

City of Poulsbo

Planning & Economic Development



July 10, 2026

Travis McDonald
Wattenbarger Architects
40 Lake Bellevue Drive, Suite 350
Bellevue, WA 98005

Subject: Nora and Valari Site Plan Review | P-05-26-26-01 | Request for Revisions

Dear Mr. McDonald,

This letter is to notify you that the Planning and Economic Development Department (PED) has completed its Technical Staff review of the above referenced application, determined to be technically complete on June 17, 2026.

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

The land use permit is under a 100-day decision timeline per [PMC 19.80.030](#). With this letter the statutory timeline will be placed on hold. If the applicant fails to submit the city required revisions, corrections, studies or information within 90 calendar days of the city's written request, the application shall be deemed null and void per [PMC 19.80.050 A](#).

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

Sincerely,

Nikole Coleman

Nikole Coleman, AICP, Planning Manager

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

Attachments: Planning and Economic Development Department Memo
Engineering Department Memo



PLANNING AND ECONOMIC DEVELOPMENT

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

MEMO

To: Travis McDonald
From: Nikole Coleman, AICP, Planning Manager
Subject: Nora and Valari Site Plan Review | P-05-26-26-01 | Request for Revisions
Date: July 10, 2026

The following comments must be addressed with your resubmittal. If you have any questions regarding these comments, please email me at ncoleman@poulsbo.gov.

OVERALL SITE AND BOTH BUILDINGS

1. **Lighting.** Provide a comprehensive exterior lighting plan, including fixture specifications, mounting heights, photometric plan (per [PMC 18.80.080 N.9](#)), shielding details, illumination levels, and lighting controls. Demonstrate compliance with City lighting standards related to glare, spillover, pedestrian safety, and adjacent properties. Include all site lighting, building-mounted lighting, parking garage lighting, rooftop terrace lighting, forecourt lighting, and pedestrian pathway lighting.
2. **Mechanical Screening.** Provide details demonstrating how all rooftop mechanical equipment, HVAC units, transformers, utility equipment, and similar appurtenances will be screened from public view. Screening shall be integrated into the building architecture and utilize materials and colors complementary to the principal structure.
3. **Parking Dimensions.** Provide revised parking plans identifying all parking stall and drive aisle dimensions for both surface and structured parking areas. Label stall widths, stall lengths, aisle widths, turning areas, and vertical clearances, as applicable, demonstrate compliance with the dimensional requirements of [PMC Chapter 18.140](#), including Tables [18.140.040](#) and [18.140.050](#). Where parking stalls abut walls, columns, or other obstructions demonstrate compliance with the required additional stall width and clearance standards. If any parking spaces are proposed to utilize alternative dimensions or configurations, provide supporting justification and identify the applicable code provisions authorizing such design.
4. **Building Height.** Sheet G-A05 does not clearly demonstrate compliance with [PMC 18.150.050](#). Building height is defined as the vertical distance measured from the average elevation of the finished grade at an exterior building wall or building segment to the highest point of that building wall or building segment, with the overall building height calculated as the average of all building sides. Please revise the building height calculations to clearly identify each exterior building wall/building segment, provide the average finished grade for each segment, identify the corresponding highest point of each segment, and demonstrate how the overall average building height was calculated consistent with [PMC 18.150.050](#). Staff's independent review indicates the average building height for Building A exceeds 35 feet; therefore, additional clarification and revised calculations are required.
5. **Building Entrances.** Consider strengthening the architectural emphasis of the primary residential entrances to better establish them as identifiable pedestrian destinations. Enhanced entry features may include larger canopies, decorative lighting, seating, enhanced paving, landscaping, public art, or other pedestrian-oriented design elements that improve visibility, wayfinding, and the overall pedestrian experience.
6. **Amenity Plan.** Provide an Amenity Exhibit identifying all common and private open space, rooftop amenities, forecourt areas, pocket park improvements, seating areas, landscaping, pedestrian gathering spaces, and recreational amenities. Include calculations demonstrating compliance with applicable requirements and ownership and maintenance responsibilities.

7. Landscaping. Coordinate the landscape plan with the proposed monument signs, utility equipment, fire department connections, transformers, and other site infrastructure to ensure these elements are appropriately screened while maintaining required access, visibility, and maintenance clearances.
8. Pedestrian Perspective Renderings. Provide additional pedestrian-level perspective rendering from the Jensen Way/NE Sunset Street intersection illustrating the proposed architecture, landscaping, lighting, and streetscape improvements. These views will assist staff in evaluating the pedestrian experience and the project's relationship to the surrounding neighborhood and downtown.
9. Critical Area Review. The subject site is mapped as a potential Geologically Hazardous Area. Please provide a memorandum prepared by a qualified geotechnical engineer evaluating the City's mapped geologic hazard designation and confirming whether geologically hazardous areas are present on or adjacent to the site, or whether the proposed development will be unaffected by the mapped hazard. If geologic hazards are determined to be present, provide a geotechnical report and any supporting geological report, prepared consistent with [PMC 16.20.400](#) (Geologically Hazardous Areas) and [PMC 16.20.760](#) (Geotechnical Report and Geological Report), demonstrating that the proposed development can be safely constructed and identifying any recommended mitigation measures necessary to comply with the City's critical areas regulations.
10. Public Comments. The Notice of Application with Optional DNS was issued on June 26, 2026, with the public comment period closing on July 10, 2026. Comments received will be transmitted to the applicant following the close of the comment period. The applicant shall provide a written response to each public comment in the subsequent resubmittal, including an explanation of how the project has been revised to address the comments, or justification where no revisions are proposed.

