



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

CITY OF POULSBO ADDENDUM TO STAFF REPORT

To: Hearing Examiner
From: Ashley Weller, Assistant Planner
Subject: Dauntless Townhomes
Planning File No. P-02-06-26-01
Date: July 1, 2026

The Dauntless Townhomes staff report was distributed to the Planning Commission June 16, 2026. The Planning Commission Public Meeting was held June 23, 2026.

The following items occurred subsequent, at and after the Planning Commission meeting

1. New Exhibit 14: Staff Report Addendum dated July 1, 2026 (this document)
2. New Exhibit 15: Planning Commission Findings of Fact, Conclusion and Recommendation
3. New Exhibit 16: Planning Commission Meeting Minutes
4. New Exhibit 17: SEPA Affidavit of posting
5. New Exhibit 18: Notice of Public Hearing – affidavits of mailing, publishing, emailing, and posting
6. New Exhibit 19: Updated Conditions of Approval

PLANNING COMMISSION
FINDINGS OF FACT, CONCLUSION AND RECOMMENDATIONS
Conditional Use Permit, Site Plan Review, Unit Lot Subdivision, and Design Review

Planning Commission Meeting Date:	June 23, 2026
Project Proposal Name and Number:	Dauntless Townhomes, P-02-06-26-01
Decision Maker:	Hearing Examiner

CONSIDERATION (PMC 19.40.040.D): The planning commission shall review all Type III applications at a public meeting and provide a recommendation to the review authority (Hearing Examiner). The planning commission may recommend that the review authority approve or approve with modifications the application if it complies with the applicable decision criteria. In all other cases, the planning commission shall recommend denial of the proposal.

The planning commission's recommendation shall be in writing and shall contain the following: (1) the recommendation of the planning commission; (2) any conditions included as part of the planning commission recommendation; and (3) findings of fact upon which the recommendation was based, and the conclusions derived from those facts.

FINDINGS:

Per [18.230.060](#) in order to grant a conditional use permit, the following findings must be made:

The review authority may approve, or approve with conditions, the application for a conditional use permit, if it meets the following criteria. Applications that do not meet all decision criteria will be denied.

- A. The conditional use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and
- B. The design is compatible with and responds to the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity; and
- C. The conditional use will be served by adequate public facilities including streets, fire protection and utilities; and
- D. The conditional use complies with all applicable requirements of this code.

Per [18.270.050](#) in order to grant a site plan review, the following findings must be made:

- A. Compliance with Applicable Standards. The proposed development shall comply with all applicable design and development standards contained in this title and other applicable regulations.
- B. Adequacy of Public Facilities. The applicant shall demonstrate availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

Per 17.65.060 in order to grant a unit lot subdivision, the following findings must be made:

- A. The proposed unit lot subdivision conforms to the requirements of this title.
- B. The unit lot subdivision conforms to the site requirements for the zoning district in which the property is located and/or other applicable zoning provisions.
- C. The unit lot subdivision:
 - a. Makes adequate provision for access and neighborhood circulation.
 - b. Will be adequately served with water, sewer, storm drainage, and other utilities appropriate to the nature of the unit lot subdivision.
 - c. Makes adequate provisions for sidewalks and other planning features that provide safe walking conditions for students who walk to and from school.
 - d. Makes adequate provisions for critical area protection pursuant to Chapter **16.20**.
 - e. Makes adequate provisions for fire and emergency access and protection.
 - f. Makes appropriate provisions for public health, safety, and welfare.

Per 17.65.060 in order to grant design review the following findings must be made:

- A. Elevation Drawing. Complete elevation drawings of all buildings and building sides, showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include trim and cornice design, roof pitch, and siding materials.
- B. Color and Material Palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.
- C. Color and Material Palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.
- D. Color and Material Palette. A schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing.

CONCLUSION:

THE **PLANNING COMMISSION** has concluded that the proposed conditional use permit (CUP), site plan review (SPR), unit lot subdivision (ULS), and design review is consistent with PMC 18.230.060, PMC 18.270.050, PMC 17.65.060, and PMC 18.120.030. Therefore, the Planning Commission respectfully recommends approval of Dauntless Townhomes, Application No. **P-02-06-26-01** to the Hearing Examiner per the recommendation below.

RECOMMENDATION:

The **PLANNING COMMISSION** recommends the Hearing Examiner:

_____ Approve the CUP, SPR, ULS, and Design Review as conditioned in the staff report provided on June 15, 2026 by Staff.

 Approve with modification the Conditional Use Permit, Site Plan, Unit Lot Subdivision, and Design Review with the following conditions:

- A. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged. The Poulsbo city council is reviewing their Water Comprehensive Plan and has a goal to reduce water consumption by 5% over 6 years. Additionally, the Department of Ecology declared a Statewide Emergency Drought Declaration in April 2026. Therefore, the importance of water conservation when it comes to irrigation for landscaping is a focus to reduce water consumption/demands. When designing your

landscape plan please consider minimizing the amount of grass or turf, increasing the number of native drought tolerant plantings, installing an irrigation controller with a "rain sense" feature, and planting in the fall to reduce irrigation demand. The City is currently in process of modifying the irrigation code and new regulations are anticipated to be adopted later this year. Therefore, it is recommended you connect with planning staff before finalizing your landscape plans to see if any changes have been adopted.

B.

C.

