHAPTER 17.65 UNIT LOT SUBDIVISIONS (NEW)

17.65.010 Purpose.
17.65.020 General standards.
17.65.030 Application submittal requirements.
17.65.040 Alternative Street standards.
17.65.050 Decision criteria.
17.65.060 Approval process.
17.65.070 Final review requirements.
17.65.080 Unit lot recording.
17.65.090 Expiration and extension of time.
17.65.100 Unit lot modifications.

17.65.010 Purpose.

The purpose of this section is to provide an alternative to the traditional method of land division. The unit lot subdivision (ULS) process provides opportunities for fee-simple ownership of land. Unit lot subdivisions allow development on individual unit lots to avoid complying with typical dimensional standards if the parent lot conforms to all such development standards.

17.65.020 General standards.

A. The provisions of this section apply exclusively to the unit lot subdivision of land for detached dwellings in RM and RH zoning districts, attached multifamily dwellings in zoning districts in which multifamily dwellings are permitted, cottage housing, and manufactured or mobile home parks.

B. As allowed by this chapter, development on individual unit lots within the unit lot subdivision need not conform to the minimum lot area or dimensional standards of PMC Title 18, Zoning; provided, that overall development of the parent lot meets the development and design standards of the underlying zone and the requirements of this chapter. There shall be no minimum required lot area for individual lots within a unit lot subdivision; provided, that the area of the unit lot shall be large enough to contain the dwelling unit and any accessory structures, decks, fences, garages, driveways, private yard areas, parking, landscaping or other improvements that are accessory to the dwelling unit; provided further, so long as conforming to the approved site development plan, such accessory improvements may encroach upon or be located in an adjoining unit lot or common area pursuant to an appropriate easement.

C. Overall development of the parent lot shall meet the development and design standards of the underlying land use district.

D. The density of the parent lot shall not exceed the maximum net density of the zone. Only one dwelling unit shall be located on a unit lot.

E. As with dimensional standards, compliance with access standards, including but not limited to fire lanes, neighborhood connectivity, drive aisles, turnarounds, and access of/to the parent lot from/to the street will be evaluated based on the parent lot's compliance with such requirements, and not based on whether individual unit lots meet such standards.

F. Except for any site for which a permit has been issued for a detached accessory dwelling unit, lots developed or proposed to be developed with uses described in (A) above may be subdivided into individual unit lots. The development as a whole shall meet development standards applicable at the time the permit application is vested. As a result of the subdivision, development on individual unit lots may be nonconforming as to some or all of the development standards based on analysis of the individual unit lot, except that any private usable open space or private amenity area for each dwelling unit shall be provided on the same unit lot as the dwelling unit it serves.

G. Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.

H. A unit lot subdivision shall make adequate provisions through easements for ingress, egress, emergency services, and utilities access to and from each unit lot created by reserving such common areas or other areas over, under, and across the parent lot as necessary to comply with all applicable development standards. Such easements shall be recorded with the Kitsap County Recorder's Office.

I. Access easements, joint use agreements, and maintenance agreements identifying the rights and responsibilities of property owners and any homeowners association shall be executed for use and maintenance of common garage, parking, and vehicle access areas, landscaping, underground utilities, common open space, exterior building facades and roofs, any portions of the parent lot not subdivided for individual unit lots, and other similar features, and shall be recorded with the Kitsap County Recorder's Office.

J. Portions of the parent site not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowner's association comprised of the owners of the individual unit lots located within the parent lot.

K. Within the parent lot, the required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use that parking is formalized by an easement on the plat, as recorded with the Kitsap County Recorder.

L. The fact that the unit lot is not a separate buildable lot and that additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot shall be noted on the plat, as recorded with the Kitsap County Recorder.

M. Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parcel lot. Changes requiring permitting that affect only the interior of building units will be evaluated for compliance with the requirements only for that unit. Any exterior changes will be evaluated for compliance by considering whether the parent lot would still comply with applicable development standards. Any application for such external changes will require authorization of all owners of affected unit lots or approval of the HOA where changes to commonly owned tracts are proposed.

N. For previously developed lots, eligibility for unit lot subdivision shall be subject to compliance with all standards applicable to the parent lot and proposed unit lots. Inconsistency of existing development with the provisions of this section shall not constitute justification for a variance under Chapter 18.290 PMC.

O. Any conflicts between the provisions of this section and the text of other sections in the Poulsbo Municipal Code shall be resolved in favor of the text of this section.

17.65.030 Application submittal requirements.

A. An application for a unit lot subdivision shall contain the submittal requirements as identified in the applicable application form.

B. Unless previously reviewed and approved, all developments using the unit lot process are also required to submit for Site Plan Review per Chapter 18.270 PMC as part of the land division application. The Site Plan Review shall demonstrate compliance with the applicable regulations of Title 18.

17.~~40~~65.040 Street Standard Alternatives

The city's street standards, as set forth in the city's adopted Construction Standards, Section 2, may be modified as provided below:

A. On-street parking as required in local access streets table may be clustered at a ratio of one-half parking space per unit. The clustered parking spaces shall be located in parking bays adjacent to a public street or within commonly owned areas. The parking bays shall be sized to appropriate parking stall sizes. The parking bays shall be owned and maintained by the project's homeowners' association.

B. When required or proposed, private roads must be a minimum of twenty feet wide for two-way traffic and ten feet wide for one-way traffic (or as otherwise required by the fire department). Additional roadway width may be required if determined necessary for safe vehicle movement, to accommodate grading or other considerations as determined by the city engineer.

1. Private roads shall be placed in a commonly owned tract. The tract shall be owned and maintained in common by the owners of the individual unit lots, or by a homeowner's association comprised of the owners of the individual unit lots located within the parent lot. Covenants, conditions, and restrictions (CCRs) and sales contracts for unit lots abutting private roads must indicate that the private roads are owned and maintained by the project's common owners of individual lots or homeowners' association.

2. Private roads must gain access from public streets constructed to city standards.
3. If fire department access is to be met by a private road, the proposed private road must meet fire department design standards.
4. A sidewalk on one side of the private road built to city construction standards is required.
5. Private roads shall be paved full width for their entire length. Asphalt and subgrade thickness must meet city construction standards. Street lighting is required.
6. Private roads shall be designed for a minimum 20mph design speed unless otherwise approved by the City Engineer, in no case shall the design speed be less than 15mph.
7. A ten-foot utility easement may be required on the outside of the private road.
8. Stormwater collection shall meet city standards. However, the city engineer may allow modifications; provided, that stormwater treatment will be adequate, and safety will not be compromised. A geotechnical analysis of the proposed private road may be required at the discretion of the review engineer.
9. No on-street parking is allowed on private roads unless provided in eight-foot-wide bulb-outs or in parking bays sized to appropriate parking stall sizes. CCRs and sales contracts for lots abutting private roads must indicate no on-street parking is allowed if provisions for parking are not made.

C. Alleys will be considered private roads and must meet the requirements in subsection B of this section with the following exceptions: alleys may provide secondary access, and a sidewalk on one side will not be required. Additional width may be required if determined necessary for safe vehicle movement, to accommodate grading or other considerations as determined by the city engineer.

D. Sidewalks separated from public streets or private roads may be required by the city engineer upon review of the project lot widths and proposed driveway locations.

E. These specific modifications to the city's Construction Standards may be utilized in unit lot design, and do not require prior city council approval in order for the application to proceed to the review authority. However, any other modifications to the street standards that may be proposed are subject to the process set forth in the city's Construction Standards, Section 2.

