

City of Poulsbo

Planning & Economic Development



August 18, 2026

Bali Mshar
Rice Fergus Miller
1011 W First Avenue
SPOKANE, WA 99201

Subject: Suquamish CARE Center | P-06-26-26-01 | Request for Revisions

Dear Mr. 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, determined to be technically complete on July 24, 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 170-day decision timeline per [PMC 19.80.030](#). With this letter the statutory timeline will be placed on hold. If the applicant fails to submit the city required revisions, corrections, studies or information within 90 calendar days of the city's written request, the application shall be deemed null and void per [PMC 19.80.050 A](#).

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

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MEMO

To: Bali Mshar, Rice Fergus Miller
From: Nikole Coleman, AICP, Planning Manager
Subject: Suquamish CARE Center Conditional Use, Minor Site Plan, and Design Review | P-06-26-26-01
Date: August 18, 2026

1. The submitted plans contain conflicting parking counts. The Civil Site Plan identifies 95 vehicle parking spaces, while the Landscape Plan identifies 96 vehicle parking spaces. Revise the plans so that all plan sheets consistently identify the same total number of vehicle parking spaces. Additionally, the Landscape Plan identifies eight bicycle parking spaces and indicates that seven bicycle parking spaces are required and eight are provided. Confirm that the bicycle parking calculations and the number, location, and design of the proposed bicycle parking spaces are consistent throughout the plan set. Revise the plans as necessary to ensure all parking counts and calculations are accurate and coordinated across all submitted documents.
2. Clarify whether the facility will receive deliveries or pickups by trucks or truck-trailer combinations of the size and frequency regulated by [PMC 18.140.070](#).
3. Please provide architectural elevations for the proposed shelter and the trash/recycling enclosure. The current plan set does not include sufficient information to evaluate these structures for compliance with the City's design standards. The submitted elevations shall demonstrate compliance with [PMC 18.80.080.H.2](#), including building materials, colors, roof form (where applicable), architectural detailing, and compatibility with the principal development. The shelter and trash/recycling enclosure shall be designed using materials, finishes, and architectural features that are consistent with the primary building and the applicable design standards. Revise the plans as necessary to demonstrate compliance.
4. Roofline and Building Articulation: The proposed improvements provide substantial material and architectural enhancement to the existing building. However, the long, relatively uniform parapet results in limited articulation at the upper portion of the building. Consistent with the applicable design standards, revise the elevations to provide modest additional roofline articulation and a more defined visual cap. Particular consideration should be given to strengthening the roof expression at the primary entrance and introducing limited variation along the longer elevations. This may be accomplished through variations in parapet height, projecting eaves or cornices, extension of the existing entrance canopy/roof element, expressed structural elements, or other compatible architectural features selected by the applicant.



City of Poulsbo

200 NE Moe Street, Poulsbo, Washington 98370

Engineering Division-Memorandum



Subject: Suquamish CARE Center
To: Victoria Nizzoli
From: Engineering Department
Date: 08/05/26

The Engineering Department has reviewed application P-06-36-26-01, Suquamish CARE Center site improvement submittals. Engineering has the following comments and revision requests. Please resubmit for review.

1. Submit a TESC plan sheet showing where BMP's will be located
2. Civil plans and Stormwater Analysis Report (Drainage Discharge Points, Pg. 5) identify CB Type 2 at northeast corner of parking lot discharging to swale to the East. That Type 2 CB connects to the City's Type 2 CB to the northeast, approximately 12', before discharging into the swale to the East. (Public Works Confirmed). Please correct.

Sherman Leddon
Engineering Technician
sleddon@poulsbo.gov
(360) 394-9740