ORDINANCE NO. 2016-23

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING SECTIONS OF THE CITY OF POULSBO COMPREHENSIVE PLAN; CHANGING THE LAND USE DESIGNATION AND ZONING CLASSIFICATION OF CERTAIN PROPERTIES; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the State Growth Management Act (GMA) requires periodic review, and if necessary, revisions to GMA plans and development regulations; and

WHEREAS, the City completed a significant update to its comprehensive plan December 16, 2009 (Ordinance 2009-14), with the intent of meeting its then periodic update requirements of December 1, 2011; and

WHEREAS, the State Legislature extended the timeframe for the periodic update requirements to cities and counites and the current GMA periodic review is June 30, 2016; and

WHEREAS, in 2014 the City decided to review its 2009 comprehensive plan in concert with the update efforts of Kitsap County and other local cities; and

WHEREAS, the City reviewed its urban growth area in coordination with Kitsap County in February-March 2015, and determined through the results of the 2014 Buildable Lands Report, that it remained of sufficient size to accommodate its population allocation and no alteration to the Poulsbo UGA is necessary; and

WHEREAS, the City initiated a public engagement and outreach entitled "community check-in" and established a public participation plan July 2015; and

WHEREAS, the City initiated updating its utilities, transportation and parks/recreation/open space functional plans in 2015, to be adopted in 2016 with the comprehensive plan update; and

WHEREAS, the City Council identified amendments it wished to consider for the periodic update, including one requested site-specific re-designation/rezone request, and docketed these amendments on January 13, 2016; and

WHEREAS, the City adopted updates to its permit procedures, consistent with RCW 36.70B on March 16, 2016 (Ordinance 2016-05); and

WHEREAS, the City adopted a transportation concurrency ordinance, consistent with RCW 36.70A.070(6)(b) on June 1, 2016 (Ordinance 2016-08); and

WHEREAS, the City completed the Washington State Department of Commerce Periodic Update checklist for Cities in June 2016, and determined that no additional amendments are necessary for the City of Poulsbo to be fully planning under GMA (Exhibit B); and

WHEREAS, the City Council passed Resolution 2016-16, detailing substantial progress towards fulfillment of the June 30, 2016 deadline; and

WHEREAS, the City continued to process and approve its docketed 2016 amendments to the Comprehensive Plan; and

WHEREAS, on September 28, 2016, the City released the September 2016 Draft Comprehensive Plan to the public, 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; and

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

WHEREAS, between September-October 2016, the Planning Commission, in its role as the City's primary land use advisory committee, reviewed the September 2016 Draft Comprehensive Plan Update. The Planning Commission held four workshops (9/27/16, 10/4/16, 10/11/16 and 10/18/16) and identified several minor modifications and edits to the September 2016 Draft Comprehensive Plan; and

WHEREAS, the Poulsbo City Council Economic Development Committee reviewed the September 2016 Draft Comprehensive Plan in tandem with the Planning Commission review. The Economic Development Committee reviewed the draft update at their 9/28/16, 10/5/16, 10/19/16, and 10/26/16 meetings and identified several minor modifications and edits to the September 2016 Draft Comprehensive Plan; and

WHEREAS, on October 21, 2016 a public hearing notice announcing the Poulsbo Planning Commission public hearing was published in the North Kitsap Herald, emailed to

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

WHEREAS, the Planning Commission's and City Council Economic Development Committee revisions, modifications and edits were incorporated into the Comprehensive Plan draft and the resulting in a November 2016 Draft Comprehensive Plan which was released to the public on October 31, 2016 through an email to the Comprehensive Plan/Development Regulations e-notice list and posted on the City's website; and

WHEREAS, the November 2016 Draft Comprehensive Plan incorporated the modifications identified by the Poulsbo Planning Commission and the City Council Economic Development Committee during their September-October 2016 review. The Planning Commission modifications were identified as **red bold underline or ~~strikeout~~** and the Economic Development Committee's modifications were shown as **blue bold underline or ~~strikeout~~** in the November 2016 Draft Comprehensive Plan; and

WHEREAS, on November 8, 2016, the Planning Commission held a duly noticed public hearing on the November 2016 Draft Comprehensive Plan Update, as well as on the one site-specific request (CPA 2016-01) for land use re-designation and rezone; and

WHEREAS, on November 8, 2016 after considering the testimony received at the public hearing, the Planning Commission voted to recommend approval of the November 2016 Draft Comprehensive Plan to the Poulsbo City Council, voted to recommend approval

of the one site specific re-designation request (CPA 2016-01), and adopted findings of fact in support of their decision; and

WHEREAS, the Poulsbo City Council Economic Development Committee reviewed the November 2016 Draft Comprehensive Plan at their 11/9/16 meeting and identified additional modifications to the November 2016 Draft; and

WHEREAS, the Poulsbo City Council held workshops on November 16 and 30, 2016 in order to consider the Planning Commission's recommendations; and

WHEREAS, on November 25, 2016, a public hearing notice announcing the Poulsbo City Council Public Hearing was published in the North Kitsap Herald; on November 28, 2016 the Poulsbo City Council Public Hearing notice was emailed to the public hearing and Comprehensive Plan/Development Regulations e-notice list, posted at 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'; and

WHEREAS, at the November 30, 2016 City Council workshop, two documents were presented to the City Council. All public comment received (including testimony at the Planning Commission public hearing) was compiled and presented to the City Council in a "Draft November 2016 Comprehensive Plan – Public Comment Received Document." The second document presented to the City Council were additional modifications to the November 2016 Draft Comprehensive Plan, including modifications recommended by the Planning Commission at the conclusion of their public hearing, and the City Council Economic Development Committee at the conclusion of their 11/9/16 meeting. The second

document was entitled "November 2016 Draft Comprehensive Plan Modification Document." The modification document identified these additional documents in **orange bold underline or ~~strikeout~~**.

WHEREAS, the City Planning Staff issued a City Council public hearing staff report on December 7, 2016, which included the recommendations of the Planning Commission, updated Public Comment Document and Modification Document, and all noticing affidavits; and

WHEREAS, the Poulsbo City Council held a public hearing on the November 2016 Draft Comprehensive Plan on December 14, 2016; and

WHEREAS, after considering the staff and Planning Commission recommendations and all public testimony received in the public hearings, the Poulsbo City Council determined to approve certain modifications and edits to the November 2016 Draft Comprehensive Plan and to adopt the final plan by the passage of this ordinance; and

WHEREAS, the Poulsbo City Council has also determined to approve the requested site specific land use re-designation and rezone in CPA 2016-01.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings and Conclusions. In support of the actions taken by this ordinance, the Poulsbo City Council hereby adopts the following as findings and conclusions:

A. The recitals set forth above;

B. The findings, conclusions, and analysis contained in the Planning Commission Findings of Fact and Recommendation, including findings regarding the site-specific land use re-designation and rezone request;

C. The findings, conclusions and analysis contained in the City Council Public Hearing Staff Report, dated December 7, 2016; and

D. The Washington State Department of Commerce Periodic Update Checklist attached as Exhibit B to this ordinance.

Section 2. 2016 Comprehensive Plan Update Adopted. The November 2016 Poulsbo Comprehensive Plan, consisting of the November 2016 Draft Comprehensive Plan as modified within the document, and by the Final Modification Document attached to this ordinance as Exhibit A, together with all appendices thereto, is hereby adopted. The November 2016 Comprehensive Plan supersedes and completely replaces all previous comprehensive plans and updates thereto adopted by the City.

Section 3. Site Specific Land Use Re-designation and Rezone Requests. The City Council takes the following actions with respect to the site specific comprehensive plan land use re-designation and rezone request:

Application 2016-01 (Foraker/Lanzafame). The 5.56 acres described in the application and located on NW Finn Hill Road and Urdahl Road NW is hereby re-designated from the comprehensive plan land use designation of Residential Low (RL) to Office Commercial Industrial (OCI).

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. This ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

APPROVED:

MAYOR REBECCA ERICKSON

ATTEST/AUTHENTICATED:

CITY CLERK RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY JAMES E. HANEY

FILED WITH THE CITY CLERK: 12/15/2016
PASSED BY THE CITY COUNCIL: 12/21/2016
PUBLISHED: 12/30/2016
EFFECTIVE DATE: 01/04/2016
ORDINANCE NO. 2016-23

SUMMARY OF ORDINANCE NO. 2016-23

of the City of Poulsbo, Washington

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING SECTIONS OF THE CITY OF POULSBO COMPREHENSIVE PLAN; CHANGING THE LAND USE DESIGNATION AND ZONING CLASSIFICATION OF CERTAIN PROPERTIES; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

On the 21st day of December, 2016, the City Council of the City of Poulsbo, passed Ordinance No. 2016-23. A summary of the content of said ordinance, consisting of the title, provides as follows:

The full text of this Ordinance will be mailed upon request.

DATED this 22nd day of December, 2016.

_____

CITY CLERK RHIANNON FERNANDEZ

November 2016 Draft Comprehensive Plan Update – Final Modification Document

v.final December 14, 2016

Modifications after the Planning Commission Public Hearing are in **bold orange**.

