



City of Poulsbo Planning Commission

City Hall – 200 NE Moe Street

The meeting will be held in a hybrid format. The public is welcome to call in or attend in-person at the city hall chambers.



Subject	Agenda	Date	5/9/2023
Recorder	Tiffany Simmons	Start Time	6:00pm
Committee Chair	Ray Stevens	Est. End Time	7:15pm
Committee Members	Jerry Block, Mark Kipps, Kate Nunes, Ray Taylor, Doug Newell, David Strickon		
Staff Present	Heather Wright, PED Director, Nikole Coleman, Senior Planner, Tiffany Simmons, Planning Technician		
Phone and Meeting ID:	1 (253) 215 8782	810 2047 3350	
Zoom Link:	https://us06web.zoom.us/j/81020473350		

			Agenda	
Time	No.	Topic	Details	
6pm	1.	Call To Order		
6:00pm	2.	Pledge of Allegiance		
6:01pm	3	Modifications to the Agenda		
6:02pm	4.	Approval of Minutes: 04/11/2023		
6:03pm	5.	Comments from Citizens		
6:05pm	6.	Presentation of Projects for Consideration	Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Comp Plan Update: Chapter 1 Introduction Full Chapter – NC Comp Plan Update: Chapter 3 Community Character Full Chapter - NC Comp Plan Update: Chapter 12 Participation, Implementation and Evaluation Full Chapter - NC
7:05	7.	Director's Report		
7:10 pm	8.	Commissioner Comments		
7:15 pm	9.	Adjournment (Automatic unless meeting is extended by majority vote)		

Projects reviewed by the Poulsbo Planning Commission include time for public comment during the agenda item. Workshops are designed for staff presentation and discussion with the Commission. Public comment will be taken during comments from citizens following the agenda item. The public has an opportunity to provide written and verbal testimony to the Planning Commission. A sign-up sheet for each project and workshop agenda item is available for those wishing to address the Planning Commission. All times listed on Agenda are Estimations and are subject to change.

The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

WHEN APPLICABLE, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY PLANNING DEPARTMENT AT 360.394.9748. PARA SOLICITAR UN FORMATO ALTERNATIVO EL AVISO IMPRESO, LLAME AL DEPARTAMENTO CIUDAD ÁREA DE PLANEACIÓN EN 360.394.9748



City of Poulsbo
Planning Commission
 City Hall – 200 NE Moe Street



Subject	Meeting Minutes	Date	4/11/2023
Recorder	Tiffany Simmons	Start Time	6:00pm
Committee Chair	Ray Stevens	Est. End Time	7:15pm
Committee Members	Jerry Block, Mark Kipps, Kate Nunes, Ray Taylor, Doug Newell, David Strickon		
Staff Present	Heather Wright, PED Director, Nikole Coleman, Senior Planner, Tiffany Simmons, Planning Technician		

		Agenda	
Time	No.	Topic	Details
6pm	1.	Call To Order	
6:00pm	2.	Pledge of Allegiance	
6:01pm	3	Modifications to the Agenda	None.
6:02pm	4.	Approval of Minutes: 03/28/2023	Moved to approve by Commissioner RT seconded by JB. All Aye's.
6:03pm	5.	Comments from Citizens	None.
6:05pm	6.	Presentation of Projects for Consideration Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<p>2024 Comp Plan Update: Housing Chapter 2nd review – NC presented the updated goals and policies. NC shared some feedback and Chair RS agreed. RT asked if the word subsidized should be changed to supported housing since the new legislative language is different, HW, NC and RS shared some information.</p> <p>Environmental Impact Statement, Scoping overview – HW presented.</p> <p>Affordable Housing Target – HB1220 – HW presented. RS shared that the 2 30% categories should be added together to bring the 30% category over 500 bringing it to one of the highest needs, HW responded. DN asked for a quick definition of permanent supportive housing and then asked who is providing it currently and how, HW responded. DN shared that apartments would be the bulk of what is necessary and asked if we would need to change zoning to accommodate, NC responded. DN clarified that all these are dependent on developers to build them, NC and HW agreed and clarified that we do have to plan for how to accommodate. Commissioner KN asked a grammatical question, HW responded. RS asked if</p>

			Agenda	
Time	No.	Topic	Details	
				there was a penalty for not meeting these goals, HW responded. DN shared that this may be helpful to communities that will not accept a variety of housing types. RS agreed and added to DN comment but shared that it may be difficult to find a way to make it happen, NC responded. RS shared some calculations to add to the conversation, NC provided some feedback as well. KN asked if we can restrict HOA agreements, NC responded. DN asked if there was any new movement on the legal issues or provide benefit to build condominiums, HW responded. RT asked if the numbers included any existing housing, HW responded.
6:40	7.	Director's Report		HW provided information on current council meeting items and conversations including the Cannabis conversation asking what information the Commission desires. Commissioner MK asked what has been successful and unsuccessful in other jurisdictions and were they productive at implementing, seeking advice via HW planning network, HW noted. JB asked if there was a time crunch to meet, HW responded. DN asked what the RCW allows or prohibits in addition to buffers, HW noted. RT shared that we shouldn't reduce the buffer zones and that it should go in the light industrial area and asked if there was a way to restrict how the store is set up, HW noted. RS shared that it has been through the commission before so that might be a good base, HW noted. HW continued to share upcoming commission items and recent department items.
6:59pm	8.	Commissioner Comments		RT shared that the Seattle Times distributed and how the market is changing within the construction market and asked if someone from the cannabis board could attend the meeting, HW noted, and RS provided some feedback.
7:01pm	9.	Adjournment 7:01pm		

Summary: Minutes were approved.

Ray Stevens, Planning Commission Chairman

City of Poulsbo

Planning & Economic Development



To: Planning Commission
From: Nikole Coleman, Senior Planner
Date: May 2, 2023
RE: Full Review of Chapters 1, 3, and 12 (formerly 11)

We will be reviewing three full chapters at the May 9 Planning Commission meeting:

- Chapter 1, Introduction was first reviewed in May 2022. At the time the Planning Commission only reviewed the Vision statement and Guiding Principles.
- Chapter 3, Community Character was first reviewed in June/July 2022. At the time the Planning Commission only reviewed the Goals and Policies.
- Chapter 12 (formerly Chapter 11), Participation, Implementation, and Evaluation was first reviewed in February 2023. At the time the Planning Commission only reviewed the Goals and Policies.

This will still not be the last time you see these chapters. Late 2023 or early 2024 you will get the opportunity to review the chapters again after they have been redesigned and formatted with pictures, graphics, etc.



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1.1 Vision

{Section 1.2, Vision, was initially presented by staff and reviewed by Planning Commission in May 2022}

The City of Poulsbo Comprehensive Plan reflects the wide variety of individual and community desires, needs and aspirations, all within the context of the goals and requirements of the Washington State Growth Management Act (GMA). Poulsbo's heritage is a quality of life that is unique and highly valued by its people. The continued welfare of current and future residents is the paramount goal of the City of Poulsbo leaders. Poulsbo is known as a community with beautiful views, a vibrant downtown, and healthy neighborhoods. Poulsbo's success isn't a fluke. It stems from decades of community work, foresight, and planning. Looking forward, Poulsbo will continue to change, and change will present both opportunities and challenges. In the face of ~~that continued growth change~~, the city seeks to shape its future in ways that will maintain the quality of life that makes Poulsbo a special place to live, work, shop, visit and recreate.

The Comprehensive Plan is a set of guidelines, goals, policies, and strategies to give growth and development both context and direction. To guide the city in its decisions is its vision of the future – which is shared by citizens and elected officials:

Poulsbo is a vibrant community distinguished by its unique location on the shore of Liberty Bay, with access to natural beauty and urban amenities, and historic, small-town quaint character. Situated at the cross-roads of Puget Sound, Poulsbo recognizes that our past and future is connected to the natural resources and systems we depend on and enjoy, as well as the local and regional cultural and economic relationships that have developed over time. We envision a future in which our fiscal and environmental health are in balance and wisely stewarded. Poulsbo is an ~~locally~~ based-economy inclusive community, aware of our connections to each other and respectful of our differences, with a strong sense of community, where civic groups, local government, families, and neighbors work collaboratively to continually maintain and improve high quality of life for all

This Vision Statement has guided development of this Comprehensive Plan and expresses citizens' wishes for the future in a general sense. It is the basis for all that follows. Further, Poulsbo's ~~seven~~ nine guiding principles are integral to support Poulsbo's vision. These guiding principles are the foundation for the other goals and policies enumerated throughout the plan.

