

EXHIBIT B

PROJECT AND DESIGN REVIEW NARRATIVE

July 23, 2024

KITSAP TRANSIT NORTH BASE MAINTENANCE FACILITY

PROJECT DESCRIPTION AND DESIGN REVIEW NARRATIVE

Project Overview

Kitsap Transit's North Base near Poulsbo, WA is a 75-vehicle satellite bus operations facility supporting Kitsap Transit's growing north county ridership. Envisioned as a fully functioning maintenance base, the initial development, completed in 2016, provided secure, paved bus parking and bus fueling & washing facilities on the northern most parcel of the three-parcel complex. Also completed in 2016 is the Olhava II Park & Ride facility on the southern-most parcel, leaving the center parcel with an existing one-story office building to support KT's Operations staff and drivers. A future maintenance shop, envisioned to be located on the center parcel, would need to wait until funding could be secured.

As Kitsap Transit's county-wide operations have continued to grow, the agency now operates more than 400 vehicles and equipment pieces, all of which are maintained in a three-bay maintenance shop at the main Charleston Base in Bremerton. All buses stationed at the North Base must currently be driven or towed to Bremerton for maintenance, a highly inefficient and unsustainable situation. The provision for bus maintenance capabilities at North Base will more than double Kitsap Transit's maintenance capability, providing greater cost effectiveness, long-term operational efficiency, and system-wide transportation resilience.

After evaluating multiple site development alternatives, the selected concept maintains and expands the existing 4,000sf one-story Operations Building, adding 2,900sf to provide proper space for bus driver functions, supervisor and dispatch offices, and better, larger meeting space. Contiguous to the Operations Building will be a new 15,400sf 5-bay maintenance building with parts storage and shops for tire repair and maintenance space for the Facilities Division.

Project Goals

Operational

Optimize operational workflow and plan for future flexibility of the site and buildings

- Provide capability for varying levels of vehicle maintenance service to be conducted at the North Base, thereby minimizing the shuttling of vehicles to, and relieving congestion at the Charleston Base.
- Ensure efficient and safe operational flow of buses.
- Provide separate bus and employee vehicle access to the facility.

Social

Foster a strong culture of employee camaraderie and enhanced capability to recruit and retain great bus drivers.

- Provide shared spaces that encourage interaction while allowing for appropriate levels of privacy.
- Provide secure parking for employee vehicles.

- Be a good neighbor by considering noise and light transmittance from the site and landscape buffer areas.
- Provide continuity of architectural character in the design of new buildings.

Economic

Maximize value supporting immediate needs while ensuring long term flexibility

- Plan and design spaces to accommodate more than a single function where possible.
- Develop solutions that can be implemented within five years working within the given budget constraints.

Environmental

Demonstrate environmental stewardship through energy and resource conservation

- Design facilities to exceed minimum energy code requirements where possible within the available budget.
- Incorporate intentional features that offer opportunities to reduce the facility's waste stream.
- Incorporate strategies and features to maximize the safety and welfare of employees.

Project Narratives

Building & Fire

NOTE: Boundary Line Adjustment is anticipated to be processed separately from CUP Revisions and Site Plan Review. Further, it is understood the Generator and Storage Canopy cannot and will not be installed prior to completion of BLA and vacation of Vetter Road NW.

See attached conceptual site plan, building floor plans, exterior building elevations, site materials, renderings, and site cross section. (Exhibits A through F)

Existing Building

The existing operations building is a 4,000sf, single story wood framed building that currently provides office space for KT transit staff and shared space for KT bus drivers. The project includes remodeling and expanding the existing building, adding approximately 2,900sf of new operations space that will attach to the new maintenance building. The Operations Building will be classified as "B Occupancy" and be Type V construction. Changes to the existing building will include a complete interior remodel which will include moving most if not all non-bearing walls to accommodate the new floor plan layout which consists of a larger number of private offices, meeting rooms, training spaces, lockers & showers, a commons area with kitchenette, mother's room and support spaces. Some bearing walls will be affected and shall be reinforced/supported with the addition of structural beams and other framing as deemed appropriate during design development. A major exterior remodel is also planned and consists of replacing siding, roofing, windows and doors using similar materials and color palette as the existing adjacent Fuel and Wash Buildings. The existing Ops Building hip roof is proposed to be converted to a gable roof by the addition of over framing. The design team explored several variations of roof forms and settled on the proposed design as illustrated in the attached renderings. Note the adjacent Maintenance Building is anticipated to be a steel frame building which will have a gable roof form, thus our proposed conversion of the Ops Building roof will have both building forms speaking the same design language. Dormers are also proposed over the new commons area for increased daylighting. The south side of the Ops Building addition will be where the main entrance to the building is located and

includes a new covered outdoor area with outdoor seating for employee use, and both a visual and physical connection to the commons area. In addition to the programmatic and finish upgrades, the building will be brought up to all current building and energy code requirements. The building will not have any roof mounted mechanical equipment and any ground mounted mechanical equipment will be screened by the sight obscuring perimeter fencing. The emission of objectionable odors or matter is not anticipated from any operations taking place on this site.