_____ Denial of the application.

Recorded Motion on:	6/23/26			
Planning Commission Record of Vote				
Commissioner	Support	Oppose	Absent	Abstain
Stevens	M			
Kipps (Chair)	S		X	
Taylor	S			
Schlachter (Vice)	✓			
Strickon	✓			
Nunes	✓			
Soller			X	
Total:	5		2	

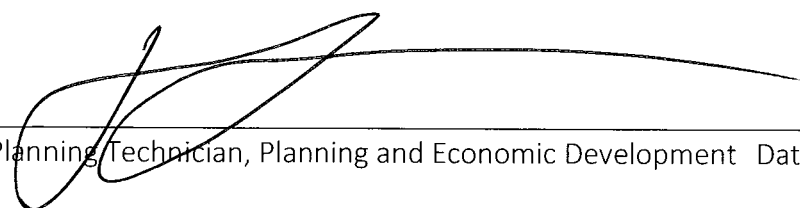
City of Poulsbo Planning Commission



 Ray Stevens, Chairman
 Jim Schlachter (Vice)

6/23/26
 Date

City of Poulsbo Planning and Economic Development



 Planning Technician, Planning and Economic Development

6/23/26
 Date



Planning Commission Meeting

Subject	Meeting Minutes	Date	06/23/2026
Recorder	Tiffany Simmons	Start Time	6:00 pm
Committee Chair	Jim Schlachter (Acting Chair)	Est. End Time	7:20 pm
Committee Members	Ray Stevens, Kate Nunes, Ray Taylor, David Strickon		
Staff Present	Heather Wright, Planning Director, Edie Berghoff, Senior Planner and Ashley Weller, Assistant Planner, Michael Bateman, Transportation Engineer, Donald Washburn, Engineering Technician. Sherman Leddon, Engineering Technician,		

			Agenda	
Time	No.	Topic	Details	
6 pm	1.	Call To Order		
6:00 pm	2.	Pledge of Allegiance		
6:01 pm	3	Modifications to the Agenda	Vice Chair JSch made note of Commissioners Rollcall Agenda Item. Quorum Observed.	
6:02 pm	4.	Approval of Minutes: 04/14/26	Commissioner RS Motioned to approve, Commissioner RT Seconded. All Aye's other than Commissioner KN who abstained.	
6:03 pm	5.	Comments from Citizens	No non-project specific comments.	
6:10 pm	7.	Presentation of Projects for Consideration	Quasi-Judicial ☒ Y ☐ N	Public Meeting: Dauntless Townhomes SPR and CUP-AW presented. RS asked about condition PW17 and a potential misspelling, DW noted. RS asked about accessing solid waste enclosure via a refuse, DW spoke about this. RS asked what the building near the trash enclosure was, DW and MB responded to this. RS asked how access is obtained, MB responded. The applicant shared some context about correspondence with public works about access to the trash enclosure. Public Meeting Opened – 6:17pm Public Meeting Closed – 6:18pm Commissioner RS motioned to recommend approval as modified, Commissioner RT seconded. All Aye's. Public Meeting: Noll Pointe PRD and Pre-Plat – EB presented. Public Meeting Opened – 6:36pm Joe Martinek, Avondale resident, asked about the 6ft site obscuring fence, tree retention (noting an extreme grade and potential damage from falling trees), and street improvements.

			Kurt Beattie, 19838 blue lagoon, shared that there was extreme ecological damage from the Sandstone development and with the note of ecologies water restrictions that Noll pointe should be questions since we can't guarantee we can accommodate the new homes with water and climate challenges adding that we need to review our resources before proceeding with development for sustainability purposes. SL shared some more information on frontage improvements for the first speaker. EB shared more about the 6ft site obscuring fence and tree retention on the slope for the first speaker. EB spoke about the council movements on water conservation and use, in addition, MB spoke further to the city water management plan and potential incoming changes in response to the second speaker. The Applicant Geoff Sherwin spoke about frontage improvement conversations with Kitsap County; the fencing materials and the tree throw on the slope with arborist review. KN shared feedback about the edible garden amenity. Joe Martinek spoke again, sharing about local traffic impacts for the projects (all incoming and this development specifically). Kurt Beattie spoke again, suggesting the city should have conversations with Ben Harris who worked with local tribes. Public Meeting Closed – 6:55pm RS shared some context on development as required by the state and that this is one of the last remaining easy to develop lots. Vice Chair JSch shared that the growth is occurring all over Washington and that the state has distributed and how the council and commission are working hard to build Poulsbo the way 'we' want while meeting state requirements. Commissioner DS asked about the recent sewage issue and if it was a capacity issue, MB responded. Commissioner RS motioned to recommend approval as modified, Commissioner KN seconded. All Aye's.
7:04 pm	8.	Director's Report	HW shared about upcoming city happenings, council meetings and Commission meetings. HW offered space for questions on paid parking. JSch asked if the projections seem accurate to cover enforcement costs, HW responded. RS asked if all the impact fees are based on size or just some, HW responded. JSch asked if the schools are disappointed about the impact fee or if it was just the current reality, HW responded. JSch mentioned that some breweries are closing.

7:20 pm	9.	Commissioner Comments	None
7:20 pm	10.	Adjournment 7:20pm	

Summary: Minutes were approved. Dauntless Townhomes and Noll Pointe Projects were recommended for approval as conditioned to the Hearing Examiner.

