

City of Poulsbo

Planning & Economic Development



July 2, 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. 4 and Updated Review Timeline

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 June 25, 2026.

As with previous reviews, 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 subject to the 170-day decision timeline established by [PMC 19.80.030](#). As of the date of this letter, the application has been under active review for eighty-five (85) days. With issuance of this Request for Revisions, the statutory review timeline will be placed on hold in accordance with [PMC 19.80.050](#). If the applicant fails to submit the City-required revisions, corrections, studies, or information within ninety (90) calendar days of the City's written request, the application shall be deemed null and void pursuant to [PMC 19.80.050\(A\)](#).

As outlined in Request for Revisions No. 3 dated June 5, 2026, the City received a significant project resubmittal on April 13, 2026, which included a revised street and access configuration. Throughout the City's technical review of the application, staff and the Engineering Department have consistently identified the need for complete roadway design information in order to evaluate compliance with the City's adopted engineering and construction standards. The City's September 4, 2025, review requested roadway geometry, horizontal curve radii, roadway grades, and other missing roadway information. December 19, 2025, review requested complete roadway centerline geometry, roadway profiles, and roadway slopes. Most recently, Request for Revisions No. 3 dated June 5, 2026, requested full roadway profiles, crest and sag curves, intersection grading, and ADA compliance details. Request for Revisions No. 3 also established a June 17, 2026, resubmittal deadline in order to maintain the anticipated Planning Commission public meeting scheduled for July 7, 2026.

The City received a partial resubmittal on June 17, 2026, with additional materials submitted on June 25, 2026. Following review of the complete submittal package, staff determined that several required revisions remain outstanding. Specifically, the roadway profiles submitted on June 25, 2026, do not demonstrate compliance with the City's adopted engineering and construction standards. Because roadway design is fundamental to the proposed development and affects multiple aspects of the City's review, staff cannot complete its technical evaluation or finalize the staff report until these deficiencies have been resolved.

Accordingly, the City has determined that an additional Request for Revisions is necessary before the application can proceed to the Planning Commission. *The previously scheduled public meeting of July 7, 2026, has therefore been postponed.*

The City recognizes that this adjustment affects the overall project schedule, including the July 30th Hearing Examiner Public Hearing. However, it is important that the application materials fully address the City's review comments before the proposal is presented to the Planning Commission. Proceeding without complete and technically compliant materials would not provide an adequate record for public review or for the Planning Commission's consideration, including a complete record of public comments.

Proposed Updated Review Schedule

The following schedule is provided for planning purposes only and is subject to change based on the completeness of future submittals, review timelines, and meeting availability.

- July 21: *Resubmittal Due - to meet all future dates*
- July 30: Issue SEPA Determination
- August 4: Planning Commission Staff Report Due
- August 11: Planning Commission Public Meeting
- August 28: Hearing Examiner Public Hearing

Because the review schedule has changed, revised Planning Commission Public Meeting notice will be required. Additional escrow funds may be necessary to cover the costs associated with revised public noticing, including publication, mailing, posting, and related expenses. Staff will determine whether additional escrow is required at the appropriate time based on the actual noticing costs and, if necessary, will provide written notice requesting an additional escrow deposit prior to issuance of the revised public notice.

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: Engineering Department Memo



ENGINEERING DEPARTMENT

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MEMO

To: Montebanc Management LLC, John Everett
From: Donald Washburn, Engineering Technician
Subject: Pinnacle at Liberty Bay PRD and Preliminary Subdivision Submittal #4; P-06-20-25-03
Date: 7/2/2026

The City of Poulsbo Engineering Department has reviewed the Pinnacle at Liberty Bay Submittal #4 and provides the following comments.

Site Plan:

1. Based on the submitted plans, Road D exceeds the maximum allowable dead-end street length established in the Poulsbo Construction Standards (Section 2.C.7). The roadway design requires revision. This requirement cannot be conditioned.
2. Revise the plans to depict the approved future public street connection associated with the Audrey Estates PRD (P-11-10-22-01) to demonstrate consistency with adjacent approved development and planned street connectivity. Civil plans are included in this package for informational purposes. This item may be addressed through a condition of approval.
3. Footprint for lot 21 was enlarged as part of the most recent submittal. This lot contains two proposed manholes that require a permanent maintenance access. Revise the plans to demonstrate adequate paved access, utility easements, and any necessary modifications to ensure long-term maintenance access to the manholes and associated sewer lines. This item may be addressed through a condition of approval.
4. Retaining wall adjacent to pond and lots 1-4 is showing on future City owned Tract F, and depending on construction type will likely have MSE reinforcing structure under/on private lots. The City will not accept ownership and maintenance responsibility for this wall. Revise the plans to ensure retaining walls supporting private development remain under private ownership and maintenance. This item may be addressed through a condition of approval.
5. As noted in preapplication comments, no walls or structures are allowed in utility easements, including the required 10' dry utility easements fronting all lots. Wall adjacent to Lot 45 is shown in the dry utility easement along that lot on Sunrise Ridge Ave NE. No structural reinforcing for the wall such as MSE reinforcing will be allowed in right of way or dry utility easement. Wall on Lot 69 is shown directly adjacent to dry utility easement – no structural reinforcing will be allowed in dry utility easement along Road B. Walls on Lot 4 and Tract Y are shown in dry utility easement area. Revise the plans to remove retaining wall structures and associated reinforcement from public utility easements and required dry utility easements. This item may be addressed through a condition of approval.
6. A 10-foot dry utility easement shall be provided along Sunrise Ridge Ave NE through Tract D to accommodate dry utilities serving the subdivision. A dry utility easement will also be required along Road C adjacent to Wetland A unless the City approves its elimination. This item may be addressed through a condition of approval.
7. Retaining walls that present a pedestrian fall hazard shall be provided with fencing or other approved fall protection meeting pedestrian loading requirements, as applicable. This requirement will be included as a condition of approval.
8. Note that all weather access to all structures is required – e.g. SSMH#10, stormwater treatment vault in Tract V, etc. This requirement will be included as a condition of approval.

9. Note that SSMH's #10 and #11 are over 20' deep – will require additional ladder safety features per WAC 296-56-60209 and WAC 296-876-60065. Reference WSDOT technical commentary for standard plan B-15.40. This requirement will be included as a condition of approval.

