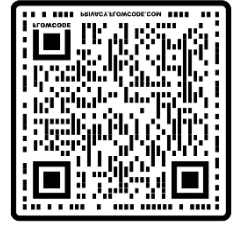




# City of Poulsbo Planning Commission

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.



<b>Subject</b>	<b>Agenda</b>	<b>Date</b>	3/28/2023
<b>Recorder</b>	Tiffany Simmons	<b>Start Time</b>	6:00pm
<b>Committee Chair</b>	Ray Stevens	<b>Est. End Time</b>	8:00pm
<b>Committee Members</b>	Jerry Block, Mark Kipps, Kate Nunes, Ray Taylor, Doug Newell, David Strickon		
<b>Staff Present</b>	Heather Wright, PED Director, Tiffany Simmons, Planning Technician, Nikole Coleman, Senior Planner, Kimberly Hendrickson, Housing, Health and Human Services Director		
<b>Phone and Meeting ID:</b>	1 (253) 215 8782	867 2467 1267	
<b>Zoom Link:</b>	<a href="https://us06web.zoom.us/j/86724671267">https://us06web.zoom.us/j/86724671267</a>		

		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: 02/28/2023	
6:03pm	5.	Comments from Citizens	
6:05pm	6.	Presentation of Projects for Consideration	<b>Housing, Health and Human Services Director Presentation– KH</b>  <b>Second Review of Health and Human Services Chapter, 2024 Comp Plan Update – NC</b>  <b>First Review of Housing Chapter, 2024 Comp Plan Update –NC</b>
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.

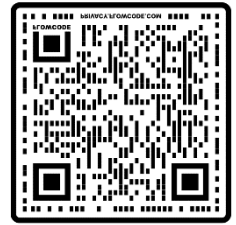
**The City of Poulsbo strives to provide accessible meetings for People with Disabilities. Please contact the Poulsbo Planning Department at (360) 394-9748 at least 48 hours prior to the meeting if accommodations are needed for this meeting.**

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



<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	2/28/2023
<b>Recorder</b>	Tiffany Simmons	<b>Start Time</b>	6:00pm
<b>Committee Chair</b>	Ray Stevens	<b>Est. End Time</b>	7:48pm
<b>Committee Members</b>	Jerry Block, Mark Kipps, Ray Taylor, David Strickon		
<b>Staff Present</b>	Heather Wright, PED Director, Tiffany Simmons, PED Administrative Assistant, Nikole Coleman, Senior Planner		

		<b>Agenda</b>	
<b>Time</b>	<b>No.</b>	<b>Topic</b>	<b>Details</b>
6pm	1.	Call To Order	
6:00pm	2.	Pledge of Allegiance	
6:01pm	3	Modifications to the Agenda	
6:01pm	4.	Approval of Minutes: 02/07/2023	Commissioner JB motioned to approve; Commissioner RT seconded. All Aye's.
6:02pm	5.	Comments from Citizens	None.
6:03pm	6.	Presentation of Projects for Consideration  Quasi-Judicial <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<p><b>Functional Plans and Capital Facility Planning- Presentation Only</b>– KB and HW Presented. Commissioner MK asked if the Functional plan or the comprehensive plan takes precedence, NC and KB responded. MK noted that there are some factors that aren't aligned and what happens if two factors conflict between the functional plans and the comprehensive plan, KB responded. Commissioner DN asked if there are both growth and maintenance covered with the functional plan, KB responded. DN then asked how do impact fees get set to the needs of the city (Specifically Transportation and Parks), KB responded. RT asked what growth (Physical materials or expected capacity over a time) the plans are accounting for, KB responded.</p> <p><b>First Review Participation, Implementation Chapter, 2024 Comp Plan Update</b> –NC walked through the Public Participation Chapter.</p> <p>Policy PI-1.4 – JB asked if “Actively recruit from diverse” might be a good language addition.</p> <p>Policy PI-2.1 – JB asked if we need language on how we wanted to “ensure” work being done, NC responded. MK</p>

