



2020 LAND USE HOUSEKEEPING CODE AMENDMENTS

Tree Cutting and Clearing, Critical Areas, Zoning, Land Division, and Permit Procedures

Public Participation Plan

February 2020

INTRODUCTION

The proposed amendments to the Poulsbo Municipal Code (PMC) are part of the Planning and Economic Development Departments on-going effort to make land use regulations more usable for residents, developers, and City staff by correcting errors, eliminating text ambiguities, codifying internal policies, and reflecting changes in state law. The proposed amendments do not involve significant changes to the code.

Amendments are included for the following PMC Chapters: Chapter 15.35, Tree Cutting and Clearing; Chapter 16.20, Critical Areas; Chapter 17.30, Boundary Line Adjustments; Chapter 18.40, Zoning Definitions; Chapter 18.70, Residential Districts; Chapter 18.80, Commercial Districts; Chapter 18.120, Design Review; Chapter 18.130; Landscaping; Chapter 18.140, Off-Street Parking; Chapter 19.20, Application Classification; Chapter 19.30, Application Review Procedures; Chapter 19.50, Public Notices; Chapter 19.70, Decision Appeal Procedures; Chapter 19.80, Time Frames for Review; and Chapter 19.90, Post Decision Procedures.

Full project documents can be viewed here: <https://cityofpoulsbo.com/development-regulation-amendments/>.

PUBLIC AND AGENCY GOALS

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment on the 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 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 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 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
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 – 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 updating Development Regulations.

February 21, 2020

Public Release of 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.

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

March 6, 2020

Notice of Application with Optional DNS comment period over

February 25, 2020

Planning Commission Workshop 6 p.m. | Council Chambers

March 10, 2020

Planning Commission Workshop (if needed) 6 p.m. | Council Chambers

March 24, 2020

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

April 8, 2020

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

April 15, 2020

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

May 6, 2020

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

All dates and times subject to change, please check the project website for up to date information

PUBLIC HEARINGS

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the amendments. The hearing(s) are anticipated for **March 24, 2020 (PC) and May 6, 2020 (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.