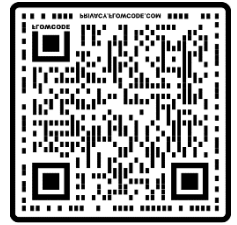




City of Poulsbo Planning Commission Meeting

City Hall – 200 NE Moe Street

The meeting will be held in a hybrid format. The public is welcome to call in or attend in-person at the city hall chambers.



Subject	Agenda	Date	06/23/2026
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Mark Kipps	Est. End Time	7:50 pm
Committee Members	Ray Stevens, Kate Nunes, Ray Taylor, David Strickon, Jim Schlachter, Joey Soller		
Staff Present	Heather Wright, Planning Director, Edie Berghoff, Senior Planner and Ashley Weller, Assistant Planner		
Phone and Meeting ID:	1 (253) 215 8782	845 2311 0128	
Zoom Link:	https://us06web.zoom.us/j/84523110128		

			Agenda
Time	No.	Topic	Details
6 pm	1.	Call To Order	
6:00 pm	2.	Pledge of Allegiance	
6:01 pm	3	Modifications to the Agenda	
6:02 pm	4.	Approval of Minutes: 04/14/26	
6:03 pm	5.	Comments from Citizens	
6:10 pm	7.	Presentation of Projects for Consideration Quasi-Judicial ☒ Y ☐ N	Public Meeting: Dauntless Town-homes Site Plan Review, Design Review, Unit Lot Subdivision and Conditional Use Permit- AW ** Public Meeting: Noll Pointe Planned Residential Development and Preliminary Plat - EB **
7:30 pm	8.	Director's Report	
7:40 pm	9.	Commissioner Comments	
7:50 pm	10.	Adjournment (Automatic unless meeting is extended by majority vote)	

** Exhibits for projects are too large to attach and can be found linked on the web-page HERE

Projects reviewed by the Poulsbo Planning Commission include time for public comment during the agenda item. Workshops are designed for staff presentation and discussion with the Commission. Public comment will be taken during comments from citizens following the agenda item. The public has an opportunity to provide written and verbal testimony to the Planning Commission. A sign-up sheet for each project and workshop agenda item is available for those wishing to address the Planning Commission. All times listed on Agenda are Estimations and are subject to change.

The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

WHEN APPLICABLE, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

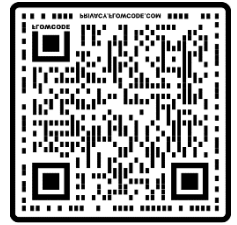
TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY PLANNING DEPARTMENT AT 360.394.9748.
PARA SOLICITAR UN FORMATO ATERNATIVE EL AVISO IMPRESO, LLAME AL DEPARTAMENTO CIUDAD ÁREA DE PLANEACIÓN EN 360.394.9748



City of Poulsbo

Planning Commission Meeting

City Hall – 200 NE Moe Street



Subject	Minutes	Date	04/14/2026
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Mark Kipps	Est. End Time	8:10 pm
Committee Members	Ray Stevens, Ray Taylor, David Strickon, Jim Schlachter, Joey Soller		
Staff Present	Nikole Coleman, Planning Manager		

			Agenda	
Time	No.	Topic	Details	
6 pm	1.	Call To Order		
6:00 pm	2.	Pledge of Allegiance		
6:01 pm	3	Modifications to the Agenda	None	
6:02 pm	4.	Approval of Minutes: 03/10/26	Commissioner RS motioned, Commissioner RT Seconded. Chair MK abstained due to absence. Commissioners RT, RS, DS, JSch, and JSol Aye's.	
6:03 pm	5.	Comments from Citizens	None	
6:03 pm	7.	Presentation of Projects for Consideration	Quasi-Judicial ☐ Y ☒ N	Housing Affordability Summary – NC presented. RS asked if the AMI number was 2025 or 2023, NC responded. JS asked if these were individual numbers or joint per household, NC responded. JSol shared that when renting they expect you to make 3X the rent cost, NC responded. JSol shared the current average house cost (noting the presentation was using 2023 statistics), NC responded. RT asked why they cannot connect through Caldart, NC responded and RS provided additional feedback. MK shared the developer is required to put in sidewalks for their lot but then it dead ends into no sidewalk and becomes somewhat useless and asked if deferring sidewalks for certain smaller lots until a full connection can be made would be possible, NC responded. RS asked what happened to LID (Local Improvement Districts), NC responded. MK shared that it made a lot of sense since the improvements tied into the existing infrastructure (housing type, sidewalks, etc.), NC responded. RS asked if the commission could be sent the council's priority list and asked that we try to convince them that frontage improvements on infill development be reassessed, NC responded and MK shared additional feedback about frontage improvements. RS clarified that the frontage improvements are owned by the city, NC responded.

			DS asked if we allowed dividing the home, NC responded. Discussion was held on ADUs and caretaker's units. JSol shared some details about HOA dues. DS mentioned that the building codes only get more restrictive and asked who creates those, RS provided a response. RT added that it's updated every three years and the code updates compiled based on each sector (plumbing, energy, fire, etc.), NC responded. JSol asked if we were the only jurisdiction working on this type of thing and that other areas having people purchase here since it's more affordable comparatively but not supporting local housing, NC responded. MK shared that some people don't live in Poulsbo proper but do identify as living in Poulsbo and that even that contributes locally, NC responded. RS shared some history on the development of UGA. RT agreed that the County should be involved but disliked the use of word regional in this context, NC responded.
7:43 pm	8.	Director's Report	
7:44 pm	9.	Commissioner Comments	JSch shared his appreciation for the presentation.
7:44 pm	10.	Adjournment (Automatic unless meeting is extended by majority vote)	

Summary: Minutes were approved.

Mark Kipps, Planning Commission Chairman



STAFF REPORT

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

Dauntless Townhomes Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision

To: Poulsbo Planning Commission
From: Ashley Weller, Assistant Planner
Date: June 16, 2026
Subject: Dauntless Townhomes Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision | Type III

Planning and Economic Development (PED) staff respectfully recommends approval of the Dauntless Townhomes Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision, Planning File P-02-06-26-01, subject to the Olhava Master Plan Conditions of Approval, the SEPA Mitigations developed from the EIS, and site-specific Conditions of Approval and SEPA Mitigations contained herein.

ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) to the Hearing Examiner of the Dauntless Townhomes Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision, Planning File P-02-06-26-01, and authorize the Chairperson to sign the Planning Commission Findings of Fact, Conclusion and Recommendation.

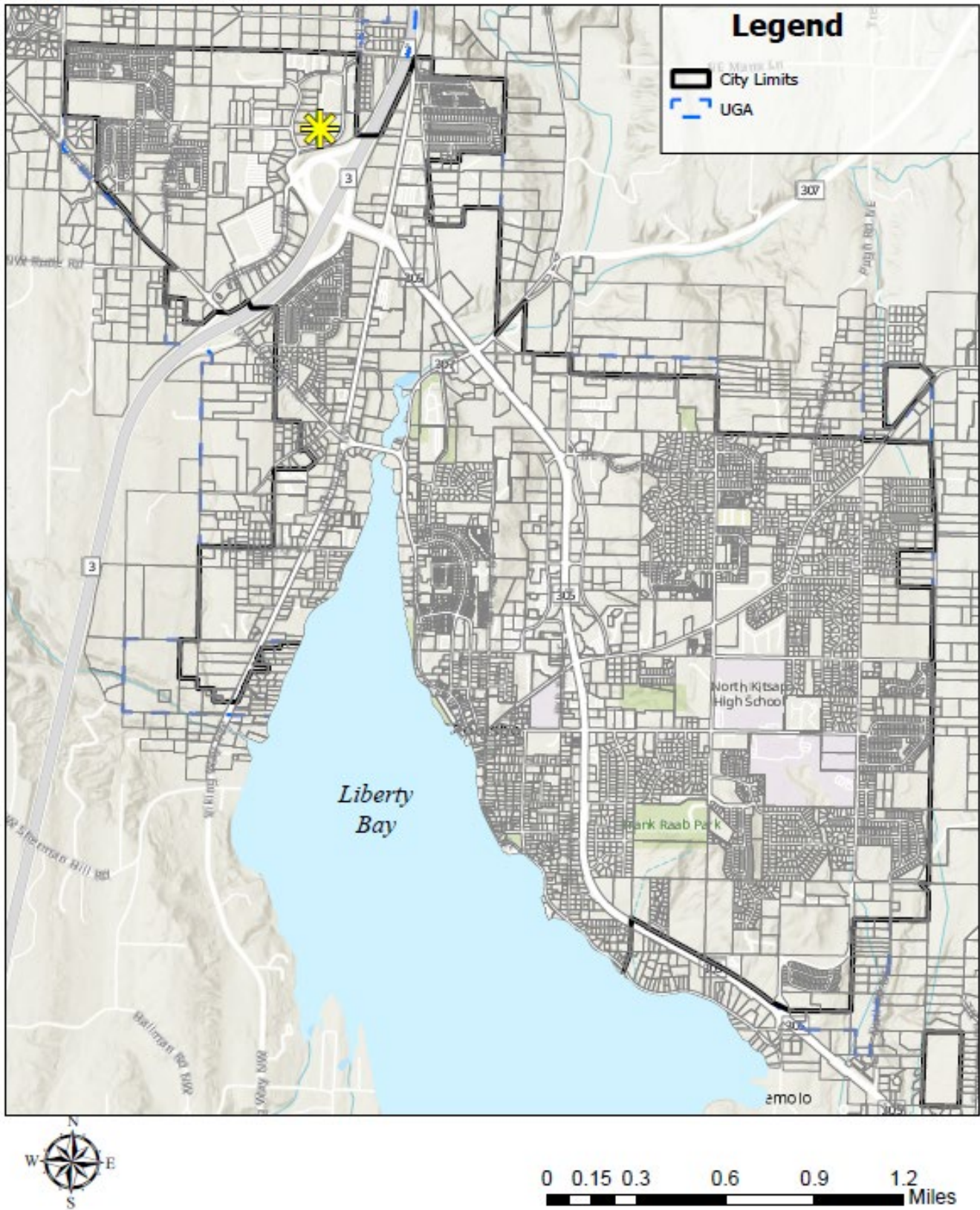
CONTENTS:

Page 2	City Vicinity Map
Page 3	Site Vicinity Map
Page 4	Comprehensive Plan and Zoning Map
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Page 6	Conditional Use Permit
Page 7	Olhava Master Plan
Page 10	Development Agreement
Page 11	Zoning Ordinance
Page 13	Design Review
Page 18	Site Plan Review
Page 18	Critical Areas
Page 19	Unit Lot Subdivision
Page 20	State Environmental Policy Act (SEPA_
Page 20	Project Permit Procedures
Page 21	Staff Comments and Recommendations
Page 22	Conditions of Approval



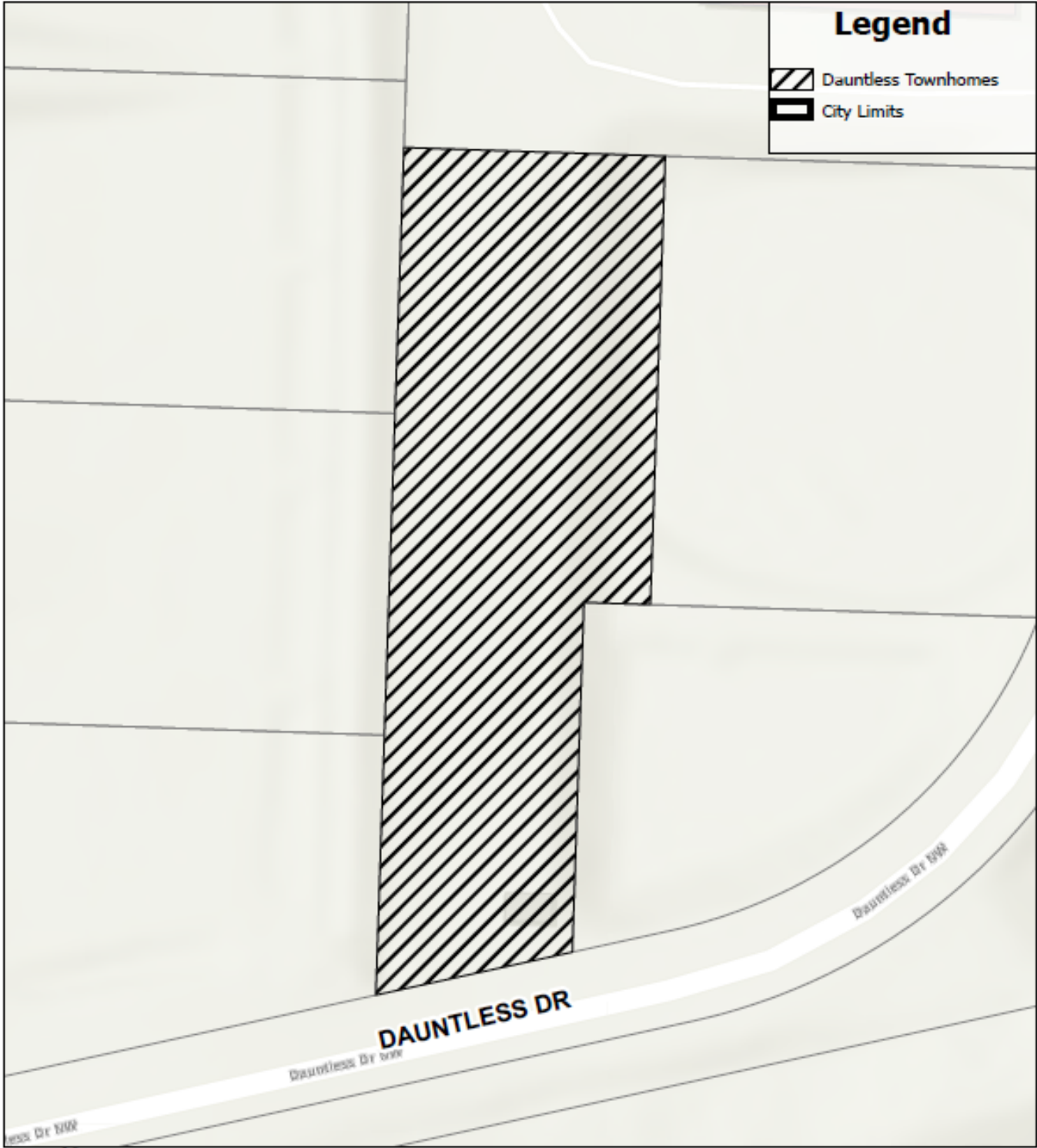
Vicinity Map

City of Poulsbo Planning Department



Site Map

City of Poulsbo Planning Department



Legend

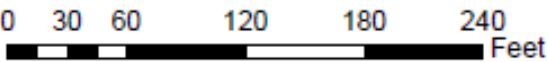
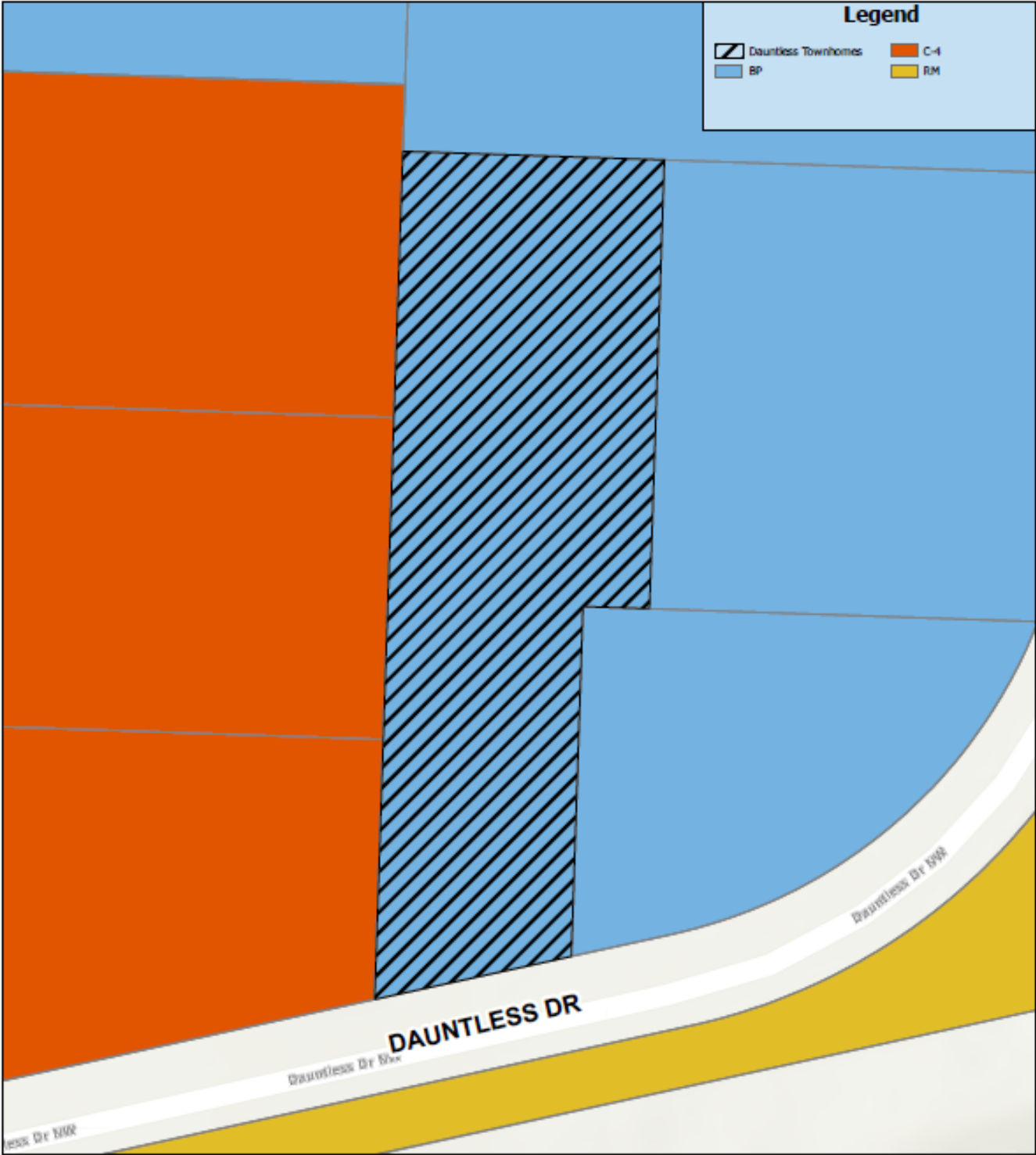
- Dauntless Townhomes
- City Limits



0 35 70 140 210 280 Feet

Zoning Map

City of Poulsbo Planning Department



DAUNTLESS TOWNHOMES
PLANNING FILE P-02-06-26-01

I. GENERAL INFORMATION

Applicant Name and Address: Laughlin Development LLC | PO Box 10607 Bainbridge Island, WA 98110

Owner Name and Address: Jim Laughlin | PO Box 10607 Bainbridge Island, WA 98110

Land Use Review: Conditional Use Permit, Site Plan Review, Unit Lot Subdivision, Design Review, SEPA Determination | Type III

Description of Proposal: Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision for development of a 1.83-acre property located within the Olhava Master Plan area. The proposal consists of sixteen townhome dwelling units contained within eight duplex-style residential buildings, associated parking, landscaping, recreational amenities, utility improvements, and creation of sixteen fee-simple residential lots through the Unit Lot Subdivision process.

Location: 21900 Dauntless Dr NW | 102601-1-042-2001

Legal Description: LOT 5-R, CITY OF POULSBORO SHORT PLAT NO. P-111 (COLLEGE MARKETPLACE), RECORDED UNDER AUDITOR'S FILE NO. 200602090034, IN VOLUME 19 OF SHORT PLATS, PAGES 90-93; THAT PART OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF TRACT V-7 OF KITSAP COUNTY LOT SEGREGATION AS RECORDED UNDER AUDITOR'S FILE NO. 200403230116; THENCE NORTH 1°54'09"EAST ALONG THE WEST LINE OF SAID TRACT V-7 A DISTANCE OF 548.00 FEET; THENCE NORTH 88°05'51"EAST 169.00 FEET; THENCE SOUTH 1°54'09"WEST 290.00 FEET; THENCE NORTH 88°05'51"WEST 43.00 FEET; THENCE SOUTH 1°54'09"WEST 226.02 FEET; THENCE SOUTH 77°39'39" WEST 130.00 FEET TO THE POINT OF BEGINNING.

Comprehensive Plan and Zoning Designation:

Site: Business Park
North: Business Park
South: Residential Medium
East: Business Park
West: Commercial/C-4

Existing Land Use:

Site: Vacant
North: Peninsula Beverage Co.
South: Vacant
East: Vacant
West: Vacant

Property History: The property is part of the Olhava Master Plan (OMP) area, which was approved on April 2, 1998, and upheld in the appeal decision of March 5, 1999. On June 11, 2002, permits were issued for site preparation and stormwater management covering the entire master plan area. Preliminary site work and infrastructure have since been completed. Parcel 102601-2-055-2003 (Business Park) is referred to as Tract 5-R in the OMP and was purchased by Laughlin Development LLC in 2022. The parcel is 1.83 acres.

Site Features: The site is generally rectangular in shape and level in the development area. The site has already been graded.

Aerial Photograph of Subject Site:



[illegible]

The review criteria for Dauntless Townhomes includes the Olhava Master Plan (OMP), PMC Chapter 16.20 Critical Areas, PMC Chapter 17.65 Unit Lot Subdivision, PMC Chapter 18.70 Residential Districts, PMC Chapter 18.90 Business and Employment Districts, PMC Chapter 18.120 Design Review, PMC Chapter 18.230 Conditional Use Permit, PMC Chapter 18.270 Site Plan Review, and PMC Title 19 Project Permit Procedures.

Pursuant to PMC 18.230, a Conditional Use Permit is a mechanism by which the City may require special conditions on development or the use of land to ensure that designated uses or activities are compatible with other uses within the same zoning district and surrounding area. A Conditional Use Permit is processed as a Type III permit application, with the Hearing Examiner serving as the review authority pursuant to PMC Title 19.

The subject property is located within the Olhava Master Plan area and is designated Business Park. Although the underlying zoning designation is Business Park, the Olhava Master Plan and associated Development Agreement contemplated residential development within portions of the master planned area and established residential unit allocations for certain Business Park properties. Pursuant to the Olhava Master Plan approval framework, multifamily residential development on the subject site requires approval of a Conditional Use Permit.

Because the proposed development consists of sixteen townhome dwelling units, staff has evaluated the proposal not only against the Conditional Use Permit criteria and applicable Olhava Master Plan requirements, but also against the multifamily residential development standards contained within the Poulsbo Municipal Code. These standards provide an appropriate framework for evaluating residential site design, building design, landscaping, open space, pedestrian circulation, and overall compatibility with surrounding development.

- a. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
- b. 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; and
- c. The conditional use will be served by adequate public facilities including streets, fire protection and utilities; and
- d. The conditional use complies with all applicable requirements of this code.

Finding:

- The proposed townhome development is consistent with the residential development pattern anticipated by the Olhava Master Plan and associated Development Agreement. Subject to the Conditions of Approval contained herein, the proposal will not be materially detrimental to surrounding properties.
- The proposed site layout, building design, landscaping, pedestrian circulation system, and recreational amenities are compatible with the existing and intended character of development within the Olhava Master Plan area and provide an appropriate transition between residential and employment-oriented land uses.
- The site is served by existing public streets, water, sewer, stormwater facilities, fire protection services, and other public infrastructure that were planned and constructed as part of the Olhava Master Plan. The proposal will be adequately served by public facilities.
- As demonstrated throughout this staff report, and subject to the Conditions of Approval, the proposal complies with the applicable provisions of the Olhava Master Plan and other applicable provisions of the Poulsbo Municipal Code.

Recommended Finding: The proposal satisfies the Conditional Use Permit criteria of PMC 18.230 and, as conditioned, is appropriate for approval.

IV. OLHAVA MASTER PLAN FINDINGS

The EIS mitigations and conditions from the Olhava Master Plan (OMP) approved on April 2, 1998, and subsequently upheld in the appeal decision of the Superior Court in Kitsap County on March 5, 1999, are incorporated by reference, as this project is a part of the OMP. The following summarizes applicable Master Plan SEPA mitigations and Conditions of Approval as they apply to the subject development:

Stormwater Management and Site Preparation

- A. Pursuant to Master Plan Mitigations #42-44, infrastructure elements needed to support the subject site that relate to offsite facilities or to the development of other parcels within Olhava, such as connecting roads, stormwater management facilities and utilities, shall be built to adequate size to integrate into the entire Olhava project.

Finding: All on-site and off-site road improvements and utilities have been constructed pursuant to the master plan. Existing regional stormwater facilities are sized to accommodate the entire Olhava site as approved in the overall grading plan; utility main lines are sized to accommodate on- and off-site uses identified in the EIS. The Public Works Department has reviewed the subject proposal and reports submitted to confirm allocations for the subject site under the current Schedule B of the Development Agreement. The City Engineer has found the infrastructure elements are adequate and the proposal, as conditioned, is consistent with the master plan and city requirements.

- B. Consistent with OMP Conditions of Approval #85-89, the Storm Drainage Design Report (including downstream analysis) was prepared by American Engineering for the entire Olhava Master Plan area, dated June 15, 2001 and revised March 1, 2002 (certified May 31, 2002). As required, plans and construction of stormwater management facilities were reviewed for consistency with the Master Plan EIS, SEPA mitigations, and conditions of approval, and approved by the City on June 11, 2002 (including review by County and Ecology officials). Construction drawings and on-site construction for each phase shall be reviewed by the City or its consultant for consistency with the storm drainage report, the master plan and City ordinances.

