EXHIBIT 13.b: Comments received after Notice of Application Comment Period 1

From:	Rod Malcom
To:	City of Poulsbo Planning and Economic Development
Cc:	Nikole CH. Coleman
Subject:	RE: [External] Pinnacle at Liberty Bay PRD and Preliminary Subdivision - Technical Review No. 2
Date:	Friday, December 19, 2025 11:39:04 AM
Attachments:	Pinnacle at Liberty Bay Technical Review 2.pdf

Good morning, attached are comments from the Suquamish Tribe regarding the subject proposal.

If you have any questions, please contact me.

Thank you.

Rod

Roderick Malcom
Biologist/Ecologist
Natural Resources Department

THE SUQUAMISH TRIBE

P.O. Box 498 (mailing)
18490 Suquamish Way
Suquamish, WA 98392
Phone: (360) 394-8449

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From: City of Poulsbo PED Department <planninginfo-cityofpoulsbo.com@shared1.ccsend.com>
Sent: Tuesday, December 2, 2025 11:16 AM
To: Rod Malcom <rmalcom@suquamish.nsn.us>
Subject: [External] Pinnacle at Liberty Bay PRD and Preliminary Subdivision - Technical Review No. 2

Pinnacle at Liberty Bay PRD and Preliminary Subdivision - Technical Review No. 2

The Natural Resource Department supports the conclusions stated in the third party review - "*Pinnacle at Liberty Bay: Third-Party Review*" dated 29 August 2025 or "*Third Party Review*" - however, as this third party review compares the information from the applicant, supplemented by that collected by the third party reviewer against City Code some environmental considerations can be overlooked.

This comment letter will address: (1) some specific concerns with the "*Pinnacle at Liberty Bay Critical Area Report & Habitat Management Plan*" dated 14 July 2025 or "*HMP*"; (2) anthropogenic barriers and seasonal stream; (3) Site Potential Tree Height (SPTH) and buffer widths; and (4) non-natal rearing use.

1. Some specific concerns with the *HMP*.

The *HMP* includes an omission found in many other Habitat Management Plans, that of reporting stream width without providing the number of measurements taken or over what distance they were taken. WAC 222-16-030 in regard to channel width and gradient reads as follows: "*(f) "Channel width and gradient" means a measurement over a representative section of at least 500 linear feet with at least 10 evenly spaced measurement points along the normal stream channel*". Channel width is important as WAC 222-16-031 which directs that Type 3 waters are Typed a Type F states a Type 3 water is a stream segment "*having a defined channel of 2 feet or greater within the bankfull width in Western Washington*" and "*and having a gradient of 16 percent or less*".

Table 1 presents the *HMP*'s reported stream widths. This wording implies reported stream widths based on the OHWM. As bankfull width is not necessary the same as the width of a stream at the OHWM (sometime is it smaller, sometimes it is larger), the applicant should clarify if the report widths are BFW or the width of the channel at the OHWM. Additionally, merely reporting the range of the stream width, particularly for smaller streams, without including the actual measurements as well as where they were taken can obscure sections of the stream that meet the Type F definition. For example, a stream that is mostly 24 inches bankfull width, but has a short segment of 12 inches that might be an anomaly and not typical of the channel width.

For the preceding reasons, the applicant should provide each individual recorded bankful width and the location taken for streams A, B, and D. Additionally, though from the *HMP* narrative (page 16), Barrante's Creek/Stream C meets the definition of a Type F stream, the location of the bankful width measurements are important to ascertain where the stream type break occurs.

Table 1. Reported stream widths in the *HMP*.

Page number	HMP wording (bold emphasis added). Spelling mistakes are as found in the original text.
12	Stream A. A small stream with a channel from 6"-12" in width drains water out of Wetland A and through a pvc culvert under and old road bed to the south.

15	Stream B. A small stream with a channel from 12”-24”” in width drians water from a culvert under and old road bed from Wetland B into Wetland C and then Stream C to the west. The channel has several steep sections and appears to be seasonal in flow. The **OHWM of** the stream was flagged with blue flags N1-N3 and S1-S3.
16	Barrante’s Creek/Stream C. The **ordinary high water mark/top of bank** was flagged with blue flags labeled E1-E38 and W1-W38. The width of the stream varies for 2’-6’ but is more of a ditched configuration on the south end of the site.
18	Stream D. This stream has intermittent flow (no flow was presnet during our April site visit) with a channel from 12”-18” in width.

2. Anthropogenic barriers and seasonal streams.

In regard to Barrante’s Creek (Stream C) to which the applicant has stipulated meets the physical criteria to be a Type F streams, the HMP (page 17) states: “*The stream has been shown as a non-fish bearing stream on the Fpars website and there was no evidence of fish use observed during our site visit.*” There are several issues with this statement.

First, the wording “*has been shown as a non-fish bearing stream*”. First the FPars website is often inaccurate and there is also a backlog of stream type information to be entered. There have been site visits for other projects where the applicant used FPars to state the stream is non-fish bearing stream, but for which updated stream type information had been previously submitted, but not yet uploaded. Second, lack of fish observations during a site visit does not mean fish do not use the stream, have not used it, or could not use in the future. Third, the presence of downstream culverts can preclude the movement of fish into areas that previously supported fish use. This particularly is relevant to seasonal streams as resident fish are unable to survive in the stream channel, except in the presence of pools of acceptable water quality that might remain in the channel until seasonal flow returns.

One reason for the use of physical criteria to type streams is the presence of downstream anthropogenic barriers, that if removed would allow for upstream movement of fish. Also, applicants tend to focus on natal fish use of a stream and overlook the possibility of non-natal fish entering the stream from other areas, but which enter in blocked or impeded by anthropogenic barriers. This will be addressed in detail later in section 4.

Additionally, the applicant is proposing a culvert over a Type F stream, creating another potential passage issue in the future. Some culverts built to WDFW fish passage requirements have been known to have long-term issues. A bridge should be required.

3. Site Potential Tree Height (SPTH) and buffer widths

The width of the riparian corridor plays a paramount factor in both providing and protecting stream functions. Though the City has historically had some of the better stream buffers, Best Available Science (BAS) has advanced. The most recent BAS on stream buffer widths was released by the WDFW in 2020 when the WDFW released two documents:

1. *Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications* (Volume 1) (Quinn et al. 2020); and

2. *Riparian Ecosystems, Volume 2: Management Recommendations* (Volume 2) *(*Rentz et al. 2020)

These documents recommend using a location's Site Potential Tree Heigh (SPTH) to determine buffer width, with the buffer width generally equal to the SPTH of a 200 year old tree. Site Potential Tree Height is the average maximum height of the tallest dominant trees for a given age and soil condition. SPTH at the project site is approximately 217 feet (Fig 1). *Riparian Ecosystems, Volume 2: Management Recommendations* (Volume 2) contains the following statement on page 8:

> "*The width of the riparian ecosystem is estimated by one 200-year SPTH measured from the edge of the active channel or active floodplain. Protecting functions within at least one 200-year SPTH is a scientifically supported approach if the goal is to protect and maintain full function of the riparian ecosystem."*

Page 17 contains the following wording:

> "*Thus , designating a riparian area based on at least one $SPTH_{200}$ is a scientifically supported approach if the goal is to protect and maintain full function of the riparian ecosystem for aquatic habitat and species, including salmon.*"

Page 11 also states (bold emphasis in original):

> *"If $SPTH_{200}$ is less than 100 feet, the RMZ is delineated by the pollution removal function (see below)"*
>
> *"**For both forested and dryland ecoregions, use the pollution removal function when appropriate:** Where the $SPTH_{200}$ and/or the width of the riparian vegetative community is less than 100 feet, we recommend that RMZ width be delineated at a minimum of 100 feet, as this provides the width necessary for 95% pollution removal target for most pollutants (approximately 85% for surface nitrogen.)"*

. For example, the WDFW stated[1] emphatically on page 4 (emphasis added):

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1 Rentz, R., A. Windrope, K. Folkerts, and J. Azerrad. 2020. Riparian Ecosystems, Volume 2: Management Recommendations. Habitat Program, Washington Department of Fish and Wildlife, Olympia.

> "*Restoration of riparian ecosystems is critically important because legacy of environmental impacts resulting from the ways land use has affected riparian areas over the past 200 years. In other words, what* ***remains available for protection is not enough to provide the full functions and values Washington's fish and wildlife need.*****"**

Page 11 of "*Riparian Ecosystems, Volume 2: Management Recommendations* (Volume 2)" contains the following wording (bold emphasis in original) regarding stream buffers[2].

> ***"Apply the recommended RMZ delineation steps to all streams, whether or not they are fish-bearing:*** *In 1997, WDFW recommended a lower level of protection for non-fish bearing streams than fish-bearing streams. In reviewing the current science literature for Volume 1, we found no evidence that full riparian ecosystem functions along non-fish-bearing streams are less important to aquatic ecosystems than full riparian ecosystem functions along fish-bearing streams. This recommendation is based on four additional considerations."*

Among the reasons given for this were: (1) provision fish-bearing streams with matter and energy; and (2) providing cool water to downstream reaches. Washington State has already experienced increased stream temperatures due to climate change and expect further increases, which have direct implications for the persistence of fish.

The applicant should not expect stream buffers less than the recommended minimum of 100 feet, will be sufficient to remove pollutants. Additionally, it should be assumed that any riparian buffer less than a SPTH is a *de facto* impact to the non-pollutant removal functions of the riparian area that should be considered during SEPA and other environmental review.

4. <u>Non-natal rearing and pocket estuaries.</u>

Following up from section 2, is non-natal use of streams by salmonids. Non-natal use by juvenile salmonids is salmon rearing in habitats *outside* their natal watershed. Increasingly research has shown that juvenile salmonids during their movement along marine shorelines enter the mouths and ascend non-natal streams. Even if no adult salmonids spawn in any of the streams at or downstream of the project site, juveniles from other stream discharging in Liberty Bay can enter these streams and use them up to the anthropogenic passage barriers. The juvenile outmigration period for salmonids originating in streams draining to Liberty Bay is late winter/early spring and corresponding to when smaller seasonal streams are most likely to have flow.

Furthermore, he marine area near where the streams traversing the project site discharge into Liberty Bay is mapped as a pocket estuary (Fig 2) and there are small deltas near the mouth of the Barrante's Creek and stream D. As a result, considerable juvenile salmonid use, particularly coho and chinook, in this area is to be expected, increasing the probability some juveniles will

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2 Page 11 indicates the RMZ delineation is the buffer width as follow: "*To aid with site-specific RMZ delineation, WDFW created an internet-based mapping tool that reports recommended widths for RMZs (Appendix 1) statewide based on $SPTH_{200}$. The tool also notes instances where a 100-foot RMZ should be applied to support the pollution removal function.*"

ascend the stream channels to the limit of passage. WAC 222-16-030 includes the following statement: "*(h) "Fish habitat" means habitat which is used by any fish at any life stage at any time of the year, including potential habitat likely to be used by fish which could be recovered by restoration or management and includes off-channel habitat.*" Year round use is not required.

As ongoing research show juvenile coho are more mobile and opportunistic than previously thought and use the coastal marine environment to reach non-natal streams for survival and growth. This makes such non-natal streams critical components of the coho life cycle. The project as proposed has the potential to impact this use.

Conclusions

The stream buffers as proposed by the applicant do not meet Code requirements, let alone Best Available Science.

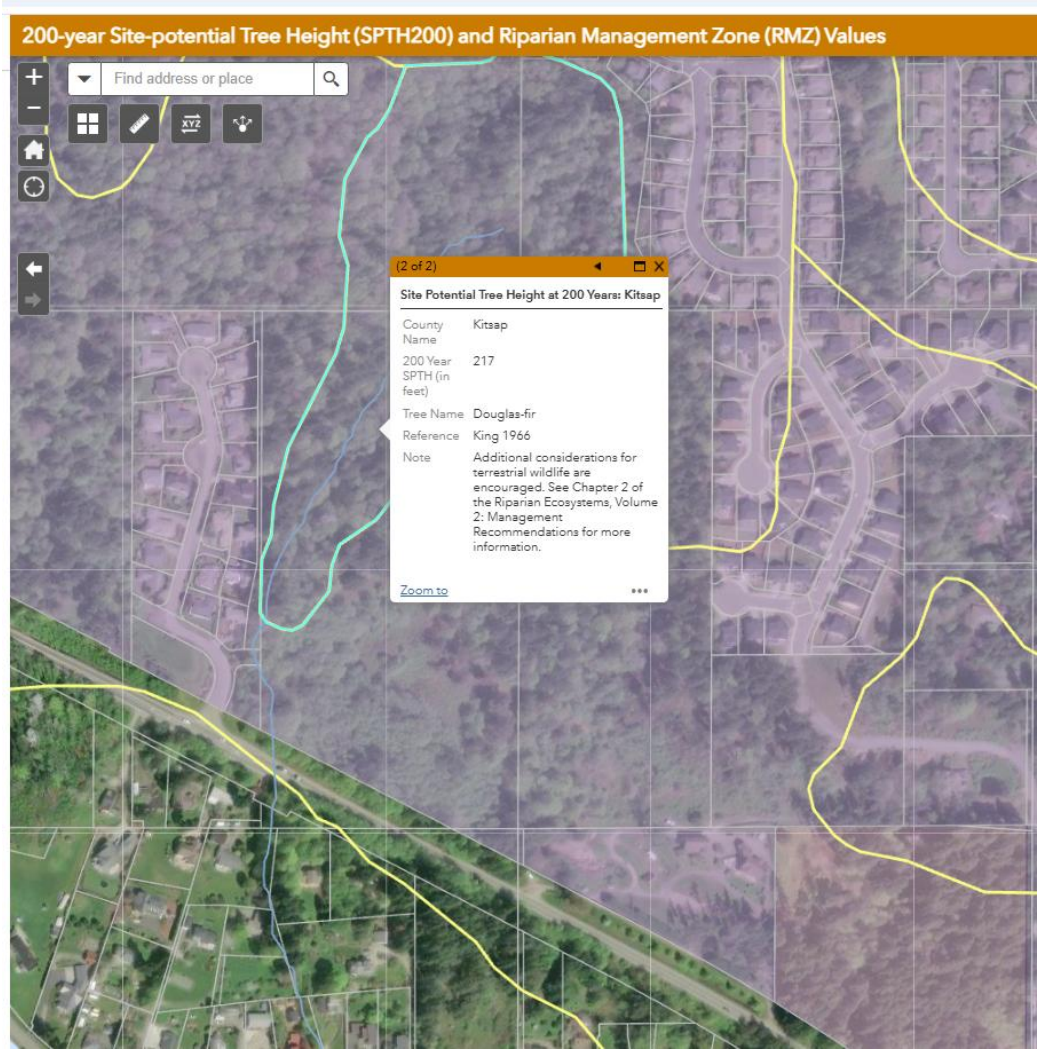

Fig 1. Site potential tree height at project site.

