



## **INTRODUCTION**

The project involves updating the City of Poulsbo Clearing and Grading Ordinance. The ordinance is currently found in Poulsbo Municipal Code (PMC) Chapter 15.35. As part of the update, the grading ordinance would be moved to a new Chapter 15.40, *Grading*. Chapter 15.35 will be repealed and replaced with the *Tree Cutting and Clearing Ordinance*.

### ***Tree Cutting and Clearing***

Land clearing includes any activity which cuts, removes or seriously damages vegetation, groundcover, trees or other organic plant matter, including but not limited to root-mat removal and/or topsoil removal, by physical, mechanical, chemical or any other means.

The purpose of the Tree Cutting and Clearing Ordinance is to regulate the cutting of trees in order to help preserve the wooded character of the City of Poulsbo and to protect its urban forest, promote, protect and preserve the public interest by regulating land alteration, enhance the City's physical aesthetic character by managing the removal of vegetation, trees and ground cover, and recognize there will be circumstances, such as land development, disease or danger of falling, that may require the removal of trees and ground cover.

The clearing and tree cutting ordinance provides the vehicle to allow Poulsbo to administer the DNR forest practice permits as required by RCW 76.09.240, provides a mechanism to control the timing of clearing to be closely related to the actual development of the property, and clarifies the process for the maintenance of required planting areas.

### ***Grading***

The Grading Ordinance regulates grading within the City, and establishes standards for grading, including filling and excavation activities. The purpose of the grading ordinance is to promote, protect and preserve the public interest by regulating land alteration, ensure prompt construction, restoration, replanting and effective erosion and sedimentation, prevent water quality degradation and the sedimentation of streams, wetlands and other water bodies, and preserve natural drainage paths and outfalls, minimize the impact of runoff, sedimentation or erosion caused by improper land development and maintenance practices, promote safety upon public and private property, and promote the health safety and welfare of the public.

The grading ordinance update includes changes to strengthen and clarify text and eliminate "loopholes" and ambiguity.

## **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 Clearing and Grading 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 Clearing and Grading 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.

**March 8, 2019**

Public Release of 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 15, 2019**

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

**March 12, 2019**

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

**March 29, 2019**

Notice of Application with Optional DNS comment period over

**March 26, 2019**

PC Workshop - 6 p.m. | Council Chambers

**April 9, 2019**

PC Workshop - 6 p.m. | Council Chambers

**May 3, 2019 - REVISED**

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

**May 14, 2019 - REVISED**

PC Workshop - 6 p.m. | Council Chambers

**May 28, 2019 - REVISED**

PC Public Hearing 7 p.m. | Council Chambers

**May 31, 2019 - REVISED**

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

**June 8, 2019 - REVISED**

CC Workshop - 7 p.m. | Council Chambers

**June 12, 2019 - REVISED**

CC Workshop (if needed) - 7 p.m. | Council Chambers

**June 19, 2019 - 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 Clearing and Grading Update. The hearing(s) are anticipated for **May 28, 2019 (PC) and June 19, 2019 (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.