			Agenda	
Time	No.	Topic	Details	
			<p>added some comment on the situation JB referenced as it pops up in a few places throughout the plan, NC gave some feedback. RS asked if "ensure" can be replaced by "Verify", NC noted this. DN shared that it should be consistent with our intent, NC gave feedback.</p> <p>Policy PI-2.2 – DN asked why it was 10 years instead of 8 years.</p> <p>Policy PI 2.4- JB asked if "update annually" would be applicable language, NC gave some feedback.</p> <p>Policy PI 3.7- JB shared that the paragraph is a little difficult to read, MK shared some options for simplifying the sentence structure, NC responded. MK asked if the Planning Commission should be listed as a reviewer, NC responded.</p> <p><b>First Review of NEW Health and Human Services Chapter, 2024 Comp Plan Update</b> – NC walked through the new chapter.</p> <p>DN shared that this seems very operational versus the structural, built environment, and that this may be excluding other operational factors. RS questioned how this plays into the physical environments of the city. HW responded and shared more behind the production of this chapter. Further discussion was held on this chapter and its involvement in the comprehensive plan. DN asked if the Planning Commission is the proper voice to determine the validity of these policies. RS shared that it would be valuable to take an inventory on our services for things like hospitals to be sure they can support the incoming increase of population, NC gave feedback. RS shared there is no definition for a standard level of service for things related to health, NC gave feedback. Commissioner DS shared that EMT is a public service, something we may be able to cover.</p> <p>Policy HH 1.1 – JB asked if there is already a state or federal law to match up with, HW noted.</p> <p>Policy HH 1.4 – DS shared that this may be covered by 1.1, NC responded. JB asked if there can be language on partnering with someone or adding information to HH 1.2, NC responded. JB shared that there may be benefit in adding a disclosure statements.</p>	

			Agenda	
Time	No.	Topic	Details	
			<p>Policy HH 2.2 – JB shared that “ensure” might want to be replaced by something more manageable. MK shared insight on how this can be managed and that there are features we already have.</p> <p>Goal HH 3 – RT shared that ‘seek’ might not be the proper wording because it may imply more than there is capacity to support, RS shared some insight and that maybe by removing “Seek to” all together then the goal and policies may support the situation better. DS shared that community may want to be pluralized or enhanced to be more inclusive.</p> <p>Policy HH 3.1 – DN shared this as a challenging policy to approve because it can be hard to support. JB shared that equitable might be defined to help understanding, NC noted. DN reiterated that if this is in the comprehensive plan then many other things should be included as well, HW gave some feedback.</p> <p>Policy HH 4.1 – JB shared some insight on the verbiage of the policy.</p> <p>RT added that there is nothing in the functional plan about power systems or internet services as those are increasing in demand, communication systems could use some support, NC responded. DN added that there is communication with PSE that we have and yet it has no chapter in the comprehensive plan, NC responded. RS shared some history in communications within the city, NC added to that.</p>	
7:20	7.	Director’s Report	HW shared about upcoming council items, Commission meetings and Commission items. DN asked for information that may be helpful in decision making from survey results, HW and NC responded.	
7:30pm	8.	Commissioner Comments	RS shared some comments on the current bills going up for review within the state. RS shared some information on the marijuana legislation moving through the legislature.	
7:48pm	9.	Adjournment at 7:48		

**Summary:** Minutes were approved.

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Ray Stevens, Planning Commission Chairman

## Health and Human Services Goal and Policy Review | February 2023

**Note:** Health and Human Services is a new chapter, therefore, all proposed text is new.

Blue ~~Strikethrough~~ and Underline = Planning Commission Amendments

### **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 needs and find new opportunities to address them.*

##### ***Policy HH-1.2***

*Conduct an initial community needs assessment to understand gaps in community 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 human service resources.*

##### **~~*Policy HH-1.4*~~**

~~*Encourage existing human service organizations to offer services needed in the community which are not currently available.*~~ {Covered under HH 1.1}

##### **~~*Policy HH-1.45*~~**

~~*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-1.56*~~**

~~*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-1.67*~~**

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

##### **~~*Policy HH-1.78*~~**

~~*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***

Support ~~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***

Encourage ~~Ensure~~ the creation of a mix of housing alternatives for people at different levels of independence.

