

City of Poulsbo

Planning & Economic Development



2024 LAND USE CODE AMENDMENTS: HOUSEKEEPING, STATE MANDATES, AND HOUSING DIVERSITY STAFF REPORT AND RECOMMENDATION

To: Planning Commission
From: Nikole Coleman, Senior Planner
Subject: 2024 Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity
Date: January 12, 2024

Staff respectfully recommend approval of the Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity 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-01-03-24-01, the Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity, as identified in Exhibit A.

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1.0 General Information

Applicant:	City of Poulsbo 200 NE Moe Street Poulsbo WA, 98370
Application No.:	P-01-03-24-01
Description of Proposal:	<p>The proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories – Housekeeping, State Mandates, and Housing Diversity.</p> <ul style="list-style-type: none">• Housekeeping amendments 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.• State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning.• Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment. <p>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/</p>
Type of Amendment:	Zoning Code Text Amendments
SEPA Status:	An Optional DNS was issued on January 8, 2024
Enabling Code:	PMC 18.210.010, PMC 19.40.050
Planning Commission Hearing:	January 23, 2024
Staff Contact:	Nikole Coleman, Senior Planner ncoleman@cityofpoulsbo.com

2.0 Review Process to Date

On January 8, 2024, 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, distributed to Washington State Department of Commerce, and posted at the Poulsbo Post Office, City Hall and the City's website (Exhibit B).

The Planning commission held workshops on the proposed amendments on December 12, 2023, and January 9, 2024. A third workshop is scheduled for January 23, 2024, prior to the public hearing.

Public comment was provided at the January 9 workshop.

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 9, 2024, and identified 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), housing (Ch 7), 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 for Accessory Dwelling Units and Permanent Supportive Housing.
- Responding to the need for a mix of housing options to better meet the needs of residents.
- Adding additional standards for tree retention areas and the use of easements to achieve this requirement.
- Modifying the threshold for Minor Site Plan Review to respond to frequent project types.
- Updating standards for temporary community event and sandwich board signs, following a citywide sign sweep in spring of 2023.
- Eliminating a discrepancy between the PMC and RCW for alcohol sales and buffers.

Recommendation: The Planning and Economic Development staff respectfully recommends the Planning Commission offer a recommendation of approval to the City Council for the proposed 2024 Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity.

6.0 Planning Commission Public Hearing, January 23, 2024

The Planning Commission Public Hearing is scheduled for **Tuesday January 23, 2023, at 6:00 pm or soon thereafter**. The Planning Commission will make a 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: 813 4761 3119 are provided for virtual attendance, in addition to this webinar link: <https://us06web.zoom.us/j/81347613119>

PROPOSED MOTION:

MOVE to recommend (approval) (approval with modifications) to the Poulsbo City Council Application No. P-01-03-24-01, the 2024 Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity, as identified in Exhibit A.

7.0 Exhibits

- A. 2024 Land Use Code Amendments: Housekeeping, State Mandates, and Housing Diversity – As amended following January 9, 2024, workshop.
- B. Public Participation Plan
- C. Notice of Application with Optional DNS and Notice of Planning Commission Public Hearing

