



## **INTRODUCTION**

The subdivision of land into lots is governed in Washington State by Chapter 58.17 RCW and by local ordinances adopted under that chapter's authority. The City's Subdivision Ordinance is found in Poulsbo Municipal Code Title 17 and was last substantially updated in 1995, with a few amendments since then.

The 2017 Land Division Ordinance Update is initiated to primarily reformat the ordinance to be consistent with the recent updates of other City land development ordinances (i.e. zoning ordinance, critical areas ordinance and permit procedural ordinance). The City Planning and Economic Development (PED) staff believe that the reorganization of the ordinance will result in ease of administration for both the private sector users and City staff. Additionally, the updated ordinance includes new or revised sections based on input received internally and externally.

## **SUMMARY OF UPDATE**

Land division of into buildable lots are achieved in a variety of methods, as set forth in Chapter 58.17 RCW. All local ordinances must address the following methods of land division:

- Subdivision – division or redivision of land into five or more lots.
- Short Subdivision – division or redivision of land into four or fewer lots.
- Binding Site Plan – an alternative method division of land for commercial or industrially zoned property, for mobile home parks or condominiums.
- Final Plats – the final drawing of a subdivision which is prepared for filing to be recorded. This is the mechanism where buildable lots are created.

The Draft 2017 Land Division Ordinance includes provisions consistent with state statute for the four methods of land division identified above, as well as other regulations pertaining to the preparation and act of division of land. The organization of the Draft Title 17 is as follows:

17.10	General Provisions
17.20	Definitions
17.30	Boundary Line Adjustments
17.40	Short Subdivision
17.50	Preliminary Subdivision
17.60	Binding Site Plans
17.70	Final Plats
17.80	Land Division Standards
17.90	Plat Vacation and Alterations
17.100	Administration
17.110	Enforcement

***The Draft Title 17 "Land Division" is a new ordinance, and while most of the provisions are the same or similar to the current PMC Title 17 (and consistent with 58.17 RCW), the entire Draft Title 17 should be read and reviewed based upon the newly formatted document.***

Of main significance, the Draft 2017 Land Division Ordinance's new or revised provisions include:

- Boundary Line Adjustment (17.30):
  - Clarify the minimum and maximum density requirements (17.30.040.B)
  - Set forth the City as the responsible party for recording of the BLA (17.30.050.C).
- Short Subdivision (17.40):
  - Define what may constitute a tract, and requirements of identifying and managing tracts (17.40.020.C);
  - Establish some limitations on contiguous short plats (17.40.020.D);
  - Establishes a new “Final Review Requirements” (17.40.060);
  - Eliminates the requirement that short plats be reviewed by the Planning Commission prior to approval;
  - Establishes expiration and ability to extend expiration (17.40.080);
  - Establishes new provisions for short plat modifications prior to recording (17.40.090).
- Preliminary Subdivision (17.50):
  - Define what may constitute a tract, and requirements of identifying and managing tracts (17.50.020.C);
  - Sets forth how development in phases or divisions shall occur (17.50.040.C);
  - Moves provisions regarding utilities to other section of the ordinance;
  - Establishes new provisions for preliminary plat modifications prior to recording (17.50.070);
  - Provides additional clarifications for the construction of model homes (17.50.080).
- Binding Site Plan (17.60):
  - Permit type has changed from Type III to Type II in previous code update, therefore deletion of outdated sections (i.e. removal of Planning Commission review);
  - Provides new “Final Review Requirements” section (17.60.070);
  - Set forth the City as the responsible party for recording of BSP (17.60.080);
  - Establishes expiration and ability to extend expiration (17.60.090);
  - Establishes new provisions for binding site plan modifications prior to recording (17.60.100).
- Final Plat (17.70):
  - Moves instructions for surveys, certification and improvement requirements to other sections of the ordinance;
  - Consolidates sections regarding the review process by the City.
- Land Division Standards (17.80):
  - New section that establishes standards that apply to each of the methods of land division. In general, the provisions were found in the land division type chapter, and are now consolidated into this section. These include survey instructions, utilities, easements, improvements, bonding and maintenance requirements.
  - Clarify when and how utilities are to be underground (17.0.040);
  - New section setting forth street standards, including frontage improvements and required routes for ingress and egress and emergency access requirements (17.80.050);
  - New section setting forth requirements for street connectivity (17.80.060).
- Plat Alterations and Vacation (17.90):
  - New section establishes procedures for changes to recorded subdivisions, short subdivisions and binding site plans. Primarily set forth by requirements of 58.17 RCW.

## **PUBLIC PARTICIPATION AND TIMELINE**

A Public Participation Plan is required by the Growth Management Act to describe how the City will encourage early and continuous public participation throughout the process of reviewing and updating Development Regulations. The Public Participation Plan includes opportunities to comment, review timeline, and contact information. Please see <https://cityofpoulsbo.com/development-regulation-amendments/> to review the Public Participation Plan.

### **October 2, 2017**

Public Release of Land Division Ordinance Update: 1) post on City's website; 2) distributed to local, regional and state agencies; 3) distributed to Planning Commission and City Council; 4) email announcing availability of material sent to email list.

### **October 6, 2017**

Notice of Application with Optional DNS published in NK Herald; distributed to resource agencies, Tribe, other interested parties

### **October 10, 2017**

Planning Commission (PC) workshop - 6 p.m. | Council Chambers

### **October 17, 2017**

PC Workshop - 6 p.m. | Council Chambers

### **October 20, 2017**

NOA/ODNS comment period over

### **October 20, 2017**

PC Public Hearing Notice published in NK Herald; posted and distributed

### **October 24, 2017**

PC Workshop – 6 p.m. | Council Chambers

### **October 25, 2017**

Economic Development Committee - 3:30 p.m. | 3<sup>rd</sup> floor conference room

### **October 31, 2017 – Halloween**

### **November 7, 2017**

PC Public Hearing 7 p.m. | Council Chambers

### **November 10, 2017**

Transmittal PC Recommended Land Division Update to City Council

### **November 15, 2017**

City Council Workshop

### **November 17, 2017**

City Council (CC) Public Hearing Notice published in NK Herald, posted and distributed

### **November 22, 2017 – Thanksgiving Week**

### **November 29, 2017**

Economic Development Committee – 3:30 p.m. | 3<sup>rd</sup> floor conference room

### **December 6, 2017**

City Council Public Hearing