Transportation:

10. Please review and address the comments contained in the attached Traffic Impact Analysis Peer Review Memorandum (July 1, 2026) regarding the updated traffic impact analysis.
11. As described in the Engineering Connectivity and Access Memorandum (June 15, 2026), construction of NR-12 providing a public street connection to the Baywatch subdivision shall be required. This requirement will be included as a condition of approval.
12. Future connections shall be provided to the adjacent south parcels. Plans shall provide connections to parcels tax id 252601-2-034-2002 and 252601-2-044-2000 per the requirements of PMC 17.80.060(B). This requirement will be included as a condition of approval.
13. The roadway profile views submitted with the most recent resubmittal include crest and sag curves; however, Roads A, B, C and D h do not meet the City's design standards and policy memo dated April 29th, 2014 (Clarification – Vertical curve criteria, specifically K values) and minimum AASHTO K-values for a 25 mph design speed. Submit revised roadway profiles to demonstrate compliance with the minimum K-values of 12 for crest curves and 26 for sag curves. Profile views shall also call out structure ID's. This requirement cannot be conditioned.
14. The grading and profile information included with the most recent resubmittal does not adequately demonstrate that the proposed roadway intersections can meet applicable ADA requirements. Revise the plans to include grading and profile details for all road intersections to ensure feasibility of meeting ADA requirements. Based on the information provided, the intersection of Road C and Sunrise Ridge Ave NE does not appear capable of meeting ADA requirements and shall be redesigned or otherwise revised to demonstrate compliance. This requirement cannot be conditioned.

Stormwater:

15. Vactor truck size used for modeling pond access is incorrect. Please use the following truck dimensions to determine if pond access is feasible (this requirement cannot be conditioned):
 - a. Length 41' End to End
 - b. Width: 10'
 - c. Height: 11'10"
 - d. Center of front axle to front: 8'
 - e. Center of front axle to center of front rear axle: 20'6"
16. As mentioned previously, the proposed pond access road will be challenging for public works to access with a vactor truck. This will likely be a 250ft+ road at 15% grade. If this design is used, the applicant will need to provide correspondence from City of Poulsbo Public Works stating that they will accept the pond access road as proposed. This requirement will be included as a condition of approval.

Other:

17. Note that installation of sewer in WSDOT right of way will require an approved franchise agreement between the City and WSDOT prior to grading permit issuance. This requirement will be included as a condition of approval.
18. Note that soil amendment described in TESC drawing notes is not approved as part of this application. This will require a separate submittal to the City Engineer for review and approval with Grading permit submittal. Amended soils are not anticipated to be acceptable for use as roadway embankment fill and should not be assumed as an approved design element. This requirement will be included as a condition of approval.
19. Note that additional filtering capability beyond gravity settling noted in TESC drawing notes as a contingency will likely be a project requirement at grading permit submittal. This requirement will be included as a condition of approval.

20. Anticipate the requirement to sleeve utilities bored under creeks. This requirement will be included as a condition of approval.
21. Note, consistent with the plans submitted, staff anticipates that the primary construction access route will utilize Sunrise Ridge Avenue NE, Johnson Parkway, and SR 305. Final construction access routing, truck haul routes, traffic control measures, construction sequencing, and any associated mitigation measures shall be reviewed and approved by the City Engineer as part of the grading permit process.
22. Note, final retaining wall drainage systems, groundwater interception, and discharge methods shall be reviewed as part of the civil construction permit and shall demonstrate that runoff is conveyed through the approved stormwater management system without adversely affecting adjacent properties. This requirement will be included as a condition of approval.

DATE: July 1, 2026
TO: Donald Washburn, City of Poulsbo
FROM: Tony Woody, PE, PTOE, Alex Atchison, PE, PTOE, Terry Shin, PE, PTOE, Parametrix
SUBJECT: Traffic Impact Analysis and Transportation Review
PROJECT NUMBER: 234-2237-150 TA-05
PROJECT NAME: The Pinnacle at Liberty Bay

This memorandum documents Parametrix's review of the applicant's Traffic Impact Analysis (TIA) for The Pinnacle at Liberty Bay development, prepared by Heath and Associates, dated April 2026, as well as other transportation information submitted in support of the proposed development. The review evaluates (1) the TIA's consistency with the City's Traffic Impact Analysis Requirements, and (2) whether the transportation information provided is sufficient to support the City's transportation review and required findings under the Poulsbo Municipal Code, Comprehensive Plan, and other applicable transportation requirements. Where additional information or analysis is identified, the comments are intended to assist the City in determining whether the proposed development adequately addresses transportation impacts and supports the required transportation findings.

Parametrix Primary Comments

1. Comment #1 – General TIA Completeness and Consistency

The revised TIA includes updates; however, deficiencies remain for completeness and consistency with the City's applicable TIA guidelines and policies. Key Issues include:

- Study Area Consistency: The report does not clearly and consistently identify all study intersections or reconcile which intersections are included in figures versus LOS tables.
- Intersection Screening: The TIA does not demonstrate that all intersections with ≥ 10 new trips were evaluated per City requirements. Consider intersections to the south of Johnson Road and to the north of Hostmark Street, based on AM and PM trip distribution figures.
- Peak Hour Methodology: School-related peak demand and local peak hour variability are not fully documented.

Comment Summary: Additional documentation is required to demonstrate compliance with City TIA standards and HCM-based methods.

2. Comment #2 – Safe Routes to School, LOS, and Concurrency

The TIA does not adequately address school-related impacts or pedestrian safety, specifically regarding the following transportation issues:

- The intersection of Hostmark/Caldart operates at LOS F (61.9–63.2 sec delay) under 2037 AM conditions, below the City LOS standard (E). Although the LOS F is consistent between 2037 No Build and Build conditions, the vehicle delay increases under the Build scenario.



- The school route to North Kitsap High School requires a mid-block crossing of Caldart Avenue without stop control. This crossing is aligned with and supported by Comprehensive Plan Policies TR-5.1, TR-5.2, and TR 5.3.
- The transportation analysis should evaluate improvements to the existing school crossing, including installation of a Rectangular Rapid Flashing Beacon (RRFB), to address pedestrian safety and support the City's transportation findings under PMC 14.04, PMC 17.60.040(A)(e), PMC 17.80.060, and Comprehensive Plan Policies TR-1.1 and TR-1.4.

