

**Planning Commission Review:**  
Goals and Policies 2/28/23  
Full Chapter 5/9/23 and 6/13/23

**City Council Review:**  
8/21/24

**Planning Commission Public Hearing:**

**City Council Public Hearing:**



# Chapter 12. Participation, Implementation, and Evaluation

## 12.1 PLAN CONTEXT

The adoption of the Comprehensive Plan (“The Plan”) is a commitment to a coordinated vision for the future. The Plan’s success is measured through committed use by elected and appointed 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 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. Poulsbo has an effective local government that responds to and anticipates the changing needs of the community, recognizes the value of effective public involvement and creates opportunities for engagement. 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.



## 12.2 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 Poulso 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**

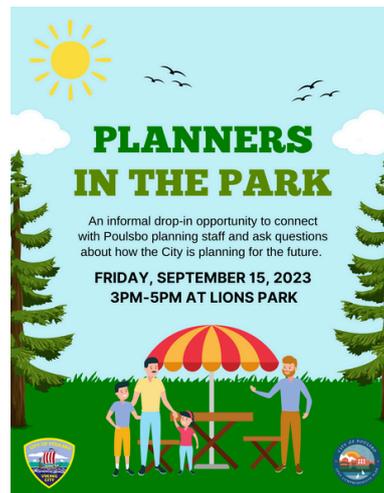
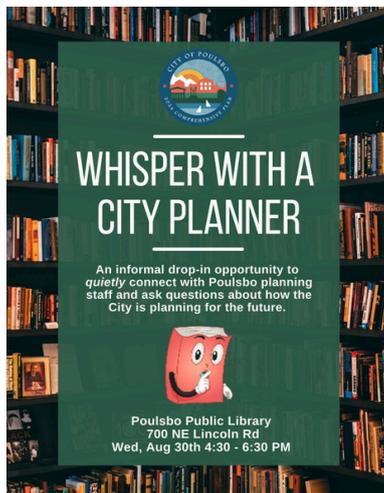
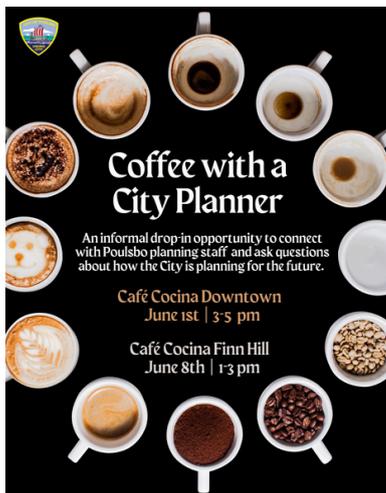
*The City shall develop public participation plans for major projects or decision processes. In addition to hearings and other formal opportunities for oral and written public comment, the City will utilize other outreach techniques, such as town hall meetings, open houses, workshops, forums, opinion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

#### **Policy PI-1.4**

*Support effective and equitable participation by providing a variety of community engagement opportunities which include accessible and culturally and linguistically appropriate materials to actively recruit input from diverse sources.*



## 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 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, 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 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 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.*

#### **Policy PL -2.3**

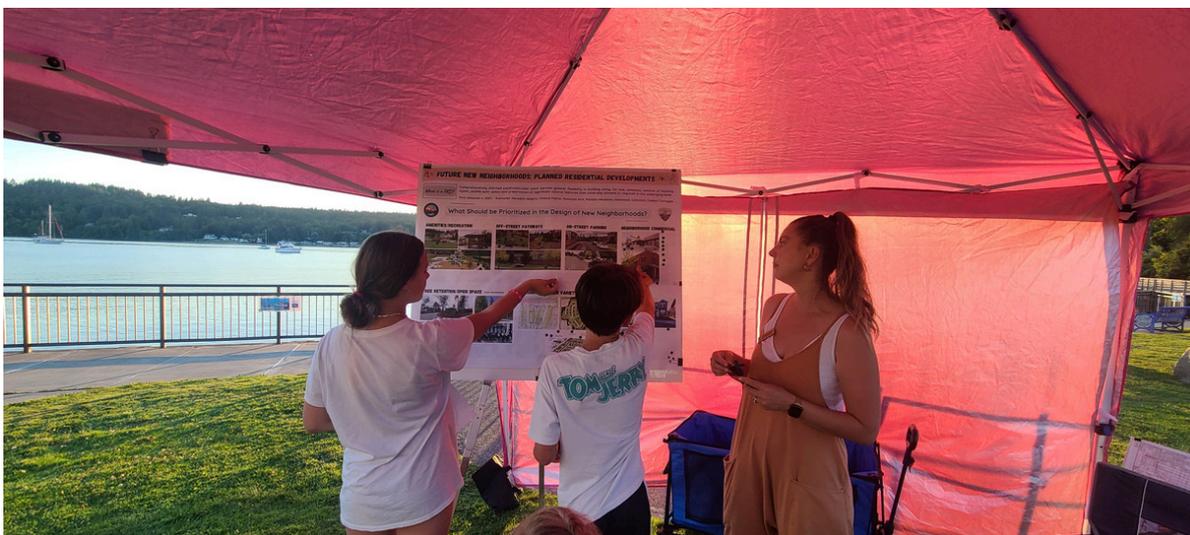
*Provide an implementation progress report detailing the progress achieved in implementing the comprehensive plan every five years after the adoption of the comprehensive plan update (RCW.36.70A.130).*

#### **Policy PI-2.4**

*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-2.5**

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

Generally, there will be three types of amendments to the 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 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 per (RCW 36.70A.130.2.a.iii).

Proposed amendments are collected throughout the year and processed according to the provisions set forth in the Poulsbo Municipal Code. To be approved, 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 Plan; 2) the amendment is based on a change of conditions or circumstances from the initial adoption of the Plan; 3) the amendment is based on new information or facts which were not available at the time of the initial adoption of the Plan.

### Amending Narrative Text, Goals and Policies

Amendments to text, goals and policies of the 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

Land use designations of specific properties on Figure LU-1 "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 when new information becomes available, or circumstances dictate.

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



### Amending the Capital Facilities Plan

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), and schools (North Kitsap School District). 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 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 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. The level of service analysis may also be subject to revision during the 2044 planning period - any changes in these will require textual amendments to the CFP.

### New Projects Added to Table CFP-3 "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. New projects may also be identified when new funding sources become available, or if new circumstances and priorities occur.

### 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

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 Plan is necessary to formally adopt the plan. All functional plans are part of the 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 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 public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the 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-3.3**

*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-3.4**

*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-3.5**

*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-3.6**

*The City's functional plans shall be updated as required per state law 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.*

*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 Commission. The review and comment process shall be documented and included with the functional plan when ready for comprehensive plan amendment docketing.*

