

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2009-03

SUBJECT: 2009 Comprehensive Plan Update - Public Participation Plan

CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 01/14/2009
- (X) Passed by the City Council: 01/21/2009
- (X) Signature of Mayor
- (X) Signature of City Clerk
- (X) Publication: N/A
- (X) Effective: 01/21/2009

DISTRIBUTED COPIES AS FOLLOWS: email all departments

- NK Herald:
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- Fire District No. 18
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- Parks/Recreation:
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- Police
- Public Works:
- ~~(X)~~ Public Works/Engr Section:



City Clerk

January 27, 2009
Date

RESOLUTION NO. 2009-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
POULSBO, WASHINGTON, ADOPTING A PUBLIC
PARTICIPATION PLAN FOR THE 2009 POULSBO
COMPREHENSIVE PLAN UPDATE.

WHEREAS, the City of Poulsbo initiated the update of its comprehensive plan in 2007 and a draft comprehensive plan update has been prepared for consideration in 2009, and

WHEREAS, RCW 36.7A.130 requires that the City establish a broadly disseminate a public participation plan for updates to its comprehensive plan and City staff have prepared and forwarded a draft public participation plan for review, and

WHEREAS, the Poulsbo City Council has reviewed the draft public participation plan and has determined to adopt a final public participation plan in the form attached to this resolution,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

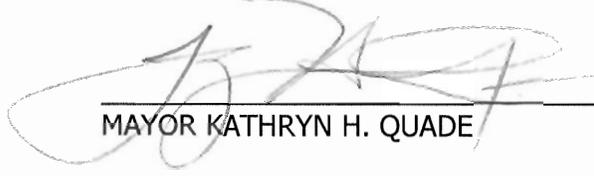
Section 1. Adoption. The City of Poulsbo 2009 Comprehensive Plan Update Public Participation Plan, attached to this resolution and incorporated herein by this reference as if set forth in full, is hereby adopted. The City will follow the Public Participation Plan during the consideration of 2009 Comprehensive Plan Update.

Section 2. Dissemination. The Planning Department shall broadly disseminate the Public Participation Plan using some or all of the methods set forth for dissemination of public notices in Section 6.5 of the Public Participation Plan.

Section 3. Effective Date. This resolution shall become effective upon passage.

ADOPTED by this Poulsbo City Council this 21st day of January, 2009.

CITY OF POULSBO



MAYOR KATHRYN H. QUADE

ATTEST/AUTHENTICATED:



JILL A. BOLTZ, CITY CLERK

FILED WITH THE CITY CLERK: 01/14/2009
PASSED BY THE CITY COUNCIL: 01/21/2009
RESOLUTION NO. 2009-03



City of Poulsbo

2009 Comprehensive Plan Update

Public Participation Plan

1.0 Introduction

Periodic review and updates of the City's comprehensive plan and development regulations is necessary to reflect current Growth Management Act requirements, local needs, new data, correct errors and/or clarify intent. In 2007, the City of Poulsbo initiated an update to its current comprehensive plan.

The Growth Management Act requires local governments to establish a public participation program for the evaluation and update of its comprehensive plans and development regulations. This Public Participation Plan describes the steps that the City of Poulsbo will take to involve the community. The goal is to provide the public with timely information, an understanding of the process, and opportunities to review and comment on the draft comprehensive plan, and to have these comments forwarded to the City's decision makers.

2.0 Background

In 1990, the state of Washington passed legislation commonly referred to as the "Growth Management Act" (GMA). The GMA enacted a new framework for local land use planning and regulation. Within this framework, local visions for the future can be accommodated. However, the GMA established specific goals and requirements that all local comprehensive plans must achieve. The GMA, as amended, is found under Chapter 36.70A of the Revised Code of Washington (RCW).