Comment Summary: The TIA does not adequately evaluate pedestrian safety or identify mitigation measures necessary to address project-related transportation impacts. Based on the information currently provided, the TIA does not adequately support the City's required findings related to concurrency (PMC 14.04) and student safety.

3. Comment #3 – Baywatch Connection Feasibility Analysis

The information provided in support of the applicant's feasibility determination does not adequately support the conclusion that the Baywatch connection is infeasible due to vertical geometry and stream crossing constraints because the feasibility evaluation does not fully address applicable City codes, policies, and reasonable design alternatives necessary for the City Engineer to determine infeasibility. The feasibility evaluation should include the following:

- Additional alternatives addressing alternative crossing locations or configurations. Only one alignment was evaluated as part of the feasibility study
- Additional analysis with design deviations considered for alternatives. The current analysis assumes a K value of 6.0 and concludes the proposed connection is infeasible. While a K = 6 vertical curve is an allowable design deviation at a stop-controlled intersection under City standards, the analysis does not evaluate other reasonable design alternatives using the City's typical vertical curve criteria (AASHTO/WSDOT standard K = 12 for crest curves and K = 26 for sag curves), nor does it clearly explain why the selected design approach represents the only feasible option.
- Expanded evaluation of the basis for concluding the connection is infeasible. The memo does currently demonstrate a standard design failure, but it does not demonstrate that all reasonable modified or mitigated designs are infeasible.
- A discussion on the Baywatch connection (NR-12) is identified as a required roadway connection under the City's Comprehensive Plan (Appendix B.4a) and is necessary to meet connectivity and redundancy requirements via codes PMC 17.80.060 and PMC 17.60.040.

Comment Summary: The information provided is insufficient for the City Engineer to make a determination of infeasibility under PMC 17.80.060. Additional analysis and evaluation of alternatives and allowable deviations for the Baywatch connection is requested to determine all possible scenarios under the applicable city codes and policies. The Baywatch connection (NR-12) is identified as a required roadway in the City's Comprehensive Plan and is necessary to support connectivity and redundancy objectives.

4. Comment #4 – Access and Connectivity Without Baywatch Connection

If, after further analysis, the Baywatch connection is determined by the City Engineer to be infeasible, the information provided does not demonstrate that the proposed Sunrise Ridge access configuration satisfies the applicable City and Fire Code requirements for access, connectivity and

emergency response. Specific examples where the site plan of the TIA deviates from City or Fire Code include:

- Both Road C and Crystallia Court rely exclusively on Sunrise Ridge Ave NE, resulting in one functional access route and a single route condition, not two independent routes as required by City code and implied in the TIA. This is inconsistent with City code PMC 17.80.050(C).
- The TIA does not demonstrate that the proposed street network satisfies the redundancy objectives as required under City code PMC 17.80.060.
- The information provided does not demonstrate that the proposed subdivision provides the required street connections to adjacent properties and does not demonstrate feasibility or request exemption as required under PMC 17.80.060(B).
- Any blockage of Sunrise Ridge would significantly reduce site access, which is inconsistent with the intent of PMC 17.80.050(C) to provide access via two different streets and PMC 17.80.060 to provide redundant and efficient connections and emergency access provisions of IFC 503.1.2. This risk is amplified by steep grades (~12%) and significant elevation change.
- No alternative mitigation (e.g., emergency access, sprinklering, roadway improvements) has been proposed in the TIA as required under PMC 17.80.050(C) and supporting provisions.
- Based on the site conditions, including terrain, steep grades (~12%), and access limitations, the transportation information provided does not adequately demonstrate that the proposed access configuration satisfies the applicable emergency access provisions of IFC 503.1.2 and IFC D107.2.
- Road D exceeds allowable dead-end length and the initial project phase (>30 lots) is served by a single route, which is inconsistent with subdivision access and phasing requirements per City code PMC 17.80.050(C) and Fire code IFC D107.1.
- Each division must meet access and safety requirements independently per PMC 17.60.040(C), which is not demonstrated.

Comment Summary: Based on the information provided, the proposed access configuration does not demonstrate compliance with the City's requirements for independent access routes, roadway redundancy, and emergency access, resulting in potential life safety concerns that should be addressed through additional analysis or documentation. Accordingly, the information provided does not demonstrate consistency with the applicable City and Fire Code access provisions.



ENGINEERING DEPARTMENT

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DRAFT MEMO

To: Montebanc Management LLC, John Everett
From: Josh Ranes, PE, City Engineer
Michael Bateman, PE, Transportation Engineer
Subject: Noncompliance with PMC 17.80.050 and 17.80.060 - Connectivity and multiple points of access/egress - Pinnacle at Liberty Bay PRD, P-06-20-25-03
Date: 6/15/2026

Purpose

The purpose of this memo is to document staff's findings regarding the proposed Pinnacle at Liberty Bay Planned Residential Development (PRD) and Preliminary Subdivision. Staff has determined that, as proposed, the project does not satisfy the City's adopted requirements for neighborhood street connectivity and multiple points of vehicular ingress and egress as required by the Poulsbo Municipal Code (PMC), Construction Standards, Transportation Plan, and adopted Comprehensive Plan goals and policies.

PMC 17.80.060 – Street Connectivity

- The proposal does not construct the planned public street connection identified as Future Street NR-12 in the City's adopted Comprehensive Plan ([Figure TR-3: 2044 New Roadway Segments Map](#)) by connecting to Baywatch Court NE.
- The proposal does not provide the level of public street connectivity contemplated by the City's adopted transportation network to support multiple emergency response routes as well as future neighborhood connectivity. As proposed, large portions of the subdivision rely on a single primary access corridor, reducing roadway redundancy and limiting emergency vehicle access if that route becomes blocked or impassable.

PMC 17.80.050 – Street Standards

- The subdivision does not provide 2 independent public street routes for vehicular ingress and egress.
- Large portions of the development rely on a single internal circulation route, reducing transportation network redundancy and limiting emergency access should the primary roadway become obstructed.

To achieve compliance with the City's adopted street connectivity standards, staff recommends the following conditions (or similar at time of Hearing):

- *Condition 1 – Baywatch Court Connection.* Prior to final plat approval, the applicant shall construct a public street connection between the proposed subdivision roadway system and Baywatch Court NE, consistent with the City's adopted Future Street Plan (NR-12), unless an alternative alignment is approved by the City Engineer that provides an equivalent level of public connectivity, consistent with PMC 17.80.060 and 17.80.050.
- *Condition 2 – Future Street Connection.* Prior to final plat approval, the applicant shall dedicate and construct, or dedicate sufficient right-of-way for, a future public street connection to the adjacent southerly property (**Parcel No. _____**), in a location approved by the City Engineer, consistent with PMC 17.80.060.

