



STAFF REPORT

Planning and Economic Development Department

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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.

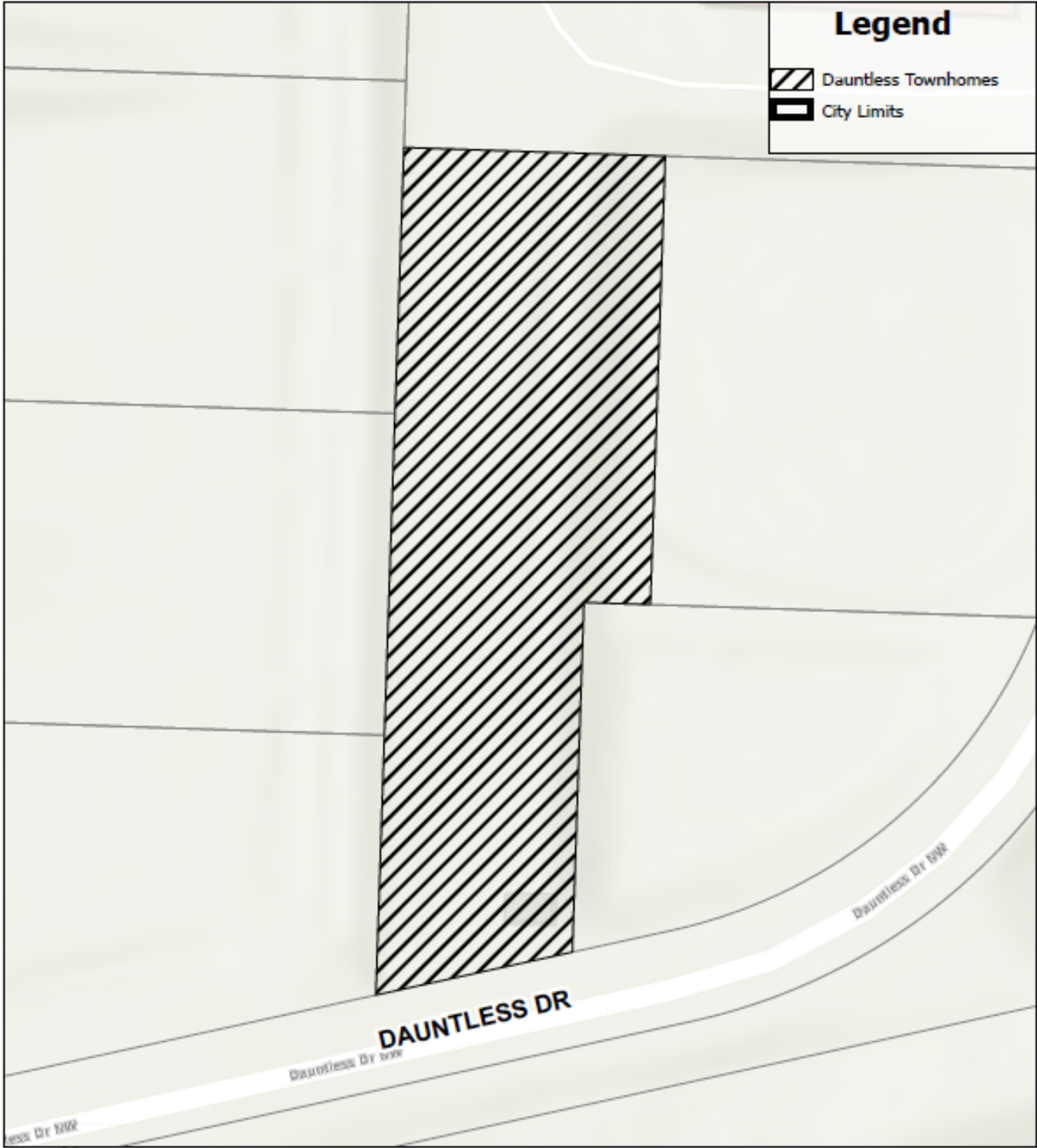
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Site Map