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
Introduction		
1	*Poulsbo's Vision* *Page 10* ***Poulsbo is a vibrant community distinguished by its unique location on the shore of Liberty Bay, access to natural beauty and urban amenities, and historic, small-town quaint character. ~~Environmentally and economically healthy,~~ Situated at the cross-roads of Puget Sound, Poulsbo is a~~n inclusive and diverse city with a~~ locally based comprehensive ~~whole~~ economy ~~economically vital~~ ~~livable city~~ ~~and~~ with a strong sense of community and heritage, where picturesque downtown core that connects the City's neighborhoods and communities. ~~The Citizens of Poulsbo are civically engaged, local government responds to public needs, and~~ civic groups, local government, families and neighbors work collaboratively to continually maintain and improve high quality of life.***	Council Economic Development Committee 11/9/16 Meeting No further changes identified at 12/14/16 City Council public hearing deliberations
2	*Poulsbo's Community Key Goals* *Page 11* **Poulsbo's Community Key Goals provide specific refinements to the City's Vision Statement and Guiding Principles. Therefore, the following Key Goals are also presented at the beginning of each applicable Chapter of the Comprehensive Plan, and establish the policy framework for each chapter.** ~~These Community Key Goals are crafted as an extension and refinement of the City's Vision Statement and Guiding Principles and provide a framework for each of the Comprehensive Plan's Chapters. Therefore, these Community Key Goals are presented at the beginning of each applicable Chapter of the Comprehensive Plan~~.	Council Economic Development Committee 11/9/16 Meeting Ok'd at City Council workshop 11/30/16
3	*Poulsbo's Community Key Goals* *Capital Facilities* *Page 13* • Proactively plan and ~~provide~~ **invest** for critical public facilities, such as water, storm water, ~~and~~ sanitary sewers, **streets, sidewalks, bike paths, parks** and **other necessary** infrastructure to meet the needs of existing population and future growth.	Council Economic Development Committee 11/9/16 Meeting Ok'd at City Council workshop 11/30/16

November 2016 Draft Comprehensive Plan Update – Final Modification Document

v.final December 14, 2016

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
4	*Poulsbo's Community Key Goals* *Parks, Recreation and Open Space* *Page 14* *Second Bullet* • *Establish, ~~and~~ **maintain and preserve a** network of trails, **safe walkways**, ~~pedestrian linkages~~ and open spaces throughout the Poulsbo community.*	Dennis Engel, Transportation Planning Manager at WSDOT in Exhibit #2 Letter from WSDOT dated November 23, 2016 Ok'd at City Council workshop 11/30/16
5	*Poulsbo Community Key Goals* *Economic Development* *Page 14* • **~~Foster~~ ~~Manage~~ ~~Maintain~~ Guide and enhance Poulsbo's ~~a~~ positive economic climate that attracts and supports business retention, expansion and recruitment.**	Council Economic Development Committee 11/9/16 Meeting Change to "guide" agreed upon at City Council workshop 11/30/16
Land Use Chapter		
6	*Section 1.3 Public Engagement and Involvement* *Page 19-20 bulleted list* **A wealth of feedback and opinions were expressed through these forums. The following are the key themes:** • **A desirable quality of life is what brings people to live and own businesses in Poulsbo.** • **Poulsbo has a strong sense of community and heritage, and it is important not to lose this as the city grows.** • **Reinvention and revitalization of Viking Avenue was identified as a top priority.**	Kathy Cocus of Kitsap Economic Development Council at Planning Commission public hearing, November 8, 2016. Suggestion is to use 'family wage jobs'

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
	• **Improving existing infrastructure, sidewalks and streets is very important, and should not be overshadowed by the needs of new growth.** • **Full utilization of vacant land and buildings should be completed before new development occurs.** • **Traffic congestion, especially on SR 305, continues to be a concern.** • **Protection of Liberty Bay, environmental features and tree retention are a top priority as the city grows.** • **A citywide trail system is a highly desired amenity.** • **Increased ~~living~~ family wage jobs, professional services and tech jobs were identified as employment needs.** • **Expand the OC/WWU presence in Poulsbo.** • **Concern about the timing and pace of new growth.**	as opposed to 'living wage jobs.' Planning Commission included in recommendation motion at conclusion of 11/8/2016 public hearing. Ok'd at City Council workshop 11/30/16
7	*Land Use Chapter Page 42* ***Policy LU-1.4*** *Ensure commercial cores continue to be focused on service and retail commercial needs of the city and greater North Kitsap community, while also fostering business and industry uses to provide sustainable ~~living~~ **family** wage jobs.*	Same as above Ok'd at City Council workshop 11/30/16
8	*Land Use Chapter Page 55* GOAL LU-10 The City shall **identify**, evaluate and enact appropriate reasonable measures **to accommodate projected growth** before **considering** expan**sion**~~ding~~ **of** the Poulsbo Urban Growth Area, as required by GMA (RCW 36.70A.215.1.b) and the Kitsap Countywide Planning Policies.	Gary Idleburg, Washington Department of Commerce in Exhibit #3 Draft Letter from Washington Department of Commerce dated

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
	Policy LU-9.3 *The City and County shall enter into an Urban Growth Area Management Agreement (UGAMA) as set forth in Kitsap Countywide Planning Policy Urban Growth Areas #4.d and ~~2006~~ **2016** Kitsap County Comprehensive Plan **Land Use Goals 4 and 5 and Land Use Policies 23, 24 and 26.** ~~Lu 26 through LU 29~~. At a minimum, the UGAMA shall provide policy guidance and procedures for the following: the management of the Poulsbo UGA; adjustment **which does not result in net gain of UGA acreage;** ~~and~~ expansion of the Poulsbo UGA **after appropriate reasonable measure implementation**; designation of Urban Reserve lands when appropriate, and the coordination of land use activity within the Poulsbo UGA.*	November 23, 2016. At 11/30/16 City Council workshop, clarification of adjustment and expansion of UGAs.
9	*Land Use Chapter Page 59-60* ***Policy LU-~~13~~14.2*** ***Maintain or increase the tree canopy in the City through tree retention and/or replacement by:*** • ***Implementing educational programs for property owners and managers;*** • ***Provide incentives for tree retention and planting;*** • ***Prohibit or limit the amount of significant tree removal on undeveloped property without an approved land use development permit;*** • ***Protect healthy stands or groves of trees on property proposed for development;*** • ***Require~~d~~ where appropriate, financial assurances for required tree planting and maintenance.***	Suggested by Mike Eliason of Kitsap County Association of Realtors in Exhibit #1, public comment letter dated November 2, 2016. Planning Commission included in recommendation motion at conclusion of 11/8/2016 public hearing. Ok'd at City Council workshop 11/30/16

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
Transportation Chapter		
10	*Transportation Chapter* *Page 79* ***Policy TR-2.8~~5~~*** *The transportation facility improvements identified in the Capital Facilities Plan of this Comprehensive Plan shall be based on achieving these level of service standards identified in Policies TR-2.1 through TR-2.7~~4~~ for the twenty-year planning horizon required by the Growth Management Act, **and the expanding travel choices identified in Policy TR-2.11.** The City's Six-Year Transportation Improvement Program shall be updated annually in order to ensure the ongoing preservation of the level of service standard for the ensuing six-year period in light of approved and anticipated developments.*	Gary Idleburg, Washington Department of Commerce in Exhibit #3 Draft Letter from Washington Department of Commerce dated November 23, 2016. Ok'd at City Council workshop 11/30/16
11	*Transportation Chapter* *Page 84* ***Policy TR-5.6*** ***~~Maintain~~ Manage a street maintenance ~~preservation~~ program to keep the City's streets in conditions that are cost-effective to maintain and functional to travel.***	Council Economic Development Committee 11/9/16 Meeting Ok'd at City Council workshop 11/30/16
12	*Transportation Chapter* *Page 89* ***Policy TR-9.5*** *The City shall seek opportunities to provide **separated shared use paths** ~~bicycle lanes~~ outside of street rights-of-ways.*	Dennis Engel, Transportation Planning Manager at WSDOT in Exhibit #2 Letter from WSDOT dated

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
		November 23, 2016. Ok'd at City Council workshop 11/30/16
Capital Facilities Chapter		
13	*Capital Facilities Chapter* *Page 139* **GOAL CF-7** *Participate in and implement a process for siting essential public facilities of a state, regional or local nature.*	Gary Idleburg, Washington Department of Commerce in Exhibit #3 Draft Letter from Washington Department of Commerce dated November 23, 2016. Ok'd at City Council workshop 11/30/16
Parks, Recreation and Open Space Chapter		
14	*Parks, Recreation and Open Space Chapter* *Page 159* ***Policy PRO 4.2*** *Use a multi-faceted approach to implement the Urban Paths of Poulsbo Plan. As set forth in the UPP plan, the implementation strategies should include:* • *Reviewing the city's municipal code to incorporate standards for pedestrian and bicycle facilities, bicycle parking, and incentives for developers who provide* ***connections for walking, cycling and other forms of non-motorized travel.*** ~~*non-motorized connections*~~*.*	Dennis Engel, Transportation Planning Manager at WSDOT in Exhibit #2 Letter from WSDOT dated November 23, 2016.

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
	• *Coordinating with the Planning Department to* ***look for*** ~~*provide comments on*~~ *opportunities for non-motorized linkages during the development review process.* • *Working with* ~~*existing*~~ *Homeowners' Associations to* ***identify prospective paths in their subdivisions to connect the neighborhood to outside routes.*** ~~*open key connections within subdivisions to the public.*~~ • *Seeking partnerships with other jurisdictions, private businesses, non-profit organizations, the development community, and citizens to realize the UPP vision.* • *Working with the City Engineering Department to consider and evaluate the UPP plan, maps, and implementation list in the planning, design, construction and maintenance of roadway projects.* • *Establishing maintenance* ***and preservation*** *standards and ensuring adequate funding is available for maintenance* ***and preservation*** *of trails in parks and on-street facilities.* • *Reviewing existing policies for non-motorized users and coordinating with the Police Department to ensure adequate enforcement* ***for public safety****.*	Ok'd at City Council workshop 11/30/16
Economic Development Chapter		
15	*Economic Development Chapter* *Page 170* *First Bullet* • ~~Foster~~ ~~Manage~~ ~~Maintain~~ **Guide and enhance Poulsbo's ~~a~~ positive economic climate that attracts and supports business retention, expansion and recruitment.**	Council Economic Development Committee 11/9/16 Meeting Change to "guide" agreed upon at City Council workshop 11/30/16
16	*Economic Development Chapter* *Page 172* *2nd paragraph* **To be successful in the future, Poulsbo needs to build on its strong sense of community and shared heritage, while also providing land availability and infrastructure to provide areas where companies can locate to provide ~~living~~ family wage employment.** The City recognizes that a healthy economy ~~that~~ provides opportunities for diverse segments of the community ~~is important to its residents' quality of life~~. While the City can lead and participate in economic development and revitalization, it takes effective partnerships with the business community to be successful and retain the livable and economically viable **Poulsbo** community. ~~that Poulsbo has~~.	Kathy Cocus of Kitsap Economic Development Council suggestion to use 'family wage jobs' as opposed to 'living wage jobs.'