## HEALTHY LIVING

### GOAL HH-3

~~Seek to e~~ Create a healthy environment where ~~the~~ community members may practice healthy living, are well nourished, and have access to quality health care.

#### *Policy HH-3.1*

Work with the medical community and providers to promote ~~Support equitable~~ access to high quality healthcare, including physical and mental health, emergency medical, 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 the increased availability of home care and appropriate assisted-living opportunities for older adults and people with disabilities, including appropriate support and resources for careqivers of older adults and people with disabilities.

#### *Policy HH-3.5-3*

Support organizations that help provide food assistance to low-income residents.

#### *Policy HH-3.5-4*

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-3.6-5*

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-3.7-6*

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.

## 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*

Develop a plan to E~~e~~valuate 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.

**NOTE:** The full chapter will include RCW's that support these efforts.

# City of Poulsbo

## Planning & Economic Development



To: Planning Commission  
From: Nikole Coleman, Senior Planner  
Date: March 24, 2023  
RE: Review of Housing Chapter Goals and Policies

### Growth Management Act Requirements

Cities fully planning under the Growth Management Act (GMA) must include a housing chapter in their comprehensive plans. Per RCW 36.70A.070(2), the following components are required:

- **Housing Needs Assessment:** An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth.
- **Goals, Policies and Objectives:** A statement of goals, policies, objectives and mandatory provisions for the preservation, improvement and development of housing.
- **Residential Land Capacity Analysis:** Analysis to identify sufficient land to accommodate housing growth targets.
- **Provisions for all Economic Segments:** Adequate provisions to address existing and projected needs of households at all income levels.

In the 2021 legislative session, HB 1220 substantially amended the housing-related provisions of the GMA. These updates amended the GMA housing goal from “*Encourage the availability of affordable housing to all economic segments of the population*” to “*Plan for and accommodate housing affordable to all economic segments of the population of this state.*” The remaining objectives to “promote a variety of residential densities and housing types and encourage the preservation of existing housing stock” did not change.

The goals and policies of the housing chapter must now include more specific items. In addition to goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, the housing chapter must include moderate density housing options.

### Housing Chapter 7

The Housing Chapter addresses the major housing issues facing the City over the next 20 years. These issues include:

- Creation of new housing units to meet the population and affordable housing targets;
- Encouraging creative solutions to housing issues through innovative and quality design;
- Preserving and enhancing the qualities of existing residential neighborhoods;
- Planning for the availability of housing that is affordable for all economic segments of the community; and
- Increasing the range of housing choices that are reflective of rapidly changing demographics, preferences and needs.

Amendments proposed and are identified as red underline and strikethrough with notes on rationale in orange.

We look forward to discussing Chapter 7’s proposed amendments at the March 28 Planning Commission meeting.

Helpful Links:

- [2021 Poulsbo Housing Action Plan \(Housing Needs Assessment included as Appendix A\)](#)
- [2021 Buildable Lands Report \(includes residential land capacity analysis\)](#)
- [WA Dept of Commerce Planning for Housing website](#)
- [PSRC Vision 2050 Housing](#)



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## HOUSING CHOICE

### GOAL HS-1

Provide ~~enough~~ housing to meet the needs of the existing and projected population.

#### **Policy HS-1.1**

Provide sufficient land for the city's projected population and housing growth targets through a variety of housing types, such as single family and multi-family attached and detached housing (both owner and renter occupied), mixed use, manufactured housing, group homes, government assisted housing, and housing for low income households.

#### **Policy HS-1.2**

Safeguard that the local housing market provides housing opportunities for citizens regardless of race, color, religion, gender, national origin, handicap disability, economic status, familial status, or age.

#### **Policy HS-1.3**

Plan for a range of housing choices for workers at all income levels that are accessible to job centers and attainable to workers at anticipated wages. {to address PSRC Vision 2050 and Commerce consistency checklists}

#### **Policy HS-1.4**

~~Encourage the use of planned residential developments to promote flexibility in development standards and affordability in new housing construction.~~ {Repetitive with HS 2.1}

#### **Policy HS-1. ~~4~~3**

Encourage and expand opportunities for a variety of ~~Promote~~ infill housing options within development in existing residential neighborhoods so vacant or underutilized land can be converted to residential uses. This includes developing land that may have been passed over for any number of reasons—low demand for land, low density site, leap frog development, or site constraints.