The City of Poulsbo adopted a new comprehensive plan in 1994 to comply with the GMA. Since plan adoption, the City has adopted new regulations to implement the comprehensive plan and meet requirements of GMA. These regulations are the City's zoning ordinance (revised, updated and adopted in 2002), critical areas ordinance (revised, updated and adopted in 2007), land division, and clearing and grading ordinances.

The GMA directs that all jurisdictions planning under GMA to review and, if needed, revise its comprehensive plan and development regulations by December 1, 2004, and at least every seven years thereafter. Poulsbo reviewed and amended its comprehensive plan on December 15, 2004.

The 2009 Comprehensive Plan Update is an intensive effort to incorporate all the planning work that has been completed since the initial adoption of the comprehensive plan in 1994, updates to the requirements of GMA and the Kitsap Countywide Planning Policies, and to meet the seven-year update requirement (from 2004). It is also a foundational intent of the City Council, when initiating this process, to have a current comprehensive plan that is reflective of the desires of the community while balancing the requirements of the Growth Management Act.

3.0 Past Comprehensive Planning Efforts

Periodic updates of the City's Comprehensive Plan are not new. Consistent with the GMA (RCW 36.70A.130(2)), updates to the City's Comprehensive Plan can be considered no more frequently than once every year in order that the cumulative impacts of all proposed amendments can be considered concurrently. The City has processed annual amendments to the comprehensive plan most years since 1994.

The City has engaged in additional extensive planning efforts since the initial comprehensive plan adoption in 1994:

- 1995-1998 Poulsbo Place and Olhava Master Plans public hearings and adoption;
- 1995-2006 Annual amendments to City's Comprehensive Plan;
- 1998 Kitsap County Comprehensive Plan, establishing a joint planning process for Poulsbo Urban Growth Area designation;
- 2002 Poulsbo Subarea Plan adoption, establishing a Poulsbo UGA and planning document for the UGA;
- 2002 City adopts major revisions and updates to its zoning ordinance;
- 2004 amendments to Kitsap Countywide Planning Policies, adopting population allocations for cities, urban growth areas, and rural areas;
- 2004 City Comprehensive Plan Update review and amendments;
- 2006 City completes new Transportation Plan Update;
- 2006 City completes update to Parks, Recreation and Open Space plan;
- 2007 City initiates updates to Water, Sewer and Stormwater functional plans - all completed by 2008;
- 2007 City adopts major revisions and updates to its critical areas ordinance;
- 2007 City initiates comprehensive plan update process, through a community visioning effort and community values survey;
- 2008 City holds a series of joint workshops with Planning Commission and City Council to discuss key policy direction issues.

4.0 2009 Comprehensive Plan Update

The 2009 Comprehensive Plan Update does represent the first broad and deliberate review of the City's comprehensive plan since its initial adoption in 1994. This review provides an opportunity to review the effectiveness of the comprehensive plan.

An outline of the major emphasis of the 2009 Comprehensive Plan Update and specific policy directives and additions or changes from the 1994 Comprehensive Plan have been drafted and included as the cover memo to the draft 2009 Comprehensive Plan.

5.0 Public Engagement and Involvement to date

- *Short Course on Local Planning.* The City began its Comprehensive Plan update by hosting a Short Course on Local Planning, presented by Washington State Department of Community, Trade and Economic Development, in January 2007 for the City Council and Planning Commission, as well as interested residents and citizens.