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
		Ok'd at City Council workshop 11/30/16
17	*Economic Development Chapter* *Page 179* *Challenges and Opportunities* Add a new paragraph in this section: ***Maintaining Poulsbo's Economic Prosperity*** **Poulsbo's resilience in the aftermath of the recent Great Recession (2007-2009) is testimony to a diverse economy. The challenge now is to build on the strengths that economic diversity and innovation can yield, without losing or diminishing the quintessential elements that make Poulsbo, well, Poulsbo.**	Council Economic Development Committee 11/9/16 Meeting City Council wished to add timeframe reference to "Great Recession" at 11/30/16 workshop.
18	*Economic Development Chapter* *Page 179* *Tourism and Visitors Experience* ***Tourism and Visitor Experiences:*** **Poulsbo has strong and attractive tourism and visitor experiences, continuing to be named one of the best small cities in Washington State to visit. Encouraging cohesive, cooperative and more comprehensive marketing of Poulsbo presents many exciting opportunities for improvement.**	Council Economic Development Committee 11/9/16 Meeting Ok'd at City Council workshop 11/30/16
19	*Economic Development Chapter* *Page 186-187* ***Policy ED-3.5 ~~2.3~~*** *Continue to* ***plan,*** *identify, construct and maintain infrastructure systems and facilities required to* ***accommodate*** ~~***the City's level of service***~~ ~~*promote*~~ *and* ~~*sustain*~~ ***manage*** *a positive economic climate. Anticipate needs and coordinate City infrastructure investments with economic development opportunities.*	Council Economic Development Committee 11/9/16 Meeting Policy ED-3.7 deletion of

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
	Undelete Policy ED-3.7 and renumber remaining policies ***Policy ED-3.7 ~~2.8~~*** *Provide public services and capital facilities necessary to support the City's planned urban growth at its adopted levels of service. Implement level of service* ***standards*** *~~and concurrency management systems~~ which are consistent with economic development goals and policies.*	"concurrency management systems" identified at City Council 11/30/16 workshop.
20	*Economic Development Chapter* *Page 188* ***Policy ED-4.2*** ***Accommodate a mix of jobs, while actively seeking a greater proportion of ~~living~~ family wage jobs that will benefit a broad cross-section of Poulsbo residents.***	Kathy Cocus of Kitsap Economic Development Council suggestion to use 'family wage jobs' as opposed to 'living wage jobs.' Ok'd at City Council workshop 11/30/16
21	*Economic Development Chapter* *Page 190* ***Policy ED-~~4.2~~ 5.2*** ***Continue to p****artner with the Chamber of Commerce and Historic Downtown Poulsbo Association* ***and other organizations*** *to promote and market the city's retail districts. Assist the Chamber and Downtown Merchants in development of community marketing materials.*	Council Economic Development Committee 11/9/16 Meeting Addition of "other organizations" agreed at 11/30/16 Council workshop.
22	*Economic Development Chapter* *Page 191*	Council Economic Development Committee

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
	Policy ED-6.7 ***Encourage and support community, entertainment and evening activities ~~in Downtown Poulsbo and~~ throughout the commercial areas of city, to broaden the community's choices of things to do after dark.***	11/9/16 Meeting Ok'd at City Council workshop 11/30/16
Section 2 Capital Facilities Plan		
23	*Capital Facilities Plan - Section 12.5 Reassessment of Land Use Element Page 233* The Capital Facilities Policy CF-**4.4** ~~4.3~~ establishes the procedure the City will use in reviewing the Land Use Element. ~~Additionally, the comprehensive plan has identified an implementation strategy that tasks the City Council Capital Facilities Committee to monitor the funding sources and the City's ability to implement its 6-year Capital Improvement Program.~~	Changing the reference from Policy CF-4.3 to 4.4 identified by Gary Idelburg of Washington Department of Commerce (Exhibit #3). Strikeout of reference to implementation strategy and Council Capital Facilities Committee identified by Planning staff. Ok'd at City Council workshop 11/30/16
24	**Modification Document Attachment A incorporated modifications based on Councilmember Nystul and McGinity comments from the Council 11/30/16 workshop.**	Attachment A to Modification Document approved by City

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
		Council at 12/14/16 Public Hearing motion for approval.
25	**Modification Document Attachment B are proposed modifications in response to Puget Sound Regional Council's comment letter date 12/15/2016.**	Attachment B to Modification Document approved by City Council at 12/14/16 Public Hearing motion for approval.
26	Utilize the 2017-2018 City Budget's Final 6-year Capital Improvement Plan for Table CFP-4 in the Capital Facilities Plan to ensure consistency between the Comprehensive Plan and City Budget.	Minor changes have been made to the 6-year CIP through the budget process from the 6-year CIP that is included as Table CFP-4 in the November 2016 Draft Comprehensive Plan. Replace Table CFP-4 with final budget's 6-year CIP.
27	City Council approved undeleting Parks, Recreation, and Open Space Policy PRO-2.4 on page 156 of November 2016 Draft Comprehensive Plan, and renumbering appropriately remaining policies.	Approved by City Council at 12/14/16 Public

No.	Identified Modifications to November 2016 Draft Comprehensive Plan	Who/When
		Hearing motion for approval.
28	City Council approved adding to the Capital Facilities Plan 2036 Park System Acquisition and Improvement section, under Park Land Acquisition (Page 279), identification of a new property acquisition of 9.21 acres located on Olhava Way NW, and add the property acquisition to Figure PRO-2 "2036 Park System Acquisition and Improvements Plan."	Approved by City Council at 12/14/16 Public Hearing motion for approval.

November 2016 Draft Comprehensive Plan Modification Document v. final – Attachment A - Proposed Modifications in response to Councilmember comments

1. Email by Gary Nystul 11/28/16 with questions/observations on November 2016 Draft Comprehensive Plan:

Page 20, 7th bullet; Olympic College and Western Washington University could be spelled out.

- ***Proposed Modification***: **Expand the Olympic College/Western Washington University presence in Poulsbo.**

Page 45 caption under the picture. Those are triplexes in Poulsbo Place not duplexes.

- ***Proposed Modification***: ~~*Duplexes*~~ ***Triplexes*** *at Poulsbo Place*

P. 51 second paragraph. What is the resolution number establishing refined annexation policies for the City to follow?

- ***Proposed Modification***: The City Council adopted a resolution **(2008-14)** establishing refined annexation policies for the City to follow for future annexation petitions.

P.60. Nice to include a photo of street trees that are planted in boulevards that are too narrow and trees that have shallow roots which break up sidewalks.

- Comment noted.

P.70 CC-5.6 Where would one find the Downtown Parking Management Strategy?

- The Downtown Poulsbo Parking Management Strategy is posted on the Planning Department's webpage and is found at this link: http://www.cityofpoulsbo.com/planning/documents/downtown_poulsbo_parking_management_strategy.pdf

P.88 TR9.2 Is there any money in the 2017-2018 budget for sidewalk improvement program?

- Deborah Booher, City's Finance Director response: "There is not any funds put towards a sidewalk program. When they are improved it is usually within another larger encompassing project. There is a Special Revenue fund which requires a portion of the gas tax be put towards Paths and Trails. There is a balance of about $15,000 sitting in the fund. The annual amount to be contributed is about $1,000."

P.97 Is there an ordinance number that could be included that is the Critical Areas Ordinance?'

- ***Proposed Modification:*** These five critical areas are defined, mapped and regulated in the City's Critical Areas Ordinance (CAO), which was revised to ensure the inclusion of Best Available Science **(BAS)** in 2007 **(Ordinance 2007-24).**

P.111 Who is preparing the Dogfish Creek Restoration Project Master Plan?

- ***Proposed Modification to Policy NE-6.10:***

Policy NE-6.10

The City shall ~~*complete*~~ ***implement as appropriate*** *the "Dogfish Creek Restoration Project Master Plan,"* ***prepared by ICF International, July 2010,*** ~~*reviewing and considering all*~~

~~*previous studies and data prepared evaluating Dogfish Creek.*~~ *The City shall coordinate with the Suquamish Tribe on the planting plan and scheduling of the habitat rehabilitation installation.*

P.131 Out of curiosity, how many acres of park land do we now have for each category compared to the recommended?

- Existing acres of land by park category is presented on pages 272-275, which is the parks section of the Capital Facilities Plan. The comparison between current park land by type compared to the level of service is Table CFP-11 (page 276), and also discussed on pages 275-279.

P.170 9.1 3rd bullet. Did the Economic Development committee differentiate between "valued" tourists and tourists that are not valued?

- ***Proposed Modification:*** Attract ~~appropriate~~ businesses and foster local entrepreneurship that serves **Poulsbo** residents, ~~and as well as~~ **the greater North Kitsap community,** and our valued tourists. ~~non-residents needs.~~

  Other words for valued: appreciated, respected, esteemed, welcome

P.173 2036 Employment Targets. "Kitsap Regional Coordinating Council"

Proposed Modifications: **In 2014, the Kitsap Regional Coordinating Council adopted employment targets that are consistent with the Puget Sound Regional Council's Regional Growth Strategy (a land use policy document which is part of PSRC Vision 2040 Plan), and local employment trends.**

A fact that those of us who are getting older observe, is that the builders are not necessarily building single story homes that could enable older folks to stay in their homes when they have difficulties with mobility. Things like doors and hallways wide enough for walkers and wheel chairs. Is this a goal that would be appropriate for the Comp Plan or is there a better place?

