

# City of Poulsbo

## *Planning & Economic Development*



### **2016 COMPREHENSIVE PLAN AMENDMENTS STAFF REPORT AND RECOMMENDATION**

**To:** Poulsbo Planning Commission  
**From:** Karla Boughton, Interim Director  
**Subject:** **November 2016 Draft Comprehensive Plan Update  
Planning Commission Public Hearing November 8, 2016**  
**Date:** October 31, 2016

Staff respectfully recommends approval of the Draft November 2016 Comprehensive Plan including modifications as identified by the Poulsbo Planning Commission and the City Council Economic Development Committee during their review of the Draft September 2016 Comprehensive Plan, and as set forth in Exhibit A to this staff report.

Staff respectfully recommends approval of the site specific re-designation and rezone request for property located at 1400 NW Finn Hill Road and 21425 Urdahl Road NW, from Residential Low (RL) to Office Commercial Industrial (OCI).

#### **PROPOSED MOTIONS:**

**MOVE** to recommend (approval) (approval with modifications) to the Poulsbo City Council the Draft November 2016 Comprehensive Plan as identified as Exhibit A to the Planning Commission Public Hearing Staff Report; and direct the Planning Director to prepare findings of fact in support of this decision for the Planning Commission Chair's signature.

**MOVE** to recommend (approval) (denial) to the Poulsbo City Council application CPA 2016-01, a comprehensive plan map re-designation and zoning map rezone request two parcels located at 1700 NE Finn Hill Road and 21426 Urdahl Road from Residential Low to Office Commercial Industrial; and direct the Planning Director to prepare findings of fact in support of this decision for the Planning Commission Chair's signature.

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## **1.0 Introduction**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan as required by the Washington State Growth Management Act, RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plans and development regulations to ensure the plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with the comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016, including revisions to the Economic Development Chapter and one site specific re-designation application.

Other GMA work has been accomplished in 2016 as well. Updates to PMC Title 19 (permit procedures ordinance required by RCW 36.70B) were adopted March 2016 and the City Council adopted a Transportation Concurrency Ordinance (PMC Chapter 14.04) June 1, 2016.

The GMA requires a review of the comprehensive plan and revise – if needed. After completing and submitting the Washington State Department of Commerce's GMA Checklist, the City believes it has completed the minimum legal requirements for the 2016 periodic update requirement. However, an amendment docket was established in early 2016, and the September 2016 Draft Comprehensive Plan Update embodies those amendments.

## **2.0 Review Process to Date**

The Draft September 2016 Comprehensive Plan Update was publicly released on September 28, 2016. This release and all associated documents were posted on the City's website, distributed to Washington State Department of Commerce and other local, regional and state agencies, and emailed to the City's Comprehensive Plan/Development Regulations interested parties e-notice list.

On October 14, 2016, the Notice of Application (NOA) and SEPA Threshold Determination on the Draft September 2016 Comprehensive Plan Update was published in the NK Herald, emailed to the NOA, SEPA and Comprehensive Plan/Development Regulations e-notice lists, and posted at the Poulsbo Library, Poulsbo Post Office, City Hall and the City's website. The site specific comprehensive plan re-designation application NOA was mailed to property owners within 300' of the subject sites.

On October 21, 2016, a public hearing notice announcing the Poulsbo Planning Commission Public Hearing was published in the NK Herald; emailed to the public hearing and Comprehensive

Plan/Development Regulations e-notice list; posted the Poulsbo Library, Poulsbo Post Office, City Hall and the City's website; and posted at the site specific re-designation properties and mailed to property owners within 300'.

No public comment has been received as of October 31, 2016 on the 2016 Draft Comprehensive Plan Update.

### **3.0 Proposed Planning Commission Modifications**

The Planning Commission, in its role as the City's primary land use advisory committee, reviewed the Draft September 2016 Comprehensive Plan Update. The Planning Commission held four workshops on the Draft September Comprehensive Plan Update (9/27/16, 10/4/16, 10/11/16 and 10/18/16) and have identified several minor modifications. The Planning Commission modifications are shown in **red**.

### **4.0 Proposed City Council Economic Development Committee Modifications**

The City Council Economic Development Committee reviewed the Draft September 2016 Comprehensive Plan Update in tandem with the Planning Commission review due to the compressed review timeline. The Economic Development Committee reviewed the draft update at their 9/28/16, 10/5/16, 10/19/16 and 10/26/16 meetings. The Economic Development Committee has identified several minor modifications; the EDC's modifications are shown in **blue**.

### **5.0 Draft November 2016 Comprehensive Plan Modifications**

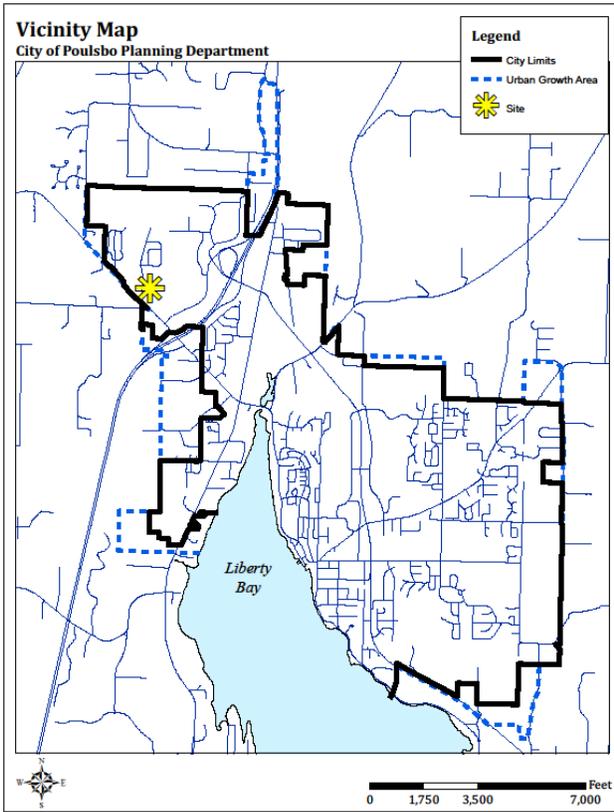
Exhibit A to this staff report is the Draft November 2016 Comprehensive Plan, which include the proposed modifications of the Planning Commission in **red** and the proposed modifications of the Economic Development Committee in **blue**.

### **6.0 CPA 2016-01 Site Specific Application Foraker/Lanzafame**

The City received one site specific re-designation/rezone request as part of the 2016 comprehensive plan update. The application is for two parcels located at 1700 NW Finn Hill Road and 21425 Urdahl Road totaling 5.56 acres.

Description of Proposal: The property owners of the two parcels have made a joint application requesting map changes from the City's Comprehensive Plan Figure LU-1 "2036 Land Use Comprehensive Plan Map" and the City's Zoning Ordinance Map from the current land use designation and zoning of Residential Low to the proposed Office Commercial Industrial (OCI) land use designation and zoning. No specific development project is proposed with this application. The property owners are seeking this change in land use designation and zoning due to the adjacent OCI designation/zoning of the existing Gravitec business site, its ease of access to arterial and highway, and the City's need for additional employment lands. The applications for CPA 2016-01 map request is found in Exhibit C. The 1700 NW Finn Hill parcel is 2.67 acre and the 21425 Urdahl Road parcel is 2.89 acres.

**CPA 2016-01 Vicinity Map**



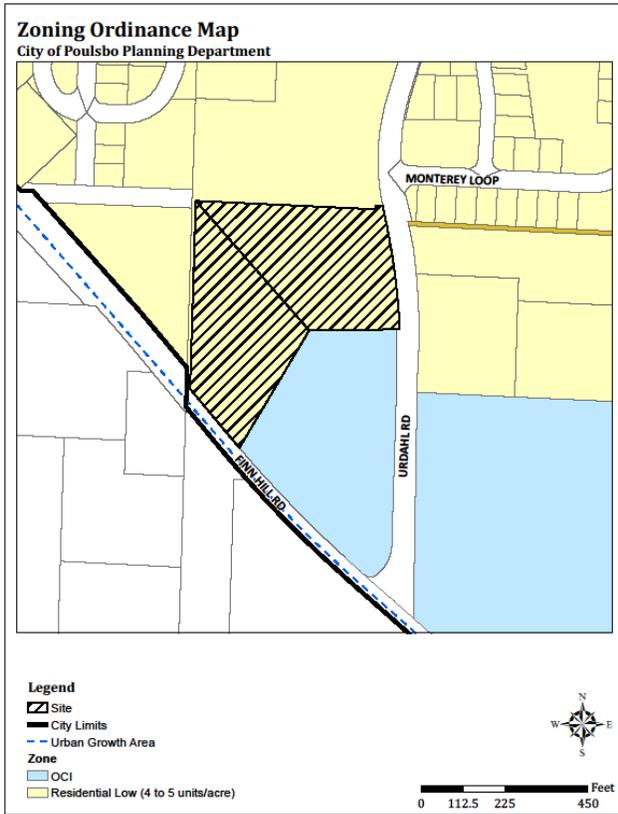
**CPA 2016-01 Site Map**



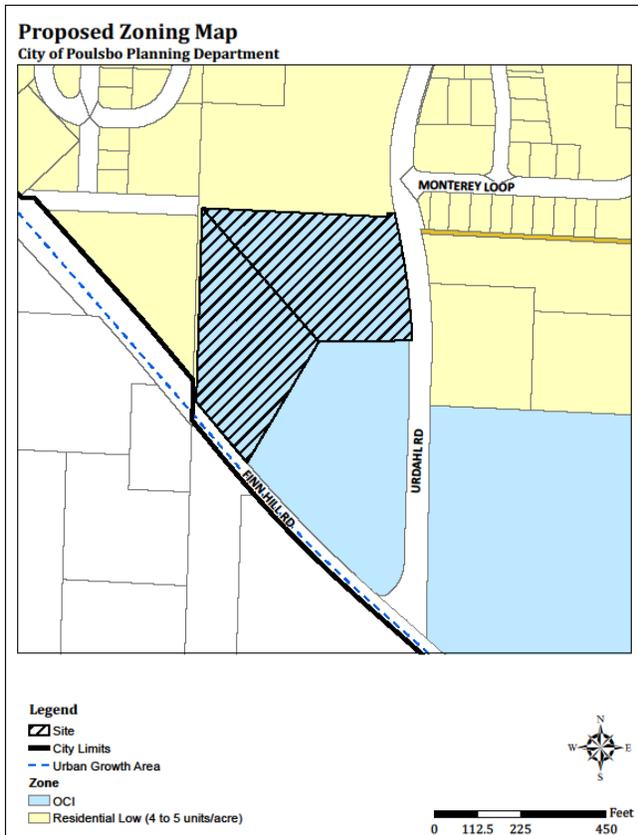
**CPA 2016-01  
2012 Aerial Photograph – 3-045 & 3-050**



# CPA 2016-01 Existing Land Use Designation/Zoning Map



# CPA 2016-01 Proposed Land Use Designation/Zoning Map



Poulsbo Municipal Code (PMC) 18.210 provides the findings order to grant a comprehensive plan and zoning map amendment.

**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.

*Staff Comment: The map request is for both a comprehensive plan land use map and zoning map amendment, therefore, if the request is approved, both maps will be amended and consistent with each other.*

2. The amendment is not detrimental to the public health, safety or welfare.

*Staff Comment: The proposed map change has not been found to be detrimental to the public health, safety or welfare. There is sufficient access, utilities and available land for development of the site in the future for allowed Office Commercial Industrial uses; further, the existing single-family residences may remain as a legal non-conforming use until a redevelopment application is submitted and approved by the City.*

3. The amendment is warranted because of changed circumstances, a mistake, or because of a need for additional property in the proposed zoning district.

*Staff Comment: The recent land capacity analysis completed for the 2014 Buildable Lands Report indicated sufficient land capacity existing for the necessary future residential units, but that additional land capacity for employment uses is needed. (See Economic Development Chapter and Table ED-3 of Draft 2016 November Poulsbo Comprehensive Plan). The re-designation and rezone of 5.56 acres to Office Commercial Industrial will add available land to one of the City's employment zoning district and increase availability of jobs.*

4. The subject property is suitable for development in general conformance with zoning standards under the proposed zoning district.

*Staff Comment: Both parcels are suitable for development as they are currently underutilized and available for redevelopment. They properties have access to City utilities and services, and have easy access to arterials and state highway. Any future development would be reviewed under the development regulations adopted at the time of application submittal.*

*Staff Recommended Finding: The proposed CPA 2016-01 site specific and rezone map change will be consistent with the Comprehensive Plan map; is not detrimental to the public health, safety or welfare; is warranted because of changed circumstances in the City's employment forecast and available land capacity; and the properties are suitable for development under the Office Commercial Industrial designation and zone.*

**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 City Comprehensive Plan.

*Staff Comment: The amendment is not 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 City Comprehensive Plan.

*Staff Comment: The recent land capacity analysis completed for the 2014 Buildable Lands Report indicated sufficient land capacity existing for the necessary future residential units, but that additional land capacity for employment uses is needed. The re-designation and rezone of 5.56 acres to Office Commercial Industrial will add available land to one of the City's employment zoning district and increase availability of jobs.*

3. The amendment is based on new information that was not available at the time of the initial adoption of the City Comprehensive Plan.

*Staff Comment: The amendment is supportive of results of the 2014 Buildable Lands Report, which indicate that Poulsbo has a slight deficient of 127 jobs based on the comparison between the City's 2036 employment growth target and available employment land. This information 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.

*Staff Comment: The amendment is not based on a change in Poulsbo's population allocation assigned to the City.*

Staff Recommended Finding: The proposed CPA 2016-01 site specific and rezone map change is based upon a change of conditions or circumstances and new information that was not available at the time of the initial adoption of the City Comprehensive Plan.

## **7.0 Attorney General's Unconstitutional Takings Memo**

Pursuant to Comprehensive Plan Policy PI-2.4, 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 2014 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.

## **8.0 Staff Conclusion and Recommendation**

The Draft November 2016 Comprehensive Plan is a result of the City's periodic review and update of its comprehensive plan as required by the Washington State Growth Management Act, RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plans and development regulations to ensure the plan and regulations comply with GMA requirements.

The Planning Commission and City Council Economic Development Committee have reviewed the Draft September 2016 Comprehensive Plan and have offered minor modifications which are outlined in **red** for Planning Commission modifications and **blue** for Council Economic Development Committee modifications. The Draft November 2016 Comprehensive Plan is included as Exhibit A to this staff report.

The City received one site-specific re-designation and rezone request for the 2016 Comprehensive Plan update. The site specific request is to re-designation and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI); the proposed map change is

based upon change in circumstances and new information that was not available at the time of the initial adoption of the Comprehensive Plan.

The Poulsbo Planning and Economic Development staff respectfully recommends the Planning Commission offer a recommendation of approval to the City Council of the Draft 2016 November Comprehensive Plan as modified, and approval of CPA 2016-01, an amendment to the Comprehensive Plan Figure LU-1 2036 Land Use Map and the City's Zoning Ordinance Map.

## **9.0 Planning Commission Public Hearing November 8, 2016**

A public hearing has been scheduled for 7:00 on Tuesday, November 8, 2016 for the Planning Commission to receive public comments on the Draft 2016 Comprehensive Plan Update.

### **PROPOSED MOTIONS:**

**MOVE** to recommend (approval) (approval with modifications) to the Poulsbo City Council the Draft November 2016 Comprehensive Plan as identified as Exhibit A to the Planning Commission Public Hearing Staff Report; and direct the Planning Director to prepare findings of fact in support of this decision for the Planning Commission Chair's signature.

**MOVE** to recommend (approval) (denial) to the Poulsbo City Council application CPA 2016-01, a comprehensive plan map re-designation and zoning map rezone request two parcels located at 1700 NE Finn Hill Road and 21426 Urdahl Road from Residential Low to Office Commercial Industrial; and direct the Planning Director to prepare findings of fact in support of this decision for the Planning Commission Chair's signature.

## **10.0 Exhibits**

- A. Draft November 2016 Poulsbo Comprehensive Plan (modified by PC and EDC)
- B. Planning Commission Minutes 9/26/16, 10/4/16, 10/11/16 and 10/18/16
- C. CPA 2016-01 Site Specific Re-designation/Rezone Application – Foraker/Lanzafame
- D. Required Noticing Documents
  1. Notice from Washington Department of Commerce
  2. Initial Release Public Notice
  3. Notice of Application
  4. SEPA Threshold Determination DNS with commented checklist
  5. Notice of Planning Commission Public Hearing

**EXHIBIT A**  
**Draft November 2016 Poulsbo Comprehensive Plan**  
**as modified by Planning Commission**  
**and City Council Economic Development Committee**

**EXHIBIT B**  
**Planning Commission Minutes**  
**9/26/16, 10/4/16, 10/11/16 and 10/18/16**

# City of Poulsbo

## PLANNING COMMISSION

Tuesday, September 27, 2016

### DRAFT MINUTES

#### Members Present

Gordon Hanson (GH), Shane Skelley (SS), Ray Stevens (RS), Kate Nunes (KN), Jim Coleman (JC), Bob Nordnes (BN)

#### Staff

Diane Lenius (DL), Anja Hart (AH), Karla Boughton (KB), Helen Wytko (HW)

1. Call to Order
2. Flag Salute
3. Approval of Minutes – 08/23/16 COLEMAN/NUNES, **Vote: 6 in favor.**
4. Modifications to Agenda – NONE
5. Comments from Citizens – regarding items not on the agenda – NONE
6. Public meeting LID Update  
KB good evening, we have Diane Lenius, City Engineer and Anja Hart, Senior Engineering Technician to go over the NPDES Permit Code Amendments. The purpose is to adopt 2012 as amended in 2014 Department of Ecology Stormwater Manual, and to remove any barriers within our development regulations and make Low Impact Development (LID) techniques and best management practices the preferred and commonly used approach to site management development. Required by Department of Ecology. All jurisdictions are required to go through it or have gone through it. Must be adopted by the end of the year and must be in effect in January.

AH: NPDES requires that LID be the preferred and commonly used practice. Also examine city code and standards that would find gaps or barriers to implementing LID features.

We call it the 2014 but it is the 2012 as amended in 2014. With this focus on LID it is information dense. In short mimic pre-developed hydrologic conditions by minimizing impervious surfaces, native vegetation loss, and stormwater runoff.

LID is addressed in the code amendments and 2014 DOE manual through various methods. Examples: Retain native vegetation, disperse stormwater, rain gardens / bioretention, infiltration, permeable driveways, patios, etc, amended soil for lawn and landscape, integrate LID into landscaping. Under the previous NPDES permit, LID was to be “encouraged” in preparation for it being required under the current permit. A significant amount of work was done previously with the 2013 Zoning Code Update and opportunities to allow and encourage LID methods were introduced. Because of the work done previously, the code review required by the current permit led to minimal zoning code changes.

Significant has been done under zoning update. Didn't want to get behind the 8 ball. KB was responsive to the fact that this is coming down the pike. This LID requirement produces a shift in the development design process. They have to do infiltration and pit test. Retain good trees and retain good soil retain. More small stormwater facilities spread over site. Still may have pond but with smaller footprint. Different way of developing land and maximizing features on property. Helps with flooding aquifer recharge. More stormwater facilities spread over a site.

Stormwater thresholds for regulation change once this is adopted after December 31, 2016. Currently if there is < 5,000 SF new impervious surface are not regulated. If there is > 5,000 SF but < 1 acre (disturbed) the project is vested to the 1992 DOE or 1997 Kitsap. If > 1 acre (disturbed) the project is vested to the 2005 DOE manual. Technically-complete plat then vested to manual in effect at applications time of submittal (Poulsbo Meadows, Blue Heron, Mesford vested to 1997 Kitsap). After December 31, 2016 all projects including redevelopment have to abide by the 2014 DOE manual and all technically complete plat applications are vested to manual in effect at time of submittal.

BN: Can you go back one just for clarity? Poulsbo Meadows, Blue Heron and Mesford come first of 2017, they are grandfathering in and they know that?

AH/KB: Yes.

List of Chapters Amended.

- PMC 12.02 – Construction and Development Standards
- PMC 13.16 – Storm Drainage Utility
- PMC 13.17 – Stormwater Management
- PMC 15.35 – Clearing and Grading
- PMC 16.20 – Critical Areas
- PMC 18 – Zoning
- City Construction Standards

Amendment 1: 12.02.030 Stormwater design manual adoption. Adopt The Stormwater Management Manual for Western Washington, as amended December 2014. Delete 12.02.040 Stormwater design manual thresholds and Figure 12.02.040

Amendment 2: 3.16.060 Deposit in storm drainage utility fund. Deposits into the storm drainage utility fund are also used for compliance with the City's NPDES Permit. Does not change how we use the funds but explain how used.

Amendment 3: Specifically states the NPDES Permit requirement for LID to be the preferred and commonly used approach to site development. Has extensive revisions to reflect current NPDES Permit language, provide clarifications, and revise processes. Attachment "A" to the amendment package has full text with comments explaining the revisions. Grammar changes. Explanations about various revisions in attachment.

Amendment 4: 15.35.060 Application required. Add soils and infiltration areas to plans which designate protection during clearing and grading activity. 15.35.073 Protection measures. New section which adds a number of requirements and measures to protect areas during clearing and grading activities

Amendment 5: 16.20.253 Wetlands. Adds criteria and requirements for locating LID features in Category 3 or 4 wetland buffers.

SS: I have a quick question I am trying to find she is going through each table?

AH: Doing an overview of what the topics are about.

Amendment 6: 18.130.040 General provisions. Utilize LID in landscaping plan to the extent feasible. 18.130.050 Installation. Require compost to be used as a soil amendment. Installation require compost to be used as a soil amendment. 18.180.030 Retention Required. Tree retention priority retaining conifers over deciduous trees.

Amendment 7: Construction Standards: Section 2 – Streets. Amended to allow for driveways and parking lots to be constructed of: asphalt, concrete, grasscrete, permeable pavers, porous asphalt, pervious concrete. Section 5 – Storm. Modular wetland system required for water quality treatment for City projects. Detention pond design no wetponds, max 50% perimeter walls, other 50% 3.5:1 side slope with landscaping or native vegetation, and bank and perimeter landscaping. Report submittal requirements. Delete out-dated and unnecessary standards. Appendix A – Standard Drawing Notes. Remove reference to old manuals. Minor installation requirements to provide better product in the end. Adding minor refinements for TV sewer inspection before paving and water pressure test before paving.

I talked fast with the overview so we could get to the individual pages.

JC: Page 5 of 17 Phase II stormwater permit, what does it allow city to do or not to do?

AH: Gives us permission to discharge stormwater to the state, such as Liberty Bay. Requires to do it in specific ways.

JC: So amendment to approve upon release of the water.

AH: Yes.

RS: Seems we should go through page by page. I have a question on page 1 of 17 in the overview document that we have, there is an emphasis on protecting areas that are well suited to handling stormwater. Does that essential create a critical area of perkable land?

AH: If you are thinking of creating a wetland than no.

RS: More like protecting a section of land because it accepts rain water.

AH: We are encouraged to do that not incompatible with that. But they recognize that this part of the site is good for LID features is good and preserve and make use of area. Not exclusive but take extra care.

RS: What that tells me is that it reduces the amount of buildable area that we have. Does that affect our density or buildable are projections?

KB: Good question, one of the questions that planners have brought up to Ecology. Answer is that density and GMA requirements are not considered reasons not to do LID.

RS: Do you remember the refuse area discussion?

KB: That is different from critical areas.

RS: I understand, but it creates a question. Does it affect our buildable areas analysis in the long run, and is that something that needs to be addressed in comp plan?

AH: Emphasis on trying to preserve. It is saying when you are designing site to look at and take advantage of it. It all works together but is not excluding.

RS: Not handled like a wetland?

KB: Remains to be seen, zoning ordinance took advantage of dual use and landscaping not taking away buildable area. One of the reasons we generalized landscaping standards so that landscaping for LID would not be constraining it. Also infiltration can be practiced in open space requirements. One of the ones they looked at and encourage is clustering which we call PRD. What we are hoping to see is dual use of land. To minimize impact on buildable area. Ensure that we have urban development in our city. Bigger cities got to do this first.

RS: I have a few general questions because I do experience this. Is this being done for individual houses? No lower limit on impervious area, because Seattle is doing it by house. Is that the intent for what we are doing?

AH: For us in a new plat that is part of the design upfront. For infill for one house there are still triggers.

DL: There is also a linkage to the value of improvements that you perform. Like tenant improvement the amount of ADA is proportionate to the dollar value of the TI. The questions you bring up are the challenges that we see. We also see the developer has to come in and show us how LID does not work. Not a completely objective determination. The things you bring up are the challenges that we worry about. We looked at cities a step ahead of us and we didn't want to be on the cutting edge wanted to refine as we move forward and ground water and interflow before surface and Liberty Bay.

RS: I think infiltration is a good idea. So I have no problem with that I just see how it has been done in Seattle and it is pretty dramatic.

AH: My understanding to that it is not going to affect what you have for lot coverage and sizes. Techniques to manage stormwater. SF houses are often not problematic.

KB: One thing that Ecology recommended is a max impervious surface area which we are not proposing. In commercial projects we do have a 20% landscaping requirement. I think that the plats are where we are going to see how they are going to be able to incorporate and plan for it. We will see changes in how local developers who typically max out lots and put pond in low spot. Significant design changes.

BN: That is going to be the biggest challenge, who will be the person who reviews it for inconstancy?

DL: We have a stormwater utility engineer who is one of the best in the county and we will be sending stuff out to consultants for independent review.

AH: Mention our soils here are kind of iffy for infiltration. We have plats that are built on sand and some on hard pan. They may be looking at underlying soils and feasibility. Need to find out if what they are saying is accurate.

KB: It will be interesting to see because they are going to want to say nothing infiltrates.

RS: Realize this is being imposed on us.

KB: Trying to take as much of a common sense approach to us as we can. Need to do to be in compliance.

RS: Lets keep going.

KN: General question. On first page of package. Last couple sentences. What might the other LID suggestions that staff isn't supporting be?

DL: A couple examples. You will see in the construction standards we prefer modular wetland type facilities for treatment because we don't like filterra and that is based on maintenance guys preferences. Pervious pavement doesn't work well in areas with steep slopes. Anything that we say is not a good idea it is from our operations folks from a practicality standpoint. We have some big projects that are using LID on projects and TMDL study increased water quality in Liberty Bay. Construction inspectors don't care if they work 10 or 20 years from now and we need to make them think ahead. It has put a lot of pressure on our division to make sure they are done correctly. Protect what we have to maintain for the long term.

KN: When we talk about pervious roadways are we also talking about bike lanes and sidewalks. Big holes in sidewalks and not going to get fixed anytime soon.

DL: Still accepting pervious for shared use path. Also how we get most of the money from Ecology, we know LID features haven't perfected yet.

GS: One little question, LID in the past is commonly used as local improvement district. I wonder if zoning code is different and just ignore.

KB: Zoning does define as Low Impact Development. Are not hardly used as they were 20 years ago. If we say Local improvement district we say it out.

RS: Let's get started on the pages 1 nothing, 2 nothing, 3 nothing, 4 nothing, 5 does this change the meter rates if we are holding all of our stormwater on site? Our meter rates are determining sewer water?

AH: If you are talking about stormwater fees, we are not set up for credits even for retrofits. Part of what's happening permit requirements are extensive in O&M. Had to step up our maintenance, programs, equipment. New rate increase is helping us be compliant. Do not see it going down. Benefitting from the entire system city wide.

RS: Assuming that was going to be the case but I guess what that does lead to as well when we see raingardens I think Morrow Manor. It was affected by this. Are these like the detention ponds going to be deeded to the city?

AH: SF house with a raingarden, they maintain themselves. But bio retention cell city might own those. Depends on design properties that are not in the right of way. Street, stormwater will be ours to maintain but not individual raingardens on single family lot.

DL: KTrans has substantial stormwater on site that is owned and maintained by them.

RS: Discovering that there is quite a lot of maintenance that has to be done on these things. Keep serviceable by public utilities because owners won't do it.

AH: Questions and comments are good but it has to do with maintenance of private facilities and we have an annual program. We are going to have to look at what it will mean for SF houses with raingardens. Have to have a maintenance covenant but on us to decide if they are honoring covenant or not.

BN: Is it doable?

KB: Yes, we have to.

AH: Find a way to do it the best we can. Extra time and staff resources.

KN: Are there inspections like there are for septic systems?

AH: Different cities do in different ways. We do not have a staff person. So we have a program that they self inspect and report and we spot check. Under the manual, a permit requires that projects that were permitted since February 2010 have to have maintenance covenant and annual inspections. Everyone else before then, we have pulled them into the program, but they are not required. We do it under illicit discharge. Idea is we hope to rotate through and catch everybody. Eventually we will. We have a new person, casual person who is now full time and half time with me half time operations. Now we have help but not going out and inspecting all of these properties ourselves. Is our responsibility that quality of stormwater out of our MS 4 going into state is clean as possible. Different ways we can get there. Will increase overtime.

JC: I have one on page 5, Amendment 3 what constitutes redevelopment. 50%? what triggers this?

AH: Manual has definitions for redevelopment and there are several factors and guidelines.

JC: Are they spelled out in here

AH: No in the manual which spells out all technical information.

RS: And we don't have a choice, we have to adopt manual.

SS: Question about maintaining hydrology. If a slope was cut off and water was put somewhere else. Now water from slope is on a separate piece of property but now intercepted by property below. Isn't there way that water could go the same way it used to go? How does that work?

AH: Well the routing of water is reviewed at time of permit. Which basin etc. very individual depending on what they are going to do on site. It can be interrupted, where upstream water is routed around and discharged at natural location.

DL: Where does it discharge and needs to go to same place. If going into creek or stream, then needs to send water back that direction. If it travels further distance test downstream. All those things play into it.

KB: All of thing things that are looked at with the permit and storm report.

SS: Just so I understand fully. We have direct discharge to the bay where I live and that is given by an easement. All that water is going out but offsite water coming onto our property. As soon as I develop property above it, can it continue to go the way it went predevelopment?

DL: In general, the water should go the same direction as preexisting condition is. We can talk about it.

KB: Want to note that Amendment 3 that is going to be at the end detailed in attachment A.

RS: Page 6 on E.A cover with mulch...typically they use hog fuel or bark.

KB: Over the critical root zone?

RS: Yes, so does the city arborist get involved for this?

KB: The city arborist gets involved in tree retention areas. In this case, the city arborists might be involved in permit that establishes fencing standards during clearing. Because we don't have one on staff. We will see if we can go out and do inspections ourselves based on conditions of approval. If complicated he might go out and do it. We might go out and say protection area are installed correctly and doesn't disappear when equipment shows up on site. It is hard because developers don't like tree retention. Requires to do full fencing and flag that it is good. Going to be a change.

RS: 6 page 7?

JC: On page 7. 1,2,3,4,5 end of the sentence ends with and? can we get rid of and?

KB: That is fine.

JC: Just confusing.

KB: Will make complete sentences no problem.

RS: Wouldn't you need to add up above, all of the following?

KB: Yes.

RS: 7? 8 nothing, 9.

GH: I have question page 9.c.a, I was confused by this residential cul-de-sac integrated storm drain systems. These set areas shall not be used for stormwater retention areas ponds. So you can't use cul-de-sac for pond?

AH: Reason that we have a cul-de-sac that has a planting area in it. Done partly because of obstructions and garbage truck access.

DL: Similar to what we have in the code already. Changing out areas and replacing it with ponds.

DL: There are infiltration galleries that are happening in cul-de-sacs. PW has said major features impede garbage trucks.

RS: Try to meet open space by putting grass in middle of cul-de-sac?

DL: ISU we calculate as well as charge is directly related to how much impervious surface.

RS: YOU do realize that this is significant cost to do this?

DL: Yes, it is, the more clarity we can provide. We are putting together a template so it will be easier for us to review and modeling after city of Tacoma. It is going to cost more.

RS: For infill, if there is any way you can come up with a prescriptive method so the regular people are aided.

DL: We have been doing that. AH has been working with Kitsap Conservation District. They will do design for you and they are wonderful that way.

AH: Just so you know bio retention cells are engineered but raingardens are cookie cutter. They fall under the categories of the thresholds that make it doable for them to do that.

KN: Under driveway materials, what about dirt or gravel. I have a lot of neighbors who have those driveways, would they then also have to redo their driveways?

AH: For SF house where they are doing a remodel. It doesn't trigger like a stormwater site plan.

KN: So even if they are building an ADU?

DL: I have to look that up to make sure we are giving you the right answer.

KN: Gravel should be added?

DL: It is impervious.

AH: Back in the old days we required paving for erosion and track out reasons. Safety and water quality why that was to begin with. With existing SF there is nothing we can require.

DL: Look at adding gravel to the list.

BN: Keeps the tax man off of you property taxes go hire with paved driveway.

RS: Anything on page 10? Nothing. 11? This is where I noticed you would like modular type wither than filterra system. Example?

DL: If you drive by front street and by American Legion Park. We have modular wetlands right outside the building here on 3<sup>rd</sup> Ave. 6<sup>th</sup> Ave is perfect example. bulb outs in street have them. The wetland is media, does a good job of cleaning the water. Easier to maintain whereas

filtreras require 2 visits a year, change mulch, examine media. Modular lower cost, better water quality, less maintenance.

RS: Secondary drain systems, when would someone be able to use?

DL: Picks up all the water from houses and connects to storm drain.

RS: When do these get utilized?

DL: The stormwater system in the roadway picks up in right-of-way. If you can't get gravity to go where you want it to go, the secondary is owned and maintained by property owner. Happens often, Crystal View which you all saw not too long ago has them.

AH: Secondary systems tend to be behind the sidewalk rather than in the street.

DL: One of the challenges that we have had with those is indication within the face of plat. We have had a couple situations where that is happening.

RS: Anything else on 11? Nothing. 12? Nothing. 13? Nothing. 14? Nothing. 15, just one nitpicky thing. N.2 you have applicant struck out shall but I think you need to bold and underline may. Do we have a numbering issue?

KB: No. Shows ones that have changed.

RS: Ok anything else on page 15? 16? down under number 17 under you have 6 underlined but 4 is not.

KB: It is struck out, four is picky that way. See in comp plan now know what to look for.

RS: Anything on 16 or 17? Let's get into the attachment stormwater managements. Anything? I am on 1 of 24. Everyone get this far in the reading? 2 nothing, 3 nothing, 4 nothing like the comments off to the side. 5 nothing, 6 nothing, 7 nothing, 8 nothing, 9 nothing, 10 nothing, 11 nothing, 12.

SS: Does the city have a monitoring program for outfalls that come out that they test periodically.

AH: Yes, we do.

SS: Is there an inventory.

AH: Yes, we do have maps, inventory, and contract with the Health District. We used to do illicit discharge check in August. Going to see it more when things are dry. We got in our permit we got pulled into that piece. Ecology has changed and realized each community looks at illicit discharge program but do not dictate you have to do in August. TMDL we do three a year instead of one a year. For right now that is the screening that we do. We have also added

stations, so not only do we do outfalls around the bay, but dogfish creek. Right now we are not sampling Johnson we are focusing on Dogfish.

RS: Where in creek are those stations? At city limits or shoreline?

AH: Yes and yes, Dogfish Creek by the yacht club but a couple upstream. Bjorgen by school and Mesford road by church. Dogfish creek at 305 and Iverson.

BN: So when you were doing Johnson you measured where?

AH: Finn Hill to see Olhava and on a private property, the owner gave us permission. It is pricey to do sampling and we had to make a decision and TMDL looked at 40 stations. Cost reasons we had to take out. Had to look at which ones to continue.