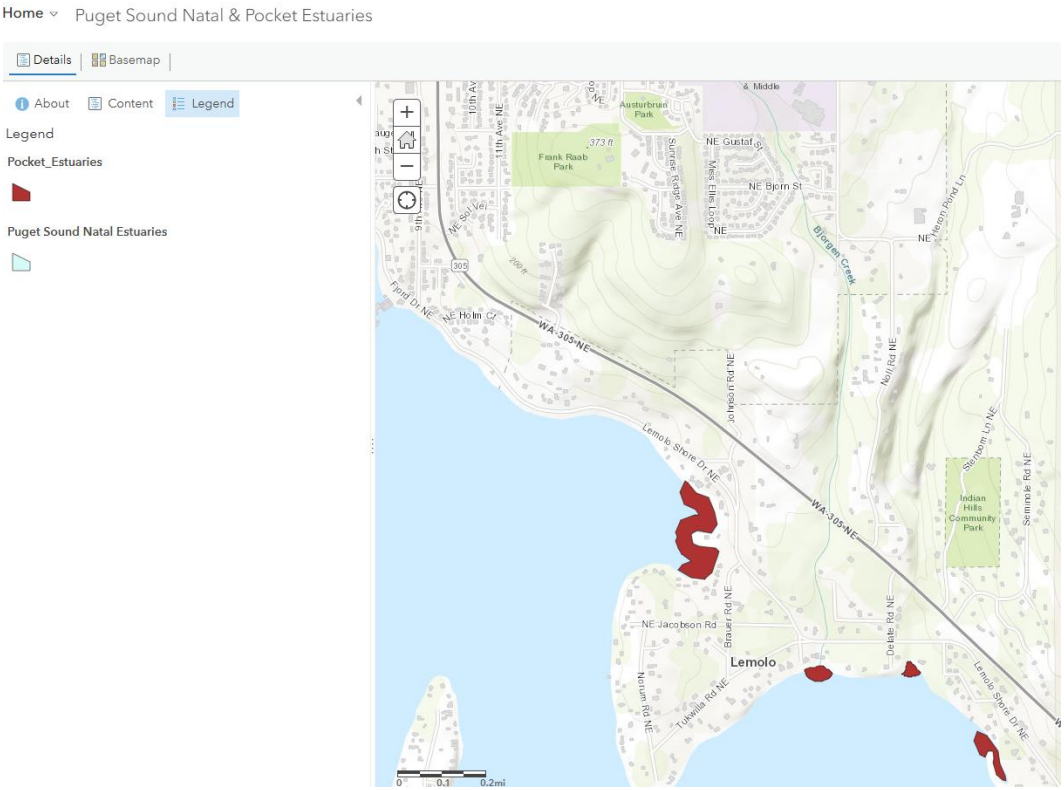

Fig 2. Location of mapped pocket estuary in relation to project site.



Fig 3. Small deltas near the mouths of Barrantes' Creek and stream D.

From: Glynis Casey
To: Nikole CH. Coleman
Subject: Pinnacle at Liberty Bay
Date: Friday, September 12, 2025 2:34:11 PM

I'm writing to object to the proposed primary access at Baywatch Ct. NE for this development. I respectfully can not agree to any traffic assessment that indicates the additional 151 SFR's will not create significant adverse impacts to the LOS at Baywatch Ct. NE, and HWY 305, creating a dangerous intersection and potential nightmare along 305 - not only for the existing residents, but for all future Pinnacle residents, along with all travelers along HWY 305.

Respectfully,
Glynis Casey

From: djlockhart@verizon.net
To: Nikole CH. Coleman
Subject: Pinnacle at Liberty Bay PRD - PMC Section 18.260.070
Date: Tuesday, September 16, 2025 1:26:24 PM
Attachments: Pinnacle PRD Comment Letter re Adjacent.PDF

Dear Nikole,

It was a pleasure to meet you last week when I dropped off comment letters regarding the proposed Pinnacle at Liberty Bay PRD project. This is my first experience with the planning process for the City of Poulsbo. I appreciated the opportunity to chat with you about procedures, timing and other aspects of how the Pinnacle application will work its way through the system. I did come away, however, concerned about how the concept of "adjacent" seems so confused.

A uniform understanding of what "adjacent" means could help resolve the obvious disagreement among the project applicant, the members of the public commenting on the project and the Planning and Economic Development Department. Where this definitional question is most relevant is in the fair and consistent application of Section 18.260.070 of the Poulsbo Municipal Code.

The applicant's willful disregard for that PMC Section is clear. From its earliest submissions, through the April firehouse Neighborhood Meeting, to its most recent proposed plat submission, the applicant has chosen to present a subdivision layout for Pinnacle that gives them the highest number of lots possible but at the (literal) expense of the property owners in Crystal View. What's to explain this behavior? The applicant appears to be a professional company routinely engaged in the processes of entitling real estate projects. As the saying goes, this is not their "first rodeo"! They cannot claim misunderstanding of the unambiguous text of the PMC. So, maybe as some of the public comments so vigorously proclaim, it just comes down to greed.

As for the public, and based on the overwhelming majority of commenters citing lack of the Pinnacle project's compliance with Section 18.260.070 of the PMC, they regard every Pinnacle project lot near the boundary lines between Crystal View and the Pinnacle development as being "adjacent" to the traditionally zoned and developed Crystal View subdivision.

Based on your letter to the applicant of September 8th, it would appear that the PED thinks of "adjacent" as requiring contiguity. Thus, only Pinnacle Lots 39-43 and Lot 69 (and Lot 44?) are judged to be adjacent to Crystal View.

Fortunately, the applicant, the public and the PED don't have to debate what "adjacent" means. Chapter 18.40 of the PMC is quite clear: "Adjacent" means abutting or directly across a street right-of-way.

My attached letter speaks to this subject. I intend that letter to be an on-the-record public comment on the Pinnacle project. I request that you forward it to the applicant.

I would appreciate your return email indicating whether you agree that the PMC definition of “adjacent” requires the applicant to address more than the Pinnacle lots listed in Item 11 of your September 8th letter to them.

Kind regards,

Dana Lockhart

September 15, 2025

Ms. Nikole Coleman
Planning Manager
Planning and Economic Development Director
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 9+8370

RE: Proposed Pinnacle at Liberty Bay PRD – Site Design Criteria

References:

(1) Planning & Economic Development Letter dated September 8, 2025, to Montebanc Management LLC
(2) 2_Pinnacle@LB Preliminary PRD Civil Plans (file submitted with Permit 06-20-25-03 application)

Dear Ms. Coleman,

The Reference(1) letter, at page 2 thereof, under the heading Site Design Criteria, Item 11 states the text of Poulsbo Municipal Code (PMC) Section 18.260.070(A), which lays out a key requirement for how a Planned Residential Development (PRD), such as the proposed Pinnacle at Liberty Bay PRD, shall be designed and developed. Such Item 11 goes on to request the project applicant to: "Please explain how lots 39-43 and 69 will meet this requirement." This request of the applicant appears to reflect a determination by the Planning and Economic Development Department (the PED) that only those lots of the proposed Pinnacle project are considered "adjacent" to the Crystal View subdivision. The Poulsbo Municipal Code does not support such a determination.

There can be no better example of the circumstances contemplated by Section 18.260.070 of the PMC than the prospect of the high-density Pinnacle PRD being built next to the traditionally-designed Crystal View subdivision. The average lot size for the 46-lot Crystal View subdivision is approximately 8,200 square feet. For the ten Crystal View lots that are closest to the property lines between Crystal View and the proposed Pinnacle PRD, the average lot size is 8,500 square feet, with the smallest being 7,500 and the largest being about 10,500. From the details of the applicant's submitted preliminary civil plans, (Reference (2)) it appears that the twenty-four project lots that lie closest to those property lines have an average size of around 4,600 square feet, with the smallest being around 3,800. Only two of those project lots are shown as being larger than 7,000 square feet, and those sizes appear to be forced more by the geometry of laying out the plat than by a sincere intent to comply with Section 18.260.070 of the PMC. The Pinnacle applicant has not met the requirements of PMC 18.260.070, paragraph A with respect to matching lot sizes, lot widths, scale or other aspect of consistency between the proposed Pinnacle PRD and the existing Crystal View subdivision.

An examination of the Reference (2) Preliminary PRD Civil Plans, at Page 1 thereof, shows a right-of-way for a new street labeled "Road B" and also a shared driveway labeled "Tract O". Further, that Plan page

shows that the following Pinnacle project lots lie closest to the boundary lines between the Pinnacle project and the Crystal View subdivision:

- Lots 34 – 38
- Lots 39 – 43
- Lot 69
- Lots 44 – 47
- Lots 48 – 51
- Lots 54 – 57
- Lot 58

Most of the foregoing listed Pinnacle Lots meet the Poulsbo Municipal Code definition of being "adjacent" to Crystal View. That definition, contained in Chapter 18.40 of the PMC, states: "Adjacent" means abutting or located directly across a street right-of-way. The word "abutting" is also defined in the PMC.

The easy call for which Pinnacle lots are "adjacent" to Crystal View, are the following:

- Lots 39 – 43 (abutting)
- Lot 69 (abutting)
- Lot 44 (abutting)
- Lots 48 – 51 (located directly across a street right-of-way)
- Lots 54 – 57 (located directly across a street right-of-way)

Other lots should be considered as being "adjacent" to Crystal View, but some judgement might be required.

- Pinnacle lots 34-38 are separated from the nearest Crystal View lot (CV Lot 11) by a narrow tract in the Crystal View subdivision providing access to a required stream buffer area. That access tract does not meet the definition of being a "street right-of-way" and therefore Pinnacle lots 34-38 do not meet the PMC definition of being "adjacent" to the Crystal View subdivision and CV Lot 11. However, Pinnacle lots 34-38 lie across the street (the to-be-completed section of Sunrise Ridge Avenue) from Pinnacle lots 39-43, which are understood to be adjacent to Crystal View. If the applicant makes required adjustments to increase the lot sizes and lot widths of lots 39-43, it would set up a disparity in appearance between those lots and the nearby lots 34-38. Harmonizing lot attributes on the opposite sides of Sunrise Ridge might be good design practice.
- Pinnacle lot 45 is next to lot 44, which shares a border with Crystal View and is indisputably "adjacent". If lot 44 is increased in size to meet the requirements of PMC 18.260.070(A), it would appear that lots 44 and 45 would need to be combined into a single lot.
- Pinnacle lots 46 and 47 are separated from Crystal View by a private access shared driveway, which presumably does not meet the PMC definition of being "a street right-of-way". However, as lot 44 will require a significant increase in size and lot width, an argument can be made that the space occupied by lots 46 and 47 should be adjusted to be consistent with any changes made to lots 44/45.

- Pinnacle lot 58 and Tract M are located directly across the Road B street right-of-way from Crystal View. Since lots 54-57 will need to be reconfigured to produce lots of size and width that comply with the PMC, lot 58 and Tract M should also be evaluated for appropriate adjustment.

Our lot in Crystal View (Lot 44) shares a property line, on its west side, with one of the parcels the Pinnacle applicant proposes to assemble for the project. The west-side lot line of our property is 114 feet in length. Also, our lot is 9,800 square feet in size. pThe applicant proposes to run the street right-of-way for Road B parallel to and very close to our west-side lot line. Directly across that proposed street right-of-way, the applicant's plan for the subdivision places portions of three 40-foot-wide building lots AND a private access pipe-stem driveway, further emphasizing how out-of-scale the Pinnacle development is when compared to Crystal View. The provisions of PMC 18.260.70(A) are clearly intended to address such a disparity in lot widths and sizes and overall lack of consistency between the established traditional RL neighborhood of Crystal View and the proposed Pinnacle PRD.

We have not been able to discern from the materials submitted by the Pinnacle PRD applicant what company or companies will be the actual builders of the homes in the subdivision. The applicant should disclose the identity of the builder(s). The public needs to be able to research and consider the reputation, time-in-business, breadth of experience, complaint history and other pertinent attributes of those builder(s) when forming a judgement whether or not those builder(s) should be trusted to build homes worthy of a place in our city.

The Planning and Economic Development Department, in a letter to the Pinnacle at Liberty Bay PRD applicant dated September 8, 2025, advised the applicant that the PED had completed its technical staff review of the application and made the determination that the application was technically complete on August 14, 2025. Since the applicant's Reference (2) civil plans show lots that do not comply with Section 18.260.070 of the PMC, we respectfully suggest that the applicant's application cannot be regarded as technically complete. The PED should withdraw or suspend such determination.

We request that the PED forward a copy of this letter to the Pinnacle at Liberty Bay PRD applicant, together with whatever statement the PED judges appropriate to amend its Reference (1) letter to require that the applicant explain how the additional project lots described above meet the PMC Section 18.260.070(A) requirement.

Unless and until the applicant for the proposed Pinnacle at Liberty Bay PRD makes full and adequate disclosure regarding all matters and issues pertaining to the proposed project, the public is unable to make informed judgements whether to support or oppose the project. We have many unanswered questions and concerns regarding the project. We oppose approval of the project.

Respectfully,

Dana & Katharine Lockhart 1780 NE Crystal View Ct. Poulsbo, WA 98370-6352

Cc: Crystal View Homeowners Association

From: djlockhart@verizon.net
To: Nikole CH. Coleman
Subject: Fw: Response to Admin Interp Clarification Request
Date: Thursday, August 6, 2026 5:37:59 PM

Ms. Coleman,

In the course of our review of the 58-page Exhibit K.2. to the Staff Report, we found, at pages 47-52, a copy of our comment letter dated May 18, 2026 containing our clarification questions regarding the Administrative Interpretation issued by Director Wright at March 30, 2026. We could not find in Exhibit K.2. a copy of the Director's email response to our letter, which is forwarded below. In the interest of the Pinnacle at Liberty Bay PRD project file being complete, we would appreciate having the Director's email added to the Exhibit K.2. file.