- This very concern was brought up during the zoning ordinance update, and an incentive for Planned Residential Development has been included for multi-generation or fully accessible elements, "...including but not limited to have one entrance without a step(s); master bedroom on main floor; 33" doors into bathroom; or other home design elements than can be demonstrated to easily convert into being accessible under the provisions of ADA."

2. Comment by Jeff McGinity at 11/30/16 workshop, commenting about the judicious use of the word "ensure" in the comprehensive plan and to use other words as appropriate:

Page 14 and 170 Economic Development Key Goals

- ~~Ensure~~ Support economic development initiatives for **Poulsbo residents to have access to family wage jobs, and employers have access to a talented workforce to assist in retaining and growing their businesses.** ~~Help facilitate the retention and attraction of community-based, living wage jobs~~

• ~~Ensure~~ Support **a healthy and beautiful environment, vibrant and thriving community and high quality of life for all Poulsbo residents and businesses.**

Page 42 Growth Accommodation Policies

Policy LU-1.3

~~Ensure~~ Confirm public services and capital facilities necessary to support the City's planned urban growth at its adopted levels of service are provided through the development review process, consistent with state and local law.

Policy LU-1.4

~~Ensure~~ Support the City's commercial cores providing the ~~continue to be focused~~ on service and retail commercial needs of the city and greater North Kitsap community, while also fostering business and industry uses to provide sustainable living wage jobs.

Page 61 Urban Forestry Policies

Policy LU-14.9
Acknowledge that the addition and retention of trees may impact public views. ~~Ensure~~ Maintenance practices of trees and shrubs ~~to~~ should maintain or enhance designated shoreline public views.

Page 80 Transportation Level of Service and Concurrency

Policy TR-2.11
~~Ensure~~ ~~that~~ Poulsbo's level of service standards should have the effect of expanding travel choices and achieve a multimodal travel environment. Programs, projects and services in response to existing and growth-related travel include those that improve access and connections, including motor vehicle operations, public transit, walking and bicycling and transportation demand management.

Page 88 Pedestrian and Bicycle Facilities Policies

Goal TR-9
~~Ensure~~ Support a functional and friendly non-motorized transportation system that effectively serves the needs of pedestrian and bicycle users and encourages non-motorized travel.

Page 143 Housing Accommodating Need Policies

Policy HS-1.2

~~Ensure~~ Safeguard that the local housing market provides housing opportunities for citizens regardless of race, color, religion, gender, national origin, handicap disability, economic status, familial status, or age.

Page 157 Park Stewardship Policies

Policy PRO-3.2

~~*Ensure parks are adequately maintained by providing*~~ ***Provide the*** *Public Works staff with the resources to operate and maintain the parks and facilities with the most cost effective methods and policies.* ***Minimize or eliminate the need to use irrigation by incorporating native and/or drought tolerant vegetation.***

Page 184 Education and Workforce Development Policies

Policy ED-2.3

~~***Ensure***~~ ***Support a commitment to lifelong learning which drives innovation, strengthens and diversifies existing workforce, and attracts talented new workers.***

Page 188 Economic Development Implementation Policies

GOAL ED-4 ~~3~~

~~**Ensure that**~~ **Encourage an ~~Poulsbo's~~ economic development strategy that is flexible and nimble, able to respond quickly to market changes and climate.**

November 2016 Draft Comprehensive Plan Modification Document v. final – Attachment B - Proposed Modifications in response to PSRC's 12/5/2016 letter

1. **Additional emphasis on public improvements in the City's identified local centers (Viking Avenue, College MarketPlace and Downtown).**

November 2016 Draft Comprehensive Plan PAGE 46:

Policy LU-3.1

The City shall support and build upon the Kitsap Countywide Planning Policy designations for Poulsbo Town Center and Olhava Mixed Use Center, (Centers of Growth, ***Element C*** ~~*Policy 3*~~*), and provide an abundant mix of shopping, service, employment and cultural opportunities. The City shall continue to support future KRCC Center designations for areas within Poulsbo that meet the Centers of Growth criteria in the Kitsap Countywide Planning Policies.* ***The City's Capital Facilities Plan and 6-year Capital Improvement Program shall prioritize capital improvements, non-motorized travel modes and other public improvements for Poulsbo's designated local centers.***

2. **Need to include policies for air quality.**
3. **Should include policies addressing reducing greenhouse gas emissions.**

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Add new goal and policies:

TRANSPORTATION AND AIR QUALITY

The City's transportation system needs to be designed to contribute to a sustainable community that supports Poulsbo's land use and environmental policies.

GOAL TR-12

Strive to protect air quality, reduce pollution and support reduction of vehicle miles traveled.

Policy TR-12.1

Observe and support federal and state clean air acts by maintaining conformity with Vision 2040 and by following the requirements of Chapter 173-420 Washington Administrative Code (WAC) "Conformity of Transportation Activities to Air Quality Implementation Plan."

Policy TR-12.2

Support and coordinate with federal, state and regional actions to facilitate the transition towards alternative energy sources and reduce greenhouse gasses from transportation sources.

Policy TR-12.3

Reduce pollution and greenhouse gases by encouraging alternative transportation modes as an alternative to driving alone, which results in reduction of vehicle miles traveled.

4. **Add explanatory material to clearly document the land use assumptions made in the transportation functional plan, into the transportation chapter.**

LAND USE AND TRANSPORTATION PLANNING

November 2016 Draft Comprehensive Plan PAGE 84

The Comprehensive Plan strengthens the integration of land use and transportation planning, by emphasizing the connection between the city's transportation system and the city's land use vision. Neighborhood connectivity, improvement of existing streets to city standards, and protection of surface water quality are priorities in the land use planning process. **The City's Transportation Plan is a functional plan that implements the Transportation Chapter policies and is included as Appendix B-4 to the Comprehensive Plan. The Transportation Plan addresses the City's transportation network, evaluates current transportation characteristics and forecasts how these characteristics are expected to change in the future based on Poulsbo's allocated growth. Based upon the City's 2036 population and employment forecasts as well as the City's land use plan, the Transportation Plan includes a traffic forecasting model, which identifies the future travel demand. Using this model, in increase in travel demand was assigned to the City's road network to identify future conditions and evaluate future capacity needs. Based upon the model, the Transportation Plan identified projects needed by the 2036, which serve as the basis of the transportation section of the Comprehensive Plan's Capital Facilities Plan.**

NEW Policy TR-6.5
Maintain and regularly update the City's Transportation Plan. The transportation functional plan is the guide for implementing and funding strategy for the City's transportation programs, projects and services.

5. **Include references to adopted emergency management plans.**

November 2016 Draft Comprehensive Plan PAGE 82:

TRANSPORTATION SAFETY

NEW Policy TR-4.8
Protect Poulsbo's transportation system against disasters by maintain prevention and recovery strategies that are coordinated locally and regionally. Continue to participate with Kitsap County Emergency Management, with development of emergency management plans and emergency response activities.

6. **Include reference in the transportation chapter regarding the pedestrian and bicycle facilities identified in the Urban Paths of Poulsbo.**

November 2016 Draft Comprehensive Plan PAGE 87-88:

PEDESTRIAN AND BICYCLE FACILITIES

Pedestrian and bicycle facilities should be a vital part of Poulsbo's transportation system. An integrated, safe pedestrian and bicycle system will increased mobility choices, reduce reliance on motorized vehicles, and provide convenient access to schools, activity centers, transit stops, parks, and other recreation areas throughout the city.

Building and maintaining a network of sidewalks, bikeways and pedestrian trails require an interdepartmental effort. Planning, funding, building and maintaining a shared use pedestrian and bicycle system will require support from the Public Works, Parks and Recreation, and Planning departments.

Walking is an important and popular travel mode for Poulsbo residents. Well-maintained sidewalks and other pedestrian facilities enhance the quality of life. Bicycle facilities along key north-south and east-west routes will improve safety and access across the city. A connected system provides access to bus stops and park-and-ride lots, increasing the attractiveness of transit, especially for commute trips.

The Urban Paths of Poulsbo Plan (UPP Plan) is the City's primary planning document for pedestrian and bicycle facilities. To realize the goals of the UPP Plan, the system in Poulsbo will need to be a hybrid system including existing trails and infrastructure, and making on- and off-street improvements to link the network. A pedestrian may walk along sidewalks, trails, or a shared-use path; a bicycle route may include streets with bicycle lanes, sharrows, or shared paths. The goal is to create continuous and complete routes. The UPP Plan is adopted as functional plan and incorporated as Appendix B-6 of the Comprehensive Plan. It includes the existing conditions inventory, goals, policies, implementation and strategies for funding.

7. Consider level of service standards for transit, pedestrian and bicycle travel.

Thank you for acknowledging the City's progress on planning for and encouraging all modes of travel, as well as your suggestions for further progress. The City does intend to continue to strengthen its policies and standards in that direction. As you have noted, multimodal LOS standards are challenging, however the City does intend to develop multimodal LOS standards including Transit, and has started laying the groundwork for those standards in our most recent update to the City's Transportation Plan. This subject will continue to be expanded in the next update to the City's Transportation Plan. At the moment, the City is also working on completing and adopting a complete streets ordinance, as well as developing and adopting a neighborhood traffic calming program.

8. The transportation chapter should include references to the Capital Facilities Plan's 20-year project list.

November 2016 Draft Comprehensive Plan PAGE 73-74:

4.2 Plan Context

The Transportation Chapter provides the policy framework to guide short-range and long-term development and maintenance of the multi-modal transportation system that includes roadways, bikeways, pedestrian facilities, and public transit within the city limits of Poulsbo. It addresses the mandates of the Growth Management Act under the Revised Code of Washington (RCW) 36.70A.070, and supports the vision of Poulsbo.