New Maintenance Building

The proposed maintenance building will be a steel framed, one story (high bay), 15,400sf building providing five vehicle maintenance bays, parts storage, and related shop space, classified as an "S-1 Occupancy" and is anticipated to be of Type II construction.

The New Maintenance Building is 35'-0" above finished grade at the east end of building. PMC Table 18.90.040 requires *"20' setback when adjacent to R zoning district, plus an additional 1 foot for each foot the building wall facing the R district exceeds an average of 35' in height, to a maximum setback requirement of 20"*. A 25' setback from Vetter Road NW is reflected on the site concept plan per staff comment from Planning and Economic Development pre-application summary letter. The building is located over 50' from the property line.

Although the north and south walls do not exceed 30' in height from floor to roof eave, the architectural design concept does include modulation of the exterior wall on the south elevation which is the most visible portion of the building to the public. The two locations of wall modulation are achieved by the addition of approximately 14' of wall framing outboard of the main form of the building as illustrated in the attached drawings and renderings. These areas of outboard framing include a metal siding finished with an accent color finish. Utilizing 2 different metal siding profiles will also be explored to add further variation to this side of the building. The north side of the building is not as directly visible to the public; however, this wall is also modulated by several canopies above exterior doors including a large canopy above the five overhead doors at the maintenance bays. The overhead doors themselves offer further variation being half glazed and finished in the orange accent color to match the overhead door color of the existing Fuel and Wash Buildings to the north.

Activities emitting smoke, dust, or gases are not anticipated to occur frequently in this facility. Welding operations, when they occur, will be exhausted by a portable fume extractor. Any other air emissions shall meet applicable regulations of the Puget Sound Clean Air Agency, and no visible, frequent smoke, dust, or gases shall be emitted from the building. The building will not have any roof mounted mechanical equipment and any ground mounted mechanical equipment will be screened by the sight obscuring perimeter fencing. The emission of objectionable odors or matter is not anticipated from any operations taking place on this site and any operations producing heat or glare (i.e. welding) will be taking place inside the building and will not affect neighboring properties.

A Lube and Compressor Room will be included in this building which will be used for lubricant storage and distribution and for air compressor equipment which supports the maintenance facility. This room will be acoustically and physically separated from personnel areas to prevent migration of noise, dirt, or fumes. Ventilation will be provided to meet code requirements for HVAC systems and as required by equipment manufacturers. All above ground storage tanks will be double-walled to provide integrated secondary containment and where required by code, steel grating covered sump(s) will be provided below all storage drums. Containment sumps will be sized for 110% capacity of stored and used drums.

New Storage Canopy & Generator

A Storage Canopy building is also included in this proposal which will be utilized for Facilities and Marine Maintenance storage materials that do not require a temperature-controlled environment. This canopy will be a steel frame structure approximately 1,100 square feet in area. The canopy structure will receive a painted finish, and the roof will be standing seam metal roof material and color to match the main buildings. Flooring will consist of soil, grease, water-resistant concrete with clear epoxy sealer and slip resistant finish. The site's perimeter sound wall and sight obscuring chain link fencing will provide adequate screening from the public of materials being stored as required per PMC 18.90.060.A; in addition, the materials stored under the canopy must be secured, therefore the perimeter of the building will need to be enclosed and lockable. We are proposing enclosing the canopy with either galvanized chain link fencing, metal siding over stud infill framing, CMU walls, or a combination of these three materials which will provide further screening in addition to the level of security desired by Kitsap Transit.

A new generator is proposed which will provide power to select critical systems and equipment on site in the event of a power outage. The generator will be screened by the sight obscuring perimeter fencing.

Fire

The Operations Building and New Maintenance Building will both be fully sprinklered with a single riser room serving both portions of the overall building. The riser room will have exterior access from the south parking lot.

At this time the Storage Canopy is assumed to be unsprinklered. The design team will examine the code requirements regarding materials being stored, pile height, etc. and will request input from the Fire Marshal to confirm sprinklers will not be required in this structure.

