

City of Poulsbo

Planning & Economic Development



To: City Council and Mayor
From: Nikole Coleman, AICP, Planning Manager
Date: March 11, 2026
RE: 2026 Comprehensive Plan Amendments

The purpose of this memorandum is to provide City Council with an overview of the annual Comprehensive Plan Amendment process, including the purpose of comprehensive plan amendments, the applicable state and local requirements, and the procedural steps that guide review and adoption. This memo also summarizes the proposed 2026 Comprehensive Plan Amendments, including both city-initiated amendments and a site-specific request for the Ogilvie property.

Background

The City of Poulsbo's Comprehensive Plan serves as the City's long-range policy framework for land use, housing, transportation, utilities, parks, and other public facilities, as required by Washington's Growth Management Act (GMA) (RCW 36.70A.070). The Comprehensive Plan establishes goals and policies that guide day-to-day regulatory decisions and long-term capital investments and is intended to remain relevant over time. To support this purpose, the GMA provides a structured process for jurisdictions to periodically amend their comprehensive plans to reflect changing conditions, updated information, and evolving community priorities (RCW 36.70A.130). State law generally limits local jurisdictions to one comprehensive plan amendment cycle per year, with limited statutory exceptions, in order to promote coordinated planning, avoid piecemeal decision-making, and ensure meaningful public participation (RCW 36.70A.130(2)).

The annual Comprehensive Plan amendment process begins with docketing, as outlined in PMC 19.40.050 B. During docketing, the City Council reviews proposed amendments submitted by City staff or private applicants and determines which proposals will move forward for evaluation during the annual amendment cycle. Placement on the docket authorizes further review but does not constitute approval of the amendment. The City Council approved the 2026 Comprehensive Plan Amendment Docket on February 4, 2026.

Once docketed, amendments proceed through the legislative review process established in PMC 19.40.050. This includes environmental review under SEPA, analysis for consistency with the Comprehensive Plan, public notice, and public hearings before both the Planning Commission and the City Council. The Planning Commission conducts a public hearing and forwards a recommendation to the City Council. The City Council then holds its own public hearing and makes the final decision.

To be approved, a comprehensive plan amendment must meet at least one criterion in PMC 18.210.020 B, such as correcting an error, responding to changed conditions, incorporating new information, or reflecting an updated population allocation. These standards help ensure amendments remain policy-driven and consistent with the Growth Management Act.

2026 Comprehensive Plan Amendment Docket

The 2026 docket includes city-initiated amendments, and one privately initiated site-specific amendment.

City-Initiated Amendments

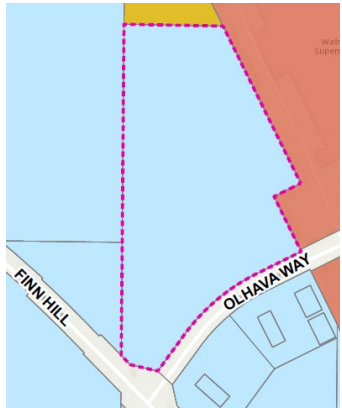
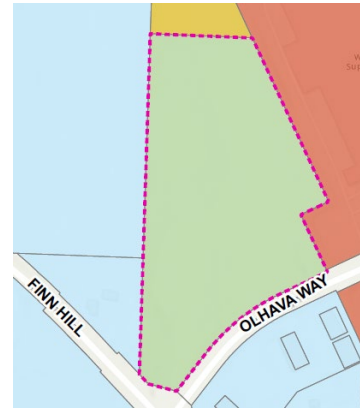
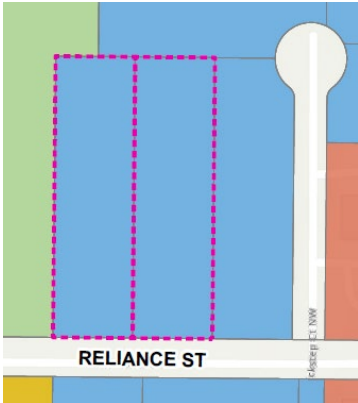
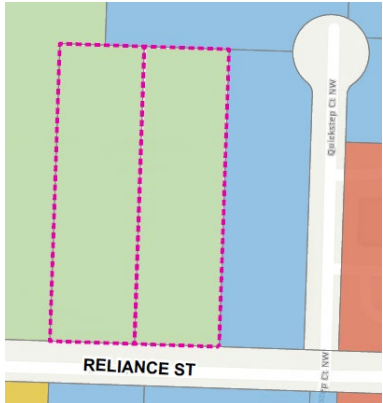
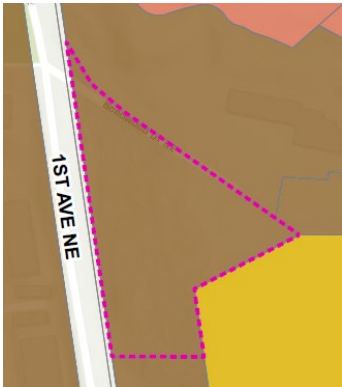
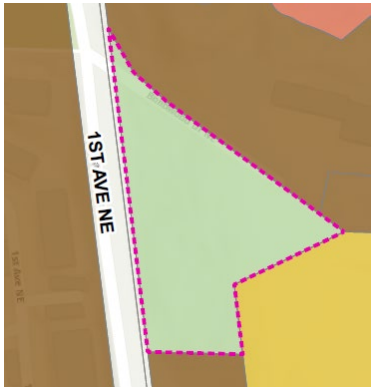
Text Amendments

