

# **EXHIBIT A**

## **APPLICATION**



# CONDITIONAL USE PERMIT

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) | [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

A conditional use permit is a mechanism by which the city may require special conditions on development or on the use of land in order to ensure that designated uses or activities are compatible with other uses in the same land use district and in the vicinity of the subject property. For additional information on conditional use permit, refer to [Chapter 18.230](#) of the Poulsbo Municipal Code (PMC).

There are two types of conditional use permits. An administrative conditional use permit (AC) application shall be processed as a [Type II](#) permit application; a conditional use permit (C) shall be processed as a Type III (quasi-judicial) permit application. Both Type II and Type III permits shall be processed according to the provisions of Title [19](#).

<input type="checkbox"/> Administrative Conditional Use Permit <input type="checkbox"/> Conditional Use Permit            Proposed Use:	
<b>PROJECT:</b>	
Project Name:	Tax Assessor's ID:
Project Address:	Size of Property (Sq. Ft.):
Comp Plan Designation:	Zoning Designation:
Legal Description (attach sheet if necessary): <small>THAT PORTION OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, LYING EAST OF EAST MARGIN OF STATE HIGHWAY NO. 21; EXCEPT THE SOUTH 375 FEET THEREOF; AND EXCEPT VETTER COUNTY ROAD; ALSO EXCEPT THAT PORTION CONVEYED TO STATE OF WASHINGTON FOR ROADS BY DEED RECORDED MAY 31, 1951, UNDER AUDITOR'S FILE NO. 536534.</small>	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>APPLICANT:</b>	
Name:	Phone:
Address:	
Email:	
<b>AGENT (IF DIFFERENT THEN APPLICANT):</b>	
Name:	Phone:
Address:	
Email:	
<b>OWNER:</b>	
Name:	Phone:
Address:	
Email:	
<b>APPLICATION SUBMITTAL REQUIREMENTS:</b>	
<p>The PED Department is now accepting all applications electronically. Please submit your application online <a href="#">here</a> or email the materials to <a href="mailto:plan&amp;econ@cityofpoulsbo.com">plan&amp;econ@cityofpoulsbo.com</a>.</p>	
<input type="checkbox"/> <a href="#">Application Fees and Deposits</a>	

A vicinity map showing the location of the property and surrounding properties.

Detailed site plan (and elevations, if applicable).

*Please Note:*

- plans must be drawn at an engineering scale that allows each plan to fit on one sheet
- all buildings and structures shall be dimensioned
- all information shall be legible

Notarized property owner and/or applicant signature page (attached).

Any other information/documents:

### REVIEW CRITERIA:

*The space below is provided for your answers. You may use additional sheets if necessary*

1. Explain how the conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property.

This proposal is for the third and final portion of work on Kitsap Transit North Base's three parcels of land. The first two phases of work received CUP approval in 2013 under File number 02-15-12-1 and included the park & ride on the south parcel, and a maintenance and vehicle storage yard on the north parcel which included washing and fueling station buildings. This project, located on the central parcel, enlarges an existing 4,000 square foot driver and dispatch facility to provide improved facilities and support employee growth, however, the daily operations supported by this building shall remain the same. Orientation of the design of the site will continue to utilize Viking Avenue as its main ingress/egress for buses and employees will utilize the new Ruth Haines Road to access the employee parking lot. The proposed maintenance shop building supports bus maintenance and will be a new activity on the site, however, the addition of this shop will result in a reduction to the number of buses entering and leaving the site for routine maintenance as buses are currently obligated to drive to Bremerton and back when scheduled maintenance is needed. Substantial landscape buffers will remain intact to mitigate noise and visual impacts. The existing sound wall on the north parcel will be extended southward along the central parcel's eastern boundary to mitigate noise impacts from bus storage, start-up and maintenance operations.