SUMMARY OF 2024 CODE AMENDMENTS: HOUSEKEEPING, STATE MANDATES, AND HOUSING DIVERSITY

No.	Topic	Title/Chapter Name	Section No.	Purpose/Comment
HOUSEKEEPING				
1	Kennels	Title 6, Animals Chapter 6.10, Grooming Parlors, Pet Shops, and Kennels	6.10.040, Boarding kennels prohibited	Request from business owner to the mayor to allow kennels within city limits. Limited to indoor in the C-1 zoning district.
2	Kennels	Title 6, Animals Chapter 6.10, Grooming Parlors, Pet Shops, and Kennels	6.10.050, Violation- Penalty	
3	Pet and animal sales or service	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.030, Uses	
4	Pet and animal sales or service	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.080, Additional standards and provisions for C zoning districts	
5	Short Subdivision Alteration	Title 17, Land Division Chapter 17.90, Plat Alterations and Vacation	17.90.020, Alteration of recorded land division	There is a conflict between PMC 17.40.020 E and 17.90.020. Amendment is to remedy the conflict. PMC 17.40.020 E: Property which has been subject to a short subdivision within a period of five years from its recording may not be further divided except through the provisions of a preliminary subdivision, Chapter 17.60; provided, that if the approved short subdivision had less than four lots, a plat alteration application as set forth in Chapter 17.90 may be submitted to create a cumulative total of up to four lots.
6	Short Subdivision Alteration	Title 19, Projection Permit Application Procedures Chapter 19.20, Application Classification	19.20.020, Permit application classification	
7	Self-serve mini-storage in RH zone	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.030, Uses	Remove mini-storage as permitted use in the RH zone.
8	Rooftop Appurtenances in C1 Zon	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.040, Development standards for commercial districts	Allow rooftop appurtenances to extend above the height limit in the C-1 zoning district.
9	Alcoholic Beverage Sales	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.080, Additional standards and provisions for C zoning districts	Amendment to be consistent with RCW.
10	Preschool	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.110, Off-street parking and loading standards in the C-2, C-3, and C-4 zoning districts	Amendment to remedy a conflict between parking required for childcare center and preschool.
11	Master Plan Removal	Title 18, Zoning Chapter 18.110, Master Plan Overlay	18.110.150, Duration of approved master plan	Codifying master plan removal process if one has not been outlined in the master plan itself.
12	Master Plan Removal	Title 18, Zoning Chapter 18.110, Master Plan Overlay	18.110.160, Removal of master plan	
13	Temporary Signs	Title 18, Zoning Chapter 18.170, Signage	18.170.080, Temporary signs	Amendments intended to respond to temporary sign sweep in Spring 2023. Larger sign code amendment planned for 2025.
14	Sandwich Board Signs	Title 18, Zoning Chapter 18.170, Signage	18.170.090, Sandwich board signs	
15	Minor Site Plan Review	Title 18, Zoning Chapter 18.270, Site Plan Review	18.270.020, Applicability	Raise thresholds for Minor Site Plan Review applications.
16	Tree Cutting and Clearing	Title 15, Buildings and Construction Chapter 15.35, Tree Cutting and Clearing	15.35.140, Tree cutting and clearing limits	Amendments to respond to concerns with tree retention areas within recent developments
17	Tree Retention Protection	Title 18, Zoning Chapter 18.180, Tree Retention	18.180.070, Tree protection measures	
18	Tree Retention Protection	Title 18, Zoning Chapter 18.180, Tree Retention	18.180.080, Long-term tree protection and maintenance	
STATE MANDATE				
<i>Supportive Housing</i>				
19	Supportive Housing Definitions	Title 18, Zoning Chapter 18.40, Definitions	18.40.030, Definitions	RCW 35.21.689, which was adopted in 2019, states that “a city may not prohibit permanent supportive housing in areas where multifamily housing is permitted.” E2SHB 1220 added “transitional housing” to this prohibition and extends the geographic scope as follows:
20	Supportive Housing Residential Uses	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.030, Uses	
21	Supportive Housing Residential Standards	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.070, Additional standards and provisions in the R zoning districts	
22	Supportive Housing Residential Parking	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.080, Parking	

