

City of Poulsbo

Planning & Economic Development



2026 COMPREHENSIVE PLAN AMENDMENTS CITY INITIATED APPLICATIONS *STAFF REPORT AND RECOMMENDATION*

TO: Poulsbo Planning Commission
FROM: Nikole Coleman, AICP, Planning Manager
SUBJECT: 2026 City-Initiated Comprehensive Plan Amendments | P-11-25-25-01 and P-11-25-25-02
DATE: March 3, 2026

Staff respectfully recommend approval of the proposed city-initiated amendments to the Comprehensive Plan.

RECOMMENDED ACTION:

MOVE to recommend (approval) (approval with modifications) (denial) to the City Council, Application No. P-11-25-25-0 and P-11-25-25-02, 2026 City-Initiated Comprehensive Plan Amendments, as identified in this staff report.

CONTENTS:

Page 2	General Information
Page 2	Criteria for Approval
Page 2	Proposed Amendments
Page 6	Attorney General Unconstitutional Taking's Memo
Page 6	State Environmental Policy Act (SEPA)
Page 6	Staff Conclusion and Recommendation
Page 6	Planning Commission Public Hearing
Page 7	Exhibits

STAFF REPORT

2026 Comprehensive Plan Amendments - City Initiated

I. GENERAL INFORMATION

Applicant/Owner:	City of Poulsbo 200 NE Moe Street, Poulsbo, WA 98370
Description of Proposal:	<p>The City of Poulsbo has proposed the following site-specific amendments to the Comprehensive Plan:</p> <ul style="list-style-type: none"> • <i>P-11-25-25-01</i> is a request is a request to designate and rezone multiple city-owned properties under Parks and Recreation Department management. If the site-specific amendments are approved, map <i>amendments</i> to Figure LU-1 will be required (along with an update to the City's Zoning Map). <p>The City of Poulsbo has proposed the following text amendments to the Comprehensive Plan:</p> <ul style="list-style-type: none"> • <i>P-11-21-25-02</i> is a text amendment to Chapter 13, the Capital Facilities Plan, to update Table CFP-4 (the City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2026-2031 Capital Improvement Projects.
Type of Amendments:	Site-Specific and Text Amendments
SEPA Status:	A DNS was issued on February 27, 2026
Enabling Code:	PMC 18.210.010, PMC 18.210.020 and 19.40.050
Planning Commission Hearing Date:	March 10, 2026
Staff Contact:	Nikole Coleman, Planning Manager PED Department (360) 394-9882 ncoleman@cityofpoulsbo.com

II. CRITERIA FOR APPROVAL

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.
2. The amendment is not detrimental to the 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.
4. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.

Per [PMC 18.210.020 \(B\)](#), in order to grant a comprehensive plan text or map amendment, *one* of the following must apply:

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 which was not available at the time of the initial adoption of the Comprehensive Plan.
4. The amendment is based on a change in the population allocation assigned to the City by Kitsap Co.

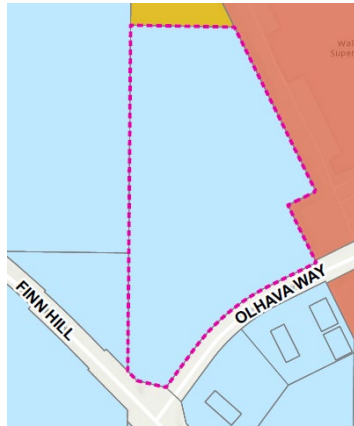
Each of the proposed amendments is reviewed below with the applicable criteria identified.