Thank you,

Dana and Katharine Lockhart

----- Forwarded Message -----
From: Heather Wright <hwright@poulsbo.gov>
To: djlockhart@verizon.net <djlockhart@verizon.net>
Cc: Nikole CH. Coleman <ncoleman@poulsbo.gov>
Sent: Friday, May 29, 2026 at 02:20:37 PM PDT
Subject: Response to Admin Interp Clarification Request

> Dear Mr. Lockhart,
> Thank you for clarification request email and patience in my response. Many of the questions you raised were answered in the March 30 interpretation, several are matters specific to the project that will be addressed by the Hearing Examiner, and some raise new interpretative issues not included in the original request. I will briefly guide you into which category your clarifying questions reside in and allow you to determine if you want to apply for a new interpretation.
> **Clarification I:** The determination explains how the City interprets consistency within PMC 18.260.070(A) and how compatibility is evaluated through that framework. The March 30 interpretation did not address whether the terms "consistent" and "compatible" constitute different regulatory standards because that question was not included in the original request for administrative determination. If a formal interpretation of that issue is sought, a new administrative determination request should be submitted.
> **Clarification II:** Which portions of a PRD may be considered in achieving consistency will be answered through the review of the application and can be sought generically through a new interpretation request.
> **Clarification III:** The March 30 interpretation addressed the relationship between screening and consistency and concluded that screening does not substitute for consistency and that compliance with one requirement does not eliminate the applicability of the other.
> **Clarification IV:** This was answered in the March 30 interpretation where it was stated that subsection B applies in addition A, screening does not replace consistency and compliance

with one does not eliminate the other.
Clarification V: Long-term physical relationships created by retaining walls was not requested to be addressed and was therefore not included in the March 30 interpretation. This would require a new determination request and will also be addressed by the Hearing Examiner.
Clarification VI : The March 30 interpretation already addresses the role of the review authority and Hearing Examiner. The applicant bears responsibility for submitting an application that demonstrates compliance with applicable code requirements. The review authority retains discretion regarding whether to impose conditions or design provisions authorized by the code. Nothing in PMC 18.260.070 requires the review authority to formulate corrective design measures where compliance has not been demonstrated. Determinations regarding whether an application satisfies applicable approval criteria, and whether approval, approval with conditions, denial, or remand is appropriate, are made through the Type III review process by the Hearing Examiner.
Not to dissuade you on applying for an administrative determination request, however, based on the current project workload we are managing, an administrative decision could come close to or post the project going before the Planning Commission and Hearing Examiner. With that, it may be best for you to pursue your request through a comment submittal at the public meeting/hearing before the commission and the hearing examiner.

Lastly, we will be sending you a confirmation email on your request to distribute comments once sent.

Sincerely,

Heather Wright, AICP
Director of Planning and Economic Development
City of Poulsbo|200 Moe Street |Poulsbo, WA 98370
(360) 394-9731 |PED General Line: (360) 394-9748
Planning and Economic Development | City of Poulsbo

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From: craigdivoky@gmail.com
To: Nikole CH. Coleman
Cc: craigdivoky@gmail.com
Subject: Access to Parcel #252601-2-034-2002
Date: Wednesday, October 8, 2025 8:26:40 AM

Hi Nikole,

Thanks for meeting with my siblings and I, last Wednesday, to discuss the Pinnacle at Liberty Bay project. I wanted to follow up with you regarding access to our parcel #252601-2-034-2002. During our meeting, Michael Bateman mentioned that a traffic roundabout is currently in the planning stages, that will be located near the northeast corner of our parcel along Johnson Parkway NE. We would like to have an access point to our parcel added into the design of this intersection. Could you please forward our request to the design team so this access point can be added? Please let me know if there is any additional information you need from us regarding this request. Thanks for your help.

Regards,

Craig Divoky
craigdivoky@gmail.com
206-706-9873

February 12, 2026

Ms. Nikole Coleman

Planning Manager

Planning and Economic Development Department

City of Poulsbo

200 Moe Street

Poulsbo, WA 98370

RE: Proposed Pinnacle at Liberty Bay PRD – Application of Poulsbo Municipal Code Section 18.260.070 Planned residential development site design criteria.

Dear Ms. Coleman,

We submit these comments during the ongoing staff review of the Pinnacle at Liberty Bay Planned Residential Development (PRD). Because the application remains under staff review and prior to any Planning Commission meeting being scheduled, we believe this is the appropriate stage to ensure that PMC 18.260.070 is applied in a manner that is textually correct, internally coherent and faithful to the purpose of the PRD framework.

1. Project-Level Adjacency Triggers PMC 18.260.070(A)

Chapter 18.40 of the PMC defines "adjacent" as "abutting or located directly across a street right-of-way." The first sentence of PMC 18.260.070(A) applies "when a PRD is proposed adjacent to an existing single-family residential zone which has been developed utilizing traditional city subdivision development standards and lot sizes (seven thousand five hundred square feet or larger)."

This determination is made at the project level, not on a lot-by-lot basis. The Pinnacle PRD undisputedly abuts the Crystal View subdivision along its western and southern boundaries. Accordingly, the mandatory requirement in the first sentence of subsection (A)—that the PRD be designed and developed so as to be consistent with the single-family residential environment at its adjacent perimeter—clearly applies.

2. Lot-Level Adjacency Is Relevant Only to Discretionary Implementation

The second sentence of PMC 18.260.070(A) addresses the review authority's discretionary ability to require specific design provisions (e.g., matching lot sizes, lot widths, house height and scale) for adjacent lots as a means of achieving the consistency mandated by the first sentence.

Even where internal tracts or buffers may affect which individual PRD lots are "adjacent" for purposes of that discretionary authority, such circumstances do not eliminate or diminish the mandatory, project-level obligation established by the first sentence. Conflating these two analytical steps risks allowing limits on discretionary enforcement to nullify a mandatory design standard.

3. Screening Under Subsection (B) Is "In Addition To," Not a Substitute For, Subsection (A)

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For clarity, our comments do not hinge on competing definitions of the term "adjacent," nor do they assume that the review authority must prescribe specific design changes. Chapter 18.40 defines adjacency, and the Pinnacle PRD abuts the Crystal View subdivision, thereby triggering the mandatory, project-level design obligation in the first sentence of PMC 18.260.070(A). The second sentence provides to the review authority discretionary tools for implementation where lot-level adjacency exists, but it does not define or limit the applicability of the underlying standard, nor does it obligate the review authority to exercise its discretion to require the PRD to make any provisions. The absence of prescriptive standards in subsection (A) does not relieve the Applicant of its responsibility to submit a proposal that achieves consistency; it places the burden of demonstrating compliance squarely on the Applicant, subject to evaluation by the review authority.

5. Appendix A – Perimeter Consistency Analysis

Planning Commission staff have access to Appendix A. We respectfully request staff re-evaluate the Pinnacle project proposal to ensure that it is objectively compliant to design consistency requirements under PMC 18.260.070(A); as it pertains to lot patterns and density conditions along the western and southern boundaries of Crystal View subdivision.

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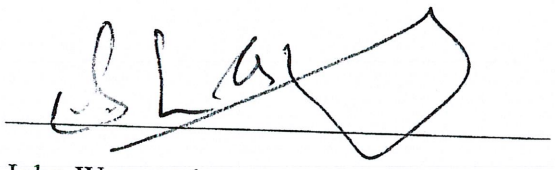
Thank you for your consideration and for the opportunity to provide input during staff review.

Sincerely,



John Warwood



Christine Warwood

17796 Sunrise Ridge Ave NE, Poulsbo, WA

February 12, 2026

Ms. Nikole Coleman

Planning Manager

Planning and Economic Development Department

City of Poulsbo

200 Moe Street

Poulsbo, WA 98370

RE: Proposed Pinnacle at Liberty Bay PRD – Application of Poulsbo Municipal Code Section 18.260.070 Planned residential development site design criteria.

Dear Ms. Coleman,

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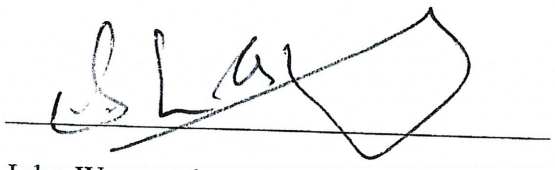

John Warwood



Christine Warwood

17796 Sunrise Ridge Ave NE, Poulsbo, WA

January 31, 2026

Ms. Nikole Coleman

Planning Manager

Planning and Economic Development Department

City of Poulsbo

200 NE Moe Street

Poulsbo, WA 98370

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5. Appendix A – Perimeter Consistency Analysis

To assist staff review, we have attached Appendix A, which documents objective lot-pattern and density conditions along the western and southern boundaries of the Crystal View subdivision where the Pinnacle PRD abuts our neighborhood. The Appendix is offered to support staff's evaluation of any evidence the Applicant for the proposed Pinnacle project has or may place on the record for the purpose of demonstrating design consistency under PMC 18.260.070(A).

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Thank you for your consideration and for the opportunity to provide input during staff review.

Sincerely,

Dana Lockhart

Katharine Lockhart

1780 NE Crystal View Ct., Poulsbo, WA

APPENDIX A

Perimeter Consistency Analysis – Pinnacle at Liberty Bay PRD vs. Crystal View Subdivision

(For Use with PMC 18.260.070(A))

Context: Pinnacle at Liberty Bay PRD – Staff Review / Planning Commission Review

Purpose of This Appendix

This Appendix provides objective, site-specific facts regarding the physical relationship between the proposed Pinnacle at Liberty Bay PRD and the existing Crystal View subdivision, for use in evaluating compliance by the Pinnacle PRD with the express provisions of PMC 18.260.070(A).

It is intended to supplement narrative comments by documenting lot pattern, density, orientation, and spatial relationships along the western and southern boundaries of Crystal View where the Pinnacle PRD abuts Crystal View. See attached civil plan drawings from the Pinnacle PRD application showing adjacency of the Pinnacle PRD to the Crystal View subdivision.

The elements described in this Appendix A must be considered when defining the single-family residential environment where segments of the Pinnacle PRD are adjacent to the Crystal View subdivision.

Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Poulsbo Municipal Code - zoning and development type	Zoned Residential Low Traditional	Zoned Residential Low Planned Residential Development (PRD)	
Type of housing	Single-Family Homes	Single-Family Homes	
Number of homes	46	148 (proposed)	More than 3 times larger
Lot sizes (sq. ft.)	Largest: 10,487 Smallest: 7,500 Average: 8,220	Largest: 7,035 Smallest: 3,758 Average: 4,455	33% smaller 50% smaller 44% smaller
Number of lots abutting or facing the other subdivision	**10**	**22**	More than 2 time greater
Average lot size – lots abutting or facing other subdivision	8,471 sq. ft.	4,620 sq. ft.	45% smaller

Conditions at western boundary of Crystal View where the Pinnacle PRD is adjacent to Crystal View			
Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Length of boundary	880 ft.	880 ft.	
Number of residential lots and average size	**7** – Average size: 8,545 sq. ft.	**14** – Average size: 4,794 sq. ft.	Twice as many lots. 44% smaller
Lot numbers of lots facing other subdivision (north to south)	19, 46, 45, 44, 43, 41, 39 (Lot 39 is at intersection of western and southern boundaries)	57, 58, 59, 60, 61, 62, 63, 64, 67, 68, 69, 70, 71, 82	
Number of internal streets – (width in feet)	One – Crystalia Ct. (50 ft.) Joins Road A at Pinnacle PRD	One – Road A (45 ft.) Joins Crystalia Ct. at Crystal View	
Number of other access tracts	None	Tract N (22 ft. wide)	
Lots presenting narrowest dimension toward other subdivision	**3** (Lots 46, 45, 44)	**10** (Lots 59, 60, 61, 62, 63, 64, 67, 68, 69, 70)	Massing of narrow PRD lots facing conventional wider lots.
Average width for those lots	96.7 ft.	46.6 ft.	52% narrower
Lot setbacks – Side	5 ft. minimum - per Poulsbo Municipal Code 18.70.050	5 ft. typical - per Pinnacle PRD civil plans	Homes only 10 feet apart
Example: Lockhart Lot – No. 44	Lot size – 9,800 sq. ft. Rear property line: 114.4 ft. wide	Average for 14 lots: 4,794 Avg. width for 10 lots: 46.6 ft.	51% smaller 59% narrower

Conditions at southern boundary of Crystal View where the Pinnacle PRD is adjacent to Crystal View			
Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Length of boundary	494 ft.	494 ft.	
Number of residential lots and average size	**4** – Average size: 8,100 sq. ft.	**8** – Average size: 4,313 sq. ft.	Twice as many lots. 47% smaller
Lot numbers of lots facing the other subdivision (west to east)	39, 38, 37, 11 (Lot 39 is at intersection of western and southern boundaries)	42, 43, 44, 45, 46, 47, 48, 49	
Number of internal streets	One - Sunrise Ridge Ave.	One - Sunrise Ridge Ave.	Street bisects both subdivisions
Lots presenting narrowest dimension toward other subdivision	**3** (Lots 39, 38. 37)	**8** (Lots 42, 43, 44, 45, 46, 47, 48, 49)	Massing of narrow PRD lots facing conventional wider lots.
Average width for those lots	65.4 ft.	50.4 ft.	23% narrower
Lot setbacks – Side	5 ft. minimum - per Poulsbo Municipal Code 18.70.050	5 ft. typical - per Pinnacle PRD civil plans	Homes only 10 feet apart

Prepared by: Dana Lockhart & Katharine Lockhart -- Property: 1780 NE Crystal View Ct., Poulsbo, WA

