



Chapter Summary – Capital Facilities

City Council Review | May 1, 2024

WORKSHOP EXPECTATIONS

For each chapter, the City Council shall come prepared to provide direction to staff for any desired modifications to the narrative, goals, and policies, offer comments, and ask questions.

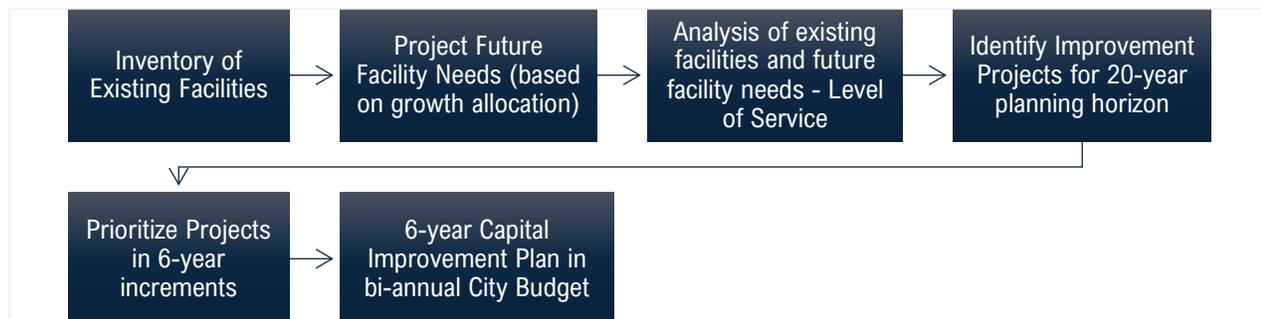
STAFF NOTES:

- Required Chapter per RCW 36.70A (Growth Management Act).
- Included in this packet is a “clean copy” of the chapter allowing for ease of reading. You can find a ~~strikethrough~~ and underline (with notes) version online [here](#).
- You can find a Capital Facilities and Functional Plans Overview presentation [here](#).
- Majority of amendments recommended by Capital Projects Engineering staff.
- Community “Key Goals” integrated into the goals and policies.

BACKGROUND:

Chapter 6, Capital Facilities, is the policy to support the Capital Facilities Plan, which is found in Section 2, Chapter 13 (previously 12) of the Comprehensive Plan. Section 2, Chapter 13 will be reviewed by the City Council at a later date, after the Water, Stormwater, and Transportation Functional Plans have been completed.

A Capital Facilities Plan is required by GMA. Poulsbo’s Capital Facilities approach is:



Functional Plans are the method used to meet GMA requirements for the primary City operated infrastructure and facilities. These are adopted as appendices:

- Appendix B: City of Poulsbo Functional Plans
 - Appendix B.1: Water System Plan (currently being updated)
 - Appendix B.2: Sanitary Sewer System Plan (recently updated)
 - Appendix B.3: Stormwater Management Plan (currently being updated)
 - Appendix B.4: Transportation Plan (currently being updated)
 - Appendix B.5: 2021 Parks, Recreation, and Open Space Plan (updated in 2021)
 - Appendix B-6: 2018 Urban Paths of Poulsbo (updated in 2019)

Section 2, Chapter 13 (previously 12), Capital Facilities Plan:

- The purpose of the Capital Facilities Plan (CFP) is to demonstrate that all capital facilities serving Poulsbo have been addressed and that capital facility planning has been and will continue to be, conducted for all capital facilities.
- Section 2, Chapter 13 (CFP) is devoted to each type of capital facility service: Water, Sanitary Sewer, Storm Water Management, Transportation, Parks and Recreation, Police Protection, Solid Waste, Government Facilities, Fire Protection, Libraries, and Schools.
- For Water, Sanitary Sewer, Storm Water Management, Transportation and Parks and Recreation, the most recent functional plan developed for each of these facilities is included as an appendix to the comprehensive plan and are adopted in full.

- Section 2, Chapter 13 (CFP) identifies: 1) a list of needed capital facility projects in order to meet the project growth demands to the year 2044; 2) the facilities' 6-year Capital Improvement Program (CIP) with projected costs; and 3) a funding strategy for implementation of the identified projects.

Capital Facility Planning and Implementation:



NOTABLE AMENDMENTS:

Non-City Entities and Impact Fees (page 7):

Background. What are Impact Fees? Impact fees are one-time charges assessed by a local government against a new development project to help pay for new or expanded public capital facilities that will directly address the increased demand for services created by that development.

RCW 82.02.050-.110 and WAC 365-196-850 authorize cities planning under the GMA to impose impact fees for: public streets and roads, as well as bicycle and pedestrian facilities that were designed with multimodal commuting as an intended use; publicly owned parks, open space, and recreation facilities; school facilities; and fire protection facilities.

These impact fees may only be imposed for “system improvements” which are defined as public capital facilities in a local government’s capital facilities plan ([Section 2 of the Poulsbo Comprehensive Plan](#)) that provides service to the community at large (not private facilities), are reasonably related to the new development, and will benefit the new development (WAC 365-196-850). Impact fee revenues cannot be used to help pay for a specific capital project if that project is not listed or referenced within a comprehensive plan’s capital facilities element. Impact fees also cannot exceed a proportionate share of the cost of the system improvements. Municipalities must have additional funding sources and may not rely solely on impact fees to fund the system improvements.

Policy CF-5.5

Require non city entities (such as the North Kitsap School District and Poulsbo Fire Department) that propose to have the City of Poulsbo impose impact fees for them to prepare Capital Facility Plans that include:

- *Plans for capital improvements and construction over a 20-year horizon;*
- *A demonstration of how facility and service needs are determined;*
- *An annually updated six-year (or longer) finance plan that demonstrates how capital needs are to be funded; and*
- *Population and demographic projections consistent with those used in developing the City’s Comprehensive Plan.*

Question for Council: Does the City Council support this new policy?

Essential Public Facilities (page 9):

Background. What are Essential Public Facilities? Cities and counties are required to establish a process for identifying and siting essential public facilities (RCW 36.70A.200, WAC 365-196-550, and WAC 365-196-570). No local comprehensive plan or development regulation may preclude the siting of essential public facilities, but a local government may establish its own processes and criteria for reviewing and approving them (with conditions if deemed appropriate).

It should be noted that such facilities do not necessarily have to be owned or operated by a public entity, as long as they provide a public service (for example, a group home offering inpatient services)

By statute (RCW 36.70A.200), essential public facilities include: airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, inpatient facilities, including substance abuse facilities, mental health facilities, group homes, community facilities, secure community transition facilities, and regional transit authority facilities.

GOAL CF-7

Siting essential public facilities of a state, regional or local nature shall be consistent with applicable land use policies and regulations.

Policy CF-7.1

The comprehensive plan and development regulations shall not preclude the siting of Essential Public Facilities.

Policy CF-7.2

Site, coordinate, and permit Essential Public Facilities consistent with applicable policies in the Kitsap Countywide Planning Policies Element G.

Policy CF-7.3

The City's zoning ordinance shall identify the process for permitting Essential Public Facilities.

Question for Council: Does the City Council support these updated policies regarding Essential Public Facilities?