III. PROPOSED AMENDMENTS

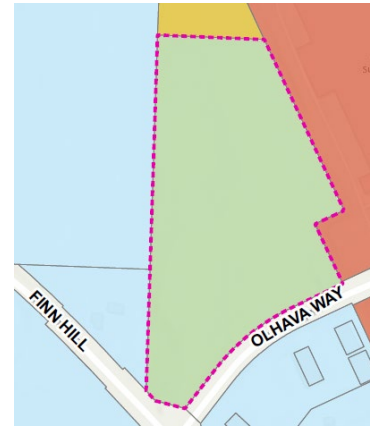
- A. *P-11-25-25-01* is a request is a request to designate and rezone multiple city-owned properties under Parks and Recreation Department management. If the site-specific amendments are approved, map amendments to Figure LU-1 will be required, along with an update to the City's Zoning Ordinance Map.

Parcel No. 102601-3-054-2002

*Existing Land Use Designation and Zoning:
Office, Commercial, Industrial (OCI)*



*Proposed Land Use Designation and Zoning:
Park (P)*



Applicable Criteria:

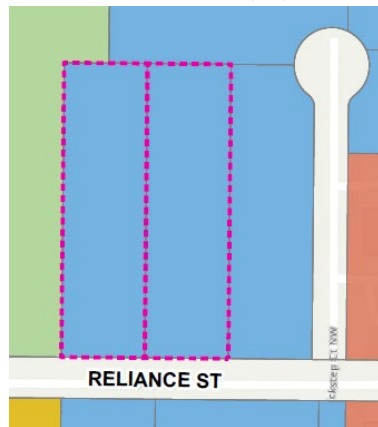
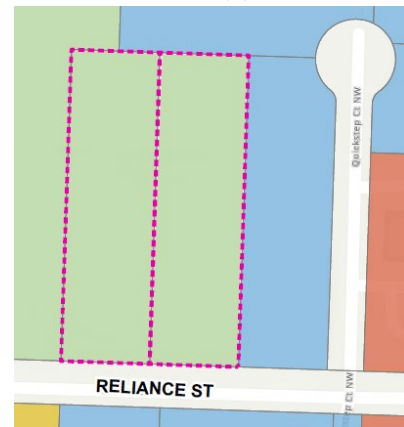
- **PMC 18.210.010 (C):** The proposed zoning map amendment is consistent with the Comprehensive Plan land use designation, supports orderly development consistent with adopted policy direction, and will not be detrimental to public health, safety, or welfare. The amendment is warranted due to changed circumstances and the need for additional property within the proposed zoning district, and the subject property is suitable for development in conformance with the applicable zoning standards.
- **PMC 18.210.020 (B):** The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan and new information which was not available at the time of the initial adoption of the city comprehensive plan.

Staff Analysis:

- **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 property donated in 2021 is proposed for re-designation from Office, Commercial, Industrial to Park.
- 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. Per the 2024 Comprehensive Plan Update, the City has an estimated capacity of 4,099 jobs under existing zoning. Within the Office, Commercial, Industrial (OCI) designation, current capacity is approximately 375 jobs. With the proposed amendment, OCI capacity would be reduced to approximately 296 jobs.

Staff evaluated the overall impact of the proposed amendment on citywide employment capacity and determined that total employment capacity would be reduced to approximately 4,020 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.

Recommendation: Staff recommend approval of the proposed site-specific map amendment to re-designate and rezone Parcel No. 102601-3-054-2002.

Parcels No. 102601-2-055-2003 and 102601-2-056-2002*Existing Land Use Designation and Zoning:
Business Park (BP)**Proposed Land Use Designation and Zoning:
Park (P)***Applicable Criteria:**

- [PMC 18.210.010 \(C\)](#): [PMC 18.210.010 \(C\)](#): The proposed zoning map amendment is consistent with the Comprehensive Plan land use designation, supports orderly development consistent with adopted policy direction, and will not be detrimental to public health, safety, or welfare. The amendment is warranted due to changed circumstances and the need for additional property within the proposed zoning district, and the subject property is suitable for development in conformance with the applicable zoning standards.
- [PMC 18.210.020 \(B\)](#): The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan and new information which was not available at the time of the initial adoption of the city comprehensive plan.

