City of Poulsbo

SPECIAL Planning Commission

City Hall – 200 NE Moe Street

The meeting will be held in a hybrid format. The public is welcome to call in or attend in-person at the city hall chambers.

Subject	**Agenda**	**Date**	2/7/2023
Recorder	Tiffany Simmons	**Start Time**	6:00pm
Committee Chair	Ray Stevens	**Est. End Time**	8:00pm
Committee Members	Jerry Block, Mark Kipps, Kate Nunes, Ray Taylor, Doug Newell, David Strickon		
Staff Present	Heather Wright, PED Director, Tiffany Simmons, PED Administrative Assistant, Nikole Coleman, Senior Planner		
Phone and Meeting ID:	1 (253) 215 8782	810 2047 3350	
Zoom Link:	https://us06web.zoom.us/j/81020473350		

Agenda				
Time	**No.**	**Topic**		**Details**
6pm	1.	Call To Order		
6:00pm	2.	Pledge of Allegiance		
6:01pm	3	Modifications to the Agenda		
6:02pm	4.	Approval of Minutes: 01/24/2023		
6:03pm	5.	Comments from Citizens		
6:05pm	6.	Presentation of Projects for Consideration	Quasi-Judicial ☐Y ☒N	**2023 Housekeeping Code Amendments, Public Hearing–** NC **Second Review Capital Facilities Chapter, 2024 Comp Plan Update –**NC **Utilities Chapter, 2024 Comp Plan Update –** NC
7:50	7.	Director's Report		
7:55 pm	8.	Commissioner Comments		
8:00 pm	9.	Adjournment (Automatic unless meeting is extended by majority vote)		

Projects reviewed by the Poulsbo Planning Commission include time for public comment during the agenda item. Workshops are designed for staff presentation and discussion with the Commission. Public comment will be taken during comments from citizens following the agenda item. The public has an opportunity to provide written and verbal testimony to the Planning Commission. A sign-up sheet for each project and workshop agenda item is available for those wishing to address the Planning Commission. All times listed on Agenda are Estimations and are subject to change.

The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

WHEN APPLICABLE, IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

TO REQUEST AN ALTERNATIVE FORMAT OF THE PRINTED AGENDA, CONTACT THE CITY PLANNING DEPARTMENT AT 360.394.9748.
PARA SOLICITAR UN FORMATO ATERNATIVE EL AVISO IMPRESO, LLAME AL DEPARTAMENTO CIUDAD ÁREA DE PLANEACIÓN EN 360.394.9748

City of Poulsbo
Planning Commission
City Hall – 200 NE Moe Street

Subject	**Meeting Minutes**	**Date**	1/24/2023
Recorder	Tiffany Simmons	**Start Time**	6:00pm
Committee Chair	Ray Stevens	**Est. End Time**	8:00pm
Committee Members	Jerry Block, Mark Kipps, Ray Taylor, Doug Newell, David Strickon		
Staff Present	Heather Wright, PED Director, Tiffany Simmons, PED Administrative Assistant, Nikole Coleman, Senior Planner		

Agenda				
Time	**No.**	**Topic**		**Details**
6pm	1.	Call To Order		
6:00pm	2.	Pledge of Allegiance		
6:01pm	3	Modifications to the Agenda		None.
6:02pm	4.	Approval of Minutes: 01/10/2023		Motion to approve by Commissioner MK and Seconded by Commissioner JB. Abstention RT and KN due to absence, all other present commissioner gave Aye's.
6:03pm	5.	Comments from Citizens		None.
6:05pm	6.	Presentation of Projects for Consideration	Quasi-Judicial ☐Y ☒N	**2024 Comp Plan Update Public Participation Plan –** NC presented. Chair RS gave praise to the work done. **PROS Chapter, 2024 Comp Plan Update –** NC presented. Commissioner DN asked if the PERC should be included in the Comp Plan, NC gave feedback. DN further asked if it was reasonable to consider including it further, NC gave some feedback. **Capital Facilities Chapter, 2024 Comp Plan Update –**NC presented. DN asked if all departments update the plans annually, NC responded. DN clarified his reasoning for asking this question, NC gave some feedback. RS shared that Goal CF-3 made a change from annually to biennial in order to add to the discussion, NC gave feedback. DN shared some countywide school district plans for the near future because of his work with the School District, NC responded. DN and RS shared discussion on the collection of school impact fees, NC also shared some feedback. NC shared that she will do some work with the other departments to be sure the plan is in compliance with

Agenda			
Time	**No.**	**Topic**	**Details**
			collection of impact fees. JB asked if in Policy CF-2.1 some more specificity on the level of service for the parks as well, NC responded. JB also asked if something similar should be included in the transportation and if solid waste could include some improvements to recycling, NC responded. RT shared that there is supposed to be a recycling area at the new county site off bond road, some other discussion was had about recycling. NC shared she will investigate solid waste a bit more and bring back any news.
6:48	7.	Director's Report	HW presented the expense and transaction report. RS added that the meeting average was $37.40. HW shared her directors report on upcoming council meeting items, additional department notes and upcoming commission meetings. DN asked who else is participating in the legislative committee, HW responded. DN asked how the city can provide input on a legislative level, HW responded. RS added some notes that these are only proposed so they may not be implemented, HW responded. DN shared how he has seen bills move by the input given by schools, HW shared some input. JB asked what the limitations of sharing about the Comp Plan Public Participation Plan, HW responded. RS shared his experience with these situations in the past, NC added to the discussion.
6:53 pm	8.	Commissioner Comments	MK shared that he liked the survey. RT shared some of his feedback on the survey.
6:54pm	9.	Adjournment 6:54pm	

Summary: Minutes were approved.

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Ray Stevens, Planning Commission Chairman

City of Poulsbo

Planning & Economic Development

2023 LAND USE HOUSKEEPING CODE AMENDMENTS
STAFF REPORT AND RECOMMENDATION

To:	Planning Commission
From:	Nikole Coleman, Senior Planner
Subject:	**2023 Land Use Housekeeping Code Amendments**
Date:	January 31, 2023

Staff respectfully recommends approval of the Land Use Housekeeping Code Amendments as set forth in Exhibit A to this staff report.

PROPOSED MOTION:

MOVE to recommend (approval) (approval with modifications) to the Poulsbo City Council Application No. P-12-22-22-01, the 2023 Land Use Housekeeping Code Amendments, as identified in Exhibit A.

CONTENTS:

Page 2	General Information
Page 2	Review Process to Date
Page 2	Planning Commission Draft Amendments
Page 3	Attorney General's Unconstitutional Takings Memo
Page 3	Staff Conclusion and Recommendation
Page 3	Planning Commission Public Hearing
Page 4	List of Exhibits

1.0 General Information

Applicant:	City of Poulsbo | 200 NE Moe Street | Poulsbo WA, 98370
Application No.:	P-12-22-22-01
Description of Proposal:	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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.180, Tree Retention; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.40, Application Review Procedures; 19.60, Neighborhood Meetings. It should be noted that not all provisions of a specific section are presented in Exhibit A; only the pertinent sections proposed to be amended are identified. For full context, please see the complete section at: https://www.codepublishing.com/WA/Poulsbo/
Type of Amendment:	Zoning Code Text Amendments
SEPA Status:	A DNS was issued on January 13, 2023
Enabling Code:	PMC 18.210.010, PMC 19.40.050
Planning Commission Hearing:	February 7, 2023
Staff Contact:	Nikole Coleman, Senior Planner | ncoleman@cityofpoulsbo.com

2.0 Review Process to Date

The Land Use Housekeeping Code Amendments were publicly released December 30, 2022. This release and all associated documents were posted on the City's website, distributed to Washington State Department of Commerce and local, regional and state agencies, and emailed to the City's Development Regulations Update interested parties e-notice list.

On January 13, 2023, the Notice of Application (NOA) with Optional DNS and Notice of Planning Commission Public Hearing were published in the Seattle Times, emailed to the NOA, SEPA, Public Hearing, and Development Regulations e-notice list, and posted at the Poulsbo Post Office, City Hall and the City's website (Exhibit B).

No public comment has been received to date.

3.0 Planning Commission Draft Amendments

The Planning Commission, in its role as the City's primary land use advisory committee held a workshop on the proposed amendments on January 10, 2023 and identified two additional modifications. The Planning Commission modifications are shown in blue underline for proposed new language or additions or blue ~~strikeout~~ for deletions and are reflected in the Planning Commission Recommended Amendments (Exhibit A). Initial staff proposed amendments are represented as red underline and red ~~strikeout~~.

4.0 Attorney General's Unconstitutional Takings Memo

Pursuant to Comprehensive Plan Policy PI-2.4, City staff members are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property. Staff has reviewed the Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings in the context of the proposed amendment and has consulted with the City Attorney regarding the warning signals. Staff and the City Attorney are comfortable that the draft ordinance does not result in any unconstitutional taking.

5.0 Review Criteria and Staff Conclusion and Recommendation

Amendments to the text of this title or zoning amendments to the city's zoning map shall be applied for and processed according to the provisions of Title 19.

In order to grant a zoning code text amendment, the following findings must be made:

1. The amendment is consistent with the comprehensive plan; and
2. The amendment supports and/or enhances the public health, safety or welfare; and
3. The amendment is not contrary to the best interest of the citizens and property owners.

Conclusion:

The proposed amendments are consistent with the Comprehensive Plan, supports and/or enhances the public health, safety or welfare, and is not contrary to the best interest of the citizens and property owners of the City of Poulsbo.

The amendments support the land use (Ch 1), community character (Ch 2), natural environment (Ch 5), parks, recreation and open space (Ch 8), economic development (Ch 9) and participation, implementation and evaluation (Ch 11) chapters of the 2016 Comprehensive Plan.

The amendments support and/or enhance public health, safety and welfare and is not contrary to the best interest of the citizens and property owners by accomplishing the following:

- Responding to state law requirements to amend the definition of family to remove the limitation on the maximum amount of people living together that are not related and building code requirements (IBC 429) for electric vehicle charging,
- Allowing manufactured and mobiles homes to serve as an ADU,
- Modifying the permit type requirements to respond to the demand for home occupations and neighborhood commercial while allowing for exemptions to site plan review for minor activities not listed,
- Replacing existing commercial design images with improved images that better graphically depict commercial design standards,
- Allowing city input on public amenities in Planned Residential Developments,
- Creates consistency in significant tree diameter by decreasing from 10 to six inches,
- Ensuring appropriate information is provided for staffs review of landscape plans,
- Specifying the appeal authority for Type III applications, and
- Specifying the information needed on notices for neighborhood meetings.

