

City of Poulsbo

Planning & Economic Development



June 5, 2026

Montebanc Management LLC
400 NW Gilman Blvd Suite 2781
Issaquah, WA 98027
Email: pjdevenzio@montebanc.com

Subject: Pinnacle at Liberty Bay PRD and Preliminary Subdivision | P-06-20-25-03 | Request for Revisions No. 3

Dear Applicant,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its technical staff review of the above-mentioned application resubmitted for technical review on April 10, 2025.

Requests for revisions have been included as supplemental memo attachments to this letter. Please include *detailed* responses to **all** the requested revisions and the [Revision Submittal Form/Matrix](#) upon resubmittal.

The land use permit is under a 170-day decision timeline per [PMC 19.80.030](#). With this letter the statutory timeline will be placed on hold. If the applicant fails to submit the city required revisions, corrections, studies or information within 90 calendar days of the city's written request, the application shall be deemed null and void per [PMC 19.80.050\(A\)](#).

In addition,

- [PMC 19.80.050\(C\)](#) when an extension is requested, an additional thirty calendar days shall be added to the application review and decision time frame per [PMC 19.80.030](#).
- [PMC 19.80.030\(E\)](#) provides that permit decision timeframes include two technical/staff review cycles. For each additional technical or staff review cycle, an additional thirty (30) days is added to the permit decision timeframe.
- [PMC 19.80.030\(F\)](#) an additional thirty days is added to the permit decision time frames listed above if the city requests additional information from an applicant and the applicant is nonresponsive for sixty consecutive days and/or if the applicant requests that the city suspend their review of the application per [PMC 19.80.040\(B\)](#).

Based on the revised materials submitted, the proposal has changed from what was originally noticed. Consistent with the requirements of Chapter 36.70B RCW to ensure the public is accurately informed and provided a meaningful opportunity to comment, the City will require issuance of a revised Notice of Application. Staff will coordinate with you on updated notice materials and the associated timeline.

Feel free to contact me at ncoleman@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Nikole Coleman

Nikole Coleman, AICP
Planning Manager

Electronic Attachments: [Revision Submittal Form](#) and [Matrix](#)

Attachments: Planning and Economic Development Department Memo
Engineering Department Memo



PLANNING AND ECONOMIC DEVELOPMENT

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

MEMO

To: Montebanc Management LLC
From: Nikole Coleman, AICP, Planning Manager
Subject: Pinnacle at Liberty Bay PRD; Request for Revisions No. 3; P-06-20-25-03
Date: June 5, 2026

The Planning and Economic Development Department has reviewed the above-mentioned project and provides the following comments, which must be addressed.

Reissue of Notice of Application

1. Based on the revised materials submitted, the proposal has changed from what was originally noticed. Consistent with the requirements of Chapter 36.70B RCW to ensure the public is accurately informed and provided with a meaningful opportunity to comment, the City will re-issue a revised Notice of Application on June 17th. Staff will coordinate with you on updated notice materials. The two-week comment period will close July 1, 2026.

SEPA Issuance

2. The SEPA determination shall be issued on June 17th. The two-week comment period will close July 1, 2026.

Stream Typing

3. All plans, exhibits, and supporting reports shall be revised to consistently identify streams using the approved stream classifications (e.g., Stream Fs1, Stream Ns1, Stream Ns2) and depict the corresponding buffer widths. All future civil, grading, utility, stormwater, landscaping, restoration, habitat management, and construction plans shall be consistent with the peer review findings and PMC Chapter 16.20. This revision is necessary to ensure consistent application of stream classifications, buffer requirements, and critical area protection measures throughout future permitting and project implementation. This item can be conditioned to be due at the time of Tree Cutting and Clearing and permit submittal.

Individual Identity

4. Many of the proposed home designs appear similar in overall form and architectural treatment. Please provide a detailed narrative demonstrating how each proposed elevation achieves distinct visual differentiation in compliance with PMC 18.260.060(F). For example, several "B" and "C" elevations across Plans 1-4 appear to repeat similar design elements with minimal differentiation. The narrative should clearly identify how each elevation varies in building form, rooflines, façade articulation, materials, colors, and architectural details, and how these differences meet the intent of providing visual variety across the subdivision. This item can be conditioned to be due prior to the first building permit submittal.