BUILDING A - NORA

Development Standards.

11. Please clarify the size of the commercial space. On page A-A02 the size is shown as ~1,380 sf, while G-A03 shows 1,412 sf. This does not change the review, simply a clarification.

Building Design.

Building A occupies a prominent gateway location into downtown Poulsbo and serves as the transition between the established Poulsbo Place neighborhood and the historic downtown commercial district. As such, the building plays an important role in shaping the community's first impression and should reinforce the sense of place that makes this area of Poulsbo distinctive.

Staff recognize that the proposal incorporates quality materials, articulation, and architectural detailing consistent with many aspects of the C-1 design standards. However, because Building A occupies one of the City's most prominent gateway locations into downtown Poulsbo, staff believe the project warrants an elevated level of architectural refinement that responds to both the adjacent Poulsbo Place neighborhood and the historic downtown commercial district.

The intent is not to replicate the residential architecture of Poulsbo Place or the eclectic buildings of Front Street, nor to substantially redesign the building. Rather, staff encourages additional refinement that draws inspiration from both surrounding contexts. Incorporating these elements would strengthen the building's role as a visual bridge between the neighborhood and downtown while creating a memorable gateway that reflects Poulsbo's character and identity.

12. Architectural Character. Revise Building A to better reflect the design intent of the C-1 District and the architectural character that defines downtown Poulsbo. While the proposed design incorporates quality materials and articulation, the overall expression currently reads more as a contemporary multifamily building than a mixed-use building. As noted in the C-1 design standards, contemporary modern building forms are discouraged. Staff encourages further refinement by incorporating additional natural materials and traditional detailing, such as increased use of wood or heavy timber accents, decorative knee braces, exposed rafter tails, substantial roof brackets or corbels, deeper roof overhangs, more pronounced gable treatments, decorative trim and fascia, or richer masonry or stone at the building base. Consider incorporating additional natural wood tones and textured materials to create greater warmth, along with a color palette that complements the surrounding downtown and Poulsbo Place neighborhood.
13. Gateway Design. Consistent with the discussion above regarding Building A's gateway role, further refine the building's architecture to strengthen its transition between downtown Poulsbo and the adjacent Poulsbo Place neighborhood. Revise the architectural design to reinforce this transition through a thoughtful combination of traditional residential and downtown commercial design elements, including a stronger masonry or durable

material base, a refined color palette that complements both downtown and the adjacent neighborhood, and enhanced architectural detailing such as window trim, deeper cornices or roof overhangs, decorative brackets, varied roof forms, and other pedestrian-scale features. The intent is to create a building that serves as a cohesive architectural bridge between these two distinct areas of the city while reinforcing this location as one of Poulsbo's primary gateways into downtown.

14. Prominent Corner, Jensen Way / NE Sunset Street. While the proposal provides the required corner setback, staff encourages further refinement to better achieve the intent of [PMC 18.80.050\(B\)\(2\)](#), which envisions prominent corners as focal points that concentrate pedestrian activity, create visual interest, and establish memorable public spaces. Given this highly visible gateway location, strengthen the architectural and pedestrian emphasis at the intersection by enhancing the corner building form, extending the commercial architectural expression and active storefront presence around the corner, and creating a more inviting public gathering space through enhanced landscaping, decorative paving, seating, pedestrian-scale lighting, public art, and other pedestrian-oriented amenities. The corner should function as both an architectural landmark and a welcoming public space that reinforces the mixed-use character of downtown while providing a seamless transition to the adjacent Poulsbo Place neighborhood. Examples of prominent corner treatments that illustrate the City's design objectives are provided below for reference.



15. Consider incorporating Scandinavian-inspired decorative balcony railing patterns at the corner balconies above the commercial space. These prominent architectural elements offer an opportunity to introduce craftsmanship and detailing that subtly references Poulsbo's Norwegian heritage while creating a stronger visual connection to the eclectic architectural character of Front Street. Examples provided below.