Poulsbo's Guiding Principles

1. ~~Respect Poulsbo's identity, including~~ Weave the ~~historic small-town feel of~~ downtown and ~~existing-older~~ neighborhoods with the energy and ~~districts, while allowing~~ vitality of a new areas to develop growing and changing community.
2. Create opportunities for the market to provide a diversity of housing types, sizes, densities, and prices to serve all economic segments and household types.
3. Recognize, celebrate, and promote the cultural and social diversity of the city.
4. Improve and sustain the beauty and health of the surrounding natural environment while planning for resiliency to impacts from climate change.
5. Develop an economically sustainable balance of services, amenities, and infrastructure that accommodate anticipated levels of growth, protect public health and safety, and enhance the quality of life.
4. ~~Promote community interaction by supporting gathering places, open spaces, and parks and recreation.~~
5. ~~Support community members of all ages in their efforts to promote active lifestyle choices.~~

6. Provide citizens of all ages with diverse and accessible recreational and cultural opportunities, including active recreation and social and educational activities that change with trends in the city's demographics.
7. Connect the City, neighborhoods, and neighbors through complete streets designed to provide safe mobility for all users.
8. Support a business-friendly environment that retains small and locally owned businesses, attracts large internationally recognized businesses, expands the jobs and tax base, and encourages innovation and creative partnerships.
7. Establish processes that engage citizens and community partners and implement policies that reflect the desires and concerns of community members.

Poulsbo's Community Key Goals

{Key goals are being integrated into the goals and policies of each individual chapter}

Poulsbo's Community Key Goals provide specific refinements to the City's Vision Statement and Guiding Principles. Therefore, the following Key Goals are also presented at the beginning of each applicable Chapter of the Comprehensive Plan and establish the policy framework for each chapter.

LAND USE

- Achieve a mix of commercial land uses that serve the needs of the City's residents, businesses, and visitors.
- Plan for residential development that compliments the built environment and the city's neighborhoods, while we change and grow.
- Plan and provide for public utilities and infrastructure to support the geographic and population growth of the city.
- Plan for mixed-use to encourage proximity and diversity in living and working options and decrease transportation challenges.

COMMUNITY CHARACTER

- Improve quality of life and create places where both adults and youth can live, work, learn, shop and play.
- Maintain the positive identifiable images and features that make Poulsbo memorable.
- Encourage community cohesion by providing a range of spaces and places for civic functions, such as public meetings, ceremonial events, and community festivals.
- Provide a well-designed, pedestrian friendly, and community oriented downtown center.
- Respect the character of the City's downtown, waterfront, and residential areas, while allowing for new development, expansion, and renovation that considers the scale and character of the area.
- Accommodate infill development and redevelopment that enhances the quality of city neighborhoods and business areas.

TRANSPORTATION

- Emphasize development of complete streets that are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders regardless of age, ability or mode of transportation.
- Develop standards to improve the function, safety, and appearance of the city's street system.
- Maintain a consistent level of service on the city's street system that is appropriate for existing and future growth to improve traffic flow.
- Participate in efforts to enhance the City's connectivity to the region, including telecommuting.

NATURAL ENVIRONMENT

- Support standards that maintain or improve environmental quality.
- Preserve the City's natural systems to protect public health, safety, and welfare, and to maintain the integrity of the natural environment.
- Support regulation of activities in sensitive and hazardous areas to ensure high environmental quality and to avoid risks actual damage to life and property.
- Coordinate implementation of regulation and preservation efforts through the Comprehensive Plan, Critical Areas Ordinance, Shoreline Master Program, and other applicable City plans and regulations.

CAPITAL FACILITIES

- Proactively plan and invest for critical public facilities, such as water, storm water, sanitary sewers, streets, sidewalks, bike paths, parks, and other necessary infrastructure to meet the needs of existing population and future growth.
- Ensure that public facilities and services necessary to support development is adequate and available at the time of new development, without decreasing the adopted level of service.
- Provide the necessary public facilities identified through the Capital Facilities Plans within the City's ability to fund or within the City's authority to require others to pay, or fundable through strategic partnerships.

HOUSING

- Achieve a mix of housing types to meet the needs of owners and renters at various income levels and ages.
- Achieve a mix of housing types and densities while maintaining healthy neighborhoods and guide new housing development into appropriate areas.

PARKS, RECREATION AND OPEN SPACE

- Develop active and passive parks, recreation programs and facilities, and an open space system that benefits citizens of all ages, incomes, and physical abilities.
- Establish, maintain, and preserve a network of trails, safe walkways, and open spaces throughout the Poulsbo community.
- Provide opportunities for indoor and outdoor recreational activities and team sports in City parks.

ECONOMIC DEVELOPMENT

- Guide and enhance Poulsbo's positive economic climate that attracts and supports business retention, expansion, and recruitment.
- Attract businesses and foster local entrepreneurship that serves Poulsbo residents, the greater North Kitsap community, and our valued tourists.
- Support the provision and expansion of education at all levels and training opportunities, to maintain and enhance a skilled workforce.
- Support economic development initiatives for Poulsbo residents to have access to family wage jobs, and employers have access to a talented workforce to assist in retaining and growing their businesses.
- Provide sufficient infrastructure and public facilities appropriate to support economic development.
- Encourage business activity that takes advantage of technology and promotes alternatives to commuting, including the increasing trend to work from home.
- Support a healthy and beautiful environment, vibrant and thriving community and high quality of life for all Poulsbo residents and businesses.

1.2 The Planning Context

Poulsbo's Comprehensive Plan ("The Plan") is a legal and policy document that serves as the vehicle to achieve the City's vision of the future. In short, it's a blueprint for the future character, physical development, and infrastructure provision of the city. The plan takes a long-range perspective on topics that address the physical, social, and economic health of the city. Plan guidance is intentionally general, providing broad policy direction that will be translated into action through specific implementation programs or regulatory actions developed by the City. The Plan is a living document, adaptable to evolving conditions, and offering a framework for the consideration of policy changes. The Plan has these characteristics:

- *Long Range* – ~~The plan is b~~Based on a 20-year vision of the city;
- *Predictable* – ~~The plan is s~~Site specific and clearly states how properties will be zoned and used in the future;
- *Consistent* – ~~The plan is i~~Internally consistent and is consistent with regional and sub area plans ~~the nb~~;
- *Flexible* - ~~The plan w~~ill continue to evolve through its annual amendments and updates and the required 8-10-year review and five year check in, the plan will be adjusted to changing needs, unforeseen circumstances and new local or regional trends;
- *and as the name implies, Comprehensive* – ~~The plan e~~Organizes and coordinates the complex interrelationships among people, land, resources, natural environmental systems, and public facilities in such a way as to protect the future health, safety, and welfare of the citizens.

The Growth Management Act

The passage of the Growth Management Act (GMA) in 1990 fundamentally changed the way comprehensive planning is carried out in Washington State. The central premise of the GMA is that spontaneous and unstructured growth and development is wasteful of our natural resource base and costly to the provision of public services and facilities. By managing growth and development, the negative effects can be minimized, and the benefits can be maximized.

The GMA requires state and local governments to manage growth by identifying and protecting critical areas and natural resource lands, designating urban growth areas, preparing comprehensive plans, and implementing them through capital investments and development regulations. This approach to growth management is unique among states.

Rather than centralize planning and decision-making at the state level, the GMA built on Washington's strong traditions of local government control and regional diversity. The GMA established state goals, set deadlines, offered direction on how to prepare local comprehensive plans and regulations, and set forth requirements for early and continuous public participation. Within the framework provided by the mandates of the Act, local governments have many choices regarding the specific content of comprehensive plans and implementing development regulations.