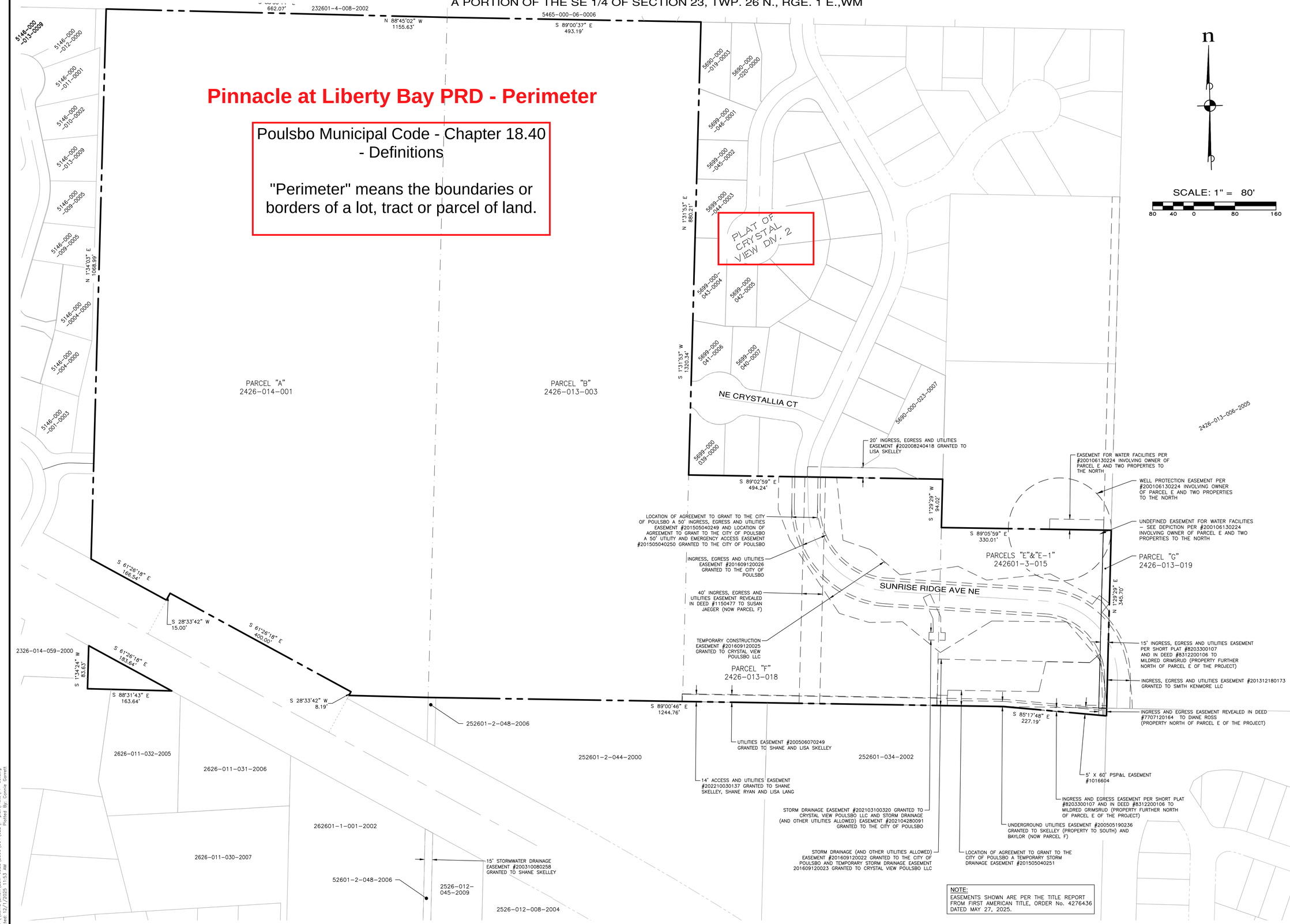
Data sources: Pinnacle at Liberty Bay PRD civil plans submitted with application; Crystal View civil plans on file with City of Poulsbo; Poulsbo Municipal Code

A PORTION OF THE SE 1/4 OF SECTION 23, TWP. 26 N., RGE. 1 E.,WM

Pinnacle at Liberty Bay PRD - Perimeter

Poulsbo Municipal Code - Chapter 18.40 - Definitions

"Perimeter" means the boundaries or borders of a lot, tract or parcel of land.



NOTE:
EASEMENTS SHOWN ARE PER THE TITLE REPORT FROM FIRST AMERICAN TITLE, ORDER No. 4276436 DATED MAY 27, 2025.

REVISIONS		
NO.	DESCRIPTION/DATE	BY

BRANSON MICHAEL TONCRAY
STATE OF WASHINGTON
50095
REGISTERED
PROFESSIONAL ENGINEER
12/01/2025

CONSULTING ENGINEERS LLC
33400 8th Ave S, Suite 205
Federal Way, WA 98003
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LYNNWOOD (425) 297-9900
www.esmcivil.com
ESM
Civil Engineering
Public Works
Land Planning
Landscape Architecture
Land Surveying
Project Management

MONTEBANC MANAGEMENT, LLC

PINNACLE AT LIBERTY BAY SUBDIVISION
BOUNDARY CONDITIONS
CITY OF POULSBO WASHINGTON

JOB NO.:	2090-004-022
DWG. NAME:	PP-05
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
DATE:	11/26/2025
DATE OF PRINT:	

PP-05

5 OF 32 SHEETS

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Plotted By: Connie Garrett

A PORTION OF THE SE 1/4 OF SECTION 23, TWP. 26 N., RGE. 1 E.,WM

TRACT AREA TABLE			
TRACT	USE	OWNERSHIP	AREA (SF)
A	OPEN SPACE	HOA	514,511
B	OPEN SPACE	HOA	27,408
C	OPEN SPACE	HOA	6,842
D	STORMWATER	CITY	94,659
E	ACCESS/UTILITY	HOA	2,578
F	RECREATION	HOA	2,969
G	RECREATION	HOA	9,478
H	RECREATION	HOA	13,908
I	ACCESS/UTILITY	HOA	1,482
J	OPEN SPACE	HOA	133,489
K	ACCESS/UTILITY	HOA	3,487
L	OPEN SPACE	HOA	35,621
M	OPEN SPACE	HOA	2,535

TRACT AREA TABLE			
TRACT	USE	OWNERSHIP	AREA (SF)
N	ACCESS/UTILITY	HOA	3,453
O	ACCESS/UTILITY	HOA	2,761
P	OPEN SPACE	HOA	10,285
Q	ACCESS/UTILITY	HOA	4,062
R	ACCESS/UTILITY	HOA	2,969
S	OPEN SPACE	HOA	4,081
T	RECREATION	HOA	6,478
U	RECREATION	HOA	5,209
V	ACCESS/UTILITY	HOA	1,661
W	OPEN SPACE	HOA	22,900
X	ACCESS/UTILITY	HOA	3,528
Y	OPEN SPACE W/PUBLIC STORM EASEMENT	HOA	22,234

LOT AREA TABLE																							
LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)
1	4068	14	3759	27	4476	40	3780	54	4614	68	4477	81	4064	94	4100	107	4100	120	4100	133	4100	146	4100
2	4011	15	3895	28	4015	41	4420	55	4871	69	4477	82	5825	95	4100	108	4100	121	4100	134	4100	147	4100
3	4095	16	4220	29	3916	42	4429	56	5209	70	6263	83	6303	96	4100	109	4100	122	4100	135	4100	148	4041
4	4697	17	5052	30	5408	43	4427	57	3669	71	4098	84	5274	97	4100	110	4143	123	4100	136	5512		
5	4903	18	4801	31	3937	44	4425	59	3851	72	4100	85	4439	98	7739	111	4526	124	4542	137	4100		
6	4104	19	4353	32	3675	45	5015	60	4832	73	4100	86	4100	99	4610	112	5340	125	4542	138	4346		
7	4175	20	4345	33	3675	46	4326	61	4386	74	4100	87	4100	100	4212	113	4900	126	4100	139	4471		
8	4338	21	4345	34	3675	47	3799	62	4132	75	4100	88	4100	101	4073	114	4100	127	4100	140	4131		
9	3770	22	5185	35	3675	48	3798	63	5615	76	4100	89	4100	102	4383	115	4100	128	4100	141	4100		
10	3760	23	6188	36	3891	49	4305	64	6277	77	4100	90	4100	103	5233	116	4215	129	4980	142	4100		
11	3760	24	5122	37	3780	51	3327	65	5076	78	4613	91	4100	104	7739	117	4676	130	5406	143	4100		
12	3754	25	4786	38	3780	52	4446	66	5923	79	4200	92	4100	105	4100	118	4232	131	4980	144	5716		
13	3753	26	4680	39	3780	53	4521	67	5037	80	4200	93	4100	106	4100	119	4101	132	4100	145	4100		



BUILDING SETBACKS

REAR:	10'
FRONT:	20'
SIDE:	5'
STREET SIDE:	10'
STREAM:	25'
WETLAND:	15'

SCALE: 1" = 80'

80 40 0 80 160

KEY MAP

LEGEND

- BUILDING SETBACK LINE
- LOT LINE/TRACT LINE
- RIGHT OF WAY LINE
- MONUMENT
- CRITICAL AREA BUFFER
- WETLAND
- PHASE 1
- PHASE 2
- PHASE 3
- PRELIMINARY HOUSE FOOTPRINTS
- CRYSTAL VIEW LOT NUMBERS

REVISIONS

NO.	DESCRIPTION/DATE	BY

BRANDON MICHAEL LOUDON
STATE OF WASHINGTON
50085
REGISTERED
PROFESSIONAL ENGINEER
12/01/2025

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CITY OF POULSBO OVERALL SITE PLAN & LOT/TRACT PHASING PLAN WASHINGTON

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7 OF 32 SHEETS

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February 9, 2026

Ms. Nikole Coleman

Planning Manager

Planning and Economic Development Department

City of Poulsbo

200 NE Moe Street

Poulsbo, WA 98370

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2. Lot-Level Adjacency Is Relevant Only to Discretionary Implementation

The second sentence of PMC 18.260.070(A) addresses the review authority's discretionary ability to require specific design provisions (e.g., matching lot sizes, lot widths, house height and scale) for adjacent lots as a means of achieving the consistency mandated by the first sentence.

Even where internal tracts or buffers may affect which individual PRD lots are "adjacent" for purposes of that discretionary authority, such circumstances do not eliminate or diminish the mandatory, project-level obligation established by the first sentence. Conflating these two analytical steps risks allowing limits on discretionary enforcement to nullify a mandatory design standard.

3. Screening Under Subsection (B) Is "In Addition To," Not a Substitute For, Subsection (A)

PMC 18.260.070(B) expressly states that perimeter screening requirements apply "in addition to subsection A." Screening measures such as fencing, landscaping and buffer tracts therefore cannot be used as a basis for concluding that subsection (A) does not apply. Rather, they are intended to mitigate impacts while the PRD's design independently achieves the mandatory consistency required by subsection (A).

4. Applicant Responsibility; Review Authority's Evaluative Role

For clarity, our comments do not hinge on competing definitions of the term "adjacent," nor do they assume that the review authority must prescribe specific design changes. Chapter 18.40 defines adjacency, and the Pinnacle PRD abuts the Crystal View subdivision, thereby triggering the mandatory, project-level design obligation in the first sentence of PMC 18.260.070(A). The second sentence provides to the review authority discretionary tools for implementation where lot-level adjacency exists, but it does not define or limit the applicability of the underlying standard, nor does it obligate the review authority to exercise its discretion to require the PRD to make any provisions. The absence of prescriptive standards in subsection (A) does not relieve the Applicant of its responsibility to submit a proposal that achieves consistency; it places the burden of demonstrating compliance squarely on the Applicant, subject to evaluation by the review authority.

5. Appendix A – Perimeter Consistency Analysis

To assist staff review, we have attached Appendix A, which documents objective lot-pattern and density conditions along the western and southern boundaries of the Crystal View subdivision where the Pinnacle PRD abuts our neighborhood. The Appendix is offered to support staff's evaluation of any evidence the Applicant for the proposed Pinnacle project has or may place on the record for the purpose of demonstrating design consistency under PMC 18.260.070(A).

6. Context of Prior Public Input

For context, concerns regarding adjacency, perimeter design consistency and the application of PMC 18.260.070 have been raised by Crystal View residents at multiple points during the review process, including during the formal public comment period and in subsequent written correspondence provided to staff. The analysis presented here reflects a refinement and clarification of those earlier concerns, informed by the Applicant's responses and the evolution of the application materials now in the record.

7. Dispute Resolution

In reviewing the Applicant's Technical Review No. 1 Response Letter, we note that Item 21 reflects the Applicant's reliance on formal statutory vesting arguments and its preparedness to employ legal counsel to resolve interpretive disputes. All parties of record with respect to the Pinnacle PRD application accordingly are now on notice. We raise this not to contest vesting doctrine, but to emphasize the importance of careful and explicit findings with respect to PMC 18.260.070.

Where an applicant advances narrow interpretations of code terms—such as "adjacent" or "consistent"—that materially affect whether mandatory design criteria apply or have been applied, it is particularly important that staff analysis and any future recommendations clearly explain how those terms are being interpreted and applied, and how the subsections of PMC 18.260.070 are being read together as a coherent whole.

Clear staff analysis at this stage will assist the Planning Commission and Hearing Examiner in understanding the basis for any findings regarding compliance and will help ensure that the record reflects the City's accurate and scrupulous interpretation and application of the PMC.

8. Request for Explicit Staff Analysis

We respectfully request that staff address the application of PMC 18.260.070 explicitly at this stage, including a clear explanation of how project-level adjacency is being applied and how the Pinnacle PRD design consistency is being evaluated, before the application proceeds further.

Thank you for your consideration and for the opportunity to provide input during staff review.

Sincerely,

Rowell L. Matt

Rowell Matt

1981 NE Eastmont Ct., Poulsbo, WA

Gary Casey

APPENDIX A

Perimeter Consistency Analysis – Pinnacle at Liberty Bay PRD vs. Crystal View Subdivision

(For Use with PMC 18.260.070(A))

Context: Pinnacle at Liberty Bay PRD – Staff Review / Planning Commission Review

Purpose of This Appendix

This Appendix provides objective, site-specific facts regarding the physical relationship between the proposed Pinnacle at Liberty Bay PRD and the existing Crystal View subdivision, for use in evaluating compliance by the Pinnacle PRD with the express provisions of PMC 18.260.070(A).

It is intended to supplement narrative comments by documenting lot pattern, density, orientation, and spatial relationships along the western and southern boundaries of Crystal View where the Pinnacle PRD abuts Crystal View. See attached civil plan drawings from the Pinnacle PRD application showing adjacency of the Pinnacle PRD to the Crystal View subdivision.

The elements described in this Appendix A must be considered when defining the single-family residential environment where segments of the Pinnacle PRD are adjacent to the Crystal View subdivision.

Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Poulsbo Municipal Code - zoning and development type	Zoned Residential Low Traditional	Zoned Residential Low Planned Residential Development (PRD)	
Type of housing	Single-Family Homes	Single-Family Homes	
Number of homes	46	148 (proposed)	More than 3 times larger
Lot sizes (sq. ft.)	Largest: 10,487 Smallest: 7,500 Average: 8,220	Largest: 7,035 Smallest: 3,758 Average: 4,455	33% smaller 50% smaller 44% smaller
Number of lots abutting or facing the other subdivision	**10**	**22**	More than 2 time greater
Average lot size – lots abutting or facing other subdivision	8,471 sq. ft.	4,620 sq. ft.	45% smaller

Conditions at western boundary of Crystal View where the Pinnacle PRD is adjacent to Crystal View			
Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Length of boundary	880 ft.	880 ft.	
Number of residential lots and average size	**7** – Average size: 8,545 sq. ft.	**14** – Average size: 4,794 sq. ft.	Twice as many lots. 44% smaller
Lot numbers of lots facing other subdivision (north to south)	19, 46, 45, 44, 43, 41, 39 (Lot 39 is at intersection of western and southern boundaries)	57, 58, 59, 60, 61, 62, 63, 64, 67, 68, 69, 70, 71, 82	
Number of internal streets – (width in feet)	One – Crystalia Ct. (50 ft.) Joins Road A at Pinnacle PRD	One – Road A (45 ft.) Joins Crystalia Ct. at Crystal View	
Number of other access tracts	None	Tract N (22 ft. wide)	
Lots presenting narrowest dimension toward other subdivision	**3** (Lots 46, 45, 44)	**10** (Lots 59, 60, 61, 62, 63, 64, 67, 68, 69, 70)	Massing of narrow PRD lots facing conventional wider lots.
Average width for those lots	96.7 ft.	46.6 ft.	52% narrower
Lot setbacks – Side	5 ft. minimum - per Poulsbo Municipal Code 18.70.050	5 ft. typical - per Pinnacle PRD civil plans	Homes only 10 feet apart
Example: Lockhart Lot – No. 44	Lot size – 9,800 sq. ft. Rear property line: 114.4 ft. wide	Average for 14 lots: 4,794 Avg. width for 10 lots: 46.6 ft.	51% smaller 59% narrower

Conditions at southern boundary of Crystal View where the Pinnacle PRD is adjacent to Crystal View			
Subdivision Name	**Crystal View**	**Pinnacle at Liberty Bay**	Comment – Pinnacle compared to Crystal View
Length of boundary	494 ft.	494 ft.	
Number of residential lots and average size	**4** – Average size: 8,100 sq. ft.	**8** – Average size: 4,313 sq. ft.	Twice as many lots. 47% smaller
Lot numbers of lots facing the other subdivision (west to east)	39, 38, 37, 11 (Lot 39 is at intersection of western and southern boundaries)	42, 43, 44, 45, 46, 47, 48, 49	
Number of internal streets	One - Sunrise Ridge Ave.	One - Sunrise Ridge Ave.	Street bisects both subdivisions
Lots presenting narrowest dimension toward other subdivision	**3** (Lots 39, 38. 37)	**8** (Lots 42, 43, 44, 45, 46, 47, 48, 49)	Massing of narrow PRD lots facing conventional wider lots.
Average width for those lots	65.4 ft.	50.4 ft.	23% narrower
Lot setbacks – Side	5 ft. minimum - per Poulsbo Municipal Code 18.70.050	5 ft. typical - per Pinnacle PRD civil plans	Homes only 10 feet apart

Prepared by: Dana Lockhart & Katharine Lockhart -- Property: 1780 NE Crystal View Ct., Poulsbo, WA

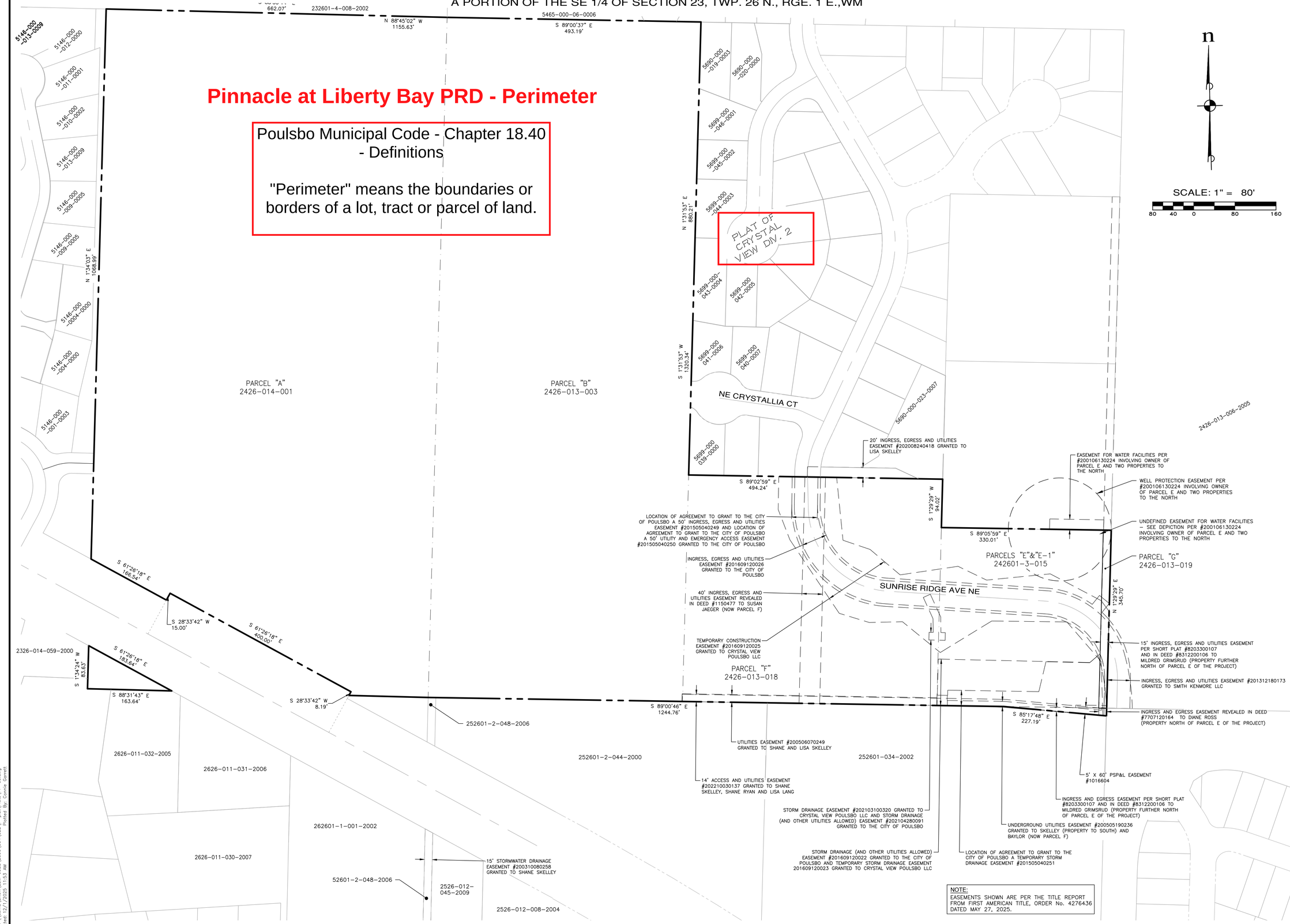
Data sources: Pinnacle at Liberty Bay PRD civil plans submitted with application; Crystal View civil plans on file with City of Poulsbo; Poulsbo Municipal Code

A PORTION OF THE SE 1/4 OF SECTION 23, TWP. 26 N., RGE. 1 E.,WM

Pinnacle at Liberty Bay PRD - Perimeter

Poulsbo Municipal Code - Chapter 18.40 - Definitions

"Perimeter" means the boundaries or borders of a lot, tract or parcel of land.



NOTE:
EASEMENTS SHOWN ARE PER THE TITLE REPORT FROM FIRST AMERICAN TITLE, ORDER No. 4276436 DATED MAY 27, 2025.

REVISIONS		
NO.	DESCRIPTION/DATE	BY

BRANSON MICHAEL TONCRAY
STATE OF WASHINGTON
50095
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PROFESSIONAL ENGINEER
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Public Works
Land Planning
Landscape Architecture
Land Surveying
Project Management

MONTEBANC MANAGEMENT, LLC

PINNACLE AT LIBERTY BAY SUBDIVISION
BOUNDARY CONDITIONS
CITY OF POULSBO WASHINGTON

JOB NO.:	2090-004-022
DWG. NAME:	PP-05
DESIGNED BY:	
DRAWN BY:	
CHECKED BY:	
DATE:	11/26/2025
DATE OF PRINT:	

PP-05

5 OF 32 SHEETS

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A PORTION OF THE SE 1/4 OF SECTION 23, TWP. 26 N., RGE. 1 E.,WM

TRACT AREA TABLE			
TRACT	USE	OWNERSHIP	AREA (SF)
A	OPEN SPACE	HOA	514,511
B	OPEN SPACE	HOA	27,408
C	OPEN SPACE	HOA	6,842
D	STORMWATER	CITY	94,659
E	ACCESS/UTILITY	HOA	2,578
F	RECREATION	HOA	2,969
G	RECREATION	HOA	9,478
H	RECREATION	HOA	13,908
I	ACCESS/UTILITY	HOA	1,482
J	OPEN SPACE	HOA	133,489
K	ACCESS/UTILITY	HOA	3,487
L	OPEN SPACE	HOA	35,621
M	OPEN SPACE	HOA	2,535

TRACT AREA TABLE			
TRACT	USE	OWNERSHIP	AREA (SF)
N	ACCESS/UTILITY	HOA	3,453
O	ACCESS/UTILITY	HOA	2,761
P	OPEN SPACE	HOA	10,285
Q	ACCESS/UTILITY	HOA	4,062
R	ACCESS/UTILITY	HOA	2,969
S	OPEN SPACE	HOA	4,081
T	RECREATION	HOA	6,478
U	RECREATION	HOA	5,209
V	ACCESS/UTILITY	HOA	1,661
W	OPEN SPACE	HOA	22,900
X	ACCESS/UTILITY	HOA	3,528
Y	OPEN SPACE W/PUBLIC STORM EASEMENT	HOA	22,234

LOT AREA TABLE																							
LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)	LOT #	AREA (S.F.)
1	4068	14	3759	27	4476	40	3780	54	4614	68	4477	81	4064	94	4100	107	4100	120	4100	133	4100	146	4100
2	4011	15	3895	28	4015	41	4420	55	4871	69	4477	82	5825	95	4100	108	4100	121	4100	134	4100	147	4100
3	4095	16	4220	29	3916	42	4429	56	5209	70	6263	83	6303	96	4100	109	4100	122	4100	135	4100	148	4041
4	4697	17	5052	30	5408	43	4427	57	3669	71	4098	84	5274	97	4100	110	4143	123	4100	136	5512		
5	4903	18	4801	31	3937	44	4425	59	3851	72	4100	85	4439	98	7739	111	4526	124	4542	137	4100		
6	4104	19	4353	32	3675	45	5015	60	4832	73	4100	86	4100	99	4610	112	5340	125	4542	138	4346		
7	4175	20	4345	33	3675	46	4326	61	4386	74	4100	87	4100	100	4212	113	4900	126	4100	139	4471		
8	4338	21	4345	34	3675	47	3799	62	4132	75	4100	88	4100	101	4073	114	4100	127	4100	140	4131		
9	3770	22	5185	35	3675	48	3798	63	5615	76	4100	89	4100	102	4383	115	4100	128	4100	141	4100		
10	3760	23	6188	36	3891	49	4305	64	6277	77	4100	90	4100	103	5233	116	4215	129	4980	142	4100		
11	3760	24	5122	37	3780	51	3327	65	5076	78	4613	91	4100	104	7739	117	4676	130	5406	143	4100		
12	3754	25	4786	38	3780	52	4446	66	5923	79	4200	92	4100	105	4100	118	4232	131	4980	144	5716		
13	3753	26	4680	39	3780	53	4521	67	5037	80	4200	93	4100	106	4100	119	4101	132	4100	145	4100		



BUILDING SETBACKS

REAR:	10'
FRONT:	20'
SIDE:	5'
STREET SIDE:	10'
STREAM:	25'
WETLAND:	15'

SCALE: 1" = 80'

80 40 0 80 160

KEY MAP

LEGEND

- BUILDING SETBACK LINE
- LOT LINE/TRACT LINE
- RIGHT OF WAY LINE
- MONUMENT
- CRITICAL AREA BUFFER
- WETLAND
- PHASE 1
- PHASE 2
- PHASE 3
- PRELIMINARY HOUSE FOOTPRINTS
- CRYSTAL VIEW LOT NUMBERS

REVISIONS

NO.	DESCRIPTION/DATE	BY

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PINNACLE AT LIBERTY BAY SUBDIVISION

CITY OF POULSBO OVERALL SITE PLAN & LOT/TRACT PHASING PLAN WASHINGTON

JOB NO.:	2090-004-022
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DATE OF PRINT:	

PP-07

7 OF 32 SHEETS

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March 10, 2026

Ms. Nikole Coleman
Planning Manager
Planning and Economic Development Department
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370

Re: Pinnacle at Liberty Bay PRD – Retaining Structure Feasibility and Record Sufficiency

Dear Ms. Coleman,

We submit these comments regarding the Pinnacle at Liberty Bay Planned Residential Development and Preliminary Subdivision application currently under staff review. Our purpose is not to express opposition to that development, but to ensure that the project record contains sufficient evidence to support the findings required under the Poulsbo Municipal Code.

The retaining structures proposed near the boundaries shared by the Pinnacle development and the Crystal View subdivision appear to be integral to the grading configuration that enables the roadway slope and lot layout shown on the PRD plans. Because those structures would permanently replace natural lateral support currently provided by undisturbed soils with engineered retention systems, we respectfully request that their feasibility and constructability be demonstrated in the project record prior to advancement of the application.

Preceding the pending PRD application, the Applicant thereof sought from the City of Poulsbo feedback as to whether a smaller PRD and subdivision was feasible for development on only two of the five land parcels comprising the project site as currently proposed. Attached hereto as Attachment No. 1 is a civil plat drawing dated 10/18/2024 and titled "Johnson Feasibility Site Plan" that was submitted by the Applicant at that time (annotations added). An internal project street is shown on that drawing as running close to the property line between the project and the western edge of the existing Crystal View subdivision and ending in a cul-de-sac giving access to five project lots. The street is labeled as having a 15% grade, which exceeds the maximum 12% slope prescribed by applicable City of Poulsbo regulations. After receiving feedback and guidance from City staff the Applicant made changes and also enlarged the scope of the project, leading to the present application.

The current project plans depict an internal roadway (Road "B") proximate to the western boundary of Crystal View and labeled as a twelve percent grade, matching the City's maximum allowable street slope. Road "B" is shown as serving fourteen project lots. Achieving that reduced street grade and increased lot count appears to require excavation along the shared boundary and the construction of retaining structures to stabilize the resulting cut slopes. The plans further depict other retaining structures to stabilize cut slopes that are proximate to the southern boundary of Crystal View. Those retaining structures appear to facilitate space for

project lots drawn along private access streets labeled as internal tracts “Q” and “R”. Where substantial excavations are necessary to achieve regulation-compliant roadway slope and plat layout, the feasibility of the retaining structures necessitated by those excavations becomes a prerequisite foundation of the project design rather than a deferrable construction detail.

We hope that our comments can contribute to the development of a thorough and comprehensive project record concerning the retaining structures proposed near the boundaries shared by the Pinnacle project and the Crystal View subdivision and the resulting removal of natural lateral support for those Crystal View properties proximate to those structures.