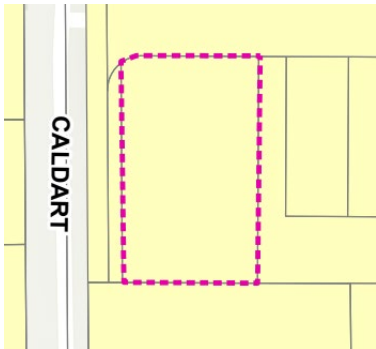
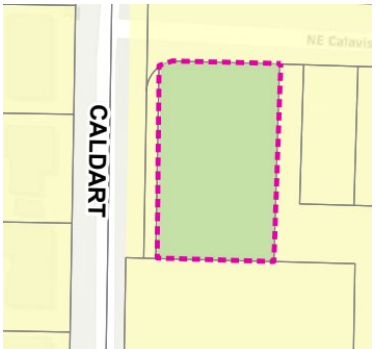
The Planning & Economic Development Department is proposing a city-initiated text amendment to Chapter 13 of the Comprehensive Plan, the Capital Facilities Plan. This amendment would update Table CFP-4 to reflect the City's adopted 2026–2031 Capital Improvement Plan. The Capital Improvement Plan is updated through the City's annual budget process, and the corresponding update to the Comprehensive Plan ensures consistency between the City's financial planning documents and its long-range policy framework. This type of amendment is administrative in nature and is routinely included in the annual comprehensive plan amendment cycle. If approved, the amendment would be to replace pages 140-147 of

Chapter 13, Capital Facilities Plan, of the 2024 Comprehensive Plan, with the attached 2026–2031 Capital Improvement Plan (which was approved by City Council as part of the City Budget in December 2025).

Site-Specific Amendments

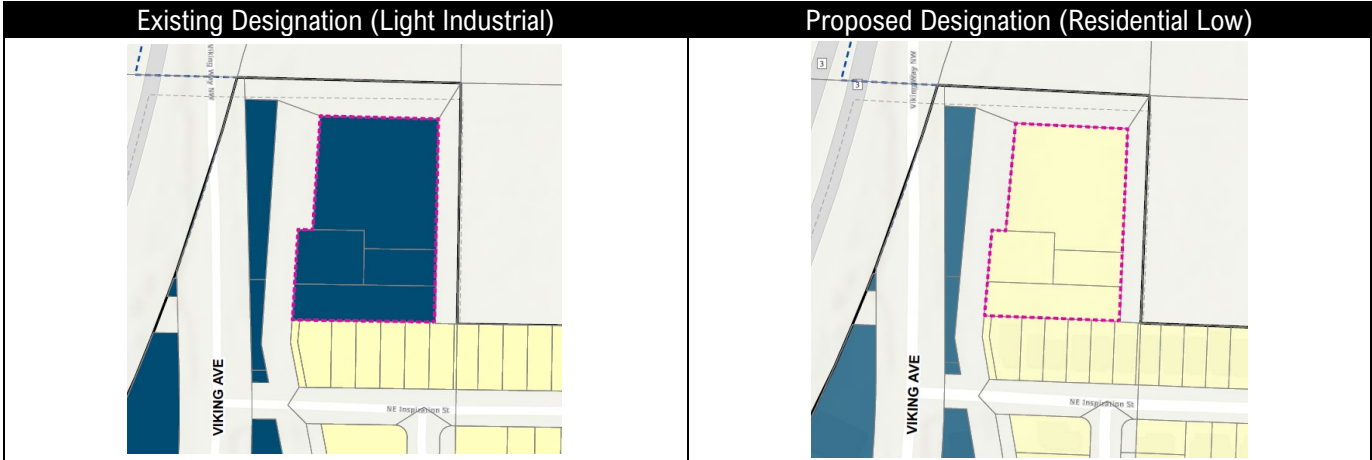
In addition, the City is proposing several map amendments affecting City-owned properties. These amendments would re-designate selected parcels to Park on the Comprehensive Plan Land Use Map. The proposed changes reflect existing or planned public ownership and recreational use of these properties and support the City’s long-term parks, recreation, and open space planning objectives. Re-designating these properties ensures that the Comprehensive Plan accurately reflects current conditions and intended future use.