The Transportation Chapter of the Comprehensive Plan provides the overall policy vision for Poulsbo's transportation system. Additional policy and programmatic guidance is found in a series of more detailed documents, including:

- Section 2 – Capital Facilities Plan
- **2016** ~~2006~~ Poulsbo Transportation Plan Update
- Poulsbo 6-year Transportation Improvement Plan

An overview of Poulsbo's transportation system inventory is included in the **2016** ~~2006~~ Poulsbo Transportation Plan Update, included in full as Appendix B-4 of this comprehensive plan. It describes the existing transportation system including: highways, streets and roads, public transportation, bicycle and pedestrian. The transportation facility improvement plan is presented in the Capital Facility Plan and identifies the transportation infrastructure improvements needed to support the projected land use through **2036** ~~2025~~. **The transportation improvements needed by 2036 are detailed in Section 6.1.1 of the 2016 Transportation Plan Update, and are included in Section 12.9 of the Comprehensive Plan Capital Facilities Plan. The capacity improvements identified include:**

- **Nineteen projects will add sidewalks, turn lanes, bicycle lanes, and otherwise upgrade existing roads. These projects will assure that all arterials and collectors and sub-collector roads provide adequately for pedestrians and bicycles as well as motor vehicles, when all proposed growth has occurred.**
- **Twenty-to projects will add new roadway segments of various lengths. These projects add new connections in growing areas, to efficiently route traffic from neighborhoods to the arterial network.**
- **Ten projects will improve the capacity of intersections with signalization, channelization, roundabouts, and two-way or all-way stop controls.**

Financing of the transportation capacity improvements will be funded through development related construction street improvements, state and federal grants, City general obligation bonds, City revenues and Traffic Impact Fees.

~~Further~~ **In summary**, the Poulsbo **2016** ~~2006~~ Transportation Plan Update **in combination with Section 12.9 of the Comprehensive Plan's Capital Facilities Plan,** provides the **required** analyses, ~~and is based on information from the Poulsbo Traffic Study Final Report – Phase 1 + Phase 2, prepared by David Evans and Associates, Inc. (October 2004). The 2006 Transportation Plan Update~~ **and** has been developed to fit within the City of Poulsbo's Comprehensive Plan Update process, and is intended to meet the planning requirements of the Growth Management Act.

9. **Include in the economic development chapter that there is additional capacity in current underutilized commercial buildings.**

November 2016 Draft Comprehensive Plan PAGE 176 paragraph after Table ED-3

Based upon the capacity analysis utilized by all jurisdictions, there is sufficient land capacity to meet the countywide growth target of 46,158 jobs. Poulsbo has sufficient available employment land to meet 4,074 of its 4,201 job target, representing a small land capacity deficient of 127 jobs. However, there is likely additional capacity within underutilized existing commercial buildings that is sufficient for the capacity deficient which further analysis can substantiate. Additionally, a land use and zoning re-designation of approximately 5 acres of residentially zoned property to a non-residential zoning district would provide sufficient land capacity for the 127 job deficient.

Department of Commerce
Innovation is in our nature.

Periodic Update Checklist for Cities – Updated July 2014

Covers laws through 2012

This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) to conduct the "periodic review and update" of comprehensive plans and development regulations required by RCW 36.70A.130(4). Cities can use the checklist to identify components of their comprehensive plan and development regulations that may need to be updated to reflect the latest local conditions or to comply with changes to the GMA since their last update.

This checklist includes components of the comprehensive plan and development regulations that are specifically required by the GMA. Statutory requirements adopted since 2003 are emphasized in highlighted text to help identify new components of the GMA that may not have been addressed in annual updates or other amendments outside of the required periodic update process. Cities within the Puget Sound Regional Council boundaries may want to use this checklist in tandem with PSRC checklists. A separate checklist is available for counties. Expanded checklists (one for Comprehensive Plans, one for Development Regulations) are also available, which include a more comprehensive list of related good ideas and things to consider.

How to fill out the checklist

With the most recent version of your comprehensive plan and development regulations in hand, fill out each item in the checklist. Select the check box or type in the fields, answering the following questions:

Is this item addressed in your current plan or regulations? If YES, fill in the form with citation(s) to where in the plan or code the item is addressed. We recommend using citations rather than page numbers because they stay the same regardless of how the document is printed. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the Commerce web page or contact a Commerce planner assigned to your region.

Is amendment needed to meet current statute? Check YES to indicate a change to your plan or regulations will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your city has kept current with required inventories, or if there haven't been many changes in local circumstances. Check "Further Review Needed" if you are unsure whether the requirement has already been met or if the city is considering a review, but hasn't yet decided.

Is your city considering optional amendments? Use this field to note areas where your city may elect to work on or amend sections of your plan or development regulations that are not required by the GMA.

How to use the completed checklist

Commerce strongly encourages you to use the completed checklist to develop a detailed work plan (see Appendix B) for your periodic update. The checklist can be used to inform the contents of a city council resolution that defines what actions will be taken as part of the GMA periodic update.

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?

