



C-1 Downtown Commercial Limited Zoning Amendment - Flexible Use

Public Participation Plan

June 2019

INTRODUCTION

The City Council adopted amendments to the Poulsbo Municipal Code [Chapter 18.80](#), Commercial Zoning Districts, in 2018 (Ordinance 2018-20). Amendments were to all four of the Commercial zones and addressed the permitted use table, landscaping, design standards, and the creation of the downtown shopfront overlay.

In early 2019, Mayor Erickson requested the Economic Development Committee (EDC) review the mixed use/residential component of the amendments for the C-1 (downtown) zoning district. The EDC discussed options for residential uses in the C-1 district, as well as in the other commercial districts, at multiple meetings throughout the spring (2/27/19, 3/27/19, 4/12/19, 4/24/19). The EDC decided to focus on residential uses in the C-1 zone and at its 4/24/19 meeting requested that the full City Council hold a workshop to continue the discussion. A full City Council workshop was held on the topic on 6/19/19. Representatives from the private sector multi-family development have attended meetings to answer questions.

Within the C-1 [zoning district](#), but outside of the [shopfront overlay](#), the proposed amendment allows residential units on the first floor; provided that the first floor shall be constructed to commercial building and fire code standards and parking required at the applicable commercial ratio, to accommodate flexibility of use as both residential or commercial, as the market supports.

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 C-1 Downtown Commercial Limited Zoning Amendments where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information:
<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 C-1 Downtown Commercial Limited Zoning Amendments progress. Individuals interested in being on the mailing list should contact the PED Department at (360) 394-9748 or at plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates e-notice mailing list.
- Comment: Interested citizens are encouraged to provide comments to the City by letter, email or fax. All comments will be forwarded to the Poulsbo Planning Commission and City Council. Written comments can be submitted by the following methods:

City of Poulsbo Planning and Economic Development Department
 200 NE Moe Street | Poulsbo, WA 98370
 Fax (360)697-8269 | Email 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 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 – 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.

June 28, 2019

Public Release of C-1 Downtown Commercial Limited Zoning Amendments: 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.

June 28, 2019

Notice of Application w/Optional DNS and Notice of PC Public Hearing Issued

July 12, 2019

Notice of Application with Optional DNS comment period over

July 16, 2019

Planning Commission Staff Report Due

July 23, 2019

Planning Commission Public Hearing 7 p.m. | Council Chambers

August 14, 2019

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 C-1 Downtown Commercial Limited Zoning Amendments. The hearing(s) are anticipated for **July 23, 2019 (PC) and August 14, 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.