Overview

The proposed Pinnacle at Liberty Bay PRD and Preliminary Subdivision consists of 138 detached single-family lots on 5 parcels totaling approximately 41 acres. The site presents topographic and environmental constraints, including approximately 223 feet of elevation change across the property, steep hillside terrain northeast of State Route 305, three regulated streams with associated wetlands and buffers, and areas of geologically hazardous slopes. These physical constraints have influenced the proposed street layout and are central to evaluating the project's compliance and findings with the City's requirements for street connectivity, multiple points of access, and emergency vehicle circulation.

As proposed, the primary access to the project is provided by Sunrise Ridge Ave NE, a residential collector. The project includes 23 lots that will have direct access to Sunrise Ridge Ave NE. The remaining 115 lots are serviced by an internal looped road system that connects to Sunrise Ridge Ave NE at two locations approximately 330 feet apart.

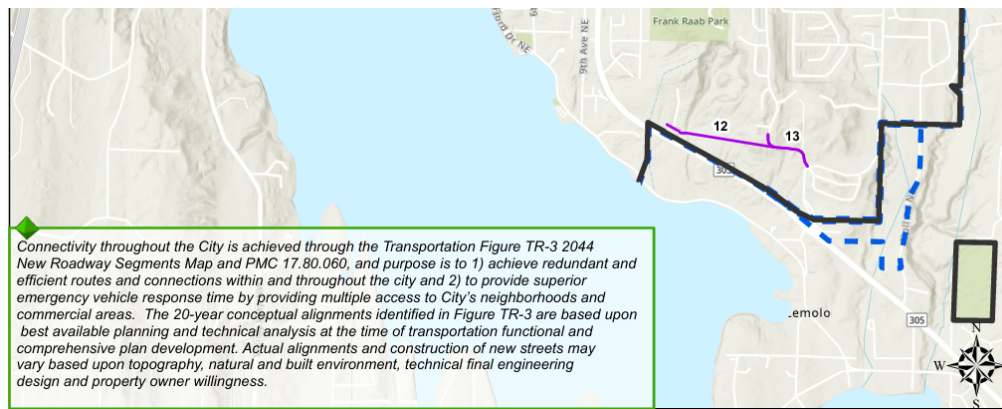
Public safety and emergency response are fundamental considerations in the design of the City's transportation network and development projects. As currently designed, and absent the recommended conditions of approval, it is the determination of the City Engineer and staff that the project's proposed location, size and design do not provide the level of roadway redundancy and emergency access intended by the City's adopted codes, standards, and Comprehensive Plan to protect the public interest, health, safety, and welfare of the City. The site's topography, significant elevation changes, surrounding critical areas, and reliance on a single primary access corridor create a roadway network with limited redundancy and increase the potential for portions of the subdivision to become isolated should Sunrise Ridge Avenue NE become blocked or otherwise inaccessible.

In addition to the safety concerns, the project does not fully implement the City's adopted codes, standards, and policies for neighborhood connectivity and redundant roadway networks. The absence of connectivity to existing future road connections and neighboring parcels further limits the redundancy and connectivity envisioned by the City's adopted transportation network. The City's adopted codes, standards and policies support and require interconnected public streets that provide neighborhood circulation, future connectivity, roadway redundancy, and emergency access.

Project Analysis

The City's adopted [Comprehensive Plan](#) (Figure TR-3) and [Transportation Comprehensive Plan](#) (Figure 6-2) provides the City's long-term project and roadway connectivity map. There are two required roadways from the City's New Roadway map within the Pinnacle at Liberty Bay project area. Required roadway NR-13 is the completion of Sunrise Ridge Ave NE extension connecting between the existing Crystal View subdivision and Johnson Parkway NE. Johnson Parkway NE was recently completed by the City. The Sunrise Ridge extension currently exists as an emergency access roadway connecting to and constructed by the Crystal View subdivision as a condition of approval for that subdivision (P-06-22-09-01). Required roadway NR-12 connects NR-13 with the existing planned roadway stub in the Baywatch subdivision to the West.

Per PMC 17.80.060(A), PMC 17.80.050(C)(2), and the City's adopted 2044 New Roadway Segments Map ([TR-3](#)), the Pinnacle at Liberty Bay PRD project is required to complete both new roadway segments NR-12 and NR-13. Completion of these roadway segments is necessary to implement the City's adopted transportation network, mitigate transportation impacts created by the proposed subdivision, and provide improvements that are roughly proportional to those impacts.



The Pinnacle at Liberty Bay provides two primary access points from Sunrise Ridge Ave NE serving the majority of homes in the subdivision. One access point (Road C) connects directly to the new NR-13 segment of Sunrise Ridge Avenue NE to be constructed as part of the project. The second access point connects to Sunrise Ridge Avenue NE via the planned extension of NE Crystallia Court within the existing Crystal View subdivision. Together, this internal looped roadway system provides primary access to 115 of the proposed 138 residential lots. The remaining 23 lots are served by two private access roads (Tracts M and N) and ten individual driveways with direct access to Sunrise Ridge Avenue NE. Although the subdivision includes two access points to Sunrise Ridge Avenue NE, both ultimately rely on the same public roadway corridor for ingress and egress from the development.

The two primary access points have an effective access distance along Sunrise Ridge Ave NE being approximately 330' apart. Tracts M and N access Sunrise Ridge Ave NE approximately halfway between the two primary access points. All of these connections access a single road – Sunrise Ridge Ave NE.