23	Supportive Housing Commercial Uses	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.030, Uses	<ul style="list-style-type: none"> A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed. <p>E2SHB 1220 also includes the following:</p> <ul style="list-style-type: none"> Effective September 30, 2021, a city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit.
24	Supportive Housing Commercial Standards	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.080, Additional standards and provisions for C zoning districts	
25	Supportive Housing Commercial Parking	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.100, Off-street parking and loading standards in the C-1 zoning district	
26	Supportive Housing Commercial Parking	Title 18, Zoning Chapter 18.80, Commercial Districts	18.80.110, Off-street parking and loading standards in the C-2, C-3, and C-4 zoning districts	
Accessory Dwelling Units (ADUs)				
27	ADU Definitions	Title 18, Zoning Chapter 18.40, Definitions	18.40.030, Definitions	<p>In 2023, HB 1337 amended RCW 36.70A to add significant changes to local government roles for regulating ADUs. Within urban growth areas, cities and counties:</p> <ul style="list-style-type: none"> Must allow two ADUs per residential lot. They may be attached, detached, or a combination of both, or may be conversions of existing structures. May not require the owner to occupy the property and may not prohibit sale as independent units. May not charge more than 50% of impact fees charged for the principal unit. Must allow an ADU of at least 1,000 square feet and must adjust zoning to be consistent with the bill for things such as height, setbacks, and other regulations. Must set consistent parking requirements based on distance from transit and lot size.
28	ADU Uses	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.030, Uses	
29	ADU Standards	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.070, Additional standards and provisions in the R zoning districts	
30	ADU Parking	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.080, Parking	
31	Conversion of Existing Nonconforming Structures	Title 18, Zoning Chapter 18.160, Nonconformities	18.160.030, Nonconforming Structures	
32	ADU Application Type	Title 19, Projection Permit Application Procedures Chapter 19.20, Application Classification	19.20.010, Permit application type	
HOUSING DIVERSITY				
33	Duplex on Corner Lot Definition	Title 18, Zoning Chapter 18.40, Definitions	18.40.030, Definitions	<p>2021 Housing Action Plan states the following:</p> <ul style="list-style-type: none"> Strategy 2.1 - Identify strategic amendments to development standards, including Review dimensional standards for additional incentives/flexibility: There may be opportunities to revise dimensional standards to provide additional incentives and be more flexible and responsive to changing conditions. Strategy 5.3 - Revise ADU standards to allow increased flexibility. Strategy 5.5 - Allow more housing diversity in some single-family areas
34	Duplex on Corner Lot Uses	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.030, Uses	
35	Duplex on Corner Lot Standards	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.070, Additional standards and provisions in the R zoning districts	
36	Min Lot Depth in RL Zone	Title 18, Zoning Chapter 18.70, Residential Districts	18.70.050, Development standards in the RL zone	
37	PRD Minimum Acreage	Title 18, Zoning Chapter 18.260, Planned Residential Developments	18.260.040, Size of planned residential development	
38	PRD Lot Depth	Title 18, Zoning Chapter 18.260, Planned Residential Developments	18.260.050, Modification of development standards	
39	PRD Landscaping Buffer	Title 18, Zoning Chapter 18.260, Planned Residential Developments	18.260.060, PRD development standards	
40	PRD Attached Units	Title 18, Zoning Chapter 18.260, Planned Residential Developments	18.260.080, Residential types in residential low (RL) zoning district	

2024 Land Use Code Amendments | January 23, 2024

Initial staff proposed amendments are shown in red underline and ~~strikethrough~~
Amendments proposed following Jan 9 Planning Commission workshop 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 have been assigned an amendment number and are presented below in 3 categories – Housekeeping, State Mandate, and Housing Diversity. Staff proposed amendments are represented as red underline for proposed new language or additions, and ~~strikeout~~ for deletions. Amendments proposed following Jan 9 Planning Commission workshop are shown in blue underline and ~~strikethrough~~.

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/>.

HOUSEKEEPING

Housekeeping amendments 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.

Title 6, Animals | Chapter 6.10, Grooming Parlors, Pet Shops, and Kennels

1. Section: 6.10.040 - Boarding kennels prohibited.

~~6.10.040 Boarding kennels prohibited.~~

~~It is unlawful for any person to operate a boarding kennel within the city of Poulsbo.~~

2. Section: 6.10.050 - Violation- Penalty.

6.10. ~~040~~ 050 Violation—Penalty.

Title 18, Zoning | Chapter 18.80, Commercial Districts

3. Section: 18.80.030 Uses.

Table 18.80.030 Commercial Zoning Districts Use Table					
USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
Retail Sales and Service					
Pet and animal sales or service (including dog day care) ¹	P	P ³	P	P	P
¹ Subject to standards in Section 18.80.080. ³ Permitted on the second floor or behind shopfront commercial use per Section 18.80.050(D)(12).					

4. Section: 18.80.080 - Additional standards and provisions for C zoning districts.

O. Pet and animal sales or service (including dog day care). Pet and animal sales or service (including dog day care) shall have all activities conducted indoors in the C-1 zoning district.

