

City of Poulsbo

Planning & Economic Development



March 4, 2026

Jim Laughlin
Laughlin Development LLC
PO Box 10607
Bainbridge Island, WA 98110
jim@laughlindevelopmentllc.com

Subject: Viking Commercial Center Binding Site Plan | Request for Revisions | P-01-27-26-01

Dear Mr. Laughlin,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its Technical Staff review of the above referenced application, received on February 2, 2026, and determined to be technically complete on February 18, 2026.

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 100-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](#).

Feel free to contact me at (360) 394-9748 or eberghoff@cityofpoulsbo.com with any questions or comments you may have.

Sincerely,

Edie Berghoff, Senior Planner

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
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MEMO

To: Laughlin Development LLC
From: Edie Berghoff, Senior Planner
Subject: Viking Commercial Center Binding Site Plan | Request for Revisions No. 1 | P-01-27-26-01
Date: March 3, 2026

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

1. Noted in project narrative.

Staff Comment:

Parking is being calculated a 1 vehicle space per 300 square feet of building. This ratio generally addresses uses likely to be located in the development. As noted in the project narrative, Tennent Improvement building permits will be reviewed for parking. This will likely be a project condition.

2. Drainage Report,
AFN 9410140056.

Staff Comment:

The discharge is identified as a man made stream. The storm drainage report references a manmade ditch, which it is in part. Identify the ditch flows into the manmade stream after # feet.

3. Drawings.

Staff Comment:

- a. Are building adjacent sidewalks raised the entire length, or are rollup door accessible via curb cut or flush with paving?
- b. How do ADA vehicle and hatch spaces align with roll-up doors? Please provide diagram showing alignment. Utility drawing shows 3 hatched ADA access areas, one at each new building. Binding site plan shows 1 ADA access area at the south building and none at the north building. Please address drawing consistency.
- c. Does west slope have a wall at base? (wall behind metal building & 2-story)
- d. Will Lot C include a patio at front of building?. 3D models show paved patio, utility drawing shows paved patio, binding site plan drawing shows no patio. Please address consistency between drawings and models.
- e. A drive through lane is provided south of building D.
 1. Building models do not show which unit(s) will have drive through option. Please identify which unit(s) may be drive through. (PMC 18.80.080 F)
 2. Will the drive through business have signage? Where will signage be located? (PMC 18.80.080 F)
 3. Please provide information on why the drive through lane is not 120 feet in length as required. (PMC 18.80.080 F)



4. Is the intent of the drive through a unit with two vehicle access doors? One on the north face of building and one on the south face?
- f. Where are HVAC equipment, pumps, heaters and other mechanical devices located? How will they be screened from adjacent streets and properties? (PMC 18.80.080 H) Utility plan shows dumpster location between buildings B and C. Is this dumpster for all units?
- g. There are two drawings of the Binding Site Plan. Please provide a site plan drawing of the site showing information identified on the site plan application form. COPY ATTACHED Note that to approve a project, specific findings are required. Findings include that proposed binding site plan conforms to the site requirements for the zoning district in which the property is located and other applicable zoning provisions. Please provide Landscape Plan, Design Review information, Photometric Lighting Plan.
 1. Landscaping: Identify which areas are contributing to parking lot landscaping on a diagram. Call out healthy landscaping which will remain on site.
 2. Design Review: Provide descriptive text and drawings addressing requirements found in PMC 18.80.060 A.
 3. Lighting: Will building lighting be sufficient or will light standards be required? Include fixture design(s).
 4. Review of landscape, design review and lighting plans may be included with review now, or if reviewed in future additional permitting will be required.
- h. Provide information on the existing signs. Existing height, sign face size, lighting, etc. Please confirm purpose of sign located in right-of-way.
- i. Parking spaces require adequate maneuvering space to enter and exit.
 1. Please provide a diagram of north parking spaces between buildings on lots B and C which are consistent with maneuvering requirements. The utility drawing shows a dumpster located north of the parking spaces. Please include dumpster enclosure and dimensions in the parking maneuvering diagram. Please address drawing consistency.
 2. Are parking spaces assigned to the lot on which they are located? Will there be a shared use agreement for parking?
 3. Wheel stops are required at front of all parking spaces, or raised sidewalk must be extended to be the front 2 feet of parking spaces.
 4. Narrative indicates 75 parking spaces are located on site. No drawings indicate that number. Please show all parking spaces on the site plan and binding site plan drawings.
 5. Ensure all parking spaces adjacent to landscaping are the minimum width required.
- j. Will the existing site fence be removed or replaced?
- k. Will there be new walls? If so, where?
- l. Will new development be higher elevation near Viking Avenue as suggested in the Geotechnical Report?