Other

5. Please revise the preliminary subdivision application to include updated project numbers on the bottom of the first page. The application is not required to be signed again.



Notes:

6. The following will be a condition of approval for this preliminary subdivision:

“Prior to issuance of any building permit for Lots 52–56, the applicant shall demonstrate compliance with Kitsap Public Health District (KPHD) Drinking Water Supply Regulations (Ordinance 2018-01) for development within the 100-foot sanitary control radius of an existing Group B public water system well. Compliance shall include:

1. Recorded Plat Restriction: The final plat shall clearly state that Lots 52–56 are ineligible for building permit issuance unless and until the water system is no longer classified by KPHD as a public water system, or the well is formally decommissioned, as confirmed in writing by KPHD.
2. KPHD Approval: Any restrictive plat language, covenant, or notice addressing the sanitary control area shall be reviewed and approved in writing by KPHD and recorded prior to, or concurrently with, final plat approval.

No vertical construction shall occur on Lots 52–56 until the above requirements are satisfied.”

7. The following will be a condition of approval for this preliminary subdivision:

“A Final Landscape Plan shall be submitted at the time of tree cutting and clearing permit application and shall be subject to City review and approval. The plan shall be prepared in accordance with the City of Poulsbo [Street Tree List \(2024\)](#) and [Beneficial Planting Under Trees \(2024\)](#) guidance documents, including compliance with recommended species selection, spacing, and planting requirements. The plan shall also demonstrate appropriate distances from infrastructure, utilities, and improvements, and identify adequate planting areas to support long-term tree health and viability.”

8. The following will be a condition of approval for this preliminary subdivision:

“Soft Surface Trail: The five (5) foot wide soft surface trail shall be constructed with a gravel surface or better, as determined by the City. Final trail alignment, surface material, and signage shall be reviewed and approved through the Tree Cutting and Clearing permit. The trail surface shall be designed to accommodate anticipated pedestrian and/or bicycle use and to minimize long-term maintenance needs. The HOA shall be responsible for ongoing maintenance of the trail in a safe and usable condition.”

9. The following language will be required on the face of the final plat:

“Critical Area Buffer Building Setback Notice (Wetland and RMZ): Lots 56–62, 95, and 127–129 contain yard areas within the required fifteen (15) foot building or impervious surface setback measured from the edge of a wetland buffer and/or Riparian Management Zone (RMZ). A minimum setback of fifteen (15) feet from the edge of all wetland buffers and RMZs is required for buildings and impervious surfaces. This setback area is intended to remain predominantly free of structures and impervious surfaces, and may only be used for low-impact uses such as landscaping, native vegetation, and passive open space. Minor structural or impervious surface intrusions, including but not limited to fire escapes, open or uncovered porches, landings, walkways, stairways, retaining walls, fences, and patios, may be permitted within the required setback subject to City review and approval of a critical area or habitat management plan demonstrating that such intrusions will not adversely impact the wetland or RMZ. Where applicable, the required setback may meet or contribute to yard setback requirements of Title 18. The setback shall be clearly identified on all applicable site plans or development drawings at the time of building permit review.”

Updated Timeline (tentative, subject to change)

Step	Date
3 rd Request for Revisions Provided	6/5
Reissue Notice of Application	6/17
Issue SEPA Determination	6/17
Planning Commission Public Meeting	7/7
Hearing Examiner Public Hearing	7/30



ENGINEERING DEPARTMENT

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9882 | D (360) 394-9767
www.cityofpoulsbo.com | dwashburn@cityofpoulsbo.com

MEMO

To: Montebanc Management LLC, John Everett
From: Donald Washburn, Engineering Technician
Subject: Pinnacle at Liberty Bay Site Plan Application Submittal #3; P-06-20-25-03
Date: 6/5/2026

The City of Poulsbo Engineering Department has reviewed the Pinnacle at Liberty Bay Submittal #3 and provides the following comments.