BN: Does it look like an improvement?

AH: Yes, but after heavy rain it goes up. Stepping up our catch basin maintenance program. Have to do once every 2 years and get less growth. Does make a difference. There are many reasons how bacteria gets in there and can be different at different times of day. Have to take even a step further and make additional visits. Additional improvements and differences.

RS: On page 14, page 15?

JC: General question on 14 and 15 on the privately owned stormwater systems, are there any reporting requirements?

AH: Yes.

JC: I didn't find reporting requirements.

AH: In here on page 15 at the bottom 13.17.110.

JC: Got it thank you.

RS: Page 16 nothing, 17 nothing, 18 nothing, 19 nothing, 20 nothing, 21 nothing, 22 nothing, 23 nothing, 24 nothing.

K: You guys did it good job.

RS: You guys going to meet next week?

KB: Yes, but we will be doing comp plan review anyway. If you have something between then and now, let us know and we can do some research.

DL: Charlie Roberts worked really hard on this.

KB: Thank you Anya.

BN: Good to see you.

RS: Next thing is the meeting on the comp plan release.

7. 2016 Draft Comprehensive Plan

KB: With pleasure that I provide to you the long awaited comprehensive plan. We are far behind schedule, but we did everything we set out to do. What we are going to do tonight is an overview and how the plan is organized and the review schedule. Because we spent so much time and effort and resources, and you spent almost a year reviewing in 2009, we felt like we didn't need to do a major overhaul. Picked strategic things we wanted to look at. Economic Development Chapter, four out of our six functional plans were updated and that was our most significant plan. Our capital facilities plan with budget and functional plan with comp plan. It is almost as if we meant to do all of this which we did. Proposed to be adopted with plan. Highlights are in capital facilities plan. The third thing is that we have some new data section 3. We underwent an extensive process with buildable lands and land capacity analysis that we did independent. Is programmed into our buildable lands every 7 years. Other thing that was helpful is that we received no population allocation. Our 2009 period was 2025 our new is 2036. One site specific application which was turned in November 2015 and docketed in January 2016. Property that is looking to be rezoned to developed in coordinated way next to Gravitec. To kick things off we did a public participation community survey and we and hosted an open house where we collected feedback. We provided it to you again in notebook.

Theme is we are staying the course, it is relevant and appropriate. Not looking at a change in population allocation, want to remain consistent with shared identity. There is a very strong collective identity that you don't experience elsewhere in Kitsap County. Want to remain Poulsbo but accommodate for growth, which can be a conflict for each other as things move forward.

I will walk you through notebook. Beginning is a seven-page summary of amendments. Walked through every chapter and what amendments are proposed. Please use in tandem as going through. Policy Section 1 little changes. Concentrated to land use chapter, urban forestry looked at by tree board. Goals and polices. Not much changes until economic development chapter. Every map has been updated with new parcel layer to incorporate new lots since 2009 maps. Substantial map changes noted. There have been some changes to the transportation figures which are noted specifically in there. We received new USGS scientific investigation reports. Streams we have agreed to change to alpha system. We were using numeric system F for fish. That is the DNR hydrology water typing that is defined in the WAC we have defined it to our streams. Parks and Recreation Open Space looks like a lot of changes, I had a magazine editor on board and she made everything beautiful. Same but more eloquently put. It will look like there is some changes, her editor hat was on. Also collapsed a number of policies. We took opportunity to consolidate ones. I have all the notes to tell you where it went to. EDC chapter we spent a year with City Council. In our community survey we did a business section that Chamber helped distribute. Able to use as a building block to start the rest of the chapter. People move to Poulsbo because they want to live here first. Shift for us because we realized our work of

enhancing quality of life directly relates to businesses. We have a lot of new policies that play to that. Second piece as emerging roll as a college town identity.

Section 2 - capital facility plan includes an updated of 2 of our 3 utilities, transportation, and parks.

Finally, Section 3 is our land development review and data. Just to give you a reminder that buildable lands report is required under GMA and whether it is meeting our density requirements or subarea plan under UGA. We look at gross density which is based on gross acreage and net density. As we expected because we have been doing GMA planning since 1994 plan, we are meeting expectations. We have a land capacity that examines land for available growth. One thing is that we seem to be growing faster than what our target estimates. We have 4,000 people to accommodate before 2036. Change from 2009 when we talked about shrinking our Urban Growth Areas. If you are curious. Appendix A does decade and year.

The last thing is we are going to adopt the functional plan as part of comp plan. I have not given them to you because they would be another notebook. They have been reviewed by CC. If you desire, we can have engineering staff there that night. We can provide functional plans to you if you would like. Happy to provide. Website not quite live yet, will be tomorrow.

If you go past the summary, there is a timeline. I apologize that it is delayed so we have a compact reviewed timeline. We are going to be meeting every Tuesday including the month of October. The amendments are as you come to expect bold underline for addition. October 11 which was our 2<sup>nd</sup> LID we will go through cap facility plan and functional plan. There will be someone from Engineering here in case your questions are above my knowledge. October after those three meeting we can have an optional Saturday workshop if you wanted more time to review it. October 25 public hearing date and a wrap up if we need it on November 1<sup>st</sup> I will release Planning Commission Public Hearing document. Will be released for public and what the PC is proposing for changes and Public Hearing on November 8<sup>th</sup>. Then I take to City Council. Hoping for Public Hearing December 14<sup>th</sup> or on December 21<sup>st</sup>. I apologize for having this later than expected. Our functional plans took a little bit longer. I think when you go through the amendments it is staying the course. Not a lot of dramatic changes to it. After the timeline I have the required public participation plan and community results and feedback. Though it would be good to have in here to refresh your memory. If you would like full survey, please see our website or let Helen or myself know.

BN: So the last time we were down there wasn't that the last time we had the realtor guy. That was the 2000 zoning ordinance. But we went through this quite extensively so you are saying there isn't many changes.

KB: There are minor amendments like changing the year to 2036 or updating population. Just a reminder we are required to do the update every 8 years. Of course we have some annual amendments. There is some irony that we are advertising for amendments for 2017.

BN: This my last year to do this.

RS: This is my 20<sup>th</sup> year.

KB: You are a great year to work worth. So we are going to start our meetings at 6pm and we start winding down we plan on 8:30 Look forward to working with you guys. If you have any questions between now and next Tuesday.

8. Comments from citizens – none

9. Commission comments

RS: How is it going?

KB: Better now that this is out. Going good. Lots of support have a good staff.

BN: Already made some legislation changes down in my neighborhood.

KB: ADU permit.

BN: I applaud her for being legal and I wouldn't have.

KN: I do have one question along that line, what is the City doing to regulate rentals?

KB: City's position on that is we are not regulating short term rentals. When we updated zoning ordinance we asked if we should do some regulation to short term rentals. We have never received a single complaint. And a lot of our new regulations come out of bad experiences or complaints. So BB and I talked with staff and the Mayor and determined at this point and time we will not do it. The Mayor did reiterate these are not becoming an issue in these neighborhood, so right now we are not requiring amendments. If short term rentals are managed to maintain quality, then city is not interested in maintaining them.

KN: No business license?

KB: Yes, they get one through the state and get a city business license. They get their building permit for upgrades.

KN: Trying to figure out what is in my neighborhood.

KB: Short term rentals Cannot be and ADU. Explicit no ADUs in code, guest houses are different. Only thing that prohibits short term rental.

KN: You will see in housing rentals. Because people are renting out and not available for families to move into so decreasing housing stock.

RS: There is people who that is how they make their living.

KN: We have one house on our block.

RS: They don't get rented out if they look bad. Well maintained for that reason.

KN: Hearing how we have shortage of housing and promoting ADU in our neighborhood and just wanted to make sure. Couldn't find anything just curious what City's position on it is.

KB: For now they are not regulated by the city, didn't think about taking it out of the housing stock. Keep that in your mind as you are out as time goes by. It is not that we would not do it if the need arose. Will mention to her about the housing stock.

RS: If it can self-regulate itself then that is okay.

KB: Did some research on it for the quilting retreat on Hostmark and would be dealt with differently today. Once I started doing research on short term rentals, you can fall down a black hole. Cannon Beach does a lottery. That is a community based on short term rentals. Doesn't take much to make it a code enforcement issue. I am defiantly with self-regulation as long as we are not experiencing complaints.

BN: Good we to experience area.

KB: Right now there is a shortage of rentals from market rate or below market rate. Definitely an issue county wide. Some of it pent up demand from recession. And part of it is we haven't had a multifamily market.

RS: Facility in pop estimate is because people are going to be pushed across from Seattle.

KB: Eventually we will have to painfully update subarea plan.

RS: They want it because they get tax base

KB: Unpopular increasing density and building height. A case that we can make modest expansion and urban reserve. Given the fact that we are probably going to reach our 4,000 before 2036 will be on work program. We have painted ourselves into a corner.

BN all the backlash we got west another option.

RS: Anything else?

10. Meeting Adjourned 8:08

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Ray Stevens

Chairman, Poulsbo Planning Commission

# City of Poulsbo

## PLANNING COMMISSION

Tuesday, October 4, 2016

### DRAFT MINUTES

#### Members Present

Gordon Hanson (GH), Shane Skelley (SS), Ray Stevens (RS), Kate Nunes (KN), Bob Nordnes (BN)

#### Staff

Karla Boughton (KB), Helen Wytko (HW)

1. Call to Order
2. Flag Salute
3. Modifications to Agenda – NONE
4. Comments from Citizens – regarding items not on the agenda – NONE
5. KB we are starting our weekly review of the Comprehensive Plan. Today's workshop is scheduled through Section 1 and I anticipating getting as far as we can. We can go through page by page. We can have a special meeting to wrap things up. Got through LID last week, but still invited them to attend to go over capital facility plan next week.  
RS: My thought is we can go through this quickly and pick up on the revisions. If there is something that particularly pops out.

KB: Mr. Chair want to add for Kate and Shane who were not commissioners in 2009, if there is something you want to add, we can absolutely do that. I did the best attempt to amend but entire document is open.

RS: Page 10 (nothing), 11 (nothing), 12 (nothing), 13 at the top the paragraph highlighted last page depending on the natural resource that needs to be protected.

BN: It catches all the way I read it.

KB: This statement I can confess I did write this one. Came from consultant who did stormwater plan. He suggested that, but I can see that it does not need to be there.

RS: What is the rationale because it says that maybe you don't have do to this.

KB: I am reading to say which one protecting we will be okay with.

RS: Okay, maybe make it clearer so nobody takes advantage.

KN: Under capital facilities first bullet can we add sidewalks?

KB: Add to read streets and sidewalks, parks.

RS: 14 (nothing), 15 (nothing), 16 question I had was on the CPSGHB, isn't it a different acronym?

KB: Double check. I think what they did is instead of having three members for eastern, western, and central, they have one board now. Any of the nine members can hear appeal, not just depending on their geographic area.

RS: Double check to make sure we are consistent. It would be good to know what they are called.

RS: Pages 17 – 36 (nothing), 37 Section 1 pg 36 general question. Right now the signs coming into Poulso say 10,000 people. Has anyone run current numbers?

KB: The answer is no; I have not run the numbers for all the projects that have been approved. Anecdotally with all those approvals we will reach our allocation population sooner than later.

RS: Anything else on page 37?

GH: Population growth, bottom third of the page. I was confused that we were tracking information. I read through it a couple times, and I don't know if you can rearrange or better explain it. It was a little confusing

KB: Table LU2? Happy to work on the paragraph before. First column is the 2036 total pop which comes from the county wide planning policies. Middle column is current pop. This was in the original comp plan. This does show we have experienced growth from 2009. Our minimum growth we have to plan for.

GH: From now until?

KB: 2036?

GH: That doesn't seem like a whole lot.

KB: As a comment on that it will be interesting to see what happens because we have had the 14,808 growth rate from the 1980's. This year in 2016 our OFM was over a 2% growth rate and that is the first time we have seen it in many years. What are the projects that are approved going to carry? The way to answer that is this is the floor, this is the allocation population that KRCC decided to stick with this. But I bet in 2-3 years they will be redoing the allocation population.

GH

KB: I will have to come back and amend the comp plan. The mayor is very concerned she believes we will reach our allocation in half of our planning period. Wants us to be proactive, and on a staff level having conversation with Kitsap County.

R: To see what direction we can go?

KB: Yes, think part of a package to accommodate the population.

RS: Interesting part of table is 2036 in the City, but in the UGA there is more capacity and that is because it hasn't developed.

KB: This isn't even totally accurate because that is not what we have to start with. Annex urban growth area. Land has transitioned to City Limits. Going by this table they have had for a number of years. Land has moved, allocation has not. What I would like to do is have one number, because that is all we care about and what functional plans are based on. I plan for the whole thing, so do Engineers. Other jurisdictions have it different. Port Orchard and Bremerton the utilities meet and for them it is more important to have that identifications.

BN: The only feasibility is to go from west and with PUD services.

KB: For sure they will be providing needs. But they are not part of the allocation population. Even though they are a service provider.

BN: Confusing the way it is and I hope you win the request with them. Do the 14,808 population.

KB: People get confused by the split. We provide utilities and don't provide until annexation. Those two preclude the need to distinguish between the City Limits and UGA. Poulsbo needs one number, confusing to break it up.

KN: Just for clarification, does that include the UGA?

KB: Yes, includes limits and guestimate. Reason it went down there were a couple demos from the last time. Had to go through and count manually.

RS: Pages 38-41 (nothing).

GH: Page 42, Policy LU2 1.5 what is that referring to, walking, biking, etc.?

KB: And public transportation. Mobility is the new word.

RS: Page 43 question, when did we change RM to 6 units an acre, thought it was 5?

KB: When we updated the zoning ordinance. Organized so they build on each other. Stops then starts at next number.

RS: Page 44-48 (nothing)

GH: 49 LU 5-1 Poulsbo Pump Track is that the bicycle track?

KB: Yes?

RS: Page 50-53 (nothing). On page 54 I had something in here. LU 9.2 does KRCC allow you to take businesses?

KB: KRCC gives us two allocations that we have to provide sufficient land for. Population which is what we spend most our time one and then employment, so we have a jobs forecast. We have to do the same things as population. We are given a number of jobs with a long technical analysis. Run a land capacity analysis on our non residential zone of underutilized and available land.

RS: How long have they been doing this?

KB: Two cycles. In economic development chapter. Not as big of a deal as it is today, because now can be used to expand urban growth areas. Delicate balance between allocation and land availability. This round was more politicized at the regional level. A year process at KRCC level. It will continue to be important as we move forward.

RS: Not a bad idea at all. Make sure we have local jobs.

KB: Mayor really did care about it and was concerned about how jobs are assigned and where we think jobs are going to land. She wanted to see jobs allocated throughout the county to reflect what is really happening. And we got some additional numbers.

RS: Trying to force social change on us be regulation.

BN: That is good news to hear because I don't think that SKIA place will ever take off. Not as active as we used to see it before. Port has done the best they can to keep them there.

KN: On page 55 can we say protects the environment not call out healthy habitat for fish and wildlife.

KB: Yes

RS: On page 56 what does the acronym TMDL mean?

KB Total Maximum Daily Load is basically the bad stuff in water quality like fecal coliform. Liberty Bay received a water quality rating that triggered requirement to do TMDL plan. Our piece is urban runoff. Combined we had a poor water quality. Sealaska in coordination with KC Health did a water quality report. Part of this is doing more extensive water quality testing than what was done in the past. I will add in acronym section.

RS: Does that ever run out?

KB: Yes if we meet acceptable Dept. of Ecology levels. Our contribution is urban runoff and the others are outside of the City. Not solely our contributions.

RS: I was in the water shed committee in early 90's and everyone was pointing at houses and developments that were being pointed at for pollution but it is the rural areas.

KB: Big Valley drainage for dogfish creek. Failing septic systems large contributor from south end of Liberty Bay. If there is a big rain, leads to spike. We have worked very hard over the last 20 years to improve treatment of stormwater runoff.

RS: Do we look at this again?

KB: Yes, we might get out of the corrective action. The standards that are being applied to Liberty Bay are unobtainable. County agrees that standard is not appropriate for our bay. I think we can wait for the next time to see.

BN: Where do we stand on regulation for marinas.

KB: Health District has adopted within last 10 years stringent restrictions for marinas.

RS: I am on their monthly newsletter and they are really cracking down.

BN: Meaning?

RS: Need to have inspection valves etc and the marinas are getting the heat.

KB: For private marinas as well. Not necessarily the boat owner.

KN: Policy LU12.6 can we delete bike lane. Let's not build anymore of those like that. Middle of bike lane on road is not a permeable road

RS: 58 59-essentially tree cutting ordinance. I have a gripe about making people keep gigantic trees in their yard. Going to kill somebody or take out a house. CC not supportive. LU14.2 anyway we can put in there if it is a public nascence? If it is a public resource, they should be paid for by the public.

KB: Balancing act because there is a desire every time there is clearing people get upset. And yet you and I know what is going to happen to these tree retention areas in 20 years. We are requiring that they be in tree tracts and maintained by homeowners' association.

RS: If you can't take out a tree that is wider than 10" in diameter

KB: Philosophically we are not going to come from a place where you can't cut a tree out of your own yard and you will have to replace tree. What we are looking at is reviewing tree retention section of the zoning code. Would need to be done on tracts or easement not with individual property owners.

RS: Councilman Stern said now they used to have a view and now it is gone what are we going to do? It is a concern. See a lot of the same language. Ridiculous to ask people to prove that it is not going to adversely affect the earth's atmosphere.

KB: We share your concern, would need a full time person to deal with trees. Appears like this is the direction our policy makers are leaning towards.

RS: Mercer Island is a great example of how horrible and what a ridiculous mess it is.

KB: Our goal is to not do on homeowner level, but with new developments.

KN: One last thought on this page is to look for another pictures. Like sidewalk, street trees, then street. Better represents what we want in the community.

KB: Like the one on the next page?

KN: Yes.

BN: Throw a picture of a cut stump.

RS: Page 60, skip over economic development chapter so we can examine more closely. Jump to page 73 -transportation.

KN: Question about complete streets. I think about open house for 6th avenue project. As we are redoing streets can we think about burying lines underground?

KB: It is very expensive to bury them and the city doesn't have the resources to do it. Mayor reported at Dept Heads that it is a renewed concern and asked Andrzej to set up a meeting with PSE.

KN: As we did up half mile of street you might as well do that.

KB: We do look at doing it. Will pass on your comment don't know if it is appropriate to add here.

BN: More than just power, but telephone too.

RS: Page 76, I have a note to explain what a bypass reduction is.

KB: So when there are bypass trips they take a reduction. Important in calculation of traffic impact fees per ITE manual. Did not put a description into methodology for bypass trips. For example if you are on your way home you stop at the store, bank, etc. Multiple stops on your way so not necessarily calculated by destination. We will be tweaking the impact fee ordinance in January to identify bypass trips.

RS: Can put in definition section?

KB: Not a section, do you want me to explain that a little more in the policy?

RS: I think that would be good so if someone was reading this they could understand.

RS: Happens with all commercial?

KB: Happens on a case by case basis. You can see it more if it is outside City, Twelve Trees business park example.

RS: Page 77?

GH: I had one thing for Transportation. Can we get rid of HOV lane restriction on Highway 305 that have certain restrictions at certain times?

KB: I will ask Andrzej about it.

BN: My understanding was that there was a period of time they had to keep it going for federal funding. I drive it every day and it is an unused right hand section of road.

GH: Common sense to close it.

KN: It is ridiculous; you have to get in that lane at some point to turn.

RS: Even if the outside lanes were the HOV lanes, people are turning through where traffic is supposed to be going faster.

GH: Very frustrating and defeats purpose.

RS: Page 77 – 90 (nothing).

KN: Question about the second map in this section. Harrison is a residential collector. Why does this residential street have a 6-ton limit sign? It is not listed.

KB: I will talk to engineers to see if we can remove that.

RS: Jump to page 95 – 107 (nothing)

RS: On 108 we have stream designations and I have no idea what those letters mean.

KB: F stands for fish, new system do not know off the top of my head.

RS: Can it be put into this someplace?

KB: I will look at WAC and see if it stands for something and add it.

RS: Page 109-119 (nothing), then maps.

KB: Maps are the most significantly updated out of this chapter. New updated parcel layers. Mapping wetland, hydric soils, NWI not as accurate as ecology wants so just mapping hydric

soils and wetlands that have been delineated. NE 2 new info through PUD aquifers and they worked in conjunction with USGS. Updated with much better information. The geo hazard map remains the same, NE4 same. These maps are in here but will be in critical areas ordinance next year. Our critical areas will have standards. NE5 this isn't that different received updated GIS layers for habitat. NE6 the shoreline is the same as was adopted.

SS: What is a hard shell clam

BN: Cockles, muscles, etc.

RS: Page 126 – 144 (nothing).

KN: Where is Winton woods apartments?

KB: By the theater.

BN: Downtown here?

GH: where the brewery is going?

KB: No BN is thinking of the Jewel box theater where the brewery is going, I am referring to the movie theater on other side of town.

RS: 145 – 150 (nothing)

BN: Page 151, what is the purpose of putting the logs in the creeks? You see the down at the end of Silverdale Hill.

SS: Makes an area that is deeper for the fish to swim.

BN: Use as a dam?

SS: Yes

RS: Woody debris shading etc. is good for the stream.

RS: 152 – 163 (nothing)

KN: Question about the listing of the colleges, are we deleting OC?

KB: No what the parks director had listed was active partnerships and she has one with Western but not OC. WWU does coursework and restoration and some of the parks.

BN: Plus the Marine Science Center

KB: Yes, they are actually running MSC right now.

RS: Page 163 then maps.

KB: Next time adding Vista Park and Morrow Manor. PRO-1 add Pump Track. won't get to do it on this one but add on next year's annual amendment.

RS: Okay, page 167 - Economic Development.

KN: Power point thing a little blurry.

KB: Think it is a combination way it printed and graphic itself.

RS: Page 169?

KB: On page 170 where we talk employment allocation, table on 171 shows new jobs.

KN: This might be a good place to stop.

RS: I agree.

KB: We can skip over economic development.

RS: Significant changes and I haven't really gone through it.

KB: We can skip over that chapter; the rest have minimal updates.

RS: Chapter 9 next time jump passed this. Start at page 188-Utilities – 191 (nothing). Page 192 is there a reason this is updated?

KB: Just an updated narrative. Gave to local agencies. PSE is the only one that came back and they gave a canned section for us to add that they give to all jurisdictions. Almost exactly what is already written. No policy changes.

RS: Anything else on 192 – 197 (nothing) then maps.

KB: No changes made other than base layer.

KN: Are there no new cell towers?

KB: Not in City Limits.

KN: Oh, maybe they just added on to the height of one tower.

KB: Yes, that is possible.

RS: Page 200-206 (nothing).

KB: Impressive, you guys got through all of Section 1.

RS: Okay plan next time is to do all of Section 2?

KB: Yes, pages 206-300. This is the part that has a lot of amendments because of the functional plans that have been updated. They are all posted on website. They are big so we can send through WeTransfer. All posted as appendices. We will have the City Engineer here to answer technical questions. But we will start with economic development chapter.

KN: Maybe we should do economic development chapter at the end so easier for the engineers. Be prepared for both.

KB: Nice gesture we can do that. Is good for you to spend some time on ED chapter because it has most revisions, but think you will agree to the Council direction. They love this chapter.

RS: We may have an idea that can help.

KB: One of the main things when the mayor reorganized the department, there was a period of time where we spent talking, thinking, and researching economic development; about what it means to Poulsbo and to our department. Included in community questionnaire and we got great feedback. Found that people choose Poulsbo because they want to live here. Really about quality of life and preserving and enhancing elements that draws people and wants to make people stay here. Including tree retention, community design. That is our frame of reference. Second piece is college town and nighttime economy that can be supported by younger people going to school here. Took the survey results and did an economic development summary, so I can email that to you because that is what the committee works with. Key ideas that I gleaned from that. Great place to start reviewing that document. Policies shifted and new college town and quality of life and how that translates to economic development. Helps us now as the administrators of economic development program.

RS: They city is an ecosystem, and you have to look at it completely. Have to have ability with living wages, educational opportunities, and other components feed back into ecosystem. Needs to be self sustaining. Already a community by geography as well as feeding the feeling. Have to be able to develop that. Surprising to me that we don't have more larger companies like Microsoft over here.

KB: One of the things that we started doing is maintaining our economic development website which you should check out. Helen maintains this. Poulsbo in the Press. We are learning about businesses that are in the Poulsbo area. Look at Poulsbo and area outside. Making a business out of it. You don't read about them but they are out there and you learn about them. Whole layer that contributes to our economic development. All interconnected. Natural beauty, environmental health, and jobs all contribute. We have such a shared identity that is not necessarily Norwegian. Service clubs part of community. Don't know if that is happening anywhere else in Kitsap County. Maybe you can see some of that in Kingston as well? But we are small so how do we keep this small part as we grow.

RS: Planning is the hard part because you have to balance all these things. The rural stuff into the urban area. It takes away from urban area that we have to have and maintain.

BN: Keeps feeding the ecosystem. I go back 64 years and there wasn't much. You had to be a fisherman. What is up with downtown mentor building?

6. Comments from citizens – none

7. Commission comments

KB: With the Mentor building Miles Yanic is moving into the 2<sup>nd</sup> floor. I also heard that Hair and Hounds is sold. I think it is to somebody out of state and they want to put a restaurant in the building.

BN: Old bank building store moved out.

RS: I think we moved into commissioner comments.

KB: Olhava has also been sold.

BN: Local or somebody new?

KB: Met the new owners who bought Olhava recently. They purchased all the land and they basically bought it to do a hotel, and then they will sell off the rest. Worst case scenario for us because we have to deal with individual business folks who are not familiar with master plans. They plan to come in early next year for the pre-app for their hotel. They did a pre-app at forest rock hill. Going to assume that they are going to at least start with an 80 room hotel. They own the hotels downtown Bremerton. Patti Graf Hoke with Visit Kitsap talked about them at our EDC meeting. We were thinking it would be nice if they wanted to do a small conference center. She said if they are going to do like they did in Bremerton it is just going to be a hotel.

BN: Does that already dash the city hall plans for a hotel?

KB: They had already decided to do condominiums. The conditions of approval allow them to do either condominiums or a hotel. They are actively trying to sell it. Don't know who is going to buy it, but they could do either.

BN: Guess there is money to be made?

RS: If they got the approval, they could be all set to sell.

KB: Strange because they came in three months later after a long approval process and they said they never wanted to do this. Don't know if they are going to redesign while the market it. They do have site plan approval for 58 units and underbuilding parking.

RS: Modus operandi to start something and change as you go.

KN: Question back to Olhava who is responsible with common areas up there?

KB: It is them the new owners.

KN: When they come in to do their pre-app can you ask them to clean it up.

KB: Yes, we can ask them to do that.

BN: First western bought it from the Olhava's right? Was the Kent guy who bought it?

KB: Mark Zinger was the First Western representative and Kent was lead consultant. We worked with Mark until maybe 3 months ago.

BN: He performed well in front of us.

KB: We heard that first western had a price point that was very high, too high only large companies like Walmart and Home Depot could afford. The hoteliers approached years ago and couldn't figure out sq ft with cost. It did not help that the recession hit right when they finished their infrastructure improvements. And then the price point was too high, challenging for many businesses.

BN: And unwilling to waiver.

KB: Also found out that Walmart has a lot of conditions and businesses that they won't allow to be located next to them. Heard some of them wanted to, but First Western couldn't say yes. Assume it is still in place and new owners peeling back layers.

GH: Bank took a big hit too.

KB: 8.3 million is what they got it for.

GH: 20 million is what they were asking.

KB: They might make money on it. It does have some business park zoning.

BN: Fred Hill plant sold to Shake

SS: One comment, I was down at Oyster Park, big pile of lines right below the pier when the ramp comes down.

BN: PW is very familiar with the pile of rope.

KB: One of the service clubs is was going to adopt.

GH: For our homework for next week capital facility plan and economic development chapter.

RS: In my mind we start with economic development and if we are going to spend a lot of time on it we will

8. Meeting Adjourned at 8:11

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Ray Stevens

Chairman, Poulsbo Planning Commission

DRAFT

# City of Poulsbo PLANNING COMMISSION

Tuesday, October 11, 2016

## DRAFT MINUTES

### Members Present

Gordon Hanson (GH), Shane Skelley (SS), Ray Stevens (RS), Kate Nunes (KN), Bob Nordnes (BN)

### Staff

Andrzej Kasiniak (AK), Michael Bateman (MB), Karla Boughton (KB), Helen Wytko (HW)

1. Call to Order
2. Flag Salute
3. Modifications to Agenda – NONE
4. Comments from Citizens – regarding items not on the agenda – NONE
5. RS: Comprehensive Plan  
PG 167

GH: Attract “appropriate” businesses. I think we should get rid of appropriate. It implies that the city can pick and choose winners and losers, so delete the word appropriate.

RS: Next page last bold paragraph, “of” should be “or”

KB: Okay and note that graphic is blurry.

RS: 169

KN: What was meant by economic implantation midway through bulleted list, (technology was crossed out)?

KB: The policies under economic technology were stricken and new ones were added. Seemed more of how we are going to measure economic development. My attempt at finding a new title that was reflective of policies under that section. Such as page 184, goal 4, encourages supportive environment, accommodate a mix of jobs, tools of investment. How to further economic dev in City. There is a Better word for it?

KN: maybe if we add Development.

KB: Ok

RS: Next page, I had on pg 170 in 2<sup>nd</sup> to last paragraph there is an acronym PSRC, is that the one we were looking for earlier?

KB: No this is a different thing, the Puget Sound Regional Council, a different quasi-governmental agency.

RS: Anything on page 171 - (nothing); page 172? I had this table that is crossed out and I am wondering if we should keep break out.

KB: They didn't break it out this way, it's not broken down into Industrial or Commercial, otherwise I would have.

RS: Okay,

KB: Table that is crossed out is from previous buildable lands report from 2007 where they did do it industrial and commercial. Know they wouldn't have broken it down by census categories, but will check again.

RS: Page 173 I had a question "based on the capacity analysis and so on", I'm wondering, it represents a small land capacity deficit. Does this mean we need to rezone? Is this something we should be considering?

KB: Kind of, the last comp plan showed we had a little bit of a deficit. This shows a small deficit of .97 so 145 jobs. One of your site specific applications is proposing rezoning 5.5 acres to from RL to OCI which might close the gap a little bit.

RS: But this is saying we should be watching this?

KB: Yes, but it was so close that we didn't feel like we needed to make map amendments. But if we get more jobs allocation we definitely need to look at areas where we should be rezoning out of Residential and to Commercial, Business Park or OCI.

RS: 175, 176, 177, bottom of 178 policy ED1.6 is that redundant? Job creation and job growth?

KB: Business development is the creation of new businesses as well as new jobs. In survey we found that a lot of small businesses and we want to see new businesses even if they are small as well as established businesses expanding.

RS: Lets change "job creation" to "business creation"

KB: Yes, that is what I was thinking

RS: 179-181

GH: 181, I have a question right in middle of page “planning and infrastructure”. How does PSE and Natural Gas fit in b/c they are not a city utility?

KB: In my mind infrastructure encompasses public infrastructure and quasi private infrastructure, like gas and electric. so in my mind that word captures it. Electrical, Natural gas, Telephone, cable, it all falls under infrastructure.

GH: The reason ask is the city just did Hostmark road and utility improvement. Got the first layer of asphalt done, the gas company came in and punching gas lines under the sidewalk. in the process.

KB: I think the gas company didn’t realize and decided after we started that they wanted to be part of it.

AK: They came to us and wanted to extra connections and was a big battle between them and us. They said they couldn’t fit our schedule. Finally they make it happen, lots of excuses. We really tried to work with them.

GH: What is happening now?

AK: There are two connections, Starbucks connected a couple months ago, what is happening today right now is Brown Bear Carwash is connecting to storm water. We told couldn’t do during day time b/c traffic to heavy and we don’t want you blocking lane. Difficult to coordinate all these pieces. Don’t want people cutting into pavement for 10 years. Some companies are proactive like PSE who looks at our CIP, but some are not.

RS: Pg 181-182 I have under ED 3.4, 3.5, and 3.7 aren’t all of these policies essentially the same?

KB: 3.7 is a little bit different because it is relating to our LOS and tying it to our Capital Facilities Plan. 3.4 and 3.5 and pretty close and actually I can see 3.7 is. Would you like me to consolidate those three into one policy?

RS: I think that would be clearer.

RS: 183-185, nitpicky underline page “Marking” instead of “Marketing”

KB: Thank you

RS: 186-187. Now we are in capital facilities.

KB: Just a couple comments on it, I met with EDC last Wednesday, they wanted to add more policies about vibrant nighttime economy and to have a policy around pg. 186 on 5.4 to tweak about Port of Poulsbo. Nothing substantialish but playing around a little bit more with the chapters. I have another meeting with them next week to discuss further.

KN: What they thinking of in relation with Port?

KB We want to tweak 5.4 to talk about what the Port contributes to the city, but need to talk to them more about what they meant by that.

RS: Will we see these?

KB: Potentially if I have enough time.

RS: Page 207 any preamble to this section

KB: We have Andrzej, Director of Engineering and Michael Bateman, Senior Engineering Tech. This chapter does show a number of amendments, because we updated four out of six functional plans were updated this year. LOS standards were not changed, tweaked LOS for transportation a little bit. Updating functional plans, taking off projects we finished in the last six years and added new ones. Biggest change is adding some projects that were not necessarily on our list, but were discussed in our last sewer comprehensive plan, not necessarily on our list for downstream capacity. We have to worry about and are on the hook to pay for through our agreement with Kitsap County to get flow to the regional treatment center in Brownsville. So we can be proactively planning and funding (setting aside money) to pay for that. AK has been working really hard with Finance department and Kitsap County.

AK: Meeting with county about CIP Friday

KB: Most significant change. Parks projects essentially the same, same with transportation with addition to Noll Rd, some projects have been consolidated, storm water new projects based on our need to incorporate the NPDES permit requirements. Looking at regional storm water as an option. Some things we would like to do as well as some we must do. Updated schools, library and fire.

AK: The first one general facility is our future PW facility. That is about a 7 million investment funded through bonds. Working on design build approach, working with Mark Julian so we don't spend so much on architect. We loved his buildings next to us on Viking Ave, and he is doing it for much less so we don't have to send out. Streets the biggest project is Noll Rd which is absolutely crucial. Our Hearing Examiner is closely watching intersection at Noll Road and 305, telling us it is failing. Trying a new connection of Noll, called Johnson Way Parkway. Which will connect along Johnson Way and 305 with a round-a-bout. Biggest project in history of Poulsbo about \$26M. Round-a-bout is approx. \$5M. Money will come from grant and traffic impact fees. We are 30% finish design with design., we are buying right of way, in 2018 will start construction. Other projects, we have \$150,000 street maintenance program working closely to Sealaska, analyzing condition of our streets. Doing maps to see condition of each street. Have discussion with City Council about funding.

Liberty Bay Waterfront Trail, we finished design and now we will go apply for grants. Meeting with tribe, they have some concern about what they want. You know what happen with Bremerton where they spent millions of dollars and at the end the tribe said no. Next is 3<sup>rd</sup> Ave

improvements between Hostmark and Moe. Last one is Finn Hill improvements. Michael applied for grants this year, asking for \$800,000. Anything you would like to ask about streets? Have a 305-steering group includes elected officials SR 305 solution. Looked at many times but this is a little bit more real, connect WA, State Transportation Package, \$36.8 million for 305 improvements. We don't know what the improvements are but the money is secured.