Finding: Preliminary grading and installation of temporary erosion control and permanent stormwater management facilities for the entire master plan area have been completed, including the subject site. The applicant provided a Stormwater report, dated January 2026, prepared by Seabold Engineering that includes review of the subject properties' storm drainage calculations and the overall storm drainage planned for the sub-basin in the OMP. The City's Engineering Department has reviewed the submitted materials and issued Conditions of Approval that are incorporated into this staff report.

Transportation and Traffic

- C. Consistent with Mitigation #51-53, a phase-specific traffic and circulation update study is required to be submitted to the City Engineer which demonstrates the proposed uses do not exceed assumptions made in the original traffic study.

Finding: The applicant submitted a transportation concurrency application dated May 2026. The Engineering Department has determined that the proposed uses do not exceed assumptions made in the original EIS traffic study and are consistent with Schedule B of the Development Agreement, as amended.

Fire and Emergency Service

- D. Consistent with Mitigation #37, prior to any development approval with Phase “a” an evaluation of fire and emergency services to the Olhava property and vicinity is required.

Finding: The “Emergency Service Needs Assessment Olhava Master Plan”, the City of Poulsbo and Olhava Associates, LP, received from Emergency Services Consulting Group on March 8, 1999 confirms adequate service to the entire area at build out. The assessment determined that “...Station 71 appears to be able to maintain the current standards within the community and the Olhava Project.” Further, the assessment provides “...it is important to remember that the most effective fire mitigation would be maximum utilization of sprinklers throughout the development.”

The Poulsbo Fire Department has reviewed the proposal and has found access to be acceptable. Approval from the Fire Department is subject to COA #19 which lays the requirement for automatic fire suppression/sprinkler systems.

Water Supply

- E. Pursuant to Mitigations #21-24, 38, adequate water supply shall be provided with enough storage capacity to meet the standards and requirements of the City and Kitsap PUD to provide the equivalent of 2,000 g.p.m. fire flow for a three-hour duration more than the domestic demand.

Finding: With regard to water supply and fire flow requirements for the Olhava project, the following water supply improvements have been completed by the Olhava Associates:

- Olhava Reservoir: A 1-million-gallon storage reservoir has been constructed in the NW quadrant of the property at approximately the 400-foot contour elevation. The reservoir is designed to provide water storage for domestic and fire flow requirements and is designed and sized to meet Department of Health water system design criteria.
- Viking Avenue Pump Station. The water pump station is located on Viking Avenue at the north City limits. The facility is designed to convey approximately 600 g.p.m. of water supply to the Olhava reservoir and provide water service to the Olhava development.
- Viking Avenue Transmission Main. A 12-inch diameter water transmission main connecting the Viking Avenue pump station to the Olhava reservoir has been constructed.

Wastewater

- F. Pursuant to Mitigations #45-47, other than Phase “a”, no phase of the OMP shall be granted building permits unless construction of the required improvements in the City’s and County’s conveyance systems and at the wastewater treatment plant are underway. No occupancy permits shall be issued until said improvements are complete, accepted by the appropriate jurisdiction and in operation. Additional capacity within the City’s wastewater conveyance system shall ensure adequate capacity for the OMP project or any alternative approved by the City.

Finding: In response to mitigation requirements #45-47, the following conveyance and treatment improvements have been completed:

- Jensen Avenue and 6th Avenue collection system improvements.
- Bond Road pump station and sewer interceptor.
- First Western constructed the necessary improvements to connect the proposed development to the City’s wastewater conveyance system. Project includes SR305 sewer main from SR3 to Bond Road.
- Sanitary sewer interceptor along SR305 from Bond Rd. to the south City limits.
- Sanitary sewer along SR305 connecting to the Viking Avenue sewer line.
- In 1998, a new contract between the City of Poulsbo and Kitsap County was negotiated providing additional treatment plant capacity.

The Public Works Department has reviewed the application materials and found that there is adequate capacity within the City's wastewater conveyance system and in the central treatment plant for the subject proposal.

Built Environment

G. Review of the subject site proposal finds the project is generally consistent with the OMP in terms of size, use, and building design. OMP requirements that pertain to the subject site and building design include the following:

1. Landscaping plans for any portion of the proposed project shall include indigenous species. Native vegetation placed during post construction phasing shall be sufficiently irrigated to become established through a proposed drip irrigation system. (OMP SEPA Mitigations #4, 7, 8, 9, 11.)

Finding: The preliminary landscape plan and plant list (Exhibit F) submitted with conditional use application has been reviewed by the PED Department and is consistent with the College Marketplace Design Guidelines. The landscape plan incorporates a mix of native and adaptive plant materials, street trees, foundation plantings, and common area landscaping intended to complement the residential character of the development. Final landscape and irrigation plans shall be submitted prior to grading permit issuance and shall comply with PMC 18.130 and the approved plans (Exhibit TBD). Approval of maintenance bonding is required prior to issuance of a Certificate of Occupancy

2. In conformance with OMP Mitigation #35, a design vocabulary shall be developed, to be approved by the City for street furniture, signage and public areas, which reflect the Scandinavian theme. These guidelines should include a description or specification of coordinated materials, colors and equipment to be incorporated throughout the Olhava project, and they shall be submitted and approved by the City prior to site plan approval.

Finding: Design guidelines for the overall Olhava/College Marketplace project have been reviewed by City staff. The design guidelines address building design, signage, landscaping, enhanced pavement treatment, lighting, and site furniture.

- a. Building design for the subject building was reviewed by City staff and was recommended for approval to the PED Director.
- b. Signs have not yet been proposed. All signage requires a sign (building) permit and must be reviewed to conform to the College Marketplace signage program, (see COA #9).
- c. Bike Racks/Furniture:
 - i. Bike racks will be permanently mounted in sidewalk or plaza areas. Bike racks shall be Keystone Ridge; Model-Reading style, color black, consistent with the College Marketplace Design Guideline. The OMP requires one bicycle rack in each commercial project.
 - ii. Exterior furniture shall be as follows, where applicable (Note: each project within the Olhava property shall use the same style for everything installed for that project, i.e. benches, chairs, tables and trash cans from Keystone "McConnell" model for any location within one project; but the collection from other Keystone Ridge styles, such as "Pullman" models, may be located within other projects if specifically noted on that projects application and approved).
 - Benches – Keystone Ridge; Model-McConnell MC26 or MC2CU6 (curved) color based on building design.
 - Chairs and Tables – Keystone Ridge, Model Pullman table sets.
 - Trash/Ash cans – style and color to match.
 - iii. Fencing along the backs of project areas, if not visible from off-site, shall be done with vinyl coated black chain link or wood structure. Unless otherwise noted or previously constructed pursuant to approved plans, any safety fencing shall be vinyl coated black chain link with black painted posts and black painted top rail. Fencing along street sides shall be done with a decorative metal, wrought iron, or wood (which may include

stone/masonry) structure. Any fencing of mechanical units shall be coordinated with building façade materials.

Finding: Staff recognize that Keystone Ridge brand models may have changed or been discontinued since adoption of the Olhava Design Guidelines. If the applicant is unable to obtain the identified Keystone Ridge models, equivalent alternatives that maintain consistency with the approved College Marketplace design vocabulary may be approved by the PED Director. Bicycle parking facilities required for this multifamily residential development are addressed in Section VI.i of this staff report.

3. To address mitigations #67-75, and elements of the zoning ordinance and building and construction ordinances, a lighting plan is required as part of site plan review.

Finding: The applicant submitted a preliminary photometric lighting plan and fixture information as part of the site plan application materials (Exhibit E). A final photometric lighting plan, including fixture specifications and manufacturer cut sheets, shall be submitted with the grading permit (COA #6). The final lighting plan shall be reviewed for consistency with the Olhava Design Guidelines and applicable City lighting standards. Compliance with the specific lighting requirements of the Poulsbo Municipal Code is addressed in Section VI.g of this staff report.

H. Additional requirements specific to business park pads are found in Sec. 2.5.7 of the OMP:

1. Dimensional Standards.

- a. Minimum front setback (right-of-way to structure): 25 feet
- b. Minimum rear setback (lot/boundary line to structure): 10 feet
- c. Minimum side setback (lot/boundary line to structure): 10 feet
- d. Maximum lot coverage (structures/parking): 75%
- e. Maximum building height: 35 feet

Finding: The proposal is consistent with the dimensional standards stated in the OMP.

2. General Business Park Development Standards (OMP 2.5.7.D).

- a. All indoor uses shall be conducted within a completely enclosed structure.
- b. There shall be no visible storage of motor vehicles (except display area for sale or rent of same), trailers, airplanes, boats, recreational vehicles, or their composite parts. No storage shall occur on any vacant parcel. Building materials for use on the same premises may be stored on the parcel during the time that a valid building permit is in effect for construction.
- c. All roof-mounted air conditioning or heating equipment shall not be visible from any abutting lot or any public street or right-of-way.
- d. Outdoor paging systems shall be prohibited.
- e. Elevations of all buildings shall be architecturally treated to ensure compatibility with neighboring buildings.

Finding: The proposed development consists entirely of multifamily residential townhome units and does not include any commercial, office, retail, or mixed-use components. Pursuant to the OMP approval framework, multifamily residential development on the site is permitted subject to approval of a Conditional Use Permit. The proposed use is residential in nature and is consistent with the scale, character, and design intent established for this portion of the OMP area.

V. DEVELOPMENT AGREEMENT

The Development Agreement between the City of Poulsbo, Olympic College, and Olhava Associates L.P. was signed on April 7, 2004. The intent was to make a provision for the orderly administration of permits and approvals, to set forth the extent and timing of the improvements and mitigation measures required, and to provide for the implementation of the OMP by means of a Development Agreement which provides additional detail on the processes and requirements necessary to implement the master plan approval.

- a. The entire 215-acre Olhava Property shall be developed in accordance with the parcel development plan (PDP) attached to the Agreement as Schedule B, or as amended pursuant to Sec. 1.2.1.1.

- b. Required improvements to public facilities and phasing for development are outlined in Section. 2
- c. Payment of traffic mitigation fees is implemented through the Developer's Agreement. Schedule B allocates maximum developable square footage for commercial and business park lots, in part to ensure consistency with the OMP and to determine method of payment of impact fees. Olhava has agreed to pay its fair share of the cost of road improvements as provided in Subsections 3.1.1.3.1 through 3.1.1.3.7.
- d. A common design program is required under Sec. 8 of the Developer's Agreement pursuant to Condition #35 of the OMP. Prior to submittal of any site plan or other permit application, after approval of Tract IV-A (Wal-Mart), Olhava shall provide a design program and specifications for common site elements for the entire OMP development for review and approval by the Planning Director.

Finding: The proposed development is consistent with the Development Agreement and the residential allocations established through Schedule B. The OMP allocated a finite number of residential units to the OMP area. The current property owner acquired the remaining forty-two (42) residential units available within the OMP area. The Dauntless Townhomes proposal would utilize sixteen (16) of those allocated units, leaving twenty-six (26) residential units available for future development under the approved OMP framework. The proposal remains within the overall residential unit cap established under the approved OMP and Development Agreement.

The site is served by infrastructure planned and constructed pursuant to the OMP and Development Agreement, including transportation facilities, utilities, and regional stormwater facilities. Payment of applicable traffic impact fees shall be required prior to building permit issuance. Building and site design have been reviewed for consistency with the Olhava Design Guidelines. If amendments to Schedule B are necessary to reflect the transfer or utilization of residential unit allocations associated with this proposal, such amendments shall be completed prior to building permit issuance pursuant to COA #3.

VI. ZONING ORDINANCE FINDINGS

Where the OMP does not specifically indicate a different requirement, the Poulsbo Municipal Code (PMC) shall apply to the subject site. Pursuant to [PMC 18.270](#), Site Plan Review (SPR) is required of all new development. Under [PMC Title 19](#), the Review Authority for a CUP is the Hearing Examiner (HE), who shall determine compliance with all provisions of the zoning ordinance and any other applicable regulations which may affect the final plan as submitted or revised.

Finding: The proposed development consists of a multifamily residential townhome project located within the Business Park zoning district. Residential development within this portion of the Business Park zone is permitted through the OMP approval framework, subject to approval of a Conditional Use Permit. Because the proposed use is residential in nature, selected multifamily development standards contained in [PMC 18.70.060](#), Development Standards in the RM and RH Zones, have been evaluated as part of the Conditional Use Permit review process to assess residential site design, amenities, and overall compatibility with the intended character of the OMP area.

The proposal, as conditioned, complies with the applicable provisions of the zoning code, as follows:

a. Permitted Uses.

The proposed development consists of a multifamily residential townhome project utilizing the Unit Lot Subdivision ownership model. Pursuant to the Olhava Master Plan approval framework, multifamily residential development on the subject site is permitted subject to approval of a Conditional Use Permit.

The proposed use is residential in nature and will not include commercial, office, retail, or other nonresidential components. Because the project consists of multifamily dwelling units, applicable multifamily design standards have been evaluated to ensure compatibility with the intended character of a multifamily residential project. Compliance with those standards, as applied through the Conditional Use Permit review process, is addressed in Section VI.e of this staff report.

Finding: The proposed multifamily residential use is permitted on the subject property through approval of a Conditional Use Permit. As demonstrated throughout this staff report, and subject to the Conditions of Approval contained herein, the proposal complies with the applicable requirements governing the proposed residential use.

b. *Development Standards for Business Park District.*

1. **Setbacks.** The standard building setbacks established in PMC Table 18.90.040 are superseded by the dimensional requirements contained within the OMP and discussed in section III of this staff report.
2. ***Finding:*** The proposed site plan has been reviewed for consistency with the setback requirements established by the OMP. As proposed, all structures meet or exceed the applicable front, side, and rear setback requirements. Maximum Building Coverage. Building coverage within the Business Park district is regulated by PMC Table 18.90.040 and the applicable standards of the OMP. Compliance is determined after accounting for required setbacks, landscaping, parking, pedestrian circulation, open space, and other applicable site development standards.

Finding: The proposed development complies with the maximum lot coverage requirements established by the OMP and the PMC. The site plan provides adequate areas for landscaping, parking, circulation, and residential amenities while remaining within the allowable building coverage limitations.

3. **Building Height.** The OMP defers to the zoning ordinance in effect at the time of Site Plan Review with respect to building height. Per PMC Table 18.90.040, the maximum permitted building height is 35 feet, excluding any allowances otherwise provided by code.

Finding: The proposed buildings have been designed to comply with the applicable height limitations. Based on the information submitted by the applicant, the average building height, as measured from finished grade, does not exceed thirty-five (35) feet and therefore complies with the applicable height standards.

c. *Landscaping (PMC 18.90.050(A)).*

1. **Site Landscaping.** A minimum of 20% of the property area shall be landscaped. Setback, parking lot, street trees and building perimeter landscaping contributes to this requirement.
2. **Setback Landscaping.** Setback areas are to be landscaped and covered with live plant materials that will ultimately cover 75% of the ground area within 3 years. Landscaping shall consist of evergreen and deciduous trees planted not more than 30 feet on center interspersed with large and small shrubs and ground cover. Shrubs shall be of a type that does not exceed a height at maturity of approximately 3 to 4 feet. Deciduous trees shall have a minimum trunk diameter of 2 inches at time of planting. Evergreen trees shall be a minimum of 6 feet tall at time of planting.
3. **Parking Lot Landscaping.** A minimum of 5% of the parking lot area (that area inside parking lot perimeter curbing) shall be landscaped. Setback and building perimeter landscaping shall not count towards the parking lot landscaping requirement.
 - a. Planting areas shall contain a minimum of fifty square feet and shall have a minimum dimension of five feet in width. Parked vehicles may not overhang if the planting area is the minimum width of five feet. This area shall contain at least one tree, with the remaining area landscaped with shrubs, ground cover, or other approved landscaping materials not exceeding three feet in height. Providing adequate shading opportunities should be considered
4. **Building Perimeter Landscaping.** For any building wall that exceeds an average of 30 feet in height, a planting bed is required with a hierarchy of plantings for at least 30% of the wall length.

Finding: A preliminary landscape plan (see Exhibit F) was submitted and reviewed as part of the application materials. The landscape plan demonstrates compliance with the applicable landscaping requirements through the provision of street trees, perimeter landscaping, parking lot landscaping, and common area landscaping integrated throughout the residential development. The proposed landscaping contributes to the visual character of the OMP area, softens the appearance of parking and building massing, and enhances the residential environment for future residents.

The final landscape and irrigation plans shall be submitted for review with the grading permit application and shall be substantially consistent with the approved preliminary landscape plan. Installation of all required landscaping shall be inspected and approved prior to certificate of occupancy and prior to issuance of the landscape maintenance bond. A 2-year landscape maintenance bond is required; the amount is based on 150% of the estimated cost of plant and irrigation materials and installation. These requirements are incorporated through COA's #12- 18.

d. *On-Site Pedestrian and Vehicular Circulation (PMC 18.90.050(B)).*

1. Buildings shall be linked to their fronting street(s) with primary walkways.
2. Primary walkways shall be a minimum of 5 feet in width and shall be clearly defined and designed to be separated from driveways and parking areas.

Finding: The proposed site plan (Exhibit C) incorporates an internal pedestrian circulation system that connects individual dwelling units, common areas, parking areas, and the public sidewalk network along Dauntless Drive. Primary pedestrian walkways are clearly identified and generally separated from vehicular travel lanes to provide safe and convenient access throughout the development. The proposed circulation pattern supports walkability within the site and provides direct connections to the existing pedestrian facilities serving the surrounding OMP area. As proposed, the development complies with the on-site pedestrian circulation requirements of PMC 18.90.050(B).

e. *Building Design (PMC 18.90.050(C) and PMC 18.70.060(E)(9)).*

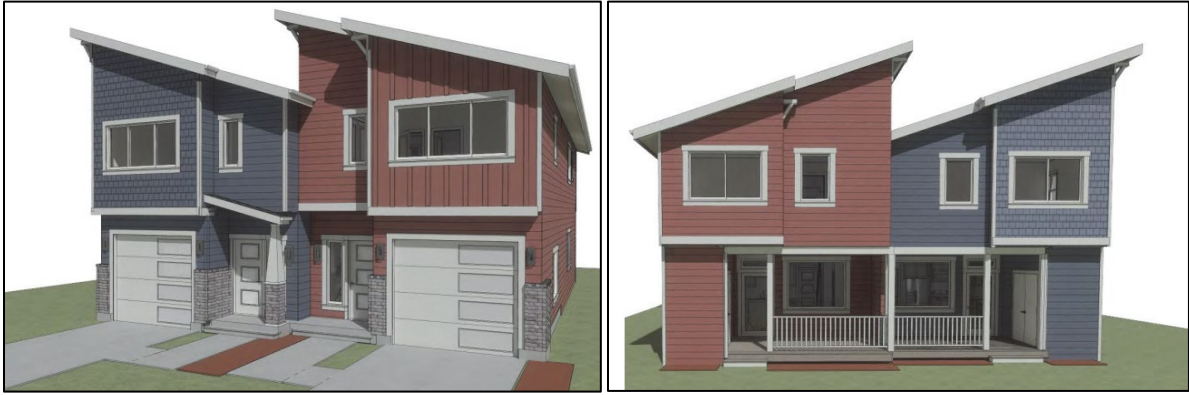
The proposed development consists of a multifamily residential townhome project located within the Business Park zoning district. While the underlying zoning designation remains Business Park, residential development within this portion of the OMP area is permitted through approval of a Conditional Use Permit. Therefore, the proposal has been evaluated using both the Business Park design standards intended to promote high-quality architecture and visual interest, as well as the multifamily residential design standards intended to ensure that residential development exhibits a pedestrian-oriented scale, clearly defined dwelling unit entrances, and architectural features characteristic of residential neighborhoods. Collectively, these standards emphasize varied building massing, articulated façades, durable and complementary building materials, cohesive color palettes, identifiable entrances, weather protection elements, and residential design features that contribute to neighborhood character and compatibility.

Finding: The proposed building design, as depicted in the architectural elevations, materials palette, and renderings (Exhibit D), demonstrates compliance with the combined design objectives of PMC 18.90.050(C), PMC 18.70.060(E)(9), and the Olhava Design Guidelines. The eight duplex-style townhome buildings incorporate a variety of architectural elements intended to provide visual interest while reinforcing the residential character appropriate for multifamily townhome development.

Architectural interest is achieved through variations in roof forms, projections and recesses in the building façades, changes in siding materials, and the incorporation of individual dwelling unit entries that are clearly identifiable through architectural detailing (as shown below). The proposed elevations utilize a combination of horizontal lap siding, board-and-batten siding, shake accents, and stone veneer to establish distinct building components and create a cohesive Northwest architectural character.



The proposed design incorporates techniques that clearly define the building base, middle, and top through the use of material transitions, window placement, varied wall planes, and prominent roof forms. Shed roof elements and articulated rooflines provide a visual cap that avoids a truncated appearance and contributes to the residential scale and character of the development. The primary entrances to individual townhome units are emphasized through covered entry features and architectural detailing that distinguish each unit from adjacent units and reinforce the pedestrian-oriented nature of the project (as shown below).



An initial architectural package was submitted with the application; however, staff requested revisions to further enhance consistency with the design intent of the OMP, College Marketplace Design Guidelines, and the residential design objectives applicable to multifamily development. Revisions included incorporation of a stronger Northwest lodge aesthetic through the addition of more neutral earth-toned colors, increased use of stone accents, board-and-batten siding, and shake detailing. Staff finds that the revised architectural design successfully integrates the high-quality architectural standards applicable within the Business Park district with the residential character and design features expected of a multifamily townhome development. While staff finds that the proposed architectural design satisfies the applicable building design standards and design objectives, the Conditional Use Permit process provides an opportunity to further strengthen the residential character of the development through enhanced architectural detailing. Accordingly, staff recommends COA #4 requiring additional refinement of individual unit entry features and other residential design elements to reinforce the pedestrian-oriented nature of the project and further integrate the Northwest lodge aesthetic established throughout the OMP area. These enhancements are intended to elevate the overall architectural quality of the development while remaining consistent with the approved building forms, materials palette, and overall site design.

As revised, and subject to the Conditions of Approval, the proposal complies with the applicable building design standards and is compatible with the existing and intended character of the OMP area.

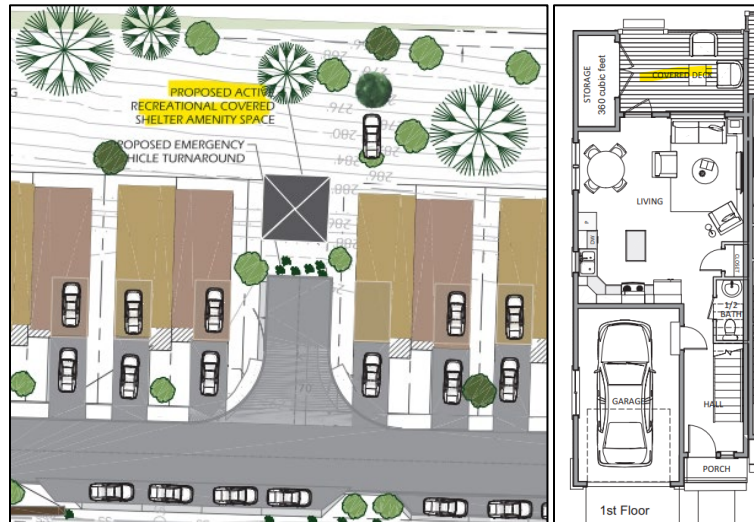
f. *Recreational Amenities (PMC 18.70.060(E)(8)).*

Although the subject property is located within the Business Park zoning district, the proposed development consists of a multifamily residential townhome project permitted through the OMP approval framework and Conditional Use Permit process. Accordingly, the recreational amenity standards applicable to multifamily residential development have been evaluated as part of this review to ensure the development provides opportunities for recreation and social interaction appropriate for future residents.

Recreational amenities shall be provided for all residential developments proposed pursuant to these standards. The number of amenities required shall be based upon the number of dwelling units proposed.

- Residential developments containing between five (5) and twenty (20) dwelling units shall provide a minimum of two (2) recreational amenities.
- Recreational amenities shall be usable for their intended purpose and designed to serve the anticipated residents of the development. Examples include community buildings, picnic areas, paths and passive seating areas, community gardens, improved playgrounds, exercise facilities, courts, and similar amenities approved by the review authority.
- Larger recreational amenities may count as more than one amenity, as determined by the review authority.
- Attached dwelling units shall provide an exclusive, accessible private outdoor area containing not less than forty-eight (48) square feet designed to provide privacy for residents and their guests.
- Recreational amenities shall be maintained by a homeowners' association, property management entity, or other private association approved by the review authority.
- If development occurs in phases, the required recreational amenities shall be provided proportionately with each phase or in their entirety during the initial phase of development.