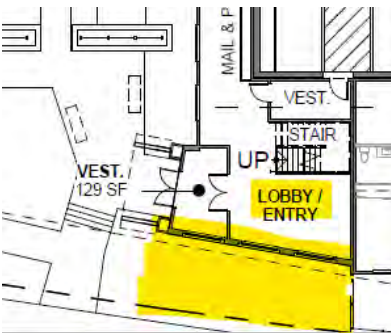


16. Revise the Jensen Way and NE Sunset Street frontages to provide a stronger street-facing commercial and pedestrian presence. Although the site is outside the Shopfront Overlay District, the C-1 standards continue to emphasize street-level storefronts, pedestrian-oriented design, and buildings located at the sidewalk or with usable pedestrian space between the building and sidewalk. Given Building A's location as a gateway into downtown, staff encourages further refinement of these frontages to create a more active and inviting public realm.

- Along the Jensen Way frontage, particularly units C1 through C3, strength the residential character by creating a more defined front porch environment that reflects the architectural rhythm and neighborhood character of the adjacent Poulsbo Place development. Consider larger covered porch spaces, expanded stoops or terraces, enhanced landscaping, seating opportunities, and additional architectural detailing that create a comfortable transition between the public sidewalk and the residential units while fostering neighborhood interaction. Examples of porches and entry in Poulsbo Place below.



- Extend this residential character to the residential lobby (shown below). Consider introducing a secondary entrance from the lobby to a small outdoor gathering space immediately west of the lobby, creating a shared porch or garden space that serves as a common amenity for residents. This space could include seating, landscaping, decorative paving, and pedestrian-scale lighting, providing an active interface with Jensen Way and reinforcing the transition between the surrounding residential neighborhood and the mixed-use development.



- Continue the pedestrian-oriented architectural treatment from the Jensen Way frontage around the corner and along the NE Sunset Street frontage. Staff understands that portions of the ground floor along NE Sunset Street must accommodate electrical, mechanical, and other building service functions. However, because this building occupies one of the City's most prominent gateway intersections, these necessary building functions should be integrated into an active, high-quality pedestrian environment rather than becoming the dominant streetscape feature.

As the commercial tenant space wraps around the corner onto NE Sunset Street, continue the architectural expression and pedestrian-oriented character established along the Jensen Way frontage. The storefront design, transparency, canopies, pedestrian-scaled detailing, materials, lighting, and landscaping should extend beyond the corner and continue along the commercial frontage before transitioning to the more residential character of the building farther east. This will strengthen the corner as an active mixed-use destination while creating a more seamless transition between downtown and the adjacent neighborhood.

Along the portions of the façade containing mechanical and electrical spaces, consider additional architectural and landscape treatments to soften the appearance of these service functions. This may include increased landscaping, decorative metal screening, public art, integrated planters, enhanced paving, façade modulation, or other architectural features that reduce the visual prominence of utility areas and maintain an engaging pedestrian experience.



- Consider use of pitched roof elements by incorporating gabled entry canopies, porch roofs, or other residential-scale roof features over building entrances and pedestrian gathering areas. These elements would help soften the building's scale, reinforce the neighborhood character along Jensen Way, and create a stronger architectural transition to the adjacent Poulsbo Place development.
 - To better evaluate the proposed pedestrian experience, please provide a conceptual landscape plan and perspective renderings illustrating the proposed landscaping, hardscape, furnishings, and pedestrian spaces along the Jensen Way and NE Sunset Street frontages. These materials will assist staff in understanding how the streetscape and pedestrian environment will function and feel once fully built out, and how the proposed building, landscape, and public spaces work together to create a welcoming gateway into downtown and a successful transition to the adjacent neighborhood.
17. **Roof Color and Glare.** Provide additional information demonstrating that the selected roofing material and color will minimize glare and visual impacts to surrounding properties and public viewpoints. Given the building's prominence within the downtown area and its visibility from surrounding streets and adjacent residential development, the City encourages the use of non-reflective, muted, earth-tone roofing materials. Highly reflective or light-colored roofing materials that may create glare should be avoided or supplemented with documentation demonstrating that the proposed material has a low solar reflectance/glare potential and will not adversely affect neighboring properties or the public realm.
 18. Consider revising the exterior color palette to maintain muted earth tones as the primary building colors, while seeking opportunities to incorporate accent colors that are consistent with the adjacent Poulsbo Place development. Accent colors may be incorporated on trim, entries, balconies, awnings, or other architectural features to reinforce Poulsbo's Scandinavian-inspired character and create a cohesive visual transition between the new building and the established character of the surrounding neighborhood. This approach would help bridge the architectural transition while maintaining a timeless and context-sensitive appearance.
 19. Thin brick veneer is shown as a material on page A-A10, but it is not identified on sheets A-A08 and A-A09. Please clarify if this material is proposed on Building A and, if so, identify where.
 20. **Metal Panels.** Provide additional details for the proposed decorative metal panels, including their finishes and any proposed patterns or artwork. These panels present a potential opportunity to contribute to the project's identity and reinforce its relationship to downtown Poulsbo. Staff encourages consideration of subtle Scandinavian-inspired patterns, Norwegian design motifs, or abstract maritime elements that celebrate Poulsbo's heritage without becoming overly thematic. Thoughtfully integrating these details into the building's architectural expression can create a unique design feature that enhances the pedestrian experience, adds visual interest, and further strengthens the project's role as a gateway into downtown.

