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STAFF REPORT

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Suquamish CARE Center

To: Planning Commission
From: Nikole Coleman, AICP, Planning Manager
Date: October 5, 2026
Subject: Suquamish CARE Center | Conditional Use Permit, Minor Site Plan, Design Review, and Critical Area Exemption | P-06-26-26-01

Planning and Economic Development (PED) staff respectfully recommend approval, subject to the conditions of approval contained herein, of the Suquamish CARE Center Conditional Use Permit, Minor Site Plan Review, Design Review, and Critical Area Exemption, Planning File P-06-26-26-01.

ACTION:

The Planning Commission shall hereby recommend (approval) (approval with modifications) (denial) to the Hearing Examiner of the Suquamish CARE Center Conditional Use Permit, Minor Site Plan Review, Design Review, and Critical Area Exemption, Planning File P-06-26-26-01.

CONTENTS:

Page 2 City Vicinity Map
Page 3 Site Vicinity Map
Page 4 Comprehensive Plan and Zoning Map
Page 5 Staff Report
Page 5 General Information
Page 6 Applicable Review Criteria
Page 6 Critical Areas
Page 7 Development Standards in the Commercial Zoning Districts
Page 11 Design Review
Page 11 Essential Public Facilities
Page 14 Landscaping
Page 14 Off-Street Parking and Loading
Page 15 Conditional Use Permit
Page 16 Site Plan Review
Page 18 State Environmental Policy Act
Page 18 Project Permit Procedures
Page 18 Staff Comments and Recommendations
Page 18 Exhibits
Page 20 Conditions of Approval

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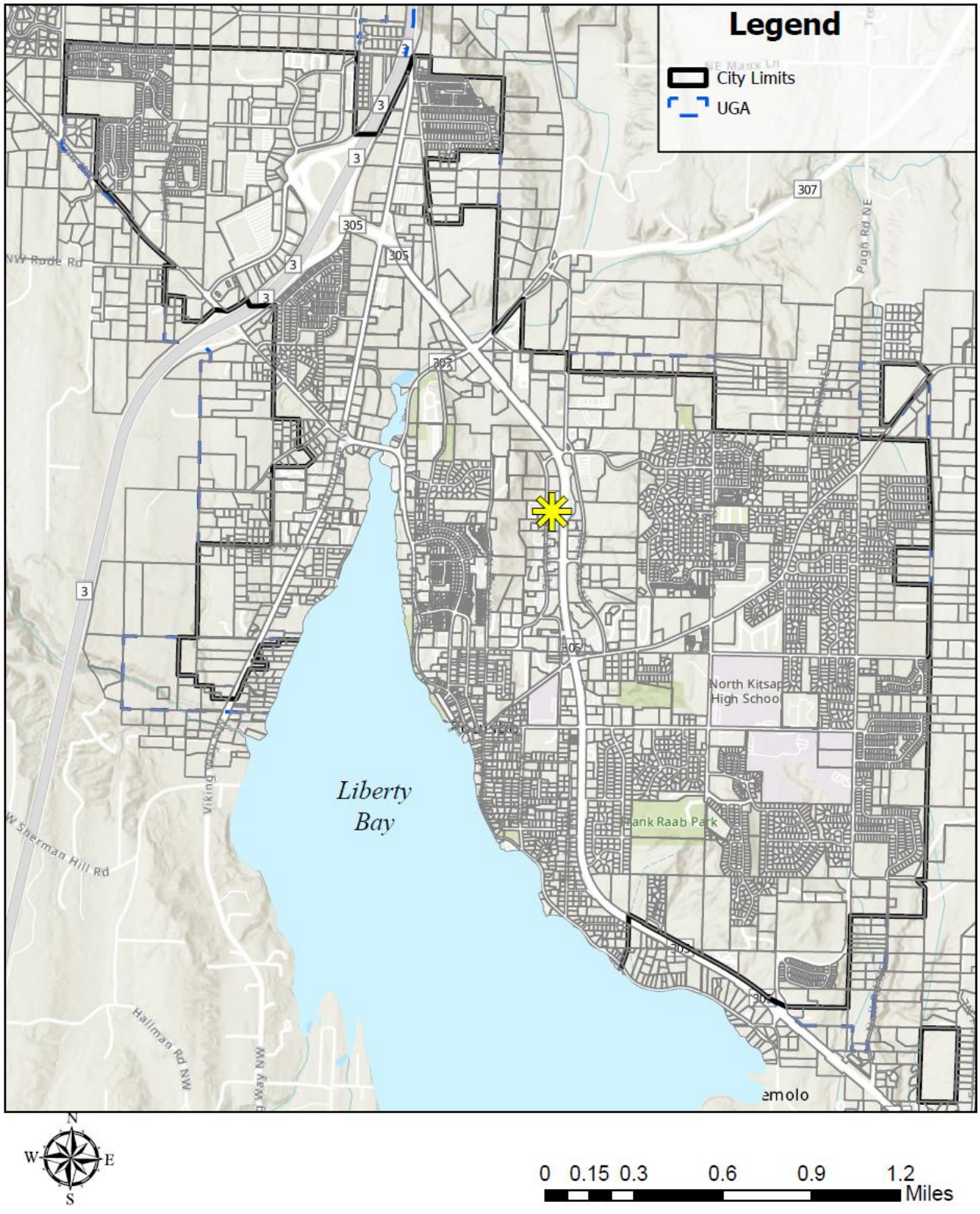
Vicinity Map

City of Poulsbo Planning Department



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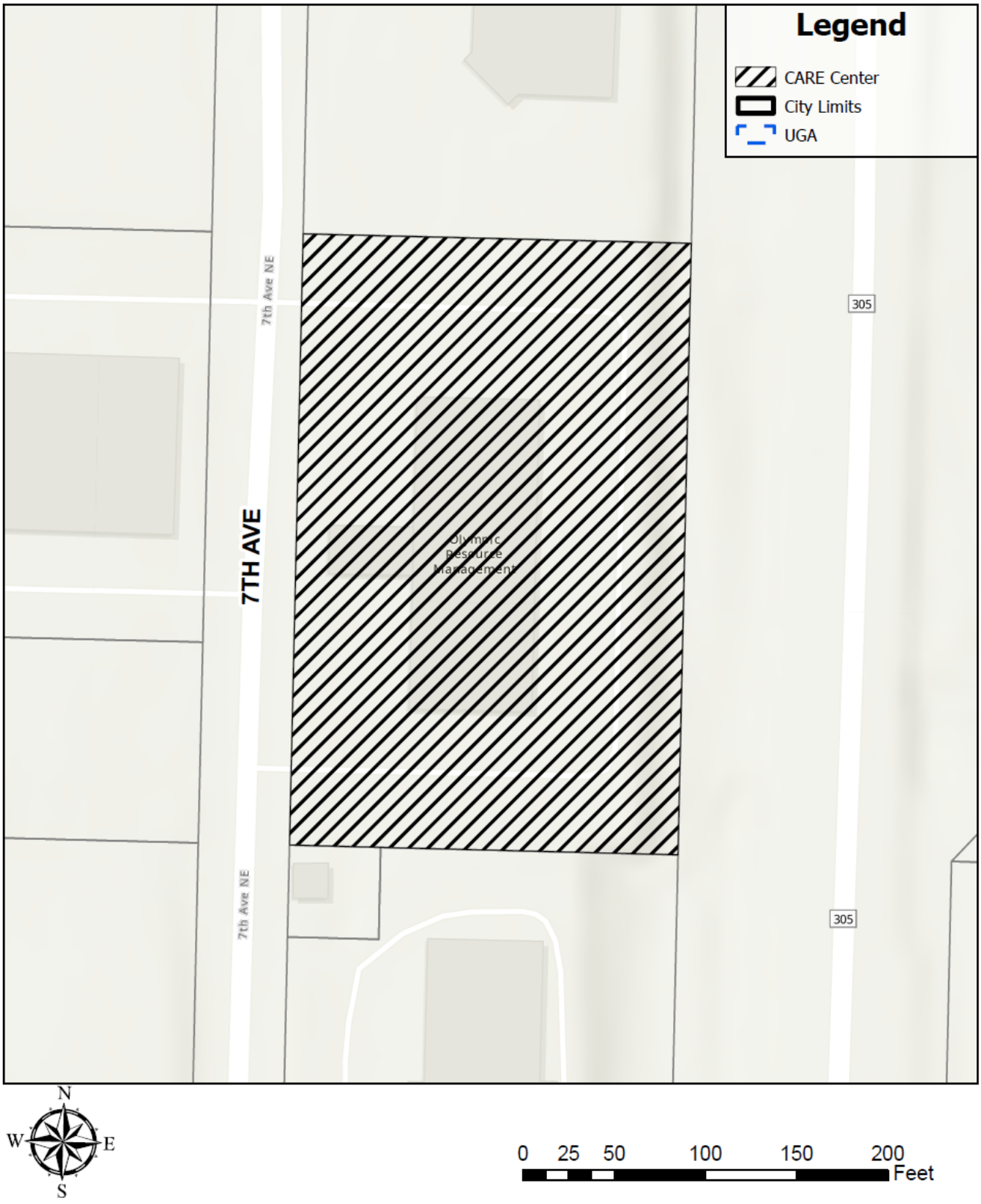
Site Map