BN: We talked about it last Tuesday in regards to that wonderful HOV lane on 305. If I remember right, we had to keep signs up for so long to satisfy grant requirements.

AK: It is in jurisdiction of WSDOT and not as easy as it sounds. Evaluate HOV whatever interest disappear, ask WSDOT what happens. I can't go but maybe police can ask if this makes sense and if we can change to general purpose lanes. Even though the general lane is crowded, HOV works too. Make difficult during rush hour that not used. Uphill battle with transit that will be a big deal.

BN: I have 25 mixer trucks and 2 dumps that run that road all day. And I hear all the issues when you are in the left hand lane and holding up traffic. I field all the calls from the pissed off people who can't understand that the trucks are in the fast lane.

AK: We can ask if truck can be added in HOV lane. Argument the create much more head waste, capacity of road is impacted by this. I can ask about trucks being added.

BN: It would be nice because people get mad.

AK: I can do that but difficult to switch to general purpose.

GH: Please do, all of us agree that the HOV lane is a failure. There are very few who use it.

AK: What it was a couple years ago they were looking at utilization of public lane. Whatever reason it stopped. Never continued study.

BN: Another thing I give you kudos about is the blinking yellow light. It moves traffic unbelievably.

AK: Two of those one at Safeway and one at Lindvig. They are quite expensive to retrofit, so when we are installing, we trying to do blinking.

BN: You said at one time state doesn't recognize the blinking light.

AK: No, they don't. It takes them a lot of time to adjust to anything. They were old systems when they were installed.

AK: A little bit about sewer, Sewer CIP, Improvements to KC system. We pay 100% of improvements between Noll Rd to Keyport and 7 to 8% to Brownsville HWY, 24% to treatment plant where we pay 15.8% of all costs, whether they are operational or capital. This is bases on the reserve capacity, so we a certain reserve capacity that is .95 MGD and all of our capital costs

are split based on our reserve capacity. have in KC treatment all capital costs are split in reserve capacity. 22 million dollars of 30 million are improvements from connection fees go to KC. Came to realization that we cannot put head into sand - we have to take a look at when our siphons will not have enough capacity. Some peak flows exceed capacities. That is why you see when there is saturated conditions and heavy rain we have small overflows from time to time. Projects immediate help and mitigation. Another project which you will see half a million dollars to take look at system downstream of city limits and ask what is right solution and if it is permittable. Thinking pump station not a siphon which is not scalable. To big can't clean itself, force main much more scalable because you can increase pressures. Seems to us more obvious answer. We will be talking to tribe. Pump station was killed as project 15 years ago. Not talking about laying pipe in bay, drill 30ft below bottom of bay. Much more acceptable to everyone than a few years ago. Expensive - 9 million. So many unknowns, technology is changing dramatically especially with gas and oil that it becomes less expensive. We have solution.

BN: Do I hear you right, that the technology is out there to use vaults so you are going to be taking sewer peak flow and storing it, so the pumps can catch up.

AK: Yes, when pipe gets capacity go to detention. Our biggest flows are from the pumps. If I can store even one or two of cycles my peak will drop dramatically. In our case, we have to deal with is the surcharge of the pumps. The capacity of pump eventually it will be too much, fill out entire interceptor and overflow it.

BN: Another question. We Poulsbo people pay our fair share towards the regional sewer system, does the tribe?

AK: No, they have their own facility operated by KC on tribal land. Ours is much bigger and so is Brownsville. Tribe sewer doesn't go there.

BN: So, the Tribe pumps casino to downtown Suquamish. We are looking at better location to see if better place. Looking at Kingston, but way too far. Don't want to build huge long lines. Looking for different solution, maybe small treatment plant to subsidize our plant.

KB: The reason why Andrzej talks about is our capacity is our population allocation is perfect. The day we get a new population allocation is the day we have a problem. AK wanted to get ahead of the game. One thing - as you know - we can't say no to GMA. A city's inability to fund or provide sewer capacity has been rejected by growth hearing board, so we do need to plan and figure out how to provide urban services for growth. It's not necessarily big ticket item today but we'll talking about it in the next comp plan in the next 8 years.

AK: When you think about our point of view what the growth means to us, KPUD has a plant of water that they will be happy to serve us. More resources in Seabeck to use or possibly lose. Traffic not a big deal, it's a CC decision whatever they fill comfortable with. The big issues is sewer and it is very expensive and when you build a facility, do you do 50 or 20 years? I say 50

but that is imposition on rate payers, it's a huge impact, for many reasons. Pump station is better solution because more scalable than siphons.

BN: Interesting thank you.

AK: Water utility we are not expanding our service area. Whatever is new we give to KPUD no need to expand. We have enough. Two issues we have is water quality. We are building manganese treatment facilities. We get red water which is not unhealthy but doesn't look good to customers and is a huge maintenance issue. Our investment about 1.2 mil. CIP other treatment facility for west side wells. It will take years don't expect anything simple. Once we have the treatment facility, we will focus on cleaning tanks, pipes, with stain. It will be several years but are working on it to provide better water quality in the future. Filter system. Not simple it is a complicated operation which is quite extensive. We are pumping around 3,000 over \$1M investment.

Last one is storm water. What we did this year is TMDL study. It is about bacteria we are releasing to the bay. Study to see if our investment big Anderson Pkwy, etc. makes a difference? We do. Big improvement of water quality. Very ambitious program which we see for storm water, environment, flooding. Ideas to implement regional facilities. Mayor interested in 7<sup>th</sup> Ave. Piece has not died because of age, and hoping to get grant otherwise can't do it. Dogfish creek go through PW facility. We have a couple ideas to create artificial wetlands and get rid of detention pond by Library.

BN: What building required detention pond by the Library?

AK: It was a road between 7<sup>th</sup> Ave and 305. Part of this project.

BN: It would be a nice one to get rid of.

AK: We have applied for a grant for \$250M from the Department of Ecology to do the design and permitting for this project. So hopefully we receive money.

BN: There's a nice full time flock of ducks in there.

AK: You can imagine what that does to Liberty Bay. We would like to do something different. The total of the Comprehensive Plan for six years is \$40M which is ambitious for a city of our size.

BN: How much will rates go up?

AK: Funny you mention, we have our rates set up with CIP adjustment and I had questions from City Council, when we set the rates we don't make money. CIP helps but as you know, about everything goes on different scales. Every couple of years we have to do catch up because enterprise funds increase much faster than the CPI. Looking today at storm water facility and we are under on operations. Something a lot of people don't realize is that if we hire someone in

finance or clerks, it has direct affect on overhead charge. Not just general fund. We are not making mistakes, which is why we make increases, it is catching up. Look at sewer comp plan and we are not increasing rates now, but increase in 2018 2% on top of CIP and in 2021. We are looking at these rates every ten years. Suggesting to the CC every two or three years because every ten years is not enough for adjustments. Much easier to do small increases.

BN: Keep growing, spread the wealth out.

AK: Growth of people is about 2%, we cannot do with growth, need to increase rates from time to time.

RS: Okay, should we jump into the document now?

KB: AK gave good context to what we are seeing in this document.

RS: 207, 208, 209, 210, 211, 212, 213, 214, 215, 216

KN: Page 216 shows sidewalk Lincoln Road from Hostmark to 305, I think we have sidewalks on both sides of the street along 305 between Lincoln and Hostmark.

MB: It's Lower Lincoln.

RS: It is down by the five way?

AK: I think we can scratch it.

KN: Double check, the other one is Little Valley to UGA, didn't the county make it a one way so do we still need to have sidewalk?

AK: The reason why we kept this open is idea of Puget Sound to Olympic trail. Good opportunity for non motorized improvements.

KN: So maybe it's a shared use path instead of sidewalk.

AK: Exactly.

MB: At some point we desire to have pedestrian connection from the Central Market area to Bond Rd and to be able to get people out of town toward Big Valley and the Edward Rose development and it would be nice if they could walk to Central Market. A decent safe pedestrian route is high on our list.

KN: I was more questioning idea of sidewalks because car traffic decreased so much through there.

MB: This portion is basically to from Forest Rock to UGA is basically to Bernt Rd, then in county not UGA.

AK: MB has a dream of a pedestrian catapult from Bond to Bernt.

KN: Last item, signal channelization Viking Way and Stendahl Court. Is that to the Stendahl ridge?

MB: it is, but if and when warranted. Realizing that sometime in the future, not near, could need a light.

AK: It's not on our 6-year plan but look at in 20-year plan.

MB: It's a placeholder for future potential.

RS: 217 – 228. I had one on the transportation benefit district. Are we already collecting on car tabs?

AK: No, this is discussed as one of options. It may be a financing source for maintenance.

RS: At this time we don't but there is discussion that we may.

AK: yes, what is happening is that there is more discussion from Olympia that if you are not using all of the options given to you, then you are not eligible for grants. Olympia says that first you have to use the tools we gave you, then if you demonstrate you have: used them, you can be eligible for additional grants.

RS: 229

SS: 230 on the West Side Well treatment, 3<sup>rd</sup> paragraph down. The city plans "in" installing should be "to" installing. Further down Big Valley Well No. 3 has 500 "GMP" should be "GPM".

RS: 231

SS: 232 "GMP" should be "GPM"

RS: 233, 234, 235, 236

SS: 237 treatment capacity there isn't a "K" Central Kitsap Waste Water Treatment Plan. Next line down "City" should be and "Cities". Those inserts that we put in to keep storm water out. Talks about public right away what about private?

AK: They are required for both; we use the same standards.

KB: How do you want that first built, and just delete public ROW

AK: yes.

RS: 238 t

SS: at the top, why doesn't city mandate rather than just encourage

AK: Referring to retrofits

SS: I know if Mike Lund sees someone hooked into it, he'll request them to unhook.

MB: Want to encourage people to find them on their own and disconnect them without us having to look for them. But we can't catch everyone on our own.

SS: most of time people don't know how they are hooked in anyways.

RS: 239, 240, 241 "Purchase and demo of Lemolo house" Is this in UGA?

AK: No it is not in UGA. The reason why we are interested is that it was originally bought by Kitsap County for pump station. Since we are looking again for option don't want to lose opportunity.

RS: SO the City can own properties outside of the UGA without being an issue?

AK: Absolutely

KB: We can and it is part of our facilities, we can't annex off of it so it's not a way to backdoor annexing Lemolo off of it, which is often a concern.

BN: Isn't there a benefit for annexing property in the county for zoning requirements?

KB: Most of property we own outside of the City in UGA is for our facilities.

AK: And we are under KC jurisdiction so their zoning applies to us not vice versa. We cannot create our own zoning within their jurisdiction.

BN: So if that property is purchased down there, there will be no problem putting the facility on there.

AK: We'll just need the permit.

BN: I see a can of worms because they have fought us hard about the UGA. They said don't even come down to Lemolo.

RS: I was worried about a little island of UGA but we just act as a property owner.

RS: 242

SS: 242, the 3<sup>rd</sup> paragraph says WSDOT is considering widening 305 through Poulsbo. Didn't we already do that?

AK: I believe that is regarding the last piece where the improvements end right now and the future round-about will be. It's from Hostmark to the City Limits.

KB: Should I put that in there do you think?

AK: I think that the round about is the questionable piece.

KB: we will leave it then.

SS: 243 Regarding the Liberty Bay pump station improvements. Where is that at?

AK: On Viking Ave, next to the old county road, we have a small pump station. About 100 gallons per minute. We are designing the pump station to increase it to 300 gallons per minute. Retrofit with generator. Have serious infiltration into the well. We are pumping groundwater close to liberty Bay. So the water is affected by tide. Three things: Infiltration, generator and make sure that it has the capacity for the entire basin.

SS: And that is not complete yet?

AK: We didn't study construction, we are done with design, Diane's goal is to advertise this year and construct next year. We are doing two pump stations currently.

KB: We will change to 2017.

RS: 244-253, 263 the table that is there, that's a very large jump.

KB: Yes, it is. AK did you want to speak to revenue source projections? I will state that this is the first time in many years that the Engineering department has approached the City Council and received preliminary approval to issue general obligation bonds for traffic improvement and this would specifically be 4.1M that would go to the Noll Rd project with hope that additional grant funding could decrease as we are able to secure them. This would also incorporate the Liberty Bay waterfront trail project for \$3M or so. The total number for the full package is \$54M and includes ones like the trail that we hope to get funded through grants; hopefully about 29 million in grants.

AK: Not unreasonable but is optimistic.

RS: Related to Poulsbo's biggest project.

KB: Looking at the list, there are not many new projects on there. Looking at Noll Road TDM, transit, and trail projects. The new projects all add up.

KN: One question on page 260, is there anything being thought about by Coffee Oasis? Any project in the works or possibilities, it's such a strange and scary intersection.

AK: Right now, we are excluding from LOS requirement, because very few solutions we can see. Can't do signal, no roundabout, don't see other solution we can do for safety.

MB: We have had many discussion including pedestrian island. Options are very limited. Gets a lot of discussion, we don't have any good solutions yet but we are not done thinking.

RS: It's a very long crosswalk

MB: A pedestrian refuge would be good but it is problematic with snow plowing, etc.

AK: We can look at this intersection again when look at the dogfish creek restoration. If you take a look, our new property with a single family house, with the PW facility, the retention pond by the library. If we look at this as one big project.

KN: Between that and 305 people are flying through there. Coffee Oasis has been great because we are seeing more people crossing in that location. It seems to have increased the awareness to see more people crossing.

AK: We are looking for long term solution, right now you have seen floods.

RS: There are areas in Seattle that have a crosswalk light that flashes.

AK: Montana highway has flashing lights also. These technologies are much, much more affordable especially with 305 lighting.

BN: The shortcut off of 305, if we take the HOV lanes off of 305 the problem would be solved.

KN: Should we include that in the list. I think that 8<sup>th</sup> Avenue should be on the list, even if we don't know what we would do with it.

AK: Only issue is that if it goes to CIP, it comes part of traffic impact fees then we have to estimate the cost and what it is which becomes difficult. Maybe the City of Poulsbo can look for the solution.

KB: in Table CFP-8 transportation demand management. We put things in there don't have a normal conventional solution to it. Every quirky intersection in town is in table. Takes creativity and creative solution, won't be perfect. Dollar amount applied to TDM projects. Built in there.

RS 264, 265

KN 265 on first full paragraph we include boat ramp as part of parks facilities. Where do we have boat ramp in park.

KB we have one boat ramp by the marine science center

MB was city until 90s but now a Port of Poulsbo property.

KB: trying to think why we put it in, kayak ramp by oyster plant park? Will look into that.

RS: wasn't there talk the last time we did this about adding a park with a ramp on the other side of the bay.

KB: Yes, but this paragraph is not what we are referring to. No this is just referring to what we already have. Four parcels by county rd we want regional storm water facility and shoreline park, last piece of unaltered shoreline property within the city limits.

MB: Could be hand launch at high tide, but not a boat launch.

AK create water park and features similar to Manchester but better looking. Creates window into bay to visually connect liberty bay and Viking Ave. Preservation of the shoreline. Treatment facility.

KB: those four parcels if you flip to land use map on pg 63, it is four parcels yellow right on the shoreline just south of Liberty Bay condos. Number of years ago we had a rezone request to move to higher density, but stayed RL all these years. Number one acquisition project for parks commission. Great opportunity for two departments to come together to seek funding as a park need and a regional storm water. ML think a good idea to put water features.

RS: 266, 267, 268, 269, 271. 272 - so doesn't the Rose Master Plan have public park portions in it? The rose master plan? Is that included?

KB: No, we really tried to draw a line at 'this is what we own'. At the time that the Rose Master Plan Park is close to be dedicated to the City, we will capture that as an annual amendment.

RS: That's fairly large. It's a passive park in there, right?

MB: It's a conservation easement but not a park. Wetland buffer is larger than the stream buffer.

AK: They can buy offsite land for a park or give us money for mitigation.

MB: Have to develop too. Corner wetland at 305 and bond is not an option

KB: They have a couple of options and have not indicated what they would like to do. That would be all.

MB: not an option not enough grade change to do underground.

KN: you mention the wetland can't count as park but on page 271 we talk about how the 305-wetland mitigation will count as open space.

KB: We have assurance with and an agreement with WSDOT that will be conveyed to City ownership. We won't own on Edward Rose; we just have to protect it.

AK: Chat with WSDOT and they have to be in conservation district forever but might have passive trails. Mitigation for 305. But nothing active.

KB: That is why we included in here as future inventory. Snapshot of what our actual needs are over the 20-year planning period. Agreement between City and WSDOT where most wetlands are private. This is a large enough parcel that city did agree to retain ownership. They are doing wetland monitoring. Once complete in another couple of years they will convey to city.

KN: Hamilton field having trouble imagining lights in that location going over at all.

KB: I know if you can see it hasn't changed.

KN: Are there lights there now?

KB: They play on Saturdays so probably not,

AK: There is a lot of illegal parking,

KN: There is no access from Poulsbo Place side.

KB: And they won't. I suggested we take it off the list. Until peewees find another place to move to. When Parks has money laying around, then they could acquire it for a soccer facility

KN: Or dog park, that way you might get access from the Poulsbo place residents.

RS: 274, 275, 276, 277, 278, 279, 280

KN: On 280 have we gotten out of the business of vacation house checks?

KB: will check in with them, if they are still doing them I should be able to get the number for 2015.

RS: 281, 282, 283, 284, 285, 286, 287. 288 I had question, the current equipment requires a rescue boat, is that the same as police boat?

KB: no have their own

RS: 289, 290, 291, 292, 293, 294

KN: 294 does spectrum still exist.

KB: They gave me numbers so I can double check on that

RS: 295, 296, 297, 298, 299

KB: We did it.

RS: We are done

6. Comments from citizens – none

7. Commission comments

KB: Next week we will do section 3 and the one site specific application. In the back of the binder, there is one site specific application for two parcels. It's off of Finn Hill by Gravitec, 5.5 acres from RL to OCI. Are we doing Section 3? Are we doing appendix A and C?

RS: We should, not very big.

BN: Where are we doing the PW Facility?

AK: Four and half acres just passed by church. Across from Kitsap Trans facility. We use site right now with transfer station and decant facility for storm water. We do not haul our garbage trucks all the way to Bremerton. Dump garbage in container and BI Disposal hauls the container to Bremerton.

BN: That has to be a big cost saver.

AK: We were driving at least two trucks a day to dump it. So, that's a huge savings.

BN: Good thinking.

RS: So does schedule take all the way to the end?

KB: Let's do section 3, site specific. Appendix A1, Appendix B is functional plans that we went through and Appendix C is just the spreadsheets for section 3; if you want to get into data. And then county wide planning policies are just put in there to demonstrate that we are bound by policies. Should be able to finish it up by next week.

RS: And then we need to review the site specific too?

KB: Yes. We'll invite the property owners and let know you'll be reviewing next week. Sure they will come to hearing in November.

BN: One more question we have, I have always, as you come up lower Lincoln, the City has always maintained space as storage yard. I am hoping that goes away. Getting rid of derelict homes.

AK: If you take a look at our Storm water CIP, Dogfish Creek we have biofiltration plans for that site. No reason to store especially because we are moving more and more to Viking Ave.

KB: Dumpsters aren't there anymore, that is an improvement.

MB: Headed in the right direction.

BN: Looks better than piles of rock.

AK: Look at plans 1/3 of PW site for potential commercial requirements. Can connect to centennial park, nice rec facility in area of town.

RS: Any other comments?

SS: You guys are doing a great job keeping up with all of this!

AK: Thank you, we have a great team, we have a lot PE engineers. We have complicated CIP. Thank you for all the compliments, we will pass them on to our team.

8. Meeting Adjourned 7:58

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Ray Stevens

Chairman, Poulsbo Planning Commission

DRAFT

# City of Poulsbo

## PLANNING COMMISSION

Tuesday, October 18, 2016

### DRAFT MINUTES

#### **Members Present**

Gordon Hanson (GH), Shane Skelley (SS), Ray Stevens (RS), Kate Nunes (KN), Bob Nordnes (BN), James Thayer (JT)

#### **Staff**

Karla Boughton (KB), Marla Powers (MP), Helen Wytko (HW)

1. Call to Order
2. Flag Salute
3. Approval of Minutes - 9/27/16 and 10/4/16 NORDNES/NUNES **5 in favor, 1 abstention.**
4. Modifications to Agenda – NONE
5. Comments from Citizens – regarding items not on the agenda – NONE
6. Public Meeting, 2016 Draft Comprehensive Plan

KB: The packet in front of you, next week we have the public hearing for the NPDES Code Amendment, we are going to have a workshop at 6pm for an hour and the hearing open at 7pm. After workshop on Sept 27<sup>th</sup> Anya wanted to give you some more information about the NPDES permits. She will have a PowerPoint with the genesis of NPDES. Then she will do a quick refresher of the code packet and then Charlie will go over the memo and staff report. The engineers took one last kick at the can after the workshop and made a few minor tweaks. PC modification in blue, staff recommendations in red. Nothing changed in Attachment A. Most you have already seen and the exhibits are the noticing requirements with the SEPA checklist.

I am pleased to introduce you to Marla Powers who came on board as an Associate Planner in February 2016.

Any questions on NPDES LID?

RS: Open up the public meeting on draft comp plan

KB: Last week we were joined by our engineering staff. We are starting on page 301. This is the last section. I am sure as you read it there is a more formal way to record the permit data with the buildable lands reporting. We thought as we were updating this we would include what was done in the buildable lands report. However, BL stops at 2012 and we keep the data current so we've gone through current date of 2016. Mapping came out of comp plan in 2009. The last half of the chapter is the land capacity analysis that is done with the buildable lands report. Taken with current availability. Interesting when we do the next land capacity analysis. Snapshot of the chapter.

RS: Take page by page 301-30

JT: 302 - Typo half way down change provide to provides

KB: It is struck out

GH: 303 - What is a testamentary subdivision?

RS: It is an interesting thing. Its land that is platted by somebody dying so through a will. There is a belief that you could circumvent all zoning. While they can split the land in a will, they cannot circumvent local zoning.

GH: On Viking way?

KB: It's the Cleaver family, off of Laurie Vei Loop off of Lincoln. He willed it to family and we needed to address lot size and setbacks. Explicitly exempted out in state subdivision law. A way to subdivide the land as legal subdivision but you should continue to check in with local zoning office for code as well.

RS: There is a belief that you can circumvent all government by subdividing your land in a will situation, that was tested and you can't.

KB: In this case, too they were thinking they did not have to do street improvements. A lot of wrangling with attorneys. Our City attorney said in 30 years this is the first one we had to deal with.

JT: I don't understand table 13-1, it seemed to be consistent except for res med and res high, the numbers that came up there are referring to lots not dwelling units.

KB: Yes, it is lots

JT: Well the second column is lots/ units approved.

KB: In this table, we are just dealing with lots. I can rename this table to better address.

JT: Take units out of column header.

KB: I will

JT: Note at the bottom of the table says 7/3

KB: it was a correction for structures that were all on one common lot and they wanted to divide the four into their own lots. We were trying to report actual lots being created for future development and only three remain for future development.

JT: Approval is for future construction.

KB: Lots created between 2006-2012 that were created new. Good question, that was confusing figuring out how and trying to report correctly.

RS: Table on one page, 304-305 I have here in paragraph 2 gross or net?

KN: If you read table look at gross density.

KB: Answer is both, when we set a target, it is at the high end of the zoning range. GMA net density is what we can calculate on. When we run zoning analysis that is what we run it on. Close to what you hope you can do. The closer they are on their gross, the higher their net is going to be. We had a lot of PUD which bumped up our net densities.

JT: Going back to that table, how am I supposed to interpret it?

KB: That is because we created 3 lots in 12 net acres. It is addressed on the next page on 305 talks about how we are not meeting that target in the planning period. We may have created one lot but then that apartment can get put on. When that gets developed we report that which puts us back in alignment.

JT: Why report lots and have the dwelling units as criteria?

KB: Because that is our density range target.

JT: If you are looking for the density range in dwelling units, what is the point in reporting lots?

KB: In this case, the county wanted us to report it, in next buildable lands report we will include both. I know it's confusing.

JT: It is kind of misleading, you are striking out on top line. So you are saying the county changed their criteria for this table. Because what you did on RL was consistent with previous reporting but RM RH does a flip flop.

KB: If we had units to report, we would have reported but during that planning period of 2006 and 2012 there was not one single unit created in those two zoning districts, we only had those lots created.

JT: OK, but you don't say lots, you are implying dwelling units up above,

KB: In RM, we had one small apartment building that did 10, RM just created 3 lots and no multifamily units created in that zone.

KN: Are you thinking it would be better to add another paragraph that would help explain that?

KB: Yes, I can totally do that, fine because in BLR we provide more information.

JT: I think whoever reads it to will not drill down into the detail.

KB: I will add notes to explain these are lots that will help support future multifamily development.

SS: 305 the Second sentence is all scratched out. I'm wondering what that is?

SS: 306 "increase" flexibility I think it should be "increased".

RS: 306-307 maps next page

KB: These maps, they are self-evident, they are reporting the complete picture up until September of this year.

RS: Next page these multi-colored maps are not going to work for readability. 309

SS: 310 second line down, insert "of residential"

GH: Discussion of CO issued since 2002, fine just leave it.

KB: We probably won't report that out again, stick what you see here about acreage units, gross density, net density.

RS: 312 – 315

SS: 315 Reporting a determination, need to insert "that"

RS: 316

KB: Making a comment to get rid of this shading.

RS: Yes

KB: Table shows the city limits has current capacity for 5300 additional people.

KN: Which puts us close to the 14,808.

KB: We actually have more capacity, but we have UGA on page 319 we have capacity for 6600 people in city limits in UGA. When you take away pop target of 14,808, we still have capacity for additional people. Anyone who worries that we are going to run out of room should be assuaged by this. When we calculate the number of units an available acre can carry, we use the max number of units in that zoning district. For example, RM 6-10 units an acre, our zoning

requirements requires a min of 6 units so I can guarantee 6 units (unless encumbered by critical areas). I don't have a requirement for them to use 10 but growth hearings board directed us to report 10 even though zoning code only requires them do 6. Ran numbers on min density requirement and we are right on track for the 14,808. Bottom line is we are still sized perfectly for 14,808, and if developers who are able to maximize density, and get above the minimum density, so, say, 6,,8, 9, 10 then we might see some efficiency in increased units. If we stay with conservative assumption, we are going to be right where we have been since 1998, which is sized perfectly for our population allocation. This does mean that we might have to address reasonable measures before adjustments to the UGA.

JT: All depends on what developer wants to do. I can see where the board is coming from, but it is unlikely that you will always max out.

KB: It is, when we saw the projects that got max density or over, is with PUDs so Caldart heights is the perfect example, and that was a very efficient use of that land. A lot of it is market, Quadrant Homes does minimum density. If you try to max in RM and RH, it is hard to do the 35' height limit. One day we are going to have to talk about raising the height limit and I am not looking forward to that conversation. We've been 35' for 100 years. Any time anything is 35', residential and commercial, we get community pushbacks.

KN: And everywhere is 35'

BN: This building is higher than 35'

KB: But they kept with average 35' except for the atrium. Every new mixed use building is wanting to utilize it. Does seem, that at this snapshot in time, they are wanting to bump up density to the higher 45' range.

JT: I don't like the high heights, but if you get more 35' then easier to do 45'

RS: The argument I hear is that it is the character of the community.

BN: For good conversation because sometimes character doesn't pay bills.

KB: For me, character is downtown where I think we should keep the cap at, and that 305 and Viking could be strip commercial anywhere. Let's preserve the downtown old town.

JT: I think that it has a good chance of flying.

RS: 303 5-10 should be 6

KB: Yes.

KN: Tables on 316 and 317 is there a reason we have to have so many numbers after the decimal point?

KB: I can change and round it up, but it might add a person or two.

JT: Well when you do the calcs you have to do it to decimal places.

KN: Someone will go through the table and count.

KB: Happy to do that.

RS: 317-319 First table, "New persons expected by", isn't that supposed to be 2036?

KB: it is.

RS: 320 –

SS: 323 what is allow co-housing

KB: Development type with no land subdivision and it's under one common ownership. Best I can say non- traditional, different smaller units like one or two bedroom and then a communal kitchen.

GH: Think there is one on Bainbridge.

KB: 324-

KN: 325 you mention College Market Place and Town Center. Where is Town Center?

KB: We have two centers and KRCC calls downtown "Town Center". Not Old Town Residential, Old Town Commercial, from Hostmark to Jensen. It's not our terminology. Next KRCC 2017 looking at town centers. Can make adjustments.

RS: Okay so appendices move through this one all the way to appendix A.

JT: Table of contents Capital Facilities Plan chapter 13 mistake.

RS: Appendix A, so did anyone dig through these numbers?

KN: It is interesting data.

KB: one thing that has happened since last comp plan is that census bureau had 10 year chunks and now American Community Survey that gives annual data points. I tried to include when relevant with the most recent data they had provided. Not the same effort as the census but a sample that they model out so there is some error in this, but it gives you an indication of what is happening in town that is more recent than 2010.

SS: I have something on 26, Housing Occupancy, fix "stocked" to "stock".

RS: 7-and map at end.

KN: very colorful.

KB: Helen did it! This is the most labor intensive map. It is a snapshot of what the uses are today, right now of every parcel of land in the city which we get of local knowledge and Assessor, Helen maps it and has to reconcile it because it is different

SS: How do you differ between estate and suburban?

KB: It is lot size.

JT: There is a narrative somewhere on that.

KB: This maps corresponds with the tables preceding it. Parcels represented in the map. Not instrumental in the work you are doing today, but helpful when starting a comp plan because when you are looking at zoning you shouldn't be thinking about what should be there, but what is there so you don't make everything non conforming. At this point in GMA it is mostly informational.

RS: The way that it worked here is that we had enough on our plate without figuring out what things should be. That's why when people say it is stupid to be zoned that way, it is because it was there before it was created.

KB: Done through master plans, concomitant agreements and a lot on Viking Ave. the county designated. Core of Poulsbo hasn't changed.

RS: Appendix C

KB: First table reporting the project specifics on table on 309 this is the table that we now maintain in the Planning Department.

RS: Okay, moving along, I don't have a problem with these colors

KB: Tables in the Buildable Lands for our Land Capacity Analysis.

RS: Anything else?

KB: Just county wide planning policies, which we had in 2009. If you had any edits, I cannot do anything about them.

RS: Last section is the county wide planning policies and then the red page is the site-specific amendment. I thought the applicants might be here.

SS: On page 26, I didn't understand what congestion pricing is?

KB: Congested pricing, I think it is what you are experiencing on 520 with the toll and HOV lane, that commuting during peak hours pays the top dollar.

RS: Peak hours rich can commute because they can afford to go through there.

SS: So, this is the county so does the City just pick and choose?

KB: Bound by county wide planning policies. Main piece is for appendix B3 on page 43. What we all care about, our pop allocation. 14,808 is derived from this table. The hierarchy is GMA, CPPS administered through KRCC, every mayor, tribal president and then size of the city may allow 2<sup>nd</sup> member. This board then is tasked with maintaining and managing county wide planning policies. We spend a lot more time than you think we would talking about some of these regional issues. KRCC has established that 2017 is year of land use. Look at UGA and centers PSRC Kings Snohomish Pierce and Kitsap follow lead on what they do.

SS: Why is it even in here?

KB: I put it in last comprehensive plan because it was recommended by commerce as a way to show consistency with CPPs. Sitting in there to acknowledge that we are in compliance.

BN: Putting it in as an appendix speaks for itself then, doesn't it?

KB: I can take it out if you want, it is just acknowledging that we are bound by these set of rules. If you read through it, none of it is really relevant right now but will come into play when we expand.

JT: I'd leave it in

BN: And it appeases someone and that is important too.

KB: When we got appealed, one of their things was that we were not consistent with the county wide planning policies and our main argument was that we showed it was in our comp plan to show our consistency.

KB: In our site specific amendment, we got one in.

JT: Is this appropriate for this update?

KB: Yes, we accept site specific amendments on an annual basis and applied last year and is a comp plan update. If you remember in 2009 we have 15.

JT: Is that when you rezone, when you do the comp plan?

KB: We rezone and redesignate at the same time. We are a small enough city we can do that.

BN: In 2009 we had a bunch?

KB: Yes, that was the big showstopper with Torval Canyon wanting to rezone the park. We had 15 site specific amendments and that's normally what brings people out to the public hearings. Possible people will testify on site specific amendment off of Urdahl Road.

BN: Has this been advertised yet?

KB: Yes recently, PH not until Nov 8, so I will know in the next few weeks. Lanzafame was here in 2009 and at that time we were recommending denial because we hadn't created OCI. Staff is recommending approval of it. I think I eluded to it before, one of the reasons we are recommending approval for it is because we have sufficient residential capacity. We are a little shy on employment zone so I will have some numbers on that, and in our mind it makes sense.

SS: So, we do this annual?

KB: Yes, but it usually doesn't take this long. Can apply for site specific apps now, have them in by November 15, docket it at CC in January, PC in March and CC in April. That will be the schedule every year until we hit our 8<sup>th</sup> year and have to look at the Comp Plan again.

BN: It used to be random.

KB: Yes, pre-GMA, then we had to do once a year. In our staff report we will walk through the criteria but we are recommending to support the request. On PH, you will make two motions, one on comp plan and one on site specific application, will have it written out for you all.

BN: Next week?

KB: November 8

BN: But Comp Plan is November?

KB: So, we finished comp plan today, won't see until staff report issued with PC recommendations done throughout the document. I'll follow Charlie's idea and put in color. And staff report on site specific.

KB: So, you have next week Tuesday out by 7:30 and then Nov 8

JT: So, Oct 25<sup>th</sup> is PH on LID and then the next one will be the 8<sup>th</sup>

KB: Yes, and then you will be done, assuming that we are not stormed by lots of people and have to continue the hearing.

BN: We might

KB: We might have a plat be ready in January.

7. Comments from citizens – None

8. Commissioner comments

KB: AK asked if trucks could be in HOV lane and WSDOT said no. Asked if can transition out of HOV lane and said no as well.

RS: or widen the whole thing.

KB: AK said that they alluded to it, WSDOT treats us like Seattle, and they think we are awesome because they compare us. So, to them, they think that we do not need any improvements on 305. It sparked a good conversation so that we build redundant streets systems to get around town if WSDOT not going to make any future improvements.

KN: Anymore talk with WSDOT where we have the curb bulbouts that could go out in the bike lane? Something that was in the trails plan years ago. They freaked out and came with our engineers, so the trails plan got softened. Section by Safeway fixed that piece.

MP: Aaron said it is on our 6 year CIP to fix.

BN: During the big storm, I was going down 6<sup>th</sup> Street that have the opening where the water goes into rock things they had sandbags out in front of them. Shooting the water out. Only thing I can think of they were trying to deflect leaves and stuff.

SS: Defeats the purpose that is what they are for.

RS: Was this the city?

KB: I don't actually know the reason but I can give you my guestimate. Those features are designed for normal rainfall and not designed to carry storm event like they were anticipating. I'll ask PW why they did that.

BN: Trying to divert leaves but diverting the water too.

JT: Got design that doesn't work sending the first flush of the season.

KB: Storm drain has oil water separators. The question is what was the reasoning behind diverting the water from the newly installed water collectors.

KN: Time to remove sand bags.

KB: Irony of course is LID next week.

RS: They don't like that model.

KB: Proprietary

BN: Leaves would have filled boxes up bigtime. How are you going to maintain that, it will cap it right off. Like drain rock but bigger.