17.65.050 Decision criteria.

A. A proposed unit lot subdivision may be approved only if the following findings are made by the review authority:
   1. The proposed unit lot subdivision conforms to the requirements of this title.
   2. The unit lot subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.
   3. The unit lot subdivision:
      a. Makes adequate provision for access and neighborhood circulation.
      b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the unit lot subdivision.
      c. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.
      d. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.
      e. Makes adequate provisions for fire and emergency access and protection.
      f. ~~Serves the public interest and~~ mMakes appropriate provisions for public health, safety, and welfare.

B. If the findings in subsection A of this section have not been met, the review authority shall deny the proposed unit lot subdivision, unless specified conditions have been issued to fully satisfy the criteria.

17.65.060 Approval process.

An application for a unit lot subdivision shall be processed according to the procedures for Type II land use decisions established in Title 19, Project Permit Application Procedures.

17.65.070 Final review requirements.

A. Engineering plans for streets, drainage controls, utilities and other proposed or conditioned improvements shall be prepared, submitted, and reviewed for approval by the city engineer prior to the commencement of on-site clearing or construction activities.

B. Plans and technical information reports required shall be submitted to the city engineer and prepared consistent with the city's construction standards and specifications requirements.

C. All required facilities and improvements shall be completed prior to unit lot recording, as set forth in Section 17.80.100.

D. The final unit lot survey, drawing and documents prepared for recording shall be submitted to the city engineer for review and approval prior to unit lot recording.

E. All documents necessary for facilities to be dedicated to the public, including but not limited to streets, roads, sanitary sewer facilities, storm drainage systems and water supply systems, shall be submitted to the city engineer for review and approval prior to unit lot recording.

F. When required, a final copy of the unit lots covenants, conditions and restrictions (CCRs) shall be submitted to the city for review and approval prior to unit lot recording.

17.65.080 Unit lot recording.

A. The city will record the unit lot subdivision drawing(s) and all other legal documents.

B. Before a unit lot subdivision can be recorded, all foundations, including common wall foundations, shall be installed, and located on the face of the unit lot by the land surveyor of record. The ~~Your~~ proposed unit lot must be consistent with the approved building permit application in order to record with Kitsap County.

C. The applicant shall submit unit lot drawing(s) for approval and signatures by the planning and economic development (PED) director and city engineer.

D. All drawings and legal descriptions are required to be prepared, stamped and dated by a licensed surveyor as set forth in Section 17.80.080.

E. The unit lot subdivision drawing(s) shall contain the following additional notes:

1. The title of the plat shall include the phrase "Unit Lot Subdivision";
2. The individual unit lots are not separate buildable sites. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot;
3. Approval of the design and layout of the development was granted by the review of the development, as a whole, on the parent lot;
4. Subsequent platting actions, additions, or modifications to any buildings may not create a nonconformity of the parent lot; and
5. If a structure or portion of a structure has been damaged or destroyed, any repair reconstruction or replacement of the structure(s) shall conform to the approved site development plan.

F. Subdivision of zero-lot-line developments shall provide a five-foot wide building maintenance easement on adjacent lots for external walls, eaves, chimneys, and other architectural features that rest directly on or within four feet of the lot line. The maintenance easement shall be shown on the face of the plat.

G. A unit lot subdivision does not become effective until all documents are recorded with the Kitsap County auditor. The applicant shall be responsible for submitting all final documents for recording to the city. Recording fees shall be the responsibility of the applicant.

17.65.090 Expiration and extension of time.

A. Unit lot subdivision approval shall expire five years from the date of the notice of decision if the unit lot has not been recorded.

B. Upon written request by the property owner filed no less than thirty days prior to the date of expiration, the PED director and city engineer may grant an extension of time up to but not exceeding one year. Any extensions of time shall be based upon finding:

1. There has been no material change of circumstances applicable to the property since unit lot approval.
2. The applicant has attempted in good faith to submit the final short plat within the three-year period and the likelihood that the short plat will be recorded within the additional year.
3. The city shall not grant more than one one-year extension.