GMA identifies enumerated fifteen thirteen planning goals that are ~~to be used~~ intended to guide the development and adoption of comprehensive plans and the development regulations that support the plans. ~~The legislature later added the goals and policies of the Shoreline Management Act as the fourteenth GMA goal.~~ Local plans must implement these goals in a balanced manner:

1. **Urban Growth:** Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
2. **Reduce Sprawl:** Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

3. **Transportation:** Encourage efficient multimodal transportation systems that will reduce gas emissions and per capita vehicle miles traveled and are based on regional priorities and coordinated with county and city Comprehensive Plans. {Change per 2023 HB 1181}
4. **Housing:** Plan for and accommodate housing affordable ~~Encourage the availability of affordable housing~~ to all economic segments of the population of this state, promote a variety of residential densities and housing types and encourage preservation of existing housing stock. {Change per 2021 HB 1220}
5. **Economic Development:** Encourage economic development throughout the state that is consistent with adopted comprehensive plans. Promote economic development opportunity for all citizens of the state, especially for unemployed and disadvantaged persons and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.
6. **Property Rights:** Private property rights shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
7. **Permits:** Applications for both state and local governmental permits should be processed in a timely and fair manner to ensure predictability.
8. **Natural Resource Industries:** Maintain and enhance natural resource-based industries, including productive timber, agricultural and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands and discourage incompatible uses.
9. **Open Space and Recreation:** Retain ~~Encourage the retention of open space and green space, enhance development of~~ recreational opportunities, conserve enhance fish and wildlife habitat, increase access to natural resource lands and water and develop parks and recreation facilities. {Change per 2023 HB 1181}
10. **Environment:** Protect and enhance the environment and enhance the state's high quality of life, including air and water quality and the availability of water. {Change per 2023 HB 1181}
11. **Citizen Participation and Coordination:** Encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, to ensure coordination between communities and jurisdictions to reconcile conflicts. {Change per 2023 HB 1181}
12. **Public Facilities and Services:** Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.
13. **Historic Preservation:** Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.
14. **Climate Change and Resiliency.** Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies under RCW 36.70A.210 and chapter 47.80 RCW adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety, and advance environmental justice. {Change per 2023 HB 1181}
15. **Shorelines of the State:** The goals and policies of the Shoreline Management Act as set forth in RCW 90.58.020.

Since enactment, the GMA has been amended with new requirements. Decisions by the Growth Management Hearings Boards have also clarified certain requirements and have established measures to determine consistency of jurisdictions' comprehensive plans and implementing regulations with the Act's provisions.

In 1991, the state legislature amended the GMA to create the Growth Management Hearings Boards to hear and determine allegations of non-compliance with the GMA. Three Boards were established based on geographic locations, to hear Petitions for Review to local governments' compliance with the GMA. In 2010, the state legislature consolidated the three boards into one; however, the regional structure to hear cases in three regions remains. Poulsbo is within the Central Puget Sound region.

The role of the Board, whose members are appointed by the Governor, is that of a quasi-judicial panel. The Board reviews local actions only when a petition is filed and determines if the local policy choice or action complies with the goals and requirements of the GMA. The decisions of the Board are binding to local governments (unless appealed and overturned by higher court authority); it is for this reason that prudent local governments review and ensure compliance not only with the requirements of the GMA, but also the multitude of Board rulings and decisions further refining the GMA's intent, meaning and requirements. Throughout this document, references to relevant GPSGMHB's rulings are included to give further context to the standards and requirements of the GMA.

Vision 2050

The Puget Sound Regional Council (PSRC) is the designated forum for collaborative work on regional growth management, economic development, and transportation planning in Pierce, King, Kitsap, and Snohomish counties. VISION 2050 is PSRC's vision for accommodating the 5.8 million people and 3.4 million jobs that are expected to be present in the Puget Sound region by 2050.

VISION 2050 includes Multicounty planning policies (MCPPs) that provide an integrated regional framework for addressing land use, economic development, transportation, public services, and environmental planning. Under the GMA, the City's comprehensive plan is required to be consistent with the MCPPs in Vision 2050.

Poulsbo is designated as a High Capacity Transit (HCT) community which "... include cities connected to existing or planned light rail, commuter rail, ferry, streetcar, and bus rapid transit facilities. High Capacity Transit Communities also includes urban unincorporated areas planned for annexation or incorporation and with existing or planned access to high capacity transit. As the region's transit system grows, these 34 communities play an increasingly important role as hubs to accommodate regional employment and population growth. Targeting growth within these transit-rich communities helps to support mobility and reduces the number and length of vehicle trips. The Regional Growth Strategy calls for the 34 High Capacity Transit Communities to accommodate 24% of the region's population growth and 13% of its employment growth by the year 2050."

The Countywide Planning Policy

To achieve coordinated regional planning efforts, the GMA ~~further required~~ requires that counties and the cities therein develop policy framework to guide development of each jurisdiction's comprehensive plan. ~~According to the GMA, e~~Each local comprehensive plan ~~should~~ must demonstrate that such policies have been followed in its development.

The Kitsap Countywide Planning Policy (CPPs) address issues that transcend city boundaries, such as setting Urban Growth Areas, accommodating housing and job demand, natural systems protection, siting of essential public facilities, accommodating affordable housing, promotion of contiguous and orderly development, and addressing transportation and capital facilities. The CPPs provide a framework to promote consistency among comprehensive plans within Kitsap County.

The implementing legislation of the GMA required that counties and cities agree upon policy statements in eight subject areas, including:

1. ——— The designation of Urban Growth Areas;

2. ~~_____ The promotion of contiguous and orderly development and the provision of urban services to such development;~~
3. ~~_____ Joint county and city planning within Urban Growth Areas;~~
4. ~~_____ The siting of essential public facilities of county or state-wide significance;~~
5. ~~_____ The need to develop county-wide transportation facilities and strategies;~~
6. ~~_____ The need for affordable housing for all economic segments of the population;~~
7. ~~_____ County-wide development and employment; and~~
8. ~~_____ Rural areas.~~

The Kitsap Countywide Planning Policy (CPPs) and its subsequent amendments were developed in 2021-2023 in preparation of the 2024 periodic update through a collaborative process between Kitsap County, the City of Bremerton, the City of Port Orchard, the City of Poulsbo, the City of Bainbridge Island, the Port Gamble S'Klallam Tribe, the Suguamish Tribe, the U.S. Navy, and Kitsap Transit ~~its cities, tribes, Port of Bremerton~~. Through an intensive technical review process, and the ultimate adoption by the Kitsap Regional Coordinating Council (KRCC), compliance with the county-wide policy ensures that comprehensive plans are consistent, coordinated, and fit the regional vision of Kitsap County.

~~Kitsap CPPs and the KRCC play important roles in Kitsap County and its cities' mandates under the GMA. Important regional policies, such as how the OFM population allocation is to be distributed to the Kitsap County jurisdictions, and the designations of urban growth areas are identified in the CPPs. The regional approach and perspective are mandated by the GMA. Again, as set forth by CPSGMHB: "The Board has held, and the Supreme Court has affirmed, that CPPs have a binding and substantive effect on local government's comprehensive plan. [CTED, 03317, FDO, at 13-14]."~~

1.3 Public Engagement and Involvement

The GMA places a high degree of importance on citizen participation and establishes early and continual citizen participation as the basis for the community's comprehensive planning process. The importance of citizen participation is reflected in Statewide Planning Goal 11 which states,

"(11) Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts."

Citizen involvement has been, and will continue to be, an important component of comprehensive planning. Without the community's participation any plan developed regardless of its technical caliber or literary quality will prove meaningless and ineffectual. Many of the proposed Plan updates were identified from the feedback received through community engagement as well as policy direction from the Mayor and City Council. The public engagement and involvement program provided opportunities to ensure that every interested person who wishes to express an opinion had the ability to do so.

The Public Participation Plan (See Appendix X {new appendix to house public outreach documents}) specified how the city will engage and inform its citizenry during efforts to update the Plan and included the following goals:

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment, and to have those comments forwarded to the City's decision makers.
- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions, and priorities for the future of Poulsbo land uses and the City's Comprehensive Plan.

- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

Public participation is an integral part of the planning process. Early and continuous public participation brings diverse viewpoints and values into the decision-making process and enables the city to make more informed decisions. These collaborative efforts build mutual understanding and trust between the city and the public they serve. The goal of Public Participation Plan was to provide all residents, property owners, business owners, and other stakeholders, an opportunity to understand and participate in the Comprehensive Plan update process.