Finding: The proposed sixteen-unit townhome development is required to provide a minimum of two recreational amenities. The proposal includes a common gathering space and a picnic area intended to provide opportunities for informal recreation, social interaction, and community gathering for future residents (as shown below). In addition, each attached dwelling unit includes private outdoor space consistent with the standards applicable to multifamily residential development (as shown below). Ongoing maintenance of the recreational amenities and common areas shall be the responsibility of the homeowners' association. Staff finds that the proposed amenities are appropriately scaled to serve the anticipated residents of the development and that the proposal complies with the recreational amenity requirements applicable to multifamily residential projects.



g. *Mechanical and Trash/Recycling Screening (PMC 18.80.080(H) and 18.70.060(E)(10)).*

1. Mechanical equipment, trash and recycling dumpsters, and any outdoor related equipment shall be screened from abutting properties, public rights-of-way, and open space with a combination of fencing and landscaping. Screening shall be complementary to the materials and colors of the primary structure(s) and shall be of a height appropriate to reduce the appearance of the materials being screened. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and properties.
2. Ground-mounted mechanical equipment shall be screened by landscaping or a decorative wall that incorporates at least one of the materials and colors of the primary structure. The wall shall be of a height equal to or greater than the height of the mechanical equipment being screened. If landscaping is used, the screening material shall be designed to provide a seventy-five percent opacity one year after planting along the full required height and length of the screening buffer.
3. Trash and recycling dumpsters or any outdoor related equipment shall be screened from abutting properties, public rights-of-way, and open space by a combination of one hundred percent sight-obscuring screening.

Finding: The proposed development includes provisions for refuse collection facilities and associated screening consistent with the requirements of PMC 18.80.080(H) and 18.70.060(E)(10). Final refuse enclosure details, including materials, colors, dimensions, and gate specifications, shall be submitted for review and approval with the grading permit application (COA #7). Refuse enclosures shall incorporate materials and colors that are compatible with the principal structures and shall provide one hundred percent (100%) sight-obscuring screening from adjacent properties, public rights-of-way, and common open space areas.

Mechanical equipment locations have not been finalized as part of this application. Any ground-mounted mechanical equipment associated with the proposed townhome development shall be screened through the use of landscaping or architectural screening compatible with the primary structures. Rooftop mechanical equipment, if proposed, shall be incorporated into the building design in a manner that minimizes visibility from surrounding streets and adjacent properties. Final mechanical equipment screening details shall be reviewed for consistency with PMC 18.80.080(H) prior to building permit issuance (COA #5).

h. *Lighting (PMC 18.90.060(C))*

Exterior lighting shall be designed to minimize glare and prevent light spillover onto adjacent properties. All lighting fixtures, except for warning or emergency lighting, shall be hooded or shielded so that illumination is directed downward and confined within the property boundaries. Canopy lighting shall be recessed so that fixture lenses do not extend below the canopy surface. Lighting shall be limited to the minimum necessary to provide for safety and visibility, with fixtures concentrated near areas requiring illumination, such as walkways, entrances, and parking areas. Parking lot lighting should provide uniform illumination levels. Buildings shall not be outlined with neon or other decorative lighting, except for seasonal displays. If installed lighting is found to violate these standards, the City may require corrective action to achieve compliance. A photometric plan is required as part of permit review and shall include illumination readings at ten-foot intervals throughout the site and extending ten feet beyond property boundaries. The photometric analysis shall account for proposed and existing landscaping at maturity to evaluate the long-term effectiveness of lighting design and screening.

Finding: The applicant submitted preliminary photometric information as part of the application materials. Exterior lighting for the proposed multifamily residential development shall be designed to provide adequate illumination for pedestrian and vehicular safety while minimizing glare and light trespass onto adjacent properties and public rights-of-way. All exterior fixtures shall be downward directed and shielded consistent with PMC 18.90.060(C), the Olhava Design Guidelines, and the OMP mitigation measures.

A final photometric lighting plan, including fixture locations, illumination levels, manufacturer's cut sheets, and fixture specifications, shall be submitted with the grading permit plans (COA #6). The final lighting plan shall demonstrate compliance with applicable City standards and shall ensure that lighting is compatible with the residential character of the proposed development. Additional discussion regarding consistency with OMP lighting mitigation measures is provided in Section IV.G.3 of this staff report.

i. *Off-Street Parking and Loading (PMC 18.70.080 and 18.140):*

Although the subject property is located within the Business Park zoning district, the proposed development consists entirely of multifamily residential townhome units permitted through the OMP approval framework and Conditional Use Permit process. Accordingly, the parking requirements applicable to multifamily residential development contained in PMC 18.70.080 have been applied to this proposal. The design, dimensions, surfacing, circulation, and layout of the parking areas have been evaluated for consistency with the applicable standards of PMC 18.140, including parking stall dimensions, drive aisle widths, parking lot surfacing requirements, and internal circulation standards.

- Multifamily attached dwelling units shall provide one and one-half parking spaces per dwelling unit. Studio apartments may provide one parking space per dwelling unit.
- Guest parking shall be provided at a ratio of one parking space for every four dwelling units.
- The minimum width of driveways into parking areas shall be twenty-four feet, or as otherwise required by the City Engineer or Fire Marshal.
- Parking shall not be located within required setbacks.
- Table 18.140.040 establishes the minimum dimensions for parking spaces and drive aisles.
- Up to forty percent of all required on-site vehicular parking spaces may be compact spaces.
- When a parking space abuts a fence, structure, wall, or other obstruction, an additional eighteen inches of width shall be provided. When a parking space abuts landscaping, an additional twelve inches shall be provided.
- Two additional feet beyond the last parking space in an aisle shall be provided.
- No more than fifteen parking spaces shall be located side by side without an intervening break provided by a circulation aisle, pedestrian walkway, or landscaping.
- All areas used for parking or maneuvering of vehicles shall be improved with asphalt, concrete, or another permanent surface approved by the City Engineer.
- Parking areas shall be designed to provide for off-street vehicle circulation to adjoining properties and parking areas whenever physically feasible.

- Lighting associated with parking areas shall be screened, hooded, or otherwise designed to minimize illumination spillover onto adjacent properties.
- j. *Finding:* Pursuant to PMC 18.70.080, the proposed sixteen-unit multifamily townhome development is required to provide twenty-four resident parking spaces and four guest parking spaces, for a total minimum parking requirement of twenty-eight spaces. The proposal provides two off-street parking spaces associated with each town home unit through a combination of garage and driveway parking, resulting in thirty-two off-street parking spaces. In addition, thirteen on-street parking spaces are provided adjacent to the development and are available to accommodate guest parking demand. The proposed parking areas and drive aisles have been reviewed for compliance with the applicable dimensional, circulation, and design requirements of PMC 18.140. As proposed, the development provides adequate parking to serve both residents and guests and complies with the applicable parking requirements of PMC 18.70.080 and PMC 18.140. Per [PMC 18.140.060](#), two bicycle spaces shall be required, and then one additional space provided for every 20 spaces; however, the maximum number of bicycle spaces required shall not exceed twenty. By providing at least five covered bicycle parking spaces, one vehicle parking space may be eliminated. No more than two vehicle parking spaces or ten percent, whichever is less, shall be replaced with covered bicycle parking spaces.
1. Bike facilities should be located no further from a public entrance than the nearest non-ADA parking stall.
 2. Bike parking areas should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least 5 feet of open space behind the maneuvering area.
 3. The property owner of a site shall have a continuing obligation to properly maintain any bike parking facilities on their property.

Finding: Although the subject property is located within the Business Park zoning district, the proposed development consists of a multifamily residential townhome project permitted through the Olhava Master Plan and Conditional Use Permit process. A minimum of two bicycle parking spaces are required pursuant to [PMC 18.140.060](#). Each town home unit includes an attached garage capable of accommodating bicycle storage; therefore, the proposal complies with the bicycle parking requirements of [PMC 18.140.060](#).

- k. Per [PMC 18.140.070](#), off-street loading and unloading spaces are required for all uses having a gross floor area of over 4,000 square feet to which or from which deliveries or pickups are made by trucks or truck-trailer combinations over 35 feet in length more frequently than monthly

Finding: Although the subject property is located within the Business Park zoning district, the proposed development consists entirely of a multifamily residential townhome project permitted through the Olhava Master Plan and Conditional Use Permit process. The proposed residential use is not anticipated to generate regular loading activities involving large trucks or truck-trailer combinations of the type contemplated by PMC 18.140.070. Therefore, off-street loading spaces are not required for the proposed development.

VII. **PMC CHAPTER 18.120 DESIGN REVIEW**

- A. Design review occurs concurrent with the underlying land use permit review process. The following shall be submitted with the underlying land use permit:
1. Elevation drawing. 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.
 2. Color and material palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows, and roofing.
 3. Prospective drawings, photographs, color renderings or other graphics that accurately represent the proposed project.
 4. 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.

Finding: The applicant has submitted a complete architectural package sufficient to conduct design review concurrently with the Conditional Use Permit and Site Plan Review processes. The application materials include building elevations, a color and materials palette, architectural renderings, and conceptual information regarding site elements, including lighting, landscaping, screening, recreational amenities, and pedestrian facilities. These materials have been evaluated for consistency with the OMP, the College Marketplace Design Guidelines, PMC 18.90.050(C), and the multifamily residential design

objectives applied through the Conditional Use Permit review process. Subject to the Conditions of Approval contained herein, staff finds that the submitted materials provide an adequate basis for design review and demonstrate compliance with the applicable design standards.

- B. The Review Authority shall be the same as the associated land use permit.

Finding: Design review is being processed concurrently with the Conditional Use Permit application. Pursuant to PMC 18.120 and Title 19, the Hearing Examiner serves as the review authority for the Conditional Use Permit and associated Design Review application, following a recommendation from the Planning Commission.

VIII. PMC CHAPTER 18.270 SITE PLAN REVIEW

- A. Compliance with Applicable Standards. The proposed development shall comply with all applicable design and development standards contained in this title and other applicable regulations.

Finding: As outlined throughout this staff report, the proposed development complies with the applicable provisions of Title 18, the OMP, the Development Agreement, and other applicable City regulations, subject to the Conditions of Approval. Although the subject property is located within the Business Park zoning district, the proposal consists of a multifamily residential townhome development permitted through the OMP and Conditional Use Permit process. Accordingly, applicable multifamily residential standards have been evaluated in conjunction with the Business Park and OMP requirements.

- B. Adequacy of Public Facilities. The applicant shall demonstrate availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

1. Safety: The applicant will provide frontage improvements along Dauntless Drive NW, as necessary, to ensure compliance with current City standards and accessibility requirements. The project also includes interior pedestrian walkways connecting the proposed residential units to the public sidewalk system along Dauntless Drive NW. These improvements enhance pedestrian safety and connectivity within the Olhava College Marketplace area.
2. Stormwater: The applicant submitted a Drainage Report prepared by Seabold Engineering, dated January 6, 2026 (Exhibit H). The report concludes that the project is consistent with the stormwater assumptions established under the Olhava Master Plan, with runoff conveyed to the existing regional stormwater mitigation facilities serving Sub-Basin 8. The proposed development would remain below the impervious surface coverage anticipated for the site under the Olhava Master Plan and would provide enhanced water quality treatment for pollution-generating impervious surfaces through a BioPod treatment system prior to discharge
3. Utilities: The site is served by City water and sewer and has adequate facilities to serve the site.

Finding: The City Engineering Department has reviewed the proposed development and determined that adequate public facilities are available to serve the project. Subject to compliance with the Conditions of Approval, the proposal provides adequate transportation facilities, stormwater management, water service, sanitary sewer service, and other utilities necessary to support the proposed sixteen-unit townhome development. Staff finds that the proposal satisfies the site plan review criteria relating to the adequacy of public facilities.

IX. PMC CHAPTER 16.20 CRITICAL AREAS

The Critical Areas Ordinance (PMC Chapter 16.20) establishes standards intended to protect environmentally critical areas and their associated buffers. The applicant submitted a wetland review prepared by BGE Environmental, LLC, dated October 6, 2025 (Exhibit G), evaluating the previously identified Wetland A associated with the Olhava Master Plan approvals.

Finding: The subject property was previously evaluated as part of the Olhava Master Plan environmental review process. The wetland review prepared by BGE Environmental concludes that Wetland A continues to exist and that the wetland buffer remains intact, although the composition of vegetation within the buffer has evolved over time. The report further concludes that the existing stormwater facilities associated with the Olhava Master Plan were designed and constructed to maintain the hydrologic integrity of the wetland system. The proposed Dauntless Townhomes development is located outside of identified critical areas and

critical area buffers, and no direct impacts to Wetland A or its buffer are proposed. Therefore, the proposal complies with the applicable provisions of PMC Chapter 16.20.

X. PMC CHAPTER 17.65 UNIT LOT SUBDIVISION

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.

Finding: As reviewed and conditioned, the proposed preliminary unit lot subdivision conforms to the requirements of Title 17, Land Division. The City Engineer has reviewed the project for consistency with Chapter 12.02, Construction and Development Standards, and Chapter 17.65 Unit Lot Subdivisions, and supports approval of the preliminary unit lot subdivision subject to the conditions of approval contained herein.

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.

Finding: The subject property is located within the Business Park zoning district. Multifamily residential development within the Business Park zone is permitted through the OMP approval framework, subject to approval of a Conditional Use Permit. As demonstrated throughout this staff report, the proposed unit lot subdivision complies with the applicable requirements of Title 18, including the residential development standards applied through the Conditional Use Permit process.

3. The unit lot subdivision:

a. Makes adequate provision for access and neighborhood circulation.

Finding: The proposal provides a single point of vehicular access from Dauntless Drive and includes an internal circulation system designed to safely accommodate residents, visitors, service vehicles, and emergency responders. Interior sidewalks connect individual units with parking areas and provide pedestrian access to Dauntless Drive and the existing sidewalk network serving the Olhava College Marketplace area. Staff finds that the proposal 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. *Finding:* The City Engineer has determined that adequate provision has been made for public water, sanitary sewer, storm drainage, and other utilities necessary to serve the proposed development. Electric and telecommunications services are available to the site. Water service shall be provided consistent with City requirements applicable to unit lot subdivisions. Staff finds that the proposal will be adequately served by utilities appropriate to the nature and intensity of the development. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

Finding: The site is located within the North Kitsap School District. Vinland Elementary School is located slightly more than one mile from the site via the existing and planned pedestrian network. Poulsbo Middle School and North Kitsap High School are located approximately 2.75 miles southwest of the project site. The proposal includes sidewalk connections to the existing public sidewalk system, thereby providing safe pedestrian access opportunities for school-aged residents.

d. Makes adequate provisions for critical area protection pursuant to Chapter 16.20.

Finding: As discussed in Section XI of this report, the proposed development is located outside of identified critical areas and their associated buffers. Therefore, the proposal provides adequate protection of critical areas consistent with the requirements of the PMC.

e. Makes adequate provisions for fire and emergency access and protection.

Finding: The proposal has been reviewed by Poulsbo Fire Department/District 18 for compliance with applicable fire and life safety requirements. Fire sprinkler systems will be required

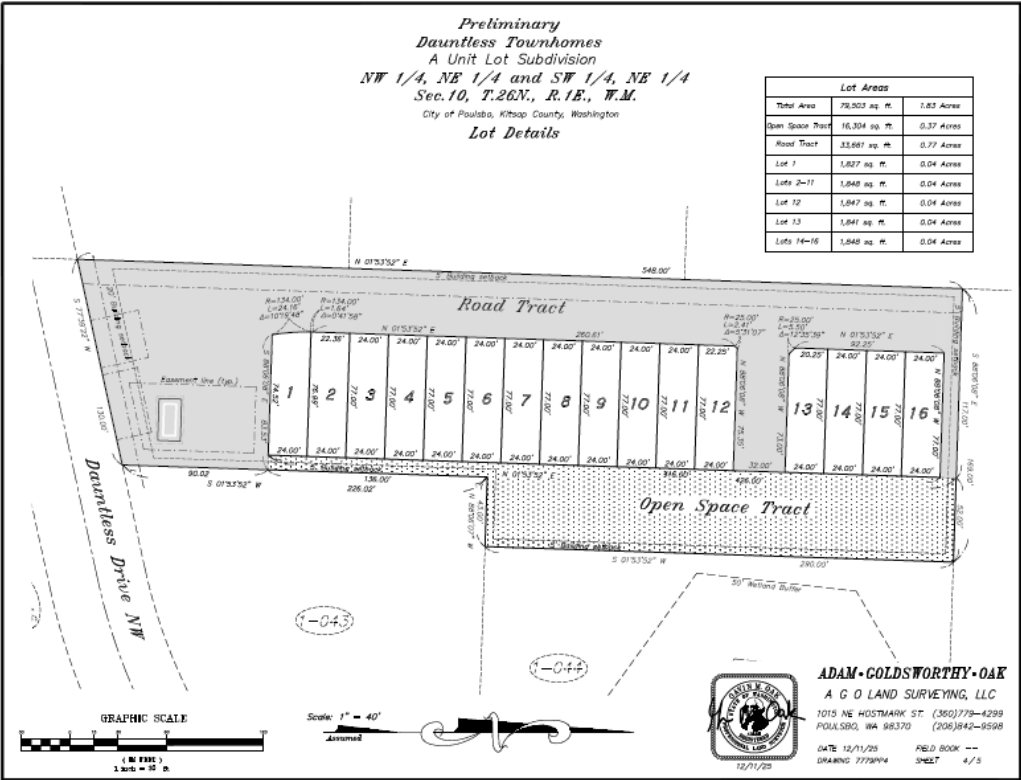
consistent with the OMP requirements and applicable building and fire codes. Staff finds that adequate provision has been made for fire and emergency access and protection.

- f. Serves the public interest and makes appropriate provisions for public health, safety, and welfare.

Finding: The proposed unit lot subdivision has been reviewed for consistency with applicable City regulations, the OMP, the Development Agreement, and SEPA mitigation measures. Conditions of Approval have been recommended to ensure ongoing compliance with applicable standards and to address site-specific considerations associated with the project. Staff finds that the proposal will not be detrimental to the public health, safety, or welfare and that the development serves the public interest by providing additional housing opportunities within an area planned for urban growth and supported by existing infrastructure.

- 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.

Finding: Based upon the analysis contained in this staff report, the review authority can make the findings required by PMC 17.65. Subject to the Conditions of Approval, the proposed unit lot subdivision satisfies the applicable approval criteria and may be approved.



XI. PMC CHAPTER 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)

A combined Notice of Application (NOA) was issued on March 20, 2026, (Exhibit K). The public comment period ended April 3, 2026. No public comments were received. A Threshold Determination will be issued with the project Notice of Decision.

XII. TITLE 19 PROJECT PERMIT PROCEDURES

Review Step	Date
Application Submittal	February 6, 2026
Counter Complete	February 13, 2026
Technically Complete	March 13, 2026
Notice of Application w/Optional DNS	March 20, 2026
Notice of Application/DNS Comment Period Over	April 3, 2026

Staff Report Issued	June 16, 2026
Planning Commission Public Meeting Notice Issued	June 16, 2026
SEPA Threshold Determination Issued	June 16, 2026
Planning Commission Public Meeting	June 23, 2026
Hearing Examiner Public Hearing Notice Issued	July 2, 2026*
Hearing Examiner Public Hearing	July 16, 2026*
*Subject to change	

XIII. STAFF COMMENT AND RECOMMENDATIONS

Comments: This project as proposed, in conjunction with the attached Conditions of Approval, is consistent with the Poulsbo Comprehensive Plan, the Zoning Ordinance, the Olhava Master Plan and related Conditions of Approval and EIS Mitigations, Development Agreement and all other applicable City regulations.

Recommendation: Staff respectfully recommends approval of the Dauntless Townhomes Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision, Planning File P-02-06-26-01 as presented and subject to all Conditions of Approval contained herein.

XIV. EXHIBITS

- A. Conditional Use Permit Application
- B. Proposed Unit Lot Subdivision Drawing
- C. Site Plan Drawing
- D. Building Elevations and Design Narrative
- E. Lighting Plan
- F. Landscaping Plan
- G. Wetland Review by BGE Environmental LLC (10/6/25)
- H. Storm Drainage Report by Seabold Engineering LLC (1/6/26)
- I. Geotechnical Engineering Investigation by Krazan and Associates (10/6/22)
- J. Trip Generation Assessment by Heath and Associates (12/2025)
- K. Notice of Application with Optional DNS and Noticing Materials
- L. SEPA Environmental Checklist and Threshold Determination

DAUNTLESS TOWNHOMES
CONDITIONS OF APPROVAL
PLANNING FILE P-02-06-26-01

Following are the Planning and Economic Development Departments Conditions of Approval:

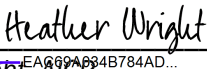
1. Development of the site shall be in conformance with the drawings identified in Exhibits B-F, dated March 2026, or as otherwise stamped approved in Planning File No. P-02-06-26-01 and subject to the conditions of approval contained herein.
2. Limitations of Approval.
 - a. The planning director approves this permit for five years, as permitted by [PMC 18.230.070 A](#) unless within that time the required building construction, alteration or enlargement has been commenced and diligently pursued, or if no such construction, alteration or enlargement is required, that the permitted use is regularly conducted on the premises.
 - b. Site Plan approval is effective for a period of 5 years from the date of approval. The site plan approval shall expire if substantial construction of the approved plan has not begun within the 5-year period. Site Plan approval will become void if construction on the site is a departure of the approved plan.
 - c. An extension of the site plan and conditional use not to exceed one year may be granted by the Director if applied for 30 days prior to the expiration date and found to meet the criteria provided in the Poulsbo Municipal Code. Modifications of an approved site plan shall be processed pursuant to Title 19 regarding post-decision review.
3. If required, amendments with the purpose of making the project consistent with Schedule B of the Olhava Development Agreement shall be recorded prior to the issuance of the building permit.
4. Prior to building permit issuance, the applicant shall submit revised architectural elevations demonstrating enhanced residential detailing consistent with the approved Northwest lodge architectural theme. Enhancements shall include upgraded individual entry features, such as decorative brackets, enhanced porch columns, increased trim detailing, decorative lighting fixtures, or similar architectural treatments approved by the PED Director. In addition, garage doors visible from public streets shall incorporate windows, decorative hardware, or comparable design elements to reinforce the residential character of the development. Review and approval of the revised architectural elevations by the PED Director pursuant to this condition shall not constitute a modification to the approved land use decision and shall not require processing under the post-decision modification provisions of PMC Title 19, provided the revisions remain substantially consistent with the approved building forms, site layout, architectural character, and overall design intent of this approval.
5. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. Ground-mounted mechanical equipment is required to be screened by landscaping or decorative wall. Mechanical equipment screening shall be constructed out of the same materials as the related building. Ground mounted equipment shall be reviewed at the time of building permit. Certificate of Occupancy will not be issued until the mechanical equipment screening has been installed.
6. All exterior lighting shall be pointed downward and shielded from direct observation from the air, adjacent properties, and public rights-of-way. Lighting shall meet all standards identified in the PMC. The applicant shall include a final lighting/photometric plan, including specification of fixtures, at the time of grading permit submittal. A lighting scheme was created by Olhava Associates. The proposed lighting shall be consistent with this design scheme, and adjacent properties. See Olhava [Consolidated Building and Site Design](#) (page 17-18).
7. The trash receptacles(s) shall be screened from public view on at least 3 sides by opaque wall 6 feet in height and on the fourth side by an opaque gate not less than 5 feet in height. Dumpster enclosures shall be constructed out of the same materials as the related building and shall be consistent with the approved site plan drawings. Trash receptacles shall be reviewed at the time of grading permit submittal.
8. Buildings and accessory structures shall be provided with EV charging stations, EV-ready parking spaces, and EV-capable parking spaces in accordance with IBC Section 429, as amended.
9. Separate sign permits are required for any proposed signage. Design of signs shall be consistent with the College Marketplace Design Guidelines (Exhibit H). In addition, site signage will be reviewed for compliance with the City's

signage standards PMC 18.80.120 and 18.170. The location of the free-standing sign shall be approved by the city engineer for site distance.

10. The manufacturer specification for the bicycle rack(s) shall be provided with the building permit submittal and shall be consistent with the [College Marketplace Design Guideline](#). Certificate of Occupancy will not be issued until the bicycle parking racks have been installed.
11. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.
12. A final landscape plan is required to be submitted and approved by the PED department prior to building permit approval, and shall show the location, species, container size, height and number of trees, shrubs and groundcover area. The plan shall be in a form suitable for contractor bid on materials and installation. The final plan shall be substantially consistent with the approved preliminary plan in Exhibit F.
13. Street trees shall be consistent with the Conceptual Landscape Plan in Exhibit C and shall be included on the Final Landscape Plan submitted with the grading permit. Root barriers shall be used to protect sidewalks and roadways from root heave.
14. All landscaping shall be accompanied by a suitable irrigation system designed by a licensed landscape contractor or landscape architect. An irrigation plan is required to be submitted with the final landscape plan at the time of grading permit submittal. Native vegetation and drought-tolerant species require irrigation at least during the bonded two-year landscape maintenance period. Automated systems should include moisture sensing automatic shut-off controls. Landscape irrigation systems require a separate building permit.
15. Per PMC 18.130.070 Maintenance bonding for all landscaping shall be required prior to issuance of certificate of occupancy. Estimates or bid for landscaping work and materials, including irrigation, shall be provided. Estimates shall match the "as-built" drawing and identify plant name, common name, size at planting, and number each that was planted. Performance bonding for installation of landscaping (except for street trees) will not be considered.
16. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged.
17. Proposed freestanding and/or monument sign(s) shall be shown on the Final Landscape Plan. A separate building permit is required for construction of the sign(s).
18. A final "as-built" drawing landscaping plan and irrigation plan shall be provided to the city prior to certificate of occupancy.
19. The structures shall be constructed to include automatic fire suppression/sprinkler systems, in conformance with the Uniform Fire Code. Plans for all fire suppression/sprinkler systems shall be submitted to the Poulsbo Fire Department and City Building Department for review and approval prior to issuance of building permits.
20. This project is subject to the Olhava Conditions, Covenants and Restrictions (CC&Rs) providing provisions for maintaining tracts which are private and commonly owned by the property owners within the Olhava Development.
21. Approval of this Conditional Use Permit and site plan subject to the conditions and mitigations does not vest or limit the project to those conditions and mitigations until the time of building permit application. If during the time between Conditional Use Permit and site plan approval and building permit application, there are changes to applicable regulations such conditions may apply to this project.
22. The final Unit Lot Subdivision shall be substantially consistent with the approved site plan, architectural elevations, recreational amenities, landscaping, parking layout, and Conditions of Approval associated with Planning File P-02-06-26-01. Any modifications shall be reviewed pursuant to PMC Title 19.
23. Prior to final Unit Lot Subdivision approval, the applicant shall submit draft homeowners' association documents, covenants, conditions, and restrictions (CC&Rs) for review and approval by the City Attorney and Planning Director. The documents shall establish responsibility for the ownership, operation, maintenance, repair, and replacement of all common facilities and improvements, including but not limited to recreational amenities, landscaping, irrigation systems, private utility facilities, fencing, common open space, pedestrian facilities, stormwater facilities not accepted by the City, and any other shared infrastructure associated with the development.