BN: Going to need maintenance eventually to get sediment.

9. Meeting adjourned 7:27pm.

---

Ray Stevens

Chairman, Poulsbo Planning Commission

DRAFT

**EXHIBIT C**

**CPA 2016-01 Site Specific Re-designation/Rezone Application – Foraker/Lanzafame**

# Site Specific Re-designation Application CPA 2016-01

Foraker/Lanzafame

Request to re-designation and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI) at 1700 NW Finn Hill Road and 21425 Urdahl Road NW.

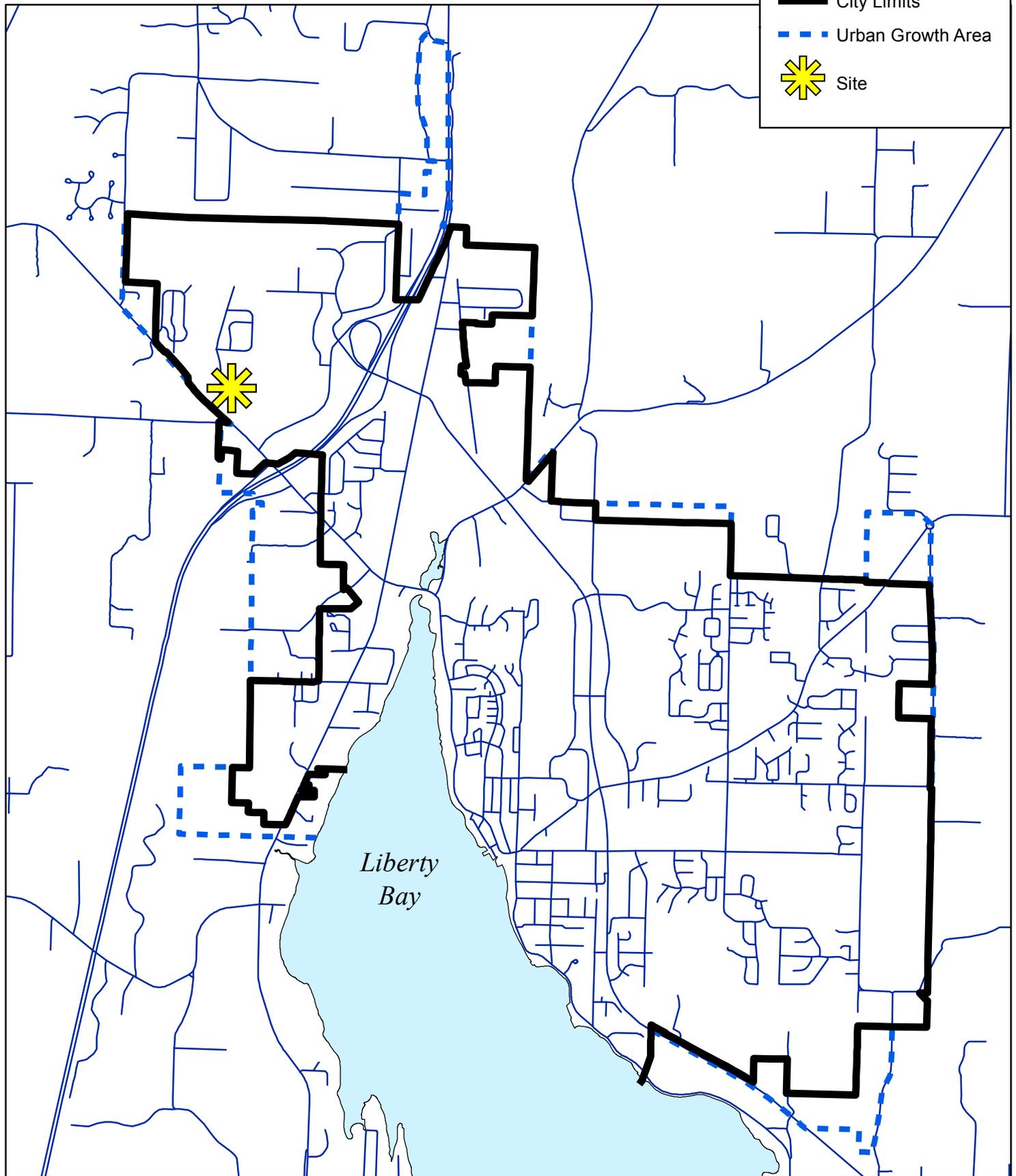


# Vicinity Map

City of Poulsbo Planning Department

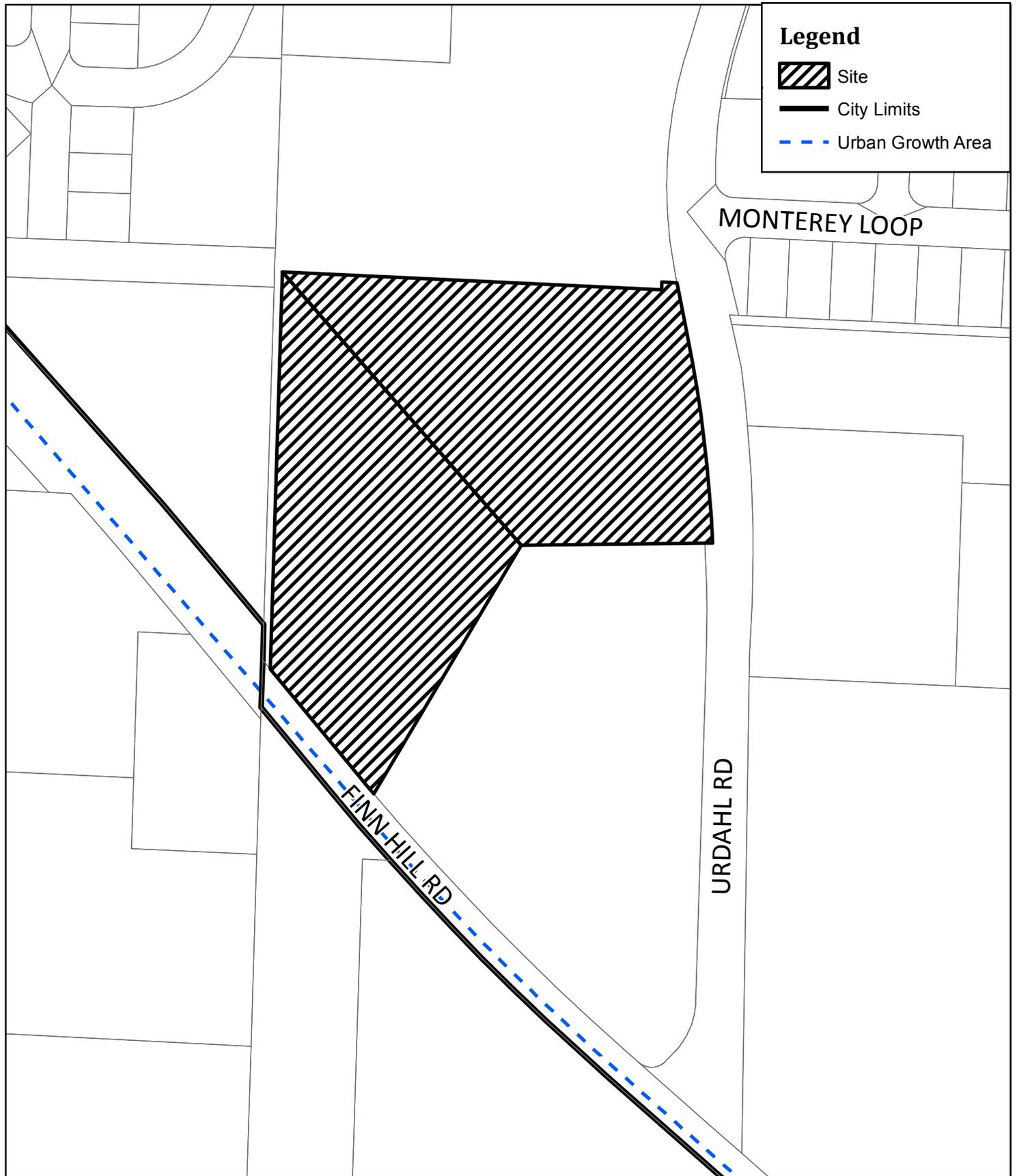
## Legend

- City Limits
- - - Urban Growth Area
- ✱ Site



# Site Map

City of Poulsbo Planning Department



## Legend

-  Site
-  City Limits
-  Urban Growth Area

MONTEREY LOOP

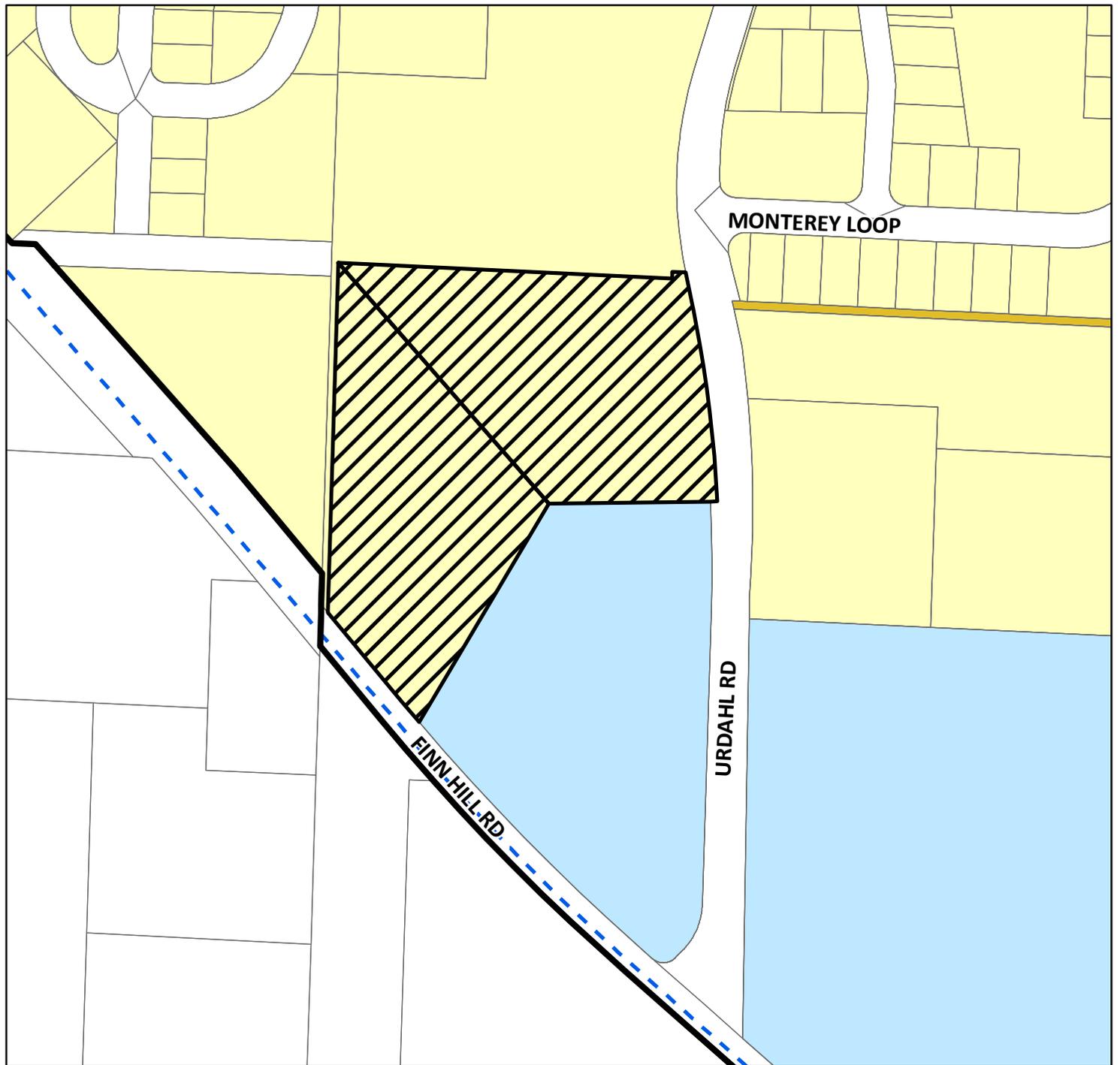
URDAHL RD

FINN HILL RD



# Zoning Ordinance Map

City of Poulsbo Planning Department

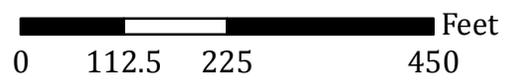


## Legend

-  Site
-  City Limits
-  Urban Growth Area

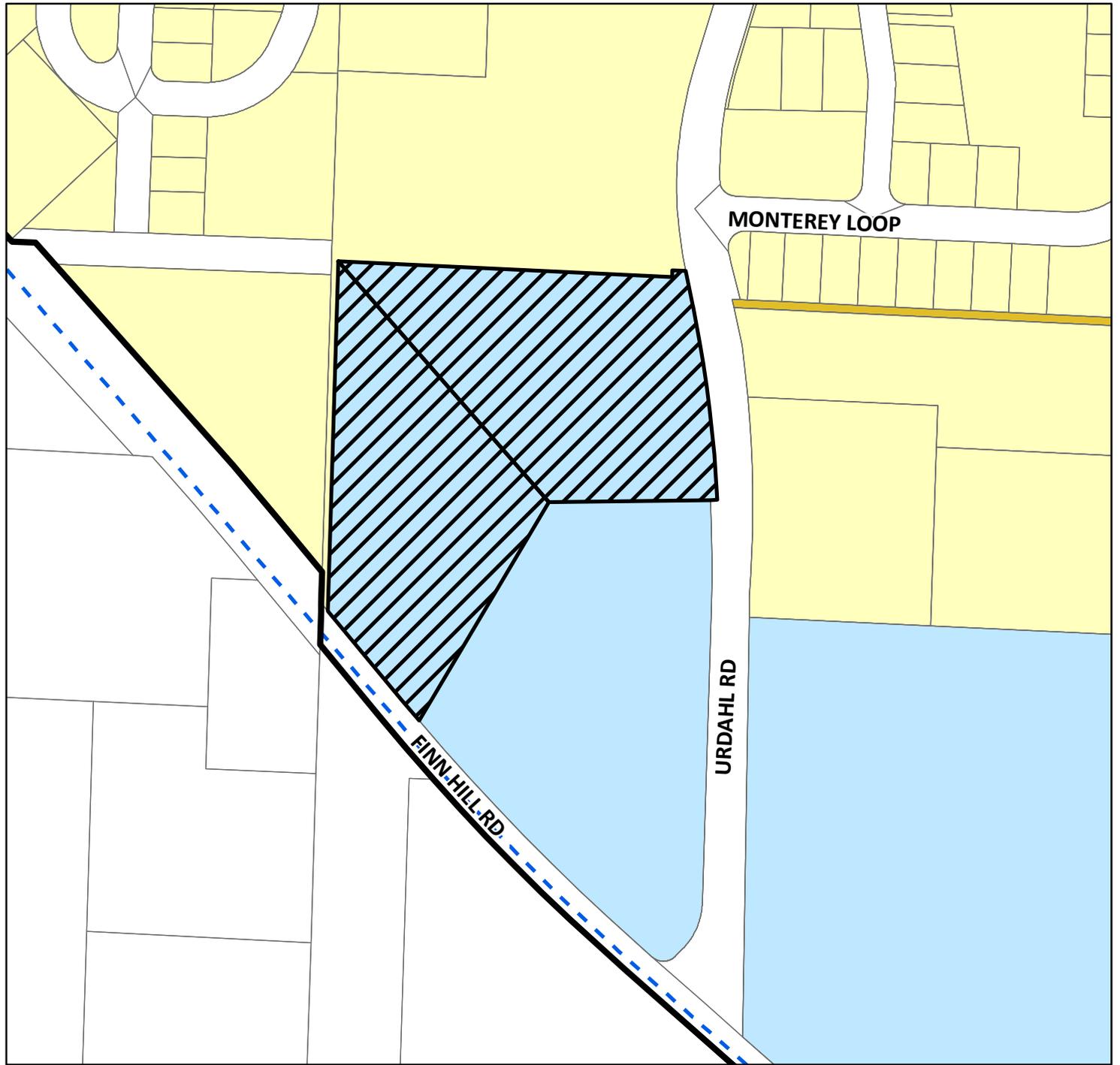
## Zone

-  OCI
-  Residential Low (4 to 5 units/acre)



# Proposed Zoning Map

City of Poulsbo Planning Department



## Legend

-  Site
-  City Limits
-  Urban Growth Area

## Zone

-  OCI
-  Residential Low (4 to 5 units/acre)





CITY OF POULSBO  
COMPREHENSIVE PLAN AMENDMENT  
Site Specific Amendment Form

RECEIVED  
NOV 12 2015  
PLANNING

Instructions: Please complete a separate request form for each proposed site specific amendment. If you are applying for a text/map amendment, please use the Text/Map Amendment Form.

The City of Poulsbo considers amendments to its Comprehensive Plan once each year. The deadline to submit applications to the City for the 2016 Comprehensive Plan Update is November 16, 2015 by 4 p.m. A pre-application fee shall be submitted with the application of \$487. After November 16<sup>th</sup>, the City will hold pre-application conferences for site-specific amendment requests. Then, the City will prepare a docket for City Council consideration (per PMC 19.01.008). If the City Council includes your request in the docket of annual amendments, the applicant will be required to submit a SEPA checklist and application fees according to the adopted Fee Schedule. Docketing is not a guarantee of your amendment request being approved.

Name of Applicant: DAVID & SHARON FORAKER  
Contact Address: 1700 NW FINN HILL RD., POULSBO, WA. 98370  
Phone Number: 360-930-4016  
E-mail: DAVE.FORAKER@HOTMAIL.COM  
Address of property to be considered for amendment: 1700 NW FINN HILL RD.  
Assessor's Tax Parcel Number of property: 102601-3-035-2006  
Property Owner (if not applicant): SAME AS ABOVE  
Address and Phone Number of Property Owner: SAME AS ABOVE  
E-mail: SAME AS ABOVE  
Current Comprehensive Plan Land Use Designation: LOW RESIDENTIAL  
Current Zoning: LOW RESIDENTIAL  
Requested Land Use Designation/Zoning: OZI  
Current use of property/site: RESIDENTIAL  
Anticipated future use of site: PROFESSIONAL OFFICES & LIGHT INDUSTRIAL

Please attach maps, photos, any existing environmental assessments, or other documents that describe the subject property.

RECEIVED

NOV 12 2015

PLANNING

4. Explain why the current land use designation/zoning no longer applies and why the proposed designation/zoning is more appropriate.

WE ARE ADJACENT TO OCI ZONING CURRENTLY, THE BUFFERS BETWEEN THAT ZONING AND OUR LOW RESIDENTIAL ZONING ARE LESS THAN ADEQUATE. THE NATURAL AND MAN MADE BUFFERS FOUND ON THE WEST SIDE OF THE FORMER PROPERTY AND TO THE NORTH OF THE LANZAFAME PROPERTY WOULD BE A MUCH MORE APPROPRIATE DIVISION BETWEEN RESIDENTIAL & OCI ZONING.

5. Is the proposed land use designation/zoning consistent with the adopted Comprehensive Plan? Please demonstrate how the amendment request is internally consistent with the adopted Comprehensive Plan.

EASY ACCESS TO THE FREEWAY VIA FINN HILL MAKE OCI ZONING FOR THESE PROPERTIES A LOGICAL CHOICE. AS PER THE PLANNING DEPT. THE CITY NEEDS MORE OCI ZONING. THIS IS THE LOGICAL EXTENSION OF THE EXISTING OCI ZONING.

NOV 12 2015

In order to grant a site specific amendment to the City's Comprehensive Plan, at least one of the following conditions must be applicable. These conditions are found in the Poulsbo Municipal Code, Section 18.210.020. The following questions will help the City evaluate the proposed amendment.

**Please answer the following questions, use separate sheets if necessary:**

1. Is the amendment warranted due to an error in the initial adoption of the City's Comprehensive Plan? Please explain.

No

2. Is the amendment based on a change of conditions or circumstances from the initial adoption of the City's Comprehensive Plan? Please explain.

THE CITY'S GROWTH OF POPULATION AND SUBSEQUENT VEHICLE TRAFFIC MAKES THIS SITE A LOGICAL PLACE FOR OCI ZONING.

3. Is the amendment based on new information or facts which were not available at the time of the initial adoption of the City's Comprehensive Plan? If so, what are they?

YES, AS PER THE PLANNING DEPT., OCI ZONING IS A RELATIVELY NEW CONCEPT THAT HAS PROVEN ITSELF TO BE A VIABLE ALTERNATIVE TO PREVIOUS TYPES OF COMMERCIAL & INDUSTRIAL ZONING.

NOV 12 2015

PLANNING

I hereby authorize City of Poulsbo representative(s) to inspect my property Monday – Friday between the hours of 8:00 a.m. and 4:00 p.m. during this application process.

Signatures:

I the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Property Owner (if not applicant): David R. Foraker

Signature

DAVID R. FORAKER

Printed Name

Date: 11-12-15

STATE OF WASHINGTON )

COUNTY OF KITSAP ) SS

)

On this day 12th of NOV, 2015, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared David R. Foraker to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free hand and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this 12th day of NOV, 2015



Cheryln J. Haley

NOTARY PUBLIC in and for the State of Washington

Residing at Poulsbo

Commission Expires 3-13-19



CITY OF POULSBO  
 COMPREHENSIVE PLAN AMENDMENT  
 Site Specific Amendment Form

RECEIVED  
 NOV 13 2015  
 PLANNING

Instructions: Please complete a separate request form for each proposed site specific amendment. If you are applying for a text/map amendment, please use the Text/Map Amendment Form.

The City of Poulsbo considers amendments to its Comprehensive Plan once each year. The deadline to submit applications to the City for the 2016 Comprehensive Plan Update is November 16, 2015 by 4 p.m. A pre-application fee shall be submitted with the application of \$487. After November 16<sup>th</sup>, the City will hold pre-application conferences for site-specific amendment requests. Then, the City will prepare a docket for City Council consideration (per PMC 19.01.008). If the City Council includes your request in the docket of annual amendments, the applicant will be required to submit a SEPA checklist and application fees according to the adopted Fee Schedule. Docketing is not a guarantee of your amendment request being approved.

Name of Applicant: Philip Lanzaadame + Margaret Harney  
 Contact Address: P.O. Box 2834, Poulsbo, WA 98370  
 Phone Number: 360-981-2877  
 E-mail: phil@levelok.com  
 Address of property to be considered for amendment: 21425 Urdahl Rd NW  
 Assessor's Tax Parcel Number of property: 102601-3-050-2006  
 Property Owner (if not applicant): Applicant  
 Address and Phone Number of Property Owner: 18350 Fjord Dr NE, Poulsbo <sup>360-</sup><sub>697-8629</sub>  
 E-mail: phil@levelok.com  
 Current Comprehensive Plan Land Use Designation: Residential  
 Current Zoning: Residential  
 Requested Land Use Designation/Zoning: OZI  
 Current use of property/site: Residence (single family)  
 Anticipated future use of site: Offices + light industrial/warehouse/businesses

Please attach maps, photos, any existing environmental assessments, or other documents that describe the subject property.

NOV 13 2015

PLANNING

In order to grant a site specific amendment to the City's Comprehensive Plan, at least one of the following conditions must be applicable. These conditions are found in the Poulsbo Municipal Code, Section 18.210.020. The following questions will help the City evaluate the proposed amendment.

Please answer the following questions, use separate sheets if necessary:

1. Is the amendment warranted due to an error in the initial adoption of the City's Comprehensive Plan? Please explain. Yes because Poulsbo was not provided, initially, with an adequate amount of light industrial, office (OCI) space in its comprehensive plan; enough to handle the expected/anticipated growth within the city limits.

2. Is the amendment based on a change of conditions or circumstances from the initial adoption of the City's Comprehensive Plan? Please explain.

Unanticipated growth of population + thru traffic in Poulsbo has led to an increased need for OCI land, especially in this location which is ideal in terms of access + proximity to downtown + being adjacent to other OCI land.

3. Is the amendment based on new information or facts which were not available at the time of the initial adoption of the City's Comprehensive Plan? If so, what are they?

OCI is a relatively new land use designation that is proving to be a valuable asset to the city of Poulsbo. It's a good idea to increase the OCI footprint when the land owners are open to the concept.

RECEIVED

NOV 13 2015

PLANNING

4. Explain why the current land use designation/zoning no longer applies and why the proposed designation/zoning is more appropriate.

Much of the land surrounding properties have either developed densely populated residence neighborhoods or are planning to do so in the near future. The proposed land use area, to OCI, is consistent with neighboring OCI land & may actually be more useable OCI space with good, established vegetation, tree & distance between the proposed land & the residential areas. There needs to be a balance of residences & business space to enhance the quality of this particular section of Poulsbo.

5. Is the proposed land use designation/zoning consistent with the adopted Comprehensive Plan? Please demonstrate how the amendment request is internally consistent with the adopted Comprehensive Plan.

Yes, with the onset of the initial zoning of OCI to this neighborhood it is the logical & sensible location for more OCI zoned land.

If the Comprehensive plan was intending to help encourage business commuting traffic to take place just outside of the more densely populated core of Poulsbo, then the addition of OCI zoned land in this area would make sense. It's proximity to freeway, connecting Silverdale, etc. make this an ideal location.

PLANNING

I hereby authorize City of Poulsbo representative(s) to inspect my property Monday – Friday between the hours of 8:00 a.m. and 4:00 p.m. during this application process.

Signatures:

I the undersigned, state that, to the best of my knowledge, all the information provided in this application is true and complete. It is understood that the City of Poulsbo may nullify any decision made in reliance upon information given on this application form should there be any willful misrepresentation or willful lack of full disclosure on my part.

Applicant: [Handwritten Signature]

Signature Phil Lanzafame

Printed Name

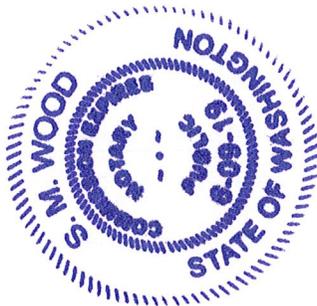
Date: 11/13/15

STATE OF WASHINGTON )

COUNTY OF KITSAP ) SS

On this day 13<sup>th</sup> of November, 2015, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Phil Lanzafame to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free hand and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

WITNESS my hand and official seal this 13<sup>th</sup> day of November, 2015.



[Handwritten Signature]

NOTARY PUBLIC in and for the State of Washington

Residing at City of Poulsbo

Commission Expires 6/9/19

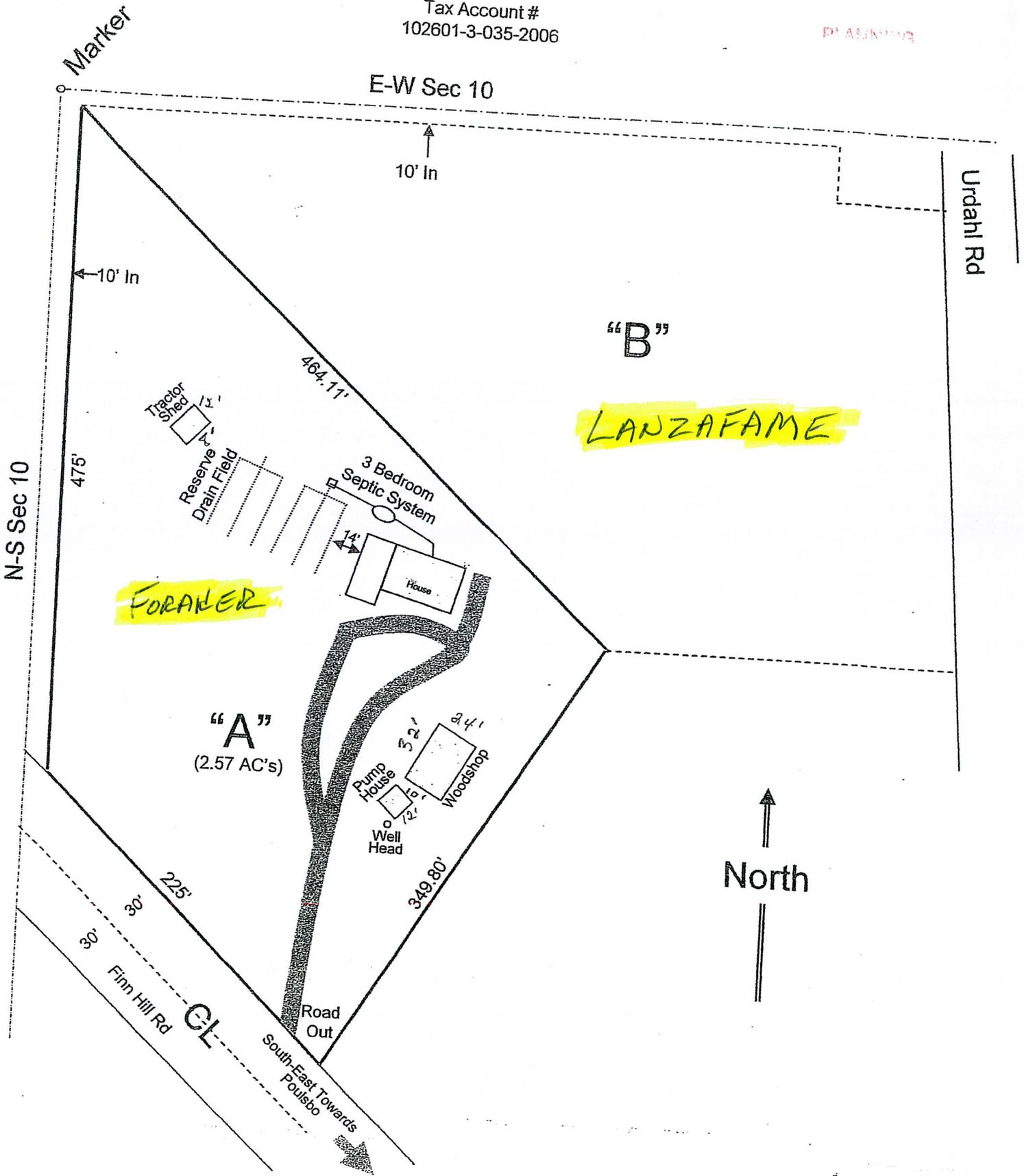
1700 Finn Hill Rd  
Poulsbo WA 98370

Tax Account #  
102601-3-035-2006

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NOV 12 2015

PLANNING



**EXHIBIT D.1**  
**Notice from Washington Department of Commerce**



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
www.commerce.wa.gov

September 28, 2016

Karla Boughton  
Senior Planner  
City of Poulsbo  
19050 Jensen Way Northeast  
Post Office Box 98  
Poulsbo, Washington 98370

Dear Ms. Boughton:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

**City of Poulsbo - Proposed amendments to the Comprehensive Plan to meet the requirements of the 2016 periodic update. In general the amendments are 1) update the planning period to 2036; 2) update the Capital Facilities Plan due to update of the City's functional plans; 3) Update the Economic Development Chapter; 4) Incorporate results of the 2014 Kitsap Buildable Lands Report; 5) incorporate new data from Census and American Community Survey; 6) update timing references changed by the State Legislature; 7) Review one submitted site specific re-designation/rezone request. These materials were received on September 28, 2016 and processed with the Material ID # 22888.**

We have forwarded a copy of this notice to other state agencies.

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

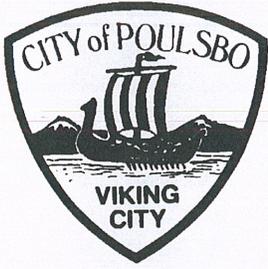
If you have submitted this material as a draft amendment, then final adoption may occur no earlier than November 27, 2016. Please remember to submit the final adopted amendment to Commerce within ten (10) days of adoption.

If you have any questions, please contact Growth Management Services at [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov), or call Dave Andersen (509) 434-4491.

Sincerely,

Review Team  
Growth Management Services

**EXHIBIT D.2**  
**Initial Release Public Notice**



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 28 September, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision
- Dev Reg Update

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

Helen Wytko  
Subscribed and sworn to before me this 28<sup>th</sup> day of Sept, 2016.