The Lube/Compressor Room in the New Maintenance Building will be separated from adjacent spaces by fire wall or fire partition as required by code.

General Site Design

See attached Conceptual Architectural Site Plan (Exhibit B)

Parking & Site Access

Off-street staff and visitor parking will be provided for approximately 125 vehicles in the south parking lot and a north parking lot will provide an additional 21 parking stalls used for fleet vehicle parking. City of Poulsbo parking standards will be followed. Parking calculations can be found on the civil site plan and at the end of this narrative.

Primary access to the site for staff, visitors, and emergency responders will be off Ruth Haines Road. There are a total of 3 new motorized vehicle gates proposed; one at the south parking lot entrance, one at the north parking lot entrance and one at the northeast portion of the site connecting to NW Vetter Road. City of Poulsbo Fire Department requirements will be followed for any/all of the new motorized vehicle gates to optimize emergency vehicle access by providing key lock boxes, key lock switches, radio controlled entry, or other means of providing quick access onto the site in an emergency scenario.

Internal Pedestrian Access

Sidewalks, stairs and ramps will be provided and designed per City standards and accessibility code requirements. The site will be closed to the public, however, internal pedestrian access will be provided to connect the Operations Building to the existing Fuel and Wash site to the north. In addition, pedestrian

access will be provided connecting the site to the Park & Ride to the south in the case visitors or employees must park to the south of the site and walk to the Operations Building.

Exterior Lighting

Light poles located in the parking lot and wall mounted exterior light fixtures will be hooded so illumination is directed downward with light levels as reflected in the photometric site plan attached. Lighting at the exterior canopies of the building shall typically be recessed so that the lens does not drop below the level of the canopy. None of the buildings proposed shall be outlined with neon or other lighting. (Exhibit G)

Sound Wall & Perimeter Fencing

When constructed in 2016 the bus parking area to the north included a 10' tall concrete wall (sound wall) on the east side of the property along Vetter Road NW between NW Cooperation Avenue down to the soon to be vacated Vetter Road NW. This wall helps mitigate noise created by KT daily operations from migrating over to the residential properties across the street. In this proposal, the existing sound wall will be extended southward along Vetter Road NW down to the newly constructed Ruth Haines Road. This portion of the sound wall helps to further mitigate noise resulting from KT daily operations, particularly any sound coming from within the new maintenance building shop areas when the overhead doors are open, likely during the warmer months of the year. The new extended portion of the sound wall will include a vehicle gate, man gate, and garbage/recycle enclosure access gate. Each of these gates will be constructed of steel framing and skinned with a solid panelized material which will minimize gaps where sound might leak through. The new extend portion of the sound wall will match the existing wall in appearance, including barbed wire along the top of the wall for security, and the exterior side of the gates will be complementary to the wall using a finish material that will simulate natural wood or a similar color and aesthetic as illustrated in the attached renders (see Exhibit F, Image #6). Noise levels are not anticipated to exceed the maximum allowed in Chapter [173-60](#) WAC for Class B (commercial) or Class C (industrial) environmental designations as appropriate to the use, or as set forth in the International Building Code requirements.

New chain link fencing is proposed for the remainder of the site perimeter starting from the southern termination point of the new sound wall and continuing west along the new Ruth Haines Road, then north along Viking Avenue NW, then turning east along the soon to be vacated Vetter Road NW where the fence will meet a new motorized vehicle gate and finally connect to the existing chain link fencing to the north as shown on the attached site plans and renderings (see Exhibit F, Image #3 for an overhead view). The new chain link fencing will be galvanized and black vinyl coated with black vinyl privacy slats and barbed wire along the top for security to match the existing fencing at the bus Fuel/Wash and parking site to the north.

Garbage/Recycle Collection

A gated area on the east side of the property, south of the new east side driveway (Formerly Vetter Road NW), will accommodate garbage and recycle bins/dumpster pick-up per City standards and as discussed during Pre-Application Conference and subsequent conversations with Kitsap Transit and City of Poulsbo. The garbage/recycle bin enclosure will not interrupt the sound wall but rather the sound wall itself will create the enclosure thus avoiding any gaps where noise might travel to adjacent properties to the north and east. (Exhibit D.2 and Exhibit F, Image #6)

Civil Systems

See attached Civil Drawings (Exhibit H)

Water

Water main currently exists on Viking Ave NW. Two dead end fire hydrant lines exist directly north and south of the site on Vetter Ave and the future Ruth Haines Road ROW area. Per City comments, the existing fire hydrant water line on Vetter Road is to be extended east through the site and then looped to the north to a dead end water line to the northeast of the site. Additionally, a new fire line is to be extended on-site and connect to the south side of the new maintenance building riser room. New hydrants are also to be installed directly south and north of the new maintenance building.