24. The requirements of this decision, including but not limited to conditions related to open space, landscaping, fencing, recreational amenities, and other improvements required as part of this approval, shall remain binding upon the property regardless of any future amendment, termination, expiration, or dissolution of the homeowners' association or any modification to the project's Covenants, Conditions, and Restrictions (CC&Rs). No amendment to the CC&Rs shall eliminate, reduce, or conflict with the obligations established through this approval unless otherwise authorized by the City through a subsequent land use approval process.
25. All tracts established through the Unit Lot Subdivision shall be identified with their intended purpose on the face of the final plat. Open space tracts, recreational amenity tracts, landscaping tracts, access tracts, utility tracts, and stormwater tracts shall not be separately sold, transferred, or developed except as authorized by the City.
26. Prior to recording of the final Unit Lot Subdivision, all required maintenance agreements for common improvements shall be executed and recorded with Kitsap County Auditor's Office in a form approved by the City Attorney.
27. The common recreation area and associated improvements identified on the approved site plan shall be installed prior to issuance of the final Certificate of Occupancy for the development and shall thereafter be maintained by the homeowners' association.
28. Development may occur in phases or in a sequence determined by the applicant; provided, however, that all infrastructure, utility improvements, fire access improvements, stormwater facilities, and other improvements necessary to serve each phase of development shall be completed, bonded, or otherwise secured to the satisfaction of the City prior to issuance of Certificates of Occupancy for the dwelling units within that phase.

Signed by:



6/16/2026

Heather Wright, AICP
Planning and Economic Development Director

Date

Following are the Engineering Department's Conditions of Approval:

Service Availability

- E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
- E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved site plan drawing are approved in concept only and are not considered approved for construction. Approval of the site plan does not constitute approval of any construction drawings submitted with the site plan approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
- E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final project construction approval the applicant shall: construct the required improvements per City standards, and submit "as-built" drawings on paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
- E4. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration

and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.

- E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
- E6. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. Construction drawings will be rejected, without review, if the following drafting requirements are not met.
- Construction plan size shall not exceed 24"x36" (22"x34" preferred). The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - Labels from the various overlapping AutoCAD layer shall be legible.
 - All curb ramps shall be individually designed and detailed appropriately on the plans such that slopes and design can be verified to meet ADA requirements.
 - All elements on the drawings shall be legible as determined by the City Engineer.

Clearing, Grading, and Erosion Control

- E9. A Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35, 15.40). The permit may include restrictions as to the limits of any particular area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit in regard to seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control.
- E10. Application must include the following documentation:
- (3) plan set.
 - Final Drainage Report
 - Supporting reports (Geotech, Environmental Assessment or as applicable)
 - Digital Copy of all submittals
 - Payment of funds consistent with the Grading Permit Application
- E11. The developer's engineer shall submit a completed NPDES Permit Appendix 7 Worksheet along with other required stormwater application documents.
- E12. Applicant shall obtain a Construction Stormwater General permit from Department of Ecology prior to project start if disturbing more than one acre.

Stormwater

- E13. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
- All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapter 13.17. Chapters 12.02.030

and 12.02.040 provide further guidance on design manual and threshold criteria within compliance of NPDES Phase II Permit

- b. City of Poulsbo standards and ordinances
- c. All conditions of approval associated with any clearing and/or grading permits

- E14. Project is subject to a Stormwater General Facility Fee as per PMC 13.70, payable at time of Building Permit. The applicant may pay this fee upfront with the first building permit submittal or may pay incrementally with each permit. The connection charge is based on Impervious Surface Units (ISU) where 1 ISU = 3,000sf of impervious area per PMC 13.70. Based on the preliminary drainage report provided by the applicant the proposed project approximately 45,270 square feet of impervious surface is proposed which is subject to the storm GFC. This results in 16 ISUs for the project.
- E15. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E16. Ownership and maintenance of stormwater systems located on commercial/multifamily private property will remain the responsibility of the property owner. Prior to the use of the development or redevelopment project, the owner shall sign and record a maintenance covenant using the City's form (Reference: PMC 13.17).
- E17. The preliminary drainage report submitted for this project demonstrates compliance with stormwater improvements constructed for the Olhava Master Plan area overall. The detention pond was shown to have capacity for the proposed project. Enhanced treatment is required to be installed as part of the stormwater system.

Sanitary Sewer and Water

- E18. Refer to Public Works Department comments for water and sewer connection requirements, construction standards, and looping requirements.
- E19. Water and Sewer connection fees for commercial projects are calculated based upon water meter size for the project and Equivalent Residential Units (ERUs) per PMC 13.70. These will be collected proportionally with each building permit according to the code in place at the time of the permit. The proposed project has 16 units. Anticipate upcoming code changes which may change the ERU adjustment factor in PMC 13.70.040 to accommodate unit lot subdivision. Per PMC 13.70 the adjustment factor as of the date of this memo is 0.80 resulting in 13 ERUs for the project.
- E20. A separate water meter is required for each of the proposed individually owned units.
- E21. A separate water meter is required for each of the proposed individually owned units.
- E22. Ownership of any water main and appurtenances shall be conveyed to the City prior to final construction approval. An easement for access and maintenance of the water main and hydrants within the site shall be legally described and dedicated to the City prior to final construction approval. The easement shall be shown on the construction drawings and as-built drawings. The easement shall be fifteen feet wide and include a ten-foot radius around fire hydrants.

Streets

- E23. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards. (refer to Developer's Guide - Section 2 - Street Standards, revised Sept. 2005, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
- E24. Roads shall remain private for the project and as proposed are acceptable, with minimum of 22ft for roadways and minimum 8ft for parallel parking where shown.
- E25. The applicant shall inspect existing frontage for ADA compliance and any sidewalk or curb ramp not compliant shall be replaced as part of this project.
- E26. The applicant has submitted a transportation concurrency application consistent with PMC 14.04.
- E27. The applicant has submitted a trip generation memo. This project is within the Olhava Master Plan area and the Schedule B of the Developers Agreement allocates trips to the site. Based on the trip generation memo, the trips generated by the project are within the trips allocated by Schedule B. Tract 5R is currently allocated

210 average daily trips (ADT) and is subject to traffic impact fees per Schedule B totaling \$6,365. Traffic impact fees are payable at the time of building permit.

- E28. 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 homeowners' 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 a homeowners' association.
- E29. 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.

Other

- E30. Applicant and contractor or contractors shall have a utility specific pre-construction meeting with City staff, consultants, and/or inspectors for each utility prior to work beginning on that specific utility. This meeting will outline construction, inspection, acceptance requirements and expectations.
- E31. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E32. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
- E33. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.
- E34. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations if applicable.

Signed by:



Joshua Ranes P.E.,
City Engineer

6/16/2026

Date

Following are the Public Works Department's Conditions of Approval:

Service Availability

- PW1. The City of Poulsbo has determined that, as of the date of this development approval, the City has sufficient water supply to serve the development. This determination is not, however, a guarantee that sufficient supply will exist at the time of connection to the City's water system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its water system on a first-come, first-served basis and the City may or may not have an adequate supply of water available to serve the development at the time connection is applied for. Pursuant to RCW 19.27.097, verification that an adequate water supply exists to serve the development will be required at the time a building permit is applied for and issuance of a certificate of water availability by the City at the time will be necessary before the ability to connect to the City's water system is assured.
- PW2. Sewer conveyance and treatment demand to serve the City's growth is anticipated in the City's Comprehensive Sewer Plan, the Poulsbo sanitary sewer Capital Improvement Plan (CIP) and the Kitsap County Capital Improvement Plan. The City's CIP identifies improvements to serve the projected growth of the City based on historic growth rates, and adequately provides for the development of the Kitsap Gastro and Liver Clinic project. This determination is not, however a guarantee that sufficient capacity will exist at the time connection to the City's sewer system is applied for and the City expressly disclaims any such guarantee. The City allows connections to its sewer system on a first-come, first-served basis and the City may or may not have adequate sewer capacity to serve the development at the time connection is applied for. Verification of available sewer capacity will be required prior to issuance of building permits.

Water

- PW3. Buildings shall be connected to city water.
- PW4. A separate water meter is required for each of the proposed individually owned units.
- PW5. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW6. All water systems shall be publicly owned up to and through the water meter. All mains and fire hydrants shall be within easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum. For fire mains, the City shall own up to and including the Post Indicator Valve.
- PW7. Pursuant to WAC 246-290-490, the water services for domestic, irrigation and fire suppression systems shall be installed with the proper backflow prevention facilities. The minimum backflow prevention device required on this type of application shall be a double check valve.
- PW8. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW9. Hydrants shall have bollards installed.

Irrigation

- PW10. Irrigation water shall come from a separate connection and its own meter. Please show irrigation connection(s) on the utility drawing(s).
- PW11. A double check valve assembly shall be installed within 18-inches of the downstream side of the irrigation water meter.
- PW12. The double check valve assembly shall be tested by a “city approved” state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

Sewer

- PW13. Building shall be connected to City sewer.
- PW14. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW15. Sewer infrastructure for the proposed development shall remain private. Maintenance of the sewer system shall be the responsibility of the property owner.
- PW16. Waste water discharges from the proposed development into the City of Poulsbo’s sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.
- PW17. All manholes will be required to have an insert installed. The insert shall be ‘The Rainstopper’ by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

Solid Waste

- PW18. Prior to construction plan approval the Public Works department shall approve the dumpster enclosure designs and location. Public works has the following comments regarding the proposed dumpster enclosure:
 - a. A standard garbage truck is about 40’ in length bumper to bumper and 50’ with forks down ready to dump. The truck will need to back into the driveway across the street to be able to line up to dump the dumpster. This driveway needs to be large enough to accommodate the truck in a simple motion. Requiring the truck to do multiple turning movements to fit will not be acceptable.
 - b. The dumpster area should be shifted toward the West slightly to better line up with the driveway across the street and straight in access to the dumpsters.
 - c. This driveway and honestly road section should be reinforced as it will have numerous turning movements with a heavy truck on it. Public Works will not be responsible for any damage to the private roadway or driveway.
 - d. During this process of lining up to dump, dumping the dumpster and pulling back out the entire roadway will be blocked. The resident will not be allowed to access for a period of 5 min or so while this process is taking place.

- PW19. Solid waste service for this project shall be provided by the City of Poulsbo.
- PW20. No other use will be allowed in the garbage dumpster enclosure other than to hold the garbage dumpster and recycle dumpster. Recyclables shall be maintained in the enclosure in a manner that does not interfere with garbage collection.
- PW21. The dumpster pad shall be flush with the road pavement.
- PW22. No overhead structures are allowed above the dumpster enclosure.
- PW23. A wheel stop is required in the interior of the dumpster enclosure to limit the distance a dumpster will be placed in the enclosure.

General Conditions

- PW24. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owners responsibility.
- PW25. Design and Development Standards: Design shall be subject to the following Standards:
- City of Poulsbo Utility Comprehensive Plan
 - City of Poulsbo Design, Development and Construction Standards
 - City of Poulsbo Municipal Code
 - Washington State Department of Health Design Standards
 - Washington State Department of Ecology's Criteria for Sewage Works Design
 - American Public Works Association/Department of Transportation Standard Specifications
 - Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington
- PW26. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
- PW27. No walls or structures shall be permitted in utility easements.
- PW28. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.
- PW29. Appropriate easements shall be provided for public and private utilities.
- PW30. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.
- PW31. If existing utility stubs are not utilized, they must be decommissioned at the main.
- PW32. Locate meters in a single bank when possible.

Submittal and Approval

- PW33. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.
- PW34. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.
- PW35. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

Connection Fees and Assessments

- PW36. Utility service for the noted property is subject to application and payment of the applicable fees and assessments. The exact fees and assessment charges will be determined at the time of building permit.

Signed by:

Mike Lund

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Mike Lund,
Public Works Superintendent

6/16/2026

Date



STAFF REPORT

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

NOLL POINTE PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY SUBDIVISION

To: Planning Commission
From: Edie Berghoff, Senior Planner
Date: June 16, 2026
Subject: Noll Pointe Planned Residential Development and Preliminary Subdivision | Type III Application

Planning and Economic Development (PED) staff respectfully recommends approval of the Noll Point Planned Residential Development and Preliminary Subdivision, Planning File P-09-10-25-01, subject to SEPA Mitigation and Conditions of Approval.

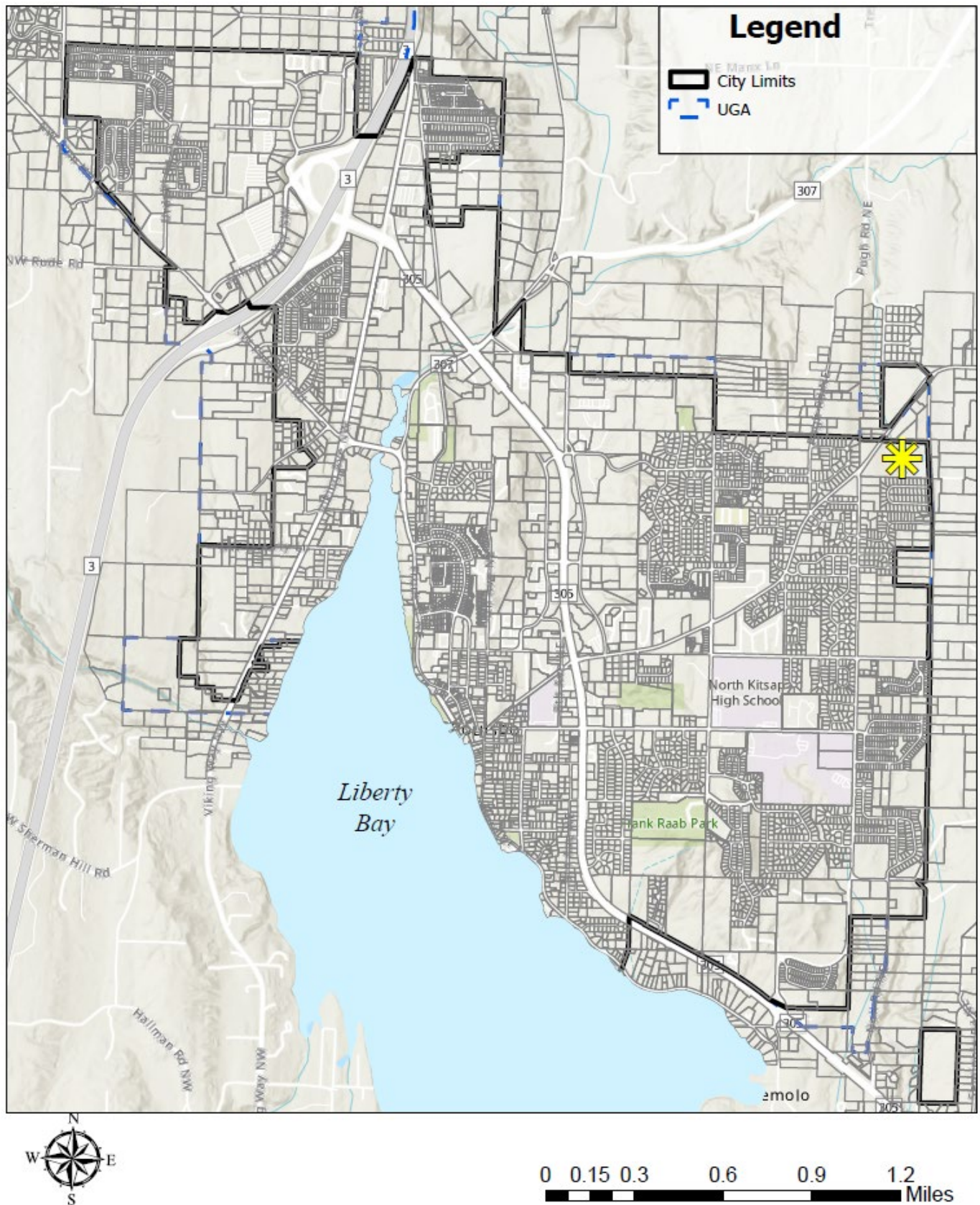
ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) of the Noll Point Planned Residential Development and Preliminary Subdivision, Planning File P-09-10-25-01, subject to SEPA Mitigation and Conditions of Approval, to the Hearing Examiner.

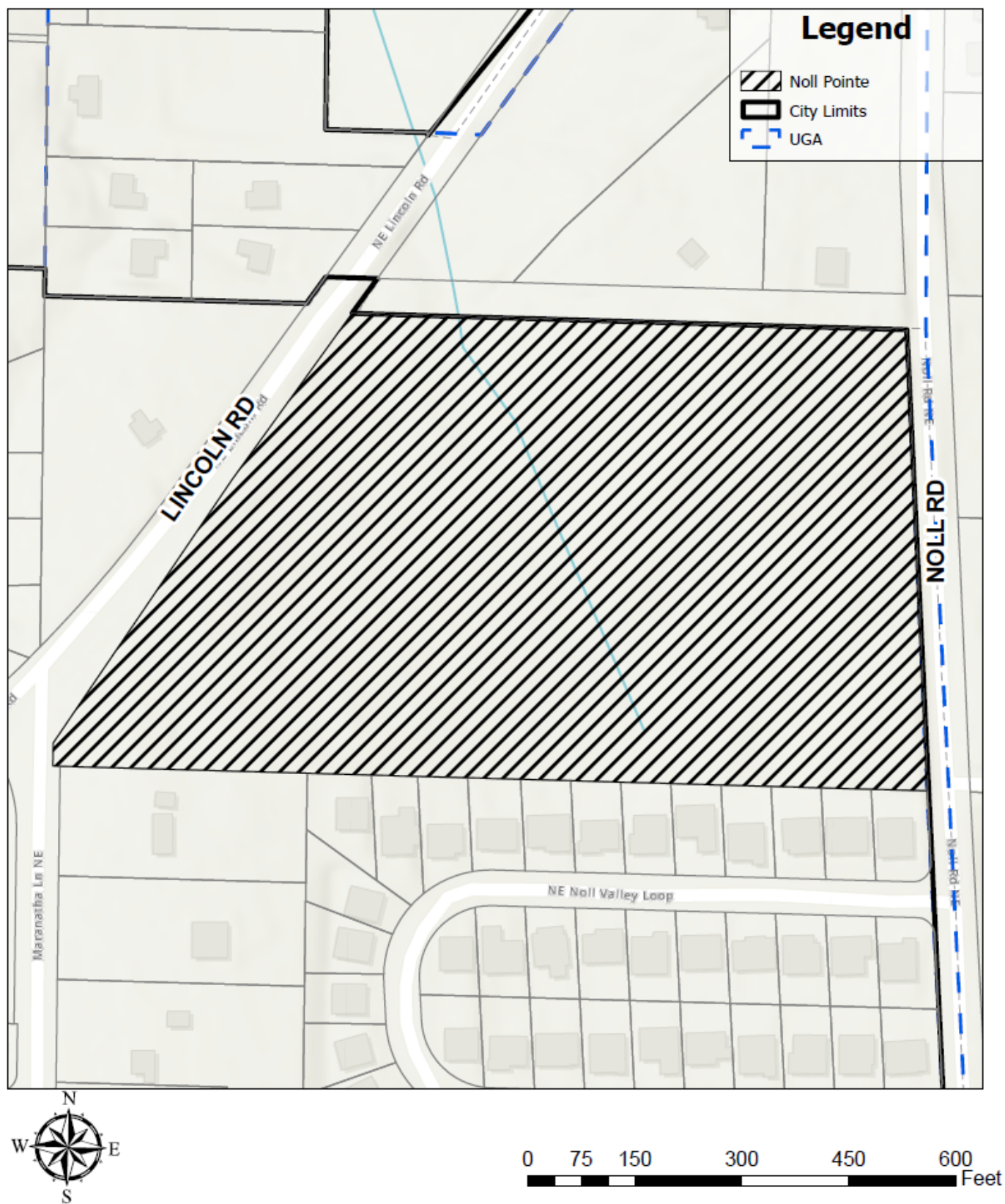
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Page 27	Conditions of Approval

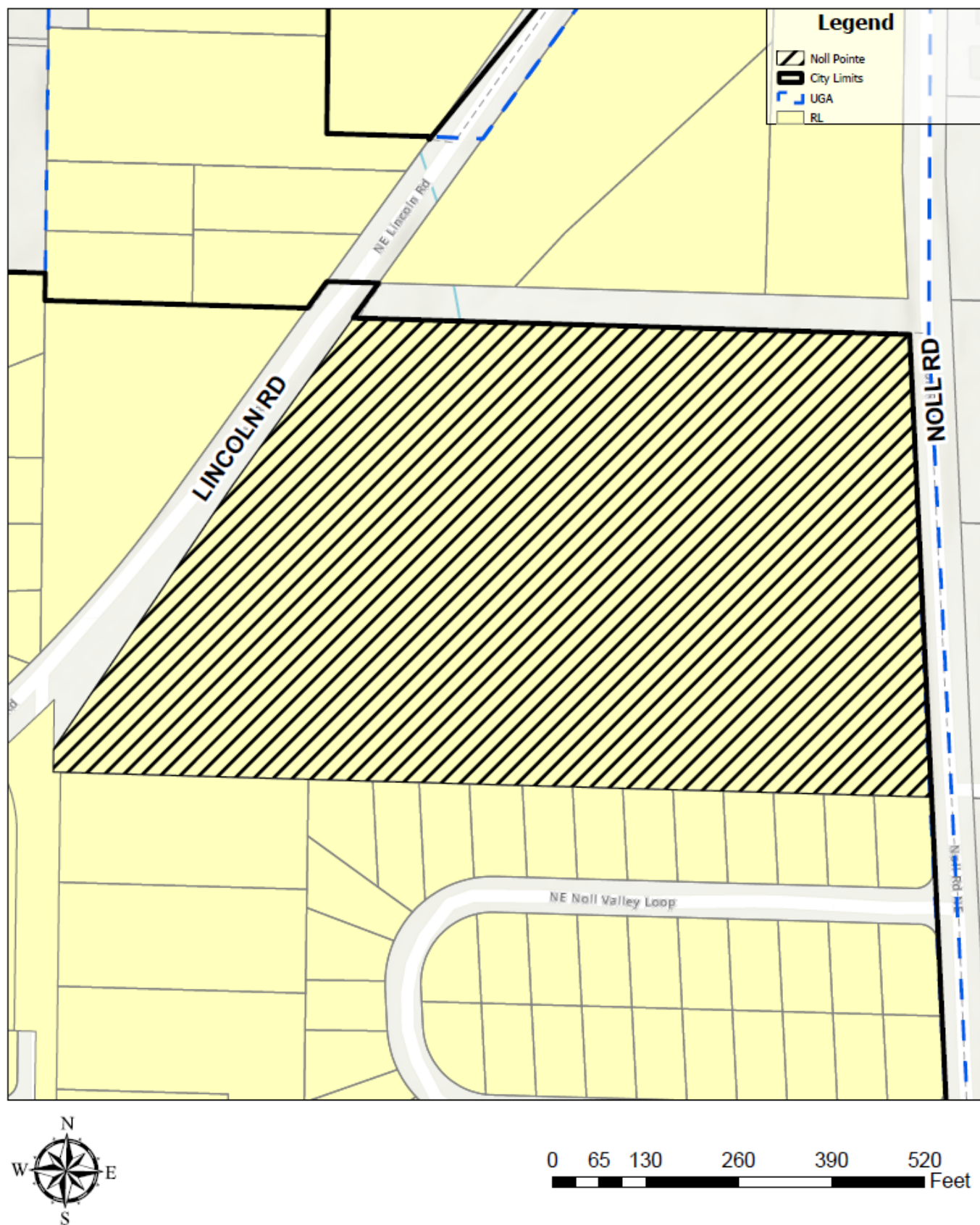




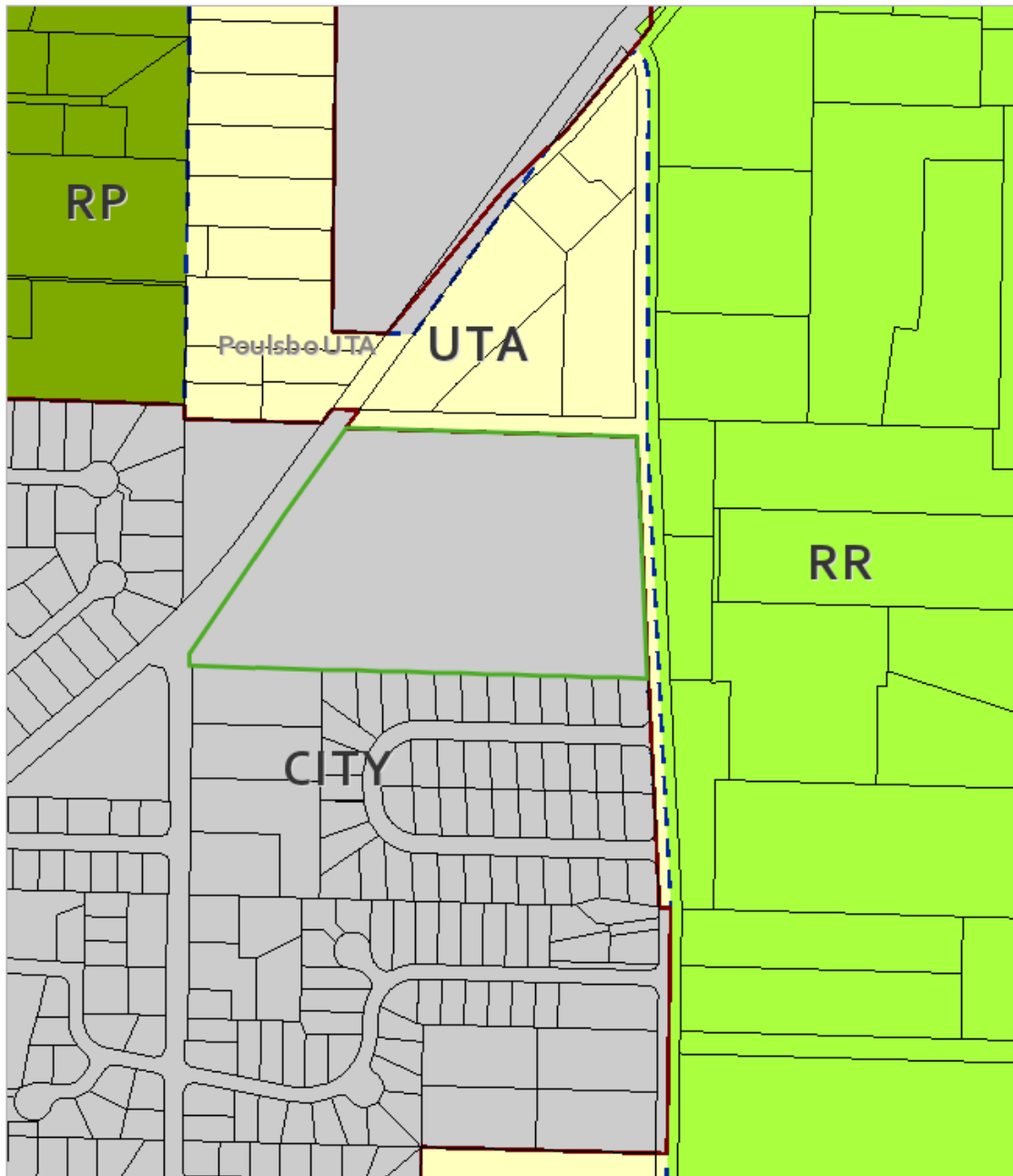
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Source: City of Poulsbo GIS