Key Project Record Questions

Of the numerous questions we have concerning the retaining structures proposed near the western and southern boundaries of the Crystal View subdivision the following are of particular concern:

- Reliability of retaining structures replacing natural lateral support. No information or explanation is in the project record that supports whether the proposed engineered retaining structures that rely upon geological conditions, retaining structure type selection, engineering analysis and retaining structure design, construction, and long-term maintenance can reliably substitute for the natural lateral support presently provided by undisturbed soils.
- Constructability within site constraints. The record does not presently demonstrate that the retaining structures shown on the PRD plans can be constructed entirely within the depicted tracts and easements without requiring entry onto Crystal View properties.
- Adequacy of geotechnical documentation. Alignment-specific subsurface exploration and conceptual structural sections illustrating how the structures would resist earth pressures and abutting residential surcharge loads do not appear in the current record.

The following sections explain these questions in greater detail and identify additional considerations that may assist the City in evaluating the feasibility, constructability and long-term performance of the retaining structures depicted on the PRD plans.

I. Context of Prior Public Input

For context, comments regarding the boundary-area retaining structures previously have been submitted by Crystal View residents during the review process, including during the formal public comment period. The questions and comments presented here reflect a refinement and clarification of those earlier communications, informed by the Applicant’s responses and the evolution of the application materials now in the record.

II. PRD Approval Requires Adequate Record Support

Approval of a Planned Residential Development requires findings that the proposal complies with applicable development standards and that the record contains sufficient information to support those findings. Where a project configuration depends upon retaining structures to

enable the grading and roadway layout shown on the plans, the feasibility of those structures becomes relevant to the land-use approval decision rather than being a later construction detail.

III. Relationship Among Roadway Grading, Retaining Structures and PRD Layout

The retaining structure proposed near the Crystal View western boundary appears closely related to the grading configuration necessary to achieve the Road "B" roadway grade and the significant increase in buildable lots depicted on the plans.

Where excavation is required to achieve regulation-compliant roadway grades and to stabilize adjacent deep cuts in native soils, the feasibility of the resulting retaining structures becomes an integral component of the project layout. If the retaining structures required to stabilize those excavations cannot be accommodated within the available spaces, the roadway configuration and affected lot layouts may require revision.

IV. Constructability Within the Available Tracts and Easements

The plans depict two retaining structure conditions along the Crystal View boundaries:

- a retaining structure of approximately eight feet in height, together with fencing and landscaping, located within Tract P, near the western boundary; and

- a retaining structure of approximately twelve feet in height located within a ten-foot "wall easement" in the rear area of the proposed lots along the north side of project tracts "Q" and "R" that run near and parallel to the southern boundary of Crystal View.

The record does not appear to contain conceptual structural sections, excavation envelopes or other documentation demonstrating that these retaining structures can be constructed entirely within the depicted tracts and easements.

Also, project lots 42-49, which are drawn along private access streets in tracts "Q" and "R", are designed with depths of approximately eighty feet, leaving a space between the rear face of the houses and the rear property line of approximately ten feet, consistent with the project rear setback dimension cited in the plans. It thus appears that the 10-foot wall easement that would contain the 12-foot retaining structures would be co-existent with the 10-foot rear setback space. Poulsbo Municipal Code Section 18.260.060 (C) specifies that dwellings on lots without direct frontage on a public street should be situated to create usable private yard space for the dwellings. Restrictive conditions in the easements that support required maintenance of the retaining structures might prevent homeowners from full enjoyment of the limited space remaining, including prohibition of permanent structures such as covered patios and pools.

Comments by the City's Engineering Department during staff review indicate that construction of retaining structures in these locations may require entry onto neighboring Crystal View properties. This caution underscores the importance of demonstrating that the proposed retaining structure configuration can be constructed entirely within the Applicant's property boundaries. Approval of the PRD application cannot be conditioned upon whether or not all neighboring Crystal View property owners would consent to construction access or temporary easements.

V. Narrow Tracts and Retaining Structure System Footprint

Different retaining structure systems require different structural footprints and excavation limits. Depending on the type of system used, structural elements may extend far behind the face of or deep into the earth along the alignment of the structure and may require additional space for reinforcement, drainage zones, embedment, construction tolerances and setbacks from the property lines.

In addition, engineered retaining structures require ongoing inspection and maintenance, and in the event of damage may require repair or reconstruction. Adequate space for access for such activities becomes a perpetual requirement. For project lots shown north of tracts "Q" and "R" and south of the twelve-foot retaining structures, the available space is between the rear face of the homes and the front face of the retaining structures, a space of approximately ten feet.

Because the tracts and easements shown along and near the Crystal View western and southern boundaries appear relatively narrow, the type of retaining structure ultimately used may affect whether the configurations depicted on the plans can be implemented within the available spaces.

Receiving from the Applicant conceptual information regarding the type of retaining structure contemplated, during the staff review phase, would assist the City and the public in understanding how the proposed configuration is intended to be constructed.

VI. Localized Pinch Point Near the Road B Turnaround

The plans appear to show that Tract P narrows where the Road "B" cul-de-sac or turnaround widens eastward toward the property line. This narrowing may create a localized condition where the available space for retaining structure construction is reduced by inflexible roadway geometry. Also, because the slope of Road "B" and of the alignment of the retaining structure will be 12%, grade transitions can increase construction complexity Since Tract P is required to accommodate the retaining structure and its drainage system, the 6-foot wooden fence and landscaping, together with required irrigation, a localized narrowing of the tract in this area may represent a particularly significant constructability constraint.

This apparent pinch point reinforces the value to the review process of having the opportunity to examine conceptual structural sections and construction-envelope information demonstrating that the retaining structures depicted on the plans can be accommodated within the available spaces.

VII. Adequacy of Geotechnical Documentation

The geotechnical materials submitted with the application do not appear to include subsurface exploration points located directly along the retaining structure alignments proximate to the Crystal View western and southern boundaries.

Where substantial retaining structures are proposed to resist lateral earth pressures and residential surcharge loads, alignment-specific geotechnical information is typically necessary to evaluate soil conditions, drainage considerations and global stability.

For the Applicant to provide such information would assist the City and the public in understanding whether the proposed retaining structures are appropriate for the site conditions and feasible to be built in the locations drawn in the plans.

VIII. Timing of Structural Review

The Applicant has indicated that detailed retaining structure design may occur during later permit stages following PRD approval. Those permit reviews are typically administrative in nature and do not allow for public notice, public comment or public hearing procedures.

Where a project configuration depends upon retaining structures to stabilize excavation and enable the grading, roadway layout and lot configuration depicted on the plans, it may be helpful for the project record at the PRD stage to include sufficient conceptual information to demonstrate that those structures are physically achievable within the site constraints.

Providing that information during the PRD review stage allows City staff and the public to evaluate the feasibility of the proposed retaining structure type, construction process and tract/easement configurations before the project advances to later stages of approval.

IX. Permanent Replacement of Natural Lateral Support

The proposed excavation would remove natural lateral support currently provided by undisturbed native soils along the western and southern boundaries of the Crystal View subdivision and replace it with engineered retaining structures.

Natural lateral support reflects the existing geological condition of the site and does not depend on constructed elements or long-term maintenance. By contrast, an engineered retaining system depends upon those geologic conditions and also upon retaining structure type selection, engineering and design assumptions, construction quality, drainage performance and ongoing inspection and maintenance.

While such systems can be designed to perform safely when properly implemented and maintained, replacement of natural soil support with engineered retention necessarily and permanently changes the long-term reliability profile of the site for adjacent residences.

For this reason, it is important that the record demonstrates that the proposed retaining structures are appropriate for the site conditions and capable of performing their intended function.

X. Adjacency to an Established Residential Neighborhood

The retaining structures proposed along this boundary would be located immediately adjacent to an established residential subdivision containing existing homes and yards.

Because excavation and construction of retaining structures would occur directly adjacent to existing residences, careful documentation of feasibility, consideration of site evaluation and construction monitoring requirements and due regard for long-term performance are particularly important during the project review stage.

XI. Perpetual Maintenance Considerations

The Applicant has indicated that the retaining structures, boundary tracts, wooden screening fences, landscaping and associated improvements would be owned and maintained by the homeowners association associated with the development.

While such arrangements are common within subdivisions, the retaining structures proposed near the western and southern boundaries of Crystal View would directly affect the stability of neighboring properties outside the development, properties not members of the project HOA.

For that reason, the City may wish to consider whether perpetual inspection and maintenance obligations, recorded to run with the land, would provide impacted property owners with legally enforceable assurance that the retaining structures will continue to perform as intended.

XII. Informative Role of Precedent

The City of Poulsbo has extensive experience reviewing and approving residential developments in areas characterized by significant topographic variation. As a result, retaining structures, rockeries, and other slope stabilization measures are common features within many residential subdivisions throughout the City.

At the same time, the boundary conditions proposed along portions of the Pinnacle to Crystal View interface appear to involve a combination of features that may be less typical. These include extended retaining structures located directly near the shared boundary between developments, narrow tracts or easements containing irrigated landscaping and fencing immediately adjacent to or sharing space with those structures and the placement of such features in close proximity to the rear yard areas of the proposed Pinnacle lots and of adjacent Crystal View residences. However, it may be that similar boundary configurations have been approved in prior developments within the City. If comparable examples exist, it may be helpful for the record to identify them so that the context and design approaches used in those projects can inform the evaluation of the present proposal.

XIII. Subdivision Boundary Transition

If the proposed boundary area configurations are relatively uncommon, that circumstance may warrant careful consideration of how the proposed retaining structures, screening features and landscaping elements will function together to achieve the objectives expressed in PMC 18.260.070.

PMC 18.260.070 addresses consistency between Planned Residential Developments and adjacent conventionally developed neighborhoods. Where a PRD project proposes substantial excavations and engineered retaining structures directly near a shared boundary, it may be appropriate to consider how that condition relates to the broader intent of the code to moderate transitions between differing development patterns.

Because the City staff, the Planning Commission and the Hearing Examiner have reviewed numerous hillside residential developments over time, they may be in a position to recognize whether boundary configurations comparable to those proposed for the Pinnacle development

have been evaluated in prior projects, and whether any design practices or conditions from those projects may be instructive for assisting the Pinnacle development to achieve the consistency and compatibility objectives of PMC 18.260.070.

XIV. Requested Supplemental Information

To assist the City in evaluating how the Pinnacle project addresses the issues raised in this letter we respectfully request that the Applicant provide the following information during the ongoing staff review period and prior to advancement of the project to the Planning Commission:

1. Identification of the anticipated retaining structure system or systems.

2. Identification of construction materials for the boundary retaining structures, as required by the mandatory provisions of PMC 18.260.130 (E).

3. Conceptual structural sections that illustrate retaining structure geometry and excavation limits.

4. Documentation that demonstrates that construction can occur within the depicted tracts and easements without entry onto neighboring properties in the Crystal View subdivision.

5. Explanation of how the PRD development standards of PMC 18.260.060 (C) will be achieved for project lots 42-49, after allowing for the permanent access required for inspection, maintenance and repair of the 12-foot retaining structures at the rear of those lots.

6. Alignment-specific geotechnical information that addresses soil conditions along the retaining structure locations.

7. A technically specific explanation of how the retaining structures will resist anticipated earth pressures and residential surcharge loads from Crystal View properties.

8. Proposed language for inclusion in the Pinnacle HOA CC&Rs describing, inter alia, (i) the HOA's ownership of the retaining structures, tracts, wooden fences, perimeter landscaping, irrigation systems and related infrastructure and (ii) the HOA's governance mechanisms, inspection and maintenance duties and reserve studies and funding provisions with respect to the retaining structures and associated elements.

To be clear, we are not asking that the Pinnacle project Applicant apply today for grading permits or retaining structure building permits. However, it is reasonable to believe that work done by the Applicant with its engineering and geotechnical advisors to prepare the application may already have produced information that could address the questions raised in this letter.

If materials responsive to the listed items are submitted, we respectfully request that the public receive notice that they are available for review and that a reasonable supplemental comment period be provided for affected property owners and the public to fully evaluate the new information, which may require selection and retention of qualified experts to study and respond to such information.

Conclusion

Because the retaining structures depicted near the project boundaries shared by the proposed Pinnacle development and the Crystal View subdivision appear to be integral to the grading configuration necessary to achieve a regulation-compliant slope for project Road "B" and the lot layout shown on the PRD plans, and

Because those structures would permanently replace natural lateral support existing for Crystal View residential properties adjacent to the proposed Pinnacle development, and

Because those structures are depicted within relatively narrow tracts and easements proximate to existing homes, and

Because those structures would depend on site-specific geologic conditions,

it may be helpful for the project record to include sufficient information to demonstrate their feasibility and constructability before the application proceeds to a public record meeting before the Planning Commission.

We appreciate the work of City staff in reviewing the Pinnacle proposal and further appreciate the opportunity to submit questions and comments to contribute to that review.

Respectfully submitted,

Dana Lockhart

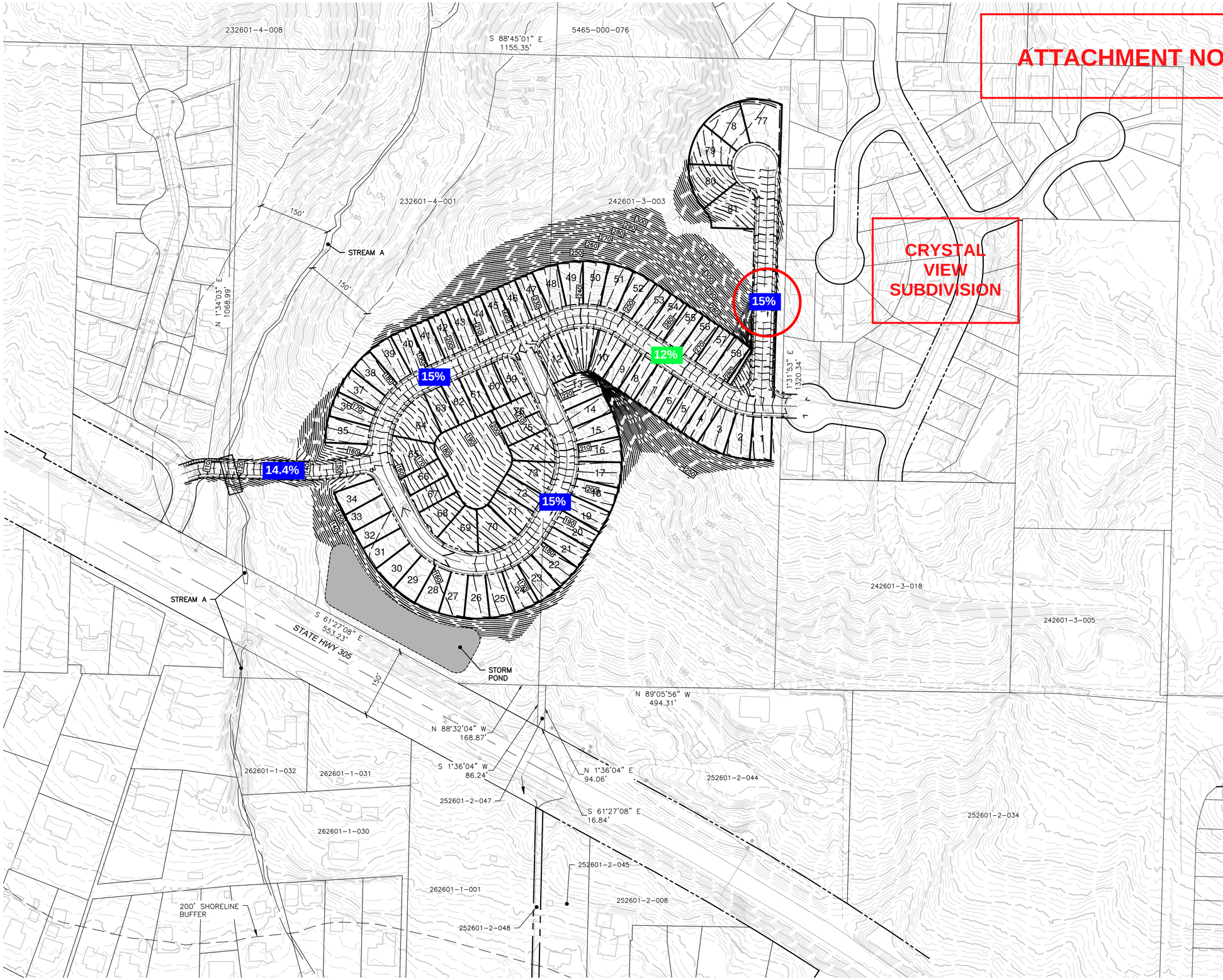
Katharine Lockhart

1780 NE Crystal View Ct., Poulsbo WA 98370

CC: Crystal View Homeowners Association

Attachments:

Attachment No. 1 - Civil plat drawing dated 10/18/2024, titled "Johnson Feasibility Site Plan"



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SCALE: 1" = 100'

100 50 0 100 200

CONTOUR INTERVAL = 2'

ESTIMATED EARTH WORK QUANTITIES

CUT	111,800 CY
FILL	98,900 CY
NET (CUT)	12,900 CY

TOPOGRAPHICAL NOTE

EXISTING SITE FEATURES, TOPOGRAPHICAL DATA, ELEVATIONS, AND PROPERTY BOUNDARIES SHOWN ON THESE DRAWINGS HAVE BEEN PREPARED BASED ON INFORMATION FURNISHED FROM GIS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ESM CONSULTING ENGINEERS, LLC CANNOT ENSURE ACCURACY AND THUS IS NOT RESPONSIBLE FOR THE ACCURACY OF THAT INFORMATION OR FOR ANY ERRORS OR OMISSION WHICH MAY HAVE BEEN INCORPORATED INTO THESE DRAWINGS AS A RESULT. IT IS THE SOLE RESPONSIBILITY OF THE OWNER AND/OR HIRED CONTRACTORS TO VERIFY ALL INFORMATION PRIOR TO PLACEMENT OF STRUCTURES ON THE PROPERTY.

REVISIONS

NO.	DESCRIPTION/DATE	BY

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LYNNWOOD (425) 297-9900
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Civil Engineering | Land Surveying | Land Planning
Public Works | Project Management | Landscape Architecture

MONTEBANC MAGAGEMENT, LLC

JOHNSON FEASIBILITY

SITE PLAN

CITY OF POULSBO WASHINGTON

JOB NO.:	2090-004-022
DWG. NAME:	EN-07
DESIGNED BY:	JE
DRAWN BY:	HF
CHECKED BY:	
DATE:	10/18/2024
DATE OF PRINT:	

EN-07

1 OF 1 SHEETS

File: \\Esm8\engr\ESM-JOBS\2090\004\022\exhibits\EN-07.dwg
Plotted: 10/18/2024 11:32 AM Plotted By: Don Lapp

To The City of Poulsbo Planning Manager and all those involved in the Project "Pinnacle at Liberty Bay"

(pg1)

My name is Andrea Ast and I live in Baywatch Court N.E.

When Baywatch was established over 20 years ago the entrance was designed for the 24 homes to use. It is now "2026" and I believe you should talk the state about closing up the Baywatch entrance to Hwy 305 and having the "Pinnacle" put a proper entrance for the 100+ homes to be built on their property. That would allow for a long enough turn lane for people to "merge" with traffic. I would also like to say that

2 parking stales per home is (pg 2)
NOT adequate for a family in this day and age. If you have a family there will be a need for more parking spaces.

Please use common sense to look at this issue and don't just push a round peg in a square. Think to the future and build an outlet with proper ability to enter traffic in a safe way. Also put a proper bus stop for kids and adults to be safe on the Hwy when waiting for the bus.

Sincerely,
Andrea

May 18, 2026

Ms. Heather Wright
Director
Planning and Economic Development Department
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370

Subject: Request for Clarification of Administrative Interpretation – Lockhart, Issued March 30, 2026

Re: Pinnacle at Liberty Bay PRD and Preliminary Subdivision

Dear Director Wright,

Thank you for issuing the March 30, 2026, Administrative Interpretation ("Interpretation") regarding interpretation of PMC §18.260.070 and related provisions. We appreciate the time and thought undertaken to address the interpretation questions raised in our January 31, 2026, submission and subsequent request for Administrative Determination.

After reviewing the Interpretation carefully, we respectfully request clarification of several points regarding the interpretation and implementation of PMC §18.260.070. These requests are offered in the interest of better understanding how the City intends to apply the code during continued review of the Pinnacle at Liberty Bay PRD and future PRD applications.

I. Clarification Regarding "Consistency" Versus "Compatibility"

The Interpretation confirms that when the triggering condition is met, PMC §18.260.070(A) requires that "the PRD shall be designed so as to be consistent with the existing single-family residential environment at its adjacent perimeter."

The Interpretation frequently reframes this statutory requirement in terms of "compatibility."

While the concepts are related, the drafters of the PMC chose to require that a PRD be "consistent with the existing single-family residential environment," which may imply a more demanding design objective than is suggested by the term "compatible".

Accordingly, we respectfully request clarification as to whether the City interprets:

- "consistent with the existing single-family residential environment"

to impose a substantively distinct or more demanding standard than:

- "compatible with surrounding neighborhoods."

If the City does not view those concepts as materially different, we respectfully request clarification regarding the basis for interpreting "compatible" as functionally equivalent to the statutory term "consistent".

II. Clarification Regarding Which Portions of a PRD May Be Considered in Achieving Consistency

The Interpretation clarifies that PMC §18.260.070(A):

- applies at the project level, and
- does not require every lot within a PRD to be adjacent to a neighboring subdivision.

We appreciate that clarification.

However, we respectfully request clarification regarding a related but distinct question that we do not believe the Interpretation directly addresses:

> Whether only lots that are themselves definitionally "adjacent" to an existing subdivision may be used to achieve the consistency required by subsection (A).

Stated differently, while the second sentence of subsection (A) authorizes the Hearing Examiner to require "appropriate" provisions for lots adjacent to an existing subdivision, the first sentence specifically imposes on the project applicant that the "PRD shall be designed" to be consistent with the existing residential environment. But the subsection is silent as to which lots in the PRD plan may be selected by the project applicant to be consistently designed.

Nothing in the text of subsection (A) expressly states that consistency characteristics, matching attributes, transition measures, or development pattern adjustments are limited exclusively to project lots that directly abut a neighboring subdivision.

Accordingly, we respectfully request clarification as to whether the City interprets subsection (A) to permit consideration of broader development patterns, including edge-facing rows of development and other non-adjacent lots, when evaluating whether a PRD is consistent with the surrounding residential environment.

III. Clarification Regarding Screening Versus Underlying Development Condition

The Interpretation correctly confirms that subsection (B) of PMC §18.260.070 applies "in addition to" subsection (A).

However, we respectfully request clarification regarding how the City distinguishes between:

- screening measures intended to obscure views, and
- the separate requirement that the overall development condition itself be consistent with the existing residential environment.

For example, where fencing, landscaping, engineered retaining structures, significant grade separation, and intervening tracts are proposed along a PRD edge, does the City evaluate only whether views are adequately screened, or does it separately evaluate whether the underlying edge-facing development pattern itself is consistent with the surrounding residential environment?

This question appears particularly important where screening may partially obscure, but not fundamentally alter, the physical and spatial relationship between adjacent subdivisions.

IV. Clarification Regarding Interaction Between PMC 18.260.070 Subsections (A) and (B)

We also respectfully request clarification regarding how the City interprets the interaction between subsection (A)'s perimeter consistency requirement and subsection (B)'s authorization of screening measures, including vegetated buffers "designed as an open space tract."

The Administrative Interpretation appears to reaffirm that subsection (A)'s discretionary matching provisions are textually associated with lots that are definitionally adjacent to neighboring subdivisions. However, subsection (B) expressly authorizes the review authority to require perimeter screening measures that may themselves introduce intervening tracts between PRD lots and adjoining properties.

This raises the interpretive question whether the City intends subsection (B)'s authorized screening mechanisms to operate alongside subsection (A)'s broader consistency obligation, or whether the introduction of screening tracts under subsection (B) may effectively eliminate the practical operation of subsection (A)'s perimeter matching provisions.

Because subsection (B) expressly states that its screening provisions operate "in addition to subsection (A)," we respectfully request clarification regarding how the City reconciles these provisions in circumstances where boundary line screening tracts eliminate lot-level adjacency relationships to adjoining properties.

More broadly, clarification is requested regarding how the City interprets the procedural operation of PMC §18.260.070 where:

- the project-level consistency requirement of subsection (A) remains applicable,
- but the review authority determines that lot-level adjacency conditions associated with subsection (A)'s discretionary provisions are absent or have been altered through project design.

V. Clarification Regarding Structural Features and Long-Term Relationship Between Subdivisions

The Interpretation makes clear that proposed structural features affecting adjacent properties must be identified early in the review process to allow for staff evaluation.

In the case of the Pinnacle PRD, the project proposes over seven hundred feet of 8 to 12-foot vertical cuts in native soils and the installation of substantial engineered retaining structures proximate to the western and southern boundaries of the existing Crystal View subdivision. Such proposed retaining structures appear intended to replace, in perpetuity, the existing natural lateral support conditions with permanent engineered systems.

Accordingly, we respectfully request clarification regarding whether the City interprets the "relationship to surrounding properties" referenced in the Interpretation to include not only visual relationships, but also long-term physical relationships created by structural dependency and ongoing maintenance obligations associated with such engineered systems.

This question is raised because the boundary development condition proposed by the Pinnacle project appears materially different from existing graded and naturally supported subdivision transitions elsewhere in the surrounding residential environment, including at the northern boundary between the Crystal View and Meredith Heights subdivisions. We respectfully request clarification regarding whether such existing transition conditions may properly serve as reference points when evaluating consistency under PMC §18.260.070(A).

VI. Clarification Regarding Applicant Responsibility and Review Authority Discretion

With respect to PMC §18.260.070(A), the Interpretation states that the subsection: "establishes both a mandatory design objective and discretionary authority for the review authority."

The similar wording and parallel structure of PMC §18.260.070(B) would appear to establish both:

- a mandatory screening requirement, and
- discretionary authority for the review authority regarding screening provisions.

The discretionary authority accorded the review authority in both subsections is denoted by the use of the word "may."

In discussing subsection (A), the Interpretation explains:

"The examples listed in the code are illustrative tools that the review authority may apply where appropriate. The code does not require that any specific design provision be imposed in every case…"

The parallel structure of subsection (B) would appear to imply a similar interpretation regarding screening provisions.

Accordingly, clarification is respectfully requested regarding the following related questions:

- Does the applicant for a PRD bear the initial and primary responsibility to demonstrate, through the submitted design and supporting materials, that the proposal complies with the mandatory requirements of PMC §18.260.070(A) and (B)?

- Does the PMC require the review authority to exercise its discretionary authority to impose specific design or screening provisions whenever the review authority determines that an applicant has failed to demonstrate compliance with those mandatory requirements?

Expressed differently, if the review authority determines that a PRD application has failed to demonstrate compliance with one or both mandatory requirements contained in PMC §18.260.070(A) and (B), does the PMC require the review authority to formulate and impose corrective provisions intended to cure those deficiencies or may the review authority instead determine that the findings required under PMC §18.260.140(F) cannot be made based on the application record presented?

VII. Distribution

If any of the following documents have not been provided previously to the principal applicant for the Pinnacle project, Montebanc Management LLC, we respectfully request that copies be sent to the applicant so that they may be well informed of the issues that have been raised in this series of correspondence.

1. Lockhart letter to Ms. Nikole Coleman, dated January 31, 2026, Re: Proposed Pinnacle at Liberty Bay PRD – Application of PMC §18.260.070.
2. Email dated February 19, 2026, from Ms. Nikole Coleman to D. Lockhart, et al.
3. Lockhart letter to Ms. Heather Wright, date February 28, 2026, Subject: Request for Administrative Determination re PMC Chapter 18.260
4. Administrative Interpretation – Lockhart, dated March 30, 2026
5. This letter requesting clarifications regarding the Administrative Interpretation

VIII. Closing

Thank you again for the Administrative Interpretation and for consideration of these clarification requests. Our intent is not to challenge the City's authority or discretion, but rather to better understand how the City interprets and intends to faithfully apply PMC §18.260.070 in light of the issues presented above.

Respectfully submitted,

Dana Lockhart

Katharine Lockhart

1780 NE Crystal View Ct., Poulsbo WA

June 2, 2026

Ms. Nikole Coleman

Planning Manager

Planning and Economic Development Department

City of Poulsbo

200 NE Moe Street

Poulsbo, WA 98370

Subject: Pinnacle at Liberty Bay PRD – Sunrise Ridge Avenue S-Curve Corridor Review

References:

(1) Crystal View Plat Mod – Offsite Maintenance Road, dated 02/01/2016 (see Attachment 1)

(2) Traffic Impact Analysis – Heath & Associates – Version 3 – April 2026 (the "Traffic Impact Analysis")

Dear Ms. Coleman,

We submit the following comments regarding the proposed Pinnacle at Liberty Bay PRD and, in particular, the proposed completion and activation of the currently closed Sunrise Ridge Avenue S-curve segment in connection with Phase 1 of the Pinnacle project.

Our purpose is not to oppose development for its own sake. Rather, we request clarification regarding whether the present project record reflects that the operational and safety implications of the proposed Sunrise Ridge corridor configuration have been fully evaluated before the project application proceeds to the next stages of the City's review process.

A. The Sunrise Ridge S-Curve Represents a Unique Review Opportunity

The Sunrise Ridge S-curve corridor extends from the southern boundary of the Crystal View subdivision, close to the Crystalia Court cul-de-sac, to the point where Sunrise Ridge meets Johnson Parkway at the compact roundabout opposite the entrance to the Liberty Bay Vista subdivision.