{This section will be further refined and added to later in the process, following additional community engagement}

As required by the GMA, the City of Poulsbo adopted its first Comprehensive Plan (Plan) in 1994. While the Plan was kept compliant with GMA through annual updates, the City Council initiated an update to the Plan in Fall 2006, which culminated in a 2009 Comprehensive Plan Update adoption:

As the basis for the 2006 initial kick-off, the City Council recognized not only the physical changes the city had undergone in the previous years, but also the changing demographics and new citizenry that joined the Poulsbo community. The Mayor and Council were unanimous in their desire to start the Comprehensive Plan Update with a proactive engagement of the community through an extensive visioning and community input effort. The City Council strongly believes a high level of citizen involvement is essential to the successful preparation and eventual adoption of a Comprehensive Plan. A phased public engagement and involvement program was designed and implemented 2007-2009 and resulted in the adoption of the 2009 Comprehensive Plan.

The 2009 Comprehensive Plan Update public engagement and involvement program can be summarized as follows:

First Phase: Engaging the Community: The first phase occurred January through June 2007, and focused on reaching out to the interested residents, business owners and citizens through a strong web presence on the City's website, "Community Conversations," and a community questionnaire. The new website served as the primary clearinghouse for all information on comprehensive planning, growth management act, frequently asked questions, and opportunities for comment. The "Community Conversations" were held May 2007 and sought feedback and suggestions for an updated comprehensive plan. A community questionnaire was hosted on the City's website and distributed hard copies — with the purpose to seek input and feedback on specific topics and elements of a comprehensive plan. The first phase concluded with a joint workshop with the City Council and Planning Commission, where the key themes from the "Community Conversations" and questionnaire were discussed. Based upon the key themes identified, a vision statement, guiding principles and community key goals were agreed upon, and served and continue to serve as the foundation of the Poulsbo Comprehensive Plan.

Second Phase: Draft Comprehensive Plan Review: The second phase occurred January through June 2009, where opportunities for public involvement were provided during the Planning Commission and City Council review of the Draft Comprehensive Plan. The Planning Commission served as the central advisory committee for the public review of the January 2009 draft comprehensive plan. The public had opportunities to attend meetings, workshops, open houses and visit the City's "Project Poulsbo" website, which served as the clearinghouse for all the draft comprehensive plan documents, minutes, meeting announcements, and other project information. Written comments were received throughout the process, and public comment opportunities were provided at all meetings and workshops. At the end of the second phase, a Planning Commission recommended draft comprehensive plan was forwarded to begin the formal public hearing process.

~~*Third Phase: Public Hearing Process:* The Planning Commission and City Council conducted public hearings to gather and consider public testimony on the Draft 2009 Comprehensive Plan. At the conclusion of the public hearings and extensive deliberations, the City Council adopted its 2009 Comprehensive Plan Update on December 16, 2009.~~

~~Since the 2009 Comprehensive Plan Update adoption, the City has continued keeping its comprehensive plan relevant through the annual amendment process; where additions and revisions have occurred yearly since 2009, including amendments to policies maps, functional plans and the capital facilities plan.~~

~~*2016 Comprehensive Plan Update:* The City initiated a review and update to its comprehensive plan in 2015 as part of the GMA periodic update requirement. Because the City underwent a significant update in 2009 and made subsequent annual amendments, the 2016 update is primarily a check-in on the comprehensive plan's policy direction and to identify amendments as needed and appropriate.~~

~~The first step in the update process was a "Community Check-in", where the City hosted an online community questionnaire July through September 2015 to solicit feedback from residents and business owners. A community open house was also held for interested citizens to provide opinions and feedback on the comprehensive plan update.~~

~~An interesting fact of the online community questionnaire is that many of the same questions from the 2007 comprehensive plan questionnaire were included in the 2015 questionnaire, in order to gauge changes in community desires and sentiment.~~

~~A wealth of feedback and opinions were expressed through these forums. The following are the key themes:~~

- ~~● A desirable quality of life is what brings people to live and own businesses in Poulsbo.~~
- ~~● Poulsbo has a strong sense of community and heritage, and it is important not to lose this as the city grows.~~
- ~~● Reinvention and revitalization of Viking Avenue was identified as a top priority.~~
- ~~● Improving existing infrastructure, sidewalks and streets is very important, and should not be overshadowed by the needs of new growth.~~
- ~~● Full utilization of vacant land and buildings should be completed before new development occurs.~~
- ~~● Traffic congestion, especially on SR 305, continues to be a concern.~~
- ~~● Protection of Liberty Bay, environmental features and tree retention are a top priority as the city grows.~~
- ~~● A citywide trail system is a highly-desired amenity.~~
- ~~● Increased family wage jobs, professional services and tech jobs were identified as employment needs.~~
- ~~● Expand the Olympic College/Western Washington University presence in Poulsbo.~~
- ~~● Concern about the timing and pace of new growth.~~

~~Many of the 2016 Comprehensive Plan Update amendments were identified from the feedback received through the Community Check-in as well as policy direction from the Mayor and City Council. The Draft 2016 Comprehensive Plan Update public engagement and involvement program continues the goal from the 2009 update process with similar strategies and opportunities, to ensure that every interested person who wishes to express an opinion has the ability to do so.~~

1.4. How the Comprehensive Plan is Implemented

~~There are a number of tools used to implement the comprehensive plan. The main methods are through development regulations, such as zoning and critical area ordinances - and second through capital improvement plans, such as sewer, water, parks, and traffic. These two tools constantly weigh the City's financial ability to support development~~

against its minimum population obligations and environmental protection. It is the Comprehensive Plan goals and policies that the development regulations and capital improvement plans are based upon.

Development and Implementation of a Comprehensive Plan



Comprehensive Plan Amendments

Amendments to the Comprehensive Plan are necessary from time to time to respond to changing conditions and needs of Poulsbo citizens. The GMA requires that amendments to a comprehensive plan be considered no more frequently than once per year (with the exception of years where comprehensive plans are updated). Proposed amendments to the Comprehensive Plan shall be considered concurrently so that the cumulative effect of various proposals can be ascertained. In considering proposed amendments to the Comprehensive Plan, proposals will be evaluated for intent and consistency with the Comprehensive Plan, and whether a change in conditions or circumstances from the initial adoption of the Comprehensive Plan, or new information is present which was not available at the time of the initial adoption of the Comprehensive Plan. The Planning Commission reviews proposed amendments to the plan, which and forwards recommendations to the City Council.

Updates to the Comprehensive Plan

The GMA requires that comprehensive plans be reviewed and updated as necessary, at least every 8-10 years, outside of the optional annual review process, with a five year check. Further, Kitsap County must review, at least every ten years, its designated urban growth areas. Kitsap County reviews the densities permitted within both the incorporated and unincorporated portions of the County for the Buildable Lands Report the year prior to the 8-10 year periodic update cycle. In conjunction with this review by the county, each city located within an urban growth area shall review the densities permitted within its boundaries, and the extent to which the growth occurring has located within a city or within the unincorporated portions of urban growth areas.

1.5. Organization of the Plan

Chapters of the Comprehensive Plan

The Comprehensive Plan is a legal document consisting of text, goals and policies that are adopted by the City Council to guide public and private land use decisions, and a series of maps.

- Section 1 of the Comprehensive Plan is the plan's policy document, which contains all goals and policies.
- Section 2 of the Comprehensive Plan is the City's Capital Facility Plan.
- Section 3 is a review of past development trends and an evaluation of the city's available land capacity.
- Section 4 includes the Comprehensive Plan's References and Appendices, including background technical data and the City's Functional Plans, which are included to support the Comprehensive Plan.

The Comprehensive Plan consists of eleven ten elements chapters. The GMA prescribes seven specific elements chapters that must be contained in a city comprehensive plan. The city has added three four optional elements:

REQUIRED

Land Use
Housing
Transportation
Utilities
Capital Facilities
Parks, Recreation and Open Space
Economic Development

OPTIONAL

Natural Environment
Community Character
Health and Human Services
Participation, Implementation and Evaluation

The goals and policies contained within each of the chapters of Section 1 are the heart of the plan, and present direction for guiding Poulsbo's growth. A **goal** is a direction-setter. It is an ideal future end, condition or statement related to the public health, safety, or general welfare towards which planning, and implementation measures are directed. A goal is a general expression of community values and, therefore, is abstract in nature.

A **policy** is a specific statement that guides decision-making. It indicates a clear commitment of the local legislative body. A policy is based upon a comprehensive plan's goals and the analysis of the data. A policy is put into effect through implementation measures such as zoning, land division, and environmental ordinances.