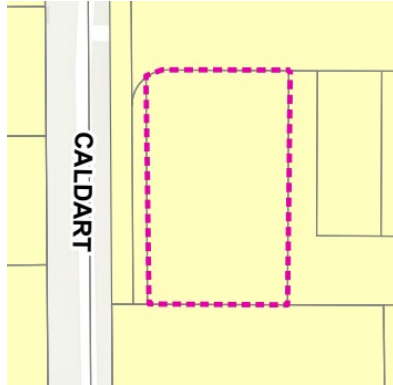
Staff Analysis:

- [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 property acquired in 2025 is proposed for re-designation from Business Park to Park.
- 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. Per the 2024 Comprehensive Plan Update, the City has an estimated capacity of 4,099 jobs under existing zoning. Within the Business Park (BP) designation, current capacity is approximately 363 jobs. With the proposed amendment, BP capacity would not change. 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.

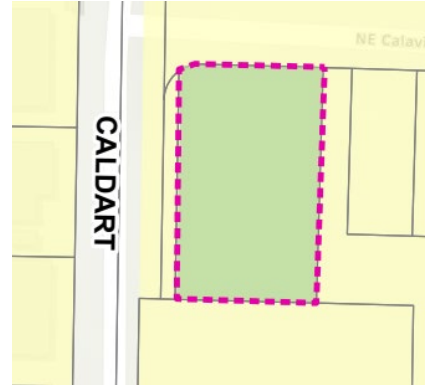
Recommendation: Staff recommend approval of the proposed site-specific map amendment to re-designate and rezone Parcel No. 102601-2-055-2003 and 102601-2-056-2002.

Parcel No. 5710-000-051-0008

Existing Land Use Designation and Zoning:
Residential Low (RL)



Proposed Land Use Designation and Zoning:
Park (P)



Applicable Criteria:

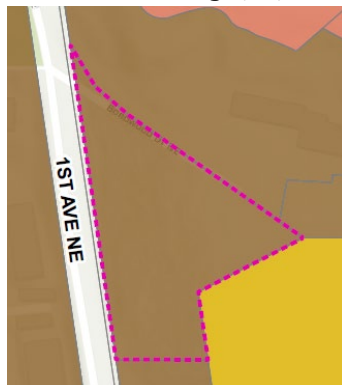
- [PMC 18.210.010 \(C\)](#): [PMC 18.210.010 \(C\)](#): The proposed zoning map amendment is consistent with the Comprehensive Plan land use designation, supports orderly development consistent with adopted policy direction, and will not be detrimental to public health, safety, or welfare. The amendment is warranted due to changed circumstances and the need for additional property within the proposed zoning district, and the subject property is suitable for development in conformance with the applicable zoning standards.
- [PMC 18.210.020 \(B\)](#): The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan and new information which was not available at the time of the initial adoption of the city comprehensive plan.

Staff Analysis: [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 property donated in 2023 is proposed for re-designation from Residential Low to Park.

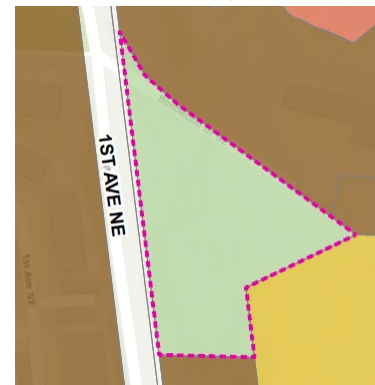
Recommendation: Staff recommends approval of the proposed site-specific map amendment to re-designate and rezone Parcel No. 5710-000-051-0008.

