

Introduction

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, 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.

A Public Participation Plan is required by the GMA to describe how the City will encourage early and continuous public participation throughout the process of reviewing and updating the Comprehensive Plan. Poulsbo Municipal Code (PMC) Section 19.40.050.D further develops the requirements of the public participation program in the City of Poulsbo.

This Public Participation Plan describes the steps that the City of Poulsbo will take to provide opportunities for public engagement and public comment, as well as City contact information and web addresses. This document is a working document and will be adjusted if needed to provide for the greatest and broadest public participation.

Public and Agency Goals

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment on the comprehensive plan amendments, and to have these comments forwarded to the City's decision makers.
- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the amendment process and the future of Poulsbo land uses and the City's Comprehensive Plan.
- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

Public Engagement Opportunities

The City is committed to providing multiple opportunities for the public to engage in the Update throughout the process. The City will take advantage of various modes of communication to inform the public and encourage their participation.



Website: The City's Comprehensive Plan webpage will house the **Project Poulsbo 2036** website where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and other project information. This webpage will be the primary repository of all information related to the Update process.

http://www.cityofpoulsbo.com/planning/planning_comp_plan.htm

Community Check-In: The City initiated the **Project Poulsbo 2036** periodic update with a community check-in. A community survey was available July-September 2015 to solicit specific feedback from interested citizens. An open house was held in mid-September. The public comment received during the community check-in period will be collected, compiled and can be found here:

<http://www.cityofpoulsbo.com/planning/documents/2015QuestionnaireResultsSummary.pdf>

E-notice mailing list: An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding **Project Poulsbo 2036** progress. Individuals interested in being on the mailing list should contact the Poulsbo Planning Department at (360) 394-9748 or at plan&econ@cityofpoulsbo.com and request being placed on the Project Poulsbo e-notice mailing list.

Comment: Interested citizens are encouraged to provide comments to the City by letter, email or fax. All comments will be forwarded to the Poulsbo Planning Commission and City Council.

Written comments can be submitted by the following methods:

City of Poulsbo Planning and Economic Development Department

200 NE Moe Street

Poulsbo, WA 98370

Fax (360)697-8269

plan&econ@cityofpoulsbo.com

Attend: Interested citizens are encouraged to attend and provide verbal comments to the City during the community check-in open house, or at the Planning Commission and/or City Council workshops and public hearings.

Information Availability

All documents related to the **Project Poulsbo 2036 - 2016 Comprehensive Plan + Dev Regulations Periodic Update** will be available for public review. The primary repository of all information related to the update is the City's website— www.cityofpoulsbo.com (Special Projects|Comprehensive Plan|**Project Poulsbo 2036** link)— where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), are posted. An e-mail link for questions or comments is provided at the website.

Documents are available for review at Poulsbo City Hall, and copies can be provided at the City's established copying cost. Official notices will be published in the North Kitsap Herald and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards. The local news media will be kept up to date on the update process, and receive copies of all official notices.



City of Poulsbo Planning and Economic Development

200 NE Moe Street Poulsbo, WA 98370

www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

2015-2016 Timeline

June 2015- August 2016: City Functional Plan technical analyses, drafting by consultant teams and review by City Council.

July-October 2015: Community Check-in – community questionnaire and open house

October 2015-August 2016: Chapter Updates, Capital Facilities Plan Update, Land Development and Review Update, Technical and Background Data Update.

September 28, 2016: Public Release Draft 2016 Comprehensive Plan

September 2016 Public Release of the 2016 Draft Comprehensive Plan Update:

- September 27, 2016 Draft Comprehensive Plan Update document released to Planning Commission.
- September 28, 2016 Public Release: webpage live; notice to Commerce; email Comprehensive Plan E-notice list with release information and link. Overview to Council Economic Development Committee.
- October 2016 – Planning Commission workshops
 - October 4, 2016 – Section 1: Policy Document
 - October 11, 2016 –Section 2: Capital Facilities Plan and Functional Plans overview
 - October 18, 2016 – Section 3: Land Development Review and Evaluation; Site Specific Application
 - Optional Oct. 22, 2016 – Continued review if needed
 - October 25, 2016 – Wrap up if needed
- November 1, 2016 – Release Planning Commission Public Hearing Document
- November 8, 2016 – Planning Commission Public Hearing
- November-December 2016 – City Council workshops
 - November 16, 2016 – City Council Workshop: transmittal of PC Recommended 2016 Draft Comprehensive Plan to Poulsbo City Council
 - November 30, 2016 – Special City Council Workshop
 - December 7, 2016 – City Council Workshop
 - Optional Dec. 10, 2016 – Continued review if needed
- December 14, 2016 – City Council Public Hearing on PC Recommended 2016 Draft Comprehensive Plan.
- Adoption December 14 or 21, 2016.

Public Hearings

The Planning Commission and City Council will conduct a public hearing each to consider public testimony on the Draft 2016 Comprehensive Plan Update package. The Planning Commission public hearing is scheduled for November 8, 2016; and the City Council public hearing is scheduled for December 14, 2016 . Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the North Kitsap Herald, posted at the City’s public notice locations, sent to the E-notice mailing list and others who request such notice.