An important aspect of the present review is that the Sunrise Ridge S-curve segment is not presently functioning as an active public roadway. The segment remains gated, incomplete, and unavailable for through traffic.

Accordingly, the City is not merely evaluating impacts to an established operating condition. Rather, the current review process represents a meaningful opportunity to evaluate the future function of the corridor before continuous public traffic is introduced and before permanent development patterns become established.

B. Evolution of the Corridor's Intended Function

The Sunrise Ridge S-curve segment was constructed during the development of the Crystal View subdivision. As shown in the Crystal View Plat Mod drawing from 2016, (see Attachment 1) the S-curve is described as "Offsite Maintenance Road". The road segment appears originally to have been conceived primarily as a construction/service access route, a terrain-transition roadway, and a future connector segment.

However, the cumulative effects of subsequent development proposals appear to have materially changed the operational expectations associated with the corridor. The Audrey Estates proposal was approved in 2024. The current Pinnacle project layout proposes that Road C, two shared-access streets (Tracts M and N), eight residential frontage driveways, on-street parking, and pedestrian-oriented recreation areas be introduced into the corridor. The Pinnacle and Audrey Estates developments collectively appear to place substantially different operational demands upon the corridor than those originally contemplated.

The corridor now appears intended to function simultaneously as:

- a neighborhood connector;
- a primary access route for two substantial subdivisions;
- a residential frontage street;
- a pedestrian-oriented environment; and
- a route likely to attract traffic seeking access toward Johnson Parkway and SR-305.

Clarification is therefore requested regarding whether the corridor has been reevaluated in light of these materially expanded and overlapping functions.

C. Revised Access Patterns Following Elimination of the Baywatch Connection

The applicant's revised project configuration eliminated the previously proposed Baywatch access connection, leaving all remaining project access concentrated onto the Sunrise Ridge corridor.

As a result, project traffic would be fully dependent upon the Sunrise Ridge system, accessed primarily through the Road C and the Crystalia Court points. From the project phasing plan and plat drawings it appears that Road C would be the primary access point for the subdivision and therefore would carry the larger share of project traffic.

This revision appears significant because it consolidates project access onto the same corridor segment that contains the S-curve geometry and the highest density of proposed access activity.

Clarification is requested regarding whether the operational implications of this revised circulation structure were evaluated specifically with respect to the Sunrise Ridge corridor and the Road C intersection.

D. Existing Geometric Constraints

The Sunrise Ridge S-curve segment appears to combine several potentially challenging characteristics, including combined horizontal and vertical alignments, a short tangent section, and grades at or exceeding 12 percent, all as shown on the Attachment (1) drawing.

In addition to the proposed Pinnacle access points, the segment is also intersected by the Audrey Estates sole entrance and the existing private street (Maple Hill Ave. NE) near the lower portion of the segment.

The Pinnacle proposal would introduce additional operational activity into this already constrained geometry.

E. Pinnacle Proposed Frontage and Access Configuration

The proposed Pinnacle configuration appears to introduce multiple access and operational elements into the Sunrise Ridge corridor, including:

- the Road C intersection;
- shared-access streets (Tracts M and N);
- eight direct residential driveways;
- on-street parking;
- pedestrian-oriented recreation areas;
- street trees and landscaping features; and
- routine residential and service-related vehicle activity.

The concern is not necessarily any single feature viewed in isolation. Rather, the concern is whether the combined effect of these overlapping conditions has been evaluated as a single integrated roadway environment.

F. Apparent Gaps in the Current Analytical Record

The Traffic Impact Analysis appears to focus primarily upon regional traffic operations, major intersections, and overall circulation effects.

The Traffic Impact Analysis contains substantial discussion of level-of-service conditions and intersection operations. However, it is not apparent from the Traffic Impact Analysis or other materials presently available to the public that the cumulative effects of the Sunrise Ridge corridor configuration have been evaluated, including the interaction of:

- the S-curve geometry;
- concentrated access points;
- pedestrian activity;
- on-street parking;
- driveway activity;
- service/delivery vehicle activity; and
- revised traffic concentration following elimination of the Baywatch access.

Of particular interest is the Road C/Sunrise Ridge intersection.

The applicant's most recent phasing plan shows Road C serving Phase 1 development while the Traffic Impact Analysis consolidates project-generated traffic at the Crystalia Court access point for purposes of operational analysis. As a result, it is not apparent from the current record whether the Road C/Sunrise Ridge intersection was evaluated as a distinct operational and safety condition during Phase 1 development or at project buildout.

We recognize that level-of-service analysis evaluates delay and capacity. However, delay and capacity analyses do not necessarily address broader questions of corridor safety, access concentration, driver expectancy, visibility, and conflict-point density.

G. City Standards, Policy Context, and Precedent

The City's adopted transportation standards, Comprehensive Plan policies, and development regulations collectively appear to contemplate consideration of roadway functionality, safety, sight distance, and public welfare in addition to simple dimensional compliance.

We would therefore appreciate clarification regarding whether the Department has previously reviewed or approved residential developments within the City of Poulsbo where multiple streets, shared-access tracts, and residential driveways were concentrated along a curved and graded roadway segment comparable to the Sunrise Ridge S-curve. Identification of any such projects would help the public better understand the standards and precedent being applied in the present review.

H. Requested Clarifications

To summarize, clarification is respectfully requested regarding the following:

1. What is the present functional classification of Sunrise Ridge Avenue and whether changes to that classification might be required due to the effects of the proposed

development elements on the Sunrise Ridge S-curve corridor, the elimination of the Baywatch access point and the attraction of traffic from the Noll Road corridor?

2. Whether, following elimination of the Baywatch access point, the operational implications of altered project traffic flows were evaluated specifically with respect to the Road C intersection and the Sunrise Ridge S-curve corridor?

3. Whether location-specific sight-distance analysis has been performed for Road C, shared-access streets (Tracts M and N), frontage driveways (Lots 1-4 and 51-54) or the S-curve segment generally?

4. Whether the Road C/Sunrise Ridge intersection was separately evaluated as a study intersection and, if so, where that analysis may be found in the project record, particularly as that intersection appears to function as the principal subdivision access?

5. Whether the City evaluated the combined effects of roadway geometry, access density, parking, pedestrian activity, driveway activity, and stopped vehicles as a single integrated operating condition for the Sunrise Ridge S-curve corridor?

6. Whether the corridor's likely long-term connector function and route-attraction characteristics (including "redistribution of travel demand") have been considered in evaluating the proposed frontage and access configuration?

I. Conclusion

The Sunrise Ridge S-curve corridor appears likely to become one of the most operationally complex portions of the proposed Pinnacle project. Because the roadway is presently gated and incomplete, the current review process provides a valuable opportunity to evaluate these conditions before they become permanent.

We respectfully request clarification regarding the issues identified above so that the public may better understand the basis for any findings concerning transportation safety, roadway functionality, and overall corridor operations.

Thank you for your consideration.

Sincerely,

Dana Lockhart

Katharine Lockhart

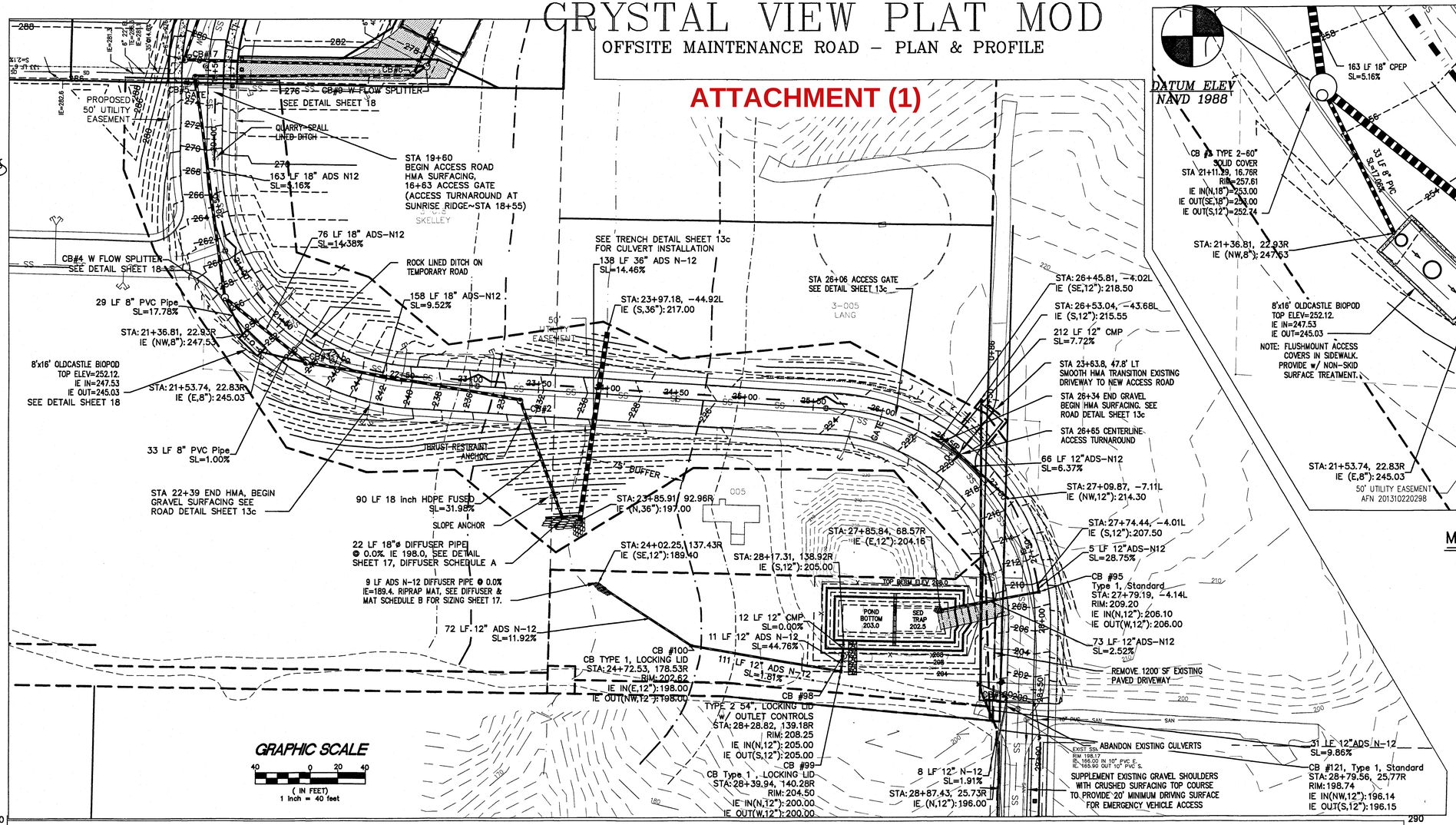
Attachments: (1) Crystal View Plat Mod – Offsite Maintenance Road, dated 02/01/2016

cc: Crystal View Homeowners Association

CRYSTAL VIEW PLAT MOD

OFFSITE MAINTENANCE ROAD – PLAN & PROFILE

ATTACHMENT (1)



DETAIL
MWS UNIT PLACEMENT
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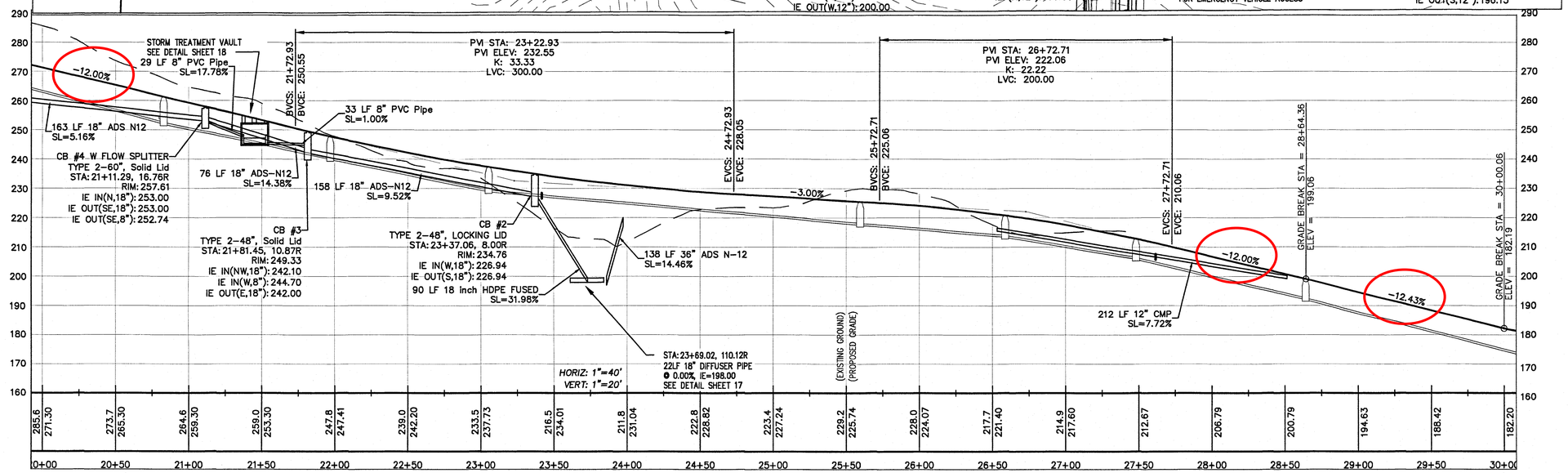

REV NO	REVISION DESCRIPTION	DATE	BY
1	FEB 24, 2016 CITY COMMENT MODS	16.03.31	JAB
2	MAY 10, 2016 CITY COMMENT MODS #2	16.05.25	JAB
3	JUNE 22, 2016 CITY COMMENTS	16.07.20	JAB
4	MINOR PLAT MODS	18.06.09	JAB
5	CITY COMMENTS TO PLAT MODS	18.11.06	JAB

DESIGN MAK
DRAWN JAB
CHECKED MAK
SEC 24 T 26N R 1E
DISC NO ____ DATE 2/01/16
SCALE 1" = 40'

DATE SEALED 11/17/18

TITLE CRYSTAL VIEW PLAT MOD
OFFSITE MAINTENANCE ROAD – PLAN & PROFILE

CLIENT CRYSTAL VIEW POULSBO LLC
% BARRY MARGOLESE
105 S MAIN STREET, STE 230
SEATTLE, WA 98104
206-910-2728

SIGNATURES

PROJECT MANAGER JEFF A. BROWN

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5819 NE MINDER RD
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(360) 297-7951 (FAX)

SHEET 13 OF 38

FILE NO 173B