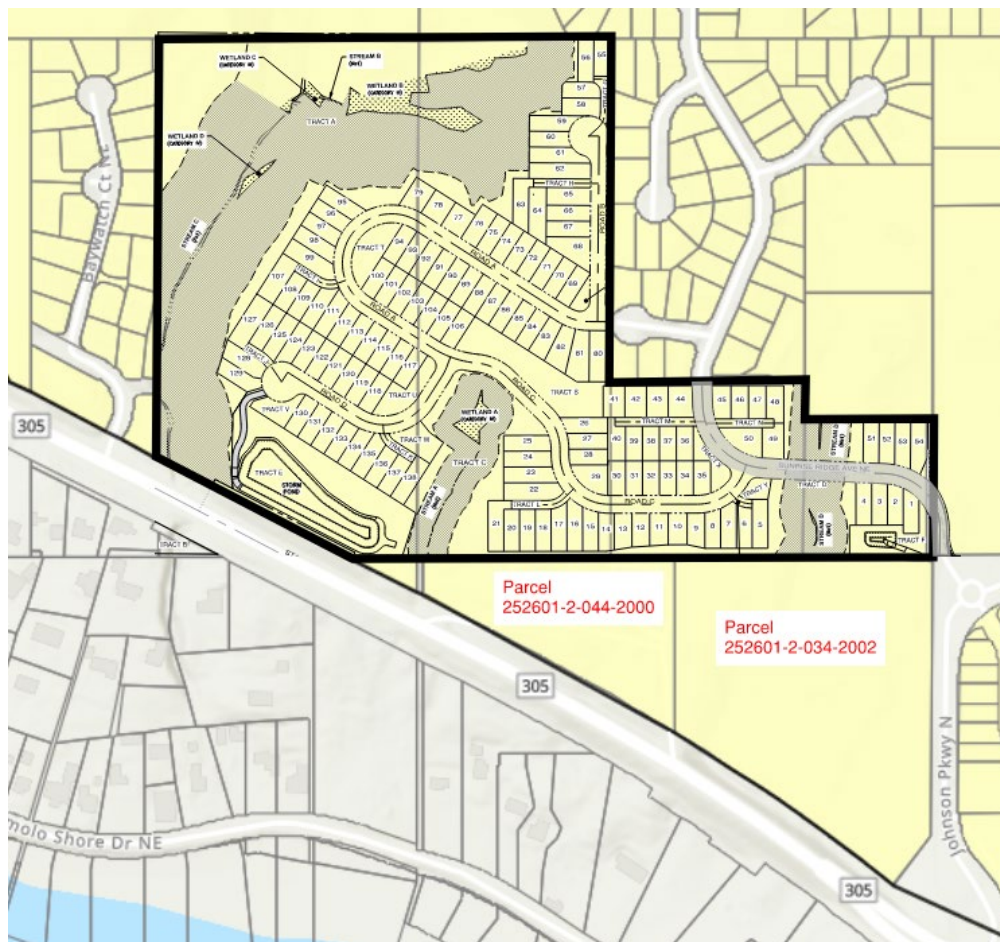
Providing the required new roadway segment NR-12 connecting to the existing Baywatch subdivision satisfies the City's adopted Future Roadway Segments Map, neighborhood connectivity requirements, and the

requirement for multiple redundant connections accessing different streets as required by PMC 17.80.050 and 17.80.060. This connection also satisfies International Fire Code (IFC) section 503.1.2 Additional Access where there is the potential for impairment of a single road by vehicle congestion, conditions of terrain, climactic conditions and other factors that could limit access, as well as IFC Appendix D D107.2 Remoteness requirements for distance between access points. Constructing this required roadway connection further mitigates the project's transportation impacts by avoiding the concentration of project traffic on a single roadway (Sunrise Ridge Avenue NE) and distributing trips across the surrounding street network, providing more direct westbound access to SR 305 for residents in the western portion of the development.

Additionally, the Baywatch connection provides a more direct route with greatly reduced grade limitation for most of the route to the subdivision for emergency response and shortens the emergency response route distance to homes in the Road D cul-de-sac from approximately 2.1 miles via Sunrise Ridge Ave NE from the North and 2.7 miles via SR305/Johnson Parkway from the South to approximately 1.6 miles via SR305/Baywatch Ct NE.

The project is proposed to be constructed in three divisions. Per PMC 17.60.040(C), all divisions must meet all requirements independently from any other division. Under the current proposal, without construction of the Baywatch connection, the first division will have over 30 homes accessed from a single roadway, violating the requirements of PMC 17.80.050(C) and IFC D107.1. Sprinklering of those homes would be required in addition to any other mitigation deemed appropriate by the Fire Code Official and City Engineer. Construction of the NR-12 Baywatch connection during the first division would eliminate the need for residential fire sprinklers required solely due to the single-access limitation under IFC Appendix D.

There are two adjacent properties to the South of the project that do not currently have a feasible connection showing from the Pinnacle at Liberty Bay properties – property tax id 252601-2-034-2002 and 252601-2-044-2000. The applicant is required to demonstrate the feasibility of providing these future street connections, unless exempted by the City Engineer pursuant to PMC 17.80.060(B)(6). When required, demonstration of the feasibility of providing the connection must be included in the development permit application per PMC 17.80.060(B)(4). During the public comment period, the owner of property tax id 252601-2-034-2002 requested connection to that property from the Pinnacle at Liberty Bay project be provided. As of the date of this memo, the applicant has not requested an exemption from these requirements, the City Engineer has not granted an exemption, and no documentation demonstrating the feasibility of the future street connections has been submitted.



Findings of Fact

The requirement to provide new roads NR-12 and NR-13 is directly related and proportionate to the transportation impacts generated by the proposed subdivision. These roadway improvements implement the City's adopted Comprehensive Plan, Transportation Comprehensive Plan, and development regulations; support the City's obligations under the Growth Management Act to provide an adequate transportation system to serve planned growth; improve neighborhood connectivity, roadway redundancy, and emergency access; and are feasible to construct as part of the proposed development.

Conclusion

The requirement for construction of planned roadways NR-12 (Baywatch connection) and NR-13 (Sunrise Ridge Ave NE extension) per City codes and standards is a proportional requirement to mitigate new impacts to street connectivity, access, egress and public safety caused by the construction of the Pinnacle at Liberty Bay project. This requirement is also consistent with how other development projects throughout the City have been required to provide connections to existing and planned future roadway networks. The required improvements are also consistent with prior City actions requiring transportation connectivity despite environmental constraints, including the adjacent Crystal View subdivision, which constructed an emergency access roadway across a stream, and the Johnson Parkway project, which required crossings of two streams and approximately 2.3 acres of wetland mitigation to implement the City's adopted transportation network. . Both of these projects directly benefited the Pinnacle at Liberty Bay project and are consistent with the requirements of the Pinnacle development.