I. Required Comprehensive Plan Elements and Components

1. A **Land Use Element** that is consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1).			
a. A **future land use map** showing city limits and urban growth area (UGA) boundaries. RCW 36.70A.070(1) and RCW 36.70A.110(6) WAC 365-196-400(2)(d), WAC 365-196-405(2)(i)(ii)	☐ No ✓ Yes Location(s) *Comp Plan Land Use Chapter, Figure LU-1*	☐ Yes ✓ No ☐ Further review needed	
b. Consideration of **urban planning approaches that increase physical activity**. RCW 36.70A.070(1), **Amended in 2005** WAC 365-196-405 (2)(j)	☐ No ✓ Yes Location(s): *Policies LU-2.2, 2.3, 2.4,2.5, 2.7 and 2.8; CC-5.5;* *TR-5.3, TR-9.1 through 9.7;* *PRO-1.5, 4.3, 4.4, 4.6, 4.10, 5.1-5.4.*	☐ Yes ✓ No ☐ Further review needed	
c. **A consistent population projection throughout the plan** which should be consistent with the Office of Financial Management forecast for the county or the county's sub-county allocation of that forecast. RCW 43.62.035, WAC 365-196-405(f)	☐ No ✓ Yes Location(s) *Table LU-1 includes the population allocation for the planning period and the expected new persons citywide. The*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	population forecast is consistent with the Kitsap Countywide Planning Policy population allocation for Poulsbo.		
d. **Estimates of population densities and building intensities based on future land uses.** RCW 36.70A.070(1); WAC 365-196-405(2)(i)	☐ No ✓ Yes Location(s) *Density ranges for residential land use are identified in narrative and policy LU-2.1*	☐ Yes ✓ No ☐ Further review needed	
e. Provisions for **protection of the quality and quantity of groundwater used for public water supplies**. RCW 36.70A.070(1)	☐ No ✓ Yes Location(s): *Policies LU-15.1 through LU-15.4; NE-3.1 through 3.4; UT-1.7, 1.8, 1.9, and 1.10;*	☐ Yes ✓ No ☐ Further review needed	
f. **Identification of lands useful for public purposes** such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses. RCW 36.70A.150 and WAC 365-196-340	☐ No ✓ Yes Location(s) *Figure Existing Land Use Map (Technical Appendix A);*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Utilities Map Figure UT-2; Parks, Trails and Open Space Map Figure PRO-1; and 2025 New Roadway Segments Map Figure TR-2.		
g. **Identification of open space corridors within and between urban growth areas**, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.160 and WAC 365-196-335	☐ No ✓ Yes Location(s) *Figure PRO-1 Citywide Park and Open Space map and Policy PRO-7.4* *Critical Areas are mapped in the Natural Systems Element – Figure NE-1 Geological Hazard Areas Map; Figure NE-2 Hydric Soils and Delineated Wetlands Map; Figure NE-3 Non-wetland Fish and Wildlife Habitat + Hydrology Water Types Map; and Figure NE-4*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Aquifer Map.		
h. *If* there is an airport within or adjacent to the city: **policies, land use designations** *(and zoning)* **to discourage the siting of incompatible uses adjacent to general aviation airports.** [RCW 36.70A.510, RCW 36.70.547, New in 1996)] *Note:* The plan *(and associated regulations)* must be filed with the Aviation Division of WSDOT. WAC 365-196-455	☐ No ☐ Yes Location(s) N/A	☐ Yes ✓ No ☐ Further review needed	
i. *If* there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: **policies, land use designations,** *(and consistent zoning)* **to discourage the siting of incompatible uses adjacent to military bases.** RCW 36.70A.530(3), **New in 2004.** See WAC 365-196-475	☐ No ☐ Yes Location(s) N/A	☐ Yes ✓ No ☐ Further review needed	
j. Where applicable, **a review of drainage, flooding, and stormwater run-off** in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. RCW 36.70A.70(1) and WAC 365-196-405(2)(c) *Note:* RCW 90.56.010(26) defines waters of the state.	☐ No ✓ Yes Location(s) *Policies LU-11.1 through LU-11.6 address storm drainage, flooding and water quality.* *Policy LU-11.3 address adopting state stormwater manual.* *Policies LU-12.1 through LU-12.6 address low impact development.*	☐ Yes ✓ No ☐ Further review needed	
k. **Policies to designate and protect critical areas** including wetlands, fish and wildlife habitat protection areas,	☐ No ✓ Yes	☐ Yes ✓ No	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the **best available science (BAS)** to protect the functions and values of critical areas, and give **"special consideration"** to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.030(5), RCW 36.70A.172, BAS added in 1995. See WAC 365-195-900 through -925, WAC 365-190-080 *Note:* A voluntary stewardship program was created in 2011 as an alternative for protecting critical areas in areas used for agricultural activities. Counties had the opportunity to opt into this voluntary program before January 22, 2012. See requirements of the voluntary stewardship program. RCW 36.70A.700 through .904.	Location(s) *The Natural Environment Chapter includes policies for all five critical areas. Figures NE-1 through NE-5 map the critical areas.* *Policy NE-1.2 sets for that best available science will be used for purposes of designating and protecting all regulated critical areas.*	☐ Further review needed	
l. *If* forest or agricultural lands of long-term commercial significance are designated *inside* city: **a program authorizing Transfer (or Purchase) of Development Rights.** RCW 36.70A.060(4), **Amended in 2005**	✓ No ☐ Yes Location(s) *No resource land designation has been made within the city limits.*	☐ Yes ✓ No ☐ Further review needed	
2. A **Housing Element** to ensure the vitality and character of established residential neighborhoods and is consistent with relevant CWPPs, and RCW 36.70A.070(2).			
a. **Goals, policies, and objectives** for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)	☐ No ✓ Yes Location(s) *Housing Chapter narrative;*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Policies HS-1.1. through HS-1.4; HS-2.1 through HS-2.5; HS-3.1 through HS-3.6		
b. **An inventory and analysis** of existing and projected housing needs over the planning period. RCW 36.70A.070(2)(a) and WAC 365-196-410(2)(b) and (c)	☐ No ✓ Yes Location(s) *Inventory is included in Appendix A-1.* *Projected housing needs is found in Table HS-1.*	☐ Yes ✓ No ☐ Further review needed	
c. **Identification of sufficient land for housing**, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities. RCW 36.70A.070(2)(c)	☐ No ✓ Yes Location(s) *Policy HS-1.1 and Comprehensive Plan Land Use Map.*	☐ Yes ✓ No ☐ Further review needed	
d. **Adequate provisions for existing and projected housing needs** for all economic segments of the community. RCW 36.70A.070(2)(d) and WAC 365-196-410	☐ No ✓ Yes Location(s) *Policies HS-4.1 through HS-4.9 support affordable housing.*	☐ Yes ✓ No ☐ Further review needed	
e. *If* enacting or expanding an **affordable housing program** under RCW 36.70A.540: identification of land use designations within a geographic area where increased residential development will assist in achieving local growth	✓ No ☐ Yes Location(s) *The*	☐ Yes ✓ No ☐ Further	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
management and housing policies. RCW 36.70A.540, **New in 2006**. WAC 365-196-870	*Comprehensive Plan does not contemplate expanding the affordable housing program, other than offering incentives in the development regulations for the market to provide affordable units.*	review needed	
f. Policies so that **manufactured housing** is not regulated differently than site built housing. RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225, **Amended in 2004**	☐ No ✓ Yes Location(s) *Policy HS-1.1; Policy HS-3.4*	☐ Yes ✓ No ☐ Further review needed	
g. *If* the city has a population of over 20,000: **provisions for accessory dwelling units (ADUs) to be allowed in single-family residential areas.** RCW 36.70A.400, RCW 43.63A.215(3)	☐ No ✓ Yes Location(s) *Policy HS-3.2*	☐ Yes ✓ No ☐ Further review needed	
3. A **Capital Facilities Plan (CFP) Element** to serve as a check on the practicality of achieving other elements of the plan, covering all capital facilities planned, provided, and paid for by public entities including local government and special districts, etc.; including water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from Park and Recreation elements, if separate, should be included in the CFP Element. The CFP Element must be consistent with CWPPs, and RCW 36.70A.070(3), and include:			
a. Policies or procedures to ensure **capital budget decisions are in conformity with the comprehensive plan**. RCW 36.70A.120	☐ No ✓ Yes Location(s)	☐ Yes ✓ No ☐	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Policies CF-4.1 and CF-4.2.	Further review needed	
b. An **inventory** of existing capital facilities owned by public entities. RCW 36.70A.070(3)(a) and WAC 365-196-415(2)(a)	☐ No ✓ Yes Location(s) *Inventories of water, sanitary sewer, stormwater, parks and recreation facilities are included in Appendix B through the inclusion of functional plans to the comprehensive plan. Schools, solid waste, fire protection inventories are included in Section 2 Capital Facilities Plan.*	☐ Yes ✓ No ☐ Further review needed	
c. **A forecast of needed capital facilities.** RCW 36.70A.070(3)(b) and WAC 365-196-415 (b) *Note:* The forecast of future need should be based on projected population and adopted levels of service (LOS) over the planning period.	☐ No ✓ Yes Location(s) *Section 2 – Capital Facilities Plan includes forecast of future needs based on the City's population allocation. This analysis is also included in the*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	functional plans which are included in Appendix B.		
d. Proposed **locations and capacities of expanded or new capital facilities.** RCW 36.70A.070(3)(c) and WAC 365-196-415 (3)(C)	☐ No ✓ Yes Location(s) *The Capital Facilities Plan includes locations and capacities of new or expanded facilities necessary to meet the City's population allocation.*	☐ Yes ✓ No ☐ Further review needed	
e. A **six-year plan** (at least) identifying sources of public money to finance planned capital facilities. RCW 36.70A.070(3)(d) and RCW 36.70A.120 WAC 365-196-415	☐ No ✓ Yes Location(s) *The City's 6-Year Capital Improvement Program is located as Table CFP-4 and is amended annually or as needed to ensure consistency with the City's budget.*	☐ Yes ✓ No ☐ Further review needed	