Mark Kipps, Planning Commission Chairman



Affidavit of Public Notice

Planning and Economic Development Department
 200 NE Moe Street | Poulsbo, Washington 98370
 (360) 394-9748 | fax (360) 697-8269
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Application No: P-02-06-26-01 Project Name: Dauntless Townhomes
MDNS/SEPA

Susan Munro, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on June 18, 2026, a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

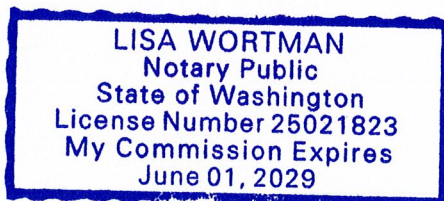
- ☐ Notice of Application
- ☒ SEPA Determination
- ☐ Notice of Public Meeting
- ☐ Notice of Public Hearing
- ☐ Notice of Decision

has been provided:

- ☐ Mailed to owners of property within 300' of the project site
- ☐ Provided to newspaper of general circulation
- ☒ Emailed to PED Department distribution lists and/or parties of record
- ☒ Posted at Library, City Hall, Poulsbo Post Office
- ☒ Posted to the City's website
- ☐ Posted at Site Address: _____

Signature: *Susan M. Munro* Date: 6/18/26

Subscribed and sworn to before me this 18 day of June, 2026



Lisa Wortman
 NOTARY PUBLIC in and for the State of
 Washington, residing at:

City of Poulsbo
 My Commission expires on:

June 01, 2029



NOTICE OF PUBLIC HEARING

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

Dauntless Townhomes Public Hearing

Hearing Date:	Thursday July 16, 2026	Hearing Time:	1:00 pm
Hearing Location:	Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA		
Requested Action:	All persons are invited to provide written and verbal testimony to the Hearing Examiner regarding the proposed project.		
Project File No.	P-02-06-26-01		
Site Location:	121900 DAUNTLESS DR NW Poulsbo, WA	Tax Parcel:	102601-1-042-2001
Owner/Applicant:	Jim Laughlin PO Box 10607 Bainbridge Island WA 98110		
Project Description:	Conditional Use Permit, Site Plan and Design Review, and Unit Lot Subdivision for development of a 1.83-acre property located within the Olhava Master Plan area. The proposal consists of sixteen townhome dwelling units contained within eight duplex-style residential buildings, associated parking, landscaping, recreational amenities, utility improvements, and creation of sixteen fee-simple residential lots through the Unit Lot Subdivision process.		
Application(s) Under Review:	Conditional Use Permit Site Plan Review Unit Lot Subdivision Design Review		
Environmental Review:	Review under the State Environmental Policy Act (SEPA) was required for this project. A SEPA Threshold Determination was issued for this project Tuesday June 16, 2026, with an appeal period ending Tuesday June 30, 2026, at 4:30 pm.		
Examination of File:	The application file may be examined online by going to https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home > Applications > and search for permit # P-02-06-26-01. If you are unable to access the file, please call the staff contact for options.		
Review Authority:	The Hearing Examiner is the review authority for this Type III application.		
Public Comment Methods:	The public hearing is scheduled for Thursday July 16th, 2026, at 1:00 PM or soon thereafter. Public meetings are being held as a hybrid virtual/in-person meeting at the web address and call-in number noted below and at Poulsbo City Council Chambers, 200 NE Moe Street, Poulsbo, Washington. This call in number: 1 253 215 8782 and meeting id: 880 7541 4044 are provided for virtual attendance, in addition to this webinar link: https://us06web.zoom.us/j/88075414044 Written comments may be mailed, faxed, or e-mailed to the PED Staff Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony to the Public Hearing regarding the proposed project.		

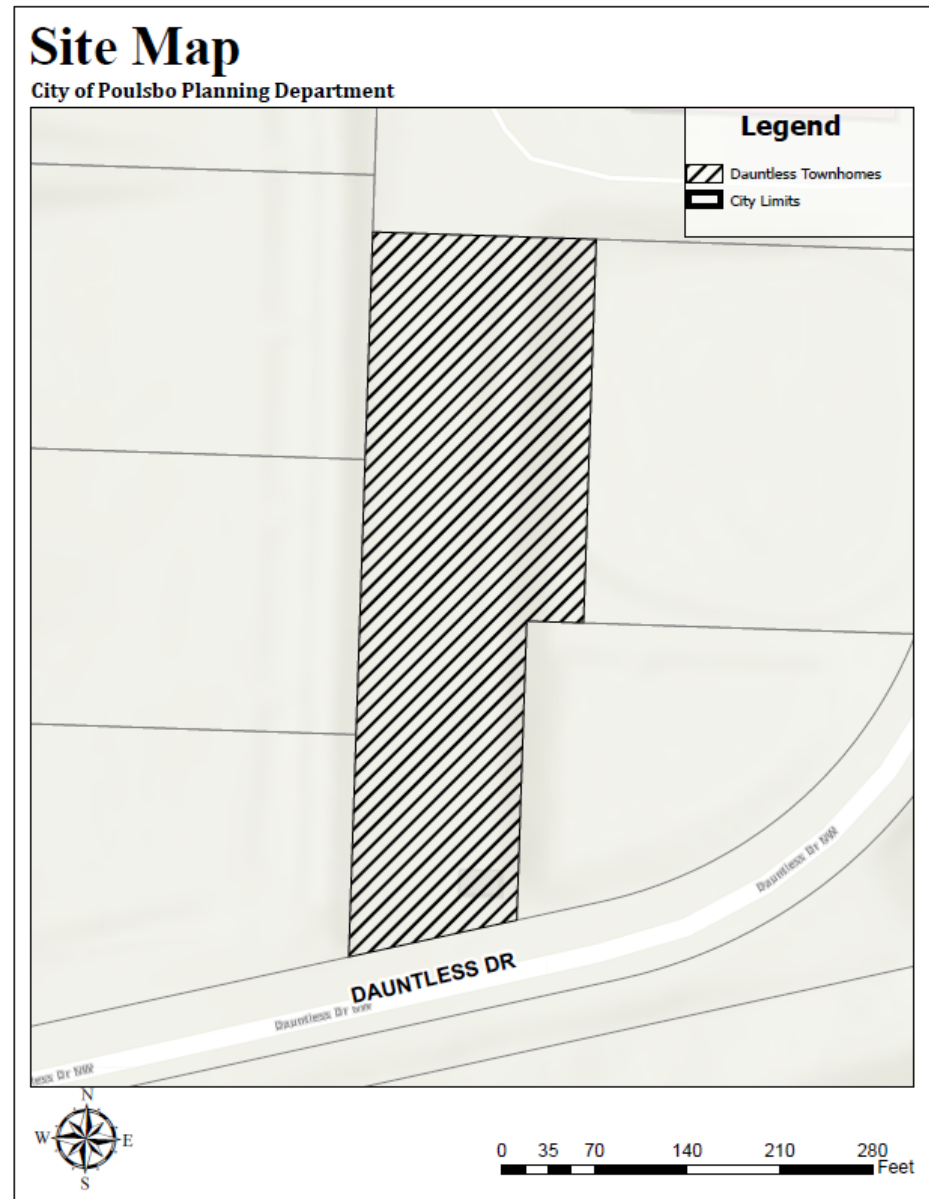
Staff Report:

The staff report will be available for review at no cost at least 7 calendar days before the hearing and a copy will be provided at a reasonable cost.

Staff Contact:

Ashley Weller, Assistant Planner; aweller@cityofpoulsbo.com; (360) 394 -9737

Site Map:



The following procedural rules have been established for public hearings to allow a fair and orderly hearing:

1. The length of time given to individuals speaking for or against a proposal may be determined by the Hearing Examiner prior to the application being considered;
2. A speaker representing each side of the issue is encouraged.

THE CITY OF POULSBO STRIVES TO PROVIDE ACCESSIBLE MEETINGS FOR PEOPLE WITH DISABILITIES. PLEASE CONTACT THE POULSBO PED DEPARTMENT AT 360-394-9748 AT LEAST 48 HOURS PRIOR TO THE MEETING IF ACCOMMODATIONS ARE NEEDED FOR THIS MEETING.



NOTICE OF PUBLIC HEARING

The Hearing Examiner will review the Dauntless Townhomes application at a public hearing scheduled for **Thursday July 16, 2026, at 1:00 pm**. At this meeting, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.

Project Name: Dauntless Townhomes

Permit No.: P-02-06-26-01

Review Authority: Hearing Examiner

Application(s) Under Review: Conditional Use Permit, Site Plan Review, Unit Lot Subdivision, and Design Review

Site Location: 121900 DAUNTLESS DR NW | Poulsbo, WA 98370

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

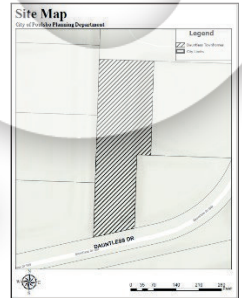
Applicant/Owner: Laughlin Development/ Jim Laughlin | PO Box 10607 | Bainbridge Island WA 98110

Hearing Information: Thursday July 16, 2026, at 1:00 pm or soon thereafter | City Council Chambers | 200 NE Moe Street | Poulsbo OR This call in number: 1 253 215 8782 and meeting id: 880 7541 4044 are provided for virtual attendance, in addition to this webinar link: <https://us06web.zoom.us/j/88075414044>

Staff Report: The staff report will be available for review at no cost at least 7 calendar days before the hearing.

Examination of File: The application file may be examined online by going to <https://ci-poulsbo-wa.smartgovcommunity.com/Public/Home> > Applications > and search for permit # P-02-06-26-01. If you are unable to access the file, please call the staff contact for options.

Staff Contact: Ashley Weller, Assistant Planner; aweller@cityofpoulsbo.com; (360) 394 -9737



Planning and Economic Development

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



PUBLIC HEARING

The City of Poulsbo has received a permit application that may be of interest to you. The public has the right to review contents of the official file for the proposal, provide written comments, participate in any public meetings or hearings, and request a copy of the final decision.

Public Hearing:

Thursday July 16, 2026

PLEASE CONTACT THE PED DEPARTMENT AT
360-394-9748 AT LEAST 48 HOURS PRIOR
TO THE MEETING IF ACCESSIBLE
ACCOMMODATIONS ARE NEEDED.