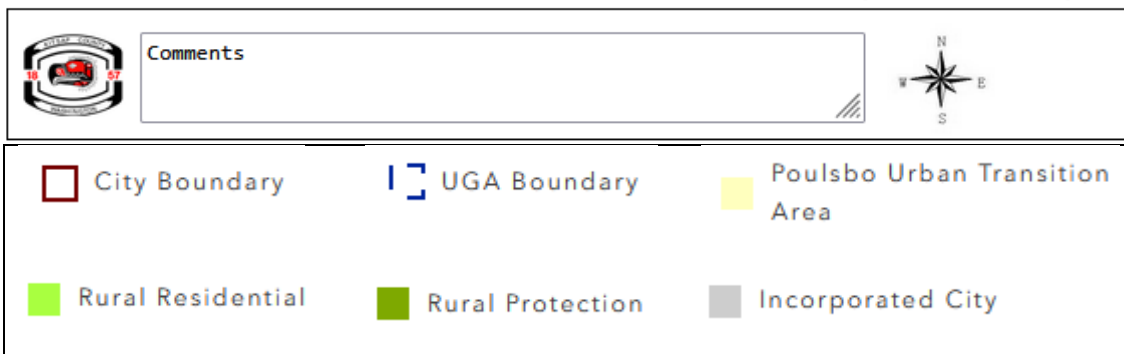


Source: City of Poulsbo GIS



** This map is not a substitute for field survey **

500 ft



Source: Kitsap County Parcel Search (web mapping tool)

NOLL POINTE PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMIANRY SUBDIVISION
PLANNING FILE P-09-10-25-01

I. GENERAL INFORMATION

Applicant Name and Address: Entitle Fund Five, LLC | Geoff Sherwin, PE | 612 Harrison Street, Suite 100 | Sumner, WA 98390 (Purchase Agreement with Owner)

Agent Name and Address: KPFF Consulting Engineers | Elise Callahan, PE | 1601 Fifth Avenue, Suite 1600 | Seattle, WA 98101

Owner Name and Address: Leroy Christiansen, Frank Colacurcio, Jr., Pat Colacurcio | 11012 Cayon Rd E Suite 8-943 | Puyallup, WA 98373

Land Use Review: Planned Residential Development and Preliminary Subdivision | Type III Permit

Description of Proposal: The proposed Noll Pointe Planned Residential Development and Preliminary Plat includes 69 single-family detached homes on approximately 15.12 acres. The project includes construction of new public streets, sidewalks, water, sewer, stormwater, and other utility infrastructure; approximately 2.27 acres of open space; neighborhood recreational amenities including a community park and pedestrian trail connections; and tree retention and replacement measures consistent with City requirements.

Location: Property is not addressed | 132601-1-018-2008

Legal Description: THAT PORTION OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER SECTION 13, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER, 111.9 FEET WESTERLY FROM THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 89°02'48" WEST 811.51 FEET, MORE OR LESS, TO THE SOUTHEASTERLY MARGIN OF LINCOLN ROAD; THENCE SOUTH 33°55'1" WEST ALONG SAID SOUTHEASTERLY MARGIN 717.45 FEET; THENCE LEAVING SAID SOUTHEASTERLY MARGIN AND RUNNING SOUTH 1°20'12" WEST 92.45 FEET; THENCE SOUTH 89°03'48" EAST 1,253.74 FEET, MORE OR LESS, TO A POINT THAT IS SOUTH 3°16', EAST 695.88 FEET, MORE OR LESS, FROM THE POINT OF BEGINNING; THENCE NORTH 3°16'00" WEST 695.88 FEET, MORE OR LESS, TO THE POINT OF BEGINNING. EXCEPT THE NORTH 50 FEET AND EXCEPT THE MOST WESTERLY 50 FEET AS MEASURED ALONG THE SOUTH LINE THEREOF. SITUATE IN THE COUNTY OF KITSAP, STATE OF WASHINGTON.

Comprehensive Plan and Zoning Designation:

Site: Residential Low
North: Residential Low, County Road Right-of-Way
South: Residential Low
East: Rural Residential (County), Noll Road
West: Residential Low

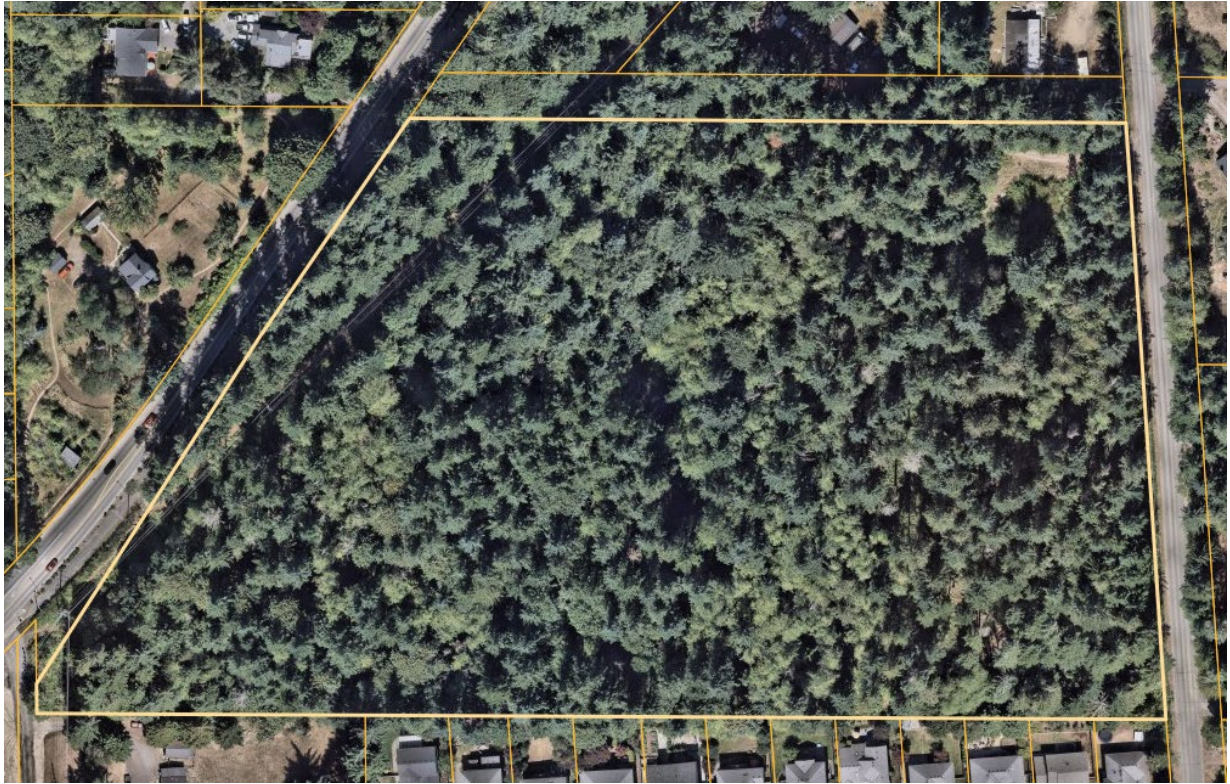
Existing Land Use:

Site: Vacant
North: Single Family Residential, right-of-way
South: Single Family Residential
East: Single Family Residential, Noll Road
West: Single Family Residential, Lincoln Road

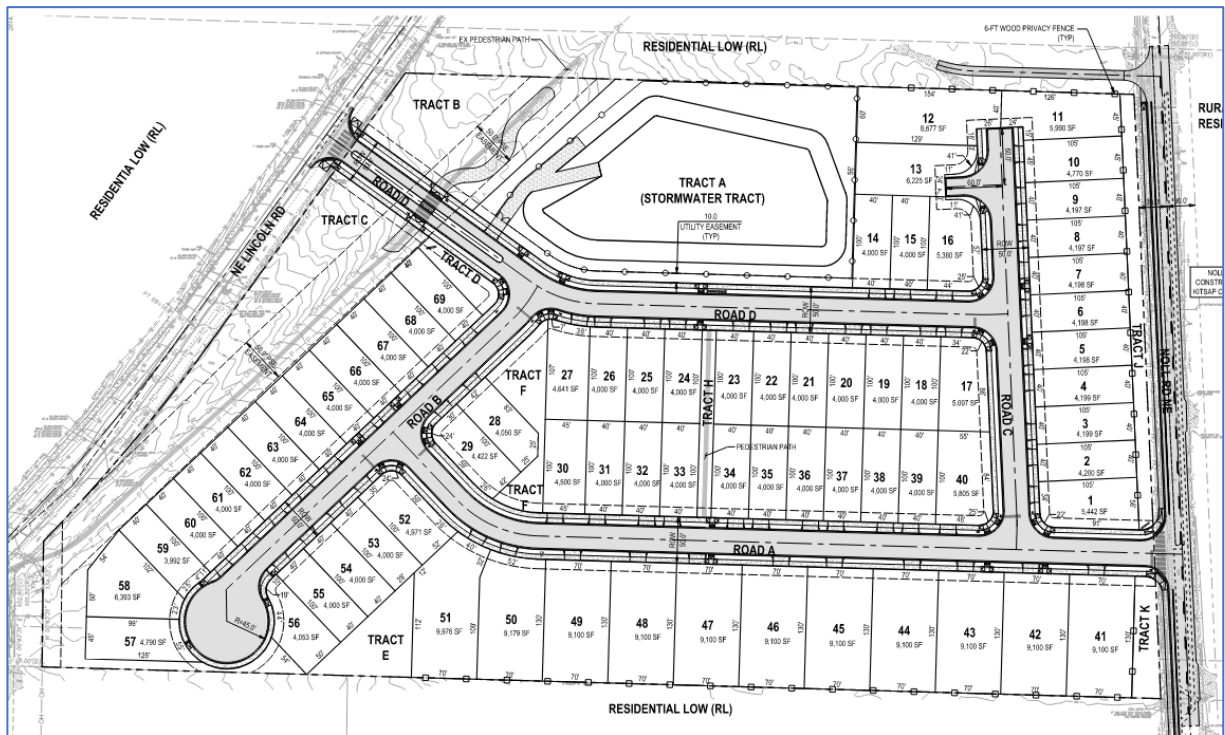
Property History: The property is in the Noll Road Annexation (Ordinance 1996-31) effective December 30, 1996. A subdivision was proposed in August 2009 and the application abandoned March 2019. West half of Noll Road and County Road right-of-way remain in the Poulsbo Urban Growth Area (UGA).

Site Features: The site is generally flat with elevations approximately 380 in the southwest to 325 in the northwest. A PSE high voltage power line and easement traverse the western portion of the property. An access easement crosses the northeast corner providing access to a single-family residential property located north. The site is forested. Improved rights-of-way are along the west and east with an unimproved right-of-way to the north.

Aerial Photograph of Subject Site:



Proposed PRD & Preliminary Plat (Exhibit C, sheet C1.00):



II. APPLICABLE REVIEW CRITERIA

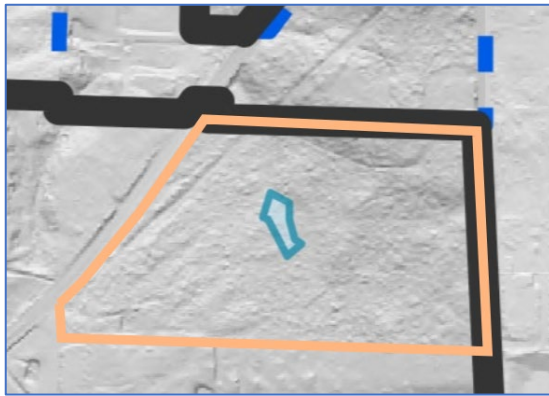
The proposal is subject to criteria found in Poulsbo Municipal Code (PMC) 16.20 Critical Areas, Title 17 PMC Land Division, Title 18 PMC Zoning, and subject to the requirements of Title 19 PMC Project Permit Application Procedures.

III. PMC CHAPTER 16.20 CRITICAL AREAS

A. PMC 16.20.200s Wetlands and PMC 16.20.300s Fish and Wildlife Habitat Conservation Areas.

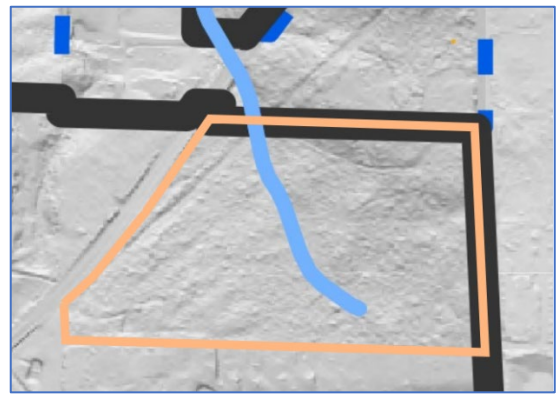
The City's Hydric Soils and Delineated Wetlands map (Land Use Comprehensive Plan, Figure NE-1) identifies a mapped wetland near the center of the subject property (as shown below). The City's Fish and Wildlife Habitat Conservation Areas map (Land Use Comprehensive Plan, Figure NE-4) identifies a mapped stream extending from the center of the site to the northwest (as shown below). These mapped resources are intended for planning purposes and do not replace site-specific critical area review conducted in accordance with PMC Chapter 16.20.

Hydric Soils and Delineated Wetlands
Land Use Comprehensive Plan, Figure NE-1



Delineated wetland shown in green, subject property shown in orange, city limits shown in black, and urban growth area shown in broken blue lines.

Fish and Wildlife Habitat Conservation Areas
Land Use Comprehensive Plan, Figure NE-4



Stream shown in light blue, subject property shown in orange, city limits shown in black, and urban growth area shown in broken blue lines.

HISTORICAL REVIEW (2009). A wetland assessment completed by Wiltermood Associates, Inc. in February 2009 identified a small scrub-shrub depressional Category III wetland near the center of the property. The report also identified a seasonal drainage path extending north toward Lincoln Road but concluded that no defined stream channel or evidence of flowing water was present onsite. The wetland appeared to be supported by surface runoff, and no springs or seeps indicative of a groundwater source were identified. The City's critical areas mapping was subsequently updated based on this information. The February 2009 Wetland Analysis Report is included as Appendix A to Exhibit G1.

CURRENT REVIEW (2025–2026). The applicant submitted a Wetland and Stream Determination Report prepared by Wetland Resources, Inc. (WRI), revised October 29, 2025 (Exhibit G1). WRI conducted site investigations in December 2024 and March 2025 utilizing current delineation methodologies established by the U.S. Army Corps of Engineers and applicable state guidance. WRI concluded that no wetlands, streams, or fish and wildlife habitat conservation areas are present on the subject property. The report further concluded that no nearby critical areas exist that would project a regulatory buffer onto the site.

With respect to wetlands, WRI determined that the area previously mapped by the City does not exhibit the three required wetland parameters of hydrophytic vegetation, hydric soils, and wetland hydrology under current delineation standards. The report states:

"With the lack of a hydrophytic plant community and the absence of hydric soil or wetland hydrology indicators, the area shown on the City's map as a wetland does not meet wetland criteria. No wetlands are present on the subject property."

Regarding streams, WRI found no evidence of flowing water, scoured areas, sorted streambed material, defined channels, or other indicators of stream presence either onsite or in the area adjacent to Lincoln Road. WRI concluded that any stream feature located northwest of Lincoln Road would not project a regulatory buffer onto the subject property.

The report also evaluated wildlife use of the property and documented common avian and terrestrial species. No federal- or state-listed endangered, threatened, candidate, or sensitive species were observed or are expected to utilize the site.

In response to public comments, WRI submitted a supplemental memorandum dated May 26, 2026 (Exhibit N5, WRI), clarifying that the entirety of the site had been traversed during the field investigations and concluding that no wetlands, streams, or fish and wildlife habitat conservation areas are present onsite and that no aquatic connection exists between the project site and the offsite stream referenced in public comments.

PEER REVIEW. The City third party environmental consultant, Grette Associates, a division of Farallon Consulting, L.L.C., conducted a peer review of the WRI report. Grette completed a site review and document review and concurred with WRI's conclusions. Grette determined that the historical wetland identified in 2009 does not meet current wetland criteria and that no stream conditions, as defined by PMC 16.20.155, are present onsite or within 300 feet of the subject property. Grette concluded that the report complies with the requirements of PMC Chapter 16.20 (Exhibit G2, Grette1).

Staff Comment. Based on the submitted critical areas report, supplemental technical memoranda, and independent peer review, staff finds that no wetlands, streams, fish and wildlife habitat conservation areas, or associated regulatory buffers are present on the subject property. Although historical mapping and previous investigations identified a wetland and seasonal drainage feature, current investigations conducted using updated methodologies do not support the presence of regulated critical areas onsite. The proposal therefore complies with the applicable provisions of PMC Chapters 16.20.200 and 16.20.300.

B. PMC 16.20.500s Critical Aquifer Recharge Area of Concern

Group A water system supply wells are identified in the City of Poulsbo Water System Plan dated December 2024. The site is within two Group A water system supply wells time of travel zones; a one-year and a 5-year. In addition, Group B water system wells and private domestic wells are located within the surrounding area and may be present within one mile of the subject property.

WELLHEAD PROTECTION ZONES. Land uses identified in Table 16.20.515 shall require a hydrogeological report when the site is within a Group A well 1-year time of travel zone. Single family home development is not listed on the table, and no hydrogeological report is required.

In addition, Group A water system supply wells, 5-year time of travel zones in wellhead protection areas are also included as critical aquifer recharge areas when the well draws its water from an aquifer that is at or above sea level and is overlain by permeable soils listed in Table 16.20.510.A, without an underlying protective impermeable layer. Soils identified in USDA NRCS Web Soil Survey and confirmed in geotechnical report are not listed in the table and no further review is required.

AQUIFER RECHARGE AREA OF CONCERN. The surrounding area includes properties served by Group B water systems and private domestic wells. It is possible that there are more than 36 domestic wells within 1 mile of the property. The site is underlain by dense to very dense glacial till deposits (silty sand) causing infiltration to be negligible (Geotechnical Engineering Study (Exhibit I, ESNW).

Stormwater facilities shall be designed in accordance with the applicable stormwater regulations, including treatment and infiltration measures where soils permit and such facilities are determined to be feasible.

Operations identified in Table 16.20.515 that pose a potential threat to groundwater as listed may be required to submit a hydrogeological report when there are 36 or more domestic wells within 1 mile. Single-family residential development is not identified as a use requiring a hydrogeological report; therefore, no hydrogeological report is required for the proposed development.

Staff Comment. The proposed single-family residential development does not trigger the hydrogeologic reporting requirements of PMC 16.20.515. The proposal has demonstrated compliance with the applicable critical aquifer recharge area provisions of PMC Chapter 16.20.

IV. PMC CHAPTER 17.60 PRELIMINARY SUBDIVISION

The Land Division Ordinance provides that the review authority may approve a proposed preliminary subdivision only if criteria in PMC 17.60.040 are found met, or specified conditions have been issued to satisfy the criteria. The Planning Commission is tasked with making a recommendation to the review authority.

A. PMC 17.60.040 Decision Criteria.

1. The proposed preliminary subdivision conforms to the requirements of this title.

Staff Comment. As reviewed and conditioned, the proposed preliminary subdivision conforms to the requirements of Title 17, Land Division. The City Engineer has reviewed the project for consistency with [Chapter 12.02](#), Construction and Development Standards, and supports approval of the preliminary subdivision subject to all conditions of approval. See also Exhibit C, Engineering Department SEPA Memo.

2. The proposed preliminary subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.

Staff Comment. As reviewed and conditioned, the proposed preliminary subdivision conforms to the requirements of Title 18, Zoning. The site is designated Residential Low (RL) in the Zoning Ordinance Map and the proposed lot layout and density are consistent with the standards of the RL zoning district. The project meets the Comprehensive Plan's goals of providing single-family housing according to established zone densities to accommodate the City's adopted population allocations under the Countywide Planning Policies and Growth Management Act.

3. The proposed preliminary subdivision:

- a. Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly and efficient circulation of traffic.

Staff Comment.

- **ONSITE IMPROVEMENTS.** The applicant has submitted a design consistent with PMC and the City's [Street Standards](#) as stated in the [City's Construction Standards document](#). The proposed PRD and Subdivision will provide an internal roadway network consisting of residential access collector streets. The internal street network provides sidewalk connectivity to the shared use paths along Lincoln Road and Noll Road through Tract C and at the proposed intersections with Lincoln Road and Noll Road. Sight distance has been demonstrated to meet AASHTO standards based on the proposed design and will be further evaluated during construction drawing review.
- **OFFSITE IMPROVEMENTS.** Kitsap County and Poulsbo signed an Interlocal Agreement (ILA) for the City of Poulsbo Urban Growth Area (UGA) (Exhibit L) in 2002 following development of the Poulsbo Subarea Plan in 2001. Section 3.4 of the ILA identifies Kitsap County as the responsible agency for determining transportation improvements within the UGA. The unimproved right-of-way north of the site and the west half of Noll Road are located within the Poulsbo UGA. (See maps, pages 4 and 5 of report).
- **KITSAP COUNTY REQUESTED IMPROVEMENTS.** Kitsap County staff provided an email (Exhibit Q3) requesting improvements to Noll Road consisting of curb, gutter, sidewalk and bike lane along the west side of the roadway, including connections to the development to the south and the proposed driveway within the unimproved right-of-way north of the site. Applicable Kitsap County permits shall be obtained prior to construction of the improvements (COA S2).
- **PRIVATE AGREEMENT IMPROVEMENT.** In addition, a private property agreement (Exhibit Q4) provides for relocation of an existing driveway from the northeast corner of the development into Kitsap County unimproved right-of-way located north of the subject property. Applicable

Kitsap County permits shall be obtained prior to construction of the relocated driveway (COA S3).

- OTHER INFORMATION.

- Street trees are required along sidewalks throughout the project. (COA P33). Street trees associated with sidewalks constructed within Kitsap County right-of-way may be located within Open Space Tracts J and K adjacent to those improvements. (COA P34). Open Space Tracts J and K are in city limits.
- Lincoln Road improvements, including new culvert crossing, were completed through a combined City/County project in 2014.
- The applicant has provided a Transportation Concurrency application and demonstrated compliance with City of Poulsbo Concurrency standards as set forth in [PMC 14.04.070](#).(Exhibit K1).
- The City's Traffic Impact Fee Ordinance ([PMC Chapter 3.86](#)) requires the project to mitigate transportation impacts through payment of an impact fee. The single-family residential developer is responsible for paying the current rate with each building permit issuance.
- Kitsap Transit serves the City of Poulsbo and was notified of the proposed project. No transit facilities or improvements were requested as part of the agency review process.
- See also Exhibit G, Engineering Department SEPA Memo.