f. A **policy or procedure to reassess the Land Use Element** if probable funding falls short of meeting existing needs. RCW 36.70A.070(3)(e) WAC 365-196-415(2)(d)	☐ No ✓ Yes Location(s) *Policy CF-4.4* *Policy TR-7.3 for transportation*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Narrative in Capital Facilities Plan also identifies the need to reassess the Land Use Plan if probable funding falls short.		
g. *If* impact fees are collected: **identification of public facilities on which money is to be spent.** RCW 82.02.050(4) WAC 365-196-850	☐ No ✓ Yes Location(s) *Impact fees used only for projects included in the CFP*	☐ Yes ✓ No ☐ Further review needed	
4. A **Utilities Element** which is consistent with relevant CWPPs and RCW 36.70A.070(4) and includes:			
a. The **general location, proposed location and capacity** of all existing and proposed utilities. RCW 36.70A.070(4) WAC 365-196-420	☐ No ✓ Yes Location(s) *See Chapter 10 Utilities.*	☐ Yes ✓ No ☐ Further review needed	
5. A **Transportation Element** which is consistent with relevant CWPPs and RCW 36.70A.070(6) and includes:			
a. An **inventory** of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. RCW 36.70A.070(6)(a)(iii)(A) and WAC 365-196-430(2)(c).	☐ No ✓ Yes Location(s) *Inventory included the 2016 Transportation Plan Update included as Appendix B-4.*	☐ Yes ✓ No ☐ Further review needed	
b. Adopted **levels of service (LOS) standards** for all arterials, transit routes and highways. RCW 36.70A.070(6)(a)(iii)(B), New in 1997. WAC 365-196-430	☐ No ✓ Yes Location(s) *Transportation Level of Service*	☐ Yes ✓ No ☐ Further review	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	standards are identified in Policies TR-2.1, TR-2.2, TR-2.3, TR-2.4, TR-2.5, TR-2.6 and TR-2.7.	needed	
c. Identification of specific **actions to bring locally-owned transportation facilities and services to established LOS.** RCW 36.70A.070(6)(a)(iii)(D), **Amended in 2005.** WAC 365-196-430	☐ No ✓ Yes Location(s) *Policies TR-3.1, TR-3.2 and Policy TR-7.3.*	☐ Yes ✓ No ☐ Further review needed	
d. A **forecast of traffic for at least 10 years**, including land use assumptions used in estimating travel. RCW 36.70A.070(6)(a)(i), RCW 36.70A.070(6)(a)(iii)(E) WAC 365-196-430(2)(f).	☐ No ✓ Yes Location(s) *The Transportation Plan identified in Appendix B-4, includes the transportation modeling results for our planning period using the land use plan and population allocation.*	☐ Yes ✓ No ☐ Further review needed	
e. A **projection of state and local system needs** to meet current and future demand. RCW 36.70A.070(6)(a)(iii)(F) WAC 365-196-430(2)(f)	☐ No ✓ Yes Location(s) *The Capital Facilities Plan Section 12.9 Transportation System identifies*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	the local system expansion and improvement needs to meet the current and future traffic demands based upon the City's population allocation		
f. A **pedestrian and bicycle component.** RCW 36.70A.070(6)(a)(vii), **Amended 2005** WAC 365-196-430(2)(j)	☐ No ✓ Yes Location(s) *Goal TR-9 and Policies TR-9.1 through TR-9.7.* *Urban Paths of Poulsbo included as Appendix B-6; and Goal PRO-4 and Policies PRO-4.1 through PRO-4.11.*	☐ Yes ✓ No ☐ Further review needed	
g. A description of any existing and planned **transportation demand management (TDM) strategies**, such as HOV lanes or subsidy programs, parking policies, etc. RCW 36.70A.070(6)(a)(vi) WAC 365-196-430(2)(i)	☐ No ✓ Yes Location(s) *Policies TR-2.7, TR-5.4 and TR-5.5. Discussion of TDM and TSM strategies are included in Transportation functional plan. Capital Facilities Plan*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Transportation System includes TDM/TSM strategies.		
h. An **analysis of future funding capability** to judge needs against probable funding resources. RCW 36.70A.070(6)(a)(iv)(A) WAC 365.196-430(2)(k)(iv)	☐ No ✓ Yes Location(s) *The Capital Facilities Plan Section 12.9 includes subsections "Capital Facilities Plan & Six-year Transportation Improvement Program Coordination" and "Transportation Facilities Funding Strategy." Table CFP-4 includes the 6-year capital improvement program for transportation facilities.*	☐ Yes ✓ No ☐ Further review needed	
i. A **multiyear financing plan** based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program. RCW 36.70A.070(6)(a)(iv)(B) and RCW 35.77.010 WAC 365-196-430(2)(k)(ii)	☐ No ✓ Yes Location(s) *The Capital Facilities Plan Section 12.9 includes*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	subsections "Capital Facilities Plan & Six-year Transportation Improvement Program Coordination" and "Transportation Facilities Funding Strategy." Table CFP-4 includes the 6-year capital improvement program for transportation facilities.		
j. *If* probable funding falls short of meeting identified needs: a **discussion of how additional funds will be raised**, or **how land use assumptions will be reassessed** to ensure that LOS standards will be met. RCW 36.70A.070(6)(a)(iv)(C); WAC 365-196-430(2)(l)(ii)	☐ No ✓ Yes Location(s) *Section 12.5 of the Capital Facilities Plan "Reassessment of Land Use Element" addresses how land use assumptions will be reassessed if probable funding falls short. Policy CF-4.4 also addresses if a probably funding source falls short.*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
k. A **description of intergovernmental coordination efforts**, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan. RCW 36.70A.070(6)(a)(v); WAC 365-196-430(2)(a)(iv)	☐ No ✓ Yes Location(s) *Policies TR-8.2 and TR-8.3. Assessment on impacts to adjacent state highways and county roads is included in the Transportation Plan Appendix B-4.*	☐ Yes ✓ No ☐ Further review needed	
6. Provisions for siting essential public facilities (EPFs), consistent with CWPPs and RCW 36.70A.200. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.			
a. **A process or criteria for identifying and siting essential public facilities (EPFs).** [RCW 36.70A.200, Amended in 1997 and 2001] *Notes:* EPFs are defined in RCW 71.09.020(14). Cities should consider OFM's list of EPFs that are required or likely to be built within the next six years. Regional Transit Authority facilities are included in the list of essential public facilities RCW 36.70A.200, **amended 2010**. WAC 365-196-550(d)	☐ No ✓ Yes Location(s) *Policy CF-7.1 and Element G of the Kitsap Countywide Planning Policy sets forth the siting process.* *Permitting of essential public facilities is included in the zoning ordinance. See PMC 18.125.*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
b. Policies or procedures that ensure the **comprehensive plan does not preclude the siting of EPFs.** RCW 36.70A.200(5) *Note:* If the EPF siting process is in the CWPPs, this policy may be contained in the comprehensive plan as well. WAC 365-196-550(3)	☐ No ✓ Yes Location(s) *No preclusion policy is included in the comprehensive plan.*	☐ Yes ✓ No ☐ Further review needed	
7. Consistency is required by the GMA.			
a. All plan elements must be **consistent with relevant county-wide planning policies (CWPPs) and, where applicable, Multicounty Planning Policies (MPPs), and the GMA.** RCW 36.70A.100 and 210 WAC 365-196-400(2)(c), 305 and 520	☐ No ✓ Yes Location(s) *References are made throughout the comprehensive plan regarding CWPPs. The Kitsap CWPPs is also included as Appendix C-3.*	☐ Yes ✓ No ☐ Further review needed	
b. All plan elements must be **consistent with each other.** RCW 36.70A.070 (preamble). WAC 365-197-400(2)(f)	☐ No ✓ Yes Location(s) *Introduction of Section 1 of the Comprehensive Plan.*	☐ Yes ✓ No ☐ Further review needed	
c. The plan must be **coordinated with the plans of adjacent jurisdictions.** RCW 36.70A.100 WAC 365-196-520	☐ No ✓ Yes Location(s) *The draft comprehensive plan update was circulated to Kitsap County, cities, Kitsap*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Regional Coordinating Council and Puget Sound Regional Council.		
8. Shoreline Provisions			
Comprehensive plan acknowledges that for shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 are added as one of the goals of this chapter as set forth in RCW 36.70A.020 without creating an order of priority among the fourteen goals. The goals and policies of the shoreline master program approved under RCW 90.58 shall be considered an element of the comprehensive plan. RCW 36.70A.480, WAC 365-196-580	☐ No ✓ Yes Location(s) *Goals and Policies NE-7, NE-8 and NE-9 in the Natural Environment Chapter are the City's Shoreline Master Plan goals and policies.*	☐ Yes ✓ No ☐ Further review needed	
9. Public participation, plan amendments and monitoring. ***Note*: House Bill 2834, passed in 2012, eliminates the requirement for cities planning under the GMA to report every 5 years on its progress in implementing its comprehensive plans.**			
a. **A process to ensure public participation in the comprehensive planning process.** RCW 36.70A.020(11), .035, and .140; WAC 365-196-600(3) The process should address annual amendments (if the jurisdiction allows for them) [RCW 36.70A.130(2), **Amended in 2006**], emergency amendments [RCW 36.70A.130(2)(b)], and may include a specialized periodic update process. Plan amendment processes may be coordinated among cities within a county [RCW 36.70A.130(2)(a)] and should be well publicized.	☐ No ✓ Yes Location(s) *Goal and Policies PI-1 identify public participation in the update and implementation of Comprehensive Plans.* *Public participation*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	choices are included in Policies PI-1.2 and PI-1.3 *Goal and Policies PI-3 identify comprehensive plan docketing; amended annually and identifies exceptions; and emergency amendment procedures.*		
b. A process to assure that proposed **regulatory or administrative actions do not result in an unconstitutional taking of private property**. See *Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property* for guidance. RCW 36.70A.370	☐ No ✓ Yes Location(s) *Comprehensive Plan Policy PI-2.4 addresses unconstitutional taking of private property. Findings included in staff reports for comprehensive plan and development regulations amendments.*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?