Planning Department
200 NE Moe St
Poulsbo, Washington 98370-7347

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C2M LLC
22202

CMP INVESTMENT GROUP LLC
3926 Aurora Ave N
Seattle, WA 98103-7802

NOTICE OF PUBLIC HEARING

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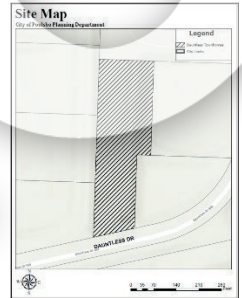
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Poulsbo, Washington 98370-7347

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C2M LLC
22202

LAUGHLIN DEVELOPMENT LLC
PO Box 10607
Bainbridge Island, WA 98110-0607

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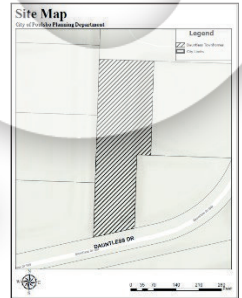
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Poulsbo, Washington 98370-7347

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C2M LLC
22202

BKB PROPERTIES LLC
13716 116th Street Ct E
Puyallup, WA 98374-2461



Affidavit of Public Notice | Site Posting

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

The following MUST be attached to this affidavit:

☒ Photo of the posting on site or map showing location where sign was posted

Application No: P-02-06-26-01 Project Name: Dauntless Townhomes

I, Ian Laughlin, representative for the above-referenced project, do hereby verify that on 6/26/26, 2026, I posted a sign at 21900 Dauntless DR NW, Poulsbo, WA, relating to the above-referenced project at the site in a location that complies with the City of Poulsbo requirements.

Representative Name: Ian Laughlin

Representative Signature: [Signature] (sign in front of notary)

Subscribed and sworn to before me this 3 day of July, 2026



Helen Wytko
NOTARY PUBLIC in and for the State of
Washington, residing at:

Poulsbo, WA
My Commission expires on:

5/18/27



Affidavit of Public Notice

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

Application No: P-02-06-26-01 Project Name: Dauntless Townhomes

Susan Munro, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on July 2, 2026, a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

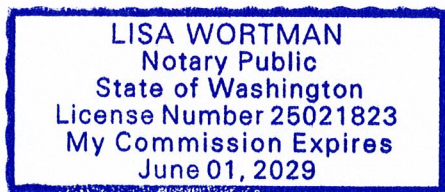
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has been provided:

- ☒ Mailed to owners of property within 300' of the project site
- ☒ Provided to newspaper of general circulation
- ☒ Emailed to PED Department distribution lists and/or parties of record
- ☒ Posted at Library, City Hall, Poulsbo Post Office
- ☒ Posted to the City's website
- ☒ Posted at Site Address: Applicant responsible

Signature: Susan M. Munro Date: 7/2/26

Subscribed and sworn to before me this 2nd day of July, 2026



Lisa Wortman
NOTARY PUBLIC in and for the State of
Washington, residing at:

City of Poulsbo
My Commission expires on:

June 01, 2029

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

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

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

approved site plan drawings. Trash receptacles shall be reviewed at the time of grading permit submittal.

8. Buildings and accessory structures shall be provided with EV charging stations, EV-ready parking spaces, and EV-capable parking spaces in accordance with IBC Section 429, as amended.
9. Separate sign permits are required for any proposed signage. Design of signs shall be consistent with the College Marketplace Design Guidelines (Exhibit H). In addition, site signage will be reviewed for compliance with the City's signage standards PMC 18.80.120 and 18.170. The location of the free-standing sign shall be approved by the city engineer for site distance.
10. The manufacturer specification for the bicycle rack(s) shall be provided with the building permit submittal and shall be consistent with the [College Marketplace Design Guideline](#). Certificate of Occupancy will not be issued until the bicycle parking racks have been installed.
11. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the State Historic Preservation Office and Tribes will be contacted.
12. A final landscape plan is required to be submitted and approved by the PED department prior to building permit approval, and shall show the location, species, container size, height and number of trees, shrubs and groundcover area. The plan shall be in a form suitable for contractor bid on materials and installation. The final plan shall be substantially consistent with the approved preliminary plan in Exhibit F.
13. Street trees shall be consistent with the Conceptual Landscape Plan in Exhibit C and shall be included on the Final Landscape Plan submitted with the grading permit. Root barriers shall be used to protect sidewalks and roadways from root heave.
14. All landscaping shall be accompanied by a suitable irrigation system designed by a licensed landscape contractor or landscape architect. An irrigation plan is required to be submitted with the final landscape plan at the time of grading permit submittal. Native vegetation and drought-tolerant species require irrigation at least during the bonded two-year landscape maintenance period. Automated systems should include moisture sensing automatic shut-off controls. Landscape irrigation systems require a separate building permit.
15. Per PMC 18.130.070 Maintenance bonding for all landscaping shall be required prior to issuance of certificate of occupancy. Estimates or bid for landscaping work and materials, including irrigation, shall be provided. Estimates shall match the "as-built" drawing and identify plant name, common name, size at planting, and number each that was planted. Performance bonding for installation of landscaping (except for street trees) will not be considered.
16. Landscaping materials shall be those which best serve the intended function and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged. The Poughkeepsie city council is reviewing their Water Comprehensive Plan and has a goal to reduce water consumption by 5% over 6 years. Additionally, the Department of Ecology declared a Statewide Emergency Drought Declaration in April 2026. Therefore, the importance of water conservation when it comes to irrigation for landscaping is a focus to reduce water consumption/demands. When designing your landscape plan please consider minimizing the amount of grass or turf, increasing the number of native drought tolerant plantings, installing an irrigation controller with a "rain sense" feature, and planting in the fall to reduce irrigation demand. The City is currently in process of modifying the irrigation code and new regulations are anticipated to be adopted later this year. Therefore, it is recommended you connect with planning staff before finalizing your landscape plans to see if any changes have been adopted.
17. Proposed freestanding and/or monument sign(s) shall be shown on the Final Landscape Plan. A separate building permit is required for construction of the sign(s).
18. A final 'as-built' drawing landscaping plan and irrigation plan shall be provided to the city prior to certificate of occupancy.
19. The structures shall be constructed to include automatic fire suppression/sprinkler systems, in conformance with the Uniform Fire Code. Plans for all fire suppression/sprinkler systems shall be

submitted to the Poulsbo Fire Department and City Building Department for review and approval prior to issuance of building permits.