Plan Interpretation

This Plan provides a guide and framework for regulatory and non-regulatory actions for growth that express the vision of Poulsbo residents. In order to maintain internal consistency between the general Plan policies, the following general rules of construction are intended to be used for interpreting the Plan:

- Policies are intended to be mutually supportive and are to be read collectively, not individually.
- More specific policies shall control over more general policies.
- Comprehensive Plan Land Use Map re-designation proposals should reflect and be based on the policies of the Plan. Any amendment of the Comprehensive Plan Land Use map is subject to the annual Plan amendment process, the Poulsbo Subarea Plan amendment process, or the 8-10-year Comprehensive Plan review, as applicable.

Chapter 3. Community Character

3.1—~~Community Key Goals – Community Character~~

- ~~Improve quality of life and create places where both adults and youth can live, work, learn, shop and play.~~
- ~~Maintain the positive identifiable images and features that make Poulsbo memorable.~~
- ~~Encourage community cohesion by providing a range of spaces and places for civic functions, such as public meetings, ceremonial events, and community festivals.~~
- ~~Provide a well-designed, pedestrian friendly and community-oriented downtown center.~~
- ~~Respect the character of the City's downtown, waterfront, and residential areas, while allowing for new development, expansion, and renovation that considers the scale and character of the area.~~
- ~~Accommodate infill development and redevelopment that enhances the quality of city neighborhoods and business areas.~~ {Key goals are integrated into the goals and policies of this chapter}

3.12 Plan Context

The character of a community is influenced by a variety of factors, including its citizens, social network, schools, community and business organizations, history, built environment, and natural resources. Although it is not possible to legislate community character, public policy can provide a framework that supports desirable characteristics. Community character cohesiveness can develop in many ways, such as: It can come from a shared vision for the community, It can be nurtured by community events, or, It can be developed through the use of public places for interaction.

The Community Character Chapter provides a design framework for new development and construction shaping the future form and character of Poulsbo and is meant to address the goals of retaining Poulsbo's distinct character and creating gathering places and cultural opportunities for people of diverse backgrounds. It is intended to help achieve the vision of keeping Poulsbo a safe, friendly, and attractive city in the future.

~~Poulsbo faces a number of challenges in continuing to achieve the community's desired land use vision, while accommodating the growth that is expected over the next twenty years. These include:~~

- ~~Maintain the desired scale and character of Poulsbo's downtown core.~~
- ~~Refinement of commercial design standards and guidelines.~~
- ~~Preservation of the unique scale and character of Poulsbo's existing residential neighborhoods, while allowing redevelopment and improvement.~~
- ~~Encouraging and allowing mixed use development in the city, while ensuring compatibility and appropriate scale.~~
- ~~Improvement of the City's aging sidewalk system, while also providing for new pedestrian opportunities and linkages.~~

Community Character is not a required Comprehensive Plan element under state law; however, because of the value Poulsbo places on its character, the City has chosen to include it as an optional chapter. This chapter plays a critical role in maintaining and improving the quality of the environments that define the City's identity and give character to its commercial districts and residential neighborhoods.

3.23 Goals and Policies

This chapter is complimentary to other elements of the Comprehensive Plan, and many of the policies identified in this chapter may be included or further refined in other chapters. This element chapter considers the following aspects of Community Character:

- People and Public Places
- Entrances, Gateways, and Landmarks and Wayfinding

- Buildings and Design Site Review
- Streets and Pathways
- Downtown Poulsbo
- Districts and Neighborhoods
- Historic Resources and Landmarks

People and Public Places

The best public places appeal to the broadest number of people: young and old, residents and visitors, workers and shoppers. Public places should draw people because they are comfortable, attractive, and convenient. Public art and cultural activities also draw people together and express the diversity of a community's character.

GOAL CC-1

Provide well-designed and interesting public places that foster community cohesiveness and interaction while showcasing surrounding natural features residents and visitors with positive activities and interesting and quality public places.

Policy CC-1.1

~~The City will c~~ontinue supporting to support traditional and non-traditional community festivals and events that reflect the diversity, heritage, and cultural traditions of the community. ~~Emphasize events that are important to Poulsbo's history and or Scandinavian heritage. to be held in Downtown Poulsbo, such as Viking Fest.~~

Policy CC-1.2

Support the development of a diverse set of inter-generational recreational and cultural programs that celebrate Poulsbo's heritage and cultural diversity, ~~such as:~~

- ~~○ An active Sons of Norway;~~
- ~~○ Special events that celebrate Poulsbo's Scandinavian heritage, such as Viking Fest, Yule Log and Lucia Bride holiday events;~~
- ~~○ An active and attractive Port of Poulsbo and marina;~~
- ~~○ An active parks and recreation program;~~
- ~~○ An active historical society;~~
- ~~○ An active farmer's market;~~
- ~~○ A community theatre; and~~
- ~~○ Public art displays.~~

Policy CC-1.3

~~Preserve, and develop~~ and enhance informal community gathering places ~~in Downtown and the city's residential neighborhood parks throughout the city. This can include techniques such as:~~

- ~~○ Requiring seating opportunities, with tables and attractive landscaping;~~
- ~~○ Small plazas or squares, especially in commercial areas;~~
- ~~○ Encouraging art or water features;~~
- ~~○ Providing for active uses, such as chessboard or public performances in these public spaces; and~~
- ~~○ Facilitating partnerships, where appropriate, to create public places.~~

Policy CC-1.4

Design and build Poulsbo's public buildings with quality sustainable materials and construction techniques to serve as a model to the community, and to enhance their function as community gathering places.

Policy CC-1.5

Incorporate and provide a gallery-type display opportunity for art in and outside of public buildings and provide opportunities for artists to contribute to public art within city-owned parks, bridges, or other public facilities.

Policy CC-1.6

Explore the creation of an arts committee to review and make recommendations on public art, secure funding, and identify locations suitable for art installations.

Entrances, Gateways, ~~and~~ Landmarks, and Wayfinding

People orient themselves in their community by remembering certain features that include unique public views, defined entries and landmarks. These features also can set apart one community from another and are part of what defines the unique character of a place. Preserving key features and creating new ones can help define and enhance Pousbo's character.

GOAL CC-2

Provide residents and visitors with positive identifiable images ~~of Pousbo~~ that reflect Pousbo's unique characteristics and create a sense of place and belonging.

Policy CC-2.1

Identify and support the establishment of gateways ~~at all key entry points~~ into the ~~City and individual neighborhoods~~ and emphasize these entrances with distinctive design elements such as symbolic markers, signage, monuments, landscaping, or other design features.

Policy CC-2.2

Enhance the visual appeal of the city by developing a signage and wayfinding program that identifies Pousbo, is cohesive throughout the city, and links the community's resources to its citizens.

Policy CC-2.3

Identify public view opportunities unique to Pousbo such as those of the Olympic Mountains and Liberty Bay, and community landmarks, such as the Muriel Iverson Williams Waterfront Park, ~~Port~~ Marinas, and First Lutheran Church, and when feasible, preserve and enhance those views through means such as:

- Properly pruning trees and brush;
- Framing views with structural elements; and
- Aligning paths to create focal points.

Policy CC-2.4

Encourage schools, religious facilities, library and other public or semi-public buildings to locate and design unique facilities that reflect Pousbo's unique characteristics and ~~to~~ serve as community landmarks.

Buildings and Design Site Review

Quality and pleasing design is as important in the details of a building as a development's contribution is to the urban character of the city. As Pousbo continues to grow, the quality of buildings, sidewalks and vegetation are important. These elements involve a consideration of building bulk and character, lighting, planting, signs and other elements that compose the built environment.

GOAL CC-3

Require high-quality, attractive human-scaled design and development that respects the surrounding built environment, promotes variety of building types and architectural interest, and builds on the character of the existing architectural fabric of the community, while allowing for the addition of complementary new urban design

elements in the City's commercial, business employment, and residential multi-family zones, in addition to planned residential developments and infill projects areas.

Policy CC-3. 12

Utilize design standards and design review to accomplish the following for new commercial and mixed-use development:

- ~~Ensure new development i~~ncludes architectural features that create visual interest;
- Use of high-quality, durable, and sustainable materials;
- Architectural elements that provide protection from the weather;
- The height and bulk of buildings are proportional and appropriate to the site and surrounding natural and built environment;
- Roof forms include visual focal points and variation in detail including pitch, terraced and cornice roof forms;
- Rooftop equipment is creatively concealed; and
- Landscaping ~~which~~ that unifies site design and creates character.