Landscaping.

21. Since landscaping is proposed as a screening feature for Building A, please provide a landscape plan to show landscaping adjacent to exposed parking garage walls and entrances. Include irrigation notes and long-term maintenance information for all landscaped areas.

BUILDING B - VALARI

Building Design

22. Revise Building B to provide a stronger horizontal definition and establish a more pronounced architectural base. The current elevations emphasize the upper residential floors, while the ground floor reads as visually

subordinate. Increasing the prominence of the base through expanded masonry, stronger horizontal transitions, and other architectural detailing that would better establish a pedestrian-scaled street frontage and improve compatibility with the traditional base-middle-top composition.

23. Provide a graphic demonstrating compliance with the upper floor setback requirements. The graphic should identify the required setback, depict the location of the upper-story building face relative to the lower floors, include the applicable dimensions, and clearly illustrate how the proposed building complies with the upper floor setback standards along each applicable frontage.
24. Exterior Materials. The proposed use of thin brick veneer on Building B introduces an architectural character that feels more traditional masonry expression and is less consistent with the contemporary Scandinavian-inspired design language envisioned for the project. Consider replacing the thin brick veneer with alternative materials that better reinforce the project's architectural character, such as wood accents, fiber cement panels, contemporary masonry, textured concrete, or other high-quality materials that provide warmth and visual interest while remaining compatible with the Poulsbo Place development. The intent is to create a more cohesive material palette that better reflects the project's context and Scandinavian design influences.
25. South Corner of East Elevation (Color Composition). The treatment of the south corner of the east elevation presents an opportunity to further refine the building's composition. Consider exploring alternative color combinations or material transitions for this portion of the façade to better integrate it with the overall building design and create a more cohesive architectural expression. The goal is not necessarily to introduce additional colors, but to evaluate whether a different balance of materials or tones could better emphasize the building's form and contribute to the overall design quality.



26. Consider enhancing the decorative entry doors to create a more distinctive building entry. This may include decorative metal detailing, integrated wood elements, decorative knee braces, or other architectural features that complement the building's Scandinavian-inspired design language.

City of Poulsbo

200 NE Moe Street, Poulsbo, Washington 98370

Engineering Division-Memorandum



The Engineering Department has reviewed the Site Plan Application P-05-27-25-01 for Nora and Valari Residences and has the following requirements and comments:

Requirements

- Grading Permit will be required per PMC 15.40.060.
- Department of Ecology Construction Stormwater General Permit Required.
- NE Sunset St. one way traffic proposal will depend on traffic modeling and City Council approval.
- Existing Sidewalk frontage will need to be evaluated for ADA compliance
- Stormwater Report will require peer review.
- GeoTech report will be required to assess building wall foundation design feasibility.

Comments

1. Parking garages will require drains across entrance- interior drains shall go to sewer with appropriate oil/water separator. The exterior drains shall go to storm.
2. Size and location of water meters will need to show on plans.
3. New sidewalk and replaced hard surface (repair of pavement to base course) does not appear to be addressed in drainage report. This will trigger all minimum requirements.
4. Will need to confirm with Public Works relocated fire hydrant on Sunset St. with a 90-degree bend is acceptable
5. Unclear what pipe sizes and material are.
6. Recommend changing water quality vault lid to hatch lid for ease of maintenance and inspection.
7. Unclear if roof drains are type 1 or d-box
8. Anticipate treatment for new/replaced pollution generating hard surface along Sunset St. which will need to be addressed in the storm water report
9. May be possible to grind and overlay portion of Sunset St.