City of Poulsbo Planning Department



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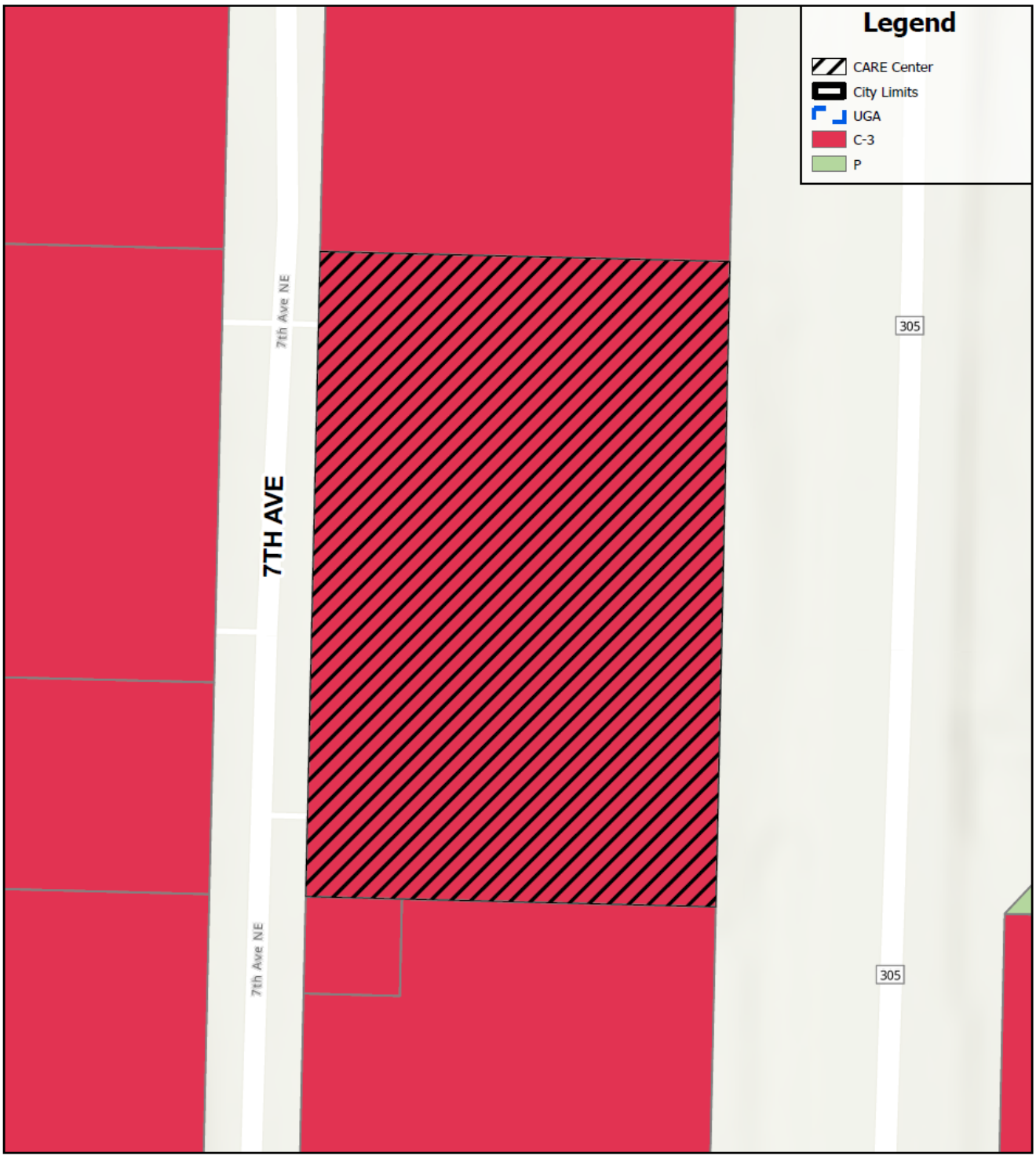
Zoning Map

City of Poulsbo Planning Department



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Suquamish CARE Center
Conditional Use Permit, Minor Site Plan Review, and Design Review
PLANNING FILE P-06-26-26-01

I. GENERAL INFORMATION

Applicant: Rice Fergus Miller (Greg Belding) | 1011 W First Ave, Spokane, WA 99201

Property Owner: Suquamish Tribe | 18490 Suquamish Way NE, Suquamish, WA 98392

Land Use Review: Conditional Use Permit | Minor Site Plan Review | Design Review | Type III

Description of Proposal: Renovation of an existing approximately 30,838-square-foot commercial building located at 19950 7th Avenue NE into the Suquamish CARE Center, a medical office facility providing opioid treatment services, primary care, dental care, behavioral health counseling, and related supportive services. The project includes exterior building renovations, removal of the former drive-through bank facilities, relocation of the primary entrance to the street-facing west elevation, architectural enhancements incorporating wood cladding and tribal design elements, parking lot reconfiguration, a designated patient drop-off area, bicycle parking, new landscaping and pedestrian improvements, site screening improvements, and associated utility upgrades. The 1.64-acre property is zoned C-3/SR 305 Corridor.

Location: 19950 7th Ave NE, Poulsbo, WA, 98370 Parcel No. 142601-3-081-2005

Legal Description: A PORTION OF SECTION 14, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 14; THENCE S1*16'18 W 335.19 FEET TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF THE NORTH ONE-HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER; THENCE N88*32'42 W 75.50 FEET TO THE WESTERLY RIGHT-OF-WAY OF SR305 AND THE TRUE POINT OF BEGINNING; THENCE CONTINUING N88*32'42 W 212.98 FEET; THENCE N1*15'56 E 334.95 FEET TO THE NORTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER; THENCE ALONG SAID NORTH LINE S88*35'29 E 212.98 FEET TO THE WESTERLY RIGHT-OF-WAY OF SR305; THENCE S1*15'58 W 335.12 FEET ALONG SAID WEST RIGHT-OF-WAY TO THE TRUE POINT OF BEGINNING.

Comprehensive Plan and Zoning Designation:

Site:	Commercial C-3/SR-305
North:	Commercial C-3/SR-305
South:	Commercial C-3/SR-305
East:	SR 305 Right-Of-Way
West:	Commercial C-3/SR-305

Existing Land Use:

Site:	Vacant Commercial Building
North:	Liberty Bay Bank
South:	Salon/Catering/Espace Room
East:	SR 305 Right-Of-Way
West:	Medical Facility

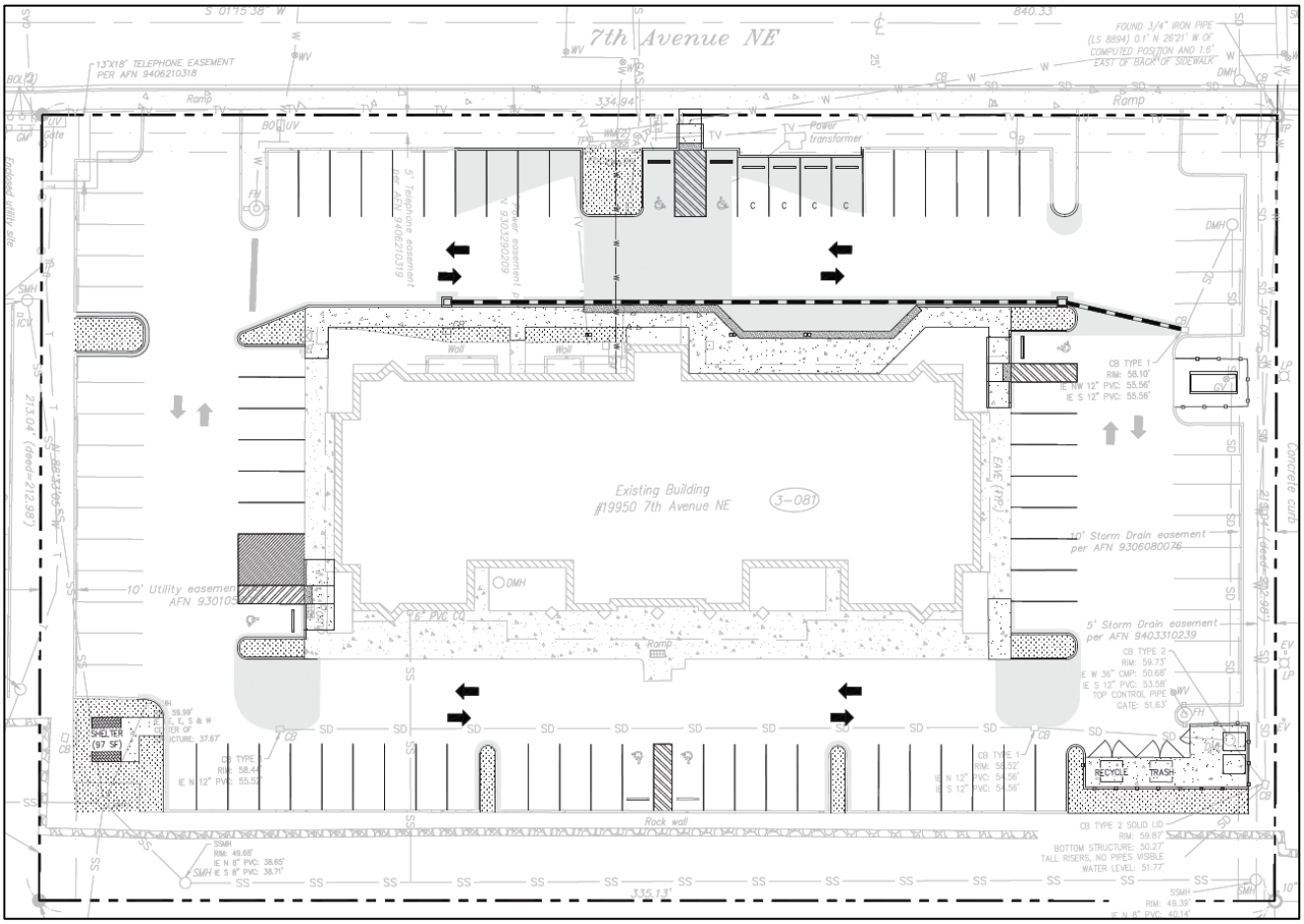
Property Information:

The subject property is a 1.64-acre developed commercial site located between 7th Avenue NE and State Route 305, with vehicular access provided exclusively from 7th Avenue NE. The site was originally developed pursuant to Site Plan Review Approval No. P-08-18-94-01, approved in 1994, for construction of a commercial building and associated site improvements. The existing 30,838-square-foot building was subsequently constructed in 1995 as a bank and later occupied by office uses, including medical offices. South Fork Dogfish Creek passes beneath SR 305 immediately south of the property's southeast corner. The property is also mapped as containing potential geologically hazardous areas and hydric soils; however, the site is almost entirely developed with buildings, parking areas, and other impervious surfaces, with little remaining undeveloped ground.

Aerial:



Proposed Site Plan (Exhibit 3):



II. APPLICABLE REVIEW CRITERIA

The proposed use is subject to the requirements of PMC 16.20 Critical Areas Ordinance, PMC 18.80 Commercial Districts, PMC 18.120 Design Review, PMC 18.125 Essential Public Facilities, PMC 18.130 Landscaping, PMC 18.140 Off-Street Parking and Loading, PMC 18.230 Conditional Use Permits, PMC 18.270 Site Plan Review, and PMC Title 19 Project Permit Procedures.

III. PMC CHAPTER 16.20 CRITICAL AREAS



The City of Poulsbo Critical Areas Ordinance (Chapter 16.20) reviews regulations and development standards in the vicinity of critical areas and their buffers (PMC 16.20.155.D). South Fork of Dogfish Creek, a Type F stream, is located within 300 feet of the property at the southwest corner of the site. Although the stream lies within the vicinity of the property, it passes beneath SR 305 immediately southeast of the project site (see image to right, teal color is the subject site, and the blue line is South Fork Dogfish Creek).

PMC 16.20.120.K recognizes that existing legally established improvements may interrupt the continuity of a critical area buffer. Where a permanent substantial improvement separates proposed development from the critical area and effectively eliminates or substantially reduces impacts to the critical area, the City may determine that the full buffer width is not required on the opposite side of the interruption, provided the proposed development does not increase impacts to the critical area. Where an existing paved area fully occupies the regulated buffer and does not qualify under the interrupted buffer provisions, the regulated buffer terminates at the edge of pavement adjacent to the critical area.

Staff Comment: The proposal consists of a change of use on a previously developed site containing an existing building, parking areas, and associated site improvements. The South Fork of Dogfish Creek, a Type F stream, is located within 300 feet of the southwest property corner. The applicant submitted a Critical Areas Exemption Application (Exhibit 2.d) identifying the project's eligibility for exemption under the interrupted buffer provisions

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of PMC 16.20.120.K. Staff concurs that with the permanent improvements between the site and the stream corridor, substantially interrupts the stream buffer such that the proposed change of use will not increase impacts to the critical area or its associated habitat. Because no expansion of development is proposed within the stream buffer and the project does not result in increased impacts to the Type F stream, staff finds that the interrupted buffer provisions of PMC 16.20.120.K apply. Accordingly, no additional stream buffer or functional analysis is required for this proposal.

IV. PMC CHAPTER 18.80 DEVELOPMENT STANDARDS IN COMMERCIAL ZONING DISTRICTS

1. PMC 18.80.020 Purpose. The purpose of the C-3/SR-305 commercial district is to:
   - Encourage businesses that offer the frequently needed consumer goods and services for the local population.
   - Support a wide range of activities to enhance the SR 305 corridor as the business and financial, health services, and professional office hub of the community.
   - Ensure that projects are designed using consistent and compatible architectural design.
   - Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop and recreate within walking distance.

   Staff Comment: The proposed renovation and change of use is consistent with the purpose of the C-3/SR-305 Commercial District. The project repurposes an existing commercial building into a medical office facility providing opioid treatment, primary care, dental care, and counseling services on behalf of the Suquamish Tribe. These services support the SR 305 corridor as a hub for health services and professional offices while utilizing an existing commercial site and infrastructure. The proposal includes exterior building and site improvements subject to concurrent Design Review to ensure the project is compatible with the surrounding commercial development and consistent with the City's adopted architectural design standards. Although the proposal does not include a residential component, residential uses are encouraged rather than required under this section. Staff find the proposed use advances the intent of PMC 18.80.020 by reinforcing the corridor's role as a center for health care services and neighborhood-serving commercial activities.

2. PMC 18.80.030 Permitted Uses.

   Staff Comment: Per Table 18.80.030 Regional Essential Public Facilities are permitted in the C-3 zoning district with a Conditional Use Permit.

3. PMC 18.80.040 Development Standards for C-3 Zoning District.

   Staff Comment: The subject building is an existing, legally established structure and site changes are proposed that would affect compliance with the development standards of the C-3 zoning district. The existing building continues to meet the applicable development standards of PMC 18.80.040, including setbacks, height, lot coverage, and other dimensional requirements. Therefore, the proposal is consistent with the applicable development standards for the C-3 zoning district.

4. PMC 18.80.060 Building design, landscaping and site standards in C-3 SR 305 commercial zoning district.
   a. Building Design Standards. Commercial buildings should incorporate high-quality architectural design that complements Poulsbo's Northwest character. Buildings must include facade articulation, defined entrances, varied materials, weather protection, roofline treatments, and a clear base, middle, and top to reduce visual bulk. Natural, durable materials and muted earth-tone colors are required, while highly reflective materials and bright colors are prohibited. The standards are intended to create attractive, pedestrian-oriented development and avoid large blank walls and monotonous building forms.

      Staff Comment: The proposal consists of exterior façade improvements to an existing commercial building intended to modernize the appearance of the structure while maintaining compatibility with the City's adopted Northwest architectural design standards. Staff reviewed the architectural elevations, material palette, and building renderings submitted with the application (Exhibit 4) and finds that the proposed improvements are consistent with the intent of PMC 18.80.060.A to create high-quality, pedestrian-oriented commercial development that complements Poulsbo's character. The proposed renovations substantially improve the visual appearance of the existing building through the introduction of additional architectural detailing, updated materials, and enhanced façade composition.

      The proposed exterior improvements satisfy the applicable building design standards as follows:

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

- Façade Articulation: The remodeled elevations introduce variation in wall planes, material transitions, architectural trim, and vertical elements that reduce the appearance of large blank walls and provide visual interest.
- Defined Entrances: Primary building entrances are clearly identifiable through architectural detailing, enhanced storefront treatments, and weather protection elements that reinforce pedestrian orientation.
- Varied Building Materials: The exterior incorporates a complementary mix of durable materials, including horizontal and vertical siding panels, masonry accents, architectural metal elements, glazing, and trim, creating a cohesive Northwest architectural character.
- Weather Protection: Covered entry features and canopy elements provide pedestrian weather protection while adding architectural depth and articulation to the façade.
- Roofline Treatment: In response to the City's technical review comments, the applicant revised the architectural elevations to provide additional articulation at the upper portion of the building. The revised design incorporates variations in parapet height and additional roofline detailing that strengthen the visual cap of the building, particularly at prominent building elements, and reduce the appearance of a long, uniform parapet.
- Base, Middle, and Top: The façade composition clearly defines the building base, middle, and top through changes in materials, window organization, horizontal banding, and parapet detailing, reducing the overall visual bulk of the structure.
- Color Palette: The proposed finishes utilize muted earth-tone colors and complementary accent materials consistent with the City's Northwest design objectives. No prohibited bright or highly reflective exterior finishes are proposed.
- Overall Architectural Character: The exterior renovations significantly improve the existing building by creating a more attractive, cohesive, and pedestrian-scaled commercial façade that complements surrounding development while remaining consistent with the design intent of the C-3 zoning district.

