



# 2018 Commercial Districts Ordinance Update

## Public Participation Plan

March 2018

---

### INTRODUCTION

The Growth Management Act of Washington (GMA) requires counties and cities to review and evaluate comprehensive plans and development regulations, and update them if necessary, according to a schedule established by RCW 36.70A.130. The City of Poulsbo adopted an updated comprehensive plan in December 2016, which provides a framework of goals and policies. In 2017, the City of Poulsbo updated the Critical Areas Ordinance and Land Division Ordinance.

The City's next review of development regulations is the Commercial Districts, found in Poulsbo Municipal Code (PMC) 18.80. The general purpose of the city's commercial districts is to provide the necessary commercial goods and services for the Poulsbo and greater north Kitsap communities. The commercial districts provide for the location of retail sales and services, professional services and offices, food and drinking establishments, lodging, personal and health services, arts, amusement, medical facilities, educational and recreational uses among others.

The primary purposes of the 2018 Commercial Districts Update is to incorporate development standards consistent with the land use and community character policies of the 2016 Poulsbo Comprehensive Plan; to ensure that commercial developments respect the scale, design and character of Poulsbo; provide for a mix of commercial land uses that respond to market changes, and serve the needs of residents, businesses, and visitors; and provide clarifications in some areas where ambiguity of the development standards exist.

### PUBLIC AND AGENCY GOALS

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment on the critical areas ordinance amendments, and to have these comments forwarded to the City's decision makers.
- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the amendment process and the future of Poulsbo land uses and the City's Comprehensive Plan.
- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

### PUBLIC ENGAGEMENT OPPORTUNITIES

The City is committed to providing multiple opportunities for the public to engage throughout the process. The City will take advantage of various modes of communication to inform the public and encourage their participation.

- Website: The City's Planning and Economic Development (PED) Department webpage will house the Commercial Ordinance Update where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information. This webpage will be the primary repository of all information related to the process:  
<https://cityofpoulsbo.com/development-regulation-amendments/>

- **E-Notice Mailing List:** An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding the Commercial Ordinance Update progress. Individuals interested in being on the mailing list should contact the PED Department at (360) 394-9748 or at [plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com) and request being placed on the Development Regulations updates e-notice mailing list.
- **Comment:** Interested citizens are encouraged to provide comments to the City by letter, email or fax. All comments will be forwarded to the Poulsbo Planning Commission and City Council. Written comments can be submitted by the following methods:

City of Poulsbo Planning and Economic Development Department  
 200 NE Moe Street  
 Poulsbo, WA 98370  
 Fax (360)697-8269  
[plan&econ@cityofpoulsbo.com](mailto:plan&econ@cityofpoulsbo.com)

- **Attend:** Interested citizens are encouraged to attend and provide verbal comments to the City at the Planning Commission and/or City Council workshops and public hearings.

### **INFORMATION AVAILABILITY**

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

Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. Copies will be provided at a reasonable cost. Official notices will be published in the North Kitsap Herald and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards. The local news media will be kept up to date on the update process, and receive copies of all official notices.

### **PUBLIC AND AGENCY REVIEW TIMELINE**

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

#### **March 2, 2018**

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

#### **March 9, 2018**

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

#### **March 13, 2018**

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

#### **March 20, 2018**

PC Workshop - 6 p.m. | Council Chambers

#### **March 23, 2018**

Notice of Application with Optional DNS comment period over

**March 27, 2018**

PC Workshop– 6 p.m. | Council Chambers

**April 10, 2018**

PC Workshop– 6 p.m. | Council Chambers

**April 13, 2018**

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

**April 17, 2018**

PC Workshop– 6 p.m. | Council Chambers

**April 24, 2018 (if needed)**

PC Workshop– 6 p.m. | Council Chambers

**April 25, 2018**

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

**May 8, 2018 (revised)**

PC Public Hearing 7 p.m. | Council Chambers

**May 11, 2018 (revised)**

Transmittal PC Recommended Commercial Code Update to City Council

**May 16, 2018 (revised)**

City Council Workshop – 7 p.m. | Council Chambers

**May 23, 2018**

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

**June 6, 2018 (revised)**

City Council Workshop – 7 p.m. | Council Chambers

**June 13, 2018 (if needed) (revised)**

City Council Workshop – 7 p.m. | Council Chambers

**June 20, 2018 (revised)**

City Council Public Hearing - 7 p.m. | Council Chambers

**PUBLIC HEARINGS**

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the 2018 Commercial Districts Ordinance Update. The hearing(s) are anticipated for **May 8, 2018 (PC) and June 20, 2018 (CC)**. Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the North Kitsap Herald, posted at the City’s public notice locations, sent to the E-notice mailing list and others who request such notice.

**RECORDING OF MEETINGS**

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