20. This project is subject to the Olhava Conditions, Covenants and Restrictions (CC&Rs) providing provisions for maintaining tracts which are private and commonly owned by the property owners within the Olhava Development.
21. Approval of this Conditional Use Permit and site plan subject to the conditions and mitigations does not vest or limit the project to those conditions and mitigations until the time of building permit application. If during the time between Conditional Use Permit and site plan approval and building permit application, there are changes to applicable regulations such conditions may apply to this project.
22. The final Unit Lot Subdivision shall be substantially consistent with the approved site plan, architectural elevations, recreational amenities, landscaping, parking layout, and Conditions of Approval associated with Planning File P-02-06-26-01. Any modifications shall be reviewed pursuant to PMC Title 19.
23. Prior to final Unit Lot Subdivision approval, the applicant shall submit draft homeowners' association documents, covenants, conditions, and restrictions (CC&Rs) for review and approval by the City Attorney and Planning Director. The documents shall establish responsibility for the ownership, operation, maintenance, repair, and replacement of all common facilities and improvements, including but not limited to recreational amenities, landscaping, irrigation systems, private utility facilities, fencing, common open space, pedestrian facilities, stormwater facilities not accepted by the City, and any other shared infrastructure associated with the development.
24. The requirements of this decision, including but not limited to conditions related to open space, landscaping, fencing, recreational amenities, and other improvements required as part of this approval, shall remain binding upon the property regardless of any future amendment, termination, expiration, or dissolution of the homeowners' association or any modification to the project's Covenants, Conditions, and Restrictions (CC&Rs). No amendment to the CC&Rs shall eliminate, reduce, or conflict with the obligations established through this approval unless otherwise authorized by the City through a subsequent land use approval process.
25. All tracts established through the Unit Lot Subdivision shall be identified with their intended purpose on the face of the final plat. Open space tracts, recreational amenity tracts, landscaping tracts, access tracts, utility tracts, and stormwater tracts shall not be separately sold, transferred, or developed except as authorized by the City.
26. Prior to recording of the final Unit Lot Subdivision, all required maintenance agreements for common improvements shall be executed and recorded with Kitsap County Auditor's Office in a form approved by the City Attorney.
27. The common recreation area and associated improvements identified on the approved site plan shall be installed prior to issuance of the final Certificate of Occupancy for the development and shall thereafter be maintained by the homeowners' association.
28. Development may occur in phases or in a sequence determined by the applicant; provided, however, that all infrastructure, utility improvements, fire access improvements, stormwater facilities, and other improvements necessary to serve each phase of development shall be completed, bonded, or otherwise secured to the satisfaction of the City prior to issuance of Certificates of Occupancy for the dwelling units within that phase.

Following are the Engineering Department's Conditions of Approval:

Service Availability

- E1. All water, wastewater, and stormwater facilities and streets shall be designed by a professional civil engineer licensed in the State of Washington. The applicant is responsible for the design and installation of the facilities. In the event that there is a conflict between standards, the more restrictive standard shall apply as determined by the City Engineer.

- E2. Land use permit approval shall not waive any requirements for the applicant to (a) obtain all appropriate permits; (b) pay all required fees and deposits; and (c) provide the City with adequate construction plans for approval which conform to City codes and standards. Any utility plans, details, and drawing notes associated with the approved site plan drawing are approved in concept only and are not considered approved for construction. Approval of the site plan does not constitute approval of any construction drawings submitted with the site plan approval documents. Civil construction drawings must be submitted directly to the Engineering Department. For site plans, it is not acceptable to submit the civil drawings with the building plans to the Building Department.
- E3. Construction plans for the following shall be reviewed and approved by the Engineering Department and Public Works Department: storm drainage and street improvements (including signage and pavement markings), sanitary sewer, water, and interim and permanent on-site erosion control systems. Prior to final project construction approval the applicant shall: construct the required improvements per City standards, and submit "as-built" drawings on paper, and electronically (compatible with the AutoCAD version utilized by the City at the time of submittal), dedicate easements, convey utility ownership as determined by the City, and post a maintenance bond(s).
- E4. All plan review and project inspection and administration expenses shall be paid for at the developer's expense consistent with the fee and deposit schedule adopted by City ordinance in effect at the time of construction. Plan review fees shall apply to the original drawing submittal and one re-submittal. Subsequent submittals will require payment of hourly charges. Fees are non-refundable. Deposits are required for payment of actual expenses incurred by Engineering Department staff for project administration and inspection. If the City Engineer determines that the magnitude or complexity of the project requires full or part-time on-site inspection in addition to the inspection by City staff, he may contract with a duly qualified inspector or hire additional personnel to provide inspection, testing, or other professional services for the City in connection with the construction. Deposits for Engineering Department services or outside professional services shall be paid in advance. The deposits are estimates and may require replenishment. Deposits may be required at the time of, or after, payment of any fees. Unused deposits are refundable.
- E5. At any point in the process of application approval, construction plan review, or construction, the City Engineer may hire an independent consultant to review and comment on any, or all, utilities or sitework (for example, storm sewer, sanitary sewer, water, roads/streets, retaining walls, slopes) proposed by the applicant. The applicant shall make a cash deposit which will be used to pay for any independent review required by the City Engineer. If additional funds are required, the applicant shall immediately deposit the requested amount. Any unused funds will be refunded. Acceptance of the proposal and consultant comments shall be at the discretion of the City Engineer.
- E6. The applicant shall adhere to all recommendations of the applicant's geo-technical engineer and the City's consultants as determined by the City Engineer.
- E7. City of Poulsbo Construction Standards and Specifications are published on the City website within the Public Works/Engineering Department page. Unless specified otherwise within Conditions of Approval these standards shall be followed.
- E8. Construction drawings will be rejected, without review, if the following drafting requirements are not met.
- a. Construction plan size shall not exceed 24"x36" (22"x34" preferred). The minimum drawing scale shall be 1:40 horizontal and 1:5 vertical. A larger scale may be required for legibility.
 - b. Utilities shall be shown on plan/profile sheets. Each sheet shall have the corresponding plan/profiles on the same sheet with aligned stationing.
 - c. Labels from the various overlapping AutoCAD layer shall be legible.