Recommendation: The Planning and Economic Development staff respectfully recommends the Planning Commission offer a recommendation of approval to the City Council for the proposed 2023 Land Use Housekeeping Code Amendments.

6.0 Planning Commission Public Hearing, February 7, 2023

The Planning Commission Public Hearing is scheduled for a **February 7, 2023, at 6:00 pm** or soon thereafter. The Planning Commission will make recommendation to the City Council. Meeting procedures are available from the PED Department and City Clerk's office and are conducted based on Roberts Rules of Order. Public Hearings are being held as a hybrid virtual/in-person at the web address and call-in number noted below and at City Hall Council Chambers, 200 NE Moe Street. This call-in number: 1 253 215 8782 and meeting id: 810 2047 3350 are provided for virtual attendance, in addition to this webinar link: https://us06web.zoom.us/j/81020473350

PROPOSED MOTION:

MOVE to recommend (approval) (approval with modifications) to the Poulsbo City Council Application No. P-12-22-22-01, the 2023 Land Use Housekeeping Code Amendments, as identified in Exhibit A.

7.0 Exhibits

A. Planning Commission Recommended 2023 Land Use Housekeeping Code Amendments
B. Public Participation Plan
C. Notice of Application with Optional DNS and Notice of Planning Commission Public Hearing

EXHIBIT A

2023 Land Use Housekeeping Amendments | PC Recommended Amendments | Jan 31, 2023

Staff proposed amendments are shown in red underline and ~~strikethrough~~

Planning Commission proposed amendments are shown in blue underline and ~~strikethrough~~

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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.180, Tree Retention; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.40, Application Review Procedures; 19.60, Neighborhood Meetings.

The proposed amendments to the sections identified above, have been assigned an amendment number and are presented below in its sequential order per the Poulsbo Municipal Code. The amendments are represented as red underline for proposed new language or additions, and red ~~strikeout~~ for deletions. Planning Commission recommended amendments are represented as blue underline for proposed new language or additions, and blue ~~strikethrough~~ for deletions.

It should be noted that not all provisions of a specific section are presented below; only the pertinent sections proposed to be amended are identified. For full context, please refer to the complete section in the Poulsbo Municipal Code: https://www.codepublishing.com/WA/Poulsbo.

Full project review documents, including timeline, can be viewed on the project website: https://cityofpoulsbo.com/development-regulation-amendments-2/.

TITLE 18: ZONING ORDINANCE | Chapter: 18.40 Definitions

1. Section: 18.40.030 Definitions.

B Definitions.

"Building lot coverage" means that percentage of the total lot area covered by structures, including all projections except eaves, balconies, bay windows, ~~driveways, concrete patios~~ or an uncovered deck thirty-six inches or less above grade.

D Definitions.

"Dwelling, single-family" means a building containing but one kitchen, ~~designed for and occupied exclusively by one family,~~ except where a valid accessory dwelling unit has been approved.

H Definitions.

"Household" means one or more persons ~~related by blood, marriage, or adoption, or a group of not more than six persons not related by blood or marriage~~; or a group living arrangement of two or more persons who receive supportive services such as counseling, foster care, or medical supervision at the dwelling unit by resident or nonresident staff ~~living together as a single housekeeping unit in a dwelling unit. For purposes of this definition, children with familial status within the meaning of 42 U.S.C. Section 3602(k), and individuals with disabilities within the meaning of 42 U.S.C. Section 3602(h), and others under protection by the Fair Housing Act, will not be counted as unrelated persons. Adult family homes as defined by Chapter 70.128 RCW are included within the definition of household~~.

E Definitions.

"Electric vehicle charging space" means a parking space specifically for the use of an electric vehicle while charging at an electric vehicle charging station.

"Electric vehicle infrastructure" means all structures and equipment necessary to support an electric vehicle charging space, including associated installation requirements

TITLE 18: ZONING ORDINANCE | Chapter: 18.70 Residential Districts.

2. Section: 18.70.070 Additional standards and provisions for R zoning districts

A. Accessory Dwelling Units

5. Standards.

a. The ADU shall be permitted as a second dwelling unit added to, created within, or detached from the primary dwelling.

b. The owner of the property must occupy either the primary residence or the ADU. Only the property owner, which shall include title holders and contract purchasers, may apply for an accessory dwelling unit permit. ADU applications cannot be submitted for speculative new construction. Owner-initiated home construction (custom or on contract to purchase a new home) may apply for an ADU permit; provided, that as part of the application, the property owner provides an affidavit attesting to his/her/their intent to occupy the residence more than six months out of the year.

c. "Occupied by an owner" means a property owner, as reflected in title records, makes his or her legal residence at the site, as evidenced by property tax, voter registration, vehicle registration, or similar means, and actually resides at the site more than six months out of any given year, and at no time receives rent for the owner-occupied unit.

~~d. The total number of occupants in both the primary residence and the accessory dwelling unit combined may not exceed the maximum number established by the definition of "household."~~

~~e~~ d. The accessory dwelling unit shall contain no more than eight hundred square feet of heated living area; provided, if the accessory unit is completely located on a ground floor or basement, the review authority may allow increased size in order to efficiently use all floor area, so long as all other standards set forth in this section are met.

~~f~~ e. A detached accessory dwelling unit shall be consistent in design and appearance with the primary structure. Specifically, the roof pitch, siding materials, color and window treatment of the ADU shall be the same as the primary structure. A detached ADU shall be limited to twenty-five feet in height and be separated from the primary residence as required by the city's adopted building code.

~~g~~ f. The ADU entrance shall be subordinate to the primary structure's entrance, and oriented away from the view of the street or designed to appear as a secondary entrance to the primary unit.

~~h~~ g. The accessory dwelling unit shall meet all zoning development standards, such as setback, lot coverage and height restrictions, when increasing square footage or adding a new detached structure; and accessory dwelling units shall meet all building code standards adopted by the city, including building, electrical, fire, and plumbing code requirements.

~~i~~ h. There shall be one off-street parking space provided for the ADU, which is in addition to the off-street parking spaces required for the primary residence.

~~j~~ i. ~~Mobile homes, manufactured homes, or r~~Recreational vehicles shall not be considered an accessory dwelling unit.

~~k~~ j. An ADU may not be used as a short-term rental and must be rented for a minimum of ninety days or more.

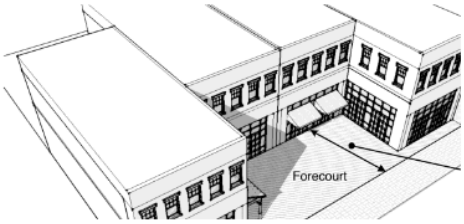
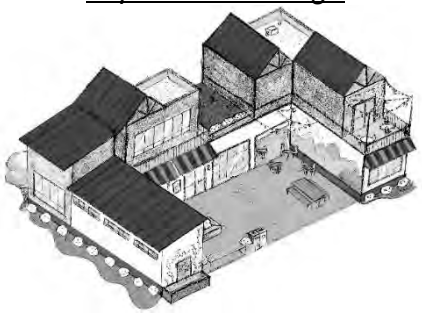
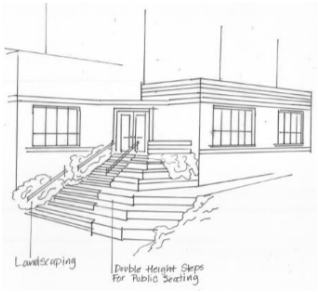
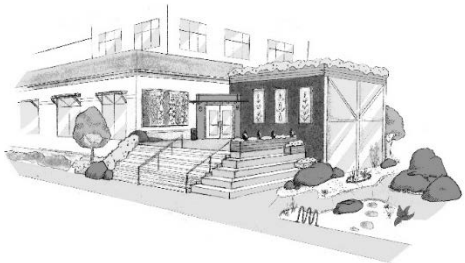
3. **Section: 18.70.070 Additional standards and provisions for R zoning districts**

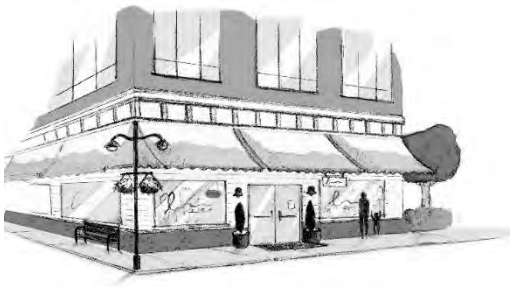
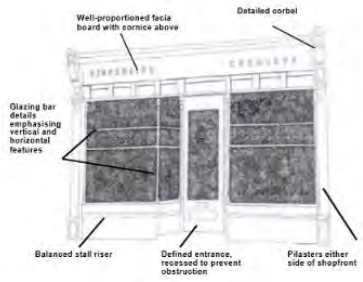
F. Commercial Uses in the R Zones.

Table 18.70.070.F Types of Commercial Uses in the R Zones				
	Zone	**Permit Type Required**	**Limitations**	**Occupancy Required**
Home Business	All R zones	City Business License only	No customer or client visits; no nonresident employees; no signage	Yes; owner must live and work at existing residence
Home Occupation	All R zones	~~Administrative Conditional Use Permit (AC)~~Type II	Limits on types of uses; customer visits; location of use; hours of operation; and others	Yes; owner must live and work at existing residence
Live/Work	RM/RH zones	Administrative Conditional Use Permit (AC)	Limits on square footage; use of space; number of employees; and others	Yes; owner or employee must live and work in unit
Neighborhood Commercial	All R zones	~~RL- Conditional Use Permit (CUP) RM/RH -~~Administrative Conditional Use Permit (AC)	Limits on types of uses; square footage; location of use; hours of operation; and others	No; but residential unit is required

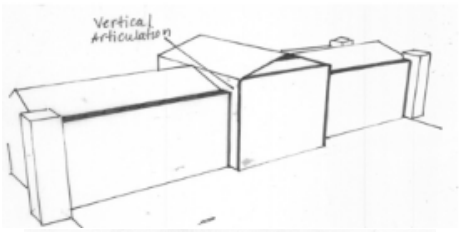
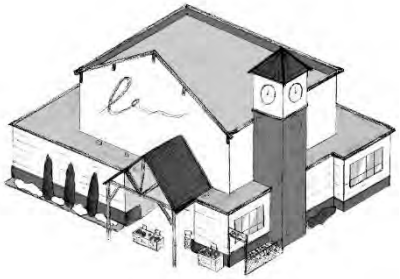
TITLE 18: ZONING ORDINANCE | Chapter: 18.80 Commercial Districts.