C. If the unit lot has not been recorded after the initial five-year validity or after the additional one-year extension, it will be considered expired and a new application will be required to be submitted.

17.65.100 Unit lot modifications.

A. Modifications to unit lots after city approval, but prior to recording with the Kitsap County auditor, may be requested by submitting a completed subdivision modification application form, all identified submittal requirements, and the required application fee. All property owners having an ownership interest in the parent lot of the unit lot shall sign the application form.

B. Unit lot modifications shall be processed as a Type I application according to the provisions of Title 19.

C. The following are examples of modifications (but are not limited to), which may be considered and approved under this section:

1. Technical engineering items and details, unless the proposed detail modifies or eliminates features specifically required as an element of approval.
2. Minor changes in lot or tract lines or dimensions, with no change in density or required minimum standards; and minor changes to street alignment or utility design.
3. Reduction in the number of unit lots approved, as long as the modification meets the minimum density requirement.
4. Minor changes to clarify notations on the face of the unit lot.
5. A change to a condition of approval that does not modify the intent of the original condition.

D. When approving a unit lot modification, the review authority shall make written findings and conclusions. Modifications must meet the following criteria:

1. The modification complies with all of the requirements of this chapter and other applicable chapters of the Poulsbo Municipal Code.
2. There will not be substantial changes in the impact on the neighborhood or the city as a result of the modification.
3. No increase in density or lots is proposed.
4. No new land use is proposed.
5. The modification will not substantially alter any condition of approval.

E. Modifications that result in an increase in the number of unit lots and/or density previously approved; significant street or stormwater redesign or relocation; or modifications that in the opinion of the review authority would significantly increase any adverse impacts or effects of the unit lot shall require a new application and fee.

F. The review authority's decision will be the final decision of the city unless appealed in accordance with Title 19.

G. A statement is required on the unit lot drawing and any other affected documents noting the changes and that the revised plat drawing/documents supersede the originally approved drawing/documents.

H. Modifications to a unit lot shall not amend or extend the established time limit for unit lot approval as provided in Section 17.65.090.

I. Alterations to a unit lot after recording with the Kitsap County auditor shall follow the process established in Chapter 17.90 or through submittal of a new application. Vacations of an approved unit lot shall be made through the vacation process in Chapter 17.90.

CHAPTER 17.90 PLAT ALTERATIONS AND VACATION

17.90.020 Alteration of recorded land division.

A. Plat alterations are required when a property owner wishes to make any change to a recorded final subdivision, recorded short subdivision, recorded unit lot subdivision, or recorded binding site plan. An alternative to the plat alteration process described herein is to submit a new application for the subdivision, or through a boundary line adjustment if appropriate. This process cannot be used to create additional lots, tracts or parcels.

17.100.010 Authorization.

A. The planning and economic development (PED) director and/or city engineer is authorized to require more detailed requirements for the submittal of complete preliminary subdivision, short subdivision, unit lot subdivision, binding site plan, boundary line adjustments, final plat approval, plat alterations and plat vacations, including size, scale, number of copies, and content.

CHAPTER 19.20 APPLICATION CLASSIFICATION

19.20.020 Permit application classification

The following table sets forth the various applications required and classifies each application by the process used to review and the review authority who will decide the application.

Table 19.20.020 Permit, Process and Review Authority Classification		
Permit Type	**Process Type**	**Review Authority**
Unit lot subdivision	II	PD
Unit lot subdivision, final	Exempt	CE
PD: Planning Director; CE: City Engineer; PD/CE: Both Planning Director and City Engineering; BO: Building Official; BO/PD: Both Building Official and Planning Director; HE: Hearing Examiner; CC: City Council; BRB: Boundary Review Board; GMHB: Growth Management Hearings Board		
Note: An exempt status in Table 19.20.020 indicates exemption from the procedural requirements of this title and does not indicate exemption from other city-required permits.		