Staff finds that the revised exterior building improvements comply with the applicable building design standards of PMC 18.80.060.A, as shown below and Exhibit 4, and represent a substantial enhancement of the existing building façade.



b. Site Landscaping. Commercial developments must provide landscaping throughout the site to soften development, preserve natural features, and improve the pedestrian environment. At least 20% of the site must be landscaped, including setbacks, parking lots, street frontages, and building perimeters. Landscaping should incorporate a mix of trees, shrubs, and groundcover, preserve existing vegetation where feasible, and provide screening adjacent to residential areas. Parking lots must include interior landscaping and shade trees to break up large paved areas, while taller building walls require foundation landscaping to reduce their visual scale.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

Staff Comment: The submitted Landscape and Irrigation Plans (Exhibit 5) provide landscaping throughout the existing commercial site, including landscaping along the street frontage, within and around the parking area, and adjacent to the building. The improvements include a mixture of existing and proposed trees, shrubs, groundcover, and other planting materials intended to soften the appearance of the building and paved areas, improve the pedestrian environment, and complement the proposed exterior building improvements.

The proposed landscaping satisfies the applicable requirements of PMC 18.80.060.B as follows:

- Minimum Site Landscaping: The site contains approximately 71,438 square feet. A minimum of 14,288 square feet of landscaping is required, based on the 20% standard. The plans provide 16,886 square feet of landscaping, or approximately 23.6% of the site, exceeding the minimum requirement by approximately 2,598 square feet.
- Street-Frontage Landscaping: Based on the requirement of one tree for every 30 linear feet of frontage, nine frontage trees are required. The plans provide nine trees, consisting of three existing trees and six proposed trees, meeting the applicable frontage-tree requirement.
- Parking-Lot Landscaping: The parking area encompasses approximately 53,325 square feet. A minimum of 2,666 square feet of parking-lot landscaping is required. The plans provide approximately 7,044 square feet, or approximately 13.2% of the parking-lot area, substantially exceeding the 5% minimum.
- Parking-Lot Trees: Based on the 95 parking spaces shown on the plans, 19 parking-lot trees are required at a ratio of one tree per five parking spaces. The plans provide 24 parking-lot trees, exceeding the minimum requirement by five trees.
- Evergreen Trees: At least eight of the required parking-lot trees must be evergreen. The plans provide ten evergreen parking-lot trees, representing approximately 41.7% of the parking-lot trees and meeting the applicable evergreen-tree requirement.
- Landscape Variety: The planting schedule includes a mixture of trees, shrubs, groundcover, and retained or restored existing landscaping. This variety provides visual interest, seasonal variation, and an appropriate transition between the building, parking areas, and public frontage.
- Building Perimeter Landscaping: Planting areas adjacent to the building help soften the exterior walls and visually integrate the existing structure with the surrounding site improvements.
- Screening and Site Enhancement: Landscaping along the parking area and site perimeter helps screen and soften paved surfaces, break up the visual extent of the parking lot, and enhance the appearance of the commercial property.
- Restoration and Maintenance: The plans require existing landscaping affected by construction to be restored and include irrigation improvements intended to support the establishment and long-term maintenance of the proposed plantings.

Staff finds that the proposed landscape improvements meet or exceed the applicable quantitative and qualitative site landscaping requirements of PMC 18.80.060.B.

c. On-Site Pedestrian and Vehicular Circulation. Development should provide safe, convenient pedestrian and vehicle circulation throughout the site. Buildings must be connected to streets and each other by clearly defined pedestrian walkways that are separated from vehicle travel lanes where practical. Vehicle access points should be minimized through shared driveways and interconnected parking lots, and site design should reduce conflicts between vehicles, pedestrians, and parking areas.

Staff Comment: The proposal does not alter the existing site circulation pattern or access configuration. Existing vehicular access, parking areas, sidewalks, and pedestrian connections will remain in place and continue to provide safe and efficient circulation throughout the site. Shuttle vehicles serving the facility will utilize the designated drop-off area located on the west side of the site, providing a defined location for passenger loading and unloading separate from primary parking and pedestrian circulation areas. The proposed exterior improvements maintain existing pedestrian connectivity between the public sidewalk, parking areas, shuttle drop-off area, and building entrances while preserving accessible routes and minimizing conflicts between vehicles and pedestrians. Staff finds the proposal is consistent with the intent and applicable requirements of PMC 18.80.060.C.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

d. Mechanical and Trash/Recycling Screening (see PMC 18.80.080.H). Mechanical equipment, utilities, trash, and recycling areas must be screened from public view and adjacent properties. Screening should be integrated with the building's architecture using compatible materials, landscaping, or decorative walls. Rooftop equipment must be concealed by parapets or setbacks, while ground-mounted equipment requires landscaping or walls. Trash and recycling enclosures must be fully screened, located to minimize visual, noise, and odor impacts, and not interfere with parking, circulation, emergency access, or pedestrian movement.

   Staff Comment: The revised Design Review plans (Exhibit 4) provide architectural elevations and details for the proposed trash/recycling enclosure, generator enclosure, and associated site structures. The trash/recycling enclosure is designed as a six-foot-high steel-frame enclosure with wood siding matching the primary building, while the generator enclosure is eight feet in height and similarly incorporates wood siding consistent with the building. The revised plans also provide elevations and material details for the proposed smoking shelter.

   These elements incorporate materials, finishes, and architectural detailing that relate to the primary building and provide screening of service and mechanical areas from public view. Staff finds that the revised design appropriately integrates these accessory site elements with the overall architectural character of the development and satisfies the applicable screening requirements of PMC 18.80.080.H. Any additional or relocated mechanical equipment proposed at building permit shall also be screened consistent with applicable City standards.

e. Lighting (see PMC 18.80.080.N). Site lighting must provide safe illumination while minimizing glare and light spill onto adjacent properties and public rights-of-way. All exterior lighting must be fully shielded and directed downward, with rooftop and canopy lighting recessed where applicable. Lighting should be limited to what is necessary for safety, use motion sensors near residential areas, and avoid decorative building outline lighting. A photometric plan demonstrating compliance with illumination standards is required, and lighting must be adjusted if found to create off-site impacts.

   Staff Comment: The applicant submitted a Photometric Lighting Plan (Exhibit 6) demonstrating the proposed exterior lighting design for the site. The plan includes illumination readings throughout the site and at the property boundaries to verify compliance with the City's lighting standards and evaluates lighting performance in conjunction with the proposed landscape improvements. The proposed lighting utilizes full-cutoff, downward-directed fixtures designed to provide adequate illumination for building entrances, pedestrian walkways, parking areas, and site security while minimizing glare and light trespass onto adjacent properties and public rights-of-way. No decorative building outline lighting is proposed.

f. Off-Street Parking and Loading (see PMC 18.80.110). The CARE Center is classified as a medical facility. PMC 18.80.110 establishes parking requirements for medical/dental offices or clinics (one space per 300 gross square feet).

   Staff Comment: The CARE Center is subject to the medical/dental office or clinic parking standard of one space per 300 gross square feet. Based on the proposed 30,838-square-foot facility, 103 parking spaces are required. The site will provide 95 parking spaces, resulting in a reduction of eight spaces, or approximately 7.8%, from the numerical parking standard.

   PMC 18.300.020.D authorizes the Planning Director, upon written request of the applicant or property owner setting forth a valid reason (Exhibit 2.f), to approve a variation of up to 10% from a numerical standard. The PED Director supports the proposed 7.8% variation based on the anticipated operational characteristics of the facility. The applicant anticipates approximately 40 staff at full operation, with patient visits scheduled and staggered throughout the public-facing service hours rather than occurring simultaneously. In addition, the applicant anticipates that approximately 25% of patients will arrive by Tribe-operated shuttle, Tribal transportation, family/caregiver drop-off, rideshare, or other non-single-occupancy vehicle modes. A designated patient drop-off area is also incorporated into the site design.

   The reduction also allows the project to retain existing site infrastructure and landscaping; providing the additional 8 spaces would require removal of landscaped areas or other site elements. Given the relatively limited reduction, the facility's managed and staggered patient arrival model, availability of alternative transportation and drop-off options, and benefits of retaining existing site improvements and landscaping, the PED Director finds that the proposed 7.8% parking variation is reasonable and approves

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

the variation pursuant to PMC 18.300.020.D. The proposed 95 parking spaces are therefore acceptable for purposes of meeting the off-street parking requirement.

The applicant also clarified that the facility will not receive deliveries or pickups by trucks or truck-trailer combinations greater than 35 feet in length. Routine deliveries are anticipated to occur by UPS, FedEx, or similar delivery vehicles at an anticipated frequency of approximately once per week. Based on the anticipated vehicle type and frequency, a separate loading facility for large commercial trucks is not required for the proposed use.

V. PMC CHAPTER 18.120 DESIGN REVIEW

PMC 18.120.020.A Applicability. The city's design review process applies to development proposals, new construction and projects requiring a building permit that includes alteration to the building facade exterior of an existing building, for Projects located in the C-1, C-2, C-3, and C-4 zoning districts.

Staff Comment: The subject property is located within the C-3 zoning district, and the proposed exterior façade alterations and associated site improvements are subject to Design Review pursuant to PMC 18.120.020.A. The applicant submitted a Design Review Application (Exhibit 2.c) and revised Design Review plans (Exhibit 4).

Following technical review, the plans were revised to provide additional roofline and parapet articulation and architectural details for the smoking shelter, trash/recycling enclosure, and generator enclosure. These accessory elements incorporate materials and finishes coordinated with the primary building. As evaluated in Section IV.4.a above, staff finds that the revised plans address the City's Design Review comments and are consistent with the applicable commercial design standards.