Policy CC-3. 21

Design standards for commercially zoned areas shall be ~~developed~~ enhanced to continue the northwestern architectural style of the existing commercial areas, and the Scandinavian small fishing village scale architectural style of downtown Poulso. The ~~C~~city should review its building design standards every five years to ensure it remains relevant and reflects the desires of the community.

Policy CC-3.3

For large buildings or development with multiple buildings, similar design features and characteristics shall be included in all buildings to create continuity, while also allowing individual architectural designs.

Policy CC-3.4

Encourage new development to incorporate art in building and site design that reinforces community identity, creates unique places, and provides a basis for community pride and ownership. Encourage diversity in content, media, and siting to reflect an array of cultural influences.

Policy CC-3.5

Require landscaping that contributes to and is an integral part of how a site interacts with the built and natural environment, and:

- Retains, enhances, and creates character and a sense of place;
- Utilizes native trees and plants, when feasible;
- Enhances water and air quality;
- Minimizes water consumption;
- Provides aesthetic value;
- Softens or disguises less aesthetically pleasing features of a site; and
- Provides buffers for transitions between uses or helps protect natural features.

Policy CC-3.6

Encourage Crime Prevention Through Environmental Design (CPTED) principles when developing industrial, mixed-use, commercial, high-density residential uses, and parks and open space.

Streets and Pathways

Streets and pathways can be more than just a means of getting from one point to another. They can define how the city is viewed as one passes through it and create a sense of unique character. Elements of design, such as width, provisions for different users, material treatments, and vegetation, affect the quality of a traveler's trip and the sense of place. Attracting people into the public realm also means supporting them with safe street crossings, sidewalks, walkways, and bicycle routes as important connections between different places in the city. Street corridors and pathways tie different parts of Pousbo together and should instill public pride through their design.

GOAL CC-4

Provide connectivity and attractive streets that enhance the City's aesthetics and sense of place.

Policy CC-4.1

Design and create sidewalks, bikeways, and paths to increase connectivity for people by providing safe and direct, or convenient links throughout the city.

Policy CC-4.2

Identify streets in the city that could be considered for special treatment due to their importance, location, activity, and connection to public spaces. Such treatments could include elements such as:

- *Specially designed landscaped island(s);*
- *Unique crosswalk treatments;*
- ~~*Character defining materials and accessories;*~~
- *Unique and interesting street lighting;*
- *Sidewalk furniture; ~~and~~*
- *Street landscaping and sidewalk planters; ~~and~~*
- *Low Impact Development (LID) features.*

Policy CC-4.3

Promote the planting of low maintenance landscaping and street trees to enhance City rights-of-way and improve the pedestrian environment.

Downtown Pousbo

Downtown Pousbo is a center for recreation, shopping, dining and a boating destination. One of the main reasons people are drawn to Pousbo is its charming small-scale downtown. Residents can stop by and buy a coffee with their neighbor, have dinner with friends, or take an evening walk along the boardwalk. Tourists love to stroll along Front Street and enjoy Pousbo's Norwegian heritage and unique shops and restaurants.

Downtown Pousbo is a special hub that draw local residents, tourists, boaters and employers/employees all together. It is an important component of the city's identity. The City is committed to preserving and enhancing the distinctiveness and vitality of Downtown Pousbo.

GOAL CC-5

Promote an economically healthy Downtown that is unique, attractive and offers a variety of retail, office, service, residential, cultural, and recreational opportunities. ~~Preserve and enhance the existing character and scale, pedestrian friendly and community-oriented Downtown Pousbo.~~ {Moved to CC-5.1 and amended}

Policy CC-5. 21

Preserve and enhance the existing character and scale of downtown through control of height, scale, and design while reinforcing the area as a primary identifying feature of Pousbo, setting it apart from the rest of the city.

~~Encourage preservation of character and enhancement of distinctive focal points within Downtown Poulsbo, including the Muriel Iverson Williams Waterfront Park, boardwalk and piers, Sons of Norway building, storefront designs and pedestrian scale of Front Street.~~

Policy CC-5.2

Preserve the existing eclectic character of Front Street with its individual small storefronts located at the sidewalk, street-facing building facades, awnings, unique design elements, and up to 35 feet height limit.

~~Maintain the Downtown as a primary identifying feature of Poulsbo, setting it apart from the rest of the City through control of such characteristics as height, scale, and intensity. The existing character of Front Street, with its two-story buildings, awnings, and store fronts located at the sidewalk, provide an appealing pedestrian scale that should be preserved.~~ {Moved to CC-5.1 and amended}

Policy CC-5.3

~~Encourage interspersed landscaping, public plazas with seating and tables, pleasing street frontage design and colors, and inclusion of public art throughout Downtown Poulsbo.~~

Policy CC-5.4

~~Continue to support and assist the Historic Downtown Poulsbo Association in its efforts for the promotion, preservation and enhancement of Downtown Poulsbo.~~

Policy CC-5.35

Identify and improve walking and biking routes to Downtown Poulsbo as a pedestrian and biking-friendly destination. Provide safe methods such as textured crosswalk paths and pedestrian islands where people can cross major streets at regular and convenient intervals.

Policy CC-5.46

Update and implement the Downtown Parking Management Strategy, which identifies short and long-term strategies and alternatives for providing additional downtown public parking. Strategies should consider nonmotorized access and enhanced transit service downtown.

Policy CC-5.7

~~New development and redevelopment in Downtown Poulsbo shall retain its pedestrian-friendly scale and be limited in height to an average of 35'.~~

Policy CC-5.8

~~The City's design standards for Downtown Poulsbo should be evaluated to ensure that redevelopment in the Downtown will retain its intimate, pleasant and pedestrian-scale character. Height, street frontage design and colors, building design, placement of buildings, and view of rooflines (from below and above), at a minimum should be assessed.~~ {Repetitive with new 3.2, 5.1 and 5.2}

Policy CC-5.9

~~Encourage mixed use by allowing residential units to be located in association with commercial frontage in Downtown Poulsbo. New mixed-use buildings shall be designed to complement the existing character and pedestrian scale of Downtown Poulsbo, shall be limited in height to an average of 35', and have a mix of both commercial and residential uses incorporated within the building.~~ {Repetitive with 5.1 and 5.2}

Districts and Neighborhoods

Many residents identify where they live, work, or spend their free time as a particular neighborhood. Neighborhoods have differing characteristics and often specific identities. Someone who lives in Old Town experiences a different

flavor of the city compared to one who lives off Viking Ave on the north edge of town, and different still from one living in a subdivision on Noll Rd. It is important that each of these neighborhoods be recognized and appreciated for the unique qualities that they add to the overall character of Poulsbo.

GOAL CC-6

Establish and enhance the character and diversity of existing commercial and employment districts and residential neighborhoods in order to attract long-term residents and businesses and to ensure the city's residential quality, cultural opportunities, and economic vitality.

Policy CC-6.1

Promote the revitalization of existing commercial centers by encouraging property owners to maintain and improve the appearance of individual buildings and commercial centers through building façade improvements, landscaping, and pedestrian improvements.

Policy CC-6.2

Encourage walkable and strategically located commercial areas that provide adjacent neighborhoods with goods and services.

Policy CC-6.3

Provide a variety of attractive, well-designed housing choices that reinforce the character of established neighborhoods and meet the needs of existing and future residents.

Policy CC-6.4

Support contextually appropriate residential infill development and redevelopment that is sensitive to surrounding residential areas, and that supports community character goals.

Policy CC-6.5

Encourage a variety of uses and mixed-use development within buildings, or sites. Ensure that mixed-use development complements and enhances the character of the surrounding residential and commercial areas.

Policy CC-6.6

Continue to improve and enhance code enforcement functions by identifying and evaluating best practices and providing resources for program administration.

Historic Resources and Landmarks

Historic resources and landmarks offer a way to connect with the city's past and provide a sense of continuity and permanence. Those resources represent development patterns and places associated with Poulsbo's notable persons and community events. The historic fabric together with unique qualities of new development patterns define the character of a city. It is essential to preserve some historic resources to maintain the character of Poulsbo and to continue to honor its past.

