

City of Poulsbo
2015 Comprehensive Plan Annual Amendment
Public and Agency Participation Plan

9/26/14

Revised 12/31/14

Revised 2/6/15

Introduction:

The Growth Management Act requires local governments to establish a public participation program for the evaluation and update of its comprehensive plan. Poulsbo Municipal Code (PMC) Section 19.01.055 further develops the requirements of the public participation program in the City of Poulsbo. This public and agency participation plan describes the steps that the City of Poulsbo will take to involve the community. The purpose of the public and agency participation and outreach plan is to inform the public, agencies with jurisdiction, and other interested parties about the update of the City's Comprehensive Plan.

Public and Agency Participation 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.

Information Availability:

All documents related to the 2015 Comprehensive Plan Amendment Type IV permit will be available for public review. The primary clearinghouse for information related to the amendments is the City's website—www.cityofpoulsbo.com – where meeting dates, official notices, updates on process, notice of application and environmental review, public hearing notices, and findings of fact, will be posted. An e-mail link for questions or comments will also be provided at the website. Documents will also be available for review at Poulsbo City Hall. Copies will be provided at a reasonable 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 notified of the Type IV permit and a city staff contact will be provided.

A mailing list of interested persons and organizations to receive notices regarding meetings will be maintained. Notice will be provided either by mail or e-mail. Individuals interested in being on the mailing list should contact the Poulsbo Planning Department at (360) 394-9882. Planning Commission and City Council meetings are recorded. Recordings are available for public review or purchase.

How to Comment:

Comments may be provided to the City at any time during the process. Written comments will be taken by the City and forwarded to the recommendation and decision making bodies as part of the record. Send written comments to City of Poulsbo Planning Department, 200 NE Moe Street, Poulsbo, Washington 98370, or fax them to (360) 697-8269. In addition to receiving comments through regular postal mailing and fax, comments may be sent to planninginfo@cityofpoulsbo.com. To ensure consideration, all written comments must be received by the City prior to close of the comprehensive plan amendment public hearings.

Verbal public comments will be taken at Planning Commission and City Council Public Hearings for those who wish to address the recommendation and decision making bodies.

Public and Agency Review Timeline:

Please note dates identified as “tentative” are subject to change. Visit the City’s website (www.cityofpoulsbo.com) at the Planning/Building Department link for the most up-to-date information.

September 26, 2014

Public notice identifying that the City is accepting Comprehensive Plan Amendments for the 2015 Amendment cycle until November 17, 2014 is posted on the City’s website, e-mailed to the Comprehensive Plan e-mail list, and published in the North Kitsap Herald. The notice is also posted at the Poulsbo Library, Poulsbo Post Office, and City Hall.

November 17, 2014 at 4:30 p.m.

Deadline for submitting Comprehensive Plan amendments for the 2015 amendment cycle.

February 11, 2015

City Council Meeting introducing amendment requests received and staff recommendations regarding docketing of amendments for review in 2015.

February 12, 2015

Post City Council approved 2015 Comprehensive Plan Amendment docket on website: www.cityofpoulsbo.com.

February 12, 2015

Notify of Washington State Department of Commerce to begin their 60 day review process.

February 20, 2015

Publish the Notice of Application and environmental review for all proposals.

March 6, 2015

End of comment period for SEPA threshold determination.

March 9, 2015

Staff report available for review.

March 24 2015

Planning Commission Public Hearing on the 2015 Comprehensive Plan Amendments.

March 25, 2015 (tentative)

Planning Commission Findings of Fact and Recommendation available.

April 8, 2015

City Council Public Hearing on the 2015 Comprehensive Plan Amendments.

April 2015 (tentative)

Ordinance adopting Council decisions on the 2015 Comprehensive Plan Amendments.