- b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision, and meets all current and applicable standards.

Staff Comment. The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to public health and safety. The City Engineer has determined there is adequate provision for sanitary sewer and water. Gravity sewer service will be extended within the proposed roadway network to connect to the existing gravity main in Noll Road near the southeast corner of the site. A looped water system will be provided through connections to existing water mains in Lincoln Road and Noll Road. New main will be installed in Noll Road connecting to the development to the south, and a future connection point provided at the northeast corner of the project.

Stormwater will be directed to a dedicated storm drain system and dispersed in the northwest PSE easement and forested area of the property within 250 feet of a culvert under Lincoln Road. No wetland or stream is identified along the flow path.

Catch basins and conveyance piping will catch and collect street and driveway runoff and direct to a storm pond in Tract A in the north central area. Geotechnical Engineering Study (Exhibit I) indicates "infiltration potential within the dense to very dense glacial till deposits (silty sand) is considered negligible." In addition, "following site stripping and mass-earthwork preparation" the remaining glacial till layer "will likely be altered or removed to the extent that would render it unsuitable for infiltration purposes."

Other public utilities, including electric and phone, are available.

See also Exhibit G, Engineering Department SEPA Memo.

- c. Makes adequate provision for parks, recreation and playgrounds, as required.

Staff Comment. Onsite recreation amenities include the following:

- A park in Tract F featuring a big toy, two inground slides, accessible picnic table, two benches and edible plant garden with stepping stone connection through to area with bench and gazebo. An interpretative sign which provides information about native plants in the park and their historic use will be located in the park. (COA P41). Tract F is approximately 6,373 square feet in size.

- Tract H provides a mid-block pedestrian connection between Roads A and D. The gravel path is located over a stormwater pipe. Tract H is approximately 3,000 square feet.
- An approximately 800-foot (0.15 mile) off-street gravel surface trail extends through open space Tracts B and C linking to the city's shared use path along Lincoln at the south end and with the opportunity for future connection to the north. The path segment will be formalized as public access through project open space. (COA P58).

The City's Park Impact Fee Ordinance ([PMC Chapter 3.84](#)) requires the project to mitigate for their project's park impact through payment of an impact fee. As identified in project conditions the developer is responsible for paying the current rate with each building permit. (COA P5).

- d. Makes adequate provision for schools and school grounds, as required.

Staff Comment. North Kitsap School District serves the City of Poulsbo and was notified of the project. NKSD has not requested any site-specific facilities or mitigation measures associated with this development. School bus accommodation and bus stop locations will be provided in accordance with North Kitsap Schools requirements.

- e. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.

Staff Comment. The site is served by the North Kitsap School District. Elementary, middle and high schools are within 1.5 miles of the project. Sidewalk construction within and south of the project connect to existing city sidewalk network at the west and east subdivision entrances. School bus accommodation and bus stop locations will be provided in accordance with North Kitsap Schools requirements.

- f. Makes adequate provisions for critical area protection pursuant to Chapter [16.20](#).

Staff Comment. The site is within critical aquifer recharge area of concern. The proposed single-family residential use does not trigger additional hydrogeologic reporting requirements under PMC 16.20.500. No other critical area is observed on and no critical area buffers impact the development site.

- g. Makes adequate provisions for fire and emergency access and protection.

Staff Comment. The proposed Preliminary Subdivision will be constructing new interior roads built to City standards for residential access roadways. All roadways are designed to also comply with International Fire Code (IFC) requirements and properly accommodate fire apparatus and other emergency vehicles. Fire hydrants will be installed with spacing consistent with City Construction Standards. Hydrants are located on one side of the street throughout the subdivision with parking provided opposite.

Two points of access/egress are provided consistent with City standards by connecting to the existing roadway network to the west and east.

See also Exhibit G, Engineering Department SEPA Memo.

- h. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.

Staff Comment. The proposed project has been mitigated and conditioned according to city code and the City's Development Construction Standards, so as not to be detrimental to the public health, safety and welfare of the city and its residents. Compatibility with neighboring properties and adjacent uses has been evaluated and determined not to require additional mitigation. Tree retention is provided. Through the SEPA mitigations and conditions of approval, the public health, safety, and welfare have been adequately served.

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

Staff Comment. Findings are met by project as proposed with conditions of project approval.

- C. Where a preliminary plat subdivision is to be developed in divisions with a final plat approved and recorded separately for each division, the applicant shall request approval of divisions as part of the

preliminary plat subdivision application. Each separate division shall be required to meet the requirements of subsection A of this section and all other applicable city codes when considered independently from any other division. When an applicant requests divisions after preliminary plat approval has been granted but prior to recording, divisions may be approved only through modification of the preliminary plat subdivision as set forth in Section [17.60.070](#).

Staff Comment. Criteria is not applicable. No divisions are proposed.

V. **PMC CHAPTER 18 ZONING**

The Zoning Ordinance contains regulations to manage the community's growth in a manner that ensures efficient use of land, preserves regulated critical areas, and encourages good urban design. The code supports the vision of the city and is designed to implement the comprehensive plan, and by reference, the requirements of the Washington State Growth Management Act (GMA, [RCW 36.70A](#)).

A. PMC 18.70 Residential Districts

The Residential Low (RL) district provides for residential areas of low urban densities of four to five dwelling units per acre, and permits compatible, related activities. This district recognizes, maintains, and protects established low urban density residential areas, creates residential areas that promote neighborhood livability, provides for additional related uses such as schools, parks, and utilities necessary to serve immediate residential areas, and serve as the primary zoning district for single-family detached residences.

Staff Comment. The RL zoning district establishes permitted uses, maximum building height, and development standards for lot size, density, setbacks, and building lot coverage. The proposed plat/subdivision is subject to the requirements of the RL zoning district ([PMC 18.70.050](#)) where Planned Residential Development (PRD) requirements ([PMC Chapter 18.260](#)) are silent. Placement of homes on lots shall meet the combined RL and PRD standards.

1. [PMC 18.70.030](#) Uses. A variety of residential uses are provided in the RL zone as permitted and conditionally permitted uses ([PMC 18.70.030](#)). Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in PRDs in accordance with the approved development plan ([PMC 18.260.030](#)).

Staff Comment. Single-family residences are permitted in the RL zoning district. The proposal is for 69 new single-family detached residences on individual lots.

2. [PMC 18.70.040](#) Minimum and maximum density. Maximum density of 5 dwelling units per gross acre and minimum density of 4 dwelling units per net acre are established in the RL zoning district to ensure implementation of the city's adopted comprehensive plan for planned densities in the residential zoning districts. All new residential development must meet the minimum and maximum density requirements. When the minimum or maximum density results in a fraction of a unit, the density shall be rounded to the nearest whole number.

Staff Comment. Minimum and maximum density requirements are met by the proposal.

Maximum Density (5 Units/Gross Acres)	69 Units Proposed / 15.12 gross acres = 4.6	OK
Minimum Density (4 Units/Net Acres)	69 Units Proposed / 10.37 net acres = 6.7	OK

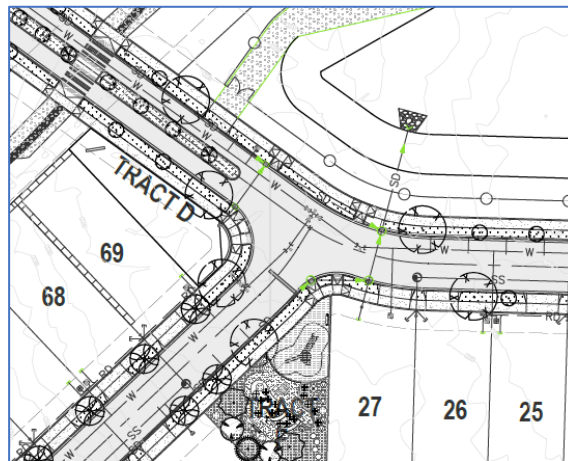
3. [PMC 18.70.050](#) Development standards in the RL zone.
 - a. Lot Requirements. Lot requirements for the RL zoning district are established in [Table 18.70.050](#) Residential Low (RL) District Development Standards.

Staff Comment. PRD regulations provide modification of development standards. Standards are reviewed in Section V.C below (page 16).
 - b. Street Trees. Street trees are required for all new residential developments according to [PMC 18.130.090](#). The section requires street trees and related landscaping provided forty feet on center for arterials and thirty feet on center for collectors. Approved groundcover, such as sod, shall be provided. Tree species is indicated in the city's master street tree plan. An alternative

may be approved by the review authority. Existing healthy trees may be used as street trees if no cutting or filling takes place within the dripline of the tree.

Staff Comment. The applicant has prepared a preliminary landscape plan. (Exhibit E). (see example below). This plan identifies:

- Five-foot wide planting strips separate the roadway from sidewalk along all internal roads. Street trees will be planted on both sides of all internal roadways in planting strips. (COA P33). Species identified are *Cercis canadensis* 'Forest Pansy' (Eastern Redbud), *Acer gannala* (Amur Maple Flame), *Acer grandidentatum* (Rocky Mountain Glow Maple), and *Sorbus americana* (Red Cascade Mt. Ash). City Arborist peer review notes the species diversity is sufficient. The identified tree species are included on the City's approved street tree list.
- Eight feet wide by 200 feet long median strip is located at Lincoln Road entrance. Street trees, shrubs and ground cover will be planted in the median. (COA P33). Species identified are *Cercis canadensis* 'Forest Pansy' (Eastern Redbud), *Sorbus americana* (Red Cascade Mt. Ash), *Fagus sylvatica* 'Fastigiata' (Columnar Beech), and *Ginkgo biloba* 'Princeton Sentry' (Columnar Princeton Sentry Ginkgo). A mid-median sidewalk and PSE vehicle crossing are co-located breaking the planting areas into approximately 90 feet lengths.
- Along Noll Road, a 15 feet wide landscape buffer widens to 31 feet near the southern property boundary. Street trees, shrubs and ground cover are required if the existing trees are removed. (COA P34).
- Street trees shall be shown on the final landscape plan provided with tree cutting and clearing and grading permits. (COA P32). Street trees are proposed within right-of-way planting strips, the center median, and adjacent open space areas along Noll Road if existing trees are removed. Irrigation and maintenance is the responsibility of the HOA and shall be addressed in developments Conditions, Covenants and Restrictions (CCRs). (COA P60 and P61). Bonding for street trees and associated groundcover, in addition to the submittal of a record drawing landscape plan, is required prior to closeout of the tree cutting and clearing (TCC) permit. (COA P37 and P40).



Portion of landscape plan showing street tree plantings at intersection of internal Road B and D intersection.

(Source: Exhibit E, Sheet L1)

4. **PMC 18.70.070** Additional standards and provisions for R zoning districts. A variety of features common in residential areas require further review to determine compatibility in the RL zone. Features include corner lot duplex, fences and recreational vehicles, watercraft and utility trailers.

Staff Comment.

- Housing options are permitted in PRD developments. Accessory dwelling units may be constructed on lots subject to standards of **PMC 18.70.070 A**. Duplex homes may be constructed on corner lots. Development of a duplex is subject to standards of **PMC 18.70.070 H**.

- Fencing is required to be shown on landscape and civil drawings submitted for tree cutting and clearing and grading permits, respectively. (COA P55). (Exhibit E, Preliminary Landscape Plan and Exhibit C, Preliminary Plat Civil Drawings).
 - *North boundary fencing.* The north lot line of lots 11 and 12 will be provided a 6 feet high-sight obscuring fence. (COA 54). Storm pond fencing shall be installed in accordance with the requirements of the City's Public Works and Engineering Departments.
 - *East boundary fencing.* A 6 feet high sight obscuring fence will be located at the east lot line of lots 1 through 11 and lot 41.
 - *South boundary fencing.* Lots 41 through 51 and lot 57 will have 6 feet high sight obscuring fencing along the south lot line. Fencing is also required at lot 56 southwest and southeast property lines extending at least 25 feet north of the south corner to satisfy PMC 18.260.070 B requirement.
 - Recreation vehicles, watercraft and utility trailers storage facilities are required for developments with 12 or more residential units or the development's CCRs shall prohibit locating the vehicles on the street. (PMC 18.70.070 T). The applicant proposes to prohibit on-street storage through the CCRs in lieu of providing onsite storage facilities. (COA P62).
5. **PMC 18.70.080** Parking. Two off-street parking spaces are required for single-family residential development. (PMC 18.70.080). Spaces are required to be on the same site as the use and may be located in the front setback. (PMC 18.140.035).

Staff Comment. It is anticipated that the houses to be built will provide the required parking in individual garages and driveways. (COA P4). Compliance with this requirement will be reviewed during building permit application.

Driveway parking is required to measure a minimum 20 feet from property line to structure to accommodate full size vehicles without overhanging the sidewalk. (COA P4). Sidewalks are ADA access routes and may not be blocked.

6. **PMC 18.70.090** Signage. Residential Developments are permitted one freestanding sign per entrance/exit from a public street. The freestanding sign may be a maximum of 25 square feet and 5 feet in height. Only external lighting is permitted.

Staff Comment. A monument sign is shown on the plat drawing and preliminary landscape plan at the north corner of the Noll Road access in Tract J and at the west end of Tract D south of the storm pond. Signage will be reviewed under current standards at the time of proposal. A building permit is required. (COA P39).

Recommended Finding. The proposal meets use, density, and development standards in compliance with provisions of residential zoning districts.

B. PMC 18.180 Tree Retention

The city tree retention requirement is intended to preserve and retain clusters of existing trees that contribute to the community character; maintain and protect property values; enhance visual appearance of the city; reduce the impacts of development on the storm drainage system and water resources; and provide better transition between the various land uses permitted. Retention of trees must be evaluated with new development in the RL district.

Staff Comment. Exhibit H1, Preliminary Tree Protection Plan (TPP), identifies proposed tree retention. Project Arborist identified 1,991 healthy significant trees on the property, of which 25 percent (498 trees) are to be retained and or replaced. The TPP identifies tree retention is a combination of retained significant trees (measuring 6-inches and greater measured 4.5 feet above ground (DBH)), smaller trees contributing equivalent inches, and replanting trees.

The TPP identifies significant trees, equivalent inches of smaller trees and replanting are to be in open space tracts totaling 1.76 acres of the site. Replanting is identified as a minimum of 230 trees required. Replacement trees intended to reflect the composition of the existing forest may consist of six-foot-tall evergreen trees and/or two-inch-caliper deciduous trees.

Further, the TPP identifies: retaining trees in groups will reduce the potential of windthrow; work is to be completed under the supervision of the Project Arborist; and steps necessary to protect identified trees and their roots. (COA P23). Retention trees requiring removal shall be replaced. (COA P30). A review of retained trees shall be completed prior to final plat and will be reviewed as determined necessary by the PED Director in consultation with the City Arborist at the applicant's expense. (COA P30).

A replanting plan is shown on the Preliminary Landscape Plan. The drawing indicates the 230 required replacement trees will be implanted into the 1.76 acres of open space tracts with retention and equivalent trees. The applicant indicates the Project Arborist has determined planting additional trees in the mature forest is appropriate.

The City Arborist has provided a peer review (Exhibit H2) of the TPP and provides general concurrence with the TPP. However, the City Arborist expressed concern regarding the long-term viability of the proposed interplanting approach within mature forested areas. Additional information from the Project Arborist describing the basis for the proposed interplanting approach, anticipated survival rates, and methods for monitoring and determining successful establishment over time shall be submitted with the Tree Cutting and Clearing permit application. Review will be under direction of PED Director in consultation with the City Arborist and, if determined necessary, a third party identified by the Director. (COA P20).

A minimum 5-year maintenance bond for replacement trees shall be required. Replacement trees and street trees shall be mutually exclusive. (COA P29).

Street trees do not contribute to tree retention. (COA P19).

C. PMC 18.260 Planned Residential Development

Planned Residential Development (PRD) is provided to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other residential development options, while ensuring compliance with the goals and policies of the Poulsbo comprehensive plan. PRD implements the City's comprehensive plan and Washington's Growth Management Act and: provides flexibility in lot size and design to enable development to attempt to achieve the zoned density; provides flexibility in design for creative site planning and superior residential subdivision developments; preserves and protects critical areas and their buffers; provides open space and recreational opportunities and other benefit features for development occupants; encourages preservation of cultural, scenic or natural features; encourages diversity of housing units and types between neighborhoods; provides for maximizing efficiency of street layout, utility networks, and other public improvements; and preserves and retains groups of trees.

1. PMC 18.260.030 Uses permitted. Any use consistent with the comprehensive plan and uses permitted in the underlying zoning designation will be permitted in planned residential developments in accordance with the approved development plan.

Staff Comment. Dwelling, single family is a permitted use in the residential low zoning district.

2. PMC 18.260.040 Size of planned residential development. A tract of land to be developed as a planned residential development shall have a minimum of three acres. Smaller site size may be allowed with specific findings.

Staff Comment. The site is 15.12 acres.

3. PMC 18.260.050 Modification of development standards. Standard development regulations may be modified for a PRD; all other development standards shall be as set forth in the underlying zoning district.

Staff Comment. PRD modified standards and underlying zoning district standards are combined in the table provided below. The proposal meets density, lot area, and lot dimension standards. Building lot coverage, setbacks, and building height are reviewed with building permit submittal.

RL Development Standards and PRD Modification of Development Standards Combined			
Development Standard	RL zone (PMC 18.70.050.A)	PRD (PMC 18.260.050)	Project Proposal
Minimum Density	4 dwelling unit/net acres	Per underlying zoning district	6.7
Maximum Density	5 dwelling unit/gross acres		4.6
Minimum Lot Size/Area	7,500 SF	3,750 SF	Minimum lot area 3,992 Average lot area 5,157

Maximum Lot Area	10,890 SF	None	Largest lot area 9,976
Minimum Lot Width	60' at the midpoint of the lot (Each lot shall have a minimum of 20' of frontage on a dedicated street or approved accessway)	30'	40'
Maximum Building Lot Coverage	50 percent		To be reviewed with building permit (Condition P4)
Front Yard Setback*	20' from main building façade (25' from attached garage façade if front loaded and protrudes streetward from main building façade)	10'	
Rear Yard Setback*	10'	5'	
Side Yard Setback*	5' with a combined total of 15'	5'	
Street Corner Yard Setback*	10' (or greater if necessary, for sight distance)		
Maximum Building Height	35'		
* Additional building setback may be required per adopted Building Code			

4. PMC 18.260.060 PRD development standards.

- a. Lot Sizes. When a PRD subdivision has an average lot size of four thousand square feet or less, a variety of lot sizes are desired to provide for market variety, clustering and creativity.

Staff Comment. As proposed the average lot size is 5,157 square feet. Lot size variation is not required.

- b. Alleys. If a unit abuts an alley, the garage shall take access from the alley wherever possible.

Staff Comment. This criterion is not applicable. The development has no alleys.

- c. Privacy. Dwellings on lots without direct frontage on a public street should be situated to respect the privacy of abutting homes and to create usable private yard space for the dwelling(s). The review authority shall have the ability/discretion during the review process to establish alternate setbacks in order to accomplish this objective.

Staff Comment. All lots have direct frontage on public streets.

- d. Project Design. Site design for the entire project (including open space areas, recreational amenities, any attached units and/or condominium areas, and building architectural renderings) shall be submitted in support of the proposed PRD. The renderings shall include possible footprint locations and housing elevations or generally identified architectural style. Open space areas and preliminary location of active recreational amenities, trails, conceptual landscaping and other amenities shall also be identified.

Staff Comment. Project site design is provided in project drawings (Exhibit C, Planned Residential Development and Preliminary Subdivision Civil Drawing), landscape plan (Exhibit E1, Preliminary Landscape Plan), tree retention (Exhibit H1, Preliminary Tree Protection Plan), and draft home "lot fit" plan (Exhibit F3, Lot Fit Sample). The "lot fit" example shows 7 different home plans on lots. A site wide home "lot fit" plan required with building permit submittal includes typical setback for each lot showing the limit of potential structures locations each lot could contain. (COA P50). Building lot coverage and impervious surface review will limit the amount of development on each lot. The landscape plan (Exhibit E1, Preliminary Landscape Plan) and tree retention plan (Exhibit H1), Preliminary Tree Protection Plan) combine to provide open space, recreational amenities, street tree design, and tree retention information.

- e. Architectural Variety. Architectural variety shall be achieved through the following methods:

- i. 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.

- ii. 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. Projects with forty to sixty-nine homes require a minimum of six different façade elevations.
 - b. Distinct architectural character differing in at least four elements, including: roof form and pitch; façade articulation; porch or entryway design; garage placement and prominence; window styles and placements; exterior materials; and color schemes. Other design element that distinguishes one façade elevation from another may be accepted 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. The same elevations cannot be utilized on consecutive lots. “Flip-flopping” of elevations does not satisfy this requirement and is not permitted on immediately adjacent lots. Homes with the same elevation shall be separated by at least three intervening homes with different elevations on the same block.
- iii. Garage Design. When lots front on a public street, garage doors shall 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.
 - 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.
- iv. At building permit application submittal, the planning director 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.
- v. 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.

Staff Comment. All lots front a public street with weather covered entryway, doors and windows facing the street. A variety of roofline articulation, color and materials, window rhythm and placement, garage placement and door design are shown for the 7 home designs provided. Each design has a variety of exterior treatments.

Enhanced side elevations shall be required for homes located on corner lots or otherwise visible from multiple public streets. (COA 51). At a minimum, a drawing showing home footprints on each lot, streetscape showing homes on adjacent lots, and elevation drawings of home facades are required in the home design packet. (COA P52).

Front façade drawings of homes on adjacent lots are required to be submitted with each home building permit to verify the same home plans are not used on consecutive lots and that the left/right or “flip-flopping” of home design are not sited on adjacent lots. (COA P53). Setbacks, building lot coverage, building height and review of home individuality standards and consistency with project conceptual architectural renderings is reviewed with building permit. (COA P4 and P50-P53).

A variety of home footprints and facades are provided in Home Design Exhibit F.



A sampling of home designs and footprints.

(Source: Exhibit F)



- f. Landscaping. Landscaping in a minimum fifteen-foot-wide strip shall be provided on site and visible along all public street frontage classified as a neighborhood collector. The landscaping can be provided through a landscape easement on lots. If the landscaping is provided in an open space tract and maintained by a homeowner's association, it may contribute to the project's open space requirement.

Staff Comment. A 15 feet' wide landscaping open space is provided along Noll Road as required. The strip will be landscaped with a 6 feet sight obscuring fence along lot property line. Landscaping shall consist of street trees, shrubs, and groundcover, or retained and supplemented tree retention plantings, consistent with the approved landscape and tree retention plans. (COA P34). Landscaping and open space will be owned and maintained by a homeowner's association and included in CCRs for the project. (COA P60). The area landscaping shall be shown on the landscape plan provided with TCC and Grading permits.

5. PMC 18.260.070 PRD site design criteria.

- a. When a PRD is proposed adjacent to an existing single-family residential zone which has been developed utilizing traditional city subdivision development standards and lot sizes (seven thousand five hundred square feet or larger), the PRD shall be designed and developed so as to be consistent with the single-family residential environment at its adjacent perimeter. The review authority may require the PRD to make provisions such as matching lot sizes, lot widths or house height and scale (or other provisions as deemed appropriate) for those lots that are located adjacent to the existing subdivision. Further, any proposed attached units shall be clustered and located away from the established single-family subdivision.

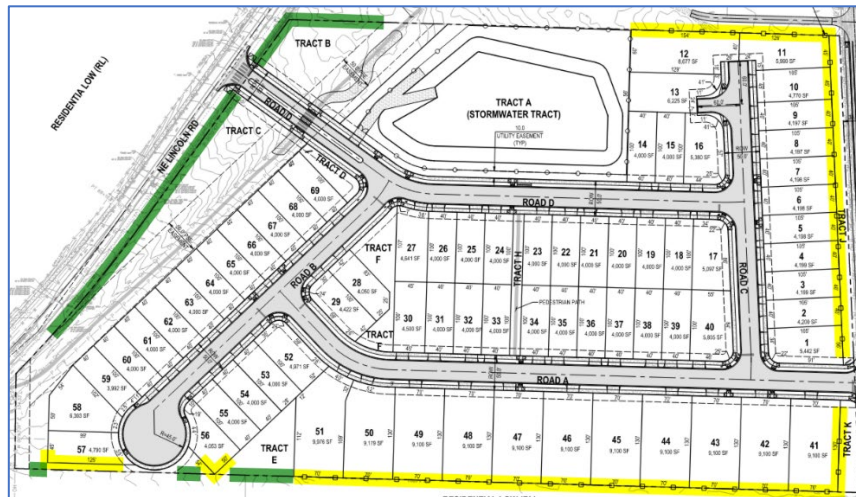
Staff Comment. Noll Valley Park, a traditional city subdivision, is immediately adjacent, south, of the proposal. Lots 41 through 51 in Noll Pointe are adjacent to lots in Noll Valley Park. Within the two developments abutting lots lot sizes are similar, typical lot width is 70 feet and typical lot depth is 130 feet. Homes in Noll Valley Park are two stories and homes in Noll Pointe are proposed to be two stories. No attached units are proposed in Noll Pointe.