City of Poulsbo Planning Department



Legend

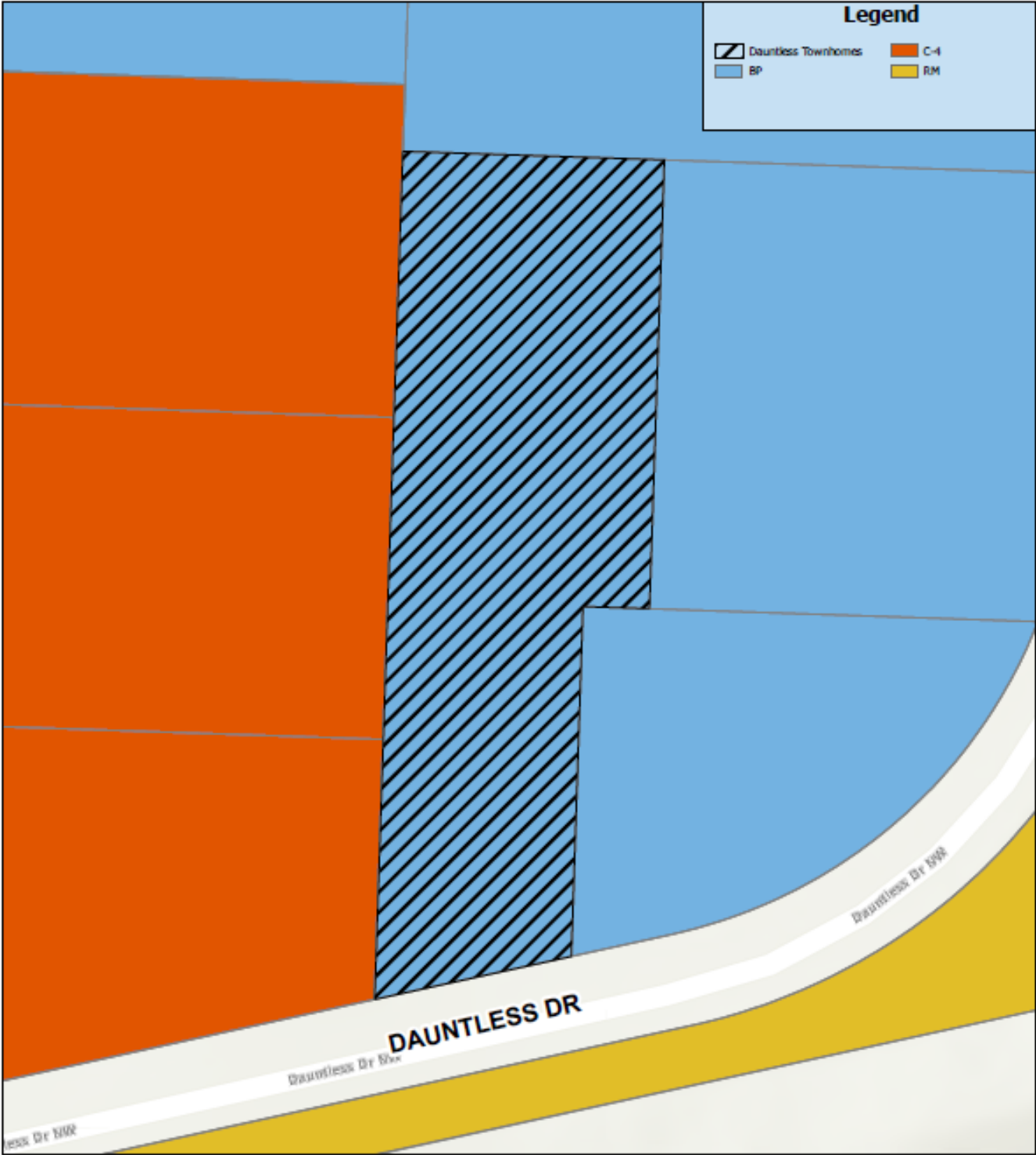
- Dauntless Townhomes
- City Limits



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)).*

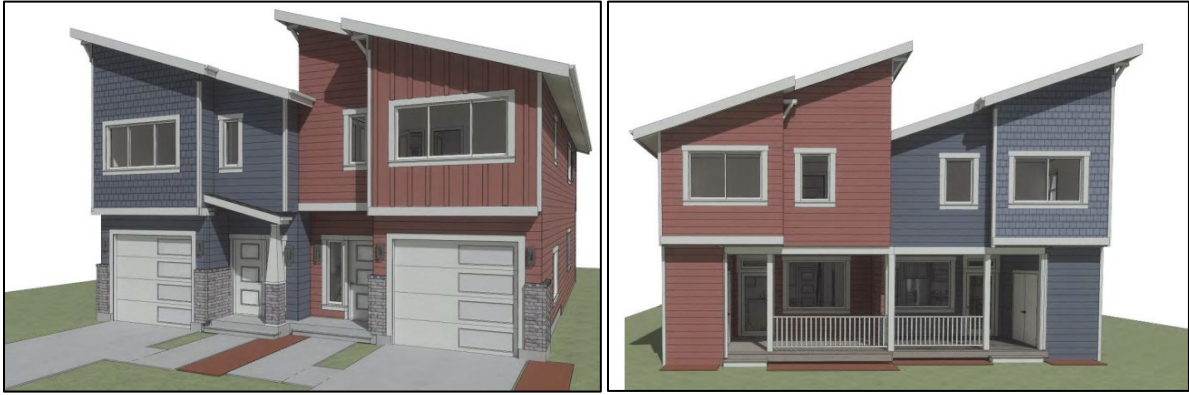
The proposed development consists of a multifamily residential townhome project located within the Business Park zoning district. While the underlying zoning designation remains Business Park, residential development within this portion of the OMP area is permitted through approval of a Conditional Use 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.