SITE PLAN REVIEW

Planning and Economic Development Department

200 NE Moe Street | Poulsbo, Washington 98370

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

PROJECT:			
Project Name:		Tax Assessor's ID:	
Project Address:		Size of Property (Sq. Ft.):	
Comp Plan Designation:		Zoning Designation:	
Legal Description (attach sheet if necessary):			
Are there any critical areas on the property? (wetlands, steep slopes, streams, etc.) ☐ YES ☐ NO			
APPLICANT/PRIMARY POINT OF CONTACT:			
Name:		Phone:	
Address:			
Email:			
AGENT (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
OWNER (IF DIFFERENT):			
Name:		Phone:	
Address:			
Email:			
PROPOSED LAND USES AND SQUARE FOOTAGE:			
Residential:	Sq. Ft	Office/Service:	Sq. Ft.
Stormwater Detention:	Sq. Ft	Retail:	Sq. Ft.
Other Utilities:	Sq. Ft	Industrial:	Sq. Ft.
Open Space/Recreation:	Sq. Ft	Parking Lots:	Sq. Ft.
Critical Areas (PMC 16.20):	Sq. Ft	Streets:	Sq. Ft.
Other:	Sq. Ft	Landscaping:	Sq. Ft.
<u>For site plans with residential development:</u>			
Gross Density:	Number of lots/units	/ gross acres	= units per gross acre
Net Density:	Number of lots/units areas and buffer]] =	/ net acres [gross acres-deductions (roads, utilities, critical units per net acre	

APPLICATION SUBMITTAL REQUIREMENTS:

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

☐ Application Fees and Deposits.

☐ Pre-Application Meeting Summary or [Waiver Form](#).

☐ Vicinity Map showing the location of the property and surrounding properties.

☐ Detailed Project Narrative/Description

☐ Site Plan Review Drawings.

Existing Conditions:

- The location, name and dimensions of all streets adjoining the site indicating whether privately or publicly owned.
- The location of existing structures and other improvements on the site, including structures, driveways, parking, loading, pedestrian and bicycle paths, passive or active recreational facilities or open space, and utilities.
- Elevation of the site at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.
- The location of regulated critical areas.
- The location of drainage patterns and drainage courses; including a site and soil analysis for suitability of appropriate low impact development stormwater management facilities.
- The location, size and type of any significant or protected trees or stands of trees.

Proposed Site Development Plans:

- The proposed site and its dimensions and area, orientation relative to north.
- Abutting properties, and the approximate location of structures and uses on abutting property within fifty feet of the subject site's perimeter.
- The location and dimensions of proposed development, including the following:
 - Streets and other rights-of-way and public or private access easements on and adjoining the site.
 - Vehicle, pedestrian and bicycle parking and circulation areas.
 - Loading and service areas.
 - Active or passive recreational or open space areas.
 - Proposed utilities on and adjacent to the parcel(s) including location, size and elevation of sewer, storm, water, gas lines, fire hydrants, electric & telephone poles, and streetlights. Proposed water, sewer and stormwater utility improvement plans shall provide sufficient information to confirm feasibility of installation including elevations, sizes, and materials.
 - Existing structures to be retained on the site and their distance from property lines.
 - Location of proposed building and structures on the site, including signs, fences, retaining walls, etc., and their intended use and distance from property lines.
 - The location and type of proposed outdoor lighting and existing lighting to be retained.
 - The size and location of solid waste and recyclables storage areas.
 - Proposed topography at two-foot contour intervals for grades zero to ten percent and at five-foot contour intervals for grades more than ten percent.
 - Stormwater management facilities.
 - Conceptual frontage and street improvements.
 - Existing and proposed parking areas, including stall sizes and locations, and bicycle facilities.
 - Ingress and egress, internal circulation, pedestrian circulation, emergency vehicle circulation
- Summary table which includes parcel zoning, total site area, gross floor area by use, itemized number of full size, compact and handicapped parking stalls and the collective total number, total lot coverage proposed, landscaping areas, allowable and proposed building height and setbacks, and residential density calculations.