- *Project Poulsbo web page.* In May 2007, a web page link from the City's home web page, was created as the online repository of all aspects of the Comprehensive Plan's update. Meeting dates, published documents and analysis, contact people and other key information were provided and frequently updated on this page. Sign up for an e-notice mailing list for future meetings and updates on the process was also included on the web page. Results from the community conversations and the community questionnaire were posted and continuously available on the web page.
- *Project Poulsbo Informational Materials.* Informational materials on comprehensive planning, opportunities for comment/participation, frequently asked questions, and visioning were prepared and posted on the Project Poulsbo web page.
- *Community Conversations.* In May 2007, two community conversations were sponsored for residents to provide early feedback to the City. The meetings were advertised on the City's website, in utility bills, on posters and flyers distributed throughout the community, through a press release to all local papers, and through local organizations including the Chamber of Commerce, Sons of Norway, Rotary, and the North Kitsap School District. Approximately 80 people participated in the two conversations.
- *Community Questionnaire.* The City of Poulsbo distributed a community questionnaire to solicit more specific feedback from residents whose responses would influence the development of the City's Vision Statement and guiding principles. The questionnaire was made available for over a month from May-June 2007. The questionnaire was hosted on the Project Poulsbo's website, and hard copies were also available at public buildings throughout the community. The Questionnaire was advertised through the same means as the community conversations. Approximately 200 people completed the community questionnaire.
- *Visioning Workshop.* Phase 1 concluded with a joint workshop with the City Council and Planning Commission in July 2007, where the key themes from the community conversations and community questionnaire were discussed. Based upon the key themes identified, a draft vision statement, guiding principles and community key goals were presented and discussed in the context of the community input received to date, and the desires of the two collective bodies. Based upon the input from this workshop, final draft vision statement, guiding principles and key goals were refined, and have served as the foundation of this draft.
- *Planning Commission and City Council Workshops.*
 - December 5, 2007 City Council workshop on annexation policies;
 - ~~March 19, 2008 Planning Commission and City Council workshop on annexation policies and urban growth area adjustment policies;~~
 - April 23, 2008 Planning Commission and City Council workshop on Land Use designations and densities;
 - June 25, 2008 City Council workshop on Old Town Study and Downtown Redevelopment.

6.0 2009 Public Review Process

Opportunities for public involvement will be provided through the 2009 Comprehensive Plan Update to encourage early and continuous public participation. The following steps will be taken to provide information to the public:

6.1 Availability of Draft 2009 Comprehensive Plan

The City of Poulsbo will make the Draft 2009 Comprehensive Plan available in a number of formats:

- The entire draft comprehensive plan document is available at the *Project Poulsbo* website, linked from the City's homepage www.cityofpoulsbo.com.
- CDs of the entire document are available for purchase at City Planning Department.
- A hard copy of the entire document is available at the Poulsbo Library, 700 NE Lincoln Road, Poulsbo.
- The entire document is available at Sound Reprographics for personal reproduction, 16045 Hwy 305, Suite 290, Poulsbo.

6.2 Open House

The City will host one open house Tuesday, February 10, 2009 at the Poulsbo Fire Station from 5-8 p.m.. The open house will be designed and facilitated by Berk and Associates. The firm will provide handouts and poster boards summarizing relevant issues, as well as provide announcements and advertisements for the open house. Public comment will be collected at the open house, which Berk and Associates will compile and forward to the City.

6.3 Draft Comprehensive Plan Public Review Timeline

The Planning Commission will serve as the central advisory committee for the public review of the draft comprehensive plan. Joint workshops with the City Council are also incorporated into the review process to ensure policy direction and priorities are made through a collaborative and cooperative partnership. The following is the anticipated meeting timeline. Public comment will be taken at the beginning and end of each Planning Commission meeting and joint workshop. Additional meetings may be scheduled at the discretion of the Planning Commission and/or City Council to ensure adequate review of the draft comprehensive plan. Announcement of changes to the meeting timeline will be disseminated per Section 6.5.