VI. PMC CHAPTER 18.125 ESSENTIAL PUBLIC FACILITIES

1. PMC 18.125.010 Purpose. The purpose of this chapter is to implement the Growth Management Act and the Poulsbo comprehensive plan by establishing processes for the siting and expansion of essential public facilities in the city of Poulsbo as necessary to support orderly growth and delivery of public services. The city's goal in promulgating the regulations under this chapter is to ensure the timely, efficient and appropriate siting of EPFs while simultaneously acknowledging and mitigating the significant community impacts often created by such facilities. Nothing in this chapter should be construed as an attempt by the city to preclude the siting of essential public facilities in compliance of applicable state law.

   Staff Comment: The proposed Suquamish CARE Center is an outpatient opioid treatment, primary care, dental care, and counseling facility that qualifies as an Essential Public Facility (Regional) under PMC Chapter 18.125. The facility is intended to address a documented regional public health need by providing medically supervised treatment and related healthcare services to residents of North Kitsap and the surrounding region. The applicant has submitted a Conditional Use Permit application, Operations Plan, Security Plan, Design Review, and Minor Site Plan Review applications to demonstrate compliance with the City's Essential Public Facility regulations and to identify measures that avoid or mitigate potential off-site impacts. Consistent with the intent of PMC 18.125.010 and the Growth Management Act (RCW 36.70A.200), the City has reviewed the proposal through a process that accommodates the siting of an essential public facility while evaluating compatibility with surrounding land uses and imposing conditions, where necessary, to mitigate community impacts.

2. PMC 18.125.020.B Types of Essential Public Facilities. Essential Public Facility. A regional EPF is owned, operated, or sponsored by Kitsap County or a regional agency whose boundaries encompass the city and which serves the countywide population or an area that is greater than the city limits. An EPF is "sponsored" by the county or a regional agency when it is to be owned or operated by a nongovernmental entity pursuant to a contract with the county or regional agency to provide the EPF.

   Staff Comment: The proposed facility includes an opioid treatment program, which is expressly identified as an essential public facility under RCW 36.70A.200. The facility will be owned and operated by the Suquamish Tribe and is intended to serve a population extending beyond the City of Poulsbo. Because the City's EPF regulations distinguish among local, regional, and state facilities for purposes of determining the applicable review process, the City has processed the proposal as a Regional Essential Public Facility under PMC Chapter 18.125 and, because the proposal has not undergone a separate state or regional siting process, as a Conditional Use Permit pursuant to PMC 18.125.040. This classification ensures review under the City's process applicable to an EPF serving a population extending beyond the City and provides the public-hearing and substantive review required by PMC Chapter 18.125.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

3. PMC 18.125.040 Siting or Expansion of state and regional essential public facilities.
   a. When a proposed state or regional essential public facility has not been reviewed and evaluated through a state or regional siting process, it will be processed as a conditional use permit.

      Staff Comment: The proposed Suquamish CARE Center qualifies as a Regional EPF pursuant to PMC 18.125.020.B. The facility is owned and operated by the Suquamish Tribe, a sovereign governmental entity, and is intended to provide outpatient opioid treatment, primary medical care, dental care, behavioral health counseling, and related services to residents of North Kitsap and the surrounding region. The Operations Plan (Exhibit 7) identifies the CARE Center as an EPF serving a regional public health need, with an anticipated service population extending beyond the City of Poulsbo. Consistent with the City's pre-application determination, the Tribe functions similarly to a regional agency for purposes of EPF classification by providing governmental services across jurisdictional boundaries.

   b. When a proposed state or regional essential public facility has not been reviewed and evaluated through a state or regional siting process, the following shall be included with its conditional use permit application:
      i. The project sponsor has demonstrated a need for the project, as supported by a detailed written analysis of the projected service population, an inventory of existing and planned comparable facilities, and the projected demand for the type of facility proposed.
      ii. The project sponsor has reasonably investigated alternative sites, as evidenced by a detailed explanation of site selection methodology, and as verified by the city.

      Staff Comment: Because the proposed Regional EPF has not been reviewed through a separate state or regional siting process, it is being processed as a Conditional Use Permit pursuant to PMC 18.125.040.A. The applicant submitted an Operations Plan (Exhibit 7), project narrative, and supporting materials demonstrating the need for the facility and documenting the anticipated service population. The Operations Plan identifies the facility as serving a regional public health need and projects an initial patient population of approximately 75 to 100 patients daily, with phased growth to approximately 200 patients over time. The facility is intended to provide outpatient opioid treatment, primary medical care, dental care, behavioral health counseling, and related healthcare services to residents of North Kitsap and the surrounding region. The project record, including testimony provided during the neighborhood meeting, further documents the demonstrated need for these services and the lack of comparable facilities serving the North Kitsap area.

      The applicant also submitted a Supplemental Site Selection Narrative (Exhibit 2.g) documenting the methodology used by the Suquamish Tribe to investigate and evaluate alternative locations for the proposed facility. The Tribe's site-selection process considered location and proximity to the population intended to be served; building size, configuration, and adaptability; zoning and land-use compatibility; vehicular, pedestrian, transit, and ADA access; parking and patient drop-off capacity; existing utilities and infrastructure; property availability and long-term site control; acquisition, renovation, redevelopment, and operating considerations; and the ability to accommodate future growth.

      The narrative also identifies specific alternative properties investigated by the Tribe and describes the relevant characteristics and limitations of those locations. The alternatives included properties that provided favorable access or commercial zoning but presented limitations related to building size, redevelopment requirements, parking, site configuration, availability, or the ability to accommodate the Tribe's contemplated comprehensive healthcare program.

      Staff reviewed the documented methodology and alternative-site analysis and finds that the applicant has reasonably investigated alternative sites as required by PMC 18.125.040. The selected property at 19950 7th Avenue NE is located within the C-3/SR-305 zoning district, contains an existing commercial building capable of adaptive reuse, is served by existing public infrastructure, provides vehicular and multimodal access, and can accommodate the proposed parking, patient drop-off, circulation, and healthcare functions. Accordingly, staff finds that the applicant has satisfied the alternative-site investigation requirement of PMC 18.125.040.

   c. Any proposal for the siting or expansion of a state or regional essential public facility shall hold a public hearing prior to the issuance of any such permit in order to obtain public input on the permit criteria and conditions of approval; provided, that a local public hearing was not previously held through the state or regional siting process.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

i. If the underlying permit ordinarily requires a public hearing, the public hearing required by this section shall be consolidated with the required public hearing and heard by the same hearing body or officer.

ii. If the underlying permit does not ordinarily require a public hearing, the review authority shall conduct the public hearing as part of the permit review process.

Staff Comment: The proposal is subject to a public hearing because it involves the siting of a Regional Essential Public Facility and the underlying Conditional Use Permit requires a public hearing. Because the consolidated application is processed as a Type III application, the proposal will first be reviewed by the Planning Commission at a public meeting. The Planning Commission will review the application and provide a recommendation to the Hearing Examiner. The required EPF public hearing will then be consolidated with the Conditional Use Permit hearing before the Hearing Examiner, who is the review authority for the application. Notice of both proceedings will be provided in accordance with PMC Title 19.

4. PMC 18.125.050 Criteria for Approval of Essential Public Facilities.

a. The proposed facility has been reviewed appropriately and has satisfied all provisions of this section and has met all development standards of the underlying zoning district. If an essential public facility does not meet all such provisions, the applicant must demonstrate that compliance with such provisions would preclude the siting of all similar facilities anywhere within the city. If the applicant is able to make such a demonstration, the review authority shall authorize the essential public facility to deviate from the provisions of this code to the minimum extent necessary to avoid preclusion.

Staff Comment: The proposed Suquamish CARE Center has not been reviewed through a separate state or regional essential public facility siting process. Accordingly, the proposal is subject to the public hearing requirements of PMC 18.125.040.B. Because the underlying Conditional Use Permit is processed as a Type III application, the proposal will first be reviewed by the Planning Commission at a public meeting. The Planning Commission will review the proposal and provide a recommendation to the Hearing Examiner. The required EPF public hearing will then be consolidated with the Conditional Use Permit hearing before the Hearing Examiner, who is the review authority for the application. Notice of the Planning Commission public meeting (Exhibit 12) and Hearing Examiner public hearing will be provided in accordance with PMC Title 19, providing opportunities for public input on the proposal, applicable approval criteria, and proposed conditions of approval.