2. Explain how the design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity.

The use will continue to provide a low visibility transition between commercial and industrial uses further west on Viking Avenue NW and the residential neighborhoods to the east. Landscaped setback areas will remain intact on the eastern and western property boundaries. While some trees may need to be removed to accommodate the proposed sound wall, many trees will remain and additional plantings will fill in any gaps in landscape buffers to ensure screening of the use. Previously established landscaped setback areas will be maintained on the eastern and western property boundaries to ensure screening of the use. The City of Poulsbo's contracted Arborist has provided to the design team a list of recommended trees suitable for landscaped setback areas. Trees and/or landscape are proposed along the south property line along the new Ruth Haines Road in addition to black chain link perimeter fencing with vinyl slats to match the existing fencing on the site which will further screen the use. The proposed design responds to the existing fueling and washing buildings to the north by utilizing the same, or similar, building materials and color palette. The project also includes similarities to the park and ride to the south in the use of painted steel, concrete pillars, and polycarbonate windows.

3. Explain how the conditional use will be served by adequate public facilities including streets, fire protection and utilities.

4. Explain how the conditional use complies with all applicable requirements of this code.



**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

Steffani Lillie  
Signature of Applicant/Agent

Steffani Lillie  
Print Name of Applicant/Agent

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this 27 day of June, 2024 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Steffani Lillie to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this 27 day of June, 2024.



KT Futrell  
NOTARY PUBLIC in and for the  
State of Washington Residing at  
Kitsap County, WA  
Commission Expires 2/10/27



# SITE PLAN REVIEW

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
 www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

For additional information on the Site Plan Review (SPR) process, refer to the [SPR Handout](#) or [Chapter 18.270](#) of the Poulsbo Municipal Code (PMC). For a detailed description of the Type II review process, refer to [PMC Title 19](#).

PROJECT:			
Project Name:		Tax Assessor's ID:	
Project Address:		Size of Property (Sq. Ft.):	
Comp Plan Designation:		Zoning Designation:	
Legal Description (attach sheet if necessary): <small>THAT PORTION OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, LYING EAST OF EAST MARGIN OF STATE HIGHWAY NO. 21; EXCEPT THE SOUTH 375 FEET THEREOF; AND EXCEPT VETTER COUNTY ROAD; ALSO EXCEPT THAT PORTION CONVEYED TO STATE OF WASHINGTON FOR ROADS BY DEED RECORDED MAY 31, 1951, UNDER AUDITOR'S FILE NO. 536534.</small>			
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO			
APPLICANT:			
Name:		Phone:	
Address:			
Email:			
AGENT (IF DIFFERENT THEN APPLICANT):			
Name:		Phone:	
Address:			
Email:			
OWNER:			
Name:		Phone:	
Address:			
Email:			
PROPOSED LAND USES AND SQUARE FOOTAGE:			
Residential:	Sq. Ft	Office/Service:	Sq. Ft.
Stormwater Detention:	Sq. Ft	Retail:	Sq. Ft.
Other Utilities:	Sq. Ft	Industrial:	Sq. Ft.
Open Space/Recreation:	Sq. Ft	Parking Lots:	Sq. Ft.
Critical Areas ( <a href="#">PMC 16.20</a> ):	Sq. Ft	Streets:	Sq. Ft.
Other:	Sq. Ft	Landscaping:	Sq. Ft.

**For site plans with residential development:**

Gross Density:            Number of lots/units        /        gross acres    =        units per gross acre

Net Density:            Number of lots/units        /        net acres [gross acres-deductions (roads, utilities,  
critical areas and buffer)] =        units per net acre

**APPLICATION SUBMITTAL REQUIREMENTS:**

**The PED Department is now accepting all applications electronically.** Please submit your application online [here](#) or email the materials to [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com).

[Application Fees and Deposits](#)

A vicinity map showing the location of the property and surrounding properties.

Detailed project narrative/description: provide a description of the project and summary of the objectives of the proposed development.

Site Plan Review drawings.

Existing conditions and proposed site development plans shall contain **ALL** the information listed in [PMC 18.270.040](#).

*Please Note:*

- plans must be drawn at an engineering scale that allows each plan to fit on one sheet
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriate certified professional in the State of WA

Preliminary Landscape Plan per [PMC 18.270.020 F](#).