Sewer

Sewer is currently provided to the site through an existing 8" main and sewer manhole located directly southwest of the existing Ops building on-site. Per as-builts of the previous development on site, a side sewer extends east from the existing sewer manhole on site and end in a stub located along the easterly edge of the existing parking lot. Side sewer is to be retained for use and connected to the new maintenance building. No additional sewer improvements are needed at this time.

Storm Water Management

Due to poor infiltrating soils on-site and lack of vegetation area for dispersion, stormwater systems on site are planned to consist of a typical underground storm system which will convey developed runoff to an underground detention system and water quality treatment system in the southeastern portion of the site. Water quality treatment consists of Enhanced treatment due to the commercial nature of the site. Detained and treated water from the site will connect to an existing storm bypass line located in the southeastern portion of the site which will convey runoff through the adjacent park and ride property to the south.

Landscaping

See attached Conceptual Landscape Site Plan (Exhibit J)

Site Landscaping

The City requires 20% of the property to be landscaped per PMC 18.90.050. This includes setbacks, parking lots, street trees, and building perimeter landscaping. The parcel property is 115,628SF following the construction of the new Ruth Haines Road, and 22,725 SF (20.5% of area) of landscape is proposed within parcel (including parking lot islands and within setbacks).

Landscaping in Parking Areas

The project includes more than 10 parking spaces, thus a minimum 5% of the area inside the parking lot perimeter curb must be landscaped per PMC 18.90.050. The minimum width for planting areas is 5'. The area inside the curb is 44,149 SF and 2,223 SF (5.03% of area) of landscaping is proposed.

Vetter Road NW Site Frontage

The setback of the sound wall varies from 5' to 34' along Vetter Road NW, and 10' setback from existing stormwater utility. The sound wall will be located outside the drip line of existing trees. Native plant material will be incorporated around the existing trees to achieve a solid screen of evergreen trees and shrubs. The proposed plant screening will be consistent along the length of the sound wall with increased density where the setback narrows.

Setback Landscaping

The zoning to the east of the project site is Residential with the 20' minimum setback the setback will be planted to achieve 75% coverage in three years per PMC 18.90.050. The landscape includes a sound wall and setback planting of solid screen of evergreen trees and shrubs.

Tree Recommendations

Tree species selection will consider the example list provided by the city arborist. Tree species will reflect the location, near street, vehicle site triangles, and proximity to buildings, or function such as screening or shade. List of trees provided will be refined through comments from the city arborist.

Environmental

Sensitive Areas

Potential sensitive areas were assessed for the project site and immediately surrounding vicinity through review of existing documentation and a site visit conducted on November 14, 2023. No natural wetland or stream features were observed on the site. One constructed, grass and rock-lined stormwater ditch is located centrally on the site which conveys stormwater south into a constructed, vegetated stormwater detention facility. This detention facility includes an overflow that discharges stormwater south into the existing stormwater collection and conveyance system.

Additional constructed, vegetated stormwater features were observed on the parcels to the north and south of the subject parcel. Stormwater discharges to the south of the existing park-and-ride facility into a rock rip rap scour pad as identified by Washington Department of Fish and Wildlife (WDFW) in the 2020 letter from Nam Siu to Poulsbo Planning & Economic Development (Exhibit E). The letter also identifies that a Type N stream initiates approximately 15 feet south of the outfall and flows south for more than 400 feet before transitioning into a Type F stream. The outfall above the start of the Type N stream is more than 300 feet south of the southern parcel boundary.

Environmental Policy

The project will receive funding from the Federal Transit Administration (FTA) and is required to complete National Environmental Policy Act (NEPA) review. The intent of the project design is to develop a facility that will result in no adverse impacts to sensitive areas or threatened or endangered species to keep the project within the current FTA NEPA documented categorical exclusion (DCE). As design advances, project details will be reviewed to assess conformance with DCE requirements.

Traffic / Transportation

As Ruth Haines Road is extended, the existing Vetter Road NW that currently separates the north parcel (Bus parking/fueling/washing) from the center parcel (operations building and location of new maintenance building), will be vacated. The two parcels will become one parcel, fully fenced, and gated for KT bus access only.

All staff and visitors will access the parking area for the new facility from Ruth Haines Road.