Minor deviations to the City's Engineering Construction Standards, as authorized by Section 1(C) may be approved by the City Engineer to facilitate construction of the NR-12 Baywatch connection and should be evaluated before concluding that the required roadway connection is infeasible. If detailed analysis demonstrates to the City Engineer's satisfaction that providing the required public roadway connection is infeasible, construction of an emergency access point with pedestrian accommodations to the Baywatch subdivision shall be completed to mitigate project impacts to the extent feasible.

Construction of roadway segments NR-12 (Baywatch connection) and NR-13 (Sunrise Ridge Avenue NE extension) shall be required as conditions of approval for the project.

Demonstration of the feasibility of providing future public street connections to Parcel Nos. 252601-2-034-2002 and 252601-2-044-2000, as required by PMC 17.80.060, shall be required as a condition of approval and reflected in the project plans and supporting application materials.

Basis for connectivity and access requirements

The City Engineer is required by Poulsbo Municipal Code to make findings in the plat approval process specific to street connectivity, access to adjacent parcels and multiple points of access and egress. The City's adopted codes, engineering standards, and policies establish the applicable findings and decision criteria contained in PMC 17.60.040(A) & (B) and PMC 18.260.140(A), (B), (I), (J) & (L). These findings evaluate whether the proposed development adequately addresses its impacts on street connectivity, access, egress, roadway redundancy, and public safety while complying with the City's adopted regulations. As currently proposed, staff cannot make these required findings without the recommended conditions of approval.

Multiple points of access and egress are necessary to mitigate the transportation and public safety impacts generated by the proposed subdivision. These impacts include connectivity issues, need for sufficient and redundant emergency access, and roadway system redundancy. Specifically, PMC 17.80.050(C) requires that preliminary plats shall provide at least two different routes for ingress and egress. Additionally, per PMC 17.80.050(C)(2), when only one public street provides primary access to the entrance points of a residential subdivision, an additional emergency access road must be established that connects to a different road than the primary access points.

PMC 17.80.060(B) requires new subdivisions to connect to, or provide future connections for, adjacent properties. Additionally, PMC 17.80.050(C)(2)(a) establishes emergency access requirements, while PMC 17.80.060 requires an interconnected street network that provides future connectivity and roadway redundancy.

PMC 17.80.050(C) and PMC 17.80.060(B)(6) authorize the City Engineer to approve limited exemptions from certain street connectivity requirements under specific circumstances, provided appropriate mitigation measures are implemented. These measures may include, but are not limited to, residential fire sprinklers, roadway widening with turnouts, or phased development, as provided in PMC 17.80.050(C)(2)(b)(ii). It is important to note that while sprinklering of homes does provide significant life safety benefits in the event of structure fire, emergency access decisions must also include consideration of redundant access to homes to minimize response times and provide access alternatives to medical emergencies in all weather conditions.

References:

Note that Poulsbo Municipal Code is the implementation of the City's Comprehensive Plan policies. As such, relevant comprehensive plan policies are included here to inform interpretation of municipal code being referenced and analyzed in this document.

Street connectivity purposes as required by PMC 17.80.060 Street Connectivity and the associated relevant goals, policies, PMC and Fire code:

The purpose of street connectivity is threefold: (1) to implement the city's comprehensive plan's future street plan; (2) to provide redundant and efficient routes and connections within the city; and (3) provide superior emergency vehicle response time by providing multiple access to streets. Street connectivity shall be implemented as follows:

1 - Implementing the City's future street map:

Comp Plan goals & policies:

Goal TR-1, Policy TR1.1

Implementing PMC:

PMC 17.80.060(A) and (B)

2 - Redundant and efficient routes and connections:

Comp Plan goals & policies:

Goal TR-1, Policies TR-1.1 & TR1.4,

Goal TR-4, Policy TR-4.5,

Goal TR-5, Policies TR-5.1, TR-5.2, TR-5.3 & TR-5.10,

Goal TR-6, Policies TR-6.1 and 6.2

Implementing PMC:

PMC 17.80.050(C)

PMC 17.80.060(B)

Relevant International Fire Code:

IFC 503.1 and 503.1.2

IFC Appendix D, Section 107.1 and D107.2

3 - Providing superior emergency vehicle response time by providing multiple access to streets

Comp Plan goals & policies:

Goal TR-1, Policies TR-1.1 & TR-1.4

Goal TR-4, Policy TR-4.5

Goal TR-5, Policies TR-5.1, TR-5.3 and TR-5.10

Goal TR-6, Policy TR-6.2

Implementing PMC:

PMC 17.80.050(C)

PMC 17.80.060(A) & (C)

Relevant International Fire Code:

IFC 503.1 and 503.1.2

IFC Appendix D, Section 107.1 and D107.2

Referenced Relevant Comprehensive Plan Goals & Policies:

GOAL TR-1: Streets shall be constructed to improve the function, safety and appearance of the citywide street system.

Policy TR-1.1 All streets constructed or reconstructed within the City shall meet the City's Street Construction Design Standards. Roads providing access to and within each development from the City's arterial and collector system must be designed and constructed to maintain the required level of service. Each development's site access and circulation plan shall include frontage improvements and other relevant features identified in City Street Construction Standards, Transportation Comprehensive Plan Update 2024 included as Appendix B.4a to this Comprehensive Plan, and Figures TR-3 and TR-4 as applicable.

Policy TR-1.4 Each new development in the City shall mitigate its traffic impacts by providing safety and capacity improvements to the City's transportation system in order to maintain the adopted level of service on transportation facilities and to provide for the safe and efficient movement of people and goods using multiple modes of travel. Concurrency shall be the minimum required. Mitigation required of any individual development shall be related and roughly proportional to the impacts of that development where so required by law. Mitigation of traffic impacts may be achieved in any number of ways, including but not limited to, actual construction of improvements, financial contribution in lieu of such construction, payment of impact fees imposed under RCW 82.02, implementation of transportation demand strategies, transit services, or any other method that is acceptable to the City and that will result in actual mitigation for the impacts of the development. The City may use any and all authority granted to it under state law to require mitigation of the traffic impacts of development, including but not limited to, the State Environmental Policy Act, the State Subdivision Act, and the Growth Management Act.

Goal TR-4: Provide a safe, efficient, equitable and reliable transportation system that works towards eliminating traffic injuries and deaths.