#### **Policy HS-1.5**

Encourage development of accessory dwelling units (ADUs) through streamlined permitting, education and resources, and regular monitoring of the ADU regulations. {to address PSRC Vision 2050 and Commerce consistency checklists}

#### **Policy HS-~~1.6~~3.5**

Encourage new multi-family housing in a variety of types and sizes in areas designated for such use in the Land Use Chapter and Map. {Moved}

#### **Policy HS-~~1.7~~3.6**

Encourage additional housing units through the provisions of mixed-use development in commercially zoned areas and consider allowing, in certain circumstances, residential uses to develop independently or through flexible space provisions. {Moved}

#### **Policy HS-1.8**

Establish allowances for innovative techniques, development standards, and incentives to accommodate higher-density housing along the SR305 Corridor, where transit, employment and other services are present. {to address PSRC Vision 2050 and Commerce consistency checklists}



**Policy HS-1.9**

Review and streamline development standards and regulations to advance their public benefit, provide flexibility, and minimize additional costs to housing. {to address PSRC Vision 2050 and Commerce consistency checklists}

**Policy HS-1.10**

Continue to implement the recommendations of the Housing Action Plan, as resources allow.

**GOAL HS-23**

Plan for ~~Promote~~ a variety of housing types and choices to meet the housing needs of all income levels and demographic groups in the city. that meet changing population needs and preferences. {to address PSRC Vision 2050 and Commerce consistency checklists}

**Policy HS-~~23~~.1**

Expand housing capacity for moderate density housing to bridge the gap between single-family and more intensive multifamily development and provide opportunities for more affordable ownership and rental housing that allows more people to live in neighborhoods across the city. {to address PSRC Vision 2050 and Commerce consistency checklists}

**Policy HS-~~2.23~~.1**

Promote socioeconomic integration by allowing for a variety of housing types and sizes together in new residential and redevelopment projects. In the RL zoning district, continue promote the use of the planned residential development~~s~~ to promote a variety of housing types and site planning techniques that can achieve the maximum housing potential of the site while being designed in consideration of surrounding properties and the natural environment ~~provision for attached housing units clustered with the traditional single family detached units.~~

**Policy HS-3.3**

~~Promote home ownership by encouraging alternatives to conventional detached single family housing, such as condominiums, attached single family units, and townhouses.~~ {Repetitive with 2.1}

**Policy HS-2.3**

Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own neighborhood as their housing needs change. {to address the growing senior population in Pousbo}

**Policy HS-3.2**

~~Continue to permit accessory dwelling units in the RL zone and provide development standards in the City's Zoning Ordinance that also promote ease of permitting. Accessory dwelling units shall be achieved by adding a second unit by:~~

- ~~▪ A second separate dwelling unit built on the same lot;~~
- ~~▪ A second dwelling unit added to the original residence on the lot;~~
- ~~▪ A second dwelling unit by converting an existing accessory structure on the lot; or~~
- ~~▪ A second dwelling unit created by converting existing space, such as an attached garage, in the original residence.~~
- ~~▪ Accessory units do not include recreation vehicles of any kind.~~ {addressed with new HS 1.4}

**Policy HS-~~2.44.7~~**

~~The City shall s~~Support agency and nonprofit organizations in the creation of housing opportunities to accommodate the homeless, elderly, physically or mentally challenged, and other segments of the population who have special needs.

**Policy HS-2.5**

Encourage and support the development of emergency, transitional and permanent supportive housing with appropriate on-site services for persons with special needs. {Required per HB1220}

**EXISTING NEIGHBORHOODS**

**GOAL HS-~~32~~**

Strengthen and preserve the City's existing neighborhoods and housing stock.

**Policy HS-~~32.1~~**

Promote private efforts to preserve the existing quality housing stock by maintaining sound units, rehabilitating substandard units, and replacing severely deteriorated units.

**Policy HS-~~32.2~~**

~~The City Public Works shall p~~Program regular infrastructure maintenance in existing residential neighborhoods to ensure its ability to adequately and appropriately support existing housing.