Site Plan:

1. Tracts L, M and N appear to be longer than 150ft, which triggers hammerhead/turnaround requirements for each of these streets per Poulsbo fire code.
2. Private roads within tracts require sidewalk on one side per PMC 18.260.120(B)(4).
3. Road D appears to be longer than 500ft. The maximum length of any dead-end street is 500 feet per Poulsbo Construction Standards (Sec. 2 C.7).
4. Please include profile views for all streets in revisions. Crest and Sag curves shall be included for each profile.
5. Please include grading and profile details for all road intersections to ensure feasibility of meeting ADA requirements.
6. Civil drawings shall be revised to show the classification of Stream C as Fish Bearing, not NS1.
7. The City recognizes that a memo claiming infeasibility of the Baywatch street connection was submitted with the latest submittal package for this project. The City has not been provided with sufficient information to provide a determination if this crossing is infeasible. As presented thus far it appears there may still be a feasible connection.
 - a. In accordance with the City's comprehensive plan and PMC 17.80.060 a street connection to Baywatch is required. This road would need to meet the requirements of a neighborhood road classification with 50' of right of way.
 - b. As both current primary entrances/connections to the neighborhood are provided from a singular public street and do not meet the separation requirements to meet the standards of providing two access points, a second access point/connection is required. The Baywatch connection will meet this requirement.
 - c. If infeasibility of a street connection to Baywatch Court is demonstrated successfully, additional mitigation measures will be required per PMC 17.80.050(C)(2)(b).
 - d. If infeasibility of all the above is successfully demonstrated and in accordance with our comprehensive plan and policies and goals and in accordance with PMC 17.80.060 a non-motorized connection to the adjacent Baywatch development will be required.

8. Phasing – When projects are proposed to be phased, each phase as it progresses is required to standalone and meet all requirements as though each subsequent phase may not be constructed. As currently proposed, it does not appear that phase 1 would meet all requirements on it's own, such as two roadway connections. Please demonstrate how phase 1 would meet all requirements as an independent construction project.

Transportation:

1. The connection to Baywatch is a required roadway connection, as discussed above. As requested by the applicant the current design is being fully reviewed as it is designed. Updated site plan and TIA with Baywatch connection eliminated was forwarded to our peer review team for their updated comment. The updated site plan and TIA will require a second peer review due to the scale of the change. A scope and budget with the required escrow has been included in this response package. Review of the updated site plan and/or TIA does not acknowledge or accept the roadway design as meeting standards, PMC, or comprehensive plan. Until the connection is fully determined infeasible, the current design is not supported.

Stormwater:

1. Public works will not accept the proposed access road for storm pond due to its length and grade. The final storm pond access point shall be approved by public works (Construction standards section 5-B).
2. Public works will not accept the current proposal that includes the pond access road crossing the emergency spillway. If access road will be crossing the emergency spillway, public works will require that this access road be reinforced to prevent damage to overall pond banks.
3. Storm vault on Sunrise Ridge was replaced by a storm pond for this most recent submittal. Storm ponds require a 20ft setback from any property lines per SWMMWW (BMP D.1 > V-12 Detention BMP's). The proposed location of the storm pond appears to be less than 20ft from lots 1-4.
4. Page 15 of the stormwater report indicates that BMP T5.13 & T5.10C may be feasible and will be considered during future permit applications. If feasibility of these BMPs cannot be determined at this point, what will the plan be in the event these BMPs are deemed infeasible?
5. Note that the city will track impervious area by lot during building permit review. The design for each lot should include . This will be tracked by the future HOA, and will be reflected in the COA's for the project.

Sewer:

1. Sheet PP-26 – SSMH #10 appears to be >20' in depth. Per WSDOT Standard Plan B-15.20-01 max specified depth of Type 1 MH is 20'.

Geotech:

1. Geotech Report Pg. 18 – Section 5.3 regarding Wall Considerations states that retaining walls of up to 10 feet may be incorporated into the site plan. However, the current site plan calls for retaining walls of up to 20 feet in multiple areas Please revise this portion Geotech report to address taller walls, or revise site plan.
2. Geotech Report Pg. 14 – A 100 foot setback is recommended from the north and northwest areas of the site. Please confirm how the proposed site plan meets this setback recommendation.
3. Sec 6.3.1 of the provided Geotech report states that soils containing more than 5 percent fines cannot be used for structural fill. Pg. 10 of the Geotech report calls out all but one of the soil samples taken as having 5 percent or more fines. Use of these soils for structural fill is not permissible without amendment. Use of these soils for structural fill would require further analysis during grading review.