Cheryln J. Haley  
NOTARY PUBLIC in and for the State of Washington, residing at:  
Poulsbo  
My Commission expires on:  
3-13-19

## Helen M. Wytko

---

**Subject:** FW: City of Poulsbo - 2016 Draft Comprehensive Plan  
**Attachments:** Introduction and Summary Document\_Sept 2016.pdf

'macdhoff@comcast.net'; 'shaping2000@yahoo.com'; 'commissioner.desalvo@portofpoulsbo.com';  
'mark@team4eng.com'; 'mecarter779@hotmail.com'; 'mcclure@kitsapregionalcouncil.org'; Mary M. McCluskey  
<mmcccluskey@cityofpoulsbo.com>; 'matt@kpud.org'; 'chiro4health@yahoo.com'; 'mitch@acehardware.net';  
'cupsidrise@hotmail.com'; 'briveland@olympic.edu'; 'onlyjesus@comcast.net'; 'patf@map-limited.com';  
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'manager@portofpoulsbo.com'; 'director@poulsbochamber.com'; '98370PoulsboWA@usps.gov';  
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'editor@northkitsapherald.com'; 'rick@cadwell.biz'; 'smithrf@comcast.net'; 'rgelder@co.kitsap.wa.us';  
'ron@team4eng.com'; 'ron@theorcutts.com'; 'sandyscott@comcast.net'; 'shaneskelley@gmail.com';  
'sharonlbooker@gmail.com'; 'duggan0552@yahoo.com'; 'renobeano9@aol.com'; 'srushforth@bjcgroup.com';  
'strudel@suquamish.nsn.us'; 'steve-lee@comcast.net'; 'grogans@housingkitsap.org'; 'tad.sooter@kitsapsun.com';  
'tosinski@kitsaphba.com'; 'manager@poulsboinn.com'; 'tom.brobst@pse.com'; 'poulsbo@titledpickgift.com';  
'tjd719@gmail.com'; 'tharvey@poulsbofire.org'; 'tpowers@co.kitsap.wa.us'; 'wfwoctap@fws.gov';  
'reviewteam@commerce.wa.gov'; 'sepaunit@ecy.wa.gov'; 'chris.waldbillig@dfw.wa.gov'; 'sepacenter@dnr.wa.gov';  
'OR-SEPA-REVIEW@wsdot.wa.gov'; 'oatmeel@yahoo.com'; 'troy@guttersnake.us'; 'johndawes@comcast.net';  
'lovinmylife@embarqmail.com'; 'wizzsigns@hotmail.com'; 'memanietta@gmail.com'; 'mike@dcsurveyors.com';  
'mark@soundbrewery.com'; 'rpdigit@gmail.com'; 'wapaske@aol.com'; 'kimberlyking25819@gmail.com';  
'jilldavidson53@gmail.com'; 'barryandjenny1844@comcast.net'; 'kmurphy@animalwellctr.com';  
'CityOfPoulsbo2036@gmail.com'; 'lang.mary@comcast.net'; 'teambowser@mac.com'; 'lindaessermay@yahoo.com';  
'ceprich@gmail.com'; '7ferger@msn.com'; 'gustasra@gmail.com'; 'andrea\_sherrie@hotmail.com';  
'genright@sprintmail.com'; 'recollins2004@yahoo.com'; 'jar2@embarqmail.com'; 'jene.grandmont@gmail.com';  
'jeffkirkham@gmail.com'; 'jenisyverson@comcast.net'; 'pinkyjones@hotmail.com'; 'dmcj@me.com';  
'viking.brj@gmail.com'; 'hybrid461@gmail.com'; 'jimaker@hotmail.com'; 'madonalyn@aol.com';  
'docketrocket@hotmail.com'; 'dclouser8@comcast.net'; 'rkstoll@ahoo.com'; 'susan.thiel@comcast.net';  
'perryannp@yahoo.com'; 'andrew\_sherrard@yahoo.com'; 'tallmanwriting@gmail.com'; 'rodg468@gmail.com';  
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'tndmars@comcast.net'; 'candi.merrill@wwu.edu'; 'sewell99@aol.com'; 'rottenrobert1977@yahoo.com';  
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'nancyaala@gmail.com'; 'melissadylan@gmail.com'; 'wombat3286@aol.com'; 'lkk@lkkessler.com';  
'garrywillis@gmail.com'; 'erin.e.patterson@comcast.net'; 'kathryn.quade@gmail.com'; 'donnconn57@gmail.com';  
'sunshine4377@aol.com'; 'jim.schlachter@gmail.com'; 'ericandterry@comcast.net'; 'dianemcreech@gmail.com';  
'samantha2165@gmail.com'; 'ashlee.redfern@gmail.com'; 'fergieperkins@aol.com'; 'jhartman999@cox.net';  
'amywaeschle@comcast.net'; 'Mayor Becky Erickson' <berickson@cityofpoulsbo.com>; 'berni@team4eng.com';  
'wpconslts@telebyte.net'; 'gagliardi5@comcast.net'; 'byronharris@gmail.com'; 'ckhaberly@gmail.com';  
'dallamagna@gmail.com'; 'poulsbowashington@yahoo.com'; 'Daniel.J.Beach@centurylink.com';  
'daniel36875@yahoo.com'; 'smithhouse4@comcast.net'; 'dianneivr@comcast.net'; 'blackems@mac.com';  
'ezra@olypen.com'; 'grimmfredm@q.com'; 'joisboys@gmail.com'; 'trifire150@gmail.com'; 'mjulian25@msn.com';  
'mdmusick@embarqmail.com'; 'mnesby@wavecable.com'; 'marta.holt@yahoo.com'; 'mike@fphconstruction.com';  
'nlolson2@nlolson.com'; 'paulogilvieconstruction@hotmail.com'; 'PInghram@psrc.org'; 'raystevens5@comcast.net';  
'rayn@impressionsgroup.com'; 'rtollefson@wetapple.com'; 'sean@seanparkerarchitects.com';  
'sherrifargo@hotmail.com'; 'bbandjake@yahoo.com'; 'tradersns@yahoo.com'; 'vikingfeast@gmail.com';  
'tim@dcsurveyors.com'; 'troyokunami@hotmail.com'; 'vectraquinn@comcast.net'; 'ystevens-wajda@psrc.org';  
'molines@students.wwu.edu'; 'angelina.manning@gmail.com'; 'poulsboplaceiiboard@gmail.com';  
'ksallee@cityofportorchard.us'; 'nbond@cityofportorchard.us'; 'rickswims@hotmail.com'; 'lifethehound@yahoo.com';

'eric.evans@kitsappublichealth.org'; 'katerina.prochaska@jacksonmain.com'; 'jsuewie@comcast.net';  
'sandrifarley61@comcast.net'

---

**From:** Helen M. Wytko  
**Sent:** Wednesday, September 28, 2016 4:11 PM  
**Cc:** Karla Boughton <kboughton@cityofpoulsbo.com>  
**Subject:** City of Poulsbo - 2016 Draft Comprehensive Plan

Hello!

You are receiving this email because you've signed up to receive notices regarding updates to the City of Poulsbo comprehensive plan and development regulations. Thank you for your interest in the future of Poulsbo.

The City is undertaking a periodic review and update of its comprehensive plan, as required by the Growth Management Act. However, because the City underwent a significant update effort in 2009, this 2016 periodic update is primarily a check-in on the policy of the comprehensive plan and is limited in scope to updates of information, data, or due to recent completion of the City's functional plans.

The 2016 Draft Comprehensive Plan Periodic Update with proposed amendments is now available at the following link: <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

A summary of the proposed amendments by chapter is included with this email.

The Poulsbo Planning Commission, in its role as the City's primary land use advisory committee, will begin reviewing the 2016 Draft Comprehensive Plan Update, and will be meeting each Tuesday in the month of October beginning at 6 p.m. to review the proposed amendments. For the complete public review timeline, see the timeline provided on the webpage above. The first Planning Commission meeting is Tuesday, October 4, 2016.

The City encourages all interested parties to review the 2016 Draft Comprehensive Plan Update available at the link above, and attend any and all of the scheduled workshops. Comments on the proposed amendments may also be made in writing to [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com) or to Poulsbo Planning Department, 200 NE Moe Street, Poulsbo WA 98370. To ensure consideration, all written comments must be received by the City prior to the close of the City Council public hearing.

Thank you for your interest in Poulsbo.

## **Helen Wytko**

Poulsbo Planning and Economic Development  
Phone: 360-394-9748  
200 NE Moe St  
Poulsbo, WA 98370

**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

## **Introduction**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan as required by the Washington State Growth Management Act, RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plans and development regulations to ensure the plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all of its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with the comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016, including revisions to the Economic Development Chapter and one site specific re-designation application.

Other GMA work has been accomplished in 2016 as well. Updates to PMC Title 19 (permit procedures ordinance required by RCW 36.70B) were adopted March 2016 and the City Council adopted a Transportation Concurrency Ordinance (PMC Chapter 14.04) June 1, 2016.

The GMA requires a review of the comprehensive plan and revise – if needed. After completing and submitting the Washington State Department of Commerce's GMA Checklist, the City believes it has completed the minimum legal requirements for the 2016 periodic update requirement. However, an amendment docket was established in early 2016, and the September 2016 Draft Comprehensive Plan Update embodies those amendments.

## **2016 Comprehensive Plan Update: Summary of Amendments**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions based on updates of the City's functional plan, Census



2010 and American Community Survey data, base parcel map update to all figures, and updated OFM population numbers – as well as adding updated photographs throughout the document. Other amendments are strategic – focusing on areas which were identified for updates, such as the Economic Development Chapter. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. The following summarizes the amendments to each chapter of the Poulsbo Comprehensive Plan.

## Chapter 1: Introduction

- Minor amendments to the City’s Vision Statement, providing improved sentence structure, but not changing the focus and sentiment. This amendment came directly out of the community questionnaire, where many participants commented on the awkward structure.
- Poulsbo’s Guiding Principles and Key Goals include refinements to Transportation; Capital Facilities; Parks, Recreation and Open Space; and Economic Development key goals – all of which came out of specific review of these chapters by the Engineering Department, Parks and Recreation Commission, and the Economic Development City Council Committee.
- Minor edits reflecting changes by the State Legislature.
- Updating this section to include the public engagement and involvement program for the 2016 Comprehensive Plan Update.
- Minor changes to timelines established by State Legislature.

## Section 1: Comprehensive Plan Policy Document

### Chapter 2: Land Use

- Updated numerical data for size of city limits, due to annexation since 2009.
- Added description of Office Commercial Industrial land use designation.
- Updated Tables LU-1 and LU-2 with 2016 OFM population, to calculate net growth.
- Change the GMA planning period for 2025 to 2036 as required by GMA and Washington Department of Commerce.
- Clarify density ranges in Policy LU-2.1.
- Add new City parks to Policy LU-5.1.
- Add discussion on the regional Buildable Lands Reporting program under the “Urban Growth Area Adjustment and Expansion” section, and identifying the state legislature changed the review of UGAs from 10 years to every 8 years in conjunction with the required periodic updates.
  - Adjust Policy LU-9.1 and 9.2 to be consistent with these legislative changes.
- Amendments to the Drainage, Flooding and Storm Water goals and policies, resulting from the NPDES requirement to require low impact development principles and best management practices as the preferred and commonly used approach to site development, and updates to the City’s Storm Water Comprehensive Plan.
- Amendments to the Urban Forestry goals and policies, as reviewed and recommended by the Poulsbo Tree Board.



- Adding Groundwater Protection goals and policies as required.
- No changes to Figure LU-1 2036 Comprehensive Plan Map have been made. However, one site specific re-designation request and rezone is included with the 2016 Comprehensive Plan Update.

### **Chapter 3: Community Character**

- No amendments to this chapter are proposed.

### **Chapter 4: Transportation**

- Amendments to this Chapter resulted from the updated 2016 Transportation Plan prepared by Parametrix, and revisions determined by the City Engineer.
  - Narrative and policy focusing on “complete streets” standard.
  - Refinements to Policies TR-2.1 through 2.11 – level of service standards and concurrency requirements.
- Updates to Figures TR-2, TR-3 and TR-4 to delete projects completed and to add Noll Road extension current preferred alignment, and delete general geographic areas identified to Transportation Demand Management.

### **Chapter 5: Natural Environment**

- Amend Policy NE-1.5 to include low impact development techniques in site planning.
- Update Figure NE-1 Wetlands to map hydric soils maps from the U.S. Department of Agriculture and site-specific delineated wetlands.
- Update the text and Figure NE-2 Aquifer Recharge Areas with data from the 2014/2015 U.S. Geological Survey Scientific Investigation Report.
- Update narrative in Frequently Flooded Areas to include FEMA’s update to their flood maps in 2010.
- Update narrative in Fish and Wildlife Habitat Conservation Areas to include new definition of Fish and Wildlife Habitat Conservation Areas updated by Washington Department Fish and Wildlife in WAC 365-190-130.
- Changed Figure NE-4 “DNR Hydrology Water Type Map” to the alpha system of stream identified as set forth in WAC 222-16-031. Alignment of streams remain the same.
- Amendments to narrative in Liberty Bay section regarding size and area information of the Liberty Bay watershed, and to include information on the 2016 “Liberty Bay Total Maximum Daily Load (TMDL) Implementation Plan” completed by the City in coordination with Department of Ecology, Kitsap County Health District and Kitsap County.

### **Chapter 6: Capital Facilities**

- Update Policy CF-2.1 to identify Storm Water level of service standard to meet the DOE’s NPDES Phase II storm water permit requirements.
- Update Policy CF-3.1 to reflect results of functional plan updates in 2015/2016.
- Deletions of references to the City Council Capital Improvement Committee which no longer exists.



## Chapter 7: Housing

- Update Table HS-1 to adjust the housing units needed based upon 2016 OFM Population estimate.
- Update demographic data with more recent Census and American Community Survey information.
- Change Kitsap Consolidated Housing Authority references to Housing Kitsap.

## Chapter 8: Parks, Recreation and Open Space

- Update chapter based upon the 2016 Parks, Recreation and Open Space Plan development by the Parks and Recreation Commission, and approval by City Council. Changes are editorial and consolidation of repetitive policies. Park acquisition and development priorities remain the same.
- Update Figure PRO-1 to include additional parkland acquisition in Fish Park and the Poulsbo Pump Track, and private open space in new developments.
- Update Figure PRO-2 to include as desired acquisition of Vista Park in College MarketPlace, and add as desired development Morrow Manor Park and Vista Park. All other projects remain the same.
- Figure PRO-3 remains unchanged.

## Chapter 9: Economic Development

- Revision to this Chapter was identified as a priority by the City Council Economic Development Committee, and was completed in 2015/2016 at the monthly committee meetings.
- Improvement and enhancement of quality of life has been added as an important economic development policy.
- Updates to Section 9.3 “Today’s Conditions and Tomorrow’s Employment Targets”
  - Adds new graph of Poulsbo’s Total Jobs data from PSRC.
  - Updates Poulsbo’s 2036 Employment Targets as adopted by KRCC and includes the employment land capacity analysis from the 2014 Kitsap Buildable Lands Report.
- Updates to the Challenges and Opportunities section.
- Revisions to Goals and Policies section.
  - Amendments include editorial, consolidation of redundant policies, and additions of new goals and policies focusing on 1) importance of education and promotion of “college town” identity; 2) economic implementation; and 3) livability and economic vitality.

## Chapter 10: Utilities

- Minor edits to Policy UT-1.11 and 1.12 regarding the storm water utility.
- New narrative for electrical service provided to the City by Puget Sound Energy.

## Chapter 11: Participation, Implementation and Evaluation

- Revise references of 2025 to new planning period of 2036.



- Delete references to implementation strategies, as they were not adopted as part of the 2009 Comprehensive Plan.
- Update with state legislative new timeline requirements.

## Section 2: Capital Facilities Plan

The Comprehensive Plan’s Capital Facilities Plan has been updated significantly due to the four of the six functional plans being updated in 2016 (sewer, storm water, transportation, and parks and recreation). The City’s population forecast of 14,808 remains the same as in the 2009 Comprehensive Plan, so the primary updates are reflected in deletions of projects completed since 2009, and additions of new capital improvement projects.

- The planning period has been changed from 2025 to the updated 2036 throughout the Capital Facilities Plan.
- Table CFP-3 is updated to reflect completion of projects, consolidation of projects, and additional new projects:
  - Water System is updated for consolidation of project and new project as part of the Noll Road improvement project.
  - Sanitary Sewer deletes projects completed, adds replacement of existing pump stations, and refines downstream projects in conjunction with Kitsap County.
  - Storm Water refines list of projects based on updated storm water management plan and NPDES permit requirements.
  - Deletion of completed transportation projects, adds Noll Road improvements, and clarification of TDM Strategies.
  - No changes to Parks and Recreation projects.
- Table CFP-4 is the 2017-2022 6-year Capital Improvement Project list.
- Additional narrative in Capital Facility Funding section to include utility rate increases and debt bonding as likely sources for capital improvement funding.
- The possibility of the creation of a Transportation Benefit District is also included in the Capital Facility Funding section.
- Water System: Minor revisions on 2036 project list and inclusion of Noll Road Improvements.
- Sanitary Sewer: Narrative update based on the 2016 Sewer Comprehensive Plan for projected flows and system deficiencies. The 2036 Sanitary Sewer Facility Improvements is updated based on results of sewer plan update analysis, and refinement of or additional projects to address system deficiencies.
- Storm Water Management: The 2016 Storm Water Comprehensive Plan completed an evaluation of the City’s existing system in compliance with the NPDES Permit conditions. This section has been updated to ensure compliance with the NPDES permit and identified existing flooding that necessitates correction.
- Transportation: Narrative revisions based on 2016 Transportation Plan Update. The identified necessary 2036 transportation projects remain generally the same as the current Table CFP- 5 “Required Transportation Improvement Projects” and Table CFP-6 “2036



- Required New Roadway Segments.” Noll Road Improvements are included on Table CFP-7 “2036 Required Intersection Improvement Projects.” Projects identified as Transportation Demand Management (Table CFP-8) has been updated as well. The Transportation Facilities Funding Strategy has been updated with current costs and funding sources.
- Parks: Update based upon 2016 Parks, Recreation and Open Space Plan. Update to existing park inventory is included. No change was made to the 2036 Planned Level of Service, but Table CFP-11 was updated to include new park acquisition since 2009. New narrative regarding credits from non-city owned parkland is included. Park System Acquisition and Improvements does not include any new projects, but does reflect editorial rearranging, as well as priority type.
- Police: Update to current police force and Table CFP-14 “Poulsbo Police Department Activities.” No capital facilities needs are proposed.
- Solid Waste: Update Table CFP-15 “Poulsbo Solid Waste Delivered to Olympic View Transfer Station.” Capital facilities needs identified are new garbage truck and contribution to the new public works facility.
- Government Buildings: Deletions of narrative on city hall replacement. Relocation of public works facility is updated, and desire for a new multi-functional recreation center included.
- Fire and Emergency Services: Update Poulsbo Fire Department level of service standard and its capital replacement, maintenance and operations needs.
- Library: Identification that the Poulsbo Library’s capital improvement need during the planning period is replacement of the roof.
- Schools: Update based on North Kitsap School Districts 2016 Capital Facility Plan, including updates to enrollment capacity, projected enrollment and identified improvements to Bredablik Elementary necessary if the school district is to reopen the school.

### **Section 3: Chapter 13 Land Development Review and Evaluation**

- Section 13.2.1 Land Development Monitoring has been updated with Poulsbo’s residential data from the 2014 Kitsap Buildable Lands Report for the BLR’s reporting period of 2006-2012, and provides evaluation of the development trends.
- Section 13.2.2 provides additional residential project approval data from 2009 -2016 (September), with updated Figures 13-1 and 13-2 mapping residential project approvals by year and by type for 2009-2016 (September). Two new tables are included which summarizes the approved residential development by gross density and net density achieved.
- Section 13.3 Poulsbo Land Capacity Analysis is updated with Poulsbo’s land capacity analysis included in the 2014 Kitsap Buildable Lands Report. The result of the land capacity analysis demonstrates there is sufficient available land within the Poulsbo city limits and urban growth area to accommodate the 2036 14,808 population forecast.
- Section 13.4 Reasonable Measures has been amended to clarify identified reasonable measures, when the time comes for the City to implement such measures.



## **Section 4: Appendices and References**

This Section has been updated to include the recently updated functional plans, the 2014 Kitsap Buildable Lands Report, most recent Kitsap Countywide Planning Policies, and references used for the development of the 2016 update.

### **Appendix A: Technical and Background Data**

Appendix A-1 Population, Housing and Employment Trends have all been updated utilizing 2010 Census data, and recent data available through American Community Survey.

Appendix A-2 Existing Land Use Inventory has been updated with 2016 Kitsap County Assessor data updated in Figure A-2.1.

### **Appendix B: City Functional Plans**

Appendix B-1: 2014 Comprehensive Water System Plan was adopted in 2015 and is not proposed to be changed. Memorandum of Agreement between Kitsap County Public Utility District and City of Poulsbo, dated August 8, 2008 was adopted in 2009 and is not proposed to be changed.

Appendix B-2: 2016 City of Poulsbo Comprehensive Sewer Plan prepared by BHC Consultants August 2016, replaces the 2008 sewer plan in whole.

Appendix B-3: 2016 City of Poulsbo Comprehensive Storm Water Management Plan prepared by Parametric May 2016, replaces the 2008 storm water management plan in whole.

Appendix B-4: 2016 City of Poulsbo Transportation Plan Update prepared by Parametrix and David Evans and Associates April 2016, replaces the 2006 transportation plan in whole.

Appendix B-5: 2016 City of Poulsbo Parks, Recreation and Open Space Plan prepared by Mary McCluskey Parks Director and the Poulsbo Parks and Recreation Commission, replaces the 2006 parks plan in whole.

Appendix B-6: Urban Paths of Poulsbo Plan was adopted in 2011 and is not proposed to be changed.

### **Appendix C: Land Development Review and Evaluation**

Replace existing Appendix C documents with current updates:

Appendix C-1: Residential Density Calculations for 2009-2016 (September)

Appendix C-2: 2014 Kitsap Buildable Lands Report – Poulsbo Land Capacity Analysis Tables

Appendix C-3: Kitsap Countywide Planning Policies, as adopted May 2015.



**EXHIBIT D.3**  
**Notice of Application**



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 14 October, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

Subscribed and sworn to before me this 14th day of Oct, 2016.



[Signature]

NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo

My Commission expires on:

3-13-19

## Helen M. Wytko

---

**Subject:** FW: City of Poulsbo NOA Comprehensive Plan  
**Attachments:** NOA\_2016Comp Plan.pdf

'Aaron Hulst' <ahulst@cityofpoulsbo.com>; 'Alison O'Sullivan' <aosullivan@suquamish.nsn.us>; 'Andrzej Kasiniak' <akasiniak@cityofpoulsbo.com>; 'Angela Cox' <acox@co.kitsap.wa.us>; 'Angelina Meier' <angelina.manning@gmail.com>; 'Barry Berezowsky' <bberezowsky@cityofpoulsbo.com>; 'Becky Erickson' <berickson@cityofpoulsbo.com>; 'Bill Whiteley - KPUD' <bwhiteley@kpud.org>; 'Bob Nordnes' <bobamy6775@comcast.net>; 'Charlie S. Roberts' <croberts@cityofpoulsbo.com>; 'Cherie Fahlsing' <cherief@johnlscott.com>; 'Chris Schmechel' <chris.schmechel@gmail.com>; 'Cindy Baker' <cindy.baker@comcast.net>; 'City Clerks' <CityClerks@cityofpoulsbo.com>; 'Clayton Lynch' <clayton@phc-construction.com>; 'Connie Lord' <clord@cityofpoulsbo.com>; 'Corey Henkelman' <chenkelm@co.kitsap.wa.us>; 'Corps of Engineers, Regulatory Branch' <jerald.j.gregory@usace.army.mil>; 'CryJones (Crystal View)' <cryjones@msn.com>; 'Dan Beach' <Daniel.J.Beach@centurylink.com>; 'Dan Spencer' <danjanspencer@yahoo.com>; 'Daniel Kimbler - KPUD' <daniel@kpud.org>; 'Daniel Murphy' <cody@newhometrends.com>; 'Davied Musgrove' <dmusgrove@cityofpoulsbo.com>; 'Deb Booher' <dbooher@cityofpoulsbo.com>; 'Dennis Lewarch' <dlewarch@suquamish.nsn.us>; 'Diane K. Lenius' <dlenius@cityofpoulsbo.com>; 'Dolores Lynch' <dolores@lynchclan.com>; 'Ed Stern' <estern@cityofpoulsbo.com>; 'Edie Lau' <edielau@yahoo.com>; 'Edward Blackburn' <blackems@mac.com>; 'Edward Coviello' <EdwardC@KitsapTransit.com>; 'Elizabeth Wilson' <lifethehound@yahoo.com>; 'Eric Evans' <eric.evans@kitsappublichealth.org>; 'Gary Nystul' <gnystul@cityofpoulsbo.com>; 'GJackson (Crystal View)' <gjacksonx11@gmail.com>; 'Gordon Hanson' <gsshanson@aol.com>; 'Greg Berghoff - KPUD' <gregb@kpud.org>; 'Historic Downtown Poulsbo Association' <hdpaboard@gmail.com>; 'Jack Johnson' <jack.johnson1@centurylink.com>; 'James Thayer' <jandjthayer@comcast.net>; 'Jan Harrison' <janharrison@iglide.net>; 'Jeff Griffin' <jgriffin@poulsbofire.org>; 'Jeff McGinty' <jmcginty@cityofpoulsbo.com>; 'Jeff Tolman' <jtolman@cityofpoulsbo.com>; 'Jim Coleman' <Spiritwithin1@centurylink.net>; 'Jim Henry' <jhenry@cityofpoulsbo.com>; 'Jim Lynch' <jim@phc-construction.com>; 'Jim Vchulek - Green Lake Appraisal' <greenlakeappraisal@gmail.com>; 'John Kiess' <john.kiess@kitsappublichealth.org>; 'Jsue Wieland' <jsuewie@comcast.net>; 'Karen Keefe' <karen.keefe@RSIR.com>; 'Kate Nunes' <kate.nunes@comcast.net>; 'Kelly Pearson' <KPearson@nkschools.org>; 'Kenneth Thomas' <kthomas@cityofpoulsbo.com>; 'Kevin Druin' <kescdr@gmail.com>; 'Kitsap Business Journal' <tim.kelly@kitsapsun.com>; 'Kitsap County DCD' <help@kitsap1.com>; 'Kitsap Economic Development Alliance' <cocus@kitsapeda.org>; 'Kitsap Realtors' <operations@kitsaprealtor.org>; 'Kitsap Sun' <sunnews@kitsapsun.com>; 'Larry Tellinghuisen' <ltellinghuisen@kitsapbank.com>; 'Lisa Nickel' <Ljbraly@msn.com>; 'Luke McDaniel (Crystal View)' <luke.mcdaniel@gmail.com>; 'Mark Desalvo Port Commission' <commissioner.desalvo@portofpoulsbo.com>; 'Mary McCluskey' <mmclluskey@cityofpoulsbo.com>; 'Math Ones' <themathones@sbcglobal.net>; 'Micah Kim' <micahtae@hotmail.com>; 'Michael Blanton' <michael.blanton@dfw.wa.gov>; 'Paije Abplanalp' <paije1313@gmail.com>; 'Pat Fuhrer' <patf@map-limited.com>; 'Patricia Christensen' <prc32708@yahoo.com>; 'Paul Haas' <paulh@kitsapgaragedoor.com>; 'Peggy Jolly' <jolly@wscd.com>; 'Poulsbo Chamber of Commerce' <director@poulsbochamber.com>; 'Poulsbo Place II Homeowners Association' <poulsboplaceiiboard@gmail.com>; 'Poulsbo USPS Postmaster' <98370PoulsboWA@usps.gov>; 'Poulsbo Village' <emily@poulsbovillage.com>; 'Rachel Seymour' <rachel.seymour@kitsapsun.com>; 'Ray Stevens' <raystevens5@comcast.net>; 'Richard Walker' <editor@northkitsapherald.com>; 'Rick Spencer' <rickswims@hotmail.com>; 'Rob Gelder' <rgelder@co.kitsap.wa.us>; 'Robert Thompson' <rjtret@gmail.com>; 'Sandra Farley' <sandrafarley61@comcast.net>; 'Screenio (Crystal View)' <screenio@gmail.com>; 'Shane Skelley' <shaneskelley@gmail.com>; 'Shawn Cates' <duggan0552@yahoo.com>; 'Shelia Murray' <renobeano9@aol.com>; 'Stacie Rushforth, BJC Group' <srushforth@bjcgroup.com>; 'Stacie Schmechel' <stacieschmechel@gmail.com>; 'Stephanie Trudel' <strudel@suquamish.nsn.us>; 'Tad Sooter' <tad.sooter@kitsapsun.com>; 'Teresa Osinski - HBA' <tosinski@kitsaphba.com>; 'Terri Douglas' <manager@poulsboinn.com>; 'Terry Asla NK Herald' <tasla@soundpublishing.com>; 'Thomas Brobst' <tom.brobst@pse.com>; 'Tom Harvey' <tharvey@poulsbofire.org>; 'WA Dept of Fish and Wildlife' <chris.waldbillig@dfw.wa.gov>; 'WA DOE SEPA Register' <separegister@ecy.wa.gov>; 'WA State DOE SEPA'

<sepaunit@ecy.wa.gov>; 'WA State Office of Attorney General - Ecology' <ecyolyef@atg.wa.gov>; 'Washington State Department of Natural Resources - SEPA' <sepacenter@dnr.wa.gov>; 'WSDOT Olympic Region SEPA' <OR-SEPA-REVIEW@wsdot.wa.gov>

---

**From:** Helen M. Wytko

**Sent:** Friday, October 14, 2016 1:48 PM

**Cc:** Karla Boughton <kboughton@cityofpoulsbo.com>

**Subject:** City of Poulsbo NOA Comprehensive Plan

Please see the attached Notice of Application for the 2016 Draft Comprehensive Plan. Note you are receiving this email because you are on the City of Poulsbo Notice of Application Distribution List.

Thank you,

**Helen Wytko**

Poulsbo Planning and Economic Development

Phone: 360-394-9748

200 NE Moe St

Poulsbo, WA 98370

**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.



## CITY OF POULSBO

### NOTICE OF APPLICATION 36.70B.110

#### 2016 DRAFT POULSBO COMPREHENSIVE PLAN UPDATE Type IV Permit

**Planning File:** 2016 Draft Comprehensive Plan Update

**Date of Application:** October 10, 2016

**Summary of Proposed Application:**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with this comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website—<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents,

meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City’s Capital Facilities Plan based on updates of the City’s functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the amendments is available at this link:

[http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments on the 2016 Draft Comprehensive Plan Update and site-specific application are encouraged and may be provided to the City at any time during the public review process. Written comments may be mailed, faxed or emailed to the city. Comments may also be hand delivered to City Hall.

Mail: City of Poulsbo Planning and Economic Development Department  
200 NE Moe Street  
Poulsbo, WA 98370

Fax: (360)697-8269

Phone: (360)394-9748

Email: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

Interested citizens are also encouraged to attend and provide verbal comments to the City at the Planning Commission and City Council workshops and public hearings. Both workshops and hearings are held at Poulsbo City Hall, 200 NE Moe Street, Poulsbo, WA.

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**Sources of Information:** The City's website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) is the primary clearinghouse for information related to the 2016 Draft Comprehensive Plan Update. The City has posted all pertinent information regarding the development regulation update at its website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) at the following link:  
<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

**Public Participation Plan:** A public and agency participation plan has been developed for this application, and can be viewed at the City's website, under the link  
[http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall\\_2016\\_000.pdf](http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall_2016_000.pdf)  
a copy is also available at the Planning Department.

**Date, Time and Place of Meetings and Hearings:** The Planning Commission has scheduled public workshops on October 4, 11, 18, 25, 2016; a public hearing is scheduled for November 8 2016. The City Council has workshops scheduled for November 16, 30 and December 7, 2016 and a public hearing scheduled on December 14, 2016.

All meetings and hearings will be held at Poulsbo City Hall Council Chambers. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website.

The Planning Commission will make recommendations to the City Council. The City Council is the decision making authority. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

**Further Information:** Please contact the Poulsbo Planning Department at (360) 394-9748, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) or [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com) for further information.



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that

on 14 October, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision
- Dev Reg/Comp Plan

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

Subscribed and sworn to before me this 14<sup>th</sup> day of Oct, 2016.



Cheryln J. Haley

NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo

My Commission expires on:

3.13.19

## Helen M. Wytko

---

**Subject:** FW: City of Poulsbo - Comprehensive Plan and Development Regulations Update  
**Attachments:** NOA\_2016Comp Plan.pdf; SEPA\_2016Comp Plan.pdf

7FERGER <7ferger@msn.com>; Aaron and Brook Hoff <hoffac@yahoo.com>; 'Alan Townsend' <atownsend@cityofpoulsbo.com>; 'Alison O'Sullivan' <aosullivan@suquamish.nsn.us>; 'Amy Waeschle' <amywaeschle@comcast.net>; Anakka Hartwell <hartwellanakka@yahoo.com>; Andrea Sherrie <andrea\_sherrie@hotmail.com>; Andrew Sherrard <andrew\_sherrard@yahoo.com>; Andrzej L. Kasiniak <akasiniak@cityofpoulsbo.com>; Angela Cox <acox@co.kitsap.wa.us>; 'Angelina Meier' <angelina.manning@gmail.com>; Anne Alexander <aalexan10@hotmail.com>; Anthony McCafferty <mccafferta@aol.com>; Audrey Wolf <audrey\_wolf@hotmail.com>; Barry and Jenny <barryandjenny1844@comcast.net>; 'Barry Berezowsky' <bberezowsky@cityofpoulsbo.com>; Becky Erickson <berickson@cityofpoulsbo.com>; 'Berni Kenworthy' <berni@team4eng.com>; 'Bill Palmer' <wpcnslts@telebyte.net>; 'Bill Whiteley - KPUD' <bwhiteley@kpud.org>; 'Bob Nordnes' <bobandamy6775@comcast.net>; 'Brad Watts' <brad@valleynurseryinc.com>; Brenda Darling <darlingbf@embarqmail.com>; 'Bret Gagliardi' <gagliardi5@comcast.net>; 'Byron Harris' <byronharris@gmail.com>; C P Burchill <cpburchill@comcast.net>; Candi Merrill <candi.merrill@wwu.edu>; CEPRICH <ceprich@gmail.com>; Charles Roberts <charlesroberts1991@gmail.com>; Cherie Fahlsing <cherief@johnlscott.com>; Christy Christensen <christy@c3habitat.com>; Cindy Baker <cindy.baker@comcast.net>; 'Cindy Haberly' <ckhaberly@gmail.com>; City Clerks <CityClerks@cityofpoulsbo.com>; City of Bainbridge Island <pcd@bainbridgewa.gov>; City of Bremerton <andrea.spencer@ci.bremerton.wa.us>; City of Port Orchard <planning@cityofportorchard.us>; Connie C. Lord <clord@cityofpoulsbo.com>; 'Corey Henkelman' <chenkelm@co.kitsap.wa.us>; 'Corp of Engineers, Regulatory' <jerald.j.gregory@usace.army.mil>; 'Dal LaMagna' <dallamagna@gmail.com>; Dale and Melissa Paul <melvern19@hotmail.com>; Dale Miller <dalegmiller@earthlink.net>; 'Dan Baskins' <poulsbowashington@yahoo.com>; 'Dan Beach' <Daniel.J.Beach@centurylink.com>; 'Daniel Kimber - KPUD' <daniel@kpud.org>; 'Daniel Malone' <daniel36875@yahoo.com>; 'Dave Foraker' <daveforaker@hotmail.com>; 'Dave Greetham' <dgreetham@co.kitsap.wa.us>; David Carpenter <carpenterfamily5@comcast.net>; David Musgrove <dmusgrove@cityofpoulsbo.com>; 'David Smith' <smithhouse4@comcast.net>; DCLOUSER8 <dclouser8@comcast.net>; Debbie Booher <Dbooher@cityofpoulsbo.com>; 'Debra Purcell' <debra@highmarkhomes.us>; 'Dennis Lewarch' <dlewarch@suquamish.nsn.us>; Diane K. Lenius <dlenius@cityofpoulsbo.com>; 'Dianne Iverson' <dianneivr@comcast.net>; DMCJ <dmcj@me.com>; DOCKETROCKET <docketrocket@hotmail.com>; Ed Stern <estern@cityofpoulsbo.com>; 'Edward Blackburn' <blackems@mac.com>; 'Edward Coviello' <EdwardC@KitsapTransit.com>; Elvin Nunes <elvin.nunes@navy.mil>; 'Ezra Eickmeyer' <ezra@olypen.com>; Finn Line <finnline98342@gmail.com>; 'Fred Grimm' <grimmfredm@q.com>; 'Gary Lindsey' <glindsey@wavecable.com>; Gayle Heller <gayleh66@comcast.net>; GENRIGHT <genright@sprintmail.com>; 'Gordon Hanson' <gsshanson@aol.com>; 'Greg Berghoff - KPUD' <gregb@kpud.org>; GUSTASRA <gustasra@gmail.com>; 'Historic Downtown Poulsbo Associatin' <hdpaboard@gmail.com>; HYBRID461 <jybrid461@gmail.com>; Jack Johnson <jack.johnson1@centurylink.com>; Jacquie <seashells23.j@gmail.com>; James Thayer <jandjthayer@comcast.net>; 'Jan Harrison' <janharrison@iglide.net>; Jan Wold <jestuary@hotmail.com>; Jani Syverson <jenisyverson@comcast.net>; JAR2 <jar2@embarqmail.com>; Jay Volz <jayvolz@comcast.net>; Jean Ford <jeaneford@comcast.net>; 'Jeff Griffin' <jgriffin@poulsbofire.org>; Jeff Kerkham <jeffkirkham@gmail.com>; Jeff R. McGinty <jmcginty@cityofpoulsbo.com>; Jeff Tolman <jtolman@cityofpoulsbo.com>; Jene Grandmont <jene.grandmont@gmail.com>; Jill Davidson <jilldavidson53@gmail.com>; Jim Aker <jimaker@hotmail.com>; 'Jim Coleman' <Spiritwithin1@centurylink.net>; Jim Henry <jhenry@cityofpoulsbo.com>; Jim Lynch <jim@phc-construction.com>; Jim Vchulek <greenlakeappraisal@gmail.com>; Joan Hett <joanhett@comcast.net>; John and Molly Lee <molly.john@hotmail.com>; John Dawes <johndawes@comcast.net>; 'John Kiess' <john.kiess@kitsappublichealth.org>; 'John Powers' <powers@kitsapeda.org>; 'Joi Thomas' <joisboys@gmail.com>; 'June Cotner' <junecotner@embarqmail.com>; 'K Murphy' <kmurphy@animalwellctr.com>; 'Karen Lee Pac' <karenleepac@verizon.net>; 'Kate Nunes' <kate.nunes@comcast.net>; 'Kathy Gallagher' <kgallagher@keehnkunkler>; 'Katrina Knutson' <kknutson@co.kitsap.wa.us>; 'Kdneer' <kdneer@comcast.net>; 'Kelly Pearson' <KPearson@nkschools.org>; Kenneth Thomas <kthomas@cityofpoulsbo.com>; 'Kimberly King' <kimberlyking25819@gmail.com>; 'Kitsap Business Journal' <tim.kelly@kitsapsun.com>; 'Kitsap DCD'