In addition to satisfying the applicable procedural requirements, as evaluated throughout this staff report, the proposal complies with the applicable development standards of the C-3/SR-305 zoning district, Design Review requirements, landscaping standards, parking and circulation requirements, and other applicable provisions of the Poulsbo Municipal Code, subject to the conditions of approval contained herein. No deviation from the underlying zoning or development standards is necessary to accommodate the proposed Essential Public Facility. Staff therefore finds that the proposal satisfies PMC 18.125.050.A.

b. The review authority shall impose reasonable conditions upon an essential public facility in order to ensure that:

i. Necessary infrastructure is or will be made available to ensure safe transportation access and transportation concurrency.

ii. Necessary infrastructure is or will be made available to ensure that public safety responders have capacity to handle increased calls or expenses that will occur as the result of the facility.

iii. The project sponsor has the ability to and shall pay for all capital costs associated with on-site and off-site improvements.

iv. The facility will not unreasonably increase noise levels in residential areas, especially at night.

v. Visual screening will be provided that will mitigate the visual impacts from streets and adjoining properties. Visual screening must be of such quality and design as to complement the neighborhood in which the local essential public facility is located. Screening complements the neighborhood when it meets or exceeds the quality and design of other screening in the neighborhood.

vi. Any and all probable significant adverse environmental impacts are mitigated.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

Staff Comment: Staff finds that the proposal satisfies the approval criteria of PMC 18.125.050.B. The proposed facility will utilize existing public infrastructure and transportation facilities, with access provided an existing commercial driveway. A Trip Generation Assessment (Exhibit 10) concludes the proposed use will generate fewer peak-hour vehicle trips than the existing commercial use and will not adversely affect transportation concurrency. Public safety services are available through existing City and regional service providers, and the applicant has submitted a comprehensive Operations Plan (Exhibit 7) and Security Plan (Exhibit 8) establishing procedures for patient scheduling, staffing, security personnel, surveillance systems, emergency response coordination, and ongoing facility management. The Poulsbo Police Department was provided an opportunity to review and comment on the proposal through the City's technical review process. No comments or additional conditions were provided by the Police Department. The applicant is responsible for all on-site improvements and associated capital costs required to accommodate the proposed use. The facility operates primarily during daytime business hours, with operational measures intended to minimize noise, loitering, and other off-site impacts on surrounding properties. The proposal includes enhanced landscaping, architectural improvements, and screening that reduce visual impacts from adjacent streets and properties and are compatible with the surrounding commercial area. Finally, the proposal is categorically exempt from SEPA pursuant to WAC 197-11-800; nevertheless, staff has evaluated the project for potential impacts through the Conditional Use Permit, Design Review, and Minor Site Plan Review processes and finds that probable adverse impacts have been appropriately addressed through project design and recommended conditions of approval.

c. The review authority shall not impose conditions in such a manner as to preclude the siting or expansion of any essential public facility in the city of Poulsbo. In the event that a state or regional essential public facility cannot, by the imposition of reasonable conditions of approval, be made to mitigate the impacts described in subsection B of this section, the review authority shall approve the siting or expansion of the state or regional essential public facility with such reasonable conditions of approval as may mitigate such impacts to the maximum extent practicable.

Staff Comment: Staff finds that the recommended conditions of approval are reasonable, directly related to identified project impacts, and are intended to mitigate those impacts to the maximum extent practicable without precluding the siting of the proposed Regional EPF. The recommended conditions address operational requirements, security measures, landscaping, lighting, site maintenance, parking, and other site-specific considerations identified during the City's review. Collectively, the conditions are designed to ensure compatibility with surrounding uses while allowing the facility to fulfill its intended public health function.

5. Kitsap Countywide Planning Policies – Element G, Public Capital Facilities and Essential Public Facilities. The Kitsap Countywide Planning Policies establish regional policies for the siting of essential public facilities. Policies CF-10 through CF-13 provide that local comprehensive plans and development regulations shall not preclude the siting of essential public facilities; encourage coordination and opportunities for co-location among jurisdictions and public agencies; encourage EPF siting that supports environmental protection and public health, including consideration of historically marginalized and disproportionately burdened communities; and require notice to Kitsap Regional Coordinating Council (KRCC) member organizations when an essential public facility permit application is submitted.

Staff Comment: The proposal has been reviewed for consistency with CPP CF-10 through CF-13. The City's C-3/SR-305 zoning district and Essential Public Facility regulations provide a process for consideration of the proposed Regional EPF and do not preclude its siting. The proposal reuses an existing developed commercial property and public infrastructure for the delivery of regional health services. In addition, consistent with CPP CF-13, notice of the application was provided to KRCC member organizations during the Notice of Application comment period to provide an opportunity for early interjurisdictional communication and coordination (See Exhibit 11). No comments were received. Staff finds that the City's review of the proposal is consistent with the applicable Countywide Planning Policies for essential public facilities.

VII. PMC CHAPTER 18.130 LANDSCAPING

The CARE Center must provide a comprehensive landscape plan that meets the commercial landscaping standards of PMC Chapter 18.80 and Chapter 18.130. At least 20% of the site must be landscaped, incorporating setbacks, parking lot landscaping, street trees, and building perimeter plantings. Existing native vegetation and critical area buffers may contribute toward this requirement where allowed, and low impact development (LID)

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

stormwater features may also count if integrated into the landscape design. Landscaping must provide screening adjacent to residential properties, break up parking areas with interior planting islands and shade trees, include street trees along public frontages, and soften taller building facades with foundation plantings. All landscaping must be installed, irrigated, and maintained in accordance with an approved landscape plan, with long-term maintenance remaining the responsibility of the property.

Staff Comment: As discussed in Section IV.4.b above, the applicant submitted a comprehensive Landscape and Irrigation Plan (Exhibit 5) demonstrating compliance with the commercial landscaping standards of PMC Chapter 18.80 and Chapter 18.130. The proposed landscaping exceeds the minimum landscaped area requirements and includes street trees, parking lot landscaping, foundation plantings, perimeter landscaping, and an irrigation system to ensure long-term establishment and maintenance. The irrigation system will also be required to comply with the City's applicable water conservation and irrigation requirements, including PMC Chapters 13.12 and 18.130. These requirements include applicable permitted irrigation hours, seasonal watering schedules, irrigation system maintenance requirements, and water-efficient irrigation design and operation. Final irrigation design and installation shall demonstrate compliance with these requirements and applicable City utility standards, as required by Condition of Approval P3.b. Staff finds that the proposed landscaping and irrigation improvements will enhance the visual character of the site, soften the appearance of the building and parking areas, provide appropriate screening, and support water-efficient landscape management consistent with the City's landscaping and water conservation requirements.

VIII. PMC CHAPTER 18.140 OFF-STREET PARKING AND LOADING

Off-street parking must be provided in accordance with the minimum parking requirements for each use and designed to support safe, efficient site circulation. Parking facilities must include accessible parking, bicycle parking, internal pedestrian connections, landscaping, and screening where required. The code also allows for shared parking, parking reductions, and other flexibility where appropriate, provided the parking supply continues to meet the needs of the development while minimizing impacts on surrounding properties and public streets.

Staff Comment: As discussed in Section IV.4.f above, the proposed CARE Center is subject to the off-street parking and loading requirements of PMC Chapter 18.140. The purpose of PMC Chapter 18.140 is to provide adequate vehicle parking and safe on-site circulation for motorists, bicyclists, and pedestrians. PMC 18.140.030 further establishes general parking requirements, including compliance with applicable accessibility standards, appropriate driveway and internal circulation dimensions, and parking lot design that does not require vehicles to back into public streets. PMC 18.140.040 establishes standards for parking stall and aisle dimensions, striping and signage, wheel stops, surfacing, circulation, and parking lot lighting. Bicycle parking is also required pursuant to PMC 18.140.060, and applicable electric vehicle charging infrastructure must be provided consistent with PMC 18.140.080.

Based on the medical/dental office or clinic parking standard of one space per 300 gross square feet, the 30,838-square-foot CARE Center requires 103 parking spaces. The project proposes 95 spaces, resulting in a reduction of eight spaces, or approximately **7.8%**. As discussed above, the PED Director supports and approves this variation pursuant to PMC 18.300.020.D. The variation is supported by the relatively limited reduction, anticipated *staffing* and staggered patient scheduling, availability of alternative transportation and patient drop-off options, and the benefit of retaining existing landscaping and site improvements rather than constructing additional parking.

The revised plans also clarify bicycle parking. Seven bicycle parking spaces are required for the proposed use, and the project provides eight spaces through four bicycle racks, each capable of accommodating two bicycles. The bicycle parking locations are shown on the revised site plan. Staff finds that the proposed bicycle parking quantity satisfies PMC 18.140.060, subject to final verification at building permit that rack design, spacing, accessibility, and installation comply with the applicable dimensional standards.

The site plan (Exhibit 3) provides on-site parking and circulation to serve employees, patients, and visitors and incorporates accessible parking, bicycle parking, pedestrian connections, landscaping, screening, and internal circulation improvements. With approval of the 7.8% administrative variation and compliance with the applicable dimensional, accessibility, bicycle parking, EV infrastructure, circulation, striping, surfacing, lighting, and other design requirements of PMC Chapter 18.140, staff finds that the proposed parking configuration provides adequate parking and supports safe and efficient circulation for motorists, bicyclists, and pedestrians.

IX. PMC CHAPTER 18.230 CONDITIONAL USE PERMIT

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

Pursuant to PMC 18.230, A Conditional Use Permit is a mechanism by which the city may require special conditions on development or on the use of land in order to ensure that designated uses or activities are compatible with other uses in the same land use district and in the vicinity of the subject property. A Conditional Use is processed as a Type III permit application, and the review authority for a Conditional Use Permit application shall be the Hearing Examiner, according to the provisions of Title 19. The review authority may approve, or approve with conditions, the application for a Conditional Use Permit, if it meets the following criteria. The review authority may also impose conditions necessary to protect the health, safety, and welfare of the surrounding properties, neighborhood, and the city as a whole. Applications that do not meet all decision criteria will be denied.