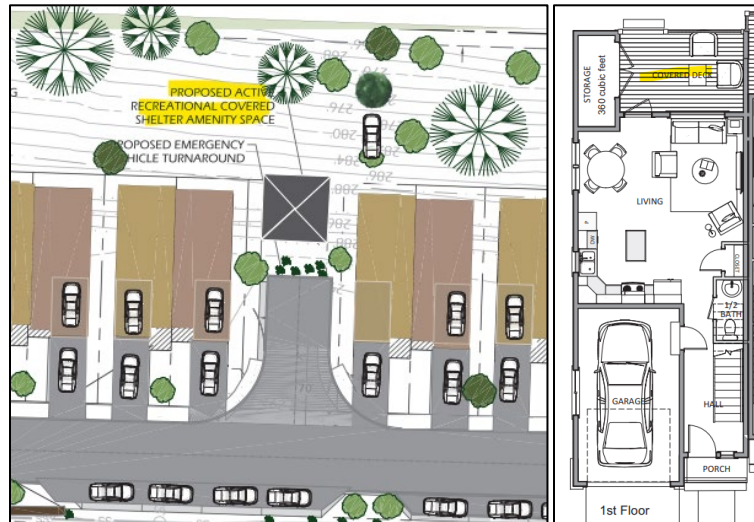
f. *Recreational Amenities (PMC 18.70.060(E)(8)).*

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

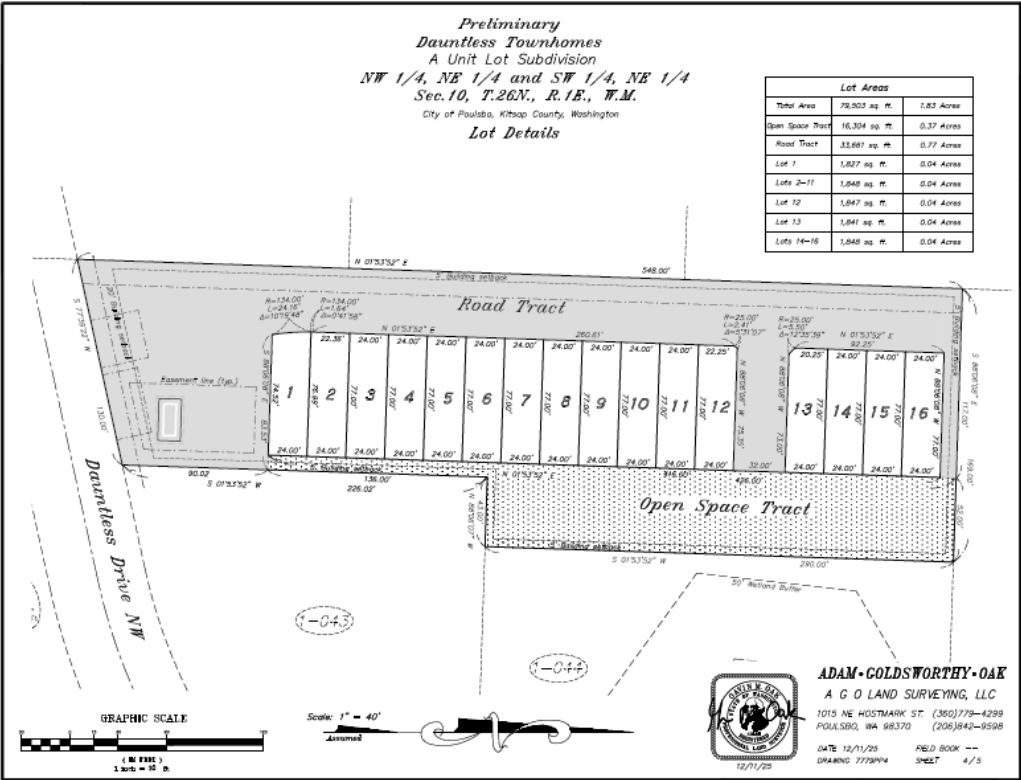
consistent with the OMP requirements and applicable building and fire codes. Staff finds that adequate provision has been made for fire and emergency access and protection.

- 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:

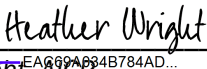
1. Development of the site shall be in conformance with the drawings identified in Exhibits B-F, dated March 2026, or as otherwise stamped approved in Planning File No. P-02-06-26-01 and subject to the conditions of approval contained herein.
2. Limitations of Approval.
 - a. The planning director approves 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