<help@kitsap1.com>; 'Kitsap Economic Development' <cocus@kitsapeda.org>; 'Kitsap Realtors' <operations@kitsaprealtor.org>; 'Kitsap Sun' <sunnews@kitsapsun.com>; 'Kurt Kulhanek' <kmkulhanek@comcast.net>; 'Lana Gillis' <lanagale@earthlink.net>; 'Linda Esser May' <lindaessermay@yahoo.com>; 'Lisa Rutland' <trifire150@gmail.com>; 'LovinLife' <lovinmylife@embarqmail.com>; 'Lynn Wall - Naval Base Kitsap' <lynn.wall1@navy.mil>; 'Macdhoff' <macdhoff@comcast.net>; 'Madonalyn' <madonalyn@aol.com>; 'Mahna Mahna' <mahna\_mahna@comcast.net>; 'Malu' <shaping2000@yahoo.com>; 'Mark DeSalvo' <commissioner.desalvo@portofpoulsbo.com>; 'Mark Hood' <mark@soundbrewery.com>; 'Mark Julian' <mjulian25@msn.com>; 'Mark Kuhlman' <mark@team4eng.com>; 'Mark Musick' <mdmusick@embarqmail.com>; 'Mark Neigh' <mark.neigh@gmail.com>; 'Mark Nesby' <mnesby@wavecable.com>; 'Marta Holt' <marta.holt@yahoo.com>; 'Mary Carter' <mecarter779@hotmail.com>; 'Mary Lang' <lang.mary@comcast.net>; 'Mary M. McCluskey' <mmcccluskey@cityofpoulsbo.com>; 'Mary McClure - Kitsap Regional Coordinating Council' <mcclure@kitsapregionalcouncil.org>; 'Matt Henson' <matt@kpud.org>; 'MEMANIETTA' <memanietta@gmail.com>; 'Michelle Cho and Luan Gip' <chiro4health@yahoo.com>; 'Mike - DC Surveyors' <mike@dcsurveyors.com>; 'Mike Brown' <mike@fphconstruction.com>; 'Mitch James' <mitch@acehardware.net>; 'Monica Berninghaus' <cuspidrise@hotmail.com>; 'Nicole Stephens' <nstephens@cityofpoulsbo.com>; 'Norm Olson' <nlolson2@nlolson.com>; 'Oatmeel' <oatmeel@yahoo.com>; 'Olympic College' <briveland@olympic.edu>; 'onlyjesus' <onlyjesus@comcast.net>; 'Pat Fuhrer' <patf@map-limited.com>; 'Patrick Allen' <patrickallen98370@gmail.com>; 'Paul Beveridge' <paul\_b@capstonehomes.com>; 'Paul Deits' <pdeits@comcast.net>; 'Paul Ogilvie' <paulogilvieconstruction@hotmail.com>; 'Perry Ann P' <perryannp@yahoo.com>; 'Philip Lanzafame' <phil@levelok.com>; 'Plnghram@psrc.org'; 'Pinky Jones' <pinkyjones@hotmail.com>; 'Port of Poulsbo' <manager@portofpoulsbo.com>; 'Poulsbo Chamber of Commerce' <director@poulsbochamber.com>; 'Poulsbo USPS Postmaster' <98370PoulsboWA@usps.gov>; 'Poulsbo Village' <emily@poulsbovillage.com>; 'Puget Sound Partnership' <marsha.engel@psp.wa.gov>; 'R E Collins' <recollins2004@yahoo.com>; 'Rachel Seymour' <rachel.seymour@kitsapsun.com>; 'Ray Stevens' <raystevens5@comcast.net>; 'RayN' <rayn@impressionsgroup.com>; 'Richard Walker' <editor@northkitsapherald.com>; 'Rick Cadwell' <rick@cadwell.biz>; 'Rob Gelder' <rgelder@co.kitsap.wa.us>; 'Robert F Smith' <smithrf@comcast.net>; 'RODG468' <rodg468@gmail.com>; 'Ron Cleaver' <ron@team4eng.com>; 'Ron Orcutt' <ron@theorcutts.com>; 'Rudika Tollefson' <rtollefson@wetapple.com>; 'Sandy Scott' <sandyscott@comcast.net>; 'Sean Parker' <sean@seanparkerarchitects.com>; 'SEWWELL99' <sewwell99@aol.com>; 'Shane Skelley' <shaneskelley@gmail.com>; 'Sharon Boker' <sharonbooker@gmail.com>; 'Shawn Cates' <duggan0552@yahoo.com>; 'Sheila Murray' <renobeano9@aol.com>; 'Sherri Fargo' <sherrifargo@hotmail.com>; 'Stacie Rushforth, BJC Group' <srushforth@bjcgroup.com>; 'Stacy Galloway' <bbandjake@yahoo.com>; 'Stephanie Trudel' <strudel@suquamish.nsn.us>; 'Steve Coleman' <steve-lee@comcast.net>; 'Steve Sackman' <tradersns@yahoo.com>; 'Stuart B Grogan' <grogans@housingkitsap.com>; 'Susan Theil' <susan.theil@comcast.net>; 'Tad Sooter' <tad.sooter@kitsapsun.com>; 'TALLMANWRITING' <tallmanwriting@gmail.com>; 'TEAM BOWSER' <teambowser@mac.com>; 'Teresa Osinski - HBA' <tosinski@kitsaphba.com>; 'Terri Douglas' <manager@poulsboinn.com>; 'Thormod Skald' <vikingfeast@gmail.com>; 'Tim Cartwright' <tim@dcsurveyors.com>; 'TJ' <tjd719@gmail.com>; 'TNDMARS' <tndmars@comcast.net>; 'Tom Brobst' <tom.brobst@pse.com>; 'Tom Harvey' <tharvey@poulsbofire.org>; 'Tom Powers, Cencom' <tpowers@co.kitsap.wa.us>; 'Troy Barber' <troy@guttersnake.us>; 'Troy Okunami' <troyokunami@hotmail.com>; 'US Fish & Wildlife - WA F&W Office' <wfwoctap@fws.gov>; 'Veronica Queeb' <veroniqueeb@gmail.com>; 'VIKING.BRJ' <viking.brj@gmail.com>; 'WA Department of Natural Resources' <sepacenter@dnr.wa.gov>; 'WA Dept of Commerce - Growth Management Services' <reviewteam@commerce.wa.gov>; 'WA Dept of Ecology - SEPA' <sepaunit@ecy.wa.gov>; 'WA Dept of Fish and Wildlife' <Chris.Waldbillig@dfw.wa.gov>; 'WAPASKE' <wapaske@aol.com>; 'William and Rosalee Quinn' <vectraquinn@comcast.net>; 'Wizz Signs' <wizzsigns@hotmail.com>; 'WSDOT Olympic Region SEPA' <OR-SEPA-REVIEW@wsdot.wa.gov>; 'ystevens-wajda@psrc.org'

**From:** Helen M. Wytko

**Sent:** Friday, October 14, 2016 1:51 PM

**Cc:** Karla Boughton <kboughton@cityofpoulsbo.com>

**Subject:** City of Poulsbo - Comprehensive Plan and Development Regulations Update

Hello,

You are receiving this email because you are part of the City of Poulsbo's Comprehensive Plan and Development Regulations distribution list. Attached is the Notice of Application and SEPA DNS with the attached checklist for the City's 2016 Draft Comprehensive Plan.

Thank you,

**Helen Wytko**

Poulsbo Planning and Economic Development

Phone: 360-394-9748

200 NE Moe St

Poulsbo, WA 98370

**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.



**CITY OF POULSBO**

**NOTICE OF APPLICATION  
36.70B.110**

**2016 DRAFT POULSBO COMPREHENSIVE PLAN UPDATE  
Type IV Permit**

**Planning File:** 2016 Draft Comprehensive Plan Update

**Date of Application:** October 10, 2016

**Summary of Proposed Application:**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with this comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website—<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents,

meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City’s Capital Facilities Plan based on updates of the City’s functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the amendments is available at this link:

[http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments on the 2016 Draft Comprehensive Plan Update and site-specific application are encouraged and may be provided to the City at any time during the public review process. Written comments may be mailed, faxed or emailed to the city. Comments may also be hand delivered to City Hall.

Mail: City of Poulsbo Planning and Economic Development Department  
200 NE Moe Street  
Poulsbo, WA 98370

Fax: (360)697-8269  
Phone: (360)394-9748  
Email: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

Interested citizens are also encouraged to attend and provide verbal comments to the City at the Planning Commission and City Council workshops and public hearings. Both workshops and hearings are held at Poulsbo City Hall, 200 NE Moe Street, Poulsbo, WA.

**Sources of Information:** The City's website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) is the primary clearinghouse for information related to the 2016 Draft Comprehensive Plan Update. The City has posted all pertinent information regarding the development regulation update at its website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) at the following link:  
<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

**Public Participation Plan:** A public and agency participation plan has been developed for this application, and can be viewed at the City's website, under the link  
[http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall\\_2016\\_000.pdf](http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall_2016_000.pdf)  
a copy is also available at the Planning Department.

**Date, Time and Place of Meetings and Hearings:** The Planning Commission has scheduled public workshops on October 4, 11, 18, 25, 2016; a public hearing is scheduled for November 8 2016. The City Council has workshops scheduled for November 16, 30 and December 7, 2016 and a public hearing scheduled on December 14, 2016.

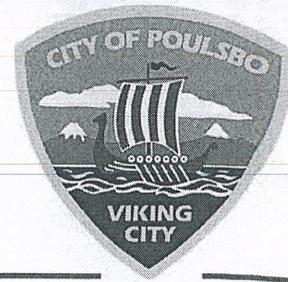
All meetings and hearings will be held at Poulsbo City Hall Council Chambers. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website.

The Planning Commission will make recommendations to the City Council. The City Council is the decision making authority. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

**Further Information:** Please contact the Poulsbo Planning Department at (360) 394-9748, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) or [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com) for further information.

# City of Poulsbo

## Planning & Economic Development



### DETERMINATION OF NONSIGNIFICANCE (DNS)

WAC 197-11-970

#### City of Poulsbo 2016 Draft Comprehensive Plan Update

**Planning File:** City of Poulsbo 2016 Draft Comprehensive Plan

**Applicant:** City of Poulsbo, Planning Department, 200 NE Moe Street, Poulsbo, WA 98370

**Location of Proposal:** The 2016 Draft Comprehensive Plan Update proposed amendments are located within the City of Poulsbo's Comprehensive Plan. Amendments are proposed throughout the document and Appendices. See description below and link for more information on the proposed amendments. As part of the 2016 Update, one site-specific redesignation/rezone request was submitted to the City. The proposed site-specific application properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building. See below for more information on the site-specific application.

**Description of Proposal:** The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City reviewed its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with the comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website— <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and **strikeouts** for deletions. A more complete summary of the amendments is available at this link:

[http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. **CPA 2016-01 (Foraker/Lanazafame)** is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Lead Agency:** City of Poulsbo

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

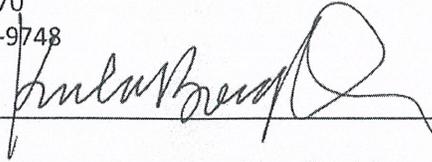
**COMMENTS:** The City is utilizing the provisions provided for in WAC 197-11-060(5) "phased environmental review". Specific environmental review will be required at the time of site specific development proposal submittal, and a threshold determination will be issued at the time of a development application. Site specific development impacts are not identified at this time. Additional project information will be prepared and made available when projects are ready to move forward as a development proposal. Environmental checklists will be required to be prepared for the site-specific projects and a threshold determination will be issued at that time. This phased environmental review applies to identified capital facilities improvement projects in the Capital Facilities Plan/Functional Plans, and the one site-specific redesignation/rezone application request included with the 2016 Draft Comprehensive Plan Update.

This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 calendar days from the date below. Public comments must be submitted by October 28, 2016

Responsible official: Karla Boughton  
Position/Title: Interim Planning Director  
Address: City of Poulsbo

200 NE Moe St  
Poulsbo, WA 98370  
Phone: (360) 394-9748

Date: October 14, 2016 Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Paul A. Brand", written over a horizontal line.

You may appeal this determination in writing to the responsible official listed above no later than 10 working days from the date of this notice.

You should be prepared to make specific factual objections. Contact the responsible official to read or ask about the procedure for SEPA appeals.



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 14 October, 2010, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

Subscribed and sworn to before me this 14<sup>th</sup> day of October, 2010.

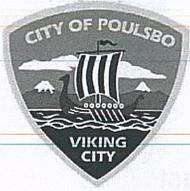


Cheryln Haley  
NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo

My Commission expires on:

3.13.19



**CITY OF POULSBO**

**NOTICE OF APPLICATION  
36.70B.110**

**2016 DRAFT POULSBO COMPREHENSIVE PLAN UPDATE  
Comprehensive Plan and Zoning Map Site Specific Land Use Re-Designation Application  
Type IV Permit**

**2016 Site Specific Land Use Re-Designation Application:** The site specific land use re-designation applications are proposed amendments to the City's comprehensive plan and zoning map. The applications propose a change in the current land use classification.

*If you are receiving this notice in the mail, it is because Kitsap County Assessor's records indicate you own property within 300' of the submitted application. The Foraker/Lanzafame Site Specific Application has been folded into the City's 2016 Draft Comprehensive Plan Update process.*

**2016-01 Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building. Please see attached maps.

**Planning File:** 2016 Draft Comprehensive Plan Update and CPA 2016-01 Foraker/Lanazafame Site Specific Application

**Date of Application:** October 10, 2016

**Summary of Proposed Application:**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled “community check-in” and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with this comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City’s website—<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

#### **Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City’s Capital Facilities Plan based on updates of the City’s functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the amendments is available at this link:

[http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016. *The site specific re-designation of land use classification and zoning does not in itself result in environmental impact. Any future development proposals are subject to environmental review and a threshold determination at the time of a development application.*

**Public Comment Methods:** Comments on the proposed **CPA 2016-01 Forkaer/Lanzafame site specific application**, as well as the 2016 Draft Comprehensive Plan Update, are

encouraged and may be provided to the City at any time during the public review process. Written comments may be mailed, faxed or emailed to the city. Comments may also be hand delivered to City Hall.

Mail: City of Poulsbo Planning and Economic Development Department  
200 NE Moe Street  
Poulsbo, WA 98370

Fax: (360)697-8269

Phone: (360)394-9748

Email: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

Interested citizens are also encouraged to attend and provide verbal comments to the City at the Planning Commission and City Council workshops and public hearings. Both workshops and hearings are held at Poulsbo City Hall, 200 NE Moe Street, Poulsbo, WA.

**Sources of Information:** The City's website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) is the primary clearinghouse for information related to the 2016 Draft Comprehensive Plan Update. The City has posted all pertinent information regarding the development regulation update at its website, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) at the following link:

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

**Public Participation Plan:** A public and agency participation plan has been developed for this application, and can be viewed at the City's website, under the link

[http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall\\_2016\\_000.pdf](http://www.cityofpoulsbo.com/planning/documents/PublicParticipationPlanFall_2016_000.pdf)

a copy is also available at the Planning Department.

**Date, Time and Place of Meetings and Hearings:** The Planning Commission has scheduled public workshops on October 4, 11, 18, 25, 2016; **a public hearing is scheduled for November 8 2016.** The City Council has workshops scheduled for November 16, 30 and December 7, 2016 and **a public hearing scheduled on December 14, 2016.**

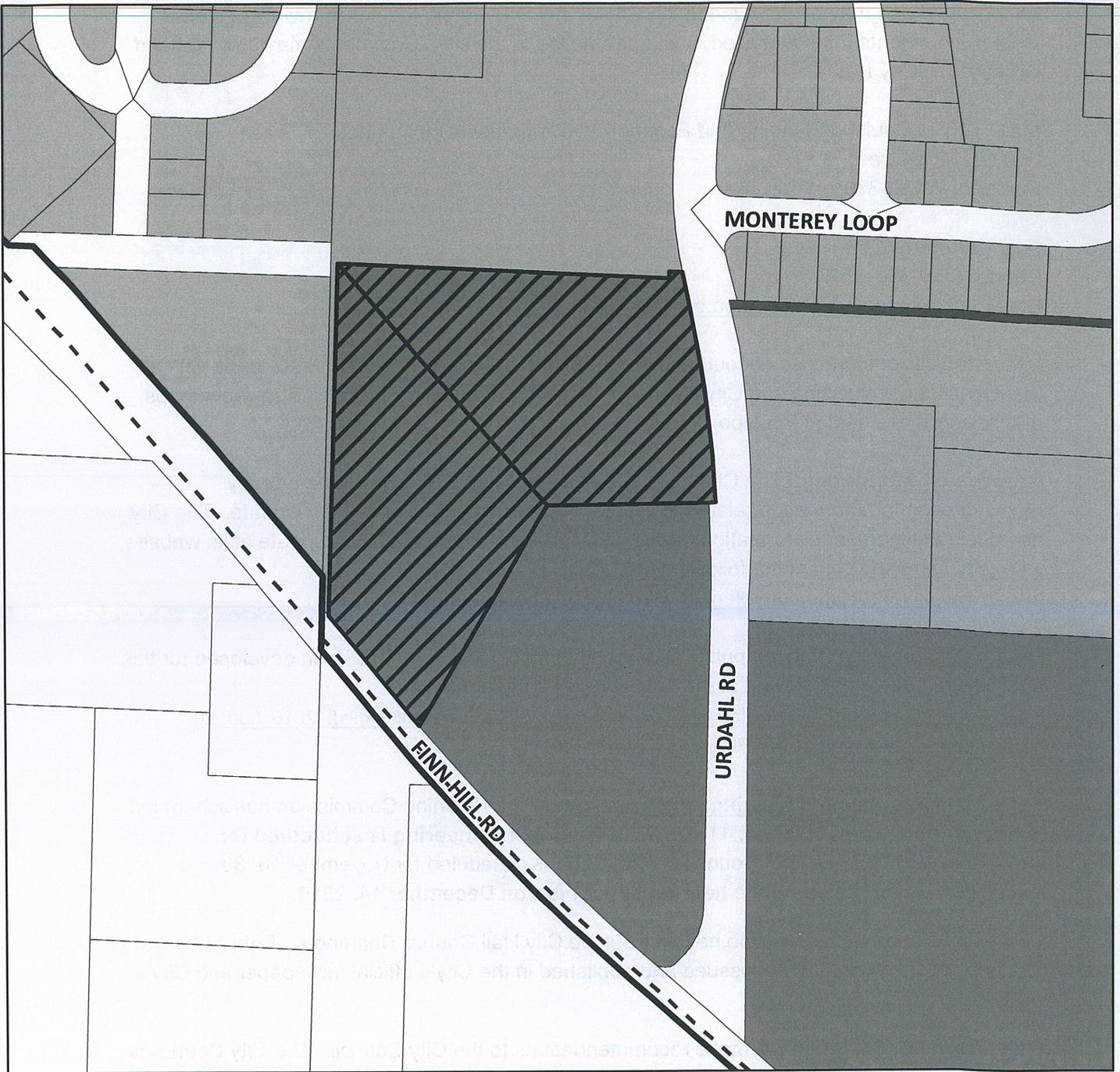
All meetings and hearings will be held at Poulsbo City Hall Council Chambers. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website.

The Planning Commission will make recommendations to the City Council. The City Council is the decision making authority. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

**Further Information:** Please contact the Poulsbo Planning Department at (360) 394-9748, [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) or [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com) for further information.

# Proposed Zoning Map

City of Poulsbo Planning Department



## Legend

-  Site
-  City Limits
-  Urban Growth Area

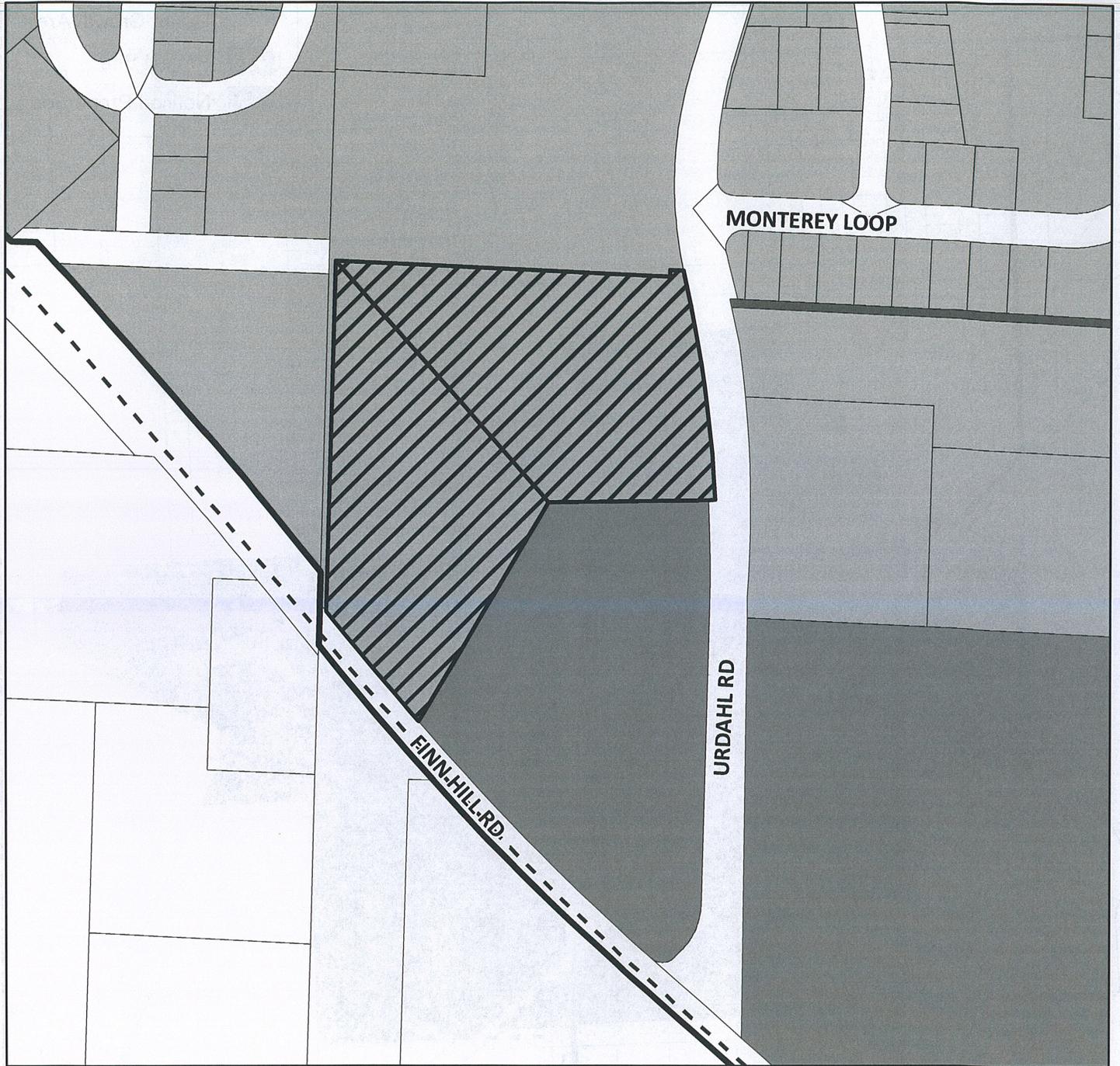
## Zone

-  OCI
-  Residential Low (4 to 5 units/acre)



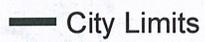
# Zoning Ordinance Map

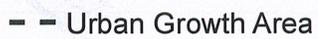
City of Poulsbo Planning Department



## Legend

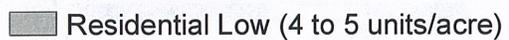
 Site

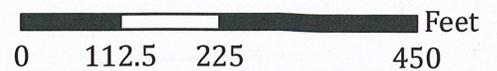
 City Limits

 Urban Growth Area

### Zone

 OCI

 Residential Low (4 to 5 units/acre)

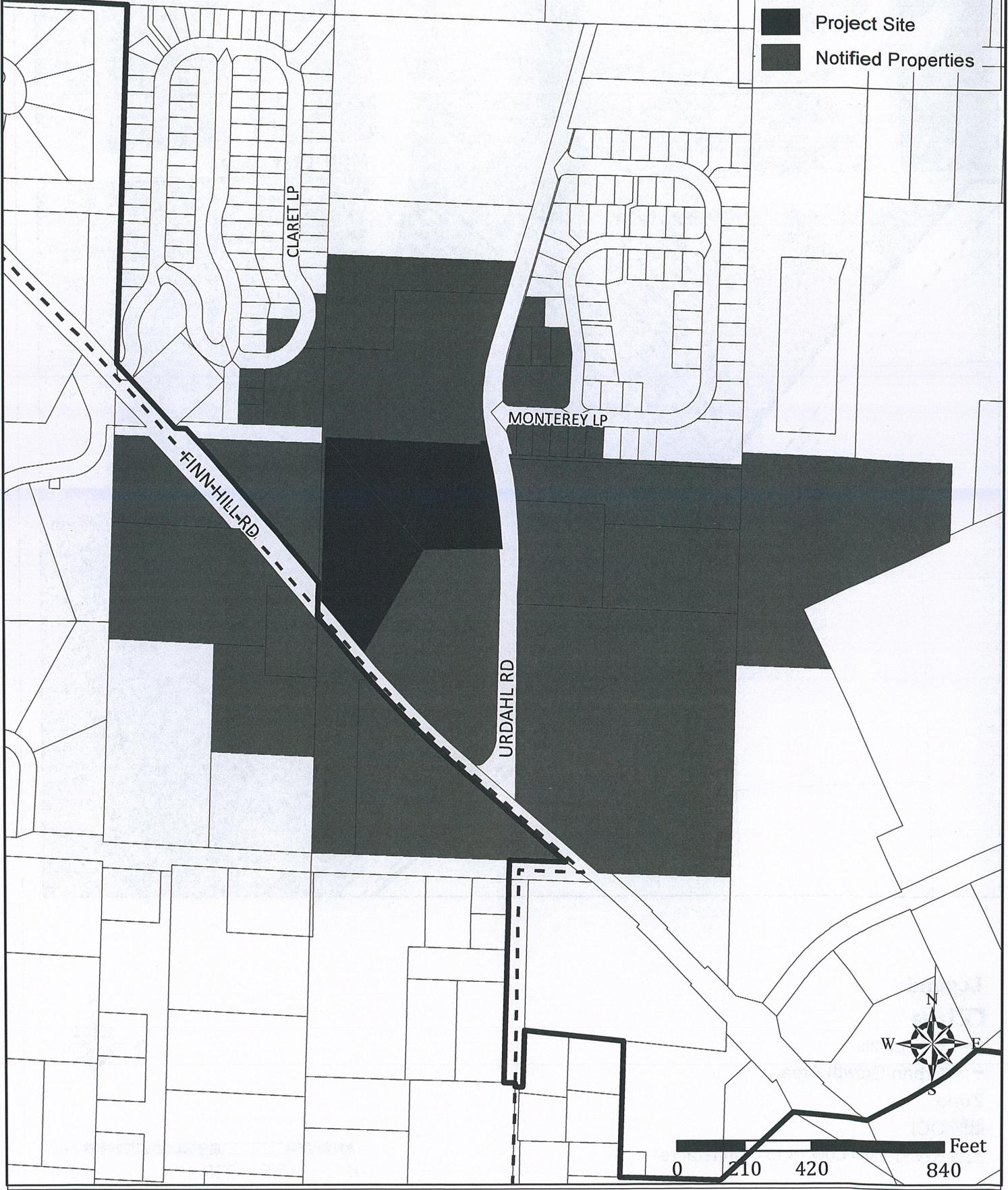


# Project Site Map

City of Poulsbo Planning Department

## Legend

- City Limits
- - - Urban Growth Area
- Project Site
- Notified Properties



ANDERSON LARRY D & STEPHANIE M  
21665 WINDMILL LOOP NW  
POULSBO, WA 98370

BATES JOSEPH E & GLEASON CARRIE E  
21590 NW MONTEREY LOOP  
POULSBO, WA 98370

BERGESON BROCK G & KARINA F &  
21592 NW MONTEREY LOOP  
POULSBO, WA 98370

CEBIK JONATHAN E & AMY L  
21663 WINDMILL LOOP NW  
POULSBO, WA 98370

CITY OF POULSBO  
200 NE MOE ST  
POULSBO, WA 98370

CITY OF POULSBO  
200 NE MOE ST  
POULSBO, WA 98370

CONINE KENNETH MONTER &  
1799 REGENT AVE NW  
POULSBO, WA 98370

DAPENA JUAN C & TORRES LOPEZ  
GLENISSE M  
1819 CLARET LOOP NW  
POULSBO, WA 98370

DAVIS BRYAN K & JULIE P  
21588 NW MONTEREY LOOP  
POULSBO, WA 98370

FORAKER DAVID RICHARD & SHARON  
HAYES  
1700 NW FINN HILL RD  
POULSBO, WA 98370

GOLDEN WAITE PROPERTIES LLC  
1265 DARLING RD  
BREMERTON, WA 98311

GONZALEZ JOHN S  
21594 NW MONTEREY LOOP  
POULSBO, WA 98370

GUILL TODD B & GUILL MORGANE B  
21596 NW MONTEREY LOOP  
POULSBO, WA 98370

HAMOR BRIAN K & LISA G  
21753 WINDMILL LOOP NW  
POULSBO, WA 98370

HORIZON PROPERTIES LLC  
21291 URDAHL RD NW  
POULSBO, WA 98370

HUNT DALE M & BARBARA J  
1819 NW FINN HILL RD  
POULSBO, WA 98370

HUNT DALE M & BARBARA J  
1819 NW FINN HILL RD  
POULSBO, WA 98370

JOHNSON GREGORY T JR  
1789 REGENT AVE NW  
POULSBO, WA 98370

KLEIN GARY M & VALENTINE LINDA J  
1779 REGENT AVE NW  
POULSBO, WA 98370

LABOW RICHARD & KARRY  
4940 CHICO WAY NW  
BREMERTON, WA 98312

LANZAFAME PHILIP F & HARNEY  
MARGARET A  
18350 FJORD DR NE  
POULSBO, WA 98370

LIBERTY HILLS HOMEOWNERS  
ASSOCIATION  
, 0

LINGER ERNEST H TRUSTEE  
PO BOX 511  
INDIANOLA, WA 98342

MADSON CHRISTOPHER M & JULIE ANNE F  
4612 247TH PL SE  
ISSAQUAH, WA 98029

MALLEWICK NANCY F & DUANE  
1731 NW FINN HILL RD  
POULSBO, WA 98370

MORGENSTERN CONNIE D  
21412 URDAHL RD NW  
POULSBO, WA 98370

MYERS AARON C & AMYLISA E  
1752 NW FINN HILL RD  
POULSBO, WA 98370

NUCKOLS BRENT & HOLLY  
20811 KASTER RD NW  
POULSBO, WA 98370

ROSE CLARA LEE  
21460 URDAHL RD NW  
POULSBO, WA 98370

SCHNEIDER PETER & PAMELA E J &  
21661 WINDMILL LOOP NW  
POULSBO, WA 98370

STADTLER ALAN  
21350 URDAHL RD  
POULSBO, WA 98370

THOMAS BRYAN  
13370 DOGWOOD NW  
POULSBO, WA 98370

VOSHALL LARRY & TERESA  
21424 URDALL RD NW  
POULSBO, WA 98370

WALES JUDITH M  
21555 URDAHL RD NW  
POULSBO, WA 98370

WALES JUDITH M  
21555 URDAHL RD NW  
POULSBO, WA 98370

# North Kitsap Herald

## Affidavit of Publication

State of Washington }  
County of Kitsap } ss

Kathleen Landis being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the North Kitsap Herald a weekly newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a weekly newspaper in Kitsap County, Washington and is and always has been printed in whole or part in the North Kitsap Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Kitsap County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of NKH726369 NOA 36.70B.110 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 10/14/2016 and ending on 10/14/2016 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$70.17.

Kathleen Landis

Subscribed and sworn before me on this

14 day of Oct,  
2016.

Debra Ann Grigg

Notary Public in and for the State of Washington.

City of Poulsbo-Planning | 80707350  
HELEN WYTKO

DEBRA ANN GRIGG  
Notary Public  
State of Washington  
My Commission Expires  
October 31, 2017

CITY OF POULSBO  
NOTICE OF APPLICATION

36.70B.110

2016 DRAFT POULSBO  
COMPREHENSIVE PLAN  
UPDATE

Type IV Permit

Planning File: 2016 Draft  
Comprehensive Plan Update

Date of Application: October  
10, 2016

Summary of Proposed Appli-  
cation:

The City of Poulsbo is under-  
taking a periodic review and  
update of its comprehensive  
plan and development regula-  
tions, as required by the  
Washington State Growth  
Management Act (GMA),  
RCW 36.70A.130(5). The  
GMA sets forth that Kitsap  
County and its cities should  
review and revise, if needed,  
their comprehensive plan and  
development regulations to  
ensure their plan and regula-  
tions comply with GMA re-  
quirements. The periodic re-  
view shall continue for every  
eight years thereafter.

Poulsbo's Comprehensive  
Plan has been updated since  
the original 1994 GMA Plan,  
with a significant update  
adopted December 2009.  
Amendments have occurred  
yearly since 2009, including  
amendments to policies,  
maps, functional plans, and  
the capital facilities plan.

The 2016 Draft Comprehen-  
sive Plan can be found at this  
link: <http://www.cityofpoulsbo.com/planning/Project-Poulsbo2036.htm>

The City decided to review its  
2009 Comprehensive Plan in  
concert with the more signifi-  
cant update efforts of Kitsap  
County and other local cities.  
The City initiated a public en-  
gagement and outreach enti-  
tled "community check-in" and  
established a public participa-  
tion plan July 2015. The City  
also began updating all its  
functional plans; the Water  
plan was completed and  
adopted in 2015 and the Sewer,  
Storm Water, Transportation  
and Parks plans were up-  
dated in 2015/2016, to be  
adopted with this comprehen-  
sive plan update. Other  
amendments were identified  
with the establishment of the  
2016 comprehensive plan  
docket in January 2016: 1) In-  
corporate all the functional  
plan updates in the Capital  
Facilities Plan and Appendix  
B; 2) Update as appropriate  
the Land Use, Transportation,  
Natural Environment, Capital  
Facilities, Housing, Parks  
Recreation and Open Space,  
Economic Development,  
Utilities and Implementation  
chapters; 3) Incorporate the  
2014 Kitsap County Buildable  
Lands Report data and land

A13

capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website- <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

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**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments on the 2016 Draft Comprehensive Plan Update and site-specific application are encouraged and may be provided to the City at any time during the public review process. Written comments may be mailed, faxed or

emailed to the city. Comments may also be hand delivered to City Hall.

