SPRING 2025 LAND USE CODE AMENDMENTS

Public Participation Plan

INTRODUCTION

The proposed amendments to the Poulsbo Municipal Code (PMC) are part of the Planning and Economic Development (PED) Departments on-going effort to make land use regulations more usable for residents, developers, and City staff by correcting errors, eliminating text ambiguities, codifying internal policies, and reflecting changes in state law. In addition, many of the proposed amendments are in response to updated comprehensive plan policies.

The proposed amendments are presented in 3 categories – Comprehensive Plan, Clean-Up, and Legislative.

- Comprehensive Plan. Amendments directly in response to the Draft Comprehensive Plan policies. Per the Growth Management Act (RCW 36.70A.040), development regulations must be updated in alignment with the Comprehensive Plan. Failure to update regulations can lead to legal challenges or loss of state funding for infrastructure projects
- Clean-Up. Amendments are part of the PED Departments on-going effort to make land use regulations more usable by correcting errors, eliminating text ambiguities, and codifying internal policies.
- Legislative. Amendments reflecting changes in state law.

Project documents can be viewed here: https://cityofpoulsbo.com/development-regulation-amendments-2/

PUBLIC AND AGENCY 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 amendments 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 this PPP is to provide all residents, property owners, business owners, and other stakeholders, an opportunity to understand and participate in the amendment process.

COMMUNICATION TOOLS

The following methods may be used as part of the public outreach program to ensure that a broad population is informed and has the opportunity to participate:

- *Website*: The PED Department webpage will house the amendments where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information: https://cityofpoulsbo.com/development-regulation-amendments-2/
- *E-Notice Mailing List*: An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding the amendment progress. Individuals interested in being on the mailing list should email plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates e-notice mailing list.

- *Written Comment*: Interested citizens are encouraged to provide comments to the city by letter or email. All comments will be forwarded to the Planning Commission and City Council. Written comments can be submitted by the following methods:

  City of Poulsbo Planning and Economic Development Department
  200 NE Moe Street | Poulsbo, WA 98370
  or plan&econ@cityofpoulsbo.com

- *Attend*: Interested citizens are encouraged to attend and provide verbal comments to the city at the Planning Commission and/or City Council workshops and public hearings.

INFORMATION AVAILABILITY

The proposed amendment is available for public review. The primary repository of all information related to the update is the Planning and Economic Development webpage at https://cityofpoulsbo.com/development-regulation-amendments-2/ – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. Copies will be provided at a reasonable cost. Official notices will be published in the Kitsap Sun and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards.

PUBLIC AND AGENCY REVIEW TIMELINE

TASK	DATE
Initial Release of Proposed Amendments	March 20
Notice of Application with Optional DNS and Planning Commission Public Hearing Issued	TBD
Planning Commission Workshop 6 p.m. | Council Chambers and via Zoom	March 25
Planning Commission Workshop 6 p.m. | Council Chambers and via Zoom (if needed)	April 8
Planning Commission Public Hearing 6 p.m. | Council Chambers and via Zoom	May 13
City Council Workshop 5 p.m. | Council Chambers and via Zoom	May 21
City Council Workshop 5 p.m. | Council Chambers and via Zoom (if needed)	June 4
City Council Public Hearing 5 p.m. | Council Chambers and via Zoom	June 18
All dates and times subject to change, please check the project website for up-to-date information	

PUBLIC HEARINGS

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the amendments. Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the Kitsap Sun, posted at the City's public notice locations, sent to the E-notice mailing list and others who request such notice.

RECORDING OF MEETINGS

All public meetings and hearings will be audio recorded. Minutes and/or meeting summary for all public meetings will be prepared, and hard copies made available upon request.

UPDATES

This Public Participation Plan may be revised as needed during this amendment process and activities not anticipated may occur or be added without revision of this plan. Errors in exact compliance with this specific public participation program shall not constitute grounds for invalidation of legislation adopted under the amendment, so long as the spirit of the procedures are observed, unless otherwise provided by state or federal law.