



April 29, 2021

Central Highlands Inc.  
Attn: David Smith  
PO Box 2879  
Poulsbo, WA 98370

Re: Wintergreen Townhomes Subdivision PLN51836 SUB/SPR/CUPA

Dear Mr. Smith,

In accordance with BIMC 2.16.120.L, Application Timeframes, if the City is unable to issue its final decision on a land use application within the applicable time periods, the City shall provide written notice of this fact to the project applicant. The notice will include a statement of reasons why the time periods have not been met and an estimated date for issuance of the notice of final decision.

This letter is to notify you that the City is unable to issue final decision on the consolidated application within the time periods specified in the Municipal Code, due in large part to staff shortages and the time needed to conduct necessary reviews. I estimate that the City will issue decision by August 31, 2021.

Please do not hesitate to contact me if you have any questions.

Thank you,

A handwritten signature in blue ink, appearing to read 'K. Tayara', with a stylized flourish at the end.

Kelly Tayara  
Senior Planner / Project Manager

cc: David Greetham, Planning Manager  
Heather Wright, Director of Planning and Community Development  
Paul Nylund, Engineering Manager (Interim)

**Planning and Community Development**  
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