4. **Section: 18.80.050 Site and building design standards in the C-1 downtown/Front Street commercial zoning district**

Ref	*Existing Image*	*Replacement Image*
A.1		
A.7		

B.8		
D		

5. Section: 18.80.060 Building design, landscaping and site standards in C-2 Viking Avenue, C-3 SR 305 and C-4 College Marketplace commercial zoning districts

Ref	*Existing Image*	*Replacement Image*
A.2		
A.3		
A.7	None	

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6. Section: 18.80.110 Off-street parking and loading standards in the C-2, C-3 and C-4 zoning district

The following standards apply to parking and loading in the C-2, C-3 and C-4 zoning districts. All other applicable provisions from Chapter 18.140 also apply.

A. Number of Spaces Required.

12. Residential.

a. Single-family detached residential unit: two spaces.

b. Studio/one bedroom: one space per residential unit.

c. Two or more bedrooms: two spaces per dwelling unit.

d. Guest parking is one space per ten dwelling units; provided, that commercial use parking spaces may meet this requirement at a one-to-one ratio replacement when uses' peak hours of operation do not overlap.

~~d~~e. Residential units restricted to use for seniors (sixty-five years and older): one and one-quarter spaces per dwelling unit.

~~e~~f. Assisted living, senior congregate care, residential care center: one for each four regular beds (or units), plus one space for every two full-time employees on largest shift.

TITLE 18: ZONING ORDINANCE | Chapter: 18.130 Landscaping.

7. Section: 18.130.030 Landscape Plan Requirements.

Landscape plans shall contain the following information and be completed by a licensed landscape architect, Washington certified nurseryman, or Washington certified landscaper, unless otherwise approved by the planning director:

A. North arrow, scale, date, title, and name of owner.

B. Accurate site plan (at a scale of one-inch equals twenty feet or larger, or as appropriate for the scale of development) showing the location of property lines and their dimensions.

C. Existing and proposed water courses, drainage features, streets, sidewalks, utility lines (including height of existing and proposed overhead electrical power lines) and easements, and other public or semipublic improvements within or adjacent to the site.

D. Delineation of existing structures, if any, on adjacent properties.

E. Plants to be saved and areas not to be disturbed shall be noted on the landscape plans. The plan shall locate temporary fencing used to protect vegetation and soils from damage during construction.

F. Existing and proposed elevations at sufficient locations of the site to show drainage patterns.

G. Contour lines when the slope exceeds six percent.

H. Existing and proposed buildings and other structures, paved areas, curbs, walks, light fixtures, signs, fences and screen walls, and other permanent features to be added and/or retained on the site.

I. Calculation of total landscaped area, and percentage of landscaping within parking areas.

J. Complete description of plant materials shown on the plan, including common and botanical names, quantities, spacing, container or caliper size at installation, and mature height and spread.

K. Irrigation plans showing location and type of all outlets (spray, bubbler, drip, etc.); location and size of water meter or other connection; location, type, and installation details of backflow prevention device; and delineation of each watering zone or circuit.

L. Landscape areas where xeriscape principles are to be applied shall be clearly delineated in the plan submittal~~; and native and nonnative species plants should be clearly distinguished~~.

M. Native and nonnative species plants should be clearly distinguished.

N. Identification of areas subject to soil conditioning and mulching, including specifications for soil quality, conditioning, and mulch per section 18.130.050 B.

TITLE 18: ZONING ORDINANCE | Chapter: 18.140 Off Street Parking and Loading

8. Section: 18.140.080 Electric Vehicle Charging Spaces.

A. Buildings and accessory structures shall be provided with EV charging stations, EV-Ready parking spaces, and EV-capable parking spaces in accordance with IBC Section 429, as amended. Calculations shall be consistent with section 18.150.020. ~~There is no minimum number of charging station spaces required.~~

1. Where spaces are open to the general public and not limited to those frequenting the business/residence, additional non EVC parking spaces may be required ~~and~~ at the director's discretion.

2. Where a building contains more than one occupancy, the electric vehicle charging infrastructure percentages shall be applied to the number of spaces required for each occupancy.

B. The station installation and equipment shall be consistent with the rules and regulations adopted pursuant to RCW 19.27.540, Electric vehicle infrastructure requirements, and with applicable regulations under the city's building and fire codes.

~~B~~C. Electric vehicle charging ~~stations~~ spaces may be reserved for parking and charging electric vehicles only. The property owner may set hours and conditions of use on the spaces and the charging stations. The owner of the property may charge a fee for charging any electric vehicle.

D. Electric vehicle charging spaces shall have the same dimensions as standard parking stalls as identified in Table 18.140.040. Accessible charging spaces shall have the dimensions required in the building code for accessible parking stalls.

~~C~~E. Where charging ~~station~~ space equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC 51-50-005.

F. Design, location and layout of electric vehicle parking is expected to vary based on the design and use of the primary parking lot. The following required and additional locational and design criteria are provided in recognition of the various parking lot layout options.

1. Except for those located in residential zones, each charging station space shall be posted with signage indicating the space is for electric vehicle charging purposes. Days and hours of operations may be included if time limits or tow away provisions are to be enforced.

2. Electric vehicle charging spaces in non-residential zones with advertising signs shall obtain a sign permit and the signage shall count towards overall site totals per Chapter 18.170.

3. Where charging station infrastructure is installed, adequate site lighting shall exist, unless charging is for daytime purposes only.

4. Charging station infrastructure shall be maintained in all respects, including the functioning of the charging equipment. A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning, or other problems are encountered.

5. Related charging station infrastructure, including transformers, switchgear, and other similar items must be screened with a fence, wall, berm, evergreen landscaping, or any combination. Any landscaping used for screening purposes must be maintained.

G. Electric vehicle charging spaces that do not comply with the criteria above are considered a principal use and are deemed an auto fuel service station use under the Zoning Ordinance and shall require site plan approval per Chapter 18.270.

TITLE 18: ZONING ORDINANCE | Chapter: 18.180 Tree Retention.

1. Section: 18.180.030

B. Tree Retention Requirement.

1. At least twenty-five percent of the existing trees which are ~~ten~~ six inches in diameter or greater measured four feet six inches above grade and meet the priorities in subsection A of this section, shall be retained.

TITLE 18: ZONING ORDINANCE | Chapter: 18.260 Planned Residential Developments

2. Section: 18.260.100 Amenities Required.

A. Both passive and active recreational amenities (owned and maintained by the homeowners or by the city of Poulsbo if it meets Section 18.260.090(H)(2)(a)(i) through (v)) are required to be provided for all PRDs, and shall be located within the required open space area.

B. Table 18.260.100 shall provide guidance on the type of passive and active amenities in proposed PRDs. At a minimum, the following shall be provided:

1. PRDs with less than fifty-one units shall provide at least two Group 1 amenities.
2. PRDs with fifty-one to eighty units shall provide one Group 1 amenity and one Group 2 amenity.
3. PRDs with eighty-one to one hundred ten units shall provide two Group 1 amenities and two Group 2 amenities.
4. PRDs with one hundred eleven units or more shall provide three Group 1 amenities and two Group 2 amenities.

Table 18.260.100—Types of Passive and Active Recreational Amenities	
Passive	**Active**
Group 1 Amenities	**Group 1 Amenities**
Picnic areas with improved seating area and at least 2 picnic tables, in conjunction with an open play area	Multipurpose sport court or other type of sport court (pickleball, shuffleboard, etc.)
Passive seating areas connected by walking path in a length proportionate to the size of the project	Basketball court (minimum 1/2 court)
Walking path in a length proportionate to the size of the project	Tennis court (minimum 1 standard size)
Arboretum/gardens with interpretive trail	Playground (minimum 0.25 acre) with large toy
Any other comparable passive recreation use as approved by the review authority	Any other comparable active recreation use as approved by the review authority
Group 2 Amenities	**Group 2 Amenities**
Pond/fountain/waterfall with seating for no less than 10 persons	Outdoor exercise circuit with a trail in a length proportionate to the size of the project
Community gardens with improved soils, fencing and sheds	Clubhouse including gathering space for intended residents and kitchen facilities
Gazebo connected to gardens or walking paths in a length proportionate to the size of the project	Large picnic area with covered shelter and multifamily barbecue
Nature interpretative areas/viewing areas with trail and educational signage	Swimming pool and spa
Any other comparable passive recreation use as approved by the review authority	Any other comparable active recreation use as approved by the review authority

C. The location of the recreational amenities shall be distributed throughout the PRD for use by all residents unless clustering related amenities will result in recreational opportunities which contribute to the project's overall recreational plan and provisions (i.e., a playfield located adjacent to a clubhouse, or walking paths and gazebo in conjunction with viewing areas).

D. The location, size, and design of all recreational amenities shall be reviewed by the planning director, city engineer, and parks director, prior to preliminary approval.

~~D~~E. All PRD amenity design shall take into consideration and provide, when feasible, pedestrian linkages and connectivity between adjacent properties consistent with the city's Urban Paths of Poulsbo map.

TITLE 18: ZONING ORDINANCE | Chapter: 18.270 Site Plan Review

3. Section: 18.270.020 Applicability

A. General. All new developments and modifications to existing developments shall require site plan review and approval prior to the issuance of any building permits, establishment of any new uses, or commencement of any site work unless otherwise exempted in this section. Developments subject to site plan review shall comply with the Poulsbo Municipal Code and all other state statutes and applicable laws and regulations.

B. Minor Site Plan Review. Minor modifications of site plan features to existing developments, including increase of square footage up to one thousand square feet; installation of accessory structures; landscaping; parking realignment or new parking nine spaces or less; portable school classrooms; and other modifications deemed appropriate by the planning director may be reviewed under the minor site plan review process (see Section 18.270.030(B)).

C. Exemptions. The following developments and land use categories shall be exempt from site plan review:

1. Land divisions and boundary line adjustments pursuant to Title 17.
2. Other activities including:

a. Landscaping maintenance unless such landscaping or alterations would modify or violate a condition of approval.

b. Normal or emergency repair or maintenance of public or private buildings, structures, landscaping or utilities.

c. Building permits required pursuant to the city's adopted building code not requiring a development land use permit pursuant to this title, including interior remodeling and tenant improvements; provided, that if exterior alteration is included, design review may be required.

d. On-site utility permits, e.g., sewer hookups, water hookups, fire department permits.

e. Comprehensive plan map and text amendments and associated zone changes pursuant to RCW 36.70A.130 and Chapter 18.210.

f. New construction of or modification to existing single-family residence.

g. Any other work determined by the planning director to be minor or incidental in nature and consistent with the intent and objectives of this chapter and the specific zoning district provisions.