- d. All curb ramps shall be individually designed and detailed appropriately on the plans such that slopes and design can be verified to meet ADA requirements.
- e. All elements on the drawings shall be legible as determined by the City Engineer.

Clearing, Grading, and Erosion Control

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

Stormwater

- E13. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed per the following, as adopted by the City of Poulsbo:
 - a. All temporary and permanent storm system and erosion control measures shall be designed, constructed, maintained, and governed in accordance with PMC Chapter 13.17. Chapters 12.02.030 and 12.02.040 provide further guidance on design manual and threshold criteria within compliance of NPDES Phase II Permit
 - b. City of Poulsbo standards and ordinances
 - c. All conditions of approval associated with any clearing and/or grading permits
- E14. Project is subject to a Stormwater General Facility Fee as per PMC 13.70, payable at time of Building Permit. The applicant may pay this fee upfront with the first building permit submittal or may pay incrementally with each permit. The connection charge is based on Impervious Surface Units (ISU) where 1 ISU = 3,000sf of impervious area per PMC 13.70. Based on the preliminary drainage report provided by the applicant the proposed project approximately 45,270 square feet of impervious surface is proposed which is subject to the storm GFC. This results in 16 ISUs for the project.
- E15. Provision shall be made for the conveyance of any upstream off-site water that naturally drains across the applicant's site.
- E16. Ownership and maintenance of stormwater systems located on commercial/multifamily private property will remain the responsibility of the property owner. Prior to the use of the development or redevelopment project, the owner shall sign and record a maintenance covenant using the City's form (Reference: PMC 13.17).
- E17. The preliminary drainage report submitted for this project demonstrates compliance with stormwater improvements constructed for the Olhava Master Plan area overall. The detention pond was shown to have capacity for the proposed project. Enhanced treatment is required to be installed as part of the stormwater system.

Sanitary Sewer and Water

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

Streets

- E23. Unless otherwise approved by the City Council, street sections shall conform to adopted City standards. (refer to Developer's Guide – Section 2 – Street Standards, revised Sept. 2005, available online; <http://www.cityofpoulsbo.com/publicworks/ConstructionStandards.htm>)
- E24. Roads shall remain private for the project and as proposed are acceptable, with minimum of 22ft for roadways and minimum 8ft for parallel parking where shown.
- E25. The applicant shall inspect existing frontage for ADA compliance and any sidewalk or curb ramp not compliant shall be replaced as part of this project.
- E26. The applicant has submitted a transportation concurrency application consistent with PMC 14.04.
- E27. The applicant has submitted a trip generation memo. This project is within the Olhava Master Plan area and the Schedule B of the Developers Agreement allocates trips to the site. Based on the trip generation memo, the trips generated by the project are within the trips allocated by Schedule B. Tract 5R is currently allocated 210 average daily trips (ADT) and is subject to traffic impact fees per Schedule B totaling \$6,365. Traffic impact fees are payable at the time of building permit.
- E28. Private roads shall be placed in a commonly owned tract. The tract shall be owned and maintained in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots located within the parent lot. Covenants, conditions, and restrictions (CCRs) and sales contracts for unit lots abutting private roads must indicate that the private roads are owned and maintained by the project's common owners of individual lots or a homeowners' association.
- E29. No on-street parking is allowed on private roads unless provided in eight-foot-wide bulb-outs or in parking bays sized to appropriate parking stall sizes. CCRs and sales contracts for lots abutting private roads must indicate no on-street parking is allowed if provisions for parking are not made.

Other

- E30. Applicant and contractor or contractors shall have a utility specific pre-construction meeting with City staff, consultants, and/or inspectors for each utility prior to work beginning on that specific utility. This meeting will outline construction, inspection, acceptance requirements and expectations.
- E31. All bonds, conveyances, and easements dedicated to the City shall be on the City's forms.

- E32. A Public Property Construction Permit is required when connecting to City-owned utilities or performing other work within the City right-of-way or other public/City-owned property (PMC 12.08). The permittee shall be responsible for repair and/or restoration of any damage to City property (such as sidewalks, curbs, gutters, pavement, and utilities) that occurs as a result of his operations under this permit.
- E33. The applicant shall be responsible for obtaining all required easements and rights-of-way. Copies of all recorded easements shall be provided to the City Engineer.
- E34. The applicant's engineer shall obtain approval of the postmaster and the City Engineer for all mailbox installation locations if applicable.

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

Service Availability

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

Water

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

water meter.

PW9. Hydrants shall have bollards installed.

Irrigation

PW10. Irrigation water shall come from a separate connection and its own meter. Please show irrigation connection(s) on the utility drawing(s).