Design Review Drawings, prepared as required in [PMC 18.120.030](#).

Detailed Design Review narrative

Completed [SEPA Environmental Checklist](#) (if required)

Sign drawings. If submitted, sign drawings shall be reviewed for compliance with [PMC 18.170](#).

Preliminary drainage report including Level One downstream analysis. See [PMC 12.02.030](#) and [13.17.070](#).

Significant tree survey and retention plan. See [PMC 18.180](#) (if required)

Geological or geotechnical report. See [PMC 16.20.735](#) (if required)

Wetland report. See [PMC 16.20.725](#) (if required)

Hydrogeological report. See [PMC 16.20.740](#) (if required)

Habitat management plan. See [PMC 16.20.730](#) (if required)

Notarized property owner and/or applicant signature page (attached).

Any other information/documents:



**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

I hereby authorize City of Poulsbo representative(s) to inspect the subject property Monday-Friday between the hours of 8:00 am and 4:00 pm during this permit application process.

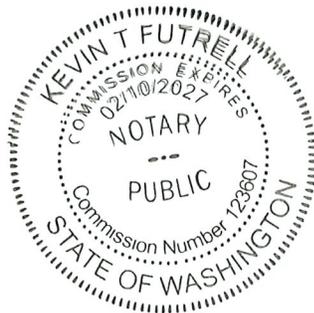
Steffani Lillie  
Signature of Applicant/Agent

Steffani Lillie  
Print Name of Applicant/Agent

STATE OF WASHINGTON) ) SS  
COUNTY OF KITSAP )

On this 27 day of June, 2024 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Steffani Lillie to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this 27 day of June, 2024.



K T Futrell  
NOTARY PUBLIC in and for the  
State of Washington Residing at  
Kitsap County, WA  
Commission Expires 2/10/27



# DESIGN REVIEW

Planning and Economic Development Department  
 200 NE Moe Street | Poulsbo, Washington 98370  
 (360) 394-9748 | fax (360) 697-8269  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) | [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

For additional information on the Design Review process, refer to [Chapter 18.120](#) of the Poulsbo Municipal Code (PMC). Design Review usually occurs concurrent with either the underlying land use permit review process or building permit application. If design review occurs with an underlying land use permit, the permit review type shall be consistent with the underlying application. If design review occurs with an associated building permit, the permit type shall be Type I. For a detailed description of the [Type I](#) review process, refer to PMC [Title 19](#).

PROJECT:	
Project Name:	Tax Assessor's ID:
Project Address:	Size of Property (Sq. Ft.):
Comp Plan Designation:	Zoning Designation:
Legal Description (attach sheet if necessary):	
Project Description:	
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
AGENT (IF DIFFERENT THEN APPLICANT):	
Name:	Phone:
Address:	
Email:	
OWNER:	
Name:	Phone:
Address:	
Email:	

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Plan set containing:

- complete elevation drawings of all buildings and building sides, showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include trim and cornice design, roof pitch, and siding materials.
- a schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.
- perspective drawings, photographs, color renderings or other graphics that accurately represent the proposed project.
- conceptual profiles of other site elements, such as lighting fixtures, signage, equipment screening, paving materials (pedestrian and vehicular), bicycle and pedestrian fixtures, and the like

*Please Note:*

- plans must be drawn at an appropriate architecture scale.
- all buildings and structures shall be dimensioned
- all information shall be legible
- plans shall be prepared by an appropriate certified professional in the State of WA

Preliminary Landscape Plan (if required). See [PMC 18.130.030](#).

Completed [SEPA Environmental Checklist](#) (if required)

Sign drawings. *If submitted*, sign drawings shall be reviewed for compliance with [PMC 18.170](#).

Preliminary drainage report including Level One downstream analysis. See [PMC 12.02.030](#) and [13.17.070](#).

Significant tree survey and retention plan (if required). See [PMC 18.180](#).

Appropriate critical area report(s) (if required). See [PMC Chapter 16.20 \(section 700\)](#).

Notarized property owner and/or applicant signature page (attached).

Any other information/documents:



**SIGNATURES:**

I, the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

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