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

Staff Comment: Staff finds that, subject to the recommended conditions of approval, the proposed CARE Center satisfies the Conditional Use Permit decision criteria of PMC 18.230.

A. *Material detriment to surrounding properties.* The proposed CARE Center will operate as a tribally operated outpatient medical clinic providing opioid treatment, primary care, dental care, counseling, and related services. The applicant has submitted an Operations Plan (Exhibit 7) and Security Plan (Exhibit 8) specifically addressing potential off-site impacts identified during the City's pre-application review, including patient scheduling and flow, staffing, security, monitoring of the site, prevention of loitering, and management of arrivals and departures. The CUP application further identifies scheduled appointments, trained staff, exterior lighting, on-site security personnel, a no-loitering policy, and site improvements intended to maintain a safe and orderly environment. With implementation of these operational and security measures and the recommended conditions of approval, staff finds that the use will not be materially detrimental to uses or properties in the immediate vicinity.

B. *Compatibility with surrounding character***.** The proposal reuses and renovates an existing commercial building within the C-3/SR 305 Corridor zoning district rather than introducing a new building or substantially different development pattern. The project relocates the primary entrance to the street-facing west façade, removes the former bank teller canopy and vestibule, incorporates cedar/wood cladding at entrances and portions of the building, and uses a neutral exterior color palette. The applicant identifies these changes as responding to both surrounding commercial development and applicable City design standards. The site improvements also include landscaping, pedestrian circulation, parking, lighting, and other exterior improvements. Following technical review, the architectural plans were revised to provide additional roofline articulation and coordinated architectural treatment of the smoking shelter, trash/recycling enclosure, and generator enclosure. Staff finds that the revised building and site design is compatible with and responds appropriately to the existing and intended commercial character of the property and immediate vicinity.

C. *Adequate public facilities.* The CARE Center will occupy an existing developed site currently served by public infrastructure. The applicant identifies existing water, sewer, storm drainage, fire protection, and vehicular access serving the property. The domestic water service will be upsized as necessary to accommodate the additional plumbing fixtures associated with the medical use, while existing sewer, storm drainage, and fire protection systems are proposed to be reused. Vehicular access will continue from the existing curb cuts on 7th Avenue NE, and the revised site plan increases the parking supply from 84 existing spaces to 95 spaces and provides a designated patient drop-off area on the west side of the site.. Subject to compliance with the applicable requirements and conditions identified by the reviewing City departments, staff finds that adequate public facilities are available to serve the proposed use.

D. *Compliance with applicable code requirements.* As evaluated throughout this staff report, the proposal has been reviewed for compliance with the applicable provisions of the Poulsbo Municipal Code, including requirements for Essential Public Facilities, the C-3 zoning district, Design Review, Minor Site Plan Review, landscaping, parking and loading, lighting, and critical areas. The project is specifically identified

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

as an Essential Public Facility requiring a Conditional Use Permit under PMC 18.125 and PMC 18.230, with the CUP serving as the Type III review before the Hearing Examiner. Where necessary, compliance is ensured through the recommended conditions of approval, including the approved administrative parking variation discussed elsewhere in this report.

Conclusion: Based on the application materials, technical review, and findings contained in this staff report, staff finds that the proposed CARE Center meets the four Conditional Use Permit decision criteria of PMC 18.230. Subject to the recommended conditions of approval, staff recommends that the Hearing Examiner approve the Conditional Use Permit.

X. PMC 18.270 SITE PLAN REVIEW

1. PMC 18.270.020.B Applicability. Minor Site Plan Review. Minor modifications of site plan features to existing developments, including increase of square footage up to two thousand square feet; installation of accessory structures; landscaping; parking realignment or new parking nine spaces or less; portable school classrooms; and other modifications deemed appropriate by the planning director may be reviewed under the minor site plan review process.

   Staff Comment: The proposal consists of site improvements to an existing commercial development, including exterior building renovations, landscape improvements, lighting upgrades, and associated site modifications. No expansion of the building exceeding 2,000 square feet is proposed, and the improvements are limited to modifications of an existing developed site. Although the proposal includes more than nine new parking spaces, the improvements occur on an existing developed commercial site and otherwise constitute relatively limited modifications to existing site features. Pursuant to PMC 18.270.020.B, which authorizes other modifications deemed appropriate by the Planning Director to be reviewed through Minor Site Plan Review, the Planning Director has determined that Minor Site Plan Review is appropriate for this proposal.

   Accordingly, the Planning Director determined the proposal is appropriately processed as a Minor Site Plan Review pursuant to PMC 18.270.020.B. As discussed in sections above, the proposed site improvements comply with the applicable development, design, landscaping, lighting, circulation, and parking standards of the PMC. Staff finds the proposal satisfies the applicability requirements for Minor Site Plan Review.

2. PMC 18.270.030.B Review Authority. Minor Site Plan Review applications are processed under a Type I application according to the provisions of Title 19.

   Staff Comment: Although Minor Site Plan Review applications are ordinarily processed as Type I applications pursuant to PMC 18.270.030.B, the proposed development also requires a Type III Conditional Use Permit for the Regional Essential Public Facility. Pursuant to PMC 19.20.040.B, when two or more land use applications for a single development are submitted for consolidated review, the applications are reviewed using the highest numbered process type applicable to the project, while each application is evaluated against its own applicable decision criteria. Accordingly, the Minor Site Plan Review has been consolidated with the Type III Conditional Use Permit and is being reviewed by the Hearing Examiner as part of a single, consolidated permit process.

3. PMC 18.270.050, Approval Criteria

   a. Compliance with Applicable Standards. The proposed development shall comply with all applicable design and development standards contained in this title and other applicable regulations.

      Staff Comment: As discussed in Sections IV through IX above, the proposed development has been reviewed for compliance with the applicable provisions of Title 18, including zoning, design review, landscaping, lighting, parking, circulation, and the Essential Public Facility standards. Staff finds the proposal complies with the applicable design and development standards of the PMC and other applicable regulations, subject to the recommended conditions of approval.

   b. Adequacy of Public Facilities. The applicant shall demonstrate availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

      Staff Comment: The proposed CARE Center is located on an existing developed commercial site that is currently served by public streets, water, sanitary sewer, stormwater facilities, and other public infrastructure. The project has been reviewed by the City's Public Works Department, which determined that adequate public facilities are available to serve the proposed development, subject to the applicable

conditions of approval. The proposal does not require the extension of new public infrastructure beyond the improvements identified through the City's review process.

XI. PMC 16.04 STATE ENVIRONMENTAL POLICY ACT (SEPA)

The proposal is categorically exempt from review under the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(3). The project consists primarily of the repair, remodeling, and alteration of an existing commercial building and associated site improvements, with no material expansion of the existing structure.

The building has historically been occupied by commercial office uses, including medical office uses. The proposed CARE Center will continue the use of the building for medical and clinical services, including primary care, dental care, behavioral health counseling, opioid treatment services, and related supportive services. Although the specific range of medical services provided within the building will change, the proposal does not constitute a material change in the general use of the existing building beyond its previously established commercial and medical-office use.

Associated exterior improvements include façade renovations, removal of the former drive-through bank facilities, parking-lot reconfiguration, landscaping, lighting, pedestrian improvements, and related modifications to the existing developed site. These improvements do not materially expand the existing facility or change the character of the development.

Accordingly, the proposal qualifies for a categorical exemption pursuant to WAC 197-11-800(3), and no SEPA threshold determination is required.

XII. TITLE 19 PROJECT PERMIT PROCEDURES

Pursuant to Table 19.20.020, a Conditional Use Permit (CUP) is a Type III application. The review authority for the CUP is the Hearing Examiner.

Review Step	Date
Pre-Application Conference	April 22, 2026
Neighborhood Meeting Held	June 16, 2026
Application Submittal	June 26, 2026
Counter Complete	July 9, 2026
Technically Complete	July 24, 2026
Notice of Application	August 3, 2026
Notice of Application Comment Period Over	August 17, 2026
Request for Revisions Sent	August 17, 2026
Application Revisions Received	September 25, 2026
Staff Report Issued	October 5, 2026
Public Meeting Notice Issued	October 19, 2026
Planning Commission Meeting	October 27, 2026
Hearing Examiner Public Hearing	December 3, 2026*
**Subject to change*	

Consistent with Kitsap Countywide Planning Policy CF-13, notice of the Essential Public Facility application was also provided to KRCC member organizations as part of the Notice of Application comment period to provide an opportunity for interjurisdictional communication and coordination regarding the proposed facility. No comments were received from KRCC member organizations / summarize comments received, as applicable.

XIII. STAFF COMMENT AND RECOMMENDATIONS

Comments: This project as proposed is consistent with the Poulsbo Comprehensive Plan and Zoning Ordinance.

Recommendation: Staff respectfully recommends approval of the Suquamish CARE Center Conditional Use Permit, Minor Site Plan Review, Design Review, and Critical Area Exemption, Planning File P-06-26-26-01 as presented and subject to all Conditions of Approval contained herein.