History is a major aspect of Poulsbo that gives it depth, diversity, and uniqueness. Different parts of the city have their own individual mixture of past events, people, buildings, and celebrations.

Most people are familiar with many visible historic landmarks in Poulsbo, such as First Lutheran Church. There are other places throughout the city that are reminders of the past as well. For example, in 1930 a brick North Kitsap High school was constructed along Front Street. It is now the Poulsbo Parks and Recreation building. Moe, Bjermeland, Eliason, Hostmark, and Iverson Streets were all named after the first Mayor (Andrew Moe) and some of his council members. And church services were first held in 1888 at Fordefjord Lutheran Church, known today as First Lutheran Church.

The City can enrich the lives of its citizens and its appeal to visitors by commemorating its past. In some cases, this may mean active involvement in the preservation of landmarks, or continued support of the efforts of the Poulsbo Historical Society's important task of retaining the link with previous generations.

GOAL CC-67

Protect, conserve, celebrate, and enhance historical, archaeological, and cultural resources throughout the City of Poulsbo.

Policy CC-67.1

Cooperate with the Poulsbo Historical Society, Suquamish Tribe, other organizations and interested citizens in identifying historical, archaeological, and cultural resources that provide unique insights into the history and the development of the city.

Policy CC-67.2

Cooperate with the Poulsbo Historical Society to identify Poulsbo's heritage residences and buildings. ~~Develop a walking tour brochure and map of these heritage buildings for residents and visitors to learn about Poulsbo's history.~~ Where feasible, install historic signs/markers for Poulsbo's heritage residences and buildings.

Policy CC-67.3

Incentivize the ~~P~~rotection and conservation of designated historical, archaeological, and cultural sites and resources by allowing for adaptive reuse and providing incentives for historic preservation using the City's regulatory power as appropriate and necessary.

Policy CC-67.4

Acquire historical or cultural resources when feasible. Consider cost sharing for acquisition, lease, or maintenance with other public or private agencies or governments.

Policy CC-67.5

Incorporate interpretative signage, historic street names, and features reflecting original historic designs into park projects, transportation projects, and buildings when feasible, as a means of commemorating past events, persons of note, and City history.

Policy CC-67.6

~~Provide assistance to~~ Assist developers, landowners, and interested citizens in obtaining grants and tax incentives for the reuse and rehabilitation of designated historic sites and buildings.

Chapter 12 11. Participation, Implementation and Evaluation

The adoption of the Comprehensive Plan is a commitment to a coordinated vision for the future. The Plan's success is measured through committed use by elected officials, municipal employees, and residents. Elected officials will utilize the plan as a guidebook for implementing the community's vision for the future and adopt regulations to support those goals and update this plan as necessary to respond to changing conditions. The comprehensive plan also influences budgeting decisions by making sure sufficient capital facilities and resources are available to serve the current and future residents of the City.

Successful communities are those that are able to face their challenges collectively, ~~harnessing the energy of all different elements of the community.~~ Poulsbo has an effective local government that responds to and anticipates the changing needs of the community and Poulsbo recognizes the value of effective public involvement and creates opportunities for engagement. There are many citizen advisory boards that help the City Council address community issues. Decisions are better—more equitable, resilient, and accountable—when all interested parties are involved in considering the issues and weighing in on decisions. Collaborative and inclusive participation is essential to a prosperous, healthy and equitable Poulsbo.

~~Successful public involvement strategies are essential to defining the community's vision and move toward it. Broad-based community participation is essential to maintaining an effective and useful Comprehensive Plan for the future. The community must also be involved as the Plan is implemented, including opportunities to review proposed updates to regulations and functional plans, as well as to review public and private projects.~~

12 11.1 **Goals and Policies**

Public Participation

The Growth Management Act establishes that cities shall have procedures providing for early and continuous public participation in the development and amendment of comprehensive plans and regulations that implement these plans. The Comprehensive Plan is based on involved community input and reflects the priorities and values of its residents and the business community.

Broad-based community participation is essential to maintaining an effective and useful Comprehensive Plan for the future. However, public participation in Comprehensive Plan updates is just one piece. The community also must be involved as the Plan is implemented, including opportunities to review proposed updates to development regulations and functional plans, as well as to review public projects. Different levels of involvement are appropriate at various states of Plan preparation and implementation.

GOAL PI-1

Value public participation and promote broad-based involvement by members of the Poulsbo community in the update and implementation of the Comprehensive Plan, as well as in other issues and opportunities of significance to the City.

Policy PI-1.1

Provide opportunities for public review of plans, regulations, and development proposals while tailoring the review approach and specific issues to the appropriate stage of plan preparation and implementation.

Policy PI-1.2

The City shall develop public participation plans for major projects or decision processes. In addition to hearings and other formal opportunities for oral and written public comment, the City will utilize other outreach techniques, such as town hall meetings, open houses, workshops, forums, opinion surveys and stakeholder groups.

Policy PI-1.3

Provide early and continuous participation by Use of all public involvement and communication options at the City's disposal, such as websites, surveys, workshops, open houses and other meetings, and citizen advisory/stakeholder groups. {consistent language with language in state law}

Policy PI-1.4

Support effective and equitable participation by providing a variety of community engagement opportunities which include culturally and linguistically appropriate materials to actively recruit input from diverse sources. {to address PSRC Vision 2050 consistency checklist}

Implementation and Evaluation

Achieving the goals and policies outlined in the Comprehensive Plan depends on taking action. Similar to many budgets, while there are not sufficient resources to accomplish all of the strategies simultaneously, the City can make progress on carrying out the Comprehensive Plan by identifying priorities.

Successful implementation of the Plan also depends on evaluating the actions taken to determine if they are meeting community goals. Finally, implementing the Comprehensive Plan requires the cooperation of, and partnerships among, the citizens, property owners, private sector, non-profit organizations, the public, business owners, the City of Poulsbo, and other local, State and federal agencies.

GOAL PI-2

Maintain and implement a Comprehensive Plan that embodies the future vision for Poulsbo and carries out the City's local, regional and statewide responsibilities.

Policy PI-2.1

Verify Ensure that development regulations, functional plans, City budget, capital improvement plan budgets and priorities, and other implementing measures and actions are consistent with, and reinforce, the Comprehensive Plan.

Policy PI-2.2

Conduct a substantial Comprehensive Plan review every eight ten years. Analyze the opportunities and issues facing the City, review changes in State law, complete a thorough review of existing policies, and update the Plan as needed. New Census data will be utilized for implementation and administration purposes as it becomes available, and the data will be incorporated into the substantial Comprehensive Plan review. {to be consistent with updated state law}

Policy PL -2.3

Provide an implementation progress report detailing the progress achieved in implementing the comprehensive plan every five years after the adoption of the comprehensive plan update (RCW.36.70A.130). {to be consistent with updated state law}

Policy PI-2.34

Update applicable City code provisions as soon as possible following a Comprehensive Plan amendment or where a major revision to the Comprehensive Plan has been adopted.

Policy PI-2.45

Ensure the City's development regulations do not result in an unconstitutional taking of private property by ensuring City staff are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property.

Amending the Comprehensive Plan

The City of Poulsbo Comprehensive Plan is a dynamic document. It provides predictability for citizens, developers, and elected officials about the City's long-term strategy for the future. At the same time, the goals and policies in the Plan are designed to be flexible enough to respond to changing conditions. Also, the Plan is reviewed and evaluated on a regular basis to ensure that it addresses changing conditions in the City, new information and current state and regional policy guidance.

The ~~City of Poulsbo Comprehensive~~ Plan provides the long-range policy guidance for the future and a framework for managing change. It is important that amendments to the Comprehensive Plan retain the broad perspective articulated in the community vision statement, satisfy the goals and policies ~~of the Plan~~, and remain consistent with the intent of the Growth Management Act.

Generally, there will be three types of amendments to the ~~City's Comprehensive~~ Plan: 1) amendments to narrative text, goals, and policies; 2) amendments to comprehensive plan maps; and 3) amendments to the Capital Facilities Plan.

Proposed amendments to the Comprehensive Plan may be initiated by City officials, City Council, or by other entities, organizations, or individuals, are considered on an annual basis (no more frequently than once a year with exception of the year that updates are due) and processed concurrently so that the cumulative effect of the various proposals can be ascertained. Amendments to the capital facilities plan may occur outside of the annual review process, if adopted concurrently with an annual budget; ~~this is allowed under per~~ GMA (RCW 36.70A.130.2.a.iii).