TITLE 19: PROJECT PERMIT PROCEDURES | Chapter 19.40 Application Review Procedures

4. Section: 19.40.040 Type III Permit Applications

H. Appeal. Appeal of the hearing examiner decision ~~or city council decisions~~ on Type III permit applications may be appealed to the city council as set forth in Section 19.70.020. City council decisions may be appealed to the Kitsap County superior court as set forth in Section 19.70.030.

TITLE 19: PROJECT PERMIT PROCEDURES | Chapter 19.60 Neighborhood Meetings

5. Section: 19.60.010 Neighborhood Meetings

A. The purpose of neighborhood meetings is to:

1. Provide a forum for interested individuals to meet with the applicant to learn about the proposal early in the review process.

2. Provide an opportunity for meaningful public input.

3. Provide a dialogue between the applicant, citizens, and city officials whereby issues can be identified.

4. Provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

B. A neighborhood meeting is required for the following:

1. Conditional use permits~~; and administrative conditional use permits when required by the planning director~~
2. Infill residential development;
3. Planned residential developments;
4. Planned mixed use developments;
5. Preliminary plats;
6. Exception for housing authorities;

~~6~~ 7. Master plans, master plan map overlay and/or master plan amendments;

~~7. Shoreline substantial development permit (major);~~

~~8. Shoreline conditional use permit (major);~~

~~9~~ 8. Shoreline variance, and variances.

C. When a neighborhood meeting is required, it shall be conducted by the applicant prior to submittal of a counter complete application. The applicant shall notify the city of the date and time of the meeting. At least one representative from city staff shall be in attendance. The applicant shall mail notice of the neighborhood meeting to the same individuals to whom notice is required for the notice of application (see Section 19.50.020) at least fourteen calendar days in advance of the meeting and the subject site shall be posted with at least one copy of the notice of neighborhood meeting on a public notice board as set forth in Section 19.50.050. The notice shall include a vicinity map, the project name and location, tax parcel number(s) and a description of proposed project. The applicant shall provide the city with an affidavit of mailing and site posting. A sign-in sheet shall be provided at the meeting, giving attendees the option of establishing themselves as a party of record. A summary of the attendees and comments received by the applicant shall be included in the application submittal.

D. Applicants may choose to hold additional neighborhood meetings in order to provide an opportunity to address concerns generated, provide additional information, propose changes to plans, or provide further resolution of issues. If the applicant holds additional meetings, there is no specific requirement of notice or city attendance. However, the city shall make effort to attend meetings where appropriate and when the applicant has notified the city that additional meetings are taking place.

EXHIBIT B

2023 LAND USE HOUSEKEEPING CODE AMENDMENTS

Public Participation Plan

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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.60, Neighborhood Meetings.

Project documents can be viewed here: https://cityofpoulsbo.com/development-regulation-amendments-2/

PUBLIC AND AGENCY GOALS

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment, and to have those 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 future of Poulsbo land uses and the City's Comprehensive Plan.
- Encourage the public to informally review and comment on the amendments 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 participation is an integral part of the planning process. Early and continuous public participation brings diverse viewpoints and values into the decision-making process and enables the city to make more informed decisions. These collaborative efforts build mutual understanding and trust between the city and the public they serve. The goal of this PPP is to provide all residents, property owners, business owners, and other stakeholders, an opportunity to understand and participate in the Housekeeping Amendment process.

COMMUNICATION TOOLS

The following methods may be used as part of the public outreach program to ensure that a broad population is informed and has the opportunity to participate:

- *Website*: The 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-2/
- *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 amendment progress. Individuals interested in being on the mailing list should email plan&econ@cityofpoulsbo.com and request being placed on the Development Regulations updates e-notice mailing list.
- *Written Comment*: Interested citizens are encouraged to provide comments to the city by letter or email. All comments will be forwarded to the 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
or 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 amendment is available for public review. The primary repository of all information related to the update is the Planning and Economic Development webpage at https://cityofpoulsbo.com/development-regulation-amendments-2/ – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted.

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 Seattle Times and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards.

PUBLIC AND AGENCY REVIEW TIMELINE

TASK	DATE
Initial Release of Proposed Amendments	Jan 3
Planning Commission Workshop 6 p.m. | Council Chambers and via Zoom	Jan 10
Notice of Application with Optional DNS and Planning Commission Public Hearing issued	Jan 20
Planning Commission Public Hearing 6 p.m. | Council Chambers and via Zoom	Feb 7
City Council Workshop 5 p.m. | Council Chambers and via Zoom	TBD
City Council Public Hearing 5 p.m. | Council Chambers and via Zoom	TBD
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. 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 Seattle Time, 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.

UPDATES

This Public Participation Plan may be revised as needed during this amendment process and activities not anticipated may occur or be added without revision of this plan. Errors in exact compliance with this specific public participation program shall not constitute grounds for invalidation of legislation adopted under the amendment, so long as the spirit of the procedures are observed, unless otherwise provided by state or federal law.

EXHIBIT C

Notice of Application with Optional DNS and Planning Commission Public Hearing

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

2023 LAND USE HOUSEKEEPING CODE AMENDMENTS, TYPE IV

The public has the right to review contents of the official file for the proposal, provide written comments, participate in any public hearings, and request a copy of the final decision.

Planning File:	P-12-22-22-01
Notice of Application:	January 13, 2023
Comments Due:	February 6, 2023
Summary of Proposed Amendments:	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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.180, Tree Retention; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.40, Application Review Procedures; 19.60, Neighborhood Meetings. Full project documents can be viewed here: https://cityofpoulsbo.com/development-regulation-amendments-2/
Environmental Review:	The City of Poulsbo has reviewed the proposed amendments for probable adverse environmental impacts and expects to issue a determination of nonsignificance (DNS) for this project. The Optional DNS process in WAC 197-11-355 is being used. ***This may be the only opportunity to comment on the environmental impacts of the proposed amendments.*** The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared. A copy of the subsequent threshold determination for the proposal may be obtained upon request. Agencies, tribes, and the public are encouraged to review and comment on the proposed amendments and probable environmental impacts. **COMMENTS RELATED TO ENVIRONMENTAL REVIEW MUST BE SUBMITTED BY FEBRUARY 6, 2023.**
Public Comment Methods:	Written comments may be mailed, e-mailed, or delivered to the City of Poulsbo. To ensure consideration, all written comments must be received prior to close of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.
Public Participation Plan:	A public and agency participation plan has been developed for this review process and can be viewed at https://cityofpoulsbo.com/development-regulation-amendments-2/
Draft Document:	The proposed amendments are represented as <u>underline</u> for proposed additions and ~~strikeouts~~ for deletions. The proposed amendments can be found online: https://cityofpoulsbo.com/development-regulation-amendments-2/

Public Comment Methods:	Written comments may be mailed, e-mailed, or delivered to the City of Poulsbo. To ensure consideration, all written comments must be received prior to close of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.
Planning Commission Public Hearing	The Planning Commission Public Hearing is scheduled for a **February 7, 2023, at 6:00 pm** or soon thereafter. The Planning Commission will make recommendation to the City Council. Meeting procedures are available from the PED Department and City Clerk's office and are conducted based on Roberts Rules of Order. Public Hearings are being held as a hybrid virtual/in-person at the web address and call-in number noted below and at City Hall Council Chambers, 200 NE Moe Street. This call-in number: 1 253 215 8782 and meeting id: 810 2047 3350 are provided for virtual attendance, in addition to this webinar link: https://us06web.zoom.us/j/81020473350
Further Information:	Please contact the Poulsbo PED Department at (360) 394-9748, or plan&econ@cityofpoulsbo.com for further information.
Examination of File:	https://cityofpoulsbo.com/development-regulation-amendments-2/
Staff Contact:	Nikole Coleman | Senior Planner | ncoleman@cityofpoulsbo.com

Affidavit of Public Notice

Planning and Economic Development Department
200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

Application No: P-12-22-22-01 **Project Name:** 2023 Housekeeping Code Amend NOA/ODNS

Tiffany Simmons, being first duly sworn, upon his/her oath deposes and says: That he/she is now, and at all times herein mentioned has been, a citizen of the United States and the State of Washington, over and above the age of twenty-one years and a resident of said County, that on January 13, 2023, a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

- ☑ Notice of Application
- ☐ SEPA Determination
- ☐ Notice of Public Meeting
- ☑ Notice of Public Hearing
- ☐ Notice of Decision

has been provided:

- ☐ Mailed to owners of property within 300'of the project site
- ☑ Provided to newspaper of general circulation
- ☑ Emailed to PED Department distribution lists and/or parties of record
- ☑ Posted at Library, City Hall, Poulsbo Post Office
- ☑ Posted to the City's website
- ☐ Posted at Site Address: _____

Signature: _____ Date: 1/19/23

Subscribed and sworn to before me this 19th day of January, 2023

KATI B. DIEHL
Notary Public
State of Washington
License Number 82970
My Commission Expires
June 01, 2026

_____
NOTARY PUBLIC in and for the State of Washington, residing at:

Poulsbo, WA

My Commission expires on:

06-01-2026

The Seattle Times

AFFIDAVIT OF PUBLICATION

Jess Rae
City of Poulsbo
200 NE Moe St
Poulsbo WA 98370

STATE OF WASHINGTON, COUNTIES OF KING AND SNOHOMISH

The undersigned, on oath states that he/she is an authorized representative of The Seattle Times Company, publisher of The Seattle Times of general circulation published daily in King and Snohomish Counties, State of Washington. The Seattle Times has been approved as a legal newspaper by orders of the Superior Court of King and Snohomish Counties.

The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

01/13/2023

Agent MAUREEN DUGGAN Signature Maur Dugg

Subscribed and sworn to before me on 01/13/2023

Debbie Collantes

(Notary Signature) Notary Public in and for the State of Washington, residing at Seattle

Publication Cost:	$285.84
Order No:	47651
Customer No:	209
PO #:	

DEBBIE COLLANTES
Notary Public
State of Washington
Commission # 197558
My Comm. Expires Feb 15, 2026

CITY OF POULSBO
NOTICE OF APPLICATION w/ Optional DNS and PLANNING COMMISSION PUBLIC HEARING

Project Name: 2023 Land Use Housekeeping Code Amendments I Type IV

Project Description: The proposed amendments to the PMC are part of the PED 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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.180, Tree Retention; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.40, Application Review Procedures; 19.60, Neighborhood Meetings.