January 21, 2009

2009 Draft Comprehensive Plan public release

January 27, 2009

Joint Planning Commission/City Council workshop

- Kick off workshop
- Summary of major changes between 1994/2009 plans
- Buildable Lands/Land Capacity Analysis summary

February 3, 2009

Comp Plan Overview/Land Use Chapter

February 10, 2009

Community Open House

February 17, 2009

Land Use Chapter

February 24, 2009

Joint Planning Commission/City Council workshop

- Capital Facility Plan and Capital Facility Chapter

March 3 and March 10, 2009

Capital Facility Plan, Capital Facility Chapter and utility functional plans

March 17, 2009

Joint Planning Commission/City Council workshop

- Transportation Chapter and transportation section of CFP

March 24, 2009

Transportation Chapter and transportation section of CFP

March 31, 2009

Parks, Recreation and Open Space Chapter and section of CFP

April 7, 2009

Natural Environment Chapter

April 11, 2009 (Saturday)

Community Character Chapter | Housing Chapter | Economic Development Chapter

April 14, 2009

Utilities Chapter | Participation, Implementation and Evaluation chapter

April 21, 2009

Implementation Strategies | Begin review of any outstanding issues

April 28, 2009

Joint Planning Commission/City Council workshop

- Site Specific Rezone Requests

May 5 and 12, 2009

Continued review of any outstanding issues;

Recommend and forward PC Recommended Draft Comprehensive Plan to begin public hearing process.

May 26, 2009

Release of PC Recommended Draft Comprehensive Plan + SEPA Document

June, 2009

Planning Commission public hearing(s)

July, 2009

City Council public hearing(s)

After the release of the Planning Commission Recommended Draft Comprehensive Plan, a new public review and meeting schedule will be developed. City Council workshops and/or public

meetings on the Planning Commission Recommended Draft Plan are anticipated to be held. The meeting timeline for this second review phase will be disseminated per Section 6.5.

6.4 Written Comments

Written comments are welcome and encouraged throughout the 2009 Comprehensive Plan Update process. Forms will be available on the City's *Project Poulsbo* website *Citizen Feedback Form*. Written comments other than through the website will be accepted as well. Written comments submitted by mail or fax should be sent to:

City of Poulsbo Planning Department
P.O. Box 98
Poulsbo, WA 98370
Fax: (360) 697-8269.

To ensure consideration, all written comments must be received by the City prior to the close of the comprehensive plan public hearings.

6.5 Public Notices and Information Dissemination

The City of Poulsbo will use a variety of methods to inform the public about upcoming public meetings, availability of relevant planning documents and reports, and important milestones. The Project Poulsbo website shall be the primary location for public notices and announcements for the draft comprehensive plan:

Internet:

Poulsbo will continue the use of the "Project Poulsbo" website where interested community members may go to for status updates, reports, meeting notices, minutes and other project information. The website will include links to the draft comprehensive plan document. The link to Project Poulsbo is from the City's homepage www.cityofpoulsbo.com.

Mailing List:

Poulsbo will maintain a list of interested persons and organizations to receive notices regarding meetings. Notice will be provided either by mail or email. Individuals interested in being on the mailing list should contact the Poulsbo Planning Department at (360) 779-3006.

News Releases:

Poulsbo will issue news releases announcing public meetings, hearings, and comment periods to local media, primarily to the North Kitsap Herald and Kitsap Sun.

6.6 Site Specific Re-designation Requests

~~Property owners or their representatives may submit a site specific re-designation request to the~~ City for consideration during the public review process. The anticipated timeline expects the Planning Commission and City Council to hold a joint workshop on site specific requests on April 28, 2009; therefore it is prudent that all interested property owners submit their requests by then. A special site specific rezone request submittal form will be available for download at the *Project Poulsbo* website, as well as at City Hall. Submittals shall be made to the City of Poulsbo Planning Department.

7.0 Public Hearing Process

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the Draft 2009 Comprehensive Plan. The hearing(s) are anticipated for June/July 2009 (see above anticipated timeline). Public notice of hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the North Kitsap Herald, posted at the City's public notice locations, and sent to the comprehensive plan's mailing list.

8.0 Recording of Meetings

All public meetings and hearings, except the open house, will be audio recorded. Minutes and/or meeting summaries for all public meetings related to the 2009 Draft Comprehensive Plan Update will be prepared, posted to the Project Poulsbo website, and hard copies made available upon request.