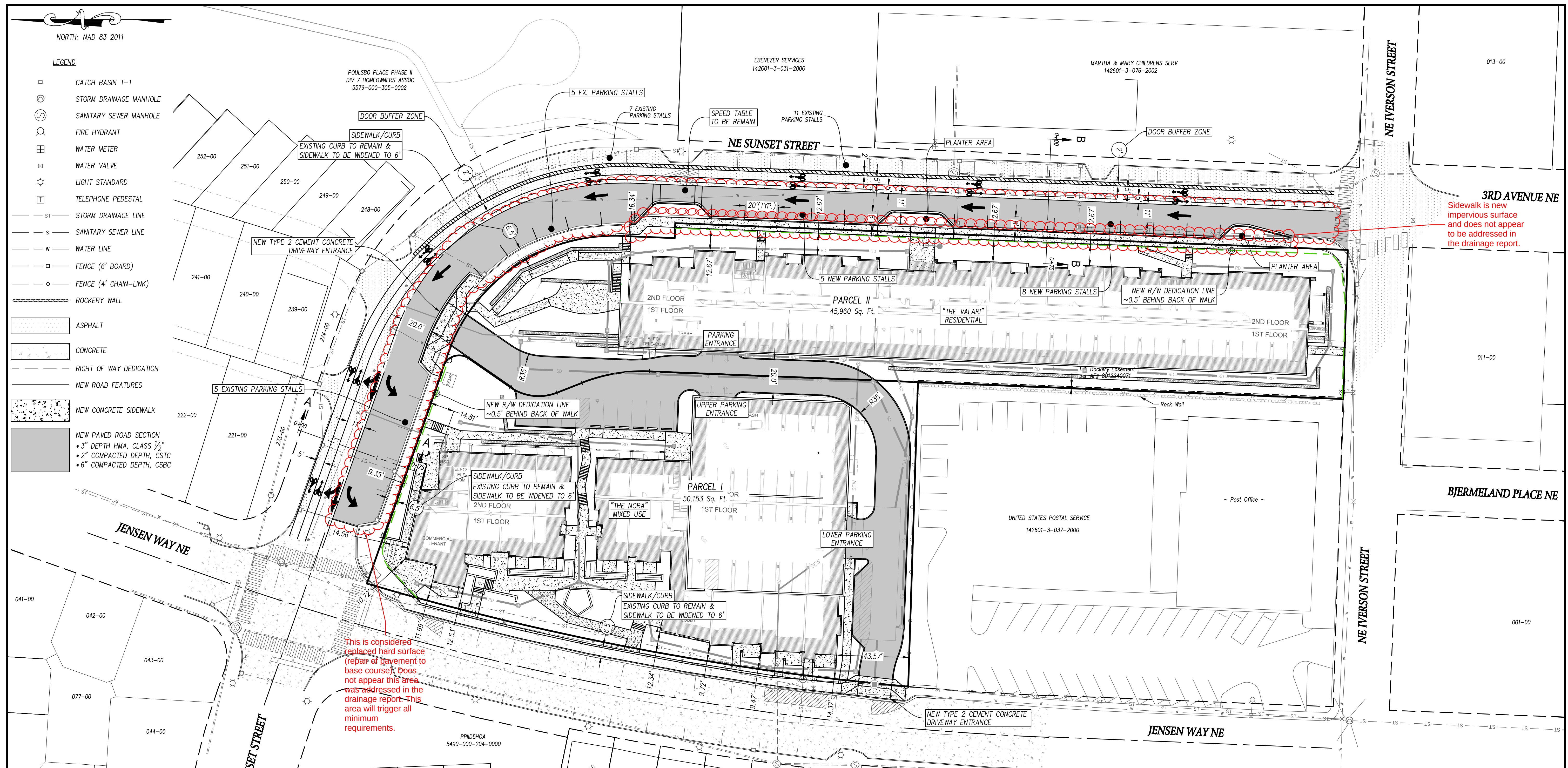
Fire Comments

1. Fire hydrant, FDC, and PIV must be located within a 25' radius. The exterior access to the Sprinkler room allows for the removal of the PIV

NORTH: NAD 83 2011

LEGEND

- CATCH BASIN T-1
- STORM DRAINAGE MANHOLE
- SANITARY SEWER MANHOLE
- FIRE HYDRANT
- WATER METER
- WATER VALVE
- LIGHT STANDARD
- TELEPHONE PEDESTAL
- ST - STORM DRAINAGE LINE
- S - SANITARY SEWER LINE
- W - WATER LINE
- FENCE (6' BOARD)
- FENCE (4' CHAIN-LINK)
- ROCKERY WALL
- ASPHALT
- CONCRETE
- RIGHT OF WAY DEDICATION
- NEW ROAD FEATURES
- NEW CONCRETE SIDEWALK
- NEW PAVED ROAD SECTION
 - 3" DEPTH HMA, CLASS 1/2"
 - 2" COMPACTED DEPTH, CSTC
 - 6" COMPACTED DEPTH, CSBC



This is considered replaced hard surface (repair of pavement to base course). Does not appear this area was addressed in the drainage report. This area will trigger all minimum requirements.

3RD AVENUE NE
Sidewalk is new impervious surface and does not appear to be addressed in the drainage report.

