



2017 Land Division Ordinance Update

Public Participation Plan

October 2017

INTRODUCTION

The Growth Management Act requires local governments to establish a public participation program for the evaluation and update of its comprehensive plan and development regulations. Poulsbo Municipal Code (PMC) [19.40.050\(D\)](#) 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 plan is to inform the public, agencies with jurisdiction, and other interested parties about the update of the City's Land Division Ordinance.

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 critical areas ordinance 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 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 Planning and Economic Development (PED) Department webpage will house the **Land Division Ordinance Update** where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information. This webpage will be the primary repository of all information related to the process: <https://cityofpoulsbo.com/development-regulation-amendments/>
- **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 the **Land Division Ordinance Update** progress. Individuals interested in being on the mailing list should contact the PED Department at (360) 394-9748 or at plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates 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 at the Planning Commission and/or City Council workshops and public hearings.

INFORMATION AVAILABILITY

The revised and proposed **Land Division Ordinance** is available for public review. The primary repository of all information related to the update is the City’s website— www.cityofpoulsbo.com – at the Planning and Economic Development main page – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted. An e-mail link for questions or comments will also be provided at the website.

Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. 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 kept up to date on the update process, and receive copies of all official notices.

PUBLIC AND AGENCY REVIEW 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. | 3rd floor conference room

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 29, 2017

Economic Development Committee – 3:30 p.m. | 3rd floor conference room

December 6, 2017

City Council Public Hearing

PUBLIC HEARINGS

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the 2017 Land Division Update. The hearing(s) are anticipated for **November 7, 2017 (PC) and December 6, 2017 (CC)**. 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.

RECORDING OF MEETINGS

All public meetings and hearings will be audio recorded. Minutes and/or meeting summary for all public meetings will be prepared, and hard copies made available upon request.