Policy TR-4.5 Protect Poulsbo's transportation system against disasters by maintaining prevention and recovery strategies that are coordinated locally and **regionally**. Continue to participate with Kitsap County Emergency Management, with development of emergency management plans and emergency response activities.

GOAL TR-5: Provide safe and reliable transportation facilities and services to promote and accommodate the growth that is anticipated under this plan.

Policy TR-5.1 Develop and maintain an interconnected and overlapping transportation system grid of pedestrian walkways, bicycle facilities, shared use paths, roadways for automobiles and freight, and transit service. The system should increase safety and mobility, facilitate mode integration and intermodal connections, improve access to local centers and provide increased opportunities for healthy activities and alternatives to driving. Develop mode-share goals that reduce dependence on personal automobiles and support implementation of complete street design features. Support and implement programs such as traffic operations, transportation demand management including telecommuting, and neighborhood traffic management, which support the efficient circulation of the City's traffic system.

Policy TR-5.2 Develop a transportation grid that provides good connections between residential and commercial activity centers and allows for multiple circulation routes to/from each location. Close gaps and complete system connections through the development and capital improvement processes.

Policy TR-5.3 All new residential developments shall be required to provide multiple vehicular, bicycle and pedestrian through connections with adjacent existing or future residential developments, when such requirement is consistent with legal nexus parameters. When requiring a connection to undeveloped property which is zoned for residential development, the City shall require a sign be posted at the connection point indicating future road connection.

Policy TR-5.10 Increase the resilience of the City's transportation system and support strategies for security and emergency management responses.

GOAL TR-6: Coordinate land use and transportation planning to manage growth.

Policy TR-6.1 Improve connectivity of the City's neighborhoods and commercial areas by planning an integrated grid of public paths, bikeways and complete streets that supports a compact, urban, and accessible transportation facilities to centers, parks, shopping, services, healthcare, residential and commercial development.

Policy TR-6.2 Connectivity throughout the City is achieved through the Transportation Figure TR-3 2044 New Roadway Segments Map and PMC 17.80.060 and purpose is to 1) achieve redundant and efficient routes and connections within and throughout the city and 2) to provide superior emergency vehicle response time by providing multiple access to City's neighborhoods and commercial areas. The 20-year conceptual alignments identified in Figure TR-3 are based upon best available planning and technical

analysis at the time of transportation functional plan development. Future roadways depicted on Figure TR-3 should avoid pre-existing occupied structures, public parks, designated and protected open space areas and tracts. Actual alignments and construction of new roadways may vary based upon topography, natural and built environment, technical final engineering design and property owner willingness. Reasonable alternative alignments may be considered by the City Engineer consistent with the intent of the conceptual alignment, including pedestrian and bicycle connections.

GOAL TR-10: Improve access and capacity of public transportation to help alleviate congestion and expand transportation options that provide connections within Poulsbo and connect the City to other local and regional centers.

Policy TR-10.6 Support transit-oriented development by promoting residential land uses and development which are within walking distances of transit service and facilities. Provide high quality pedestrian and bike facilities that link residential and commercial areas with transit service and facilities.

GOAL TR-11: Transportation improvements within the City shall promote transportation equity through services and infrastructure improvements.

Policy TR-11.1 Build an accessible transportation system focused on intermodal connectivity and removal of barriers to personal physical mobility.

Referenced City Municipal Code Sections:

Decision Criteria and required findings:

PMC 17.60.040 Decision Criteria.

- A. A proposed preliminary subdivision may be approved only if the following findings are made by the review authority:
 - 1. The proposed preliminary subdivision conforms to the requirements of this title.
 - 2. The proposed preliminary subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.
 - 3. The proposed preliminary subdivision:
 - a. Makes adequate provision for streets, roads, alleys, other public ways, and transit stops as required; and the proposed street system provides for the safe, orderly and efficient circulation of traffic.
 - b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the subdivision, and meets all current and applicable standards.
 - c. Makes adequate provision for parks, recreation and playgrounds, as required.
 - d. Makes adequate provision for schools and school grounds, as required.
 - e. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.
 - f. Makes adequate provisions for critical area protection pursuant to Chapter [16.20](#).
 - g. Makes adequate provisions for fire and emergency access and protection.
 - h. Serves the public interest and makes appropriate provisions for the public health, safety, and welfare.
- B. If the findings in subsection A of this section have not been met, the review authority shall deny the proposed preliminary plat, unless specified conditions have been issued to fully satisfy the criteria.
- C. Where a preliminary plat subdivision is to be developed in divisions with a final plat approved and recorded separately for each division, the applicant shall request approval of divisions as part of the preliminary plat subdivision application. Each separate division shall be required to meet the requirements of subsection A of this section and all other applicable city codes when considered

independently from any other division. When an applicant requests divisions after preliminary plat approval has been granted but prior to recording, divisions may be approved only through modification of the preliminary plat subdivision as set forth in Section 17.60.070.

PMC 18.260.140 Findings.

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

- A. The proposal, through its design and submitted supporting documents, has clearly demonstrated it meets the stated purposes of this chapter.
- B. The proposal complies with all of the applicable provisions of this title, except those provisions from which deviation has been allowed under this chapter.
- C. The proposal provides overall site design features through its conceptual architectural renderings for the entire project, and has included open space areas, pedestrian walkways and connections, recreational amenities, and outdoor features.
- D. The proposal would not impair the integrity and character of the zoning district in which it is to be located.
- E. The site is physically suited for the type and intensity of land use being proposed.
- F. The proposal would be compatible with existing and future land uses within the general area in which the proposal is to be located by providing screening or buffering between parcels and providing consistency between any existing single-family subdivisions and the proposal.
- G. The proposal would preserve natural features and critical areas and would preserve and incorporate existing significant stands of trees within the project design as much as possible.
- H. There are adequate provisions for water, sanitary sewer, and public utilities (electric, gas, phone) and services to ensure that the proposal would not be detrimental to public health and safety.
- I. There will be adequate provisions for public access to serve the subject proposal, as well as providing for neighborhood connectivity as appropriate and as required by the city.
- J. The proposal is consistent with the comprehensive plan and the city's adopted development standards.
- K. There will not be significant unmitigated harmful effects upon environmental quality and natural resources.
- L. The proposed location, size and design of the proposal would not be detrimental to the public interests, health, safety or welfare of the city.

Multiple points of access and egress:

PMC 17.80.050(C) - Preliminary plats shall provide for at least two different standard routes for ingress and egress.