- b. When a PRD is proposed adjacent to a single-family residential zone (developed or un/underdeveloped), the perimeter of the PRD shall be subject to screening provisions (this is in addition to subsection A of this section as applicable). The review authority may require the PRD to make such provisions as providing a six-foot sight-obscuring fence or a minimum twenty-five-foot

vegetated buffer (designated as an open space tract), or other provisions as deemed appropriate to provide adequate screening.

Staff Comment. The project is subject to screening provisions on all sides.

- North. Perimeter screening requirement is met by providing a 6 feet-high sight obscuring fence where lots are adjacent to right-of-way. Stormwater pond is proposed which requires fencing which meets engineering standards. The powerline easement will remain open providing PSE access. The treed open space located in the northwest corner (Tract B) provides perimeter screening.
- East. Perimeter screening requirement is met with a 6 feet-high sight obscuring fence between lots and required minimum 15 feet wide planting strip. Engineering standards, including roadway sight distance and features in roadway adjacent utility easement, will determine proximity of fencing to Road A.
- South. Six feet high sight obscuring fencing along south property line of lots 41 through 51, areas of trees retained in Tract C and E with fencing at side and rear of lots 56 and 57 combine to meet perimeter screening requirement. Engineering required future road extension signage will be located south of the cul-de-sac.
- West. Trees will remain on site along the west project boundary. The powerline easement will remain open providing PSE access.



Screening Provisions.

Perimeter fencing location shown in yellow highlight.

Perimeter trees shown in green highlight.

Areas not highlighted are PSE easement and storm pond.

(Source KPFF, sheet C1.00)

- Undeveloped parcels that are cleared within five years prior to the filing of a PRD application, and where no substantial stands of existing trees or natural features exist, shall not qualify for a PRD unless the proposed design warrants consideration under the PRD provisions, or significant landscaping is proposed to mitigate the loss of natural vegetation. This determination will be made by the planning director during the pre-application process.

Staff Comment. The subject property is and has been covered by forest for more than 5 years.

- PMC 18.260.080 Residential types in residential low (RL) zoning district.

Attached dwellings, not to exceed sixplexes, may be allowed in the RL zone through a PRD if the proposal meets certain criteria.

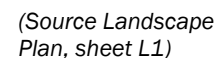
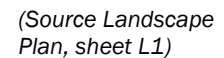
Staff Comment. This criterion is not applicable. Attached dwellings are not proposed with this single-family development. However, duplexes are permitted on corner lots subject to [PMC 18.70.070 H](#).

- PMC 18.260.090 Open space requirements.

Common open space and other appropriate beneficial features are required for all planned residential developments.

- Open space is intended to benefit the occupants of the planned residential development and shall be improved with recreational amenities.

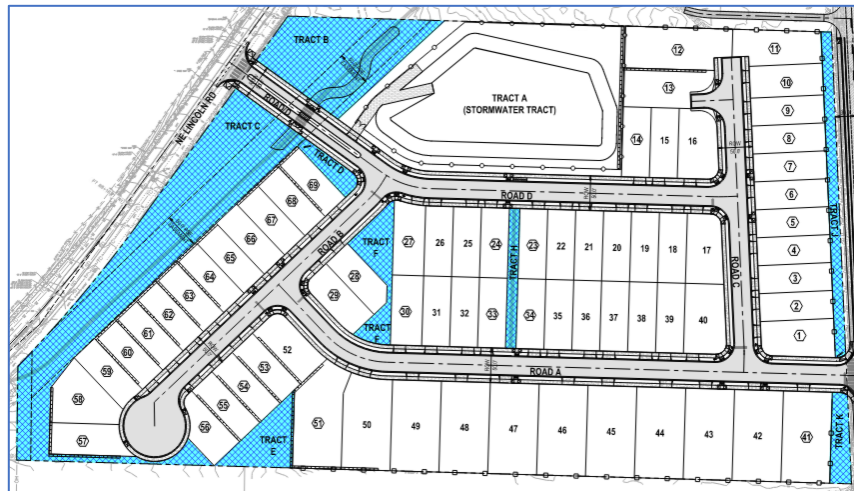
- The landscape plan provides open space layout and identifies amenities provided with development. (Exhibit E, Preliminary Landscape Plan).
 - A park in Tract F with a big toy, two inground slides, accessible picnic table, two benches and edible plant garden connect via stepping stone trail through to area with 12-foot hexagonal gazebo with cement pad, benches and native vegetation interpretive sign. Tract F is approximately 6,373 square feet in size.
 - Tract H is a mid-block pedestrian path linking Roads A and D. The gravel path is located over a stormwater pipe. Tract H is approximately 3,000 square feet.
- An approximately 800-foot (0.15 mile) off-street gravel surface trail extends through open space Tracts B and C linking to the city's shared use path along Lincoln Road at the south end and continuing off-site to the north. The path segment will be formalized as public access through project open space. (COA P47 and P568).



- Staff Comment.** Open space is visible to 40 of the 69 lots and easily accessible to all residents via sidewalk and off-street pathway. Improved, natural and landscaped open areas are located throughout the project. Tree retention along Lincoln Road and pockets at south project boundary provide natural and planted open space.

- c. Open space is required based on the average lot size in the proposed development. The greater the deviation from the RL standard lot size, the greater the open space requirement. This relationship is intended to mitigate the effects of smaller lot sizes including reduced recreation space on private lots, reduced setbacks between structures and overall intensity of the development. The required open space is a percentage of the gross project area.

Staff Comment. As proposed, the project's average lot size in the development is 5,157 square feet, which requires 15% open space (of gross project area). The 15.12-acre gross area project requires 2.27 acres open space. Proposed open space is provided in tracts that total 98,840 square feet (2.27 acres) exclusive of storm pond (Tract A) area. Of the projects 15.12 acres, 2.27 represents 15% and is shown on project drawing (Exhibit D, Open Space Plan).



Proposed open space shown in blue.

(Source KPFF, sheet C1.10)

- d. Critical area protection areas and required buffers as defined and required by the city's adopted critical areas ordinance can contribute to the above-required open space amount.

Staff Comment. This criterion is not applicable. No critical areas are located on the site. See Section III of this report.

- e. Stormwater management facilities may contribute to a project's required open space amount under specific circumstances.

Staff Comment. This criterion is not applicable. The project includes a storm pond with no specific area utilizing low impact development techniques for stormwater management.

- f. Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or landscaped with groundcover, shrubs and trees consistent with the type and location of open space. Removal of natural vegetation in preserved and approved open space shall only be permitted for public safety reasons and upon review and approval of the planning director and city arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in Chapter [16.20](#), Critical Areas.

Staff Comment. Open space tracts are also being utilized for tree retention and recreational amenities. Areas not reserved for tree retention and amenities will be grass or forest groundcover. Tracts J and K adjacent to Noll Road will be improved with street trees, shrubs and groundcover or planted with 6 feet tall evergreen, 2-inch caliper deciduous, and native ground cover. (COA 34). A final tree retention plan is required with the tree cutting and clearing and grading permits. (COA P20).

8. PMC 18.260.100 Amenities required.

- a. Both passive and active recreational amenities (owned and maintained by the homeowners) are required to be provided for all PRDs, and shall be located within the required open space area.

Staff Comment. Project CCRs are required to address ownership and maintenance of open space and amenities tracts within the development. (COA P48 and P60).

- b. Both active and passive amenities are required. Table 18.260.100 provides guidance on the type of passive and active amenities in PRDs. PRDs with 51 to 80 units shall provide one Group 1 amenity and one Group 2 amenity.

Staff Comment. Proposed amenities are:

Amenity	Group 1/2 Active/Passive
Park with big toy (accommodate 26-34 children ages 5-12), two ADA accessible embankment (in ground) slides (26' long), four benches, ADA accessible picnic table, edible plant garden, 12' diameter gazebo, and interpretive sign with native vegetation information (Park is Tract F)	Group 2 Active
Walking path in a length proportionate to the size of the project (approximately 0.19 mile) (Trail in Tracts B, C, H)	Group 1 Passive

- c. The location of the recreational amenities shall be distributed throughout the PRD for use by all residents unless clustering related amenities will result in recreational opportunities which contribute to the project's overall recreational plan and provisions.

Staff Comment. Project park is in Tract F. Walking path is in Tracts B, C, and H. All amenities are easily accessible to residents via sidewalk or trail.

- d. PRD amenity design shall take into consideration and provide, when feasible, pedestrian linkages and connectivity between adjacent properties consistent with the city's Urban Paths of Poulsbo map.

Staff Comment. Pedestrian connectivity between the project and adjacent properties is provided for. Road connections are at the west end of Road D to Lincoln Road and the Lincoln Road shared-use path, east end of Road A to Noll Road with Kitsap County requested sidewalk and bicycle lane improvements plan with this development. Additional pedestrian trail connections are at the southwest corner of the project linking to the Lincoln Road shared use path and shared use path currently under construction along new road segment Langaunet Avenue NE, and to the north following the PSE high voltage power line.

- e. PMC 18.260.110 Residential density incentives.

The applicant may request an increase in the density permitted by the underlying zoning district in exchange for public benefits.

Staff Comment. No residential density incentives are requested with this proposal.

- f. PMC 18.260.120 Street standard alternatives.

The city's street standards as set forth in the city's adopted Developer's Guide, Section 2, may be modified as described in this section and do not require prior city council approval in order for the application to proceed to the review authority.

Staff Comment. No alternative street standard consistent with this section is proposed.

9. PMC 18.260.140 Findings.

In approving a planned residential development, the review authority must make the following findings.

- a. The proposal, through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of this chapter.

Staff Comment. The stated purpose of the PRD Ordinance is to encourage creative and superior site design in residential zones which also promotes the preservation of open space in such development by permitting greater flexibility in zoning requirements than is permitted by other chapters of the Poulsbo Zoning Ordinance, while ensuring compliance with the goals and policies of the Poulsbo Comprehensive Plan. The flexibility afforded by the PRD provisions has facilitated a development pattern that incorporates open space, recreational amenities, tree retention, and future connectivity while maintaining consistency with the underlying zoning district's density requirements. The proposed design provides efficient street, utility, and public improvement layout through double loading streets.

- b. The proposal complies with all of the applicable provisions of this title, except those provisions from which deviation has been allowed under this chapter.

Staff Comment. The proposal as reviewed and conditioned in the staff report meets all applicable provisions of the Zoning Ordinance with specific deviations as identified for planned residential developments. The proposal meets use, density, and street tree requirements and is in compliance with additional standards and provisions of residential zoning districts, parking and signage as reviewed and conditioned.

- c. The proposal provides overall site design features through its conceptual architectural renderings for the entire project, and has included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.

Staff Comment. The proposal includes information on the overall site design features, identified on the project drawing set as well as on the conceptual landscape plan, and draft home “lot fit” plan. Home siting (“lot fit”) and design are required to be submitted and approved prior to model home permit issuance and closeout of TCC and Grading permits prior to Final Plat review and approval. Conditions require substantial compliance with the house designs submitted, which will be reviewed for compliance at the time of building permit application. Also, additional information on the site’s landscaping, tree retention and recreational amenities shall be submitted, consistent with application materials, with the final landscape plan and tree retention at the time of tree cutting and clearing and grading permits.

- d. The proposal would not impair the integrity and character of the zoning district in which it is to be located.

Staff Comment. The proposal will not impair the integrity and character of the Residential Low zoning district, because it has been designed and conditioned to meet the minimum PRD development standards and design criteria as discussed under Section V.C of the staff report.

- e. The site is physically suited for the type and intensity of land use being proposed.

Staff Comment. The site is physically suited for the type and intensity of land use being proposed. The site’s tree retention is protected in open space with conditions provided as discussed in this report. Lot configuration, streets, stormwater facilities, open space, and amenities are a continuation of existing development of neighborhoods throughout the city.

- f. The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.

Staff Comment. The surrounding properties are zoned Residential Low, same as the subject site, and Rural Residential (Kitsap County) to the east. Residential properties in the vicinity are typically developed with single family housing and occasional properties are vacant. Adequate screening and buffering is proposed for the site via fencing and open spaces.

- g. The proposal would preserve natural features and critical areas and would preserve and incorporate existing significant stands of trees within the project design as much as possible.

Staff Comment. The site incorporates preservation and enhancement of natural features such as trees. Tree retention is appropriate for the project as proposed, as reviewed by the City Arborist and conditioned. No stream or wetland are identified on site.

- h. There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.

Staff Comment. The applicant has made adequate provisions for water, sanitary sewer and public utilities and services to ensure that the proposal will not be detrimental to the public health and safety. Water will be provided with a loop connection between Lincoln Road and Noll Road with a stub connection to the northeast. The City Engineer has determined there is adequate provision for sanitary sewer. Other public utilities including electric and phone are available. See also Exhibit G, Engineering Department Staff Report Memo.

- i. There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the city.

Staff Comment. The proposal provides adequate provisions for public access to serve the subject site, with access to Lincoln Road and Noll Road. Future neighborhood connections are provided for. See also Exhibit G, Engineering Department Staff Report Memo

- j. The proposal is consistent with the comprehensive plan and the city's adopted development standards.

Staff Comment. The proposed PRD is consistent with the City's Comprehensive Plan and adopted development standards. New intersection site distance is sufficient. The subject development is located in the Residential Low zoning district and as conditioned, is consistent with the City's development standards, infrastructure standards, and Comprehensive Plan. See also Exhibit G, Engineering Department Staff Report Memo.

- k. There will not be significant unmitigated harmful effects upon environmental quality and natural resources.

Staff Comment. There will not be any significant harmful effects upon environmental quality and natural resources with the proposed development. The applicant will provide mitigation for stormwater dispersion, water connection installation and public access in the open space tract. Onsite tree retention areas are located in protected open space. The applicant will mitigate impacts to the City's park and transportation system by paying mitigation fees.

- l. The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety or welfare of the city.

Staff Comment. The proposed site meets the PRD requirements for size and location. The design has been reviewed against the City's development standards and, as conditioned, meets the City's adopted ordinances for stormwater, transportation, subdivision, and zoning.

VI. **PMC CHAPTER 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)**

A Notice of Application was issued on November 12, 2025 (Exhibit O). The public comment period ended November 6, 2025. Two public comments were received (Exhibit N). A third public comment was received during project review (Exhibit N). A Threshold Determination will be issued following the Planning Commission Public Meeting. Draft SEPA Threshold Determination is Exhibit P.

Public comments were around the following themes: perimeter buffer, tree retention and removal, construction noise, and critical areas. See Section VIII and Exhibit N.

VII. **TITLE 19 PROJECT PERMIT PROCEDURES**

The review authority for the Planned Residential Development and Preliminary Subdivision shall approve, approve with conditions, or deny the application in writing. A tree cutting and clearing permit shall be obtained prior to any land development activity. Approval of preliminary subdivision authorizes the applicant to proceed with subdivision improvements following review and approval of final engineering construction drawings by the city engineer.

Review Step	Date
Preliminary Application Meeting	January 7, 2025
Neighborhood Meeting	March 5, 2025
Application Submittal	September 10, 2025
Counter Complete	September 29, 2025
Request Required Documentation	October 17, 2025
Resubmittal	October 31, 2025
Technically Complete	November 6, 2025
Notice of Application	November 12, 2025
Notice of Application Comment Period Over	November 26, 2025
Request Additional Information	December 3, 2025
Resubmittal	February 6, 2026

Request Additional Information – Tree Retention	April 8, 2026
Resubmittal	April 29, 2026
Public Meeting Notice Issued	June 16, 2026
Staff Report Issued	June 16, 2026
Planning Commission Meeting	June 23, 2026
SEPA Threshold Determination Issued	Tentative June 24, 2026
Public Hearing Notice Issued	Tentative June 30, 2023
SEPA Appeal Period Over	Tentative July 8, 20206
Hearing Examiner Public Hearing	Tentative July 16, 2026
Notice of Decision	TBD

VIII. **PUBLIC COMMENT**

Public comment was received during the required neighborhood meeting prior to application submittal and accepted throughout the development review process. Public comment is summarized below. See Exhibit N for full comment text and applicant response. Neighborhood meeting summary is Exhibit M.

- A. Lockhart Comment Summary. The commenter expressed concerns regarding the interpretation and application of the perimeter screening requirements.

Staff Comment. PMC 18.260.070 B to which the commenter takes exception includes a second sentence which states “The review authority may require the PRD to make such provisions as providing a six-foot sight-obscuring fence or a minimum twenty-five-foot vegetated buffer (designated as an open space tract), or other provisions as deemed appropriate to provide adequate screening.” Perimeter buffers are reviewed in section V.C. item 5.b. (page 17). The applicant has chosen to install a 6-foot high sight obscuring fence identified as a screening option in PMC 18.260.070. Individual property owners may choose to supplement the required screening with additional landscaping on their own property.

- B. Float Comment Summary. The commenter expressed concerns regarding tree retention, construction noise, visual impacts associated with new homes, and the adequacy and location of landscape buffers.

Staff Comment. Tree retention plan has been revised as required by the City Arborist; revised report and City Arborist review are Exhibit H. Noise regulations, including construction noise, are found in state law. Hours of construction in Poulsbo are 7 am to 7 pm Monday through Friday, and 8 am through 7 pm on weekends, and federal, state or city observed holidays. City council may grant construction hours exemption in specific situations as identified in PMC 15.35. As places grow and change, neighbors see new homes and businesses on adjacent and nearby properties. Fifteen-foot-wide landscape buffers are required along public street frontages identified in PMC 18.260.060 F. The requirement is implemented along Lincoln Road, Noll Road, and Langaunet Avenue (currently under development). Street trees are required with development and are provided. Open space areas are required and may be improved with amenities or remain in natural vegetation. Existing and new plantings are permitted to make up tree retention. The City's review authority is limited to evaluating the proposal for consistency with applicable regulations and approval criteria and does not extend to determining who may occupy or purchase homes within the development.

- C. The Suquamish Tribe Comment Summary. The Tribe expressed concerns regarding the identification and evaluation of critical areas associated with the project site.

Staff Comment. PMC 16.20.155 establishes the City's definition of a stream. If a feature meeting that definition is identified, stream typing is conducted in accordance with PMC 16.20.310 and WAC 222-16-030. Accordingly, stream typing is only applicable where a stream feature has first been identified consistent with the City's definition.

The applicant's critical areas consultant concluded that no wetlands or streams are present on the subject property based on field investigations conducted in accordance with current delineation methodologies. The City's peer reviewer concurred with those conclusions. While the City's peer reviewer identified a potential off-site wetland located west of Lincoln Road, Lincoln Road functions as a buffer interruption pursuant to PMC 16.20.120(K). Therefore, based on the technical reports and peer review contained in the record, no regulated wetland, stream, or associated buffer has been identified on the subject property. Because no stream feature has been identified onsite, stream typing under PMC

16.20.310 is not required. Further, PMC 16.20.115(E) applies to development proposals that include or are located within 300 feet of a critical area; based on the technical evidence in the record, no such critical area has been identified on the subject property.

IX. STAFF COMMENT AND RECOMMENDATIONS

Comments: This project as proposed is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommends approval of the Noll Pointe Planned Residential Development and Preliminary Subdivision, Planning File P-09-10-25-01 as presented and subject to all Conditions of Approval contained herein.

X. EXHIBITS

- A. Planned Residential Development and Preliminary Subdivision Application
- B. Application Narrative
- C. Planned Residential Development and Preliminary Subdivision Civil Drawing
- D. Open Space Plan
- E. Landscaping Information
- F. Home Design Package
- G. Critical Area Information
- H. Tree Retention Information
- I. Geotechnical Engineering Study
- J. Drainage Report
- K. Traffic
- L. Interlocal Agreement with Kitsap County for Poulsbo Urban Growth Area
- M. Neighborhood Meeting Packet
- N. Public Comment Letters and Applicant Response
- O. Notice of Application and Noticing Materials
- P. DRAFT SEPA Documents
 - 1. SEPA Threshold Determination
 - 2. Commented Checklist
 - 3. Kitsap County Request for Roadway Improvements
 - 4. Driveway Relocation Private Agreement
 - 5. Poulsbo Engineering SEPA Review Memo

NOLL POINTE PLANNED RESIDENTIAL DEVELOPMENT AND PRELIMINARY SUBDIVISION
CONDITIONS OF APPROVAL
PLANNING FILE P-09-10-25-01

Following are the Planning and Economic Development Departments Conditions of Approval:

General

- P1. Development of the site shall be in conformance with the plan set and associated documents identified in Exhibits B and D, stamped approved in Planning File No. P-10-01-24-01 and subject to the conditions of approval contained herein.
- P2. Development of the site shall also be in conformance with the reports and peer review documents identified in Exhibits C.
- P3. Lots cannot be created, sold, or marketed for sale until final plat approval is granted and the plat map is recorded with the Kitsap County Auditor. Final plat approval is a separate process from the preliminary subdivision approval process.
- P4. Setbacks, building lot coverage, and building height shall be reviewed at time of building permit submittal. Setbacks shall be measured from property lines. Garages are to be setback 20 feet providing driveway parking without overhang on road or access tract as identified in application documents.
- P5. Park impact fee is required with this project. Fee is determined at the time of building permit issuance according to the current code requirement.
- P6. Site lighting is to be oriented and shielded to avoid direct glare onto adjacent properties and critical area buffer, while providing adequate safety, including along off-street walking paths.
- P7. Modifications to preliminary subdivisions are reviewed under PMC 17.60.070 as currently adopted. Where significant deviation from the approved plan is proposed, the revision will be considered a major modification under the initial approval review authority.
- P8. Within 5 years following the approval of the preliminary subdivision, or as otherwise stipulated in RCW, a final plat shall be submitted to the city for review and approval, or preliminary subdivision becomes void.
- P9. Prior to issuance of any permits related to the construction of the retaining walls, appropriate property rights, including temporary construction easements and permanent wall maintenance easements on impacted adjacent properties, must be obtained authorizing the construction of the boundary walls.
- P10. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.
- P11. It shall be the responsibility of the developer/property owner to coordinate with and receive any necessary permits of other agencies, including Washington State Department of Ecology, Washington State Department of Fish and Wildlife, US Army Corps of Engineers, US Environmental Protection Agency, prior to commencing work requiring said permits.

Tree Cutting and Clearing (TCC) Permit

- P12. A TCC permit application shall be submitted and reviewed concurrently with the Grading application. The application form and associated fees are available on the PED Department website.
- P13. Construction notes on TCC and Grading permits shall clearly state tree protection fencing shall be installed prior to site grading.
- P14. Construction notes on TCC and Grading permits shall clearly state tree retention areas shall have native understory vegetation maintained and invasive species may be removed using hand or small mechanical equipment following methods recommended by the project arborist. Where vegetation must be removed planting native species or 4-inches or greater depth mulching is required. Inspection by City Arborist may be required and will be at developer expense.
- P15. A detailed work phasing plan shall be submitted with the TCC permit.

P16. The TCC and grading permits shall be “closed-out” prior to submittal of the final plat application.

Tree Retention

P17. A final tree retention plan shall be submitted with and shown on the TCC and Grading permits and reviewed by the City Arborist, at the cost of the applicant. I

P18. Pricing details for replacement trees shall be shown in TPP or Landscape Plans, per PMC 18.180.040. This includes tree species, quantity, size, price per tree, and installation labor.

P19. Tree retention is a combination of retained trees 6-inches and greater measured 4 ½ feet above ground (DBH), smaller trees measuring in equivalent inches, and replanting trees. A minimum of 230 replanting trees are required. Replanting trees may be a combination of 6-foot tall evergreen or 2-inch caliper deciduous trees similar to the makeup of the existing site forest. Street trees do not contribute to tree retention requirements

P20. The proposal indicates the 230 replanting trees will be implanted within healthy retained forests. Healthy retained forests generally cannot sustain additional trees. Currently, no documentation from the Project Arborist demonstrates such implanting is necessary or that implanting will not negatively impact retained trees or forest function. The Tree Protection Plan does not identify a need for installing additional trees within the retained forests.

Documentation from the Project Arborist demonstrating need to install an additional 230 trees within Tracts B, C, and E is appropriate and will not negatively impact the healthy retained forests shall be submitted with Tree Cutting and Clearing Permit and Grading Permit submittals. Planting of replacement trees shall follow the final plan and City Arborist review.

Alternatively, replanting shall occur in separate locations outside the retained forests. Submitted information shall be peer reviewed as required by the PED Director, in consultation with the City Arborist, at the expense of the applicant.

A minimum 5-year maintenance bond for replacement trees shall be required. Replacement trees and street trees shall be mutually exclusive.

P21. The PED Director may select a third arborist to review tree retention in the event the project arborist and City Arborist cannot agree on tree retention.

P22. Trees and tree retention fencing shall be shown on tree cutting and clearing plans, construction civil plans and landscape plans.

P23. Tree protection measures and arborist identified order of development found in final arborist report as approved by the City Arborist shall be included on grading and tree cutting and clearing permit drawings.

P24. Tree Protective Fencing.

- a. Details on tree protection fencing shall be included in drawings submitted with the TCC and Grading permits.
- b. No site work shall take place on the site until tree protective fencing is installed.
- c. Tree marking and installation of protective fencing shall be under supervision of ISA certified project arborist, and inspected by City Arborist, at the cost of the applicant.
- d. Tree protection fencing shall be installed 5 feet outside the dripline of trees to be retained.
- e. No mechanical equipment or work shall be permitted inside protective fencing.
- f. No storage, equipment, or vehicular traffic shall be permitted inside protective fencing.
- g. Tree protective fencing shall be shown on all submitted materials including construction and landscape drawings.
- h. Protective fencing shall not be moved or removed without consultation with the City Arborist.

