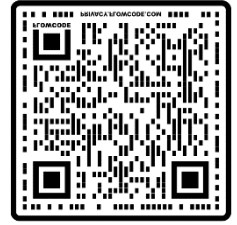




City of Poulsbo Planning Commission

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	2/28/2023
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, Karla Boughton, Special Projects Planner		
Phone and Meeting ID:	1 (253) 215 8782	867 2467 1267	
Zoom Link:	https://us06web.zoom.us/j/86724671267		

			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: 02/07/2023		
6:03pm	5.	Comments from Citizens		
6:05pm	6.	Presentation of Projects for Consideration	Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Functional Plans and Capital Facility Planning- Presentation Only– KB First Review Participation, Implementation Chapter, 2024 Comp Plan Update –NC First Review of NEW Health and Human Services 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
***SPECIAL* Planning Commission**
 City Hall – 200 NE Moe Street



Subject	Meeting Minutes	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, Ray Taylor, 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			
6:01pm	4.	Approval of Minutes: 01/24/2023	Commissioner MK motioned to approve; Commissioner DS seconded. All Aye's.		
6:02pm	5.	Comments from Citizens			
6:02pm	6.	Presentation of Projects for Consideration	Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<p>2023 Housekeeping Code Amendments, Public Hearing– Public Hearing Open 6:02 NC presents. DS made motion to approve, seconded by NK. All Aye's. Public Hearing Closed 6:04</p> <p>Second Review Capital Facilities Chapter, 2024 Comp Plan Update – NC presented. Commissioners had no new comments.</p> <p>Utilities Chapter, 2024 Comp Plan Update – NC presented. MK shared that Commissioner KN would potentially have comments, as mentioned in previous meetings, on underground utilities that seem to be addressed, NC responded. Chair RS shared some input that PSE had shared upon previous amendments, NC responded.</p>	
6:10	7.	Director's Report	HW presented updates on Council happenings, upcoming meetings and next items on the agenda. HW shared about the upcoming parking study meeting and other departmental information.		

			Agenda
Time	No.	Topic	Details
6:14pm	8.	Commissioner Comments	MK shared about an article recently in the Seattle Times about parish's potentially combining and leaving some open properties for "social good" and that this could be helpful given a previously discussed ordinance, HW responded.
6:17pm	9.	Adjournment at 6:17	

Summary: Minutes were approved. Motion made to recommend approval of amendments as written to the city council.

Ray Stevens, Planning Commission Chairman

Participation, Implementation, and Evaluation Goal and Policy Review | February 2023

Red ~~Strikeout~~ and Underline = Staff Recommended Amendments

Orange notes reason for amendment

CHAPTER 11. Participation, Implementation, and Evaluation

PUBLIC PARTICIPATION

GOAL PI-1

Value public participation and promote broad-based involvement by members of the Pousbo community in the update and implementation of the Comprehensive Plan, as well as in other issues and opportunities of significance to the City.

Policy PI-1.1

Provide opportunities for public review of plans, regulations, and development proposals while tailoring the review approach and specific issues to the appropriate stage of plan preparation and implementation.

Policy PI-1.2

The City shall develop public participation plans for major projects or decision processes. In addition to hearings and other formal opportunities for oral and written public comment, the City will utilize other outreach techniques, such as town hall meetings, open houses, workshops, forums, opinion surveys and stakeholder groups.

Policy PI-1.3

Provide early and continuous participation by ~~Use~~ of all public involvement and communication options at the City's disposal, such as websites, surveys, workshops, open houses and other meetings, and citizen advisory/stakeholder groups. {consistent language with language in state law}

Policy PI-1.4

Support effective and equitable participation by providing a variety of community engagement opportunities which include culturally and linguistically appropriate materials. {to address PSRC Vision 2050 consistency checklist}

IMPLEMENTATION AND EVALUATION

GOAL PI-2

Maintain and implement a Comprehensive Plan that embodies the future vision for Pousbo and carries out the City's local, regional and statewide responsibilities.

Policy PI-2.1

Ensure that development regulations, functional plans, City budget, capital improvement plan budgets and priorities, and other implementing measures and actions are consistent with, and reinforce, the Comprehensive Plan.

Policy PI-2.2

Conduct a substantial Comprehensive Plan review every ~~eight~~ ten years. Analyze the opportunities and issues facing the City, review changes in State law, complete a thorough review of existing policies, and update the Plan as needed. New Census data will be utilized for implementation and administration purposes as it becomes available and the data will be incorporated into the substantial Comprehensive Plan review. {to be consistent with updated state law}

Policy PL -2.3

Provide an implementation progress report detailing the progress achieved in implementing the comprehensive plan every five years after the adoption of the comprehensive plan update (RCW.36.70A.130). {to be consistent with updated state law}

Policy PI-2.~~34~~

Update applicable City code provisions as soon as possible following a Comprehensive Plan amendment or where a major revision to the Comprehensive Plan has been adopted.

Policy PI-2.~~45~~

Ensure the City's development regulations do not result in an unconstitutional taking of private property by ensuring City staff are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property.

Participation, Implementation, and Evaluation Goal and Policy Review | February 2023

Red ~~Strikeout~~ and Underline = Staff Recommended Amendments

Orange notes reason for amendment

AMENDING THE COMPREHENSIVE PLAN

GOAL PI-3

Process comprehensive plan amendments in conformance with the requirements of the Growth Management Act, and as set forth in the Poulsbo Municipal Code.