Public Comment Methods: Written comments may be mailed, e-mailed, or delivered to the City of Poulsbo by February 6, 2023. At the Planning Commission hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.

Environmental Review: The City of Poulsbo has reviewed the proposed amendments for probable adverse environmental impacts and expects to issue a determination of nonsignificance (DNS) for this project. The Optional DNS process in WAC 197-11-355 is being used. This may be the only opportunity to comment on the environmental impacts of the proposed amendments. Comments related to environmental review must be submitted by February 6, 2023.

Planning Commission Public Hearing: The Planning Commission Public Hearing is scheduled for a February 7, 2023, at 6:00 pm or soon thereafter. The Planning Commission will make recommendation to the City Council. Public Hearings are being held as a hybrid virtual/in-person at the web address and call-in number noted below and at City Hall Council Chambers, 200 NE Moe Street. This call-in number: 1 253 215 8782 and meeting id: 810 2047 3350 are provided for virtual attendance, in addition to this webinar link: https://us06web.zoom.us/J/81020473350.

More Information:
https://cityofpoulsbo.com/development-regulation-amendments-2/

Publication Cost:	$285.84
Order No:	47651
Customer No:	209
PO #:	

Nikole CH. Coleman

From: Constant Contact <noreply@constantcontact.com>
Sent: Friday, January 13, 2023 8:00 AM
To: City of Poulsbo Planning and Economic Development
Subject: Your campaign 2023 Housekeeping Code Amendments - NOA w/ ODNS and Planning Commission Public Hearing has been sent

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Constant Contact

Dear Nikole Coleman,

Your campaign **'2023 Housekeeping Code Amendments - NOA w/ ODNS and Planning Commission Public Hearing'** was sent on 1/13/2023 around 11:00 AM EST.

Below is a copy of the message your subscribers received. See how your campaign is doing by visiting Reports in your account to get real-time results and stats.

Subject: 2023 Housekeeping Code Amendments - NOA w/ ODNS and Planning Commission Public Hearing

City of Poulsbo Public Notice

You are receiving this email because you've signed up to receive periodic notices regarding the City of Poulsbo's development regulations. Thank you for your interest in the future of Poulsbo.

The Planning and Economic Development Department (PED) has drafted housekeeping amendments to the Poulsbo Municipal Code (PMC). The proposed amendments are part of the PED 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. Written comments may be mailed, e-mailed, or delivered to the City of Poulsbo by February 6, 2023. At the Planning Commission public hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed amendments.

The City of Poulsbo has reviewed the proposed amendments for probable adverse environmental impacts and expects to issue a determination of nonsignificance (DNS) for this project. The Optional DNS process in WAC 197-11-355 is being used. Comments related to environmental review must be submitted by February 6, 2023.

The Planning Commission Public Hearing is scheduled for a February 7, 2023, at 6:00 pm or soon thereafter. The Planning Commission will make recommendation to the City Council.

Again, thank you for your interest in the future of Poulsbo.

- Notice of Application w/Optional DNS and Notice of Public Hearing
- SEPA Checklist
- PC Recommended Proposed Amendments
- Full project documents can be viewed here.

Staff Contact: Nikole Coleman, Senior Planner | ncoleman@cityofpoulsbo.com

City of Poulsbo | Planning and Economic Development Department, 200 NE Moe Street, Poulsbo, WA 98370

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Nikole CH. Coleman

From: NoReply@ecy.wa.gov
Sent: Thursday, January 12, 2023 9:33 AM
To: Tiffany Simmons
Subject: SEPA record published

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The SEPA admin reviewed and published SEPA record number 202300164, "2023 Land Use Housekeeping Code Amendments".
Lead Agency File Number: P-12-22-22-01.
It will now be available to the public.

From: Stevie Colson
Email: separegister@ecy.wa.gov
Phone number: (360) 280-4429

SEPA ENVIRONMENTAL CHECKLIST

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9748 | fax (360) 697-8269
www.cityofpoulsbo.com | plan&econ@cityofpoulsbo.com

A. BACKGROUND		
Name of proposed project, if applicable: 2023 Housekeeping Code Amendments		**Date Prepared:** 12/28/22
Name of Applicant: City of Poulsbo	**Address:** 200 NE Moe Street | Poulsbo	**Phone Number:** 360.394.9748
Contact: Nikole Coleman	**Agency Requesting Checklist:** City of Poulsbo	

Proposed timing or schedule (including phasing, if applicable): The Planning Commission has scheduled a public workshop on January 10, 2023; a public hearing is tentatively scheduled for February 7, 2023. The City Council workshop and public hearing to be held after the conclusion of the Planning Commission review. All meeting dates are subject to change. Public notices for public hearing dates will be issued and published in the City's official newspaper and City's website.

Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain. No.

List any environmental information you know about that has been prepared, directly related to this proposal. No specific environmental information has been prepared for this update. Land use applications submitted to the City will be required to be processed under the provisions of Title 19, and may require environmental review when development is proposed, pursuant to SEPA rules.

Do you know whether applications are pending for governmental approvals or other proposals directly affecting the property covered by your proposal? If yes, explain. Permits will be processed under the current zoning ordinance until new regulations go into effect.

List any government approvals or permits that will be needed for your proposal, if known. City Council approval.

Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. The proposed amendments to the Poulsbo Municipal Code (PMC), a non-project action, 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: 18.40, Zoning Definitions; 18.70, Residential Districts; 18.80, Commercial Districts; 18.130; Landscaping; 18.140, Off-Street Parking; 18.260, Planned Residential Developments; 18.270, Site Plan Review; 19.60, Neighborhood Meetings.

Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. Poulsbo is located in Township 26 North, Range 1 East, Willamette Meridian and is located in all or portions of Sections 9, 10, 11, 13, 14, 15, 22, 23, 24, 25, and 26. The updated Ordinance will apply to residentially zoned properties city-wide. The responses provided from this point forward imply city-wide applicability, unless otherwise specified.

B. ENVIRONMENTAL ELEMENTS	Agree	Disagree	Mitigate
1. Earth			
a. General description of the site (check one): ☐ flat ☐ rolling ☐ hilly ☐ steep ☐ slopes ☐ mountainous ☐ other. Poulsbo's topography varies throughout the city, from flat to areas of steep slopes. Actual development will be subject to additional SEPA review as appropriate. Environmental review and a threshold determination will be required at the time of development review. Site specific development impacts are not identified at this time.	✓		
b. **What is the steepest slope on the site (approximate percent slope)?** There are areas within the city limits with slopes exceeding 40%, and potential geohazard areas are mapped on the City's critical areas maps. At the time of a development proposal, additional information on slopes will be required. Future development will require additional environmental review.	✓		
c. **What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.** According to the Kitsap County Soil Survey, the soils within the city limits is predominately classified as Poulsbo Gravelly sandy loam, with areas of Kapowsin gravelly loam and Sinclair soils.	✓		
d. **Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.** Geohazards are mapped in the City's critical areas maps and unstable soils/slopes are regulated by the City's Critical Areas Ordinance. No development is proposed at this time. Review of soil conditions will occur at the time specific proposals move forward.	✓		
e. **Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.** This is not applicable to this non-project action.	✓		
f. **Could erosion occur as a result of clearing, construction or use? If so, generally describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Erosion control would be addressed through existing City ordinances, including the clearing and grading and critical areas regulations.	✓		
g. **About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?** This is not applicable to this non-project action. No development is proposed at this time. Projects will require further analysis and SEPA review, where appropriate.	✓		
h. **Proposed measures to reduce or control erosion, or other impacts to the earth, if any.** None. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
2. Air			
a. **What types of emissions to the air would result from the proposal (i.e. dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.** No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b. **Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.** No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		

c.	**Proposed measures to reduce or control emissions or other impacts to air, if any.** None. No development is proposed at this time. Determination will be made at the time specific proposals move forward. New construction will comply with the requirements of the Poulsbo Municipal Code and the Engineering Department, which will be reviewed at the time of a specific project proposal moving forward.	✓		
3. Water				
a.	***Surface:***			
1)	**Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.** Poulsbo's main surface water body is Liberty Bay; there are numerous streams and wetlands throughout the city limits. There is no development proposed at this time; future development will require additional environmental review.	✓		
2)	**Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.** No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
3)	**Estimate the amount of fill and dredge that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
4)	**Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities, if known.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
5)	**Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.** No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
6)	**Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b.	***Ground:***			
1)	**Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		

2)	Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals; agricultural; etc...). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c.	***Water Runoff (including storm water):***			
1)	Describe the source of runoff (including storm water) and method of collection and disposal, if any (including quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. This is not applicable to this non-project action. No development is proposed at this time. Future development will lead to stormwater runoff, which will be reviewed and required to meet City and State regulations for stormwater management. Determination will be made at the time specific proposals move forward.	✓		
2)	Could waste materials enter ground or surface waters? If so, generally describe. This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
3)	Does the proposal alter or otherwise affect drainage patterns near the site? If so, describe. This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
d.	Proposed measures to reduce or control surface, ground, and runoff water impacts, if any: This is not applicable to this non-project action. No development is proposed at this time. At the time of development review, projects will be reviewed for compliance with the City's adopted storm water management regulations and updated critical areas ordinance.	✓		
4. Plants				
a.	Check types of vegetation found on the site: ☒ Deciduous tree: alder, maple, aspen, other ☒ Evergreen tree: fir, cedar, pine, other ☒ Shrubs ☒ Grass ☒ Pasture ☐ Crop or grain ☒ Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other ☐ Water plants: water lily, eelgrass, milfoil, other ☐ Other types of vegetation The checked vegetation is found throughout Poulsbo. This is not applicable to this non-project action. No development is proposed at this time. The existing vegetation for sites will be determined at the time of development review.	✓		
b.	What kind and amount of vegetation will be removed or altered? This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c.	List threatened or endangered species known to be on or near the site. This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		