PW11. A double check valve assembly shall be installed within 18-inches of the downstream side of the irrigation water meter.

PW12. The double check valve assembly shall be tested by a "city approved" state certified tester upon installation. A copy of the test report must be sent to the Public Works and Engineering Departments.

Sewer

PW13. Building shall be connected to City sewer.

PW14. Service connection to the City sewer system shall be the responsibility of the property owner and shall comply with state and local design and development standards.

PW15. Sewer infrastructure for the proposed development shall remain private. Maintenance of the sewer system shall be the responsibility of the property owner.

PW16. Waste water discharges from the proposed development into the City of Poulsbo's sanitary sewer system shall meet the requirements set forth in Section 13.06.340 of the Poulsbo Municipal Code with regard to waste strength and unlawful discharges.

PW17. All manholes will be required to have an insert installed. The insert shall be 'The Rainstopper' by Southwestern Packing & Seals, Inc. Further information available upon request from the Public Works Department.

Solid Waste

PW18. Prior to construction plan approval the Public Works department shall approve the dumpster enclosure designs and location. Public works has the following comments regarding the proposed dumpster enclosure:

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

PW19. Solid waste service for this project shall be provided by the City of Poulsbo.

PW20. No other use will be allowed in the garbage dumpster enclosure other than to hold the garbage dumpster and recycle dumpster. Recyclables shall be maintained in the enclosure in a manner that does not interfere with garbage collection.

PW21. The dumpster pad shall be flush with the road pavement.

PW22. No overhead structures are allowed above the dumpster enclosure.

PW23. A wheel stop is required in the interior of the dumpster enclosure to limit the distance a dumpster will be placed in the enclosure.

General Conditions

PW24. Design: All water, wastewater, stormwater system facilities and streets shall be designed by a professional engineer registered in the State of Washington. Design and installation of the improvements shall be the property owners responsibility.

PW25. Design and Development Standards: Design shall be subject to the following Standards:

- City of Poulsbo Utility Comprehensive Plan
- City of Poulsbo Design, Development and Construction Standards
- City of Poulsbo Municipal Code
- Washington State Department of Health Design Standards
- Washington State Department of Ecology's Criteria for Sewage Works Design
- American Public Works Association/Department of Transportation Standard Specifications
- Washington State Department of Ecology 2019 Stormwater Management Manual for Western Washington

PW26. In the event that there is a conflict between construction standards, the more restrictive standard shall apply as determined by the City Engineer.

PW27. No walls or structures shall be permitted in utility easements.

PW28. Placement of landscape plantings and/or street trees shall not interfere with utilities. Required landscape vegetation may need to be relocated in the final landscape plan. Landscape vegetation not required by city code may need to be relocated or removed from the final landscape plan.

PW29. Appropriate easements shall be provided for public and private utilities.

PW30. City owned utilities shall be located in right-of-way or easements which are dedicated to the City.

PW31. If existing utility stubs are not utilized, they must be decommissioned at the main.

PW32. Locate meters in a single bank when possible.

Submittal and Approval

PW33. The applicant shall be required to submit to the City for approval, the plans and specifications associated with design and construction of utility system improvements.

PW34. Utility systems include, but are not limited to, distribution and collection mains, pumping facilities, storage reservoirs, detention/retention facilities or any improvements to be dedicated to the city under a deed of conveyance.

PW35. Upon completion of the project, the developer shall supply the Public Works Department with a copy of drawings of record; these drawings shall be in hard copy form and in electronic form compatible with the most recent version of AutoCAD.

Connection Fees and Assessments

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

**DAUNTLESS TOWNHOMES CONDITIONAL USE PERMIT
PLANNING FILE P-02-06-26-01**

SEPA MITIGATION

- S1. The Environmental Impact Statement, SEPA mitigations and conditions of approval for the Olhava Master Plan (OMP), incorporated into the 1998 approval and subsequent appeal decision of 1999, are incorporated by reference. The same OMP SEPA mitigations and Conditions are included in the Development Agreement among the City of Poulsbo, Community College District #3 (Olympic College) and Olhava Associates, signed April 4, 2004 and recorded April 29, 2004, and are applicable to the entire OMP property. The Development Agreement is the mechanism that implements the payment of SEPA mitigation fees. The Development Agreement and OMP documents are available at the Poulsbo City Hall for review

Transportation

- S2. Payment of traffic mitigation fees is required for the project, as implemented through Schedule B of the 2004 Olhava Development Agreement, as may be amended from time to time. Traffic mitigation fees shall be confirmed with the building permit application and paid before building permit issuance

Animals

- S3. It shall be the responsibility of the applicant to take all necessary steps to prevent the incidental taking of protected species under the Endangered Species Act through habitat modification or degradation during the life of the project or development authorized by this permit or approval. The applicant shall notify the City through its Public Works Superintendent and the Federal agencies with responsibility for enforcement of the Endangered Species Act immediately, in the event of any damage or degradation to salmon habitat by or from the project or the development subject to this permit or approval. In any such case, the applicant shall, at its sole cost and expense, take all actions necessary to prevent the furtherance of the damage or degradation and to restore the salmon habitat as required by the Federal, State, and local agencies with jurisdiction.

Historic and Cultural Preservation

- S4. While there are no known archaeological resources on this site, in the event archaeological artifacts are uncovered during construction, activity shall be halted immediately, and the Washington State Department of Archaeology and Historic Preservation Office and Tribes will be contacted.