THE NORA & VALARI RESIDENCES
SITE PLAN REVIEW

ONE-WAY NE SUNSET STREET IMPROVEMENTS
& RIGHT OF WAY DEDICATION

FOR
JENSEN AVE HOLDINGS, LLC

CONTACT
KELLY CLARK

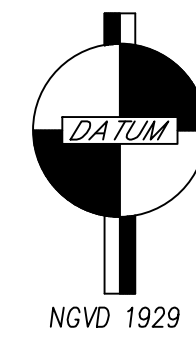
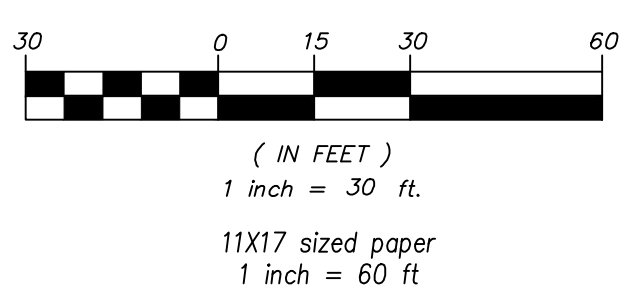
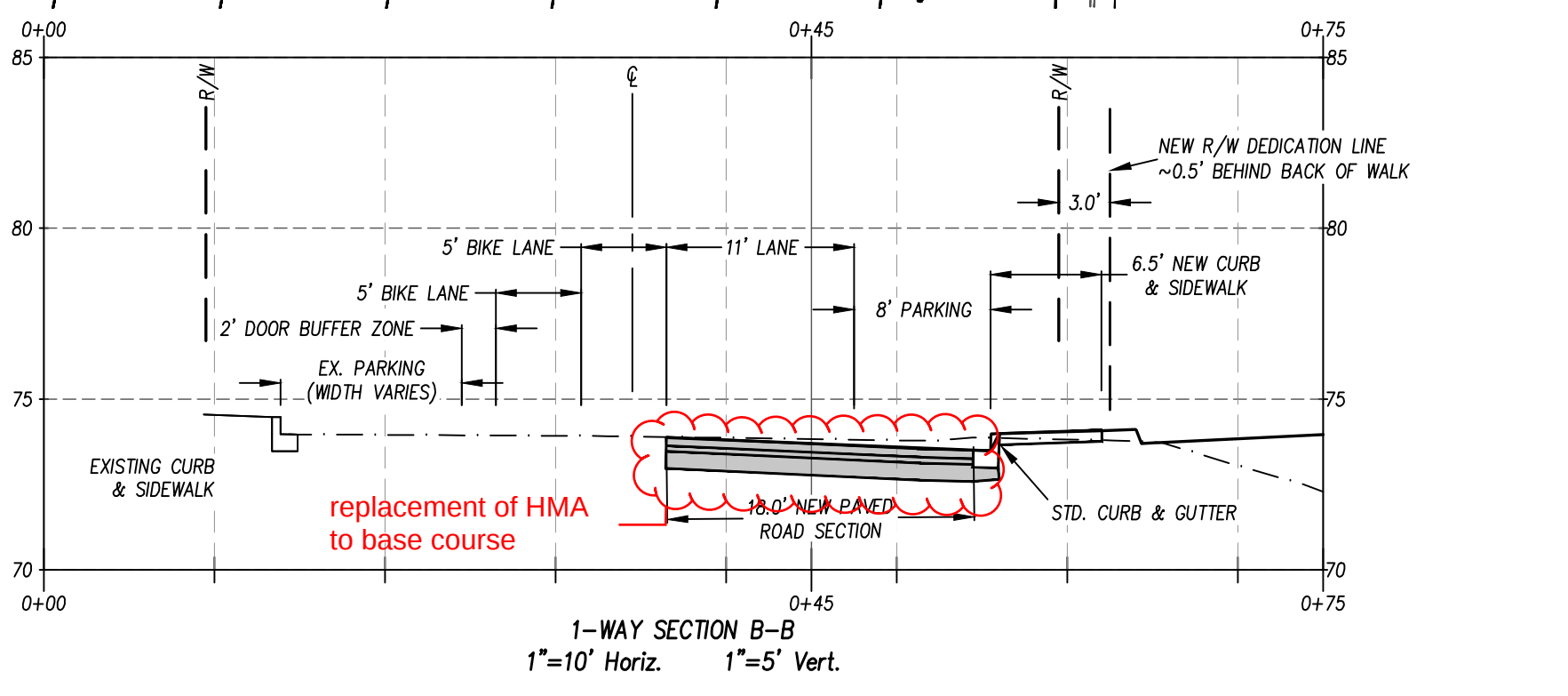
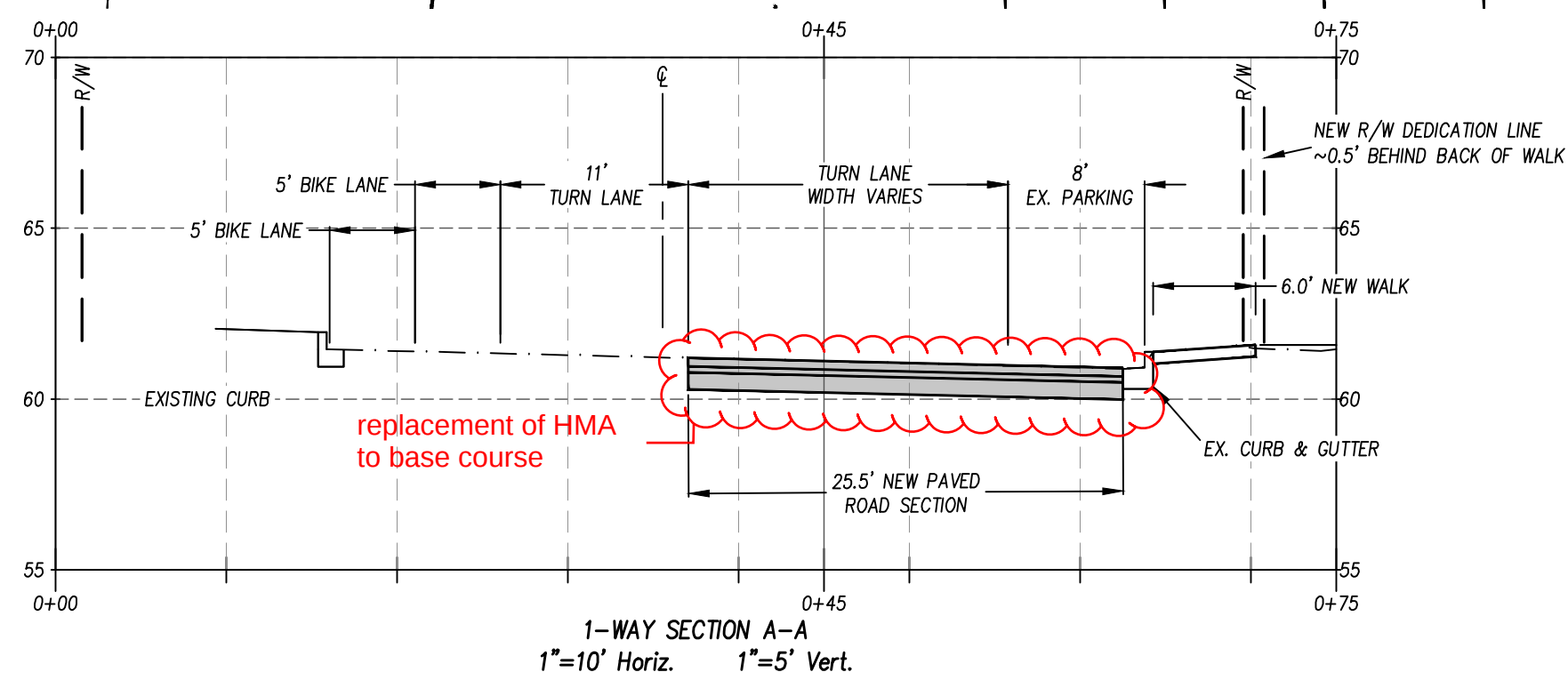
5-20-26