d. **Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Landscaping is typically required for new development proposals.	✓		
e. **List all noxious weeds and invasive species known to be on or near the site.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Landscaping is typically required for new development proposals.	✓		
5. Animals			
a. **Check any birds and animals which have been observed on or near the site or are known to be on or near the site:** ☐ **Birds: hawk, heron, eagle, songbirds, other:** ☐ **Mammals: deer, bear, elk, beaver, other:** ☐ **Fish: bass, salmon, trout, herring, shellfish, other:** There are a variety of birds, fish, and mammals that inhabit Poulsbo. They are primarily located near streams and Liberty Bay.	✓		
b. **List any threatened or endangered species known to be on or near the site.** Poulsbo has several listed species, including bald eagle, blue heron, harbor seal, salmon (Chinook, chum, coho), steelhead, cutthroat, hardshell clam, smelt, and sand lance. No development is proposed at this time. Additional environmental review will be conducted at the time of application for specific development.	✓		
c. **Is the site part of a migration route? If so, explain.** Liberty Bay and adjacent streams are known to contain anadromous salmonids. The City is located within the Pacific Flyway – a flight corridor for migrating waterfowl and other birds – that extends from Alaska to Mexico and South America.	✓		
d. **Proposed measures to preserve or enhance wildlife, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. The City's Critical Areas Ordinance provides protection for wildlife. Any additional mitigation necessary will be identified at the time of site-specific development review.	✓		
e. **List any invasive animal species known to be on or near the site.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. The City's Critical Areas Ordinance provides protection for wildlife. Any additional mitigation necessary will be identified at the time of site-specific development review.	✓		
6. Energy and Natural Resources			
a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Electric energy is available city-wide and natural gas is available in specific locations in the city limits.	✓		
b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.** This is not applicable to this non-project action. Determination will be made at the time specific proposals move forward. Future development will meet the current energy code as identified in the International Building Code.	✓		

7. Environmental Health			
a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
1) **Describe any known or possible contamination at the site from present or past uses.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
2) **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
3) **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
4) **Describe special emergency services that might be required.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
5) **Proposed measures to reduce or control environmental health hazards, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b. Noise			
1) **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** The city has a typical level of noise expected in an urban environment.	✓		
2) **What types of levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
3) **Proposed measures to reduce or control noise impacts, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. Construction noise is regulated in the Poulsbo Municipal Code.	✓		
8. Land and Shoreline Use			
a. **What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.** The city has a variety of single-family residential development along with commercial areas, and other uses including multifamily residential, light industrial, institutional, and parks.	✓		

b.	**Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
	1) **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c.	**Describe any structures on the site.** No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
d.	**Will any structures be demolished? If so, what?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
e.	**What is the current zoning classification of the site?** No development is proposed at the comprehensive plan amendment stage. Determination of zoning classification and applicable review requirements will be made at the time specific proposals move forward.	✓		
f.	**What is the current comprehensive plan designation of the site?** No development is proposed at the comprehensive plan amendment stage. Determination of comprehensive plan designation will be made at the time specific proposals move forward.	✓		
g.	**If applicable, what is the current shoreline master program designation of the site?** No development is proposed at the comprehensive plan amendment stage. Determination of shoreline designation and applicable review requirements will be made at the time specific proposals move forward.	✓		
h.	**Has any part of the site been classified as a critical area by the city or county? If so, specify** The actual development of the specific sites will be subject to additional development review and would be subject to environmental review. Site specific development impacts are not identified at this time. Identification of critical areas will be made based on the City's Critical Area Ordinances maps and site-specific environmental information prepared during the development review process.	✓		
i.	**Approximately how many people would reside or work in the completed project?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
j.	**Approximately how many people would the completed project displace?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
k.	**Proposed measures to avoid or reduce displacement impacts, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
l.	**Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.** No development is proposed with the comprehensive plan amendments. Determination of specific measures to ensure compatibility will be made during development review.	✓		
m.	**Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.** No development is proposed with the comprehensive plan amendments. Determination of specific measures to ensure compatibility will be made during development review.	✓		

9. Housing			
a. **Approximately how many units would be provided, if any?** None. This is a non-project action.	✓		
b. **Approximately how many units, if any, would be eliminated?** None. This is a non-project action.	✓		
c. **Proposed measures to reduce or control housing impacts, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
10. Aesthetics			
a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b. **What views in the immediate vicinity would be altered or obstructed?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c. **Proposed measures to reduce or control aesthetic impacts, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. While site specific development impacts are not identified at this time, building height and design review requirements are set forth in Poulsbo's zoning ordinance.	✓		
11. Light and Glare			
a. **What type of light or glare will the proposal produce? What time of day would it mainly occur?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b. **Could light or glare from the finished project be a safety hazard or interfere with views?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c. **What existing off-site sources of light or glare may affect your proposal?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
d. **Proposed measures to reduce or control light and glare impacts, if any. This is not applicable to this non-project action.** No development is proposed at this time. Determination will be made at the time specific proposals move forward. While site specific impacts are not identified at this time, the City's zoning ordinance contains lighting requirements. Additional environmental review will be required as sites are proposed for development.	✓		
12. Recreation			
a. **What designated and informal recreational opportunities are in the immediate vicinity?** Poulsbo has a variety of public parks and recreation opportunities throughout the city.	✓		
b. **Would the proposed project displace any existing recreational uses? If so, describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		

13. Historic and Cultural Preservation			
a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** Unknown at this time. This is a non-project action. Determination will be made at the time of specific proposals for development.	✓		
b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.** Unknown at this time.	✓		
c **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
d. **Proposed measures to reduce or control impacts, if any.** If at the time of site-specific development, evidence of historic or cultural resources are found, proper protocols and notifications will be initiated.	✓		
14. Transportation			
a. **Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any.** Major streets and highways in Poulsbo include Highway 3, 305, State Route 307, Viking Avenue, Finn Hill, Front Street, Fjord Drive, Hostmark, Caldart, and Lincoln.	✓		
b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?** Kitsap Transit provides public transit throughout the city.	✓		
c. **How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
d. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
e. **Will the project use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe.** No.	✓		
f. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
g. **Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		

h. **Proposed measures to reduce or control transportation impacts, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward. At the time of development review, projects will be reviewed for traffic impacts and appropriate mitigation will be imposed.	✓		
15. Public Services			
a. **Would the project result in an increased need for public service (for example fire protection, police protection, health care, schools, other)? If so, generally describe.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
b. **Proposed measures to reduce or control direct impacts on public services, if any.** This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.	✓		
16. Utilities			
a. **Check the utilities currently available at the site:** ☐ electric ☐ natural gas ☐ water ☐ refuse service ☐ telephone, ☐ sanitary sewer ☐ septic system ☐ other. Utilities are also available throughout the city, with natural gas only available in specific areas. No development is proposed with the amendments, and specific determination of utility services will be made at the time of development review.	✓		
b. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.** Utilities are also available throughout the city, with natural gas only available in specific areas. No development is proposed with the amendments, and specific determination of utility services will be made at the time of development review.	✓		

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Nikole Coleman, Senior Planner Date Submitted: 12/28/22

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1.	**How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substance; or production of noise?** The amendments would not create any of these effects. All development and uses will be subject to all applicable local, state and federal regulatory requirements and will be reviewed on a case-by-case basis during the development review process.
	Proposed measures to avoid or reduce such increases are: No measures are proposed with the update. However, measures will be identified as necessary during the development permit and environmental process for specific projects. Compliance with city regulations and other appropriate mitigations would reduce increases.
2.	**How would the proposal be likely to affect plants, animals, fish, or marine life?** As a non-project action, the amendments would not directly affect plants, animals, fish or marine life. Projects resulting from the update may require further review under SEPA,
	Proposed measures to protect or conserve plants, animals, fish, or marine life are: The CAO provides regulatory protective measures to protect and conserve vegetation and wildlife habitat. Additional measures may be identified during the development permit and environmental review process for specific projects.

3.	**How would the proposal be likely to deplete energy or natural resources?** As a non-project action, the amendments would not deplete energy or natural resources. Projects resulting from the amendments will require further environmental review at the time of development application.
	Proposed measures to protect or conserve energy and natural resources are: Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.
4.	**How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?** No development is proposed. The CAO includes standards to protect critical areas and their buffers when development is proposed.
	Proposed measures to protect such resources or to avoid or reduce impacts are: Measures would be identified during the project specific development permit and environmental review. Compliance with city regulations and other appropriate mitigations would provide the appropriate measures to reduce impacts.
5.	**How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?** The proposed updates will not change existing land use patterns.
	Proposed measures to avoid or reduce shoreline and land use impacts are: The amendments being considered through the update do not pose shoreline or land use impacts. All development applications will be subject to further review under SEPA, the city's zoning code and the Shoreline Master Program where appropriate.
6.	**How would the proposal be likely to increase demands on transportation or public services and utilities?** No development is proposed. However, future developments on the subject sites may have increased demands, which would be identified during the specific project development review. Projects resulting from amendments may require further review under SEPA which will be accomplished as required under WAC 197-11 and the Poulsbo Municipal Code.
	Proposed measures to reduce or respond to such demand(s) are: Measures to reduce impacts on transportation, public services and utilities would be identified during project specific development review. Compliance with city regulations and other appropriate mitigations could provide the appropriate measures to reduce impacts.
7.	**Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.** The proposed amendments do not conflict with any local, state or federal laws or requirements for the protection of the environment. All future development proposals would be required to follow all applicable regulations regarding the protection of the environment.

Reviewed by
Edie Berghoff
Associate Planner
January 3, 2023

Chapter 6. Capital Facilities

GOAL CF-1

Protect the public health, safety and welfare of residents while enhancing the quality of life in Poulsbo through the planned and proactive provision of public facilities.

Policy CF-1.1

When planning, developing and administering the City's capital improvement program, the City Council shall give priority consideration as follows:

1. *Protect public health and safety;*
2. *Support the continued provision of existing City services consistent with the expectations of the community, as expressed in the City's adopted Level of Service standards;*
3. *Provide infrastructure to support the vision of Poulsbo's future as articulated in the Comprehensive Plan;*
4. *Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency and conservation of energy and resources; and*
5. *Provide facilities, which meet the special needs of the community, such as those supported by voter-approved bonds.*

Level of Service Standards

GOAL CF-2

Establish capital facility level-of-service (LOS) standards in order to determine long-term capital facility and funding requirements.