- Per previous discussions with City staff, the trip generation and traffic analysis will focus on additional staff. Buses that previously left the site for maintenance at other sites will become internal trips upon project completion; therefore, focusing on staff is a conservative approach to trip generation and traffic analysis.
- Based on current and expected operations and staff for the maintenance facility, approximately 44 new staff are anticipated to access the project site (60 existing staff and 104 expected staff).
- Each staff member is anticipated to make 2 daily trips for a total of 88 daily trips.
- Staff shift times start and end on various times and days, but it is anticipated that most shift starts/changes will continue to occur outside of the AM peak hours (7-9 a.m.) and PM peak hours (4-6 p.m.) as they do currently.

- Existing counts at the surrounding intersections and project access points were conducted in October 2023. These counts include existing trips made by staff, buses, and maintenance-related vehicles.

Streetlighting

Based on our understanding of the City's requirements and proposed project improvements, we do not believe that providing streetlight improvements will be required by this project and are requesting concurrence from City staff. Our understanding is also based on the following:

- Existing streetlights located along Viking Avenue NW appear to meet the City of Poulsbo's current standards and are not anticipated to be impacted by Project improvements.
- The existing frontage, including the existing pedestrian path and planter strip, along the east side Viking Avenue NW are not anticipated to be impacted by Project improvements.
- An existing streetlight located at the southwest corner of the Vetter Road NW and Vetter Road NW intersection is not anticipated to be impacted by Project improvements.
- The existing frontage, including the existing pedestrian path and planter strip, along the west side Vetter Road NW are not anticipated to be impacted by Project improvements.

During the course of design, the need for streetlighting will continue to be evaluated. If warranted and/or requested by Kitsap Transit, the project team may propose streetlight improvements.

PARKING ANALYSIS (BY PARKING LOT)			
DESCRIPTION	REQ'D BY CODE	PROVIDED	NOTES
SOUTH PARKING LOT			
STANDARD SIZE 9x18 (S) (OFFICE USE)	(1) STALL PER 300 SF = 6,900 / 300 = <u>23 REQ'D</u>		PER PMC 18.90.090
STANDARD SIZE 9x18 (S) (WAREHOUSE USE)	(1) STALL PER 500 SF = 15,400 / 500 = <u>31 REQ'D</u>		PER PMC 18.90.090
	TOTAL REQUIRED = <u>54</u>	TOTAL PROVIDED = <u>125</u>	
INCLUDED IN SOUTH PARKING LOT TOTAL COUNT			
COMPACT SIZE 8x15 (C)	UP TO 40% OF TOTAL PARKING COUNT. 40% OF 125 = 50 ALLOWED (MAX)	32	PER PMC 18.140.040.B
BARRIER FREE SIZE 9x18 (BF)	MINIMUM REQ'D = 5	6	PER 2021 IBC TABLE 1106.2
ELECTRIC VEHICLE CHARGING SIZE 9x18 (EV)	10% OF TOTAL PARKING SPACES = 10% OF 125 = 13 REQ'D	13	PER WAC 51-50-0429 TABLE 429.2 FOR GROUP B AND S OCCUPANCIES
ELECTRIC VEHICLE READY SIZE 9x18 (EVR)	10% OF TOTAL PARKING SPACES = 10% OF 125 = 13 REQ'D	13	PER WAC 51-50-0429 TABLE 429.2 FOR GROUP B AND S OCCUPANCIES
ELECTRIC VEHICLE CAPABLE SIZE 9x18 (EVC)	10% OF TOTAL PARKING SPACES = 10% OF 125 = 13 REQ'D	13	PER WAC 51-50-0429 TABLE 429.2 FOR GROUP B AND S OCCUPANCIES
NORTH PARKING LOT (FLEET VEHICLES ONLY)			
STANDARD SIZE 9x18 (S) (OFFICE USE)	<u>0 REQ'D</u>		ALL REQUIRED PARKING PROVIDED IN SOUTH PARKING LOT
STANDARD SIZE 9x18 (S) (WAREHOUSE USE)	<u>0 REQ'D</u>		ALL REQUIRED PARKING PROVIDED IN SOUTH PARKING LOT
	TOTAL REQUIRED = <u>0</u>	TOTAL PROVIDED = <u>21</u>	
BICYCLE PARKING COUNT (NORTH & SOUTH LOTS COMBINED)			
BICYCLE PARKING	2 + 1 PER 20 PARKING STALLS = 2+150 / 20 = 2+7.5 = 10 REQ'D	10	PER PMC 18.140.060