II. Required Components of Development Regulations WAC 365-196-810

10. **Regulations designating and protecting critical areas** are required by RCW 36.70A.170, RCW 36.70A.060(2) and RCW 36.70A.172(1). *Note*: A voluntary stewardship program was created in ESHB 1886 (2011) as an alternative for protecting critical areas in areas used for agricultural activities. Counties may choose to opt into this voluntary program before January 22, 2012. Click *here* for the requirements of the voluntary stewardship program.			
a. **Classification and designation** of each of the five types of critical areas *(wetlands, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas),* if they are found within your city. RCW 36.70A.170; WAC 365-196-830(2) *Note*: Senate Bill 5292 adopted in 2012 clarified that certain water-based artificial features or constructs are excluded from being considered part of a fish and wildlife habitat conservation areas.	☐ No ✓ Yes Location(s) *PMC 16.20.110 "Identification of critical areas"*	☐ Yes ✓ No ☐ Further review needed	
b. Findings that demonstrate **Best Available Science (BAS)** was included in developing policies and development regulations to protect the function and values of critical areas. In addition, findings should document special consideration given to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.172(1); WAC 365-195, WAC 365-195	☐ No ✓ Yes Location(s) *PMC 16.20.115.E.2; 16.20.210; 16.20.310; 16.20.510*	☐ Yes ✓ No ☐ Further review needed	
c. Regulations that protect the functions and values of **wetlands**. RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-090	☐ No ✓ Yes Locations: *PMC 16.20.205; 16.20.230 and Table 16.20.230A*	☐ Yes ✓ No ☐ Further review needed	
d. A **definition of wetlands** consistent with RCW 36.70A.030(21) WAC 365-190-090, WAC 173-22-035	☐ No ✓ Yes Location(s): *PMC 16.20.155*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Wetlands		
e. **Delineation of wetlands** using the approved federal wetlands delineation manual and applicable regional supplements [RCW 36.70A.175, RCW 90.58.380 (1995) (2011)] WAC 173-22-035	☐ No ✓ Yes Location(s): *PMC 16.20.225 and PMC 16.20.725*	☐ Yes ✓ No ☐ Further review needed	
f. Regulations that protect the functions and values of **critical aquifer recharge areas ("areas with a critical recharging effect on aquifers used for potable water" RCW 36.70A.030(5)(b))**. RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-100	☐ No ✓ Yes Location(s): *PMC 16.20.510; 16.20.515*	☐ Yes ✓ No ☐ Further review needed	
g. Regulations to protect the **quality and quantity of ground water** used for public water supplies. RCW 36.70A.070(1)	☐ No ✓ Yes Location(s): *PMC 16.20.515*	☐ Yes ✓ No ☐ Further review needed	
h. Regulations that protect the functions and values of **fish and wildlife habitat conservation areas.** RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-195-925(3), 365-190-130	☐ No ✓ Yes Location(s): *PMC 16.20.315; 16.20.320*	☐ Yes ✓ No ☐ Further review needed	
i. Regulations that protect the functions and values of **frequently flooded areas.** RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-110, WAC 173-158-040	☐ No ✓ Yes Location(s): *PMC 16.20.605*	☐ Yes ✓ No ☐ Further review needed	
j. Definition of "fish and wildlife habitat conservation areas" does not include such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district or an irrigation district or company. **New in 2012**. RCW 36.70A.030(5)	☐ No ☐ Yes Location(s)	☐ Yes ☐ No Further review needed	
k. Provisions to ensure **water quality and stormwater drainage regulations** are consistent with applicable Land Use Element policies. RCW 36.70A.070(1)	☐ No ✓ Yes Location(s): *PMC 13.17 is*	☐ Yes ✓No Further review	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	City's adopted stormwater management standards. City is under NPDES standards.	needed	
l. Regulation of **geologically hazardous areas** consistent with public health and safety concerns. RCW 36.70A.030(9), RCW 36.70A.060(2) and RCW 36.70A.172(1) WAC 365-190-120	☐ No ✓ Yes Location(s): *PMC 16.20.410; 16.20.415*	☐ Yes ✓ No ☐ Further review needed	
m. Provisions that allow "**reasonable use**" of properties constrained by presence of critical areas. RCW 36.70A.370. See *Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property* for guidance	☐ No ✓ Yes Location(s) *PMC 16.20.130*	☐ Yes ✓ No ☐ Further review needed	
n. *If* your city is assuming regulation of forest practices as provided in RCW 76.09.240: **forest practices regulations** that protect public resources, require appropriate approvals for all phases of conversion of forest lands, are guided by GMA planning goals, and are consistent with adopted critical areas regulations. RCW 36.70A.570, **Amended in 2007, 2010** and RCW 76.09.240 **Amended in 2007, 2010** *Note: Applies only to counties fully planning under the GMA with a population greater than 100,000 and the cities and towns within those counties where a certain number of Class IV applications have been filed within a certain timeframe.*	☐ No ☐ Yes Location(s) N/A	☐ Yes ✓ No ☐ Further review needed	
11. Shoreline Master Program See Washington State Department of Ecology's SMP Submittal Checklist			
a. **Zoning** is consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.070; RCW 36.70A.480 WAC 365-196-580	☐ No ✓ Yes Location(s) *The City's SMP environment designations are largely consistent with*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	City's zoning map designations for individual shoreline properties, except where the environment designation is intended to provide a desired greater level of protection (such as the Natural and SR-1 environments).		
b. *If* **SMP regulations** have been updated to meet Ecology's shoreline regulations: protection for critical areas in shorelines is accomplished solely through the SMP. RCW 36.70A.480(4), **Amended in 2003 and 2010** and RCW 90.58.090(4). WAC 365-196-580	☐ No ✓ Yes Location(s) *PMC 16.08.060.3; 16.08.070A. and B.; 16.08.120.E; 16.08.170; 16.08.470.A*	☐ Yes ✓ No ☐ Further review needed	
12. The Zoning Code should contain the following provisions:			
a. **Family daycare providers** are allowed in areas zoned for residential or commercial uses. Zoning conditions should be no more restrictive than those imposed on other residential dwellings in the same zone, but may address drop-off and pickup areas and hours of operation. RCW 36.70A.450, WAC 365-196-865	☐ No ✓ Yes Location(s) *See Table 18.70.030, Day Care Family home and 18.70.070.D.1 Family Day care Home*	☐ Yes ✓ No ☐ Further review needed	
b. Manufactured housing is regulated the same as site-built housing. RCW 35.21.684, 35.63.160, 35A.21.312 and 36.01.225, **All Amended in 2004**	☐ No ✓ Yes Location(s)	☐ Yes ✓ No ☐ Further	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	See 18.70.070.Q Manufactured or Mobile Homes	review needed	
c. *If* the city has a population over 20,000 **accessory dwelling units (ADUs)** are allowed in single-family residential areas. RCW 43.63A.215(3)	☐ No ✓ Yes Location(s) *See Table 18.70.030 and 18.70.070.A Accessory Dwelling Units*	☐ Yes ✓ No ☐ Further review needed	
m. *If* there is an airport within or adjacent to the city: zoning **that discourages the siting of incompatible uses adjacent to general aviation airports.** RCW 36.70A.510, RCW 36.70.547, New in 1996) *Note:* The zoning regulations must be filed with the Aviation Division of WSDOT. WAC 365-196-455	☐ No ☐ Yes Location(s) N/A	☐ Yes ✓ No ☐ Further review needed	
n. *If* there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: **zoning that discourages the siting of incompatible uses adjacent to military bases.** RCW 36.70A.530(3), **New in 2004.** WAC 365-196-475	☐ No ☐ Yes Location(s) N/A	☐ Yes ✓ No ☐ Further review needed	
o. Residential structures that are occupied by **persons with handicaps** must be regulated the same as a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, WAC 365-196-860	☐ No ✓ Yes Location(s) *Table 18.70.030 identifies group homes and group residential home as permitted in all residential zoning districts.*	☐ Yes ✓ No ☐ Further review needed	
p. Cities adjacent to I-5, I-90, I-405, or SR 520 and counties --	☐ No	☐ Yes	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
for lands within 1 mile of these highways -- must adopt regulations that allow electric vehicle infrastructure (EVI) as a use in all areas except those zoned for residential or resource use, or critical areas ***by July 1, 2011.*** RCW 36.70A.695, **New in 2009**	☐ Yes Location(s) N/A	✓ No ☐ Further review needed	
q. Development regulations of all jurisdictions must allow electric vehicle battery charging stations in all areas except those zoned for residential or resource use, or critical areas ***by July 1, 2011***. RCW 36.70A.695, **New in 2009**	☐ No ✓ Yes Location(s): *PMC Table 18.80.030*	☐ Yes ✓ No ☐ Further review needed	
13. Subdivision Code regulations			
a. Subdivision code is **consistent with and implements comprehensive plan policies.** RCW 36.70A.030(7)and 36.70A.040(4)(d), WAC 365-196-820	☐ No ✓ Yes Location: *PMC 17*	☐ Yes ✓ No ☐ Further review needed	
b. Code requires **written findings** documenting that proposed subdivisions provide appropriate provision under RCW 58.17.110(2)(a) for: Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students; potable water supplies [RCW 19.27.097], sanitary wastes, and drainage ways (stormwater retention and detention); open spaces, parks and recreation, and playgrounds; and schools and school grounds. WAC 365-196-820(1)	☐ No ✓ Yes Location(s) *See 17.08.070*	☐ Yes ✓ No ☐ Further review needed	
c. **Subdivision regulations may implement traffic demand management (TDM) policies.** RCW 36.70A.070(6)(a)(vi)	✓ No ☐ Yes Location(s): *The Comprehensive Plan Chapter 3 Transportation includes TDM policies; however no regulations are included*	☐ Yes ✓ No Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	in the City's subdivision ordinance. TDM as traffic mitigation is evaluated on a project by project basis.		
d. Preliminary subdivision approvals under RCW 58.17.140 are valid for a period of five, seven, or nine years. [RCW 58.17.140 and RCW 58.17.170. **Amended 2010 by SB 6544. Expires 2014.** **Amended 2012 by HB 2152** *Note*: House Bill 2152, adopted by the Legislature in 2012, modified timelines. The preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and nine years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or after December 31, 2007.	☐ No ✓ Yes Location(s): *PMC 17.08.210; any subdivision that qualifies for 7-year or 9-year validity under RCW 58.17.140 or 58.17.170, is regulated consistent with these timeframes.*	☐ Yes ✓ No ☐ Further review needed	
14. Concurrency , Impact Fees, and TDM			
a. The **transportation concurrency** ordinance includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b)	☐ No ✓ Yes Location(s) *The City does not have an adopted concurrency ordinance.*	☐ Yes ✓ No ☐ Further review needed	
b. *If* adopted: **impact fee methods** are consistent with RCW 82.02.050 through 100 *Note:* The timeframe for expending or encumbering impact fees has been extended to ten years. RCW 82.02.070 and RCW 82.02.080, **Amended in 2011.** WAC 365-196-850	☐ No ✓ Yes Location(s) *See PMC 3.84 Park Impact Fees and 3.86 Transportation*	☐ Yes ✓ No ☐ Further review needed	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
	Impact Fees		
If required by RCW 70.94.527: a **commute trip reduction** ordinance to reduce the proportion of single-occupant vehicle commute trips. RCW 70.94.521-551, **Amended in 2006.** WAC 468-63 *Note:* WSDOT maintains a list of affected jurisdictions	☐ No ☐ Yes Location(s) *The City is not required to have commute trip reduction ordinance.*	☐ Yes ✓ No ☐ Further review needed	
15. Siting Essential Public Facilities (EPFs)			
Regulations are consistent with Essential Public Facility siting process in countywide planning policies or city comprehensive plan, and **do not preclude the siting of EPFs.** RCW 36.70A.200(5) WAC 365-196-550	☐ No ✓ Yes Location(s) *See PMC 18.125 Essential Public Facilities.*	☐ Yes ✓ No ☐ Further review needed	
16. Project Review Procedures			
Project review processes integrate permit and environmental review for: notice of application; notice of complete application; one open-record public hearing; allowing applicants to combine public hearings and decisions for multiple permits; notice of decision; one closed-record appeal. RCW 36.70A.470, RCW 36.70B and RCW 43.21C WAC 365-196-845	☐ No ✓ Yes Location(s): *PMC 19.50.020; 19.30.030; 19.50.030; 19.20.040; 19.50.050; 19.70.020 and PMC 16.04.115*	☐ Yes ✓ No ☐ Further review needed	
17. General Provisions: The GMA requires that development regulations be consistent with and implement the comprehensive plan. RCW 36.70A.030(7) and .040(4)(d). Regulations should also include:			
a. A process for **early and continuous public participation** in the development regulation development and amendment process. RCW 36.70A.020(11),.035, .130 and .140	☐ No ✓ Yes Location(s): *PMC 19.40.040.D*	☐ Yes ✓ No ☐ Further review needed	
b. A process to assure that proposed regulatory or administrative actions **do not result in an unconstitutional**	☐ No ✓ Yes	☐ Yes ✓ No	

	Addressed in current plan or regs? If yes, where?	Changes needed to meet current statute?	Is city considering optional amend-ments?
taking of private property. RCW 36.70A.370, WAC 365-196-855 *Note:* See *Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property*.	Location(s) *Comprehensive Plan Policy PI-2.4 addresses unconstitutional taking of private property. Findings included in staff reports for comprehensive plan and development regulations amendments.*	☐ Further review needed	

This checklist covers the requirements of the Growth Management Act through the laws of 2012. It does not address related issues, or things that are not required but that are commonly found in comprehensive plans and the implementing regulations. It may be useful to look at the expanded checklists (one for comprehensive plans, one for development regulations) and the Growth Management Act Amendment Changes 1995-2012 (amended annually). For more information, please visit:
http://www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/GMA-Periodic-Update.aspx