Policy CF-2.1

Level of service standards are established for the following types of facilities:

- *Water system: A flow volume that meets instantaneous peak demand together with projected fire flows, and sufficient storage volumes to comply with Washington State Department of Health regulatory requirements.*
  {Suggested by Capital Projects Engineer staff}
- *Sewer system: A conveyance system ~~level that~~ which allows collection of peak wastewater discharge plus infiltration and inflow.* *{Suggested by Capital Projects Engineer staff}*
- *Storm water: Comply with all conditions of Washington Department of Ecology's NPDES Phase II Western Washington Municipal Storm Water Permit.*
- *Parks and recreational facilities:*
  - *Citywide: 13.73 acres per 1,000 population*
  - *Neighborhood parks: 2 acres per 1,000 population*
  - *Community parks: 3.5 acres per 1,000 population*
  - *Regional parks: 1.5 acres per 1,000 population*
  - *Open space parks: 6 acres per 1,000 population*
  - *Trails: 1.0 mile or .73 acre per 1,000 population* *{Added to be consistent with LOS identified in current PROS Plan}*

- *Transportation: The transportation LOS is established to identify the need for growth-related transportation programs and projects, as well as those that serve people already living and working in Poulsbo. The transportation concurrency requirement ensures that these programs and projects are implemented proportionally with the level of growth and serve to implement the City's Land Use Plan. Transportation LOS standards are contained in the Transportation Chapter, Policies TR-2.1 through TR-2.11.*
- *Solid Waste: Weekly curbside collection of refuse for residents; and daily to every-other week collection of commercial and multi-family dumpsters. Provide opportunities for recycling to be collected from single-family and multi-family residences.*

ENSURING ADEQUATE CAPITAL FACILITIES

GOAL CF-3

Provide adequate public facilities by constructing needed capital improvements that: 1) repair or replace obsolete or ~~worn out~~ degraded facilities; 2) eliminate existing deficiencies; and 3) meet needs of future development, in a time frame that is consistent with the requirements of the Growth Management Act, and is in concert with the City's ~~annual~~ biennial budget cycle. *{Suggested by Capital Projects Engineer staff}*

Policy CF-3.1

The City shall ensure that there is adequate long-term capacity for its water, sanitary sewer, solid waste utility, and storm water utility:

1. *Water. The City shall ensure there is sufficient instantaneous water demand and fire flow to support the 20-year utility needs for the water utility. This realistically results in the need to increase water utility rates periodically to ensure the utility is able to finance its necessary capital improvements. Additionally, the City shall evaluate its water rights to determine sufficient water supply as part of the six-year functional plan update cycle. If, as part of this evaluation, additional water supply is deemed necessary, the City will coordinate with Kitsap Public Utility District for potential water supply consistent with the Interlocal Agreement between the City and KPUD and included as Appendix B-1 of the City's Comprehensive Plan.*
2. *Sanitary Sewer. The City shall ensure there is sufficient financial capacity to support the 20-year utility needs for the sewer utility. This realistically results in the need to increase sewer utility rates periodically to ensure the utility is able to finance its necessary capital improvements.*
3. *Downstream Sewer Capacity. The City shall ensure there is sufficient financial capacity to support the 20-year utility needs for the sewer utility by cooperating and coordinating with Kitsap County to ensure there remains adequate capacity at the Central Kitsap Wastewater Treatment Plant (CKWTP). The City shall designate a portion of the sewer utility rate collected for future improvements to the CKWTP that the City will be required to contribute toward. The agreement with Kitsap County is included in the Sanitary Sewer Comprehensive Plan, Appendix B-2. {Suggested by Capital Projects Engineer staff}*
4. *Storm Water System. The City shall ensure there is sufficient financial capacity to support the 20-year utility and capital improvement needs for the storm water utility. This may realistically result in the need to increase storm water utility rates periodically and evaluate the current ~~adopt other funding mechanisms such as a~~ storm water general facility charge. The City shall implement a storm water utility rate increase when the projected revenue for the storm water utility cannot fully fund its operations and anticipated capital improvement needs. {Suggested by Capital Projects Engineer staff}*
5. *Solid Waste. The City shall ensure there are sufficient capital assets and reserve funds (including operating and capital reserves) to sustain the Solid Waste Utility through 20 years of continued population and*

business growth. This includes providing new refuse collection and hauling equipment on a regular replacement schedule. The City shall regularly evaluate refuse collection and disposal costs and adjust solid waste collection rates appropriately to ensure adequate financial resources to sustain the Utility.

Policy CF-3.2

The City shall provide, or require others to provide, the capital improvements listed in the schedule of capital improvements in the Capital Facilities Plan. The capital improvements identified on the 6-year CIP may be modified as follows:

- *The identified capital improvements are updated in conjunction with the budget process;*
- *Pursuant to GMA, the identified capital improvements may be amended during any calendar year with annual comprehensive plan amendments or the budget process;*
- *The schedule of the capital improvement may be adjusted by ordinance not deemed to be an amendment to the Plan for corrections, updates, and modifications concerning costs or revenue sources; acceptance facilities pursuant to dedications that are consistent with the plan; or the date of construction (so long as it is completed within the 6-year period) of any facility identified as a capital improvement.*

Policy CF-3.3

The City Public Works Department, at the time of preliminary development review, shall make an evaluation of public facility capacity based upon the submitted development permit and make one of the following findings:

- *There is sufficient public facility capacity to support the proposed development and maintain the adopted level or service.*
- *There is not sufficient public facility capacity to support the proposed development, and improvements to the facility system will be required as a condition of approval, consistent with the City's CFP and Six-Year CIP.*
- *There is not sufficient public facility capacity to support the proposed development, and improvements to the facility system will be required to be made by the City, consistent with the City's CFP and Six-Year CIP.*

Policy CF-3.4

Impacts of development on public utilities occur at the same time as occupancy of development authorized by a final development permit. Verification of adequate public utilities will be required at the time a building permit is applied for and a certificate of public utility availability is issued.

Capital Facilities Plan

GOAL CF-4

Develop a funding strategy and financing plan to meet the City's capital facility programmatic needs identified in the City's Capital Facilities Plan.

Policy CF-4.1

The City shall develop a multi-year financing plan based on the city's capital facility needs identified in the City's Comprehensive Plan Capital Facilities Plan.

Policy CF-4.2

Adopt the City's Six-Year Capital Improvement Program (CIP) as the short-term budgetary process for implementing the long-term Capital Facilities Plan (CFP). Ensure that project priorities, funding allocations, and financing strategies incorporated in the CIP are consistent with the long-term CFP. The capital facility improvements included in the City's annual budget shall be consistent with the Six-Year CIP.

Policy CF-4.3

Utilize every possible funding source to finance capital improvements. Funding sources available to the City include: local taxes, monthly user fees, state revenues, county revenues, general obligation and revenue bonds, state loan programs, sale or lease of City-owned property, state and federal grants, impact and connection fees, local improvement districts or other special assessments, and donations. {Suggested by Capital Projects Engineer staff}

Policy CF-4.4

If a funding shortfall occurs as a result of change in revenue assumptions used to identify funding for programmed capital improvements, the City will:

- *Identify alternative sources of funding for needed improvements;*
- *Revise its LOS standards to match available revenues; and*
- *Reassess the Comprehensive Plan and revise it as appropriate to achieve a balance between land use, revenues and level of service.*

GOAL CF-5

Provide needed public facilities that are within the ability of the City to fund, or within the City's authority to require others to fund the facilities.

Policy CF-5.1

Existing development shall pay for the capital improvements that reduce or eliminate existing deficiencies, some or all of the replacement of obsolete or ~~worn out~~ degraded facilities and may pay a portion of the cost of capital improvements needed by future development. The payment for these improvements may take the form of monthly user fees, charges for services, special assessments and/or taxes. {Suggested by Capital Projects Engineer staff}

Policy CF-5.2

Future development pays its fair share of the capital improvements needed to address the impact of its development. Future development's payment of its fair share of capital improvements may take the form of, but are not limited to, voluntary contributions, impact and connection fees, dedication of land, provision of public facilities, future payment of user fees, charges for services, special assessments and taxes. Upon completion of payment of its fair share of capital improvements, "future" development becomes "existing" development, and contributes to paying the costs of the replacement of obsolete or ~~worn out~~ degraded facilities as described in Policy CF-5.1 above. {Suggested by Capital Projects Engineer staff}

Policy CF-5.3

All development permits issued by the City that require capital improvements by sources of revenue that have not been approved or implemented (such as future debt requiring referenda) shall be conditioned on the approval or implementation of the indicated revenue sources, the payment of necessary funds by private parties, or the substitution of a comparable amount of revenue from existing sources.

Policy CF-5.4

Follow the principle that growth shall pay for the growth-related portion of capital facilities. The City will administer an impact fee system under the authority of GMA that will:

- *Impose fees only for system improvements that are reasonably related to growth;*
- *Structure the impact fee system so that impact fees do not exceed the proportionate share of the costs of system improvements attributable to growth, and are reasonably related to the new development;*
- *Balance impact fee revenues with other public revenue sources in order to finance system improvements that serve new development;*
- *Use fee proceeds for system improvements that will reasonably benefit the new development;*
- *Prohibit the use of fee proceeds for correcting existing capital facility deficiencies; and*
- *Pool fees as appropriate to more efficiently fund capital facilities resulting from new growth.*

Policy CF-5.5

Require non city entities (such as the North Kitsap School District and Poulsbo Fire Department) that propose to have the City of Poulsbo impose impact fees for them to prepare Capital Facility Plans that include:

- *Plans for capital improvements and construction over a 20-year horizon;*
- *A demonstration of how facility and service needs are determined;*
- *An annually updated six-year (or longer) finance plan that demonstrates how capital needs are to be funded; and*
- *Population and demographic projections consistent with those used in developing the City's Comprehensive Plan.*

{Suggested by Planning Commission to ensure there is a policy to support and direct impact fee process from non-city entities}

FUNCTIONAL PLANS

GOAL CF-6

Develop and regularly update functional plans and comprehensively assess capital facility needs and strategies for addressing such needs.

Policy CF-6.1

Use functional plans to guide the development of the City's capital priorities and investment decisions in the following functional areas:

- *Water utility system;*
- *Sanitary Sewer utility system;*
- *Storm water and surface water management;*
- *Parks, recreation, and open space; ~~and~~*
- *Transportation; and*
- *Other functional areas as identified.*

{Suggested by planning staff to recognize there may be other public facilities where a functional plan is developed}

Policy CF-6.2

Include in the functional plans the following features necessary for maintaining an accurate account of long-term capital facility needs and associated costs to the City, and consistency with the Comprehensive Plan.