Mail: City of Poulsbo Planning and Economic Development Department  
200 NE Moe Street  
Poulsbo, WA 98370

Fax: (360)697-8269

Phone: (360)394-9748

Email: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

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Date of publication: 10/14/16 (NKH-726369)

**EXHIBIT D.4**  
**SEPA Threshold Determination DNS**  
**with commented checklist**



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 14 October, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

Subscribed and sworn to before me this 14th day of Oct, 2016.



Cheryln J. Haley  
NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo

My Commission expires on:

3-13-19

## Helen M. Wytko

---

**Subject:** FW: SEPA Notice Comp Plan

Aaron C. Hulst <ahulst@cityofpoulsbo.com>; 'Alison O'Sullivan - Suquamish Tribe' <aosullivan@suquamish.nsn.us>; Andrzej L. Kasiniak <akasiniak@cityofpoulsbo.com>; 'Angela Cox' <acox@co.kitsap.wa.us>; 'Angelina Meier' <angelina.manning@gmail.com>; Becky Erickson <berickson@cityofpoulsbo.com>; 'Bill Whiteley - KPUD' <bwhiteley@kpud.org>; 'Bob Nordnes' <bobamy6775@comcast.net>; Charlie S. Roberts <croberts@cityofpoulsbo.com>; Cheryl J. Haley <chaley@cityofpoulsbo.com>; City Clerks <CityClerks@cityofpoulsbo.com>; Connie C. Lord <clord@cityofpoulsbo.com>; 'Corey Henkelman' <chenkelm@co.kitsap.wa.us>; 'Corps of Engineers, Regulatory Branch' <jerald.j.gregory@usace.army.mil>; 'CryJones (Crystal View)' <cryjones@msn.com>; 'Dan Beach' <Daniel.J.Beach@centurylink.com>; 'Daniel Kimbler - KPUD' <daniel@kpud.org>; 'Daniel Murphy' <cody@newhometrends.com>; David Musgrove <dmusgrove@cityofpoulsbo.com>; Debbie Booher <Dbooher@cityofpoulsbo.com>; 'Dennis Lewarch' <dlewarch@suquamish.nsn.us>; Diane K. Lenius <dlenius@cityofpoulsbo.com>; 'Dolores Lynch' <dolores@lynchclan.com>; Ed Stern <estern@cityofpoulsbo.com>; 'Edie Burghoff' <eberghoff@cityofpoulsbo.com>; 'Edie Lau' <edielau@yahoo.com>; 'Edward Blackburn' <blackems@mac.com>; 'Edward Coviello' <EdwardC@KitsapTransit.com>; 'Elizabeth Wilson' <lifethehound@yahoo.com>; 'Eric Evans' <eric.evans@kitsappublichealth.org>; Gary Nystul <gnystul@cityofpoulsbo.com>; 'GJackson (Crystal View)' <gjacksonx11@gmail.com>; 'Gordon Hanson' <gsshanson@aol.com>; 'Greg Berghoff - KPUD' <gregb@kpud.org>; 'James Thayer' <jandjthayer@comcast.net>; 'Jeff Griffin' <jgriffin@poulsbofire.org>; Jeff R. McGinty <jmcmginty@cityofpoulsbo.com>; Jeff Tolman <jtolman@cityofpoulsbo.com>; 'Jim Coleman' <Spiritwithin1@centurylink.net>; Jim Henry <jhenry@cityofpoulsbo.com>; 'Jim Lynch' <jim@phc-construction.com>; 'Jim Vchulek - Green Lake Appraisal' <greenlakeappraisal@gmail.com>; 'John Keiss' <john.keiss@kitsappublichealth.org>; 'Jsue Wieland' <jsuewie@comcast.net>; 'Karen Keefe' <karen.keefe@RSIR.com>; 'Kate Nunes' <kate.nunes@comcast.net>; 'Kelly Pearson' <KPearson@nkschools.org>; Kenneth Thomas <kthomas@cityofpoulsbo.com>; 'Kitsap Business Journal' <tim.kelly@kitsapsun.com>; 'Kitsap County DCD' <help@kitsap1.com>; 'Kitsap Economic Development Alliance' <cocus@kitsapeda.org>; 'Kitsap Realtors' <operations@kitsaprealtor.org>; 'Kitsap Sun' <sunnews@kitsapsun.com>; 'Mark DeSalvo' <commissioner.desalvo@portofpoulsbo.com>; Mary M. McCluskey <mmcccluskey@cityofpoulsbo.com>; 'Matt Henson' <matt@kpud.org>; 'Micah Kim' <micahtae@hotmail.com>; 'Pat Fuhrer' <patf@map-limited.com>; 'Peggy Jolly' <jolly@wscd.com>; 'Poulsbo Chamber of Commerce' <director@poulsbochamber.com>; 'Poulsbo Place II Homeowners Association' <poulsboplaceiiboard@gmail.com>; 'Poulsbo USPS Postmaster' <98370PoulsboWA@usps.gov>; 'Rachel Seymour' <rachel.seymour@kitsapsun.com>; 'Ray Stevens' <raystevens5@comcast.net>; 'Richard Walker' <editor@northkitsapherald.com>; 'Rick Spencer' <rickswims@hotmail.com>; 'Rob Gelder' <rgelder@co.kitsap.wa.us>; 'Sandra Farley' <sandrarfarley61@comcast.net>; 'Screenio (Crystal View)' <screenio@gmail.com>; 'Shane Skelley' <shaneskelley@gmail.com>; 'Shawn Cates' <duggan0552@yahoo.com>; 'Stephanie Trudel' <strudel@suquamish.nsn.us>; 'Teresa Osinski - HBA' <tosinski@kitsaphba.com>; 'Terri Douglas' <manager@poulsboinn.com>; 'Terry Asla' <tasla@soundpublishing.com>; 'Thomas Brobst' <tom.brobst@pse.com>; 'Tom Harvey' <tharvey@poulsbofire.org>; 'WA Dept of Natural Resources - SEPA' <sepacenter@dnr.wa.gov>; 'WA Department of Ecology SEPA' <sepaunit@ecy.wa.gov>; 'WA Department of Ecology SEPA Register' <separegister@ecy.wa.gov>; 'WA Dept of Fish and Wildlife' <chris.waldbillig@dfw.wa.gov>; 'WA Dept of Fish and Wildlife - SEPA' <SEPAdesk@dfw.wa.gov>; 'WA Office of the Attorney General- Ecology' <ecyolyef@atg.wa.gov>; 'WSDOT Olympic Region SEPA' <OR-SEPA-REVIEW@wsdot.wa.gov>

**From:** Helen M. Wytko

**Sent:** Friday, October 14, 2016 1:17 PM

**Cc:** Karla Boughton <kboughton@cityofpoulsbo.com>

**Subject:** SEPA Notice Comp Plan

The City of Poulsbo 2016 Draft Comprehensive Plan Update SEPA DNS with completed checklist is available at the following link: [http://www.cityofpoulsbo.com/planning/ProjectPoulsb\\_MMMtmp45b455f1/SEPA\\_2016CompPlan.pdf](http://www.cityofpoulsbo.com/planning/ProjectPoulsb_MMMtmp45b455f1/SEPA_2016CompPlan.pdf)

Thank you,

---

## Helen Wytko

Poulsbo Planning and Economic Development

Phone: 360-394-9748

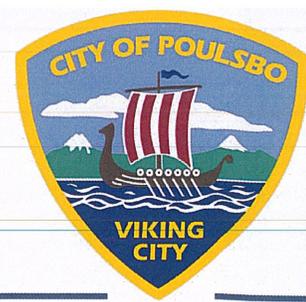
200 NE Moe St

Poulsbo, WA 98370

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# City of Poulsbo

## *Planning & Economic Development*



### DETERMINATION OF NONSIGNIFICANCE (DNS) WAC 197-11-970

#### City of Poulsbo 2016 Draft Comprehensive Plan Update

**Planning File:** City of Poulsbo 2016 Draft Comprehensive Plan

**Applicant:** City of Poulsbo, Planning Department, 200 NE Moe Street, Poulsbo, WA 98370

**Location of Proposal:** The 2016 Draft Comprehensive Plan Update proposed amendments are located within the City of Poulsbo's Comprehensive Plan. Amendments are proposed throughout the document and Appendices. See description below and link for more information on the proposed amendments. As part of the 2016 Update, one site-specific redesignation/rezone request was submitted to the City. The proposed site-specific application properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building. See below for more information on the site-specific application.

**Description of Proposal:** The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City reviewed its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with the comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website—<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the amendments is available at this link:

[http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Lead Agency:** City of Poulsbo

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

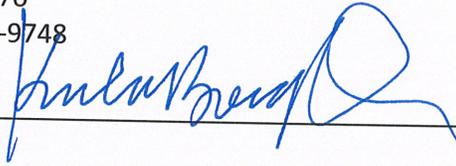
**COMMENTS:** **The City is utilizing the provisions provided for in WAC 197-11-060(5) “phased environmental review”.** Specific environmental review will be required at the time of site specific development proposal submittal, and a threshold determination will be issued at the time of a development application. Site specific development impacts are not identified at this time. Additional project information will be prepared and made available when projects are ready to move forward as a development proposal. Environmental checklists will be required to be prepared for the site-specific projects and a threshold determination will be issued at that time. This phased environmental review applies to identified capital facilities improvement projects in the Capital Facilities Plan/Functional Plans, and the one site-specific redesignation/rezone application request included with the 2016 Draft Comprehensive Plan Update.

This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 calendar days from the date below. Public comments must be submitted by October 28, 2016

Responsible official: Karla Boughton  
Position/Title: Interim Planning Director  
Address: City of Poulsbo

200 NE Moe St  
Poulsbo, WA 98370  
Phone: (360) 394-9748

Date: October 14, 2016 Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Kurt Breda", is written over a horizontal line.

You may appeal this determination in writing to the responsible official listed above no later than 10 working days from the date of this notice.

You should be prepared to make specific factual objections. Contact the responsible official to read or ask about the procedure for SEPA appeals.



## City of Poulsbo Environment Checklist

<b>A. Background</b>		
<b>Name of proposed project, if applicable:</b> 2016 Draft Comprehensive Plan Update - including one site specific re-designation/rezone request, future capital improvement projects, and functional plans	<b>Date Prepared:</b>  October 11, 2016	
<b>Name of Applicant:</b> City of Poulsbo	<b>Address:</b> 200 NE Moe Street Poulsbo, Washington 98370	<b>Phone Number:</b> (360) 394-9748
<b>Contact:</b> Karla Boughton, Interim Planning Director	<b>Agency Requesting Checklist:</b> City of Poulsbo	
<b>Proposed timing or schedule (including phasing, if applicable)</b>  The Planning Commission has scheduled public workshops on October 4, 11, 18, and 25, 2016; a public hearing is scheduled for November 8, 2016.  The City Council has workshops scheduled for November 16, 30 and December 7, 2016 and a public hearing scheduled on December 14, 2016.		
<b>Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain.</b>  <p>The City is utilizing the provisions provided for in WAC 197-11-060(5) "phased environmental review". Specific environmental review will be required at the time of site specific development proposal submittal, and a threshold determination will be issued at the time of a development application. Site specific development impacts are not identified at this time. Additional project information will be prepared and made available when projects are ready to move forward as a development proposal. Environmental checklists will be required to be prepared for the site-specific projects and a threshold determination will be issued at that time. <u>This phased environmental review applies to identified capital facilities improvement projects in the Capital Facilities Plan/Functional Plans, and the one site-specific redesignation/rezone application request included with the 2016 Draft Comprehensive Plan Update.</u></p>		

Checklist Reviewed by Maule S. Powers, Associate Planner 10/14/16

**List any environmental information you know about that has been prepared, directly related to this proposal.**

No specific environmental information has been prepared for this set of amendments. A Final Supplemental Environmental Impact Statement was issued in conjunction with the 2009 Comprehensive Plan on September 29, 2009.

A SEPA checklist was prepared for the 2016 Sanitary Sewer Plan in September 2016. A copy of the checklist is available upon request.

Site and project specific land use development projects submitted to the City in the future will require environmental review when development is proposed, as applicable pursuant to SEPA rules. An environmental checklist will be required and threshold determination will be issued at that time.

**Do you know whether applications are pending for governmental approvals or other proposals directly affecting the property covered by your proposal? If yes, explain.**

No.

**List any government approvals or permits that will be needed for your proposal, if known.**

City Council approval and adoption.

Department of Ecology approved the 2016 Sewer Comprehensive Plan on 10/13/2016.

**Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.**

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**Location of the proposal.** Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Poulsbo is located in Township 26 North, Range 1 East, Willamette Meridian and is located in all or portions of Sections 9, 10, 11, 13, 14, 15, 22, 23, 24, 25, and 26. Amendments are located in the following Sections:

The proposed amendments will affect the Poulsbo Comprehensive Plan and appendices.

The site specific re-designation request application – CPA 2016-01 – is located at 1700 NW Finn Hill Road and 21425 Urdahl Road NW.

*The proposed comprehensive plan amendments, updated functional plans and site specific re-designation/rezone application do not identify specific development proposals at this time, and therefore are considered a "nonproject" action for SEPA review purposes. The answers to the following questions will be made in a citywide context. All future site specific development projects subject to SEPA will be required to complete its own site specific environmental checklist and EPA review.*

<b>B. Environmental Elements</b>		<b>Agree</b>	<b>Disagree</b>	<b>Mitigate</b>
<b>1. Earth</b>				
<b>a.</b>	<p><b>General description of the site (check one):</b>  <input checked="" type="checkbox"/> flat, <input checked="" type="checkbox"/> rolling, <input checked="" type="checkbox"/> hilly, <input type="checkbox"/> steep, <input checked="" type="checkbox"/> slopes,  <input type="checkbox"/> mountainous, <input type="checkbox"/> other.</p> <p>Poulsbo's topography varies throughout the city, from flat to areas of steep slopes.</p> <p>Actual site specific development will be subject to additional SEPA review as appropriate. Environmental review and a threshold determination will be required at the time of development review. Site specific development impacts are not identified at this time.</p>	X		
<b>b.</b>	<p><b>What is the steepest slope on the site (approximate percent slope)?</b></p> <p>There are areas within the city limits with slopes exceeding 40 percent, and potential geohazard areas are mapped on the City's critical areas maps. At the time of a site specific development proposal, additional information on slopes will be required. Future development will require additional environmental review.</p>	X		
<b>c.</b>	<p><b>What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.</b></p>	X		

	According to the Kitsap County Soil Survey, the soils within the city limits is predominately classified as Poulsbo Gravelly sandy loam, with areas of Kapowsin gravelly loam and Sinclair soils. Small located areas of other soil types exist throughout the area.			
<b>d.</b>	<b>Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.</b>  Unstable soils and slopes exist throughout the North Kitsap County region. There are areas of unstable soils within the city limits. These areas are regulated by the City's Critical Areas Ordinance.	X		
<b>e.</b>	<b>Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.</b>  This is not applicable to this non-project action.	X		
<b>f.</b>	<b>Could erosion occur as a result of clearing, construction or use? If so, generally describe.</b>  Typical erosion hazards could occur during the clearing and grading phase for specific projects while soils are exposed to surface water runoff. Appropriate erosion control measures will be required by the City Engineer for future site specific development.	X		
<b>g.</b>	<b>About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?</b>  This is not applicable to this non-project action. No site specific development is proposed at this time. Projects will require further analysis and SEPA review.	X		
<b>h.</b>	<b>Proposed measures to reduce or control erosion, or other impacts to the earth, if any.</b>  None. No site specific development is proposed at this time. Determination will be made at the time specific development proposals move forward. Future development will be subject to City adopted regulations and requirements for erosion control.	X		

<b>2. Air</b>				
<b>a.</b>	<b>What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.</b>  New construction will comply with Poulsbo Municipal Code and Puget Sound Clean Air Agency requiring reasonable precautions be taken to	X		

	avoid dust emissions. At the time of site specific project review, the City Engineer will require appropriate dust emissions control measures.			
<b>b.</b>	<b>Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.</b>  No site specific development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
<b>c.</b>	<b>Proposed measures to reduce or control emissions or other impacts to air, if any.</b>  None. No site specific development is proposed at this time. Determination will be made at the time specific proposals move forward. New construction will comply with the requirements of the Poulsbo Municipal Code and the Engineering Department, which will be reviewed at the time of a specific project proposal moving forward.	X		
<b>3. Water</b>				
<b>a. Surface:</b>				
<b>1)</b>	<b>Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.</b>  Liberty Bay, Dogfish Creek, South Fork of Dogfish Creek, North Fork of Johnson Creek, Bjorgen Creek, Lemolo Creek, Poulsbo Creek, various wetlands. See Figures NE-1, NE-4, NE-5 and NE-6 in the Natural Environment Chapter of the 2016 Draft Comprehensive Plan.	X		
<b>2)</b>	<b>Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.</b>  No development is proposed at this time. Determination will be made at the time specific development proposals move forward.	X		
<b>3)</b>	<b>Estimate the amount of fill and dredge that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific development proposals move forward.	X		

	<b>4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known.</b>			
	<p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
	<b>5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.</b>			
	<p>The Federal Emergency Management Agency (FEMA) has classified some areas of Liberty Bay and Dogfish Creek shoreline as possible floodplain.</p>	X		
	<b>6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.</b>			
	<p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		

<b>b.</b>	<b>Ground:</b>			
	<b>1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.</b>			
	<p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
	<b>2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals.; agricultural; etc...). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.</b>			
	<p>This is not applicable to this non-project action. No specific site development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
<b>c.</b>	<b>Water Runoff (including storm water):</b>			

	<p><b>1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (including quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.</b></p> <p>No stormwater will be discharged as a result of this action. Future development will lead to stormwater runoff. The City will require appropriate stormwater detention, retention and release consistent with the State and City stormwater management regulations.</p>	X		
	<p><b>2) Could waste materials enter ground or surface waters? If so, generally describe.</b></p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
<p><b>d.</b></p>	<p><b>Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:</b></p> <p>The City's critical areas ordinance provides appropriate and adequate protection to surface waters. Poulsbo Municipal Code 16.20 sets forth the regulatory requirements for wetland and streams. Any additional mitigation necessary will be identified at the time of site specific development application environmental review.</p> <p>Stormwater management requirements by the State and City will be identified and imposed at the time of site specific development application.</p> <p>The 2016 Comprehensive Plan includes goals and policies related to stormwater (Goal LU-11 and related policies, beginning on page 55); as well as Section 12.8 Storm Water Management System in the comprehensive plan's Capital Facilities Plan; and Appendix B-3 2016 Storm Water Management Plan, all are intended to reduce or control water runoff impacts.</p>	X		
<p><b>4. Plants</b></p>				
<p><b>a.</b></p>	<p><b>Check types of vegetation found on the site:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Deciduous tree: alder, maple, aspen, other</li> <li><input checked="" type="checkbox"/> Evergreen tree: fir, cedar, pine, other</li> <li><input checked="" type="checkbox"/> Shrubs</li> <li><input checked="" type="checkbox"/> Grass</li> <li><input checked="" type="checkbox"/> Pasture</li> <li><input type="checkbox"/> Crop or grain</li> <li><input checked="" type="checkbox"/> Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other</li> <li><input type="checkbox"/> Water plants: water lily, eelgrass, milfoil, other</li> <li><input type="checkbox"/> Other types of vegetation</li> </ul>	X		

	The checked vegetation is found throughout Poulsbo.			
<b>b.</b>	<b>What kind and amount of vegetation will be removed or altered?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific development proposals move forward.	X		
<b>c.</b>	<b>List threatened or endangered species known to be on or near the site.</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
<b>d.</b>	<b>Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.</b>  Landscaping is required for new development applications. The landscaping requirements include 20% of the overall site to be landscaped; incentives to retain existing vegetation; protection of critical area buffer vegetation; low impact development techniques that incorporate landscaping; as well as aesthetic landscaping features, such as street trees, parking lot landscaping, street frontage landscaping and building perimeter landscaping.	X		
<b>5. Animals</b>				
<b>a.</b>	<b>Check any birds and animals which have been observed on or near the site or are known to be on or near the site:</b>  <input checked="" type="checkbox"/> <b>Birds: hawk, heron, eagle, songbirds, other:</b> <input checked="" type="checkbox"/> <b>Mammals: deer, bear, elk, beaver, other:</b> <input checked="" type="checkbox"/> <b>Fish: bass, salmon, trout, herring, shellfish, other:</b>  There are a variety of birds, fish, and mammals that inhabit Poulsbo. They are primarily located near streams and Liberty Bay.			
<b>b.</b>	<b>List any threatened or endangered species known to be on or near the site.</b>  Poulsbo has several listed species, including bald eagle, blue heron, harbor seal, salmon (Chinook, chum, coho), steelhead, cutthroat, hardshell clam, smelt, and sand lance.  See Figure NE-4 and NE-5 of the 2016 Draft Comprehensive Plan.			
<b>c.</b>	<b>Is the site part of a migration route? If so, explain.</b>  Liberty Bay and adjacent streams are known to contain anadromous salmonids. The City is located within the Pacific Flyway -- a flight	X		

Comprehensive Plan Map  
NE-5 shows Fish & Wildlife  
Habitat Conservation Areas and  
includes Harbor seals + scottians,  
Sand lance + smelt + Eagle use,  
and hardshell clam.

	corridor for migrating waterfowl and other birds -- that extends from Alaska to Mexico and South America.			
d.	<p><b>Proposed measures to preserve or enhance wildlife, if any.</b></p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific development proposals move forward. The City's Critical Areas Ordinance provides protection for wildlife. Any additional mitigation necessary will be identified at the time of site specific development review.</p>	X		

### 6. Energy and Natural Resources

a.	<p><b>What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.</b></p> <p>Electric energy is available city-wide and natural gas is available in specific locations in the city limits.</p>	X		
b.	<p><b>Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.</b></p> <p>Not known at this time.</p>	X		
c.	<p><b>What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.</b></p> <p>None at this time. Future development will meet current energy code and conservation standards as set forth in the International Building Code.</p>	X		

### 7. Environmental Health

a.	<p><b>Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill or hazardous waste, that could occur as a result of this proposal? If so, describe.</b></p> <p>None at this time.</p>	X		
1)	<p><b>Describe special emergency services that might be required.</b></p> <p>None at this time.</p>	X		

	<p><b>2) Proposed measures to reduce or control environmental health hazards, if any.</b></p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
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<b>b. Noise</b>				
	<p><b>1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?</b></p> <p>The city has a typical level of noise expected in an urban environment.</p>	X		
	<p><b>2) What types of levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.</b></p> <p>This is not applicable to this non-project action. Short-term noise related to construction is expected for future site specific development projects.</p>	X		
	<p><b>3) Proposed measures to reduce or control noise impacts, if any.</b></p> <p>Construction noise is regulated in the Poulsbo Municipal Code 15.32 and state noise level standards.</p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		

<b>8. Land and Shoreline Use</b>				
	<p><b>a. What is the current use of the site and adjacent properties?</b></p> <p>The current use with the city limits is primarily single family residential development. There are commercial areas in the City, such as downtown, SR 305 Corridor, Viking Avenue and College Market Place. There are also areas of light industrial, business park and institutional (schools, govt. buildings), and parks.</p>	X		
	<p><b>b. Has the site been used for agriculture? If so, describe.</b></p> <p>Some areas have historically been used for a variety of agricultural activities. Presently, there is no evidence that properties are being used for large-scale commercial agricultural activities.</p>	X		
	<p><b>c. Describe any structures on the site.</b></p>			

	The city limits contain a variety of structures. These range from single-family stick built homes, manufactured homes, and a variety of commercial, business and institutional use structures.	X		
d.	<b>Will any structures be demolished? If so, what?</b>  Not as a result of this non-project application.	X		
e.	<b>What is the current zoning classification of the site?</b>  Citywide, the zoning classifications are: Residential Low (RL) Residential Medium (RM) Residential High (RH) C-1 Commercial Downtown/Front Street C-2 Commercial Viking Avenue C-3 Commercial SR 305 Corridor C-4 Commercial College MarketPlace Office Commercial Industrial (OCI) Business Park (BP) Light Industrial (LI) <i>Park</i>	X		
f.	<b>What is the current comprehensive plan designation of the site?</b>  Citywide, the comprehensive plan designations are: Residential Low (RL) Residential Medium (RM) Residential High (RH) Commercial (C) Office Commercial Industrial (OCI) Business Park (BP) Light Industrial (LI) <i>Park</i>	X		
g.	<b>If applicable, what is the current shoreline master program designation of the site?</b>  The following shoreline master program designations are within the city limits: High Intensity; Natural; Shoreline Residential -1; Shoreline Residential -2; Urban Conservation; Aquatic	X		
h.	<b>Has any part of the site been classified as "environmentally sensitive area? If so, specify:</b>  Yes, there are areas within the city which are designated wetlands, geologically hazardous areas, aquifer recharge areas, fish and wildlife habitat conservations areas and saltwater shorelines. See Figures NE-1-6 in the Natural Environment Chapter of the 2016 Draft Comprehensive Plan.	X		

i.	<b>Approximately how many people would reside or work in the completed project?</b>			
	2036 employment forecasts are identified in the Economic Development Chapter of the 2016 Draft Comprehensive Plan; see Table ED-2 (page 171).	X		
j.	<b>Approximately how many people would the completed project displace?</b>			
	This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
k.	<b>Proposed measures to avoid or reduce displacement impacts, if any.</b>			
	This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
l.	<b>Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.</b>			
	This process of reviewing comprehensive plan amendments is one measure to ensure future development is compatible and consistent with the City's comprehensive plan. No development is proposed with the comprehensive plan amendments. Determination of specific measures to ensure compatibility will be made during development review.	X		
<b>9. Housing</b>				
a.	<b>Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.</b>			
	None. This is a non-project action.	X		
b.	<b>Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.</b>			
	None. This is a non-project action.	X		
c.	<b>Proposed measures to reduce or control housing impacts, if any.</b>			
	The Housing Chapter of the 2016 Draft Comprehensive Plan includes goals and policies to ensure adequate housing units for the City's GMA population allocation, as well as preserving existing housing stock/neighborhoods, and provision of affordable housing.	X		

<b>10. Aesthetics</b>			
<b>a.</b>	<b>What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X	
<b>b.</b>	<b>What views in the immediate vicinity would be altered or obstructed?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X	
<b>c.</b>	<b>Proposed measures to reduce or control aesthetic impacts, if any.</b>  While site specific development impacts are not identified at this time, building height and design review requirements are set forth in Poulsbo's zoning ordinance. Policies LU-3.7, LU-4.5, CC-3.1, CC-3.2, and ED-6.2 support development and design standards that help reduce and control aesthetic impacts.	X	
<b>11. Light and Glare</b>			
<b>a.</b>	<b>What type of light or glare will the proposal produce? What time of day would it mainly occur?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X	
<b>b.</b>	<b>Could light or glare from the finished project be a safety hazard or interfere with views?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X	
<b>c.</b>	<b>What existing off-site sources of light or glare may affect your proposal?</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X	
<b>d.</b>	<b>Proposed measures to reduce or control light and glare impacts, if any.</b>		

	While site specific impacts are not identified at this time, the City's zoning ordinance contains lighting requirements. Additional environmental review will be required as sites are proposed for development.	X		
<b>12. Recreation</b>				
a.	<b>What designated and informal recreational opportunities are in the immediate vicinity?</b>  Poulsbo has a variety of public parks and recreation opportunities throughout the city. The 2016 Draft Comprehensive Plan includes a Parks, Recreation and Open Space Chapter; capital improvement projects are identified in Section 12.10 of the Capital Facilities Plan, and Appendix B-5 is the 2016 Parks, Recreation and Open Space Plan.	X		
b.	<b>Would the proposed project displace any existing recreational uses? If so, describe.</b>  This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
c.	<b>Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.</b>  The 2016 Draft Comprehensive Plan park, recreation and open spaces goals and policies, capital facilities plan, and the parks functional plan all support the acquisition and development of parkland within the city limits of Poulsbo. Appendix B-5 Parks, Recreation and Open Space Plan is included as an amendment to the comprehensive plan.	X		
<b>13. Historic and Cultural Preservation</b>				
a.	<b>Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.</b>  Unknown at this time. This is a non-project action. Determination will be made at the time of specific proposals for development.	X		
b.	<b>Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.</b>  Unknown at this time.	X		

c.	<p><b>Proposed measures to reduce or control impacts, if any.</b></p> <p>If at the time of site specific development, evidence of historic or cultural resources are found, proper protocols and notifications will be initiated.</p>	X		
<b>14. Transportation</b>				
a.	<p><b>Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.</b></p> <p>Major streets and highways in Poulsbo include Highway 3, 305, State Route 307, Viking Avenue, Finn Hill, Front Street, Fjord Drive, Hostmark, Caldart, and Lincoln.</p>	X		
b.	<p><b>Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop.</b></p> <p>Kitsap Transit provides public transit throughout the city.</p>	X		
c.	<p><b>How many parking spaces would the completed project have? How many would the project eliminate?</b></p> <p>This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	X		
d.	<p><b>Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).</b></p> <p>Figure TR-3 in the 2016 Draft Comprehensive Plan Transportation Chapter identifies future new roads that are identified as needed during the comprehensive plan's 20-year planning period. These roads are intended all to be public roads.</p>	X		
e.	<p><b>Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe.</b></p> <p>No.</p>	X		
f.	<p><b>How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.</b></p> <p>The 2016 Transportation Plan Update found in Appendix B-4 includes predicted vehicular trips during the comprehensive plan's planning period in order to identified necessary transportation/street capital improvements.</p>	X		

<b>g.</b>	<b>Proposed measures to reduce or control transportation impacts, if any.</b>			
	The 2016 Comprehensive Plan's Capital Facilities Plan Section 12.9 Transportation System, Tables CFP-5, CFP-6, CFP-7 and CFP-8 identified capital improvement projects that are intended to reduce and control transportation impacts. Appendix B-4 2016 Transportation Plan Update is included as an amendment to the comprehensive plan.	X		
<b>15. Public Services</b>				
<b>a.</b>	<b>Would the project result in an increased need for public service (for example fire protection, police protection, health care, schools, other)? If so, generally describe.</b>			
	This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	X		
<b>b.</b>	<b>Proposed measures to reduce or control direct impacts on public services, if any.</b>			
	The 2016 Draft Comprehensive Plan Capital Facilities Chapter includes review and analysis of fire and police protection, schools, library, and government buildings. Capital improvements necessary in order to accommodate the City's 2036 population allocation, have been identified as appropriate in this section of the comprehensive plan.	X		
<b>16. Utilities</b>				
<b>a.</b>	<b>Check the utilities currently available at the site:</b> <input checked="" type="checkbox"/> electric, <input checked="" type="checkbox"/> natural gas, <input checked="" type="checkbox"/> water, <input checked="" type="checkbox"/> refuse service, <input checked="" type="checkbox"/> telephone, <input checked="" type="checkbox"/> sanitary sewer, <input type="checkbox"/> septic system, <input type="checkbox"/> other.			
	Utilities are also available throughout the city, with natural gas only available in specific areas.	X		
<b>b.</b>	<b>Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.</b>			
	The 2016 Draft Comprehensive Plan Utilities Chapter include goals and policies which address government and non-government owned utilities.  The 2016 Draft Comprehensive Plan's Capital Facilities Chapter includes water, sewer and stormwater utilities, and identifies capital facilities improvements necessary in order to accommodate the City's 2036 population allocation. Appendix B includes the functional plans for the City's utilities. Appendix B-2 2016 Sanitary Sewer System	X		

	Plan, and Appendix B-3 2016 Storm Water Management Plan have been updated and are included amendments to the comprehensive plan.			
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**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:  Date Submitted: 10/11/2016

SEPA Checklist reviewed by Maile S. Pardo, Associate Planner  
on October 14, 2016

**D. Supplemental Sheet For Non-Project Actions**  
 (DO NOT USE THIS SHEET FOR PROJECT ACTIONS)

**Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.**

**When answering these questions, be aware of the extent of the proposal, or the types of activities likely to result from the proposal, that would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.**

<p>1.</p> <p>A</p>	<p><b>How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substance; or production of noise?</b></p> <p>As a non-project action, the proposed amendments to the comprehensive plan would not create any of these effects. All development and uses will be subject to all applicable local, state and federal regulatory requirements and will be reviewed on a case-by-case basis during the development review process. Projects resulting from the amendments to the comprehensive plan may require further review under SEPA.</p> <p><b>Proposed measures to avoid or reduce such increases are:</b></p> <p>No measures are proposed with the comprehensive plan amendments. However, measures will be identified as necessary during the development permit and environmental process for specific projects. Compliance with city regulations and other appropriate mitigations would reduce increases.</p>
<p>2.</p> <p>A</p>	<p><b>How would the proposal be likely to affect plants, animals, fish, or marine life?</b></p> <p>As a non-project action, proposed amendments to comprehensive plan would not directly affect plants, animals, fish or marine life. Projects resulting from the comprehensive plan amendments may require further review under SEPA.</p> <p><b>Proposed measures to protect or conserve plants, animals, fish, or marine life are:</b></p> <p>The City's Critical Areas ordinance provides regulatory protective measures to protect and conserve vegetation and wildlife habitat. Additional measures may be identified during the development permit and environmental review process for specific projects.</p>
<p>3.</p> <p>A</p>	<p><b>How would the proposal be likely to deplete energy or natural resources?</b></p> <p>As a non-project action, proposed amendments to the comprehensive plan would not deplete energy or natural resources. Projects resulting from the comprehensive plan amendments will require further environmental review at the time of development application.</p> <p><b>Proposed measures to protect or conserve energy and natural resources are:</b></p> <p>Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.</p>

<p>A</p>	<p><b>4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?</b></p> <p>No development is proposed with the proposed amendments to the comprehensive plan. There will not be negative effects to environmentally sensitive areas designated or under study for protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands.</p> <p><b>Proposed measures to protect such resources or to avoid or reduce impacts are:</b></p> <p>Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.</p>
<p>A</p>	<p><b>5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?</b></p> <p>Projects resulting from the proposed amendments will require further review at the time of development application.</p> <p><b>Proposed measures to avoid or reduce shoreline and land use impacts are:</b></p> <p>The amendments being considered through the update to the comprehensive plan ensure compatibility, and do not pose shoreline or land use impacts. All development applications will be subject to further review under SEPA, the city's zoning code and the Shoreline Master Program where appropriate.</p>
<p>A</p>	<p><b>6. How would the proposal be likely to increase demands on transportation or public services and utilities?</b></p> <p>No development is proposed with the comprehensive plan amendments. However, future developments on the subject sites may have increased demands, which would be identified during the specific project development review. Projects resulting from amendments may require further review under SEPA which will be accomplished as required under WAC 197-11 and the Poulsbo Municipal Code.</p> <p><b>Proposed measures to reduce or respond to such demand(s) are:</b></p> <p>Measures to reduce impacts on transportation, public services and utilities would be identified during project specific development review. Compliance with city regulations and other appropriate mitigations could provide the appropriate measures to reduce impacts.</p>
<p>A</p>	<p><b>7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.</b></p> <p>The proposed amendments do not conflict with any local, state or federal laws or requirements for the protection of the environment. All future development proposals would be required to follow all applicable regulations regarding the protection of the environment.</p>

# North Kitsap Herald

## Affidavit of Publication

State of Washington }  
County of Kitsap } ss

Kathleen Landis being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the North Kitsap Herald a weekly newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a weekly newspaper in Kitsap County, Washington and is and always has been printed in whole or part in the North Kitsap Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Kitsap County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of NKH726371 DNS WAC 197-11-970 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 10/14/2016 and ending on 10/14/2016 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$70.71.