Please Note:

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



☐	Preliminary Landscape Plan per PMC 18.130.030 , with consideration for curb cuts, utilities, lighting, etc.
☐	Design Review Drawings per PMC 18.120.030 and Detailed Design Review Narrative
☐	Photometric Lighting Plan showing lumen readings every ten feet within the property or site, and ten feet beyond the property lines. The photometric plan shall consider proposed and existing landscaping at maturity in order to evaluate the long-term and seasonal effectiveness of lighting or screening of lighting.
☐	Completed SEPA Environmental Checklist (if required).
☐	Preliminary Grading Plan with Erosion Control Measures.
☐	Preliminary Drainage Report, in compliance with the currently adopted Ecology manual , including level one downstream analysis. See PMC 12.02.030 and 13.17.070 .
☐	Concurrency Application and/or Traffic Impact Analysis (if the site generates 300 trips or more). See PMC 14.04 .
☐	Significant Tree Survey and Tree Retention Plan (if required). See PMC 18.180 .
☐	Geological or Geotechnical Report (if required). See PMC 16.20.735 .
☐	Wetland Report (if required). See PMC 16.20.725 .
☐	Hydrogeological Report (if required). See PMC 16.20.740 .
☐	Habitat Management Plan (if required). See PMC 16.20.730 .
☐	Sign Drawings. If submitted, sign drawings shall be reviewed for compliance with PMC 18.170 .
☐	Notarized property owner and/or applicant signature page (attached).
☐	Any other information/documents:





ENGINEERING DEPARTMENT

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MEMO

To: LAUGHLIN DEVELOPMENT LLC
From: Donald Washburn, Engineering Technician
Subject: Viking Commercial Center; Site Plan Review First Submittal; P-01-27-26-01
Date: 3/4/2026

The Engineering Department has reviewed the above referenced project and provides the following comments that must be addressed with your resubmittal.

Storm Report

1. Peer review for the provided drainage report is in progress. Comments from our peer review team will be forwarded to the applicant upon completion.
2. The applicant shall provide additional details on Figure 3 of the storm report including catch basin information (RIM, IE, etc.) and pipe information (size, material, slope, etc.) for the conveyance system downstream. The applicant shall also include information on the manmade ditch (in its current configuration) and provide sufficient information to calculate the capacity of the system in order to meet the requirements of the 2019 SWMMWW MR#7 flow control exemptions. A simple comparison of current vs. proposed impervious surface is not sufficient to verify hydraulic capacity since the City has been made aware of flooding/capacity constraints in the portion of the ditch located on parcel 152601-4-009-2001 and parcel 152601-4-046-2006.
3. Please confirm if an easement for the manmade conveyance channel on pg 8/63 of the storm report exists. If an easement does exist for this channel, please specify the recording number(s) and provide a copy of the document. What was included references an easement to recorded after construction but does not provide the actual easement.

Site Plan / Utilities

4. Existing frontage improvements shall be evaluated to determine compliance with ADA standards – and any deficiencies shall be corrected. Construction drawings shall include sufficient intersection grade and slope details to determine ADA compliance of all proposed construction. Individual curb ramp details for each curb ramp sufficient to show compliance and provide sufficient details for construction shall be provided.
5. The dimensions for the proposed dumpster enclosure shall be clearly defined on the plan set with the associated detail called on a subsequent sheet. Please refer to construction standards figure 6-01 and 6-02 for required single and double dumpster enclosure dimensions.
6. Water meter sizes do not appear to be indicated on plan set. Please clearly indicate the size of each water meter on civil plan set.

7. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing. A comprehensive utility plan sheet shall be provided.
8. The site drawings submitted with this application do not appear to include utility details for pipe runs.
 - a. Per city construction standards, plans shall list pipe length, size and material along side of pipe, e.g. 150 LF 8" PVC and shall indicate stationing of the side sewer tee from the nearest downstream manhole (Poulsbo Construction Standards 3-B).
 - b. Storm drawings shall show existing drainage structures or give reference distances to existing structures near the project, including invert and rim elevations and the reference datum (construction standards sec. 5-B).
 - c. The sewer drawings shall show existing manholes or give reference distances to existing manholes near the project, including manhole invert and rim elevations and the reference datum (Poulsbo Construction Standards 3-B).
9. Plan set does not appear to include a fire hydrant, post indicator valve, or fire department connection. The site will need a hydrant, PIV, and FDC (construction standards detail 4-23).
10. All utilities shown on plan sheet should have an associated legend.

Traffic Impact

11. Although Land Use Code 842 - Vehicle Trip Ends vs 1000sq ft GFA was used for determining the previous ADT for the site, LUC 842 - Vehicle trip ends vs employees may be a more accurate representation of the previous ADT.