P25. All recommendations provided of Exhibit H prepared by WCFI. (dated April 23, 2026) and peer review by PEG (dated May 12, 2026) shall be followed. This includes additional review as may be required with TCC and Grading permits.

P26. The ISA certified project arborist shall be on site to observe and direct tree protection measures to ensure all recommendations of the arborist report and City Arborist peer review are followed.

P27. Tree marking and protection fencing shall be under the supervision of project arborist and when completed, the city is notified for inspection by the City Arborist, at the cost of the applicant.

P28. The project arborist and their contact information shall be identified at the preconstruction meeting.

- P29. Prior to work commencing on the site the project contractor, developers project arborist, city inspector and City Arborist are to meet on site for a preconstruction meeting to review the clearing limits and tree protection measures at the expense of the applicant. The developer may also attend the meeting.
- P30. A follow-up risk assessment of the proposed retention tree areas shall be conducted by the project arborist once the tree cutting, clearing and grading has occurred, and submitted to the city for peer review. If needed, the tree retention numbers shall be amended to reflect any necessary removals and additional plantings, and an arborist report shall be provided to the City prior to close-out of the TCC permit and shall be peer reviewed by the City Arborist. The arborist report shall verify the tree retention plan and project conditions are met. The report shall also identify maintenance recommendations for a period of 5 years or reaffirm maintenance recommendations of prior report. Additional assessment may be required if deemed necessary by the PED Director in consultation with the City Arborist. Reports and reviews are at the cost of the applicant.
- P31. The City shall be notified of any impact or pruning of significant tree roots prior to close-out of the TCC permit. The city may require peer review by the City Arborist, at the cost of the applicant.

Landscaping

- P32. The Final Landscape Plan shall be submitted with and shown on the TCC and Grading permits and reviewed by the City Arborist at the expense of the applicant. Pricing details for replacement trees shall be shown in TPP or Landscape Plans, per PMC 18.180.040. This includes tree species, quantity, size, price per tree, and installation labor.
- P33. Street trees shall be consistent with the Conceptual Landscape Plan in Exhibit E, are required along all roadways designated arterial or collector and shall be included on the Final Landscape Plan submitted with the TCC and Grading permits. Root barriers shall be used to protect sidewalks, roadways, and infrastructure from root heave.
- P34. Tracts J and K adjacent to Noll Road will be improved with street trees, shrubs and groundcover or with retention plantings including 6 feet tall evergreen, 2-inch caliper deciduous, and native ground cover. Street trees for Noll Rd shall be shown on Landscape Plans and be incorporated into the 2-year maintenance bond. Tree Retention installed along Noll Road shall be shown on Landscape Plans and be incorporated into a 5-year maintenance bond.
- P35. All street trees shall be provided an irrigation system or a readily available water supply with at least one outlet located within fifty feet unless xeriscape and/or drought-tolerant species are utilized and an alternative irrigation plan is approved by the PED Director in consultation with the City Arborist.
- P36. Irrigation and maintenance of street trees shall be addressed in the Covenants, Conditions and Restrictions (CCRs). Performance and/or maintenance bonding for street trees and associated groundcover, in addition to the submittal of an "as-built" landscape plan, is required prior to close-out of TCC permit.
- P37. Maintenance bonding for all other landscaping shall be required prior to close-out of the TCC permit. Estimates or bid for landscaping work and materials, including irrigation, shall be provided. Estimates shall match the "as-built" drawing and identify plant name, common name, size at planting, and number each that was planted. Performance bonding for installation of landscaping (except for street trees) will not be considered.
- P38. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged
- P39. The development monument sign(s) shall be shown on the Final Landscape Plan. Alternatively, a single sign at the Noll Road and Langaunet Lane corner may be proposed. A separate building permit is required for construction of the monument sign(s).
- P40. A final 'as-built" drawing landscaping plan and irrigation plan shall be provided to the city prior to close-out of the TCC permit. The plans shall address street trees, right-of-way landscaping, supplemental tree retention plantings, and any other areas in common ownership of the homeowners.

Open Space and Amenities

- P41. Tracts B, C, D, E, F, H, J and K shall be used for open space. The final plat shall indicate which tracts include recreation in addition to identifying ownership and maintenance responsibilities. Amenities

include

- A park in Tract F with a big toy, two inground slides, accessible picnic table, two benches and edible plant garden connect via stepping stone trail through to area with 12-foot hexagonal gazebo with cement pad, benches and native vegetation interpretive sign. Tract F is approximately 6,373 square feet in size
 - A mid-block pedestrian path linking Roads A and D in Tract H. The gravel path is located over a stormwater pipe. Tract H is approximately 3,000 square feet.
 - An approximately 800-foot (0.15 mile) off-street gravel surface trail extends through open space Tracts B and C linking to the city's shared use path along Lincoln Road at the south end and continuing off-site to the north. The path segment will be formalized as public access through project open space
- P42. Details on recreational amenities shall be included with the TCC permit.
- P43. Amenities are required to be commercial grade.
- P44. Modification of amenities planned shall be reviewed and approved by the city. (Sheet L2 note).
- P45. Landscaping plans for recreational areas, including irrigation, shall be submitted with the TCC permit.
- P46. A children's playground shall be installed that complies with CPSC (Consumer Product Safety Commission) and ADA (Americans with Disabilities Act) standards for equipment and safety surfacing. Playground equipment shall include a mix of structures suitable for different age groups.
- P47. Trail surfaces and signage shall be included with the TCC permit. The trail surface shall be designed to withstand expected pedestrian and/or bicycle use with low maintenance requirements. The HOA shall be responsible for maintaining all trail surfaces in a safe and usable condition. A public access easement is required over the powerline path allowing for community access. Trail surfaces shall be gravel or better as determined by the city.
- P48. Maintenance of all recreational amenities, including playgrounds, trails, and community gathering areas, shall be the responsibility of the HOA. Maintenance responsibilities must be clearly outlined in the CC&Rs.
- P49. All recreational amenities must be completed and inspected prior to close-out of the TCC permit.

Individual Home Identity

- P50. A project wide home design packet addressing PMC 18.260.060.E is required to be with the first home building permit. The PED Department will review each building permit submitted to determine compliance with PMC 18.260.060.E and ensure substantial compliance with the architectural renderings submitted.
- P51. Side and rear facades facing public or private roadways in or adjacent to the project shall include façade treatments similar to the front facade.
- P52. The applicant shall submit a streetscape plan with the first home building permit application showing plot plans, elevations, and unit types for the adjacent properties. The plan shall ensure architectural variety is provided in accordance with PMC 18.260.060.E.2.e and E.3.
- P53. Building footprint and exterior design on adjacent lots is to be varied and will be reviewed with each building permit. Reverse building plans or left/right "flip" of the footprint are considered the same footprint. Homes with the same elevation shall be separated by at least three intervening homes with different elevations on the same block.

Fences

- P54. Perimeter fencing 6 feet high and sight obscuring shall be required along the north (side) property line of lots 11 and 12, between Tract J and K and lots 1 – 11 and 41, along the south (rear) property line of lots 41 – 51, along the side and rear lines of lot 56, and south property line of lot 57.
- P55. Fencing details shall be provided with TCC and grading permit drawings, including landscaping plans.
- P56. The City Arborist shall review, at the cost of the applicant, the location of fencing in relation to tree retention at the time of tree cutting and clearing permit. The City Arborist will evaluate the impact of fencing on the long-term health of the proposed retention trees and provide, if necessary, recommendations for optimal success of tree retention. Recommendation may include alternative

location of fencing, removal of trees, and/or supplemental plantings.

Final Plat

P57. The face of the final plat shall include the following statement(s):

- a. The project's HOA will own, maintain, and enforce all open space, tree retention, and amenity tracts.
- b. Trees located in Tracts B, C, and E, and any additional tract created for tree retention purpose, shall be the responsibility of the HOA to maintain. Alterations, including tree removal and pruning, shall require review and approval by the Planning and Economic Development Director and City Arborist.
- c. Open space and/or amenity Tracts B, C, D, E, F, H, J, and K are for the benefit of project owners and residents. The HOA is responsible for management and maintenance of tracts.
- d. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes.
- e. Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or appropriately landscaped. Removal of preserved and approved open space in natural vegetation shall only be permitted for public safety reasons and upon review and approval of the Planning Director and City Arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in PMC [16.20](#), Critical Areas.

P58. Path in Tract B and C shall be dedicated to public use, shown on final plat drawing as public use and a statement on the face of the plat indicating public use are required.

Covenants, Conditions and Restrictions (CCRs)

P59. The CC&Rs document shall be provided with the final plat submittal. The City's review of the CC&Rs document does not mean the City will assume any responsibility for enforcing private covenants between the lot owners nor maintaining any roads or other amenities not specifically dedicated to the City on the public's behalf.

P60. CCRs shall include provisions that the HOA will own, maintain and enforce all open space, tree retention, landscaping, and amenity tracts (Tracts B, C, D, E, F, H, J and K).

P61. CCRs shall include provisions of how the HOA will manage street tree maintenance, including irrigation.

P62. CCRs shall include a provision that addresses recreational vehicle parking, which shall be reviewed by the PED department and City Attorney prior to final plat approval and recording of plat documents.

P63. The City of Poulsbo will not join the HOA as enforcers of the project's CCRs. This shall be stated in the CCRs.

P64. The projects CCRs shall include the following statement:

Open space areas not proposed to be improved with recreational amenities or purposes shall remain as natural vegetation or appropriately landscaped. Removal of preserved and approved open space in natural vegetation shall only be permitted for public safety reasons and upon review and approval of the Planning Director and City Arborist. Enhancement of critical area buffer vegetation shall be as allowed and prescribed in PMC [16.20](#), Critical Areas.

P65. A final draft of covenants, conditions and restrictions (CCRs) shall include provisions that the project's homeowners' association will own, maintain and enforce all open space tracts, perimeter buffers, fences, recreational amenities, and all other applicable project condition(s) regarding ownership, maintenance and enforcement of all commonly owned elements. Further, the face of the final plat or final development plan shall include statement(s) that the project's homeowners' association will own, maintain and enforce all open space tracts, perimeter buffers, fences, recreational amenities, and all other commonly owned elements. The city will not join the homeowners' association as enforcers of the project's CCRs.

P#. The requirements of this decision, including but not limited to conditions related to open space, tree retention and replacement, landscaping, fencing, recreational amenities, public access easements, trail maintenance, and other improvements required as part of this approval, shall remain binding upon the

property regardless of any future amendment, termination, expiration, or dissolution of the homeowners' association or any modification to the project's Covenants, Conditions, and Restrictions (CC&Rs). No amendment to the CC&Rs shall eliminate, reduce, or conflict with the obligations established through this approval unless otherwise authorized by the City through a subsequent land use approval process.

Signed by:

Heather Wright

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Heather Wright, AICP

Planning and Economic Development Director

6/15/2026

Date

Following are the Engineering Department's Conditions of Approval:

General

- E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.
- E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved preliminary plat drawing are approved in concept only and are not considered approved for construction. Approval of the preliminary plat does not constitute approval of any construction drawings submitted with the preliminary plat approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
- E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final plat approval the applicant shall: construct the required improvements per City standards and submit "as-built" drawings on mylar, paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
- E4. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.
- E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
- E6. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the

- City's consultants as determined by the City Engineer.
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. The civil construction drawings shall include plans for: grading, water, sewer, storm, streets, dry utilities, street lighting, signage/stripping, and composite wet utilities. Other plans may be required depending on site-specific conditions. Profiles and details for the wet utilities shall also be provided.
- E9. Construction drawings will be rejected, without review, if the following drafting requirements are not met:
- a. Construction plan size shall not exceed 24"x36", plan size 22"x34" is preferred. The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.
 - d. All elements on the drawings shall be legible as determined by the City Engineer.
- E10. All infrastructure must be installed before Final Plat approval. If the applicant wishes to construct the project in phases, those phases must be defined as divisions in the preliminary plat approval. At the time of Final Plat approval for each division, that division shall be "stand alone". A division shall be considered "stand alone" if it contains complete utilities and access for the future residents of that division and is not dependent on other as yet un-built divisions for this purpose. Any infrastructure outside of the plat that is necessary to serve the division or allow it to function must be completed as well. Reference Public Works Department Conditions of Approval for water main looping requirements related to project phasing.

Clearing, Grading, and Erosion Control

- E11. A Clearing and Grading Permit is required prior to any land-disturbing activity on the site (PMC 15.35). The permit may include restrictions as to the limits of any area or phase that can be cleared and graded at any one time or during any construction season. Additional restrictions may be placed on the permit for seasonal weather conditions. At any time, the City Engineer may restrict activities or access to portions of the site which would be detrimental to maintaining erosion and sediment control. A final geotechnical report shall be submitted with the construction drawings to provide recommendations for site grading and compaction. The report shall include a section with recommendations for wet season construction methods.

Stormwater

- E12. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
- a. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapters 12.02 and 13.17.
 - b. City of Poulsbo standards and ordinances.
 - c. All conditions of approval associated with any clearing and/or grading permits.
 - d. Recommendations of the geo-technical engineer.
- E13. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E14. The design of the detention system shall include appropriate access for maintenance as determined by the Public Works Department.
- E15. A final drainage report, TESC plan and final geotechnical report shall be submitted with the construction drawings to support the stormwater system design and provide guidance on construction and erosion control during construction. The final drainage report and TESC plan shall include provisions for erosion control compliance during wet season construction activities.

- E16. A Construction General Stormwater Permit will be required from the Washington State Department of Ecology. The permit shall be approved by the Department of Ecology and in hand prior to issuance of grading permit and commencement of site grading.
- E17. The developer shall be responsible for providing regular and adequate maintenance and supportive maintenance records for the stormwater detention system for a minimum of two-years or until 80% of the residences have been completed, whichever is longer. At the end of this time, the City will inspect the system and, if acceptable, the City will take over maintenance and operation of the system.
- E18. The entire perimeter of the ponds shall be fenced per City Public Works Department requirements. Gate locations and design shall conform to the requirements of the Public Works Department.
- E19. A spill control type oil/water separator shall be installed in the stormwater system at the most downstream point of the site. Enhanced water quality treatment must be provided for the stormwater runoff.
- E20. All secondary storm systems and easements shall be in compliance with City standards and remain privately maintained.

Sanitary Sewer

- E21. Refer to Public Works Department comments for sewer connection requirements and construction standards.

Water

- E22. Refer to Public Works Department comments for water construction standards, connection and looping requirements.

All Utilities

- E23. For utilities not within City right-of-way, the Public Works Director will determine if the City will assume ownership and maintenance of the utility.
- E24. Per Kitsap County requirements 16.04.080 and City of Poulsbo PMC Title 13, frontage utility improvements on Noll Rd. shall extend from the north property line to the south development, Avondale Glen where current stubs for water and sanitary sewer are located.
- E25. All water mains and all primary sanitary sewer and storm drainage mains shall be within public right-of-way or within easements dedicated to the City which meet the City's criteria for dimensions and access. All water, sewer, and storm service laterals and all secondary sanitary sewer and storm drainage lines located within easements or private property shall remain privately owned and maintained by the Homeowner's Association or applicable lot owners.
- E26. Easements for access and maintenance of utilities determined to be City-owned shall be legally described and dedicated to the City on the Final Plat drawings. Easements shall be fifteen feet (15') wide minimum and comply with all City requirements. Additional width is required to accommodate turning radii, more than one utility or deep utilities. The City Engineer may require an all-weather surface, conforming to City standards, to be constructed over the easement to provide vehicular access for maintenance. Ownership of the pipe and appurtenances shall be conveyed to the City on the Final Plat drawings. The easements shall be shown on the construction drawings, "as-built" drawings, and Final Plat drawings.
- E27. When private storm or sewer pipe is located in an easement that is adjacent and parallel with the property line between two lots/parcels, the easement shall be located entirely on one property and not split between the adjacent properties OR the utilities shall be off-set from the property line a minimum of 2 feet due to the high potential for fence posts to be placed on the property line.
- E28. All street ends with the possibility for extension must have utilities stubbed out of the paved area a minimum of six feet or as directed by the City Engineer. Pavement and sidewalks shall be extended to within six feet of the property line at the end of the road. Appropriate barricades in compliance with current MUTCD standards shall be constructed at the road ends. See City Construction Standards for recommendations.

Streets

- E29. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards (refer to Developer's Guide – Section 2 – Street Standards).

- E30. Road C shall extend to the north property line per PMC 17.80.050 Street Connectivity.
- E31. The developer's engineer shall certify that there is adequate entering sight distance at the intersection Lincoln Rd. at construction plan submittal. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The certification shall also note necessary measures to correct and maintain the minimum sight triangle.
- E32. At time of construction plan submittal, the applicant shall submit sight distance and stopping report at all intersections which have K values which do not meet the standard as stated in Section 2 of the City's current Construction Standards. Sight distance certification for all intersections shall be provided with construction plans and shall consider proposed landscaping features and plantings in sight distance calculations. Street trees shall not be located in required sight distance triangles. Sight distance triangles that intrude on lots in the development shall be shown on the plat drawings and the drawings shall include provisions for protection of the sight distance triangles.
- E33. All intersections, crosswalks at intersections, sidewalks and driveway drops shall meet current ADA standards. Construction drawings shall include sufficient intersection grade and slope details and sidewalk curb ramp details to determine ADA compliance. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.
- E34. GMA Transportation Impact Fee Ordinance (PMC 3.86) has been approved by City Council. This establishes a transportation impact fee assessment per ADT payable at time of Building permit issuance as of the date of this memo. The impact fee is due at the time of each single-family home building permit and shall be calculated using the most current ADT for a single-family home identified in the ITE manual (12th edition identifies an ADT of 9.09) and multiplying the most current traffic impact fee established by PMC 3.86.090.
- E35. Streetlights shall be installed per City of Poulsbo and Puget Sound Energy specifications. New streetlights shall be LED light fixtures. Lighting design for the project shall be submitted with the construction drawings for the project. Lighting design shall be per the requirements of Illuminating Engineering Society of North America standard RP-8. Lighting design shall consider proposed street trees and landscaping to ensure landscaping and street trees will not interfere with street lighting. Proposed street trees shall be shown on lighting design submittal.
- E36. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations.
- E37. As a condition of site plan development, the construction of frontage improvements is generally required in accordance with PMC section 17. The applicant is responsible for frontage improvements to the project's east Noll Rd. NE consistent with City construction standards. Existing frontage improvements on NE Lincoln Rd. shall be evaluated during construction drawing development and shall be brought into full compliance with current City and ADA standards.
- E38. Street end of proposed Road C provides future access to adjacent properties. The street ends shall be marked following either MUTCD Section 3C.04 (OM4 series signs) or MUTCD Section 3F.01 (Type III Barricade). Incorporated into the MUTCD installations shall be an information sign with white background and black lettering that reads; "FUTURE STREET EXTENSION". All of the above elements shall appear as details on the site construction plans subject to Public Works Department approval..
- E39. A temporary truck route has been established in accordance with PMC 10.24. The project's construction truck traffic shall use NE Lincoln Rd. to the West via HWY. 305 and/or Noll Rd. NE via NE Lincoln Rd. via SR305 to the SW.
- E40. Existing pedestrian facilities along the frontage shall be reviewed for ADA compliance. Any area not meeting ADA requirements shall be reconstructed to meet ADA.

Other

- E41. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.
- E42. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of operations under this permit.

- E43. Shared driveways shall be dedicated easements or tracts benefiting the property owners served by the driveway. The face of the plat and the covenants shall state that the responsibility for maintenance of any shared driveway shall be the responsibility of the property owners served by the driveway.
- E44. No rockeries/retaining walls may be constructed within the ten-foot (10') wide utility easement fronting all lots or within any other utility easement. No permanent structures of any kind are allowed within any utility easement. If construction, maintenance, repair, or reconstruction of any utility is required, the property owner shall be responsible for the removal and relocation of any permanent structure and plantings that were removed. Such relocation shall not be in conflict with City codes. The face of the plat shall state this requirement.
- E45. Any agreements made between the applicant and another property owner related to utilities, easements, right-of-ways, or ingress and egress shall not be in conflict with City codes or ordinances. No agreements between the applicant and the property owner shall exempt either party from obtaining proper City approval for land use activities regulated under the Poulsbo Municipal Code.
- E46. The covenants shall state that no fence shall be placed within two feet of the back of any sidewalk or within any sight distance triangle.
- E47. All public utilities shall be provided within the plat and shall include power, telephone, natural gas, and cable television. All utilities shall be placed underground (PMC 17.08.140). A ten-foot easement fronting all lots shall be dedicated for public utilities. The developer shall provide and install a minimum of one additional empty four-inch conduit trunk line with road crossings, in parallel with the aforementioned utilities, with appropriate termination points within junction boxes, for future telecommunications use (PMC 12.02.015). Ownership of the conduit shall be conveyed to the City on the Final Plat drawings. All existing and new utilities shall be underground. A plan sheet titled Dry Utilities shall be included with Construction Plan submittal and include all above mentioned utilities.
- E48. The applicant shall be responsible for obtaining all required offsite easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.
- E49. The project applicant shall completely close-out the grading permit prior to applying for Final Plat. Early final plat applications will not be accepted by the City.

Signed by:



Joshua Ranes P.E.,
City Engineer

6/15/2026

Date

Following are the Public Works Department's Conditions of Approval:Water

- PW1. All lots shall be connected to city water.
- PW2. Service connection to the City water system shall be the responsibility of the property owner and shall comply with state and local design and development standards.
- PW3. Water main looping shall be in compliance with City and Department of Health water design standards. The Noll Pointe PRD project will be required to connect to the existing 8" water main in NE Lincoln Rd. for the primary connection and to the existing 8" water main in Noll Rd. NE at the south property line for the loop connection. Per PMC 17.60 and City Construction Standards Appendix B (9) all project phases/divisions must stand on their own. Project drawings shall show how utilities will be constructed with each phase. Completion of project water looping is required. If water looping connection is proposed to remain incomplete with the first project division, the project applicant shall demonstrate that all standards including fire flow, water pressure and water quality will be met with the water utility design for Division 1. Bonding for future water looping completion will be required.
- PW4. Locate meters in a single bank when possible.
- PW5. All water systems shall be publicly owned up to and through the water meter. All water mains and fire hydrants shall be located in public right-of-way or easements dedicated to the City of Poulsbo. Dedicated water lines shall be centered in an easement of 15 feet in width minimum.

- PW6. Domestic and fire flow may share the same water line. The domestic service must exit the water line before the fire service.
- PW7. Meters for all lots shall be located adjacent to public right-of-way.
- PW8. Existing on-site well(s) shall be decommissioned per Department of Health requirements prior to commencement of site grading.
- PW9. Individual PRV is required on the property owner side of the meter when pressure exceeds 80 psi.

Irrigation

- PW10. Irrigation water shall come from a separate connection. Please show irrigation connection(s) on the utility drawing(s).
- PW11. A double check valve assembly shall be installed within 18-inches of the downstream side of the water meter.
- PW12. Double check valve assemblies shall be tested by a “city approved” state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

Sewer

- PW13. Development of the plat requires installation of gravity sewer to serve all lots. Connection shall be to the existing 8” sanitary sewer main in Noll Rd. NE.
- PW14. Sewer stubs for extension of the gravity system shall be provided to adjacent properties where road connections are provided.
- PW15. Sanitary sewer manholes shall not be located in roadway curb and gutter, sidewalk or landscaping strip adjacent to roadway. Sewer mains shall not be located generally parallel to and under road curb and gutter, sidewalk, or landscaping strip adjacent to the roadway.
- PW16. All side sewers shall enter public right-of-way as gravity flow.
- PW17. Service connection and alterations to the City sewer system shall be the responsibility of the property owner.
- PW18. All existing septic systems on the subject properties shall be decommissioned according to Health District regulations prior to commencement of site grading.

Solid Waste

- PW19. Solid waste service shall be provided by the City of Poulsbo.
- PW20. Garbage and recycle cans shall be placed curbside on the ‘no parking’ side of the road. The requirement shall be stated in the CC&R's prior to final plat approval.
- PW21. Lots accessed by private easement will be required to place solid waste containers curbside on public right-of-way. The requirement shall be stated in the CC&R's prior to final plat approval.

General Conditions

- P22. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owner’s responsibility.
- PW23. Design and Development Standards: Design shall be subject to the following Standards:
 - a. City of Poulsbo Utility Comprehensive Plan
 - b. City of Poulsbo Design, Development and Construction Standards
 - c. City of Poulsbo Municipal Code
 - d. Washington State Department of Health Design Standards
 - e. Washington State Department of Ecology’s Criteria for Sewage Works Design
 - f. American Public Works Association/Department of Transportation Standard Specifications
- PW24. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.
- PW25. No walls or structures shall be permitted in utility easements unless approved at time of construction review.
- PW26. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city

code my need to be relocated or removed from the final landscape plan.

Submittal and Approval

- PW27. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.
- PW28. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.
- PW29. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

Connection Fees and Assessments

- PW30. Utility service for the noted property is subject to application and payment of the applicable fees and assessments.
- PW31. Utility General Facility Charges (connection fees) are required paid at the time of building permit issuance and are based on the current fee schedule in effect at that time. Early payment and reservation of utility connection are not provided for in Poulsbo Municipal Code.

Signed by:

Mike Lund

Mike Lund, 4FD1FE3DA34C467...

Public Works Superintendent

6/15/2026

Date