~~The Poulsbo Planning Department~~ Proposed amendments are collected ~~collects proposed amendments~~ throughout the year and processed ds the amendments according to the provisions set forth in the Poulsbo Municipal Code Chapter 19. To be approved, all a comprehensive plan amendments must meet one of the following criteria: 1) the amendment is warranted due to an error in the initial adoption of the Comprehensive Plan; 2) the amendment is based on a change of conditions or circumstances from the initial adoption of the Comprehensive Plan; 3) the amendment is based on new information or facts which were not available at the time of the initial adoption of the Comprehensive Plan.

Amending Narrative Text, Goals and Policies

~~Amendments to narrative text, goals and policies may be initiated by City officials, City Council, or by other entities, organizations or individuals.~~ Amendments to text, goals and policies of the Comprehensive Plan will most likely be based on the need to clarify or refine the text or its intent, changing circumstances or new policy direction.

Amending Comprehensive Plan Maps

~~Amendments to the maps within the Comprehensive Plan may be initiated by City officials, City Council, or by other entities, organizations, or individuals.~~ Land use designations of specific properties on Figure LU-1 "2036 2044 Land Use Comprehensive Plan Map" as well as the City's zoning map, may be requested for re-designation by property owners or designated representatives. This type of amendment, referred to as a "site specific re-designation request," proposes a change in land use from one type of land use to another – for example from residential land use to commercial land use.

Other maps within the Comprehensive Plan may be amended throughout the planning horizon from time to time, most often when new information becomes available, or circumstances dictate. ~~For example, the Transportation chapter maps, Park, Recreation and Open Space chapter maps, Natural System chapter maps or Utilities chapter maps may be updated throughout the planning horizon as new information becomes available.~~

The boundary of the Poulsbo Urban Growth Area (UGA) is established by Kitsap County and amendments to the UGA follows the requirements and procedures of the Kitsap Countywide Planning Policies and Kitsap County's Comprehensive Plan for UGA adjustments. Amendments to the Poulsbo UGA are can not be done made through the City's annual Comprehensive Plan amendment process.

Amending the Capital Facilities Plan

~~Amendments to the Comprehensive Plan's Capital Facilities Plan may be initiated by City officials, City Council, or by other entities, organizations, or individuals. The Capital Facilities Plan addresses the infrastructure needed to adequately serve the city residents and businesses and includes police protection, solid waste, government buildings, fire/emergency services (Poulsbo Fire District), Schools (North Kitsap School District) and Library (Kitsap Regional Library).~~ It is expected that City officials will propose amendments to the Capital Facility Plan (CFP) as City departments complete capital projects, identify new projects, secure funding, establish new priorities, and update the 6-year Capital Improvement Program (CIP) through the annual budget process.

The City's ~~Capital Facilities Plan~~ CFP is intended to be an on-going process, as the City identifies needed projects - most likely through updates to functional plans, adds the projects to the ~~2036~~ 2044 Capital Facilities Project List (Table CFP-3), funds and schedules the projects on the City's 6-year CIP (annual budget + Table CFP-4), and implements the project. It is anticipated that amendments to the CFP will be necessary most years.

New Text in the Capital Facilities Plan:

This amendment type will most likely occur when circumstances have changed, or new information is available. For example, when capital facilities are completed, an amendment will be necessary to remove the project from Table CFP-3 and its appropriate section's descriptive text. Level of service analysis may also be subject to revision during the ~~2036~~ 2044 planning period – any changes in these will require textual amendments to the CFP.

New Projects Added to Table CFP-3 “~~2036~~ 2044 City Capital Facility Project List”:

The Public Works, Engineering, or Parks departments may identify new projects that are necessary to accommodate the City's population, employment, and/or housing allocations or to maintain adopted level of service standards. This will most likely occur when functional plans are updated ~~on its six-year review cycle~~. New projects may also be identified when new funding sources become available, or if new circumstances and priorities occur. ~~Descriptive text for the new project will also need to be included in the appropriate facility section of the CFP. For transportation and park projects, amendments to the respective 2036 improvement maps will also be necessary for any new projects identified (Figures TR-3 and TR-4 for transportation; Figure PRO-2 for park projects).~~

New Projects added to Table CFP-4 “City of Poulsbo 6-year Capital Improvement Projects”:

Capital improvement projects which are included in Table CFP-3, the long-term capital facility project list, that have reasonably secured funding sources and are planned to be implemented within six-years, are included on the City's 6-year Capital Improvement Program (CIP).

Updates to Functional Plans

~~Each of the City's functional plans are scheduled to be updated on a six year cycle. The functional plans may be updated selectively in-between the six-years if new information or circumstances dictate. Functional plans are the method the city utilizes to meet GMA requirements for city operated infrastructure and facilities. The five functional plans include water, sanitary sewer, stormwater management, transportation, and parks.~~ Whenever a functional plan is fully updated or selectively, an amendment to the Comprehensive Plan is necessary to formally adopt the plan. All functional plans are part of the Comprehensive Plan, and are found in Appendix B.

Comprehensive Plan Policy CF-6.5 allows for administrative updates to functional plans if the new information does not: a) respond to a Growth Management Act requirement; b) identifies new improvements necessary to serve planned growth; or c) are new or revised policies.

Functional plans should be developed and reviewed in a process that includes City departmental and City Council review, as well as public review and comment, before proposing to be docketed as a Comprehensive Plan amendment. Functional plan updates should generally follow the process outlined in Policy PI-3.7 below.

Emergency Amendments

Emergency amendments to the Comprehensive Plan are allowed pursuant to RCW 36.70A.130(2)(b). Emergency amendments can be considered outside of the annual review cycle and must be based on an event, circumstance or situation that constitutes an immediate threat to the public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the Comprehensive Plan and must be legally noticed 10-days before the hearing.

GOAL PI-3

Process comprehensive plan amendments in conformance with the requirements of the Growth Management Act, and as set forth in the Poulsbo Municipal Code.

Policy PI-3.1

Amendments to the Comprehensive Plan shall be processed pursuant to the requirements of Title 19 of the Poulsbo Municipal Code. The City shall establish a docket for any proposed amendments to the Poulsbo Comprehensive Plan once a year, except for the year of a comprehensive plan update, considering the Plan amendments as a package in order to evaluate their cumulative impact.

Policy PI-3.2

Amendments to the capital facilities plan may occur outside of the annual review process, if adopted concurrently with an annual budget; this is allowed under GMA (RCW 36.70A.130.2.a.iii).

Policy PI-3.4

Amendments to comprehensive plan text or maps may be administratively made by the Planning Director if the amendment is to correct an obvious factual error, typographical error or an inadvertent omission. The Planning Director shall review the record to confirm the error and provide written documentation of the correction.

Policy PI-3.5

Amendments to the City's comprehensive plan and/or City's functional plans should generally conform to the public participation process used for the initial adoption of the comprehensive plan. Depending on the nature of the amendments, the process may vary in terms of time frame, content, number of meetings, etc.

Policy PI-3.6

Recognize that the need for emergency amendments may require modifications to the annual comprehensive plan amendment process. The need for emergency amendment(s) shall be based on an event, circumstance, or situation that constitutes an immediate threat to the public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the comprehensive plan and must be legally noticed 10-days before the hearing.

Policy PI-3.7

~~The City's functional plans are those plans where identified projects are tied to the Comprehensive Plan's Capital Facilities Plan.~~ The City's functional plans shall be scheduled to be updated on a as required per state law six-year cycle; however, the functional plans may be updated or selectively in between the six years if new information or circumstances dictate. Whenever a functional plan is fully updated or selectively, an amendment to the comprehensive plan is necessary to formally adopt the plan. {not all functional plans are required to be updated every 6 years}

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Red ~~Strikethrough~~ and Underline = Initial Staff and Planning Commission Amendments

Purple ~~Strikethrough~~ and Underline = New Staff Recommended Amendments

Orange = Notes

Prior to docketing as a comprehensive plan amendment, the appropriate department shall circulate a draft functional plan (or selective amendments) for review and solicit comments from: appropriate City staff; interested citizens, property owners and/or general public; any appropriate state or local agency; and appropriate City ~~Council~~ Committee Commission. The review and comment process shall be documented and included with the functional plan when ready for comprehensive plan amendment docketing.