Policy PI-3.1

Amendments to the Comprehensive Plan shall be processed pursuant to the requirements of Title 19 of the Poulsbo Municipal Code. The City shall establish a docket for any proposed amendments to the Poulsbo Comprehensive Plan once a year, except for the year of a comprehensive plan update, considering the Plan amendments as a package in order to evaluate their cumulative impact.

Policy PI-3.2

Amendments to the capital facilities plan may occur outside of annual review process, if adopted concurrently with an annual budget; this is allowed under GMA (RCW 36.70A.130.2.a.iii).

Policy PI-3.4

Amendments to comprehensive plan text or maps may be administratively made by the Planning Director if the amendment is to correct an obvious factual error, typographical error or an inadvertent omission. The Planning Director shall review the record to confirm the error and provide written documentation of the correction.

Policy PI-3.5

Amendments to the City's comprehensive plan and/or City's functional plans should generally conform to the public participation process used for the initial adoption of the comprehensive plan. Depending on the nature of the amendments, the process may vary in terms of time frame, content, number of meetings, etc.

Policy PI-3.6

Recognize that the need for emergency amendments may require modifications to the annual comprehensive plan amendment process. The need for emergency amendment(s) shall be based on an event, circumstance, or situation that constitutes an immediate threat to the public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the comprehensive plan and must be legally noticed 10-days before the hearing.

Policy PI-3.7

~~The City's functional plans are those plans where identified projects are tied to the Comprehensive Plan's Capital Facilities Plan. The City's functional plans shall be scheduled to be updated on a as required per state law six-year cycle; however, the functional plans may be updated or selectively in between the six years if new information or circumstances dictate. Whenever a functional plan is fully updated or selectively, an amendment to the comprehensive plan is necessary to formally adopt the plan.~~

Prior to docketing as a comprehensive plan amendment, the appropriate department shall circulate a draft functional plan (or selective amendments) for review and solicit comments from: appropriate City staff; interested citizens, property owners and/or general public; any appropriate state or local agency; and appropriate City Council Committee. The review and comment process shall be documented and included with the functional plan when ready for comprehensive plan amendment docketing. {not all functional plans are required to be updated every 6 years}

HUMAN SERVICES

GOAL HH-1

Support an effective and efficient system of human services that addresses and anticipates needs within the community.

Policy HH-1.1

Continue to support the Housing, Health, and Human Services Department, which partners with other departments, agencies, and nonprofits to understand current and emerging human service and housing needs and find new opportunities to address them.

Policy HH-1.2

Conduct a community needs assessment to understand gaps in community health and human services, as well as the strengths and assets available in the community.

Policy HH-1.3

Support efforts to increase community awareness of community-based health and human service resources.

Policy HH-1.4

Encourage existing health and human service organizations to offer services needed in the community which are not currently available.

Policy HH-1.5

Encourage human services to become accessible to all in the community by removing any barriers, including but not limited to architectural, cultural, language, communication, and location.

Policy HH-1.6

Promote volunteerism as a way to involve citizens in meeting the needs of their neighbors, stretch funding resources, and build a sense of pride in the community.

Policy HH-1.7

Encourage human services organizations to locate facilities near commercial centers where transit and non-motorized facilities exist.

Policy HH-1.8

Provide training to City employees who interact frequently with the public, including but not limited to police, public works operations, development services, and parks staff, to detect potential human services needs and offer contact information, while respecting citizens' rights to privacy.

GOAL HH-2

Recognize the interrelationship between housing and human services.

Policy HH-2.1

Encourage programs designed to allow people who need assistance to remain in their homes or maintain their independence as long as possible.

Policy HS 2.2

Ensure the creation of a mix of housing alternatives for people at different levels of income and independence, including transitional housing and shelters.

HEALTHY LIVING

GOAL HH-3

Seek to create a healthy environment where the community may practice healthy living, are well nourished, and have access to quality health care, emphasizing the needs of low-income residents and others with limited access to care

Policy HH-3.1

Support equitable access to high quality healthcare, including physical and mental health, crisis care and addiction services.

Policy HH-3.2

Collaborate with community organizations and health providers to advocate for quality health care and broader accessibility to services.

Policy HH-3.3

Support organizations that help provide food, social service, and housing assistance to low-income residents.

Policy HH-3.4

Promote the development of home and community gardens, farmers' or public markets, and other small-scale collaborative initiatives in order to provide citizens with a diverse choice of locally based food products.

Policy HH-3.5

Continue to develop a robust pedestrian and bicycle network that safely accommodates walking and biking for commuting, school, shopping, and recreational trips by those of all ages and levels of experience.

Policy HH-3.6

Encourage development of new parks, plazas, gardens, trails and paths, and open space amenities concurrent with approvals for new development to increase opportunities, encourage physical activity, and help mitigate urban heat island effects.

Policy HH 3.7

Continue to support criminal justice initiatives that use police and court contact to connect individuals to health and social services.

Policy HH 3.8

Continue to support fire department initiatives that use fire/EMS contact to connect individuals to health and social services.

EMERGENCY PREPAREDNESS AND RESILIENCY

GOAL HH-4

Develop an increased level of emergency preparedness among all segments of the population to help coordinate governmental response and recovery efforts that seek to minimize the adversity of a major emergency or disaster.

Policy HH-4.1

Evaluate the City's ability to withstand and recover from natural disasters and human-made disruptions in order to minimize disruptions to public services.

Policy HH-4.2

Develop a climate change risk assessment and impact analysis for city government facilities and operations.