Parcel No. 142601-2-033-2006

Existing Land Use Designation and Zoning:
Residential High (RH)



Proposed Land Use Designation and Zoning:
Park (P)



Applicable Criteria:

- [PMC 18.210.010 \(C\)](#): [PMC 18.210.010 \(C\)](#): The proposed zoning map amendment is consistent with the Comprehensive Plan land use designation, supports orderly development consistent with adopted policy direction, and will not be detrimental to public health, safety, or welfare. The amendment is warranted due to changed circumstances and the need for additional property within

the proposed zoning district, and the subject property is suitable for development in conformance with the applicable zoning standards.

- PMC [18.210.020 \(B\)](#): The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan and new information which was not available at the time of the initial adoption of the city comprehensive plan.

Staff Analysis: 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 property donated in 2025 is proposed for re-designation from Residential High to Park.

Recommendation: Staff recommends approval of the proposed site-specific map amendment to re-designate and rezone Parcel No. 142601-2-033-2006.

B. *P-11-25-25-02* is a text amendment to Chapter 13, the Capital Facilities Plan, to update Table CFP-4 (the City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2026-2031 Capital Improvement Projects.

- *Applicable Criteria:* The amendment is based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan and new information which was not available at the time of the initial adoption of the city comprehensive plan.
- *Staff Analysis:* 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 \(Chapter 13\)](#). This amendment is consistent with Capital Facilities Policies [CF-4.1](#) and [4.2](#).
- *Recommendation:* Staff recommends approval of the proposed amendments to Table CFP-4 with the 2026-2031 Capital Improvement Program.

IV. ATTORNEY GENERAL'S UNCONSTITUTIONAL TAKINGS MEMO

Pursuant to Comprehensive Plan, City staff members are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property. Staff has reviewed the Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings in the context of the 2026 Comprehensive Plan Amendments and has consulted with the City Attorney regarding the warning signals. Staff and the City Attorney are comfortable that the amendments do not result in any unconstitutional taking.

V. STATE ENVIRONMENTAL POLICY ACT (SEPA)

A SEPA/environmental checklist was prepared for the comprehensive plan amendments. The amendments were reviewed for probable adverse environmental impacts through an optional DNS process, as authorized by WAC 197-11-355 and [PMC 16.04.115](#). A combined Notice of Application with Optional DNS was issued on February 9, 2026, with the comment period for environmental comments ending February 23, 2026 (Exhibit B). A SEPA Determination of Non-Significance was issued on February 27, 2026 (Exhibit C).

VI. STAFF CONCLUSION AND RECOMMENDATION

Staff has concluded that the text amendments to the Comprehensive Plan and Zoning Ordinance Map are either based upon new information or a change in circumstances since the initial adoption of the Comprehensive Plan; are internally consistent with the Comprehensive Plan; and are not detrimental to the public health, safety or welfare of the city. Therefore, staff respectfully recommend approval of the 2026 City-Initiated Comprehensive Plan Amendments as set forth in this staff report.

VII. PLANNING COMMISSION PUBLIC HEARING MARCH 10, 2026

The Planning Commission Public Hearing is scheduled for Tuesday March 10, 2026, at 6:00 pm or soon thereafter. The Planning Commission will make a recommendation to the City Council. Meeting procedures are available from the PED Department and City Clerk's office and are conducted based on Roberts Rules of Order. Public Hearings are being held as a hybrid virtual/in-person at the web address and call-in number noted below and at City Hall Council Chambers, 200 NE Moe Street. This call-in number: 1 253 215 8782 and meeting id: 813 4761 3119 are provided for virtual attendance, in addition to this webinar link: <https://us06web.zoom.us/j/81347613119>.

Proposed Motion:

MOVE to recommend (approval) (approval with modifications) (denial) to the City Council, Application No. P-11-25-25-0 and P-11-25-25-02, 2026 City-Initiated Comprehensive Plan Amendments, as identified in this staff report.

VIII. EXHIBITS

- A. [Amendment Applications](#)
- B. [Notice of Application and Optional DNS and Notice of Planning Commission Public Hearing](#)
- C. [SEPA Determination](#)