XIV. EXHIBITS

1. Staff Report
2. Application Forms

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

a. Conditional Use Permit
b. Minor Site Plan Review
c. Design Review
d. Critical Area Exemption
e. Neighborhood Meeting Materials
f. Parking Reduction Request
g. Site Selection Narrative

3. Site Plan Drawing
4. Design Plan Set
5. Landscaping Plans
6. Photometric Lighting Plan
7. Operations Plan
8. Security Plan
9. Storm Drainage Analysis
10. Trip Generation Assessment
11. Notice of Application
12. Notice of Planning Commission Public Meeting

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

Suquamish CARE Center Conditional Use, Minor Site Plan, Design Review, and Critical Area Exemption
CONDITIONS OF APPROVAL | PLANNING FILE P-06-26-26-01

Following are the Planning and Economic Development Conditions of Approval:

P1. Approved Plans. Development and operation of the site shall be in substantial conformance with the approved site plan, architectural elevations, landscape and irrigation plans, photometric lighting plan, Operations Plan, Security Plan, and other documents identified as exhibits to Planning File P-06-26-26-01, except as modified by these conditions of approval. Material modifications to the approved site design or operational characteristics shall be subject to review pursuant to the post-decision review provisions of PMC Title 19.

P2. Limitations of Approval.

a. A Conditional Use approval shall become void two years after approval, or after such greater or lesser time as may be specified as a condition of approval, unless within that time the required building construction, alteration or enlargement has been commenced and diligently pursued, or if no such construction, alteration or enlargement is required, that the permitted use is regularly conducted on the premises. The planning director may extend the permit for one one-year extension

b. Site Plan approval is effective for a period of 5 years from the date of approval. The site plan approval shall expire if substantial construction of the approved plan has not begun within the 5-year period. Site Plan approval will become void if construction on the site is a departure of the approved plan.

c. An extension not to exceed one year may be granted by the Director if applied for 14 days prior to the expiration date and found to meet the criteria provided in PMC 19.90.030.

P3. Landscaping.

a. A final landscape plan is required to be submitted and approved by the PED department prior to building permit approval, and shall show the location, species, container size, height and number of trees, shrubs, and groundcover area. The plan shall be in a form suitable for contractor bid on materials and installation. The final plan shall be consistent with the approved preliminary plan in Exhibit 5.

b. All landscaping and irrigation shall comply with the applicable requirements of PMC Chapter 18.130, including the water conservation standards of PMC 18.130.100, and applicable water conservation requirements of PMC Chapter 13.12. An irrigation plan meeting the requirements of PMC 18.130.030.K shall be submitted with the final landscape plan at the time of building permit submittal. Irrigation shall be designed by a qualified professional as required by PMC 18.130.060.B and shall incorporate water-efficient practices, including appropriate hydrozoning and irrigation methods consistent with the water needs of the proposed plant materials. Landscape irrigation shall comply with applicable City requirements regarding permitted irrigation hours, seasonal watering schedules, and irrigation system operation and maintenance. The property owner/operator shall maintain the irrigation system in proper working condition and operate the system consistent with applicable City water conservation requirements. Any required irrigation permits shall be obtained prior to installation

c. A two-year landscape maintenance bond is required prior to Certificate of Occupancy. The landscape installation and irrigation cost estimate (or bid) will be required to establish the landscape maintenance bond amount, calculated at 150% of the cost of materials and installation. Site inspection and approval are required prior to certificate of occupancy issuance.

d. Existing trees identified for retention on the approved landscape plan shall be protected during construction. Construction activities, utility installation, trenching, and staging shall be conducted to minimize impacts to retained trees and landscaping. Existing landscaping disturbed by construction shall be restored consistent with the approved landscape plan prior to final occupancy.

P4. Mechanical Screening. All HVAC equipment, pumps, heaters, and other mechanical devices shall be screened from view from adjacent streets and property. Ground-mounted mechanical equipment shall be screened by landscaping or a decorative wall that incorporates at least one of the materials and colors of the primary structure. The screening shall be shown on the building permit submittals.

P5. Trash/Recycling and Generator Screening. The trash/recycling enclosure and generator enclosure shall be constructed substantially consistent with the locations, dimensions, materials, screening, and architectural details shown on the approved Design Review plans. Wood siding and other visible finish materials shall be

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

coordinated with the materials and colors of the primary building. Any material modification to the approved enclosure design shall be reviewed and approved by PED prior to construction.

P6. Lighting. All exterior lighting shall be fully shielded and directed downward and shall comply with applicable PMC illumination and light-trespass standards. A final photometric plan and fixture schedule shall be submitted with the building permit and shall be substantially consistent with the approved photometric plan (Exhibit 6). If, following occupancy, exterior lighting is determined by the City to create glare or light trespass inconsistent with applicable City standards, fixtures shall be adjusted, shielded, or replaced as necessary to achieve compliance.

P7. Signs. Separate sign permits are required for any proposed signage and will be reviewed for compliance with the City's signage standards PMC 18.80.120 and 18.170.

P8. Operations Plan. The CARE Center shall be operated in substantial conformance with the approved Operations Plan. Operational practices relied upon in approving the Conditional Use Permit—including scheduled and staggered patient arrivals, indoor patient waiting, on-site staff presence during operating hours, management of patient arrivals and departures, and use of available transportation and drop-off options—shall be maintained to minimize congestion and off-site impacts.

P9. Hours of Operation. Regular public-facing operations shall be limited to Monday through Saturday between 5:30 a.m. and 6:00 p.m., consistent with the approved Operations Plan (Exhibit 7). Administrative activities, building maintenance, deliveries, staff activities, and emergency activities may occur outside these hours provided they do not create material off-site impacts.

P10. Security and Site Monitoring. The facility shall implement and maintain the site-security measures identified in the approved Security Plan (Exhibit 8), including exterior lighting, security camera coverage of building entrances, exits and parking areas, staff presence during operating hours, monitoring of on-site activity, maintenance of clear and safe building access, and procedures for responding to security concerns.

P11. Loitering and Outdoor Waiting. Patient waiting shall occur within the building. The operator shall actively manage the site to discourage extended outdoor congregation or loitering associated with the facility and shall respond promptly to identified recurring issues on the subject property.

P12. Facility Contact. The operator shall maintain a designated facility contact responsible for receiving and responding to operational and site-security concerns from the City and neighboring properties. Current contact information shall be provided to the PED Department prior to occupancy and updated whenever the designated contact changes.

P13. Parking Management. A minimum of 95 off-street parking spaces shall be maintained for the facility, consistent with the approved 7.8% administrative parking variation. The facility shall maintain scheduled and staggered patient appointments, patient drop-off accommodations, and transportation options consistent with the operational assumptions supporting the approved parking variation. If the City documents recurring parking demand attributable to the facility that exceeds available on-site parking and results in parking impacts on adjoining properties or public rights-of-way, the operator shall prepare and implement a parking management plan approved by the PED Director.

P14. Bicycle Parking. A minimum of eight bicycle parking spaces shall be provided and maintained substantially consistent with the locations shown on the approved site plan. The four proposed bicycle racks shall accommodate two bicycles each. Final rack design, location, separation, signage, accessibility, and installation shall comply with PMC 18.140.060 and shall be verified at building permit.

P15. Electric Vehicle Parking and Charging. Prior to issuance of building permits, the applicant shall submit plans demonstrating compliance with PMC 18.140.080 and the applicable provisions of IBC Section 429, as amended. The required number of EV charging stations, EV-ready parking spaces, and EV-capable parking spaces shall be provided based on the final approved parking and occupancy calculations. EV charging spaces and associated equipment shall comply with applicable dimensional, accessibility, signage, lighting, screening, installation, and maintenance requirements of PMC 18.140.080 and the City's adopted building and fire codes.

P16. Changes in Operational Characteristics. A material change in the nature or intensity of the approved use that could result in materially different land-use impacts, including substantial changes to regular public-facing hours, site circulation, parking demand, or outdoor activity, shall be submitted to the PED Director for a determination of whether post-decision review or modification of the Conditional Use Permit is required pursuant to PMC Title 19.

Docusign Envelope ID: F07DD933-4127-8D20-8183-FA1D65F2485A

P17. Security Coordination. The operator shall maintain procedures for prompt response to site-security concerns and coordination with appropriate emergency service providers when circumstances warrant. Upon City request following documented recurring site-security concerns attributable to facility operations, the operator shall meet with the City to review the effectiveness of approved site-management measures and identify reasonable corrective measures consistent with this approval.

P18. Architectural Design. Building permit plans shall be substantially consistent with the approved architectural design, materials, façade articulation, parapet and roofline articulation, entrance treatments, wood elements, architectural artwork/pattern areas, smoking shelter, trash/recycling enclosure, generator enclosure, and other exterior design features shown on the approved Design Review plans (Exhibit 4). Material changes to exterior materials, colors, architectural features, roofline treatment, accessory structure design, or façade composition shall be reviewed by PED prior to building permit approval or construction, as applicable.

Signed by:
Heather Wright
EAC69A034B784AD...

Heather Wright, AICP

Planning and Economic Development Director

10/6/2026

Date