- *A description of the current capital facility infrastructure and the cost of its operation and maintenance;*
- *A description of current capital facility deficiencies and appropriate funding strategies to remedy these deficiencies;*
- *An analysis of capital facilities needed through the appropriate planning period;*
- *An analysis specifying how capital facilities will be financed and maintained;*
- *~~A public participation program describing~~ Description of the functional plan's public review process if independent from a comprehensive plan update process;*
- *An analysis and recommendations to prioritize projects in the City's Six-Year Capital Improvement Program; and*
- *An analysis indicating that the functional plan, including any subsequent revisions to or modifications of the functional plan, are consistent with the policies of the Comprehensive Plan, if independent from a comprehensive plan update process.*

{To recognize that these two elements (public review process and comprehensive plan consistency) occur as part of a comprehensive plan update process – so that they would only be necessary if a functional plan was updated independently of a comprehensive plan periodic update}.

Policy CF-6.3

Functional plans shall identify conceptual alignments for necessary new capital facilities, such as roadways and utility corridors, and shall be based upon best available technical analysis at the time. Actual construction of the capital facility alignments will be based upon topography, technical final engineering design and property owner willingness.

Policy CF-6.4

Functional plans shall be updated at least every six years to ensure:

- *Response to changing infrastructure needs in both developed and developing areas of Poulsbo;*
- *Ensure that the functional plans are consistent with the Comprehensive Plan, including compliance with the Land Use Chapter; and*
- *Comply with state law.*

Policy CF-6.5

Require that new functional plans and updates to existing functional plans conform to the following review process:

- *Administratively review updates that are consistent with and do not impede the implementation of the Comprehensive Plan; and*
- *Use the Comprehensive Plan amendment review process to consider new functional plans or updates for:*
    - *A functional plan section that responds to Growth Management Act requirements;*
    - *Facilities that are insufficient and therefore identify improvements necessary to serve planned growth identified in the Comprehensive Plan; or*
    - *New or revised policies that are to be inserted into the Comprehensive Plan.*

SITING OF ESSENTIAL PUBLIC FACILITIES [1]

GOAL CF-7

~~Participate in and implement a process for~~ ~~s~~Siting essential public facilities of a state, regional or local nature shall be consistent with applicable land use policies and regulations.

Policy CF-7.1

The comprehensive plan and development regulations shall not preclude the siting of Essential Public Facilities.

~~*The process for review and criteria for siting Essential Public Facilities, as defined in RCW 36.70A.200, and to be located in any jurisdiction in Kitsap County, has been identified in the Kitsap Countywide Planning Policy – Element G "Siting Public Capital Facilities of a Countywide or Statewide Nature." The City of Poulsbo shall participate as set forth in this section of the Kitsap Countywide Planning Policy, in the identification and ranking of countywide sites suitable for public facility siting. The City zoning ordinance shall identify the process for siting a local essential public facility.*~~

Policy CF-7.2

Site, coordinate and process Essential Public Facilities consistent with applicable policies in the Kitsap Countywide Planning Policies Element G.

Policy CF-7.3

The City's zoning ordinance shall identify the process for permitting Essential Public Facilities.

[1] *The amendments proposed for essential public facilities goal and policies are necessitated from changes made in the Kitsap Countywide Planning Policies Element G in 2021. These changes resulted in more generalized policies and relied on the local jurisdictions to identify the siting process. The City's current zoning ordinance (PMC 18.125) identifies siting and permitting processes for essential public facilities, and so significant amendments are not necessary. Therefore, the amendments propose: 1) identify the GMA requirement that we cannot preclude siting of essential public facilities; 2) acknowledges there is some policy and procedures in the countywide planning policies to be aware of, and 3) that our zoning ordinance is where siting procedures and permit process are adopted.*

City of Poulsbo

Planning & Economic Development

To: Planning Commission
From: Nikole Coleman, Senior Planner
Date: February 3, 2023
RE: Review of Utilities Chapter

Utilities Chapter 10

The Utilities Chapter 10 is home to the goals and policies is for the provision and operations of city-managed utilities - such as water, sanitary sewer, stormwater, and non-city managed utilities, such as power and communications.

The proposed amendments are derived from review and suggestions by Public Works/Engineering staff and City Attorney's office. A review of Puget Sound Regional Council's (PSRC) Vision 2050 Consistency Tool, Washington State Department of Commerce's 2024 Comprehensive Plan Update checklist, and Kitsap Countywide Planning Policies was made, but no needed amendments were identified.

There are minor amendments proposed and are identified as red underline and ~~strikethrough~~.

We look forward to discussing Chapter 10's proposed amendments at the February 7, 2023, Planning Commission meeting.

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Chapter 10. Utilities

CITY-MANAGED UTILITIES

GOAL UT-1

Provide the development and maintenance of all city-managed utilities at the appropriate levels of service to accommodate the City of Poulsbo's projected growth.

Policy UT-1.1

The City shall adopt design and construction standards for all City-managed utilities. The City shall review their utility construction standards at a minimum of every five years to ensure the City's standards remain contemporary and relevant to the changing needs of the city.

Policy UT-1.2

It is the City's policy not to hold itself as a public utility and therefore generally requires that properties annex to the city limits before City public utilities are to be extended. There may be circumstances, however, that the City may decide, at its sole and absolute discretion, to allow extension of utility service to property prior to annexation. The Poulsbo Municipal Code establishes the procedures and policies for utility extensions prior to annexation.

Policy UT-1.3

Require sewer and water connections for all new development and land use redevelopment, consistent with ~~be to~~ City construction standards. *{Suggested by Engineering staff}*

Policy UT-1.4

Allow existing single family homes with working septic systems and private wells to continue to utilize these facilities, providing there are no health or environmental problems.

Policy UT-1.5

All new water and sewer mains shall be installed in public right-of-way, and the use of private easements for such locations shall be minimized to the extent feasible. ~~avoided as much as possible~~. *{Suggested by Engineering staff}*

Policy UT-1.6

Sewers intended to serve new development shall be gravity, unless topography or technical design reasons prevent obtaining gravity flow. In those specific cases where gravity flow cannot be achieved, lift stations may be considered by the City.

Policy UT-1.7

Provide a water supply that complies with ~~meets~~ all federal and Washington State Department of Health drinking water regulatory requirements and ~~quality~~ standards. *{Suggested by Engineering staff}*

Policy UT-1.8

Provide for adequate design, construction, sampling, management, maintenance and operation practices to supply safe and high-quality drinking water in a reliable manner with quality suitable for intended use including for domestic usage,irrigation usage, and sufficient supply for emergencies and fire flow protections. ~~Provide reliable water service for domestic use, fire flow protection and emergencies~~. *{Suggested by Engineering staff; based on WAC related to water supply).*

Policy UT-1.9

Develop and implement a proactive water use efficiency and conservation program, based upon the goals and recommendations set forth in the most current water system functional plan. Any such efficiency and conservation program shall identify incentives for water conservation.

Policy UT-1.10

Maintain water quality by looping new water systems and connecting to existing systems to the extent feasible. ~~Ensure water quality is maintained by requiring all new water systems to be looped as much as possible~~. {Suggested by Engineering staff}

Policy UT-1.11

Manage the storm water system in Poulsbo to protect public safety, prevent public and private property damage, protect and work to enhance water quality and improve the water quality in the aquatic habitat, and provide for the safety and enjoyment of citizens. {Suggested by Engineering staff}

Policy UT-1.12

The City shall implement programs, projects, and maintenance measures in order to comply with ~~complete and implement the necessary programs, projects and maintenance measures that satisfy~~ the Washington State Department of Ecology Phase II NPDES permit requirements. {Suggested by Engineering staff}

Policy UT-1.13

Maintain a cost-effective and responsive solid waste collection system. Require single-family residential garbage to be collected weekly at the curbside on public streets. Require commercial and multi-family garbage collection in City provide containers.

Policy UT-1.14

Promote the recycling of solid waste materials by providing opportunities for convenient recycling and by developing and distributing educational materials on recycling, composting and other waste reduction methods.

Policy UT-1.15

Continue participating in Kitsap County's solid waste management planning to ensure a regional approach to solid waste management.

Non City-Managed Utilities

GOAL UT-2

Encourage provision of non-City managed utilities, facilities and services that meet the needs of the City and accommodate future population and economic growth.

Policy UT-2.1

Work with providers to appropriately site new utility facilities to maintain a reliable level of service and accommodate growth. Provide data and population projections to assist providers in their utility planning.

Policy UT-2.2

Ensure the City's Comprehensive Plan and development regulations are consistent with and does not impair the fulfillment of public service obligations imposed upon utility providers by federal and state law. Work with utility providers to review local regulatory barriers for alternative and renewable energy sources and, if any are found, remove these barriers.

Policy UT-2.3

Ensure reasonable access to rights-of-way for all providers consistent with federal and state laws. Require ~~notification to the city prior to a utility's maintenance or removal of vegetation~~ compliance with the City's permitting process for activity within city right-of-way. {Suggested by Engineering staff}

Policy UT-2.4

Ensure that utilities are provided consistent with applicable rules, regulations and prudent utility practices.

GOAL UT-3

Locate utilities to minimize impacts on public health and safety, the surrounding development, the environment and interference with other public facilities.

Policy UT-3.1

Place utility facilities along public rights-of-way and encourage underground distribution lines in accordance with City and state rules and regulations. {Suggested by Engineering staff}

Policy UT-3.2

Coordinate the design and timing of installation and repair of utilities with street improvements whenever possible.

Policy UT-3.3

Protect the City's rights-of-way from unnecessary damage and interference and ensure restoration to pre-construction condition or better.

Policy UT-3.4

Minimize siting impacts of personal wireless telecommunication facilities by identifying development standards addressing appropriate permitting, locational priorities, visual impact, screening standards, and others as applicable, all within the regulations of applicable federal law.

Policy UT-3.5

Minimize visual impacts of personal wireless telecommunication facilities (excluding small wireless facilities) by establishing location priorities. Placement for new personal wireless telecommunication facilities shall be in the following priority: 1) ~~Co-locate~~ Attach on existing telecommunication facilities; 2) ~~Co-locate~~ attach antennas within rights-of-ways and on existing structures (power poles, buildings, water towers); 3) Non-residential zoning districts; 4) Residential zoning districts. {Suggested by City Attorney staff}

Policy UT-3.6

Wireless telecommunication facilities shall be camouflaged by employing the best available technology. This may be accomplished by use of compatible materials, location, color, stealth technologies, and/or other strategies to achieve minimum visibility of the facility as viewed from public streets or residential properties.