Kathleen Landis

Subscribed and sworn before me on this

14 day of Oct,  
2016.

Debra Ann Grigg

Notary Public in and for the State of  
Washington.

City of Poulsbo-Planning | 80707350  
HELEN WYTKO

DEBRA ANN GRIGG  
Notary Public  
State of Washington  
My Commission Expires  
October 31, 2017

DETERMINATION OF NON-SIGNIFICANCE (DNS)  
WAC 197-11-970

City of Poulsbo 2016 Draft Comprehensive Plan Update  
Planning File: City of Poulsbo 2016 Draft Comprehensive Plan

Applicant: City of Poulsbo, Planning Department, 200 NE Moe Street, Poulsbo, WA 98370

Location of Proposal: The 2016 Draft Comprehensive Plan Update proposed amendments are located within the City of Poulsbo's Comprehensive Plan. Amendments are proposed throughout the document and Appendices. See description below and link for more information on the proposed amendments. As part of the 2016 Update, one site-specific redesignation/rezone request was submitted to the City. The proposed site-specific application properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building. See below for more information on the site-specific application.

Description of Proposal: The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

The 2016 Draft Comprehensive Plan can be found at this link: <http://www.cityofpoulsbo.com/planning/Project-Poulsbo2036.htm>

The City reviewed its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water

plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with the comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website- <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

Summary of Amendments:

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document - for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as bold underline for proposed additions and strikeouts for deletions. A more complete summary of the amendments is available at this link: [http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

Site-Specific Application: One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to

Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

Lead Agency: City of Poulsbo

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

COMMENTS: The City is utilizing the provisions provided for in WAC 197-11-060(5) "phased environmental review". Specific environmental review will be required at the time of site specific development proposal submittal, and a threshold determination will be issued at the time of a development application. Site specific development impacts are not identified at this time. Additional project information will be prepared and made available when projects are ready to move forward as a development proposal. Environmental checklists will be required to be prepared for the site-specific projects and a threshold determination will be issued at that time. This phased environmental review applies to identified capital facilities improvement projects in the Capital Facilities Plan/Functional Plans, and the one site-specific redesignation/rezone application request included with the 2016 Draft Comprehensive Plan Update.

This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 calendar days from the date below. Public comments must be submitted by October 28, 2016

Responsible official: Karla Boughton

Position/Title: Interim Planning Director

Address:

City of Poulsbo

200 NE Moe St

Poulsbo, WA 98370

Phone: (360) 394-9748

Date: October 14, 2016

Signature:

You may appeal this determination in writing to the responsible official listed above no later than 10 working days from the date of this notice.

You should be prepared to make specific factual objections. Contact the responsible official to read or ask about the procedure for SEPA appeals.

Date of publication: 10/14/16 (NKH-726371)

**EXHIBIT D.5**  
**Notice of Planning Commission Public Hearing**



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wytko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 24 October, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

*tal Dev Reg*

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

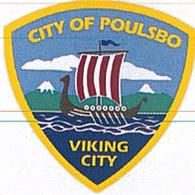
Subscribed and sworn to before me this 24<sup>th</sup> day of Oct, 2016.



Cherylyn J. Haley  
 NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo  
 My Commission expires on:

3-13-19



## **CITY OF POULSBO PLANNING COMMISSION**

### **NOTICE OF PUBLIC HEARING**

#### **2016 Draft Comprehensive Plan Update**

**Hearing Date: November 8, 2016**

**Time:** The hearing is scheduled to begin at 7:00 pm.

**Place:** Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA.

**To:** Interested citizens and agencies

#### **Summary of the Proposed Applications:**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with this comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and

Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website— <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the amendments is available at this link:

<http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocumentSept2016.pdf>

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments may be provided to the City at any time during the public review process. Written comments received by the City will be forwarded to the recommendation and decision making bodies for consideration and made part of the record. Written comments may be mailed, faxed, or e-mailed to the Planning Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the City Council public hearing.

**Hearing Information:** The Planning Commission public hearing on the 2016 Draft Comprehensive Plan Update on Tuesday, November 8, 2016 beginning at 7 p.m. The City Council public hearing on the draft comprehensive plan is scheduled for December 14, 2016. The Planning Commission will make recommendations to the City Council. City Council is the review and decision making authority for the 2016 Draft Comprehensive Plan Update. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

**Additional Information:** Information on proposed amendment package is on the City's website at <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>. The draft plan is available for review at the Planning and Economic Development Department between 8:30 am and 4:00 pm. Hard copies can be provided at a reasonable cost.

**Staff Contact:** City of Poulsbo Planning and Economic Development  
Department  
200 NE Moe Street, Poulsbo, WA 98370  
Phone: (360) 394-9748 Fax: (360) 697-8269  
E-mail: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

All interested people are invited to attend the hearing. If you are unable to attend, your written comments, received no later than the date and time scheduled for the hearing, will be given careful consideration by the Planning Commission and made a part of the record. Testimony will be allowed on the proposal and related environmental issues and SEPA documents.

The following procedural rules have been established for public hearings to allow a fair and orderly hearing:

1. The length of time given to individuals speaking for or against a proposal may be determined by the Planning Commission prior to the application being considered;
2. A speaker representing each side of the issue is encouraged.

**THE CITY OF POULSBO STRIVES TO PROVIDE ACCESSIBLE MEETINGS FOR PEOPLE WITH DISABILITIES. PLEASE CONTACT THE POULSBO PLANNING DEPARTMENT AT 360-394-9748 AT LEAST 48 HOURS PRIOR TO THE MEETING IF ACCOMMODATIONS ARE NEEDED FOR THIS MEETING.**

## Helen M. Wytko

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**Subject:** FW: City of Poulsbo - Public Hearing Notice Comp Plan  
**Attachments:** 5 PC Public Hearing Notice\_Nov\_8\_16.pdf

'Aaron and Brooke Hoff' <hoffac@yahoo.com>; 'Alison O'Sullivan' <aosullivan@suquamish.nsn.us>; 'Allen Moore' <allen.moore@centurylink.com>; 'Anakka Hartwell' <hartwellanakka@yahoo.com>; Andrzej L. Kasiniak <akasiniak@cityofpoulsbo.com>; 'Angela Cox' <acox@co.kitsap.wa.us>; 'Anne Alexander' <aalexan10@hotmail.com>; 'Anthony McCafferty' <mccafferta@aol.com>; 'Audrey Wolf' <audrey\_wolf@hotmail.com>; 'Bill Whiteley - KPUD' <bwhiteley@kpud.org>; 'Bob Nordness' <bobamy6775@comcast.net>; 'Brad Watts' <brad@valleynurseryinc.com>; 'Brenda Darling' <darlingbf@embarqmail.com>; 'Byron Harris' <byrondharris@gmail.com>; 'Charles Roberts' <charlesroberts1991@gmail.com>; 'Cherie Fahlsing' <cherief@johnlscott.com>; 'Christy Christensen' <christy@c3habitat.com>; 'Cindy Baker' <cindy.baker@comcast.net>; City Clerks <CityClerks@cityofpoulsbo.com>; 'City of Bainbridge Island' <pcd@bainbridgewa.gov>; 'City of Bremerton' <andrea.spencer@ci.bremerton.wa.us>; 'City of Port Orchard' <planning@cityofportorchard.us>; Connie C. Lord <clord@cityofpoulsbo.com>; 'Corey Henkelman' <chenkelm@co.kitsap.wa.us>; 'Corps of engineers, Regulatory Branch' <jerald.j.gregory@usace.army.mil>; 'Dale and Melissa Paul' <melvern19@hotmail.com>; 'Dale Miller' <dalegmiller@earthlink.net>; 'Daniel Kimber - KPUD' <daniel@kpud.org>; 'Dave Foraker' <daveforaker@hotmail.com>; 'Dave Greetham' <dgreetham@co.kitsap.wa.us>; 'David Carpenter' <carpenterfamily5@comcast.net>; David Musgrove <dmusgrove@cityofpoulsbo.com>; Debbie Booher <Dbooher@cityofpoulsbo.com>; 'Debra Purcell' <debra@highmarkhomes.us>; 'Dennis Lewarch' <dlewarch@suquamish.nsn.us>; Diane K. Lenius <dlenius@cityofpoulsbo.com>; Ed Stern <estern@cityofpoulsbo.com>; 'Edward Coviello' <EdwardC@KitsapTransit.com>; 'Elvin Nunes' <elvin.nunes@navy.mil>; 'Finn Line' <finnline98342@gmail.com>; 'Gary Lindsey' <glindsey@wavecable.com>; 'Gayle Heller' <gayleh66@comcast.net>; 'Gordon Hanson' <gsshanson@aol.com>; 'Greg Berghoff - KPUD' <gregb@kpud.org>; 'Historic Downtown Poulsbo Association' <hdpaboard@gmail.com>; 'Jack Johnson' <jack.johnson1@centurylink.com>; 'Jacquie' <seashells23.j@gmail.com>; 'James Thayer' <jandjthayer@comcast.net>; 'Jan Harrison' <janharrison@iglide.net>; 'Jan Wold' <jestuary@hotmail.com>; 'Jay Volz' <jayvolz@comcast.net>; 'Jean Ford' <jeaneford@comcast.net>; 'Jeff Griffin' <jgriffin@poulsbofire.org>; Jeff R. McGinty <jmcginty@cityofpoulsbo.com>; Jeff Tolman <jtolman@cityofpoulsbo.com>; 'Jim Coleman' <Spiritwithin1@centurylink.net>; Jim Henry <jhenry@cityofpoulsbo.com>; 'Jim Lynch' <jjim@phc-construction.com>; 'Jim Vchulek - Green Lake Appraisal' <greenlakeappraisal@gmail.com>; 'Joan Hett' <joanhett@comcast.net>; 'John and Molly Lee' <molly.john@hotmail.com>; 'John Keiss' <john.keiss@kitsapublichealth.org>; 'John Powers' <powers@kitsapeda.org>; 'June Cotner' <junecotner@embarqmail.com>; 'Karen Lee Pac' <karenleepac@verizon.net>; 'Kate Nunes' <kate.nunes@comcast.net>; 'Kathy Gallagher' <kgallagher@keehnkunkler.com>; 'Katrina Knutson' <Kknutson@co.kitsap.wa.us>; 'Kdneer' <kdneer@comcast.net>; 'Kelly Pearson' <KPearson@nkschools.org>; Kenneth Thomas <kthomas@cityofpoulsbo.com>; 'Kevin Druin' <kescdr@gmail.com>; 'Kitsap Business Journal' <tim.kelly@kitsapsun.com>; 'Kitsap County DCD' <help@kitsap1.com>; 'Kitsap Economic Development Alliance (KEDA)' <cocus@kitsapeda.org>; 'Kitsap Realtors' <operations@kitsaprealtor.org>; 'Kitsap Sun' <sunnews@kitsapsun.com>; 'Kurt Kulhanek' <kmkulhanek@comcast.net>; 'Lana Gillis' <lanagale@earthlink.net>; 'Larry Craig' <lrcraig@craigarch.com>; 'Lynn Wall - Navy Base Kitsap' <lynn.wall1@navy.mil>; 'Macdhoff' <macdhoff@comcast.net>; 'Malu' <shaping2000@yahoo.com>; 'Mark DeSalvo' <commissioner.desalvo@portofpoulsbo.com>; 'Mark Kuhlman' <mark@team4eng.com>; 'Mary Carter' <mecarter779@hotmail.com>; Mary M. McCluskey <mmclluskey@cityofpoulsbo.com>; 'Mary McClure - KRCC' <mclclure@kitsapregionalcouncil.org>; 'Matt Henson' <matt@kpud.org>; 'Michelle Cho and Luan Gip' <chiro4health@yahoo.com>; 'Mike Grebs' <mikegrebs@embarqmail.com>; 'Mitch James' <mitch@acehardware.net>; 'Monica Berninghaus' <cuspidrise@hotmail.com>; 'Nadine Hernandez' <deenie68@hotmail.com>; 'Olympic College' <briveland@olympic.edu>; 'onlyjesus' <onlyjesus@comcast.net>; 'Pat Fuhrer' <patf@map-limited.com>; 'Patrick Allen' <patrickallen98370@gmail.com>; 'Paul Beveridge' <paul\_b@capstonehomes.com>; 'Paul Deits' <pdeits@comcast.net>; 'Philip Lanzafame' <phil@levelok.com>; 'Port of Poulsbo' <manager@portofpoulsbo.com>; 'Poulsbo Chamber of Commerce' <director@poulsbochamber.com>; 'Poulsbo USPS Postmaster' <98370PoulsboWA@usps.gov>; 'Poulsbo Village' <emily@poulsbovillage.com>; 'Puget Sound Partnership' <marsha.engel@psp.wa.gov>; 'Rachel Seymour' <rachel.seymour@kitsapsun.com>; 'Ray Stevens' <rstevens@schultzmiller.com>; 'Richard Walker'

<editor@northkitsap Herald.com>; 'Rick Cadwell' <rick@cadwell.biz>; 'Robert F. Smith' <smithrf@comcast.net>; 'Robert Gelder' <rgelder@co.kitsap.wa.us>; 'Ron Cleaver' <ron@team4eng.com>; 'Ron Orcutt' <ron@theorcutoffs.com>; 'Sandy Scott' <sandyscott@comcast.net>; 'Sandy Scott' <s.ms.scott@comcast.net>; 'Shane Skelley' <shaneskelley@gmail.com>; 'Sharon Boker' <sharonbooker@gmail.com>; 'Shawn Cates' <duggan0552@yahoo.com>; 'Shelia Murray' <renobeano9@aol.com>; 'Stacie Rushforth, BJC Group' <srushforth@bjcgroup.com>; 'Stephanie Trudel' <strudel@suquamish.nsn.us>; 'Steve Coleman' <steve-lee@comcast.net>; 'Stuart B Grogan' <grogans@housingkitsap.org>; 'Tad Sooter' <tad.sooter@kitsapsun.com>; 'Teresa Osinski - HBA' <tosinski@kitsaphba.com>; 'Terri Douglas' <manager@poulsboinn.com>; 'Thomas Brobst' <tom.brobst@pse.com>; 'Tickled Pick' <poulsbo@tickedpickgift.com>; 'TJ' <tjd719@gmail.com>; 'Tom Harvey' <tharvey@poulsbofire.org>; 'Tom Powers, Cencom' <tpowers@co.kitsap.wa.us>; 'US Fish & Wildlife - WA F&W Office' <wfwocap@fws.gov>; 'WA Dept of Commerce - Growth Management Services' <reviewteam@commerce.wa.gov>; 'WA Dept of Ecology' <sepaunit@ecy.wa.gov>; 'WA Dept of Fish and Wildlife' <chris.waldbillig@dfw.wa.gov>; 'WA Dept of Natural Resources' <sepacenter@dnr.wa.gov>; 'WSDOT Olympic Region SEPA' <OR-SEPA-REVIEW@wsdot.wa.gov>; 'Aaron Hulst' <ahulst@cityofpoulsbo.com>; 'Andrzej Kasiniak' <akasiniak@cityofpoulsbo.com>; 'Anglina Meier' <angelina.manning@gmail.com>; 'Becky Erickson' <berickson@cityofpoulsbo.com>; 'Bethy Dye' <bethmdye@gmail.com>; 'Chris Schmechel' <chris.schmechel@gmail.com>; 'Clerks Department' <cityclerks@cityofpoulsbo.com>; 'Connie Lord' <clord@cityofpoulsbo.com>; 'CryJones (Crystal View)' <cryjones@msn.com>; 'Dan Beach' <Daniel.J.Beach@centurylink.com>; 'Daniel Murphy' <cody@newhometrends.com>; 'David Musgrove' <dumusgrove@cityofpoulsbo.com>; 'Deb Booher' <dbooher@cityofpoulsbo.com>; 'Diane Lenius' <dlenius@cityofpoulsbo.com>; 'Dolores Lynch' <dolores@lynchclan.com>; 'Ed Stern' <estern@cityofpoulsbo.com>; 'Edie Lau' <edielau@yahoo.com>; 'Edward Blackburn' <blackems@mac.com>; 'Elizabeth Wilson' <lifethehound@yahoo.com>; 'Eric Evans' <eric.evans@kitsappublichealth.org>; 'Gary Nystul' <gnystul@cityofpoulsbo.com>; 'gjackson (Crystal View)' <gjacksonx11@gmail.com>; 'Jane Dower' <poulsbojane@gmail.com>; 'Jeff McGinty' <jmcginty@cityofpoulsbo.com>; 'Jeff Tolman' <jtolman@cityofpoulsbo.com>; 'Jim Henry' <jhenry@cityofpoulsbo.com>; 'Jsue Weiland' <jsuewie@comcast.net>; 'Karen Keefe' <karen.keefe@RSIR.com>; 'Kate Nunes' <kate.nunes@comcasat.net>; 'Larry Tellinghuisen' <ltellinghuisen@kitsapbank.com>; 'Luke McDaniel (Crystal View)' <luke.mcdaniel@gmail.com>; 'Mary McCluskey' <mmclluskey@cityofpoulsbo.com>; 'Patricia Christensen' <prc32708@yahoo.com>; 'Paul Haas' <paulh@kitsapgaragedoor.com>; 'Peggy Jolly' <jolly@wscd.com>; 'Poulsbo Chamber of Commerce' <director@poulsbochamber.org>; 'Poulsbo Place II Homeowners Association' <poulsboplaceiiboard@gmail.com>; 'Ray Stevens' <raystevens5@comcast.net>; 'Rick Spencer' <rickswims@hotmail.com>; 'Sandra Farley' <sandrafarley@comcast.net>; 'Screenio (Crystal View)' <screenio@gmail.com>; 'Stacie Schmechel' <stacieschmechel@gmail.com>; 'Terry Asla' <tasla@soundpublishing.com>; 'Whitford Law Offices LLC' <whitfordlaw@comcast.net>

**From:** Helen M. Wytko

**Sent:** Monday, October 24, 2016 9:53 AM

**Subject:** FW: City of Poulsbo - Public Hearing Notice Comp Plan

Hello,

You are receiving this notice because you signed up to receive periodic notices regarding updates or public hearings to the City of Poulsbo Comprehensive Plan and Development Regulations. The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan as required by the Washington Growth Management Act, where Kitsap County and its cities should review and revise – if needed – their comprehensive plan and development regulations every eight years.

**The 2016 Draft Comprehensive Plan Update can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

**A public hearing before the Poulsbo Planning Commission regarding the proposed amendments to the comprehensive plan has been scheduled for Tuesday, November 8, 2016 beginning at 7 p.m. at Poulsbo City Hall Council Chambers, 200 NE Moe Street, Poulsbo. Please see attached public hearing notice. A staff report will be**

**available seven days prior to the public hearing and will be posted to the website above and can be made available upon request.**

As part of this periodic update effort, the City has identified amendments to its comprehensive plan: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

Comments may be provided to the City at any time during the public review process. Written comments received by the City will be forwarded to the recommendation and decision making bodies for consideration and made part of the record. Written comments may be mailed (200 NE Moe Street, Poulsbo 98370), faxed (360.697.8269), or e-mailed to the Planning Department. To ensure consideration, all written comments must be received by the City prior to close of the City Council public hearing. The City Council is the review authority for the proposed comprehensive plan amendments, and is scheduled to hold a public hearing on December 14, 2016.

Thank you for your interest in the City of Poulsbo.

**Poulsbo Planning and Economic Development**

200 NE Moe Street  
Poulsbo, WA 98370  
360.394.9748

**NOTICE OF PUBLIC DISCLOSURE:** This e-mail account is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.



# AFFIDAVIT OF PUBLIC NOTICE

Helen Wyrko, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on 21 October, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: \_\_\_\_\_

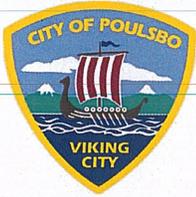
Subscribed and sworn to before me this 21<sup>st</sup> day of Oct, 2016.



Cheryln J. Haley  
NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo  
My Commission expires on:

3-13-19



## CITY OF POULSBO PLANNING COMMISSION

### NOTICE OF PUBLIC HEARING

#### 2016 Draft Comprehensive Plan Update Comprehensive Plan and Zoning Map Site Specific Land Use Re-Designation Application

#### Type IV Permit

Hearing Date: November 8, 2016

**2016 Site Specific Land Use Re-Designation Application:** The site specific land use re-designation applications are proposed amendments to the City's comprehensive plan and zoning map. The applications propose a change in the current land use classification.

*If you are receiving this notice in the mail, it is because Kitsap County Assessor's records indicate you own property within 300' of the submitted application. The Foraker/Lanzafame Site Specific Application has been folded into the City's 2016 Draft Comprehensive Plan Update process.*

**2016-01 Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanzafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building. Please see attached maps.

**Time:** The hearing is scheduled to begin at 7:00 pm.

**Place:** Poulsbo City Hall, Council Chambers, 200 NE Moe Street, Poulsbo, WA.

**To:** Interested citizens and agencies

#### **Summary of the Proposed Applications:**

The City of Poulsbo is undertaking a periodic review and update of its comprehensive plan and development regulations, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Kitsap County and its cities should review and revise, if needed, their comprehensive plan and development regulations to ensure their plan and regulations comply with GMA requirements. The periodic review shall continue for every eight years thereafter.

Poulsbo's Comprehensive Plan has been updated since the original 1994 GMA Plan, with a significant update adopted December 2009. Amendments have occurred yearly since 2009, including amendments to policies, maps, functional plans, and the capital facilities plan.

**The 2016 Draft Comprehensive Plan can be found at this link:**

<http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its 2009 Comprehensive Plan in concert with the more significant update efforts of Kitsap County and other local cities. The City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015. The City also began updating all its functional plans; the Water plan was completed and adopted in 2015 and the Sewer, Storm Water, Transportation and Parks plans were updated in 2015/2016, to be adopted with this comprehensive plan update. Other amendments were identified with the establishment of the 2016 comprehensive plan docket in January 2016: 1) Incorporate all the functional plan updates in the Capital Facilities Plan and Appendix B; 2) Update as appropriate the Land Use, Transportation, Natural Environment, Capital Facilities, Housing, Parks Recreation and Open Space, Economic Development, Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website— <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

### **Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document – for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as **bold underline** for proposed additions and ~~strikeouts~~ for deletions. A more complete summary of the

amendments is available at this link:

<http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocumentSept2016.pdf>

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments may be provided to the City at any time during the public review process. Written comments received by the City will be forwarded to the recommendation and decision making bodies for consideration and made part of the record. Written comments may be mailed, faxed, or e-mailed to the Planning Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the City Council public hearing.

**Hearing Information:** The Planning Commission public hearing on the 2016 Draft Comprehensive Plan Update on Tuesday, November 8, 2016 beginning at 7 p.m. The City Council public hearing on the draft comprehensive plan is scheduled for December 14, 2016. The Planning Commission will make recommendations to the City Council. City Council is the review and decision making authority for the 2016 Draft Comprehensive Plan Update. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

**Additional Information:** Information on proposed amendment package is on the City's website at <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>. The draft plan is available for review at the Planning and Economic Development Department between 8:30 am and 4:00 pm. Hard copies can be provided at a reasonable cost.

**Staff Contact:** City of Poulsbo Planning and Economic Development  
Department  
200 NE Moe Street, Poulsbo, WA 98370  
Phone: (360) 394-9748 Fax: (360) 697-8269  
E-mail: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

All interested people are invited to attend the hearing. If you are unable to attend, your written comments, received no later than the date and time scheduled for the hearing, will be given careful consideration by the Planning Commission and made a part of the record. Testimony will be allowed on the proposal and related environmental issues and SEPA documents.

The following procedural rules have been established for public hearings to allow a fair and orderly hearing:

1. The length of time given to individuals speaking for or against a proposal may be determined by the Planning Commission prior to the application being considered;

2. A speaker representing each side of the issue is encouraged.

**THE CITY OF POULSBO STRIVES TO PROVIDE ACCESSIBLE MEETINGS FOR PEOPLE WITH DISABILITIES. PLEASE CONTACT THE POULSBO PLANNING DEPARTMENT AT 360-394-9748 AT LEAST 48 HOURS PRIOR TO THE MEETING IF ACCOMMODATIONS ARE NEEDED FOR THIS MEETING.**

30

✓ ANDERSON LARRY D & STEPHANIE M  
21665 WINDMILL LOOP NW  
POULSBO, WA 98370

✓ BATES JOSEPH E & GLEASON CARRIE E  
21590 NW MONTEREY LOOP  
POULSBO, WA 98370

✓ BERGESON BROCK G & KARINA F &  
21592 NW MONTEREY LOOP  
POULSBO, WA 98370

✓ CEBIK JONATHAN E & AMY L  
21663 WINDMILL LOOP NW  
POULSBO, WA 98370

~~CITY OF POULSBO  
200 NE MOE ST  
POULSBO, WA 98370~~

~~CITY OF POULSBO  
200 NE MOE ST  
POULSBO, WA 98370~~

CONINE KENNETH MONTER &  
1799 REGENT AVE NW  
POULSBO, WA 98370

✓ DAPENA JUAN C & TORRES LOPEZ  
GLENISSE M  
1819 CLARET LOOP NW  
POULSBO, WA 98370

✓ DAVIS BRYAN K & JULIE P  
21588 NW MONTEREY LOOP  
POULSBO, WA 98370

✓ FORAKER DAVID RICHARD & SHARON  
HAYES  
1700 NW FINN HILL RD  
POULSBO, WA 98370

GOLDEN WAITE PROPERTIES LLC  
1265 DARLING RD  
BREMERTON, WA 98311

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21594 NW MONTEREY LOOP  
POULSBO, WA 98370

GUILL TODD B & GUILL MORGANE B  
21596 NW MONTEREY LOOP  
POULSBO, WA 98370

HAMOR BRIAN K & LISA G  
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POULSBO, WA 98370

HORIZON PROPERTIES LLC  
21291 URDAHL RD NW  
POULSBO, WA 98370

HUNT DALE M & BARBARA J  
1819 NW FINN HILL RD  
POULSBO, WA 98370

~~HUNT DALE M & BARBARA J  
1819 NW FINN HILL RD  
POULSBO, WA 98370~~

JOHNSON GREGORY T JR  
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POULSBO, WA 98370

KLEIN GARY M & VALENTINE LINDA J  
1779 REGENT AVE NW  
POULSBO, WA 98370

LABOW RICHARD & KARRY  
4940 CHICO WAY NW  
BREMERTON, WA 98312

LANZAFAME PHILIP F & HARNEY  
MARGARET A  
18350 FJORD DR NE  
POULSBO, WA 98370

~~LIBERTY HILLS HOMEOWNERS  
ASSOCIATION  
, 0~~

LINGER ERNEST H TRUSTEE  
PO BOX 511  
INDIANOLA, WA 98342

MADSON CHRISTOPHER M & JULIE ANNE F  
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ISSAQUAH, WA 98029

MALLEWICK NANCY F & DUANE  
1731 NW FINN HILL RD  
POULSBO, WA 98370

MORGENSTERN CONNIE D  
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POULSBO, WA 98370

MYERS AARON C & AMYLISA E  
1752 NW FINN HILL RD  
POULSBO, WA 98370

NUCKOLS BRENT & HOLLY  
20811 KASTER RD NW  
POULSBO, WA 98370

ROSE CLARA LEE  
21460 URDAHL RD NW  
POULSBO, WA 98370

SCHNEIDER PETER & PAMELA E J &  
21661 WINDMILL LOOP NW  
POULSBO, WA 98370

STADTLER ALAN  
21350 URDAHL RD  
POULSBO, WA 98370

THOMAS BRYAN  
13370 DOGWOOD NW  
POULSBO, WA 98370

VOSHALL LARRY & TERESA  
21424 URDALL RD NW  
POULSBO, WA 98370

WALES JUDITH M  
21555 URDAHL RD NW  
POULSBO, WA 98370

WALES JUDITH M  
21555 URDAHL RD NW  
POULSBO, WA 98370



# AFFIDAVIT OF PUBLIC NOTICE

Karla Bengtson, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on Oct. 24, 2016, affiant that a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- Notice of Application
- SEPA Determination
- Notice of Public Hearing
- Notice of Decision

has been provided, mailed and/or posted to the attached distribution lists, property addresses or posting locations:

- US Mail
- Email
- Post at Library, City Hall, Poulsbo Post Office, Website
- Site Posting Address: 1700 NW Finn Hill & 21425 Urdahl Road  
see attached map

Karla Bengtson

Subscribed and sworn to before me this 24<sup>th</sup> day of Oct, 2016.

[Signature]

NOTARY PUBLIC in and for the State of Washington, residing at:

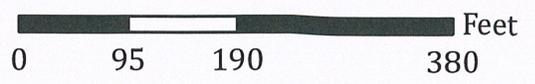
Poulsbo  
My Commission expires on:

3/13/19



# Site Map

City of Poulsbo Planning Department



Affidavit of Publication

State of Washington }
County of Kitsap } ss

Kathleen Landis being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the North Kitsap Herald a weekly newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a weekly newspaper in Kitsap County, Washington and is and always has been printed in whole or part in the North Kitsap Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Kitsap County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of NKH727397 PH DRFT COMP PLN UPD as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 10/21/2016 and ending on 10/21/2016 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$72.33.

Kathleen Landis (handwritten signature)

Subscribed and sworn before me on this

4 day of Oct, 2016

(Handwritten signature of Notary Public)

Notary Public in and for the State of Washington.

DEBRA ANN GRIGG
Notary Public
State of Washington
My Commission Expires
October 31, 2017

CITY OF POULSBO  
PLANNING COMMISSION  
NOTICE OF  
PUBLIC HEARING

2016 Draft Comprehensive  
Plan Update

Hearing Date:  
November 8, 2016

Time: The hearing is sched-  
uled to begin at 7:00 pm.

Place: Poulsbo City Hall,  
Council Chambers, 200 NE  
Moe Street, Poulsbo, WA.

To: Interested citizens and  
agencies

Summary of the Proposed Ap-  
plications:

The City of Poulsbo is under-  
taking a periodic review and  
update of its comprehensive  
plan and development regula-  
tions, as required by the  
Washington State Growth  
Management Act (GMA),  
RCW 36.70A.130(5). The  
GMA sets forth that Kitsap  
County and its cities should  
review and revise, if needed,  
their comprehensive plan and  
development regulations to  
ensure their plan and regula-  
tions comply with GMA re-  
quirements. The periodic re-  
view shall continue for every  
eight years thereafter.

Poulsbo's Comprehensive  
Plan has been updated since  
the original 1994 GMA Plan,  
with a significant update  
adopted December 2009.  
Amendments have occurred  
yearly since 2009, including  
amendments to policies,  
maps, functional plans, and  
the capital facilities plan.

The 2016 Draft Comprehen-  
sive Plan can be found at this  
link: <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>

The City decided to review its  
2009 Comprehensive Plan in  
concert with the more signifi-  
cant update efforts of Kitsap  
County and other local cities.  
The City initiated a public en-  
gagement and outreach enti-  
tled "community check-in" and  
established a public participa-  
tion plan July 2015. The City  
also began updating all its  
functional plans; the Water  
plan was completed and  
adopted in 2015 and the Sew-  
er, Storm Water, Transporta-  
tion and Parks plans were up-  
dated in 2015/2016, to be  
adopted with this comprehen-  
sive plan update. Other  
amendments were identified  
with the establishment of the  
2016 comprehensive plan  
docket in January 2016: 1) In-  
corporate all the functional  
plan updates in the Capital  
Facilities Plan and Appendix  
B; 2) Update as appropriate  
the Land Use, Transportation,  
Natural Environment, Capital  
Facilities, Housing, Parks  
Recreation and Open Space,  
Economic Development,

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Utilities and Implementation chapters; 3) Incorporate the 2014 Kitsap County Buildable Lands Report data and land capacity analysis into Section 3 Land Development Review and Evaluation; 4) Update inventories with recent data including Appendix A; and 5) One site-specific re-designation request.

All documents related to the 2016 Draft Comprehensive Plan Update will be available for public review. The primary repository of all information related to the update is the City's website- <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm> where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

**Summary of Amendments:**

Amendments to the City of Poulsbo Comprehensive Plan have been made throughout the document. Most amendments are updating information or data from the 2009 Comprehensive Plan document - for example, revisions to the City's Capital Facilities Plan based on updates of the City's functional plan; Census 2010 and American Community Survey data; base parcel map update to all figures; updated annual OFM population estimates; adding updated photographs throughout the document; revisions to the Economic Development Chapter; and revisions to the Parks, Recreation and Open Space Chapter based on the updated Parks functional plan. The 2016 Comprehensive Plan Update Draft amendments are represented as bold underline for proposed additions and strikeouts for deletions. A more complete summary of the amendments is available at this link: [http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument\\_Sept2016.pdf](http://www.cityofpoulsbo.com/planning/documents/IntroductionandSummaryDocument_Sept2016.pdf)

**Site-Specific Application:** One site-specific application was submitted as part of the 2016 Comprehensive Plan Update. CPA 2016-01 (Foraker/Lanazafame) is a request to re-designate and rezone two properties totaling 5.56 acres from Residential Low (RL) to Office Commercial Industrial (OCI). The properties are located at 1700 NW Finn Hill and 21425 Urdahl Road NW, and are west and north respectively of the Gravitec building.

**Environmental Review:** A SEPA environmental checklist has been prepared and a threshold determination of DNS was issued October 14, 2016. The SEPA comment period ends on October 28, 2016.

**Public Comment Methods:** Comments may be provided to the City at any time during the public review process. Written comments received by

the City will be forwarded to the recommendation and decision making bodies for consideration and made part of the record. Written comments may be mailed, faxed, or e-mailed to the Planning Contact indicated below. To ensure consideration, all written comments must be received by the City prior to close of the City Council public hearing.

Hearing Information: The Planning Commission public hearing on the 2016 Draft Comprehensive Plan Update on Tuesday, November 8, 2016 beginning at 7 p.m. The City Council public hearing on the draft comprehensive plan is scheduled for December 14, 2016. The Planning Commission will make recommendations to the City Council. City Council is the review and decision making authority for the 2016 Draft Comprehensive Plan Update. Hearing procedures are available from the Planning Department and City Clerk's office and are conducted based on Roberts Rules of Order.

Additional Information: Information on proposed amendment package is on the City's website at <http://www.cityofpoulsbo.com/planning/ProjectPoulsbo2036.htm>. The draft plan is available for review at the Planning and Economic Development Department between 8:30 am and 4:00 pm. Hard copies can be provided at a reasonable cost.

Staff Contact: City of Poulsbo Planning and Economic Development Department  
200 NE Moe Street, Poulsbo, WA 98370

Phone: (360) 394-9748 Fax: (360) 697-8269

E-mail: [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

All interested people are invited to attend the hearing. If you are unable to attend, your written comments, received no later than the date and time scheduled for the hearing, will be given careful consideration by the Planning Commission and made a part of the record. Testimony will be allowed on the proposal and related environmental issues and SEPA documents.

The following procedural rules have been established for public hearings to allow a fair and orderly hearing:

1. The length of time given to individuals speaking for or against a proposal may be determined by the Planning Commission prior to the application being considered;
2. A speaker representing each side of the issue is encouraged.

THE CITY OF POULSBO STRIVES TO PROVIDE ACCESSIBLE MEETINGS FOR PEOPLE WITH DISABILITIES. PLEASE CONTACT THE POULSBO PLANNING DEPARTMENT AT 360-394-9748 AT LEAST 48 HOURS PRIOR TO THE MEETING IF ACCOMMODATIONS ARE NEEDED FOR

THIS MEETING.  
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