Parcel No.	Location	Existing Designation	Proposed Designation
102601-3-054-2002	Olhava Way NW	<p><u>Office, Commercial, Industrial (OCI)</u></p> 	<p><u>Park (P)</u></p> 
102601-2-055-2003/ 102601-2-056-2002	NW Reliance St	<p><u>Business Park (BP)</u></p> 	<p><u>Park (P)</u></p> 
142601-2-033-2006	1 st Ave NE	<p><u>Residential High (RH)</u></p> 	<p><u>Park (P)</u></p> 

5710-000-051-0008	Caldart Ave NE	<p style="text-align: center;"><i>Residential Low (RL)</i></p> 	<p style="text-align: center;"><i>Park (P)</i></p> 
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Site-Specific Amendment – Ogilvie Property

A site-specific comprehensive plan amendment request has been submitted for the Ogilvie property located on Viking Avenue NW. The application requests a land use designation change from Light Industrial to Residential Low for parcels 4830-001-001-0009, 4380-001-050-0009, 4380-001-001-0009 and 4380-001-009-0001 on Viking Ave NW (as shown below).



Planning Commission Review

The Planning Commission, in its role as advisory body on land use policy documents and regulations, held a workshop on February 24, 2026, and a duly advertised public hearing on March 10, 2026. Members of the public were invited to attend the public hearing to provide comments. Based on findings made during deliberations, the Planning Commission recommended approval of the amendments. The Findings of Fact are attached to this memo.

Next Steps

A public hearing before the City Council has been scheduled and properly noticed for April 1, 2026, consistent with the requirements of [PMC 19.40.050](#). At that hearing, the City Council will receive public testimony, deliberate on the proposed amendments, and determine whether to approve.

PLANNING COMMISSION
FINDINGS OF FACT, CONCLUSION AND RECOMMENDATIONS

2026 COMPREHENSIVE PLAN AMENDMENTS – City Initiated

Planning Commission Meeting Date:	March 10, 2026
Project Proposal Name:	2026 Comprehensive Plan Amendments – City Initiated
Project Number:	P-11-25-25-01 and P-11-25-25-02
Decision Maker:	City Council

Consideration (PMC 19.40.050.F): The Planning Commission shall review all Type IV applications at a public hearing and provide a recommendation to the City Council. The Planning Commission may hold any number of study sessions or workshops on the application prior to the public hearing. At the close of the public hearing, the Planning Commission may recommend that the city council approve, approve with modifications, or denial of the application.

The Planning Commission’s recommendation shall be in writing and shall contain the following: (1) the recommendation of the Planning Commission; (2) any conditions included as part of the Planning Commission recommendation; and (3) findings of fact upon which the recommendation was based, and the conclusions derived from those facts.

The Planning Commission recommendation, conclusion and findings of fact, and any exhibits submitted during the public hearing, shall be transmitted to the City Council.

FINDINGS:

Per PMC 18.210.010 (C), in order to grant a Zoning Map amendment, the following findings must be made:

1. The amendment is consistent with the comprehensive plan land use map. The site-specific amendments request includes both a Comprehensive Plan land use map amendment and a zoning map amendment. If approved, the land use designation and zoning classification will be amended concurrently and remain internally consistent.
2. The amendment is not detrimental to the public health, safety or welfare. The site-specific amendments are not anticipated to create adverse impacts to public health, safety, or welfare.
3. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district. The site-specific amendments are based upon change of conditions/circumstances and the need to be consistent with Policy LU 7.1 in the Comprehensive Plan.
4. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district. Per PMC 18.100.010, the general purpose of the park (P) zoning district is to provide recreation and open space functions for the long-term benefit and enjoyment of city residents, adjacent neighborhoods and the greater north Kitsap community.