NOTE: THIS DOCUMENT IS INSCRIBED WITH A DIGITIZED SIGNATURE BY THE ENGINEER AS PROVIDED BY WAC 196-23-070(2)

ENGINEERING • SURVEYING
PLANNING

C-2.0

CALCULATED	DESIGN	DRAWN	CHECKED	DATE	SCALE	JOB NO.	SHEET
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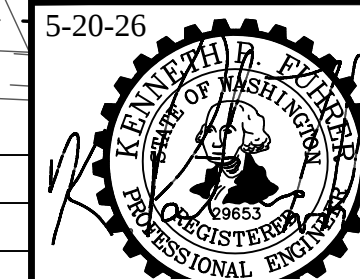
NO.	DATE	DESCRIPTION	BY

PRELIMINARY GRADING PLAN

FOR
JENSEN AVE HOLDINGS, LLC

CONTACT
KELLY CLARK

5-20-26



P.O. Box 720 • 10045 Old Frontier Road NW
Silverdale, Washington 98383
(360) 692-5525

ENGINE

ENGINE

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SALE	
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C - 3.0

QUEST

SHEET 1

3 of 5

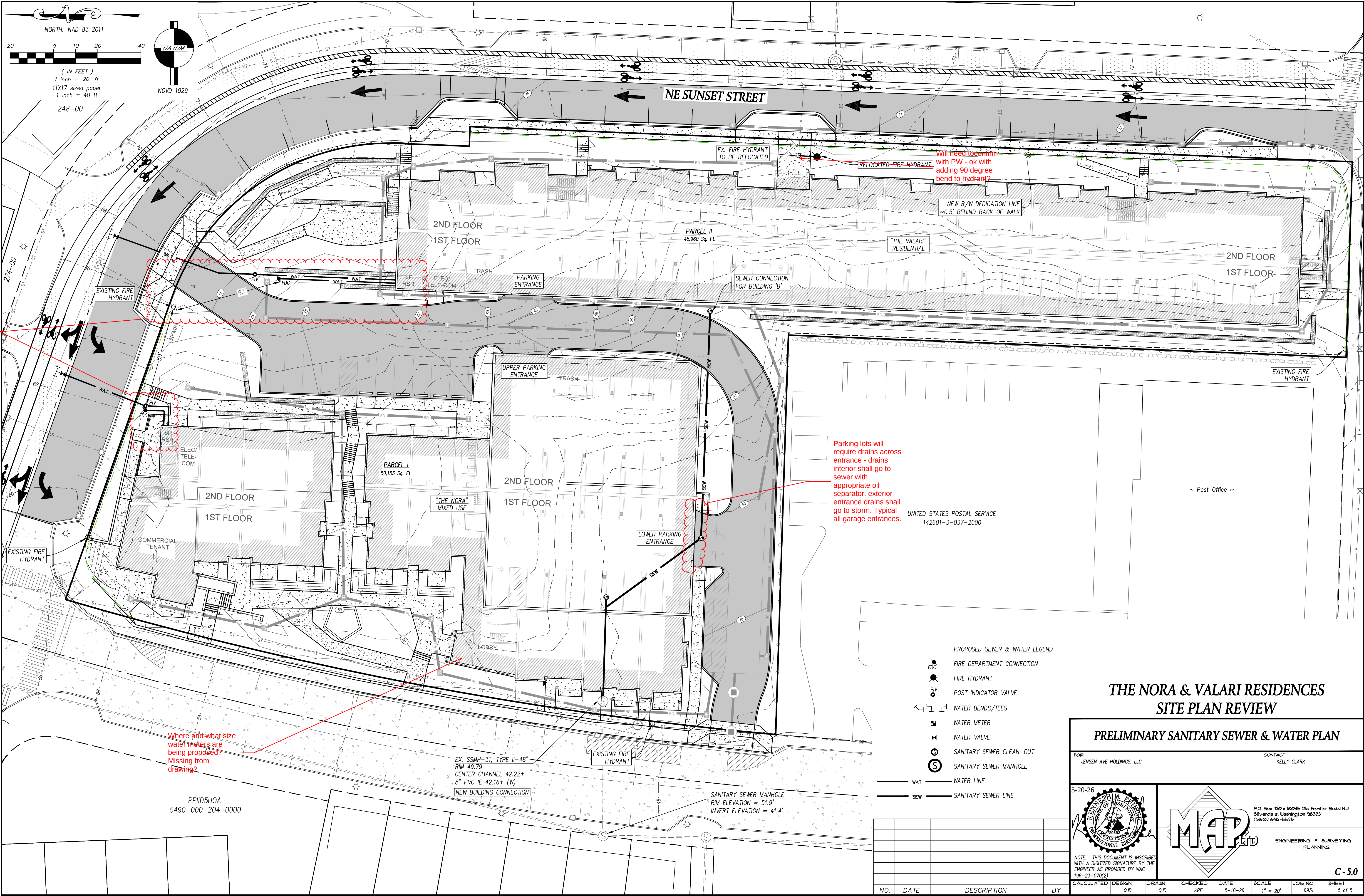
Fire Hydrants must be spaced at no greater than 300' intervals - BR

Fire Hydrant, FDC, and PIV must be located within a 25' radius. The exterior access to the Sprinkler room allows for the removal of the PIV - BR

Where and what size water meters are being proposed? Missing from drawing?

Parking lots will require drains across entrance - drains interior shall go to sewer with appropriate oil separator. exterior entrance drains shall go to storm. Typical all garage entrances.

Will need to confirm with PW - ok with adding 90 degree bend to hydrant?



- PROPOSED SEWER & WATER LEGEND
- FDC FIRE DEPARTMENT CONNECTION
 - FIRE HYDRANT
 - PIV POST INDICATOR VALVE
 - WATER BENDS/TEES
 - WATER METER
 - ⋈ WATER VALVE
 - SANITARY SEWER CLEAN-OUT
 - ⊙ SANITARY SEWER MANHOLE
 - WAT — WATER LINE
 - SEW — SANITARY SEWER LINE

THE NORA & VALARI RESIDENCES SITE PLAN REVIEW

PRELIMINARY SANITARY SEWER & WATER PLAN

FOR JENSEN AVE HOLDINGS, LLC		CONTACT KELLY CLARK					
5-20-26							
NOTE: THIS DOCUMENT IS INSCRIBED WITH A DIGITIZED SIGNATURE BY THE ENGINEER AS PROVIDED BY WAC 196-23-070(2)							
P.O. Box 110 • 10045 Old Frontier Road NW Silverdale, Washington 98283 (360) 692-5525		ENGINEERING • SURVEYING PLANNING					
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CALCULATED	DESIGN Q.D.	DRAWN Q.D.	CHECKED KPF	DATE 5-18-26	SCALE 1" = 20'	JOB NO. 6931	SHEET 5 of 5