- 1. The requirement for an existing or future street connection(s) in Section [17.80.060](#) shall contribute to meeting this requirement.
- 2. If, based upon existing development pattern, topography, adjacent property owner willingness, or street connectivity to adjacent property will occur in the future, and only one public street provides primary access to the entrance points of a new residential subdivision, the following shall apply:
 - a. A secondary emergency access road of a minimum of twenty feet unobstructed width shall be established within an access easement and connect to a different street than the primary access points. The emergency access road shall be constructed as an all-weather surface as approved by the city fire official and city engineer. When street connection to adjacent property or a second public street access is provided, the emergency access road may be abandoned, if approved by the city's fire official and city engineer.
 - b. If a secondary emergency vehicle access easement cannot be provided, and the plat is greater than thirty lots, the following shall be required:
 - i. Sufficient evidence must be provided to the city that an emergency access road could not be acquired due to adjacent property owner willingness, topography, or other technically acceptable reason.

- ii. Additional fire protection and emergency vehicle access measures, such as but not limited to sprinklering, widening the primary access street with turn-outs, building in phases, shall be proposed by the applicant of the preliminary plat and incorporated into the plat design and/or conditions of approval.
- c. The city engineer may determine the secondary emergency access is not required, upon consultation and concurrence by the city fire official, based upon the size of plat, topography, existing land development pattern, access to public streets or other technical reasons that will be entered into as a finding for the preliminary plat.

(Note: If only one public street provides primary access to the subdivision - a secondary emergency access road must be provided connecting to a different street. If a secondary emergency access road cannot be provided, the applicant must provide evidence why it cannot, <and> additional fire protection measures must be provided including sprinklering homes and widening the primary access road with turn-outs etc)

Connectivity:

PMC 17.80.060 Street Connectivity

The purpose of street connectivity is threefold: (1) to implement the city's comprehensive plan's future street plan; (2) to provide redundant and efficient routes and connections within the city; and (3) provide superior emergency vehicle response time by providing multiple access to streets. Street connectivity shall be implemented as follows:

- A. New streets shall be provided and located consistent with the city's comprehensive plan transportation map series and new roadway segments map:
 - 1. Where topography, adjacent property owner willingness, natural features or other conditions make achievement of a planned alignment impractical, the street alignment, connection and/or location shall be as approved by the city engineer consistent with the intent of planned alignment.
 - 2. The required improvement must be related in nature and extent to the impact of the development.
 - 3. When requiring a new street to be provided consistent with the city's comprehensive plan new roadway segments map, the city shall provide a finding of fact with the subdivision decision, setting forth that the requirement of the new street is supported under the city's Growth Management Act responsibility to provide for adequate streets and roads for its allocated population, and, based upon the city's adopted comprehensive plan, there is a reasonable assurance the new street shall be completed.
- B. New subdivisions shall connect to or provide a future connection to adjacent property.
 - 1. New subdivisions shall use existing street connections, if provided, unless it is technically infeasible to do so as determined by the city engineer.
 - 2. When providing for street connectivity, the public streets and utilities shall be extended to the property boundary.
 - 3. When a street connection is required to undeveloped property zoned for residential development, a sign is required to be posted at the connection point indicating the intent of a future road connection.
 - 4. When a street is required to undeveloped property, a preliminary engineering analysis of the feasibility of the future street connection shall be submitted with the development permit application.
 - 5. Pedestrian and bicycle connection to adjacent subdivisions or property shall be provided as feasible and as consistent with the intent of the city's comprehensive plan's identified sidewalk and path connections.
 - 6. The city engineer may exempt the requirement for street connectivity under the following circumstances:
 - a. There are existing and available connections to collector or arterial streets.
 - b. The existing development and ownership pattern, site and/or surrounding area's topography make connectivity technically and physically unfeasible.

- c. Temporary emergency vehicle access is provided, and street connectivity will occur in the future.
- d. The street connection is not identified on the comprehensive plan transportation map series.

Construction Standards reference:

Construction Standards adopting Code:

PMC 17.80.050(B) - All street frontage improvements, new street design, grades, widths, street lighting and construction shall comply with the standards and specifications as set forth in the city's construction standards and specifications, including current ADA standards. Additional right-of-way may be required where future conditions and development impacts warrant, or where topographical requirements necessitate cuts or fills for proper grading of the streets.

Construction Standards Section 1:

Section 1(B) General Considerations

- B. General Considerations Well-designed projects that result in maintainable and economical public works are a goal of the City of Poulsbo Public Works Department. Although these standards are intended to apply to any physical development within the City, they may not apply for all situations. Compliance with these standards does not relieve the designer, owner or engineer of any project of the responsibility to apply sound professional judgment and acceptable engineering standards. These are minimum standards and are intended to assist, but not substitute for competent work by design professionals. The City may, at its sole discretion due to special conditions and/or environmental constraints, require more stringent requirements than would normally be required under these standards.

Section 1(C) Deviations from the Manual

C. Deviations from the Manual

- 1. Requests for changes to, or deviations from, these standards may be considered by the City. Generally the decision to grant, deny or modify the standards will be based upon evidence that the request can meet the following criteria:
 - a. The change will achieve the intended result in a comparable or even superior design and a better quality of improvement; and,
 - b. The change will not adversely affect safety and/or operation; and,
 - c. The change will not adversely affect maintainability or economical considerations; and,
 - d. The change is permitted under City Ordinance and applicable state and federal laws.
- 2. A request for approval of a deviation to City standards shall be submitted in writing to the City Engineer. The request shall include a description of the proposed deviation, the rationale for it, and any supporting documentation that would justify approval of the request in terms of the criteria listed above. When applicable, a drawing or other graphical material shall be included. The City Engineer will review the proposal, determine his recommendation for approval or denial, and prepare a presentation for City Council consideration. The City Council shall make their decision based upon the fulfillment of the criteria.
- 3. The request may be submitted prior to, with, or after, making an application; however, if submitted with or after making an application, the project timeline may be affected and an extension for additional processing time will be requested from the applicant.
- 4. In the Old Poulsbo district, the City Engineer shall have the authority to allow a deviation from these standards in order to allow new streets to be consistent with existing street conditions if, in the discretion of the City Engineer, the adjacent existing conditions are unlikely to be replaced in the foreseeable future, and if the deviation satisfies criteria (b) and (c) above.