Per PMC 18.210.020 (B) in order to grant a Comprehensive Plan amendment, one of the following must apply:

1. The amendment is warranted due to an error in the initial adoption of the city comprehensive plan. The amendment is not based on 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 city comprehensive plan. The amendments are based on a change of conditions from the initial adoption of the plan.
 - *Application No. P-11-25-25-01.* The City’s 6-year Capital Improvement Projects (CIP) is updated during the annual budget process and is subsequently included as an amendment to the Comprehensive Plan. This amendment is due to a change in conditions – as a new budget and a revised CIP has been approved by the Poulsbo City Council. This annual update of the City’s CIP is set forth in Policy CF-3.2 as well as the Capital Facilities Plan (Ch. 13). This amendment is consistent with Capital Facilities Policies CF-4.1 and 4.2.
 - *Application No. P-11-21-25-02.* Policy LU-7.1 in the Comprehensive Plan requires city-owned parks to be designated Park on the Land Use Map and the Zoning map. To maintain consistency with this policy, the properties recently acquire for parks are proposed for re-designation and rezone to Park.

3. The amendment is based on new information that was not available at the time of the initial adoption of the city comprehensive plan. The amendments are not based on new information that was not available at the time of the initial adoption of the city comprehensive plan.
4. The amendment is based on a change in the population allocation assigned to the city by Kitsap County. The amendments are not based on a change in Poulsbo's population allocation assigned to the city.

CONCLUSION:

THE PLANNING COMMISSION has concluded that the proposed amendments to the Comprehensive Plan Land Use and Zoning Ordinance map and Capital Facilities Plan (Ch. 13) are consistent with the comprehensive plan and is based upon a change in circumstances and new information since the comprehensive plan was adopted. Therefore, the Planning Commission respectfully recommends approval of the City Initiated 2026 Comprehensive Plan Amendments, Application No. P-11-25-25-01 and P-11-25-25-02 as described above in Findings.

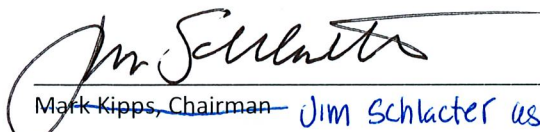
RECOMMENDATION:

The PLANNING COMMISSION recommends the city council:

- 8 Approve the Comprehensive Plan and Zoning Ordinance Map amendment.
- _____ Approve with modification with the following conditions:
 - A.
 - B.
 - C.
- _____ Denial of the application.

Recorded Motion on:	March 10, 2026			
Planning Commission Record of Vote				
Commissioner	Support	Oppose	Absent	Abstain
Stevens	M			
Kipps			1	
Taylor	S			
Schlachter	1			
Strickon	1			
Nunes	1			
Soller	1			
Total:	6		1	

City of Poulsbo Planning Commission



 Mark Kipps, Chairman *Jim Schlachter as acting chair*

3/10/26
Date

City of Poulsbo Planning and Economic Development



 Planning Technician, Planning and Economic Development

3/10/26
Date

PLANNING COMMISSION
FINDINGS OF FACT, CONCLUSION AND RECOMMENDATIONS

2026 COMPREHENSIVE PLAN AMENDMENTS – Ogilvie

Planning Commission Meeting Date:	March 10, 2026
Project Proposal Name:	2026 Comprehensive Plan Amendments – Ogilvie Site-Specific
Project Number:	P-10-10-25-01
Decision Maker:	City Council

Consideration (PMC 19.40.050.F): The Planning Commission shall review all Type IV applications at a public hearing and provide a recommendation to the City Council. The Planning Commission may hold any number of study sessions or workshops on the application prior to the public hearing. At the close of the public hearing, the Planning Commission may recommend that the city council approve, approve with modifications, or denial of the application.

The Planning Commission’s recommendation shall be in writing and shall contain the following: (1) the recommendation of the Planning Commission; (2) any conditions included as part of the Planning Commission recommendation; and (3) findings of fact upon which the recommendation was based, and the conclusions derived from those facts.

The Planning Commission recommendation, conclusion and findings of fact, and any exhibits submitted during the public hearing, shall be transmitted to the City Council.

FINDINGS:

Per PMC 18.210.010 (C), in order to grant a Zoning Map amendment, the following findings must be made:

- 1. The amendment is consistent with the comprehensive plan land use map.** The requested amendment includes both a Comprehensive Plan land use map amendment and a zoning map amendment. If approved, the land use designation and zoning classification will be amended concurrently and remain internally consistent. The proposed Residential Low designation provides a logical transition between Rural Protection zoning in unincorporated Kitsap County to the north and east and established single-family residential development located to the south.
- 2. The amendment is not detrimental to the public health, safety or welfare.** The proposed Residential Low zoning allows development at a maximum density of approximately five dwelling units per acre on a 1.15-acre site, resulting in a scale of development compatible with the adjacent single-family neighborhood. The property is served by existing public right-of-way access and urban services, and future development will be subject to all applicable development, environmental, and infrastructure standards. The amendment therefore is not anticipated to create adverse impacts to public health, safety, or welfare.
- 3. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district.** The amendment is warranted due to changed circumstances since the initial adoption of the Comprehensive Plan. The subject property functions as an edge parcel between rural county zoning and established residential development and is constrained in its long-term viability for industrial use due to surrounding residential and rural land use patterns. Redesignation to Residential Low supports orderly infill development and provides a more compatible land use transition consistent with current development patterns and Comprehensive Plan housing and land use policies encouraging infill on underutilized properties within the urban growth area.
- 4. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.** The property is vacant and of sufficient size to accommodate residential development consistent with Residential Low zoning standards. At a maximum density of five dwelling units per acre, the site could accommodate approximately five to six dwelling units, consistent with surrounding neighborhood character. The property has access to public infrastructure and urban services, and any future development will be reviewed for compliance with applicable zoning, subdivision, and environmental regulations.

Per **18.210.020 (B)** in order to grant a Comprehensive Plan amendment, one of the following must apply:

1. The amendment is warranted due to an error in the initial adoption of the city comprehensive plan. The amendment is not based on 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 city comprehensive plan. The amendment is based on changed conditions and evolving land use patterns since adoption of the Comprehensive Plan. Surrounding development has established a predominantly residential context to the south, while adjacent lands to the north and east remain rural in character, resulting in the subject property functioning as a transition area rather than a viable industrial location. The proposed amendment better reflects existing conditions and supports compatible land use transitions.

In addition, Kitsap County allocated approximately 4,000 jobs to the City of Poulsbo during the 2044 planning horizon as part of the 2024 Comprehensive Plan Update. The 2021 Kitsap County Buildable Lands Report identified 84.77 acres of Light Industrial land within the City, supporting an estimated 190 jobs. Of the 84.77 acres, 24% are vacant, including the subject parcels. With the proposed amendment, Light Industrial acreage would be reduced by 1.15 acres to 83.62 acres (23% vacant), decreasing job capacity within that zoning classification by approximately seven jobs, to a total of 182 jobs. Because total employment capacity following the amendment continues to exceed the 4,000 allocated jobs, the proposed amendment does not materially impair the City's ability to accommodate projected employment growth through the 2044 planning horizon and remains consistent with Comprehensive Plan policies and Growth Management Act requirements.

3. The amendment is based on new information that was not available at the time of the initial adoption of the city comprehensive plan. The amendment is not primarily based on new information unavailable at the time of Comprehensive Plan adoption.
4. The amendment is based on a change in the population allocation assigned to the city by Kitsap County. The amendment is not based on a change in Poulsbo's population allocation assigned to the city.

CONCLUSION:

THE PLANNING COMMISSION has concluded that the proposed amendment to the Comprehensive Plan Land Use and Zoning Ordinance map is consistent with the comprehensive plan and is based upon a change in circumstances and new information since the comprehensive plan was adopted. Therefore, the Planning Commission respectfully recommends approval of the Ogilvie Comprehensive Plan Amendment Application No. P-10-10-25-01 as described above in Findings.

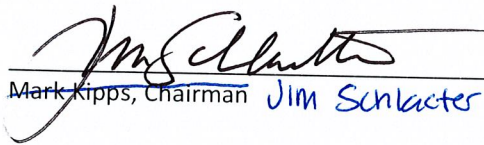
RECOMMENDATION:

The PLANNING COMMISSION recommends the city council:

- Approve the Comprehensive Plan and Zoning Ordinance Map amendment.
- Approve with modification the Comprehensive Plan and Zoning Ordinance Map amendment with the following conditions:
 - A.
 - B.
 - C.
- Denial of the application.

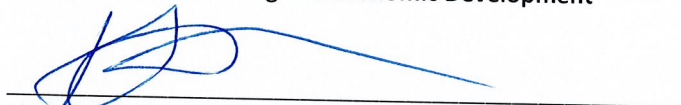
Recorded Motion on:	March 10, 2026			
Planning Commission Record of Vote				
Commissioner	Support	Oppose	Absent	Abstain
Stevens	M			
Kipps			1	
Taylor	S			
Schlachter	1			
Strickon	1			
Nunes	1			
Soller				1
Total:	5		1	1

City of Poulsbo Planning Commission


 Mark Kipps, Chairman *Jim Schlachter as acting chair.*

3/10/26
 Date

City of Poulsbo Planning and Economic Development


 Planning Technician, Planning and Economic Development

3/10/26
 Date