**Policy HS-~~32.3~~**

~~The City shall c~~Consider initiating a program that provides financial assistance through grants or low-interest loans to repair and rehabilitate aging or substandard housing.

**Policy HS-~~32.4~~**

Encourage the maintenance, restoration, and rehabilitation of locally significant residences in which these residences are retained instead of redeveloped.

**Policy HS-2.5**

Encourage preservation of the unique scale and character of Poulsbo's existing neighborhoods which provide housing for all income levels, while allowing for improvement with minimal displacement.

**Policy HS-~~3.5-3.4~~**

Recognize the role of mobile and manufactured housing as an important component of Poulsbo's housing stock by creating a more stable planning and zoning environment for their continuation and by providing flexible and effective development regulations that will allow the upgrading and modernizing of older manufactured/mobile home parks. Encourage preservation of land currently accommodating manufactured home parks and continue to permit manufactured homes in all residential zones. {to address policy direction provided at joint PC and CC growth strategy workshop}

**AFFORDABLE HOUSING**

**GOAL HS-4**

Promote and facilitate the provision of affordable housing in all areas and zoning districts of the city.

**Policy HS-4.1**

Identify and implement strategies to meet affordable housing targets identified in the Kitsap County Countywide Planning Policies. {to address PSRC Vision 2050 consistency checklist}

**Policy HS-4.2**

Identify potential physical, economic, and cultural displacement of low-income households and marginalized populations that may result from planning, public investments, private redevelopment, and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible. {to address PSRC Vision 2050 and Commerce consistency checklist}

**Policy HS-4.~~3~~1**

Disperse housing for low- and moderate-income households through Poulsbo and its Urban Growth Area and discourage the disproportionate concentration of such housing in any one geographical area of the city.

**Policy HS-4. ~~4~~2**

Continue to support the regionally coordinated provision of low-income housing through the City's participation with the Kitsap Regional Coordinating Council and Housing Kitsap. The City shall support and encourage Housing Kitsap's pursuit of funding for low- and moderate- income housing through the Community Development Block Grant program, state and federal programs, and other available funding opportunities.

**~~Policy HS-4.4~~**

~~Continue to support and encourage the Housing Kitsap's Self-Help Housing program, in which people gain home equity in exchange for work performed in renovation or construction.~~{added to 4.5}

**~~Policy HS-4.3~~**

~~Support and encourage Habitat for Humanity and private developers who seek to provide below-market housing units.~~ {added to 4.5}

**Policy HS-4.5**

Promote and encourage partnerships between public and private developers and nonprofit organizations that seek to create increased housing and home ownership opportunities for low- and moderate- income households, such as Housing Kitsap's Self-Help Housing program, Habitat for Humanity, shared or limited-equity housing, lease-purchase options, cohousing, and land trusts and cooperatives.

**~~Policy HS-4.6~~**

~~Support other ownership approaches that may apply to low-income housing, such as shared or limited-equity housing, lease-purchase options, cohousing, and land trusts and cooperatives.~~{added to 4.5}

**Policy HS-4. ~~6~~3**

Provide density bonus opportunities and other incentives in the City's Zoning Ordinance for development proposals that provide low- to moderate-income housing units. Provide criteria and process for ensuring that those units remain affordable over time.

**Policy HS-4. ~~7~~8**

Research ~~other~~ emerging housing options or development incentives that are appropriate to be included in the City's zoning ordinance that will provide an increase of affordable housing units into the City's housing stock.

**Policy HS-4. 89**

*Encourage as affordable housing options, rooms for rent and boarding houses - which benefit those on a fixed income with those of low income - and thereby strengthening their social safety net and increased sense of community.*

**Policy HS-4.9**

*Consider, in partnership with local agencies producing affordable housing, issuing a General Obligation Bond or Limited Tax General Obligation Bond to support the development of housing for households at or below 80% of median income for Kitsap County.*

**Policy HS-4.10**

*Continue to support the Department of Housing, Health and Human Services and its efforts to acquire grants and facilitate projects that provide affordable and transitional housing and financial support to our most vulnerable populations.*