Title 17, Land Division | Chapter 17.90, Plat Alterations and Vacation

5. Section: 17.90.020 Alteration of recorded land division.
- A. Plat alterations are required when a property owner wishes to make any change to a recorded final subdivision, recorded short subdivision or recorded binding site plan. An alternative to the plat alteration process described herein is to submit a new application for the subdivision, or through a boundary line adjustment if appropriate. This process cannot be used to create additional lots, tracts or parcels, except for as provided for in 17.40.020 E.
 - B. Application Requirements. A completed plat alteration application and application fee, with a drawing showing the details of the alteration, shall be submitted.
 - 1. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, parcels, sites, tracts, or divisions in the subject subdivision or portion to be altered.
 - 2. If the subdivision is subject to restrictive covenants that were filed at the time of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.
 - 3. Easements established by a dedication are property rights that cannot be extinguished or altered without the written and filed approval of the easement owner or owners, unless the plat or other document creating the dedicated easement provides for an alternative method or methods to extinguish or alter the easement.
 - C. Notice of Application Required. A notice of application shall be provided to all owners within the subdivision and to property owners within three hundred feet from the subdivision, posted on the property in three locations, and published in a paper of general circulation. Notice of application is not required for an approved short subdivision utilizing 17.40.020 E.
 - D. Public Hearing Required. The review authority shall conduct a public hearing on the application for a subdivision alteration. A public hearing notice shall be prepared and distributed as set forth in subsection C of this section. The notice of application and public hearing notice may be combined; provided that it is distributed no less than fourteen days prior to the public hearing. Public hearing is not required for an approved short subdivision utilizing 17.40.020 E.
 - E. Decision Criteria. The review authority shall approve, approve with conditions, or deny an alteration. The decision shall be in writing and shall include findings and conclusions based on the record to support the decision.
 - 1. The proposed alteration complies with this title and other applicable city requirements.
 - 2. The proposed alteration will serve the public interest or use.
 - 3. The proposed alteration will not result in the violation of any requirements of the original approval, unless conditions necessitating such requirements have changed since the original plat was recorded.
 - F. Assessments. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots or parcels or be levied equitably on the lots resulting from the alteration.
 - G. Revised Plat Drawing. After approval of the alteration, the applicant shall produce a revised plat drawing titled "Alteration of (insert subdivision/project name)" showing the entire subdivision or portion thereof being altered. The altered plat shall include a note indicating the nature of the alteration. The new drawing shall be submitted to the city for signatures. After recording, the applicant shall submit a copy of the recorded alteration drawing to the city.

Title 19, Projection Permit Application Procedures | Chapter 19.20, Application Classification

6. Section: 19.20.020 - Permit application classification

Table 19.20.020 Permit, Process and Review Authority Classification		
Permit Type	Process Type	Review Authority
Plat alterations and vacation	Exempt	CC
<u>Short plat alterations per PMC 17.40.020 E</u>	<u>Exempt</u>	<u>PD</u>

Title 18, Zoning | Chapter 18.70, Residential Districts

7. Section: 18.70.030 - Uses.

Table 18.70.030 Residential District Uses			
USE	RL	RM	RH
BUSINESS SERVICES			
Self-serve mini storage	X	X	X AG

Title 18, Zoning | Chapter 18.80, Commercial Districts

8. Section: 18.80.040 – Development standards for commercial districts.

B. C-1 Zoning District Height. The maximum average building height in the C-1 zoning district shall be thirty-five feet; provided, that:

1. The height limit on 3rd Avenue NE between Moe Street NE and NE Hostmark Street shall be twenty-five feet as measured from the highest sidewalk grade of 3rd Avenue NE adjacent to the property line;
2. In the shopfront overlay the height limit on west side of Front Street NE shall be twenty-five feet and on east side of Front Street NE shall be thirty-five feet as measured from the highest sidewalk grade of Front Street NE adjacent to the property line;
3. “Highest sidewalk grade” means the highest elevation of the sidewalk parallel to the building frontage; and
4. The height limits described above in subsections (B)(1) and (2) of this section shall not also apply to rooftop appurtenances, ~~such as those identified in Section per~~ 18.310.010(B).

9. Section: 18.80.080 - Additional standards and provisions for C zoning districts.

A. Alcoholic Beverage Sales. No Establishments subject to a liquor license shall be located within five hundred feet of any church, school, and public institution elementary, junior high, or senior high school within the city, except as provided for in RCW 66.24.010.

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

A. Number of Spaces Required.

14. Schools (includes public, private, business, and vocational):

- a. Preschool: one space per three children one space for every two employees on the largest shift, plus one space per seven children and adequate provision for loading and unloading.

Title 18, Zoning | Chapter 18.110, Master Plan Overlay

11. Section: 18.110.150 - Duration of approved master plan.

An approved master plan shall remain valid for five years, or as provided for in the master plan’s approved phasing plan. Once the master plan is commenced, the master plan is vested for the life of the project unless removed pursuant to 18.100.160; provided, that if the master plan is constructed in phases, each phase is developed as a “stand-alone” phase, and all infrastructure necessary to support the phase is improved prior to issuance of building permits for the specific phase.

12. New Section 18.110.160 - Removal of master plan.

Removal of a master plan overlay shall follow the review process for adoption of a master plan in conformance with the provisions of Title 19, Project Permit Application Procedures, unless otherwise outlined in the master plan.

Title 18, Zoning | Chapter 18.170, Signage

13. Section: 18.170.080 - Temporary signs.

Except as otherwise described under this section, no permit is necessary for temporary signs that meet the requirements herein. Temporary signs are not allowed to continually advertise goods, services, or events on a site; permanent signs shall be used for that purpose. Temporary signs shall not endanger the public safety and shall not obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, transit stop, fire hydrant, bench or any type of street furniture, or otherwise create a hazard. Temporary signs and shall may be removed or relocated if the building official determines that a sign is unsafe.

B. Community Announcement/Event Signs.

1. City Community Announcement Signs. Two signs located on SR 305 are managed by the city to advertise special events and community activities for nonprofit organizations. Commercial advertising is not allowed.

2. Community Announcement/Event Banners.

a. ~~I~~n C-1 Zoning District across Front Street, B~~b~~anners advertising special events in downtown Poulso are allowed to cross the Front Street right-of-way. The Historic Downtown Poulso Association manages the approved banner location.

b. ~~3. Community announcement/event banners I~~n all other zoning districts ~~on or above public right-of-way are subject to city council approval allowed fourteen days prior to the event and shall be removed within forty-eight hours after the event.~~

3. ~~4.~~ Portable off-premises signs no larger than three square feet per sign face and not exceeding three feet in height from the ground when displayed, announcing the community event are allowed forty-eight hours fourteen days prior to the event and shall be removed within forty-eight ~~twenty-four~~ hours after the event. Announcement signs ~~may be placed in unpaved portions of public rights-of-way only, and~~ must be self-supported by a stake or similar device. Care must be taken to assure that the placement of such signs will not create a hazard to the public by obstructing the view or passage of pedestrians, cyclists, or motorists.

14. Section: 18.170.090 - Sandwich board signs.

A. Permit Required. Sandwich board signs intended for permanent display (more than fourteen days in a calendar year) shall be required to obtain a sandwich board sign permit from the city. The annual permit shall be valid for the calendar year and shall expire on December 31st of said year.

1. As part of the sandwich board sign permit for signs to be located in the public right-of-way, the applicant shall be required to provide a signed and notarized statement assuming all liability for any damage resulting from their use of the sandwich board sign and holding the city harmless from any losses.

2. The permit application shall include the following information and be processed in accordance with Section 18.170.120:

a. Size and height.

b. Intended placement location(s) on and off premises.

c. Materials.

B. Type.

1. On-premises sandwich board signs are placed on property where the business, use or organization is located or immediately adjacent to the business, use or organization frontage.

2. Off-premises sandwich board signs are not permitted, ~~placed off premises from the physical location of the business, use or organization, and includes being placed in the public right-of-way.~~

- C. Size. Sandwich board signs shall not exceed six square feet in size per face and shall not exceed four feet in height. The sign shall not be artificially increased above the allowed maximum height by elevating the sign off of ground level by any means.
- D. Number. No more than one sandwich board sign per street frontage (not to exceed two total) shall be permitted for any business, organization, or use; ~~provided, that upon a demonstration of hardship, the planning director may permit one additional sandwich board sign.~~
- E. Placement.
 - ~~1. Sandwich board signs may be located on premises or off premises but cannot exceed the total number of signs allowed per business, organization or use.~~
 - 1. ~~2.~~ On-premises sandwich board signs must be located on property directly in front of the business displaying the sign, or in right-of-way on the same side of street and immediately adjacent to the business.
 - ~~3. Off-premises sandwich board signs are not allowed in public parks, or on private property without the owner's consent.~~
 - ~~4. Off-premises sandwich board signs are allowed only for businesses or organizations located within the Pousbo city limits and have a valid business license.~~
 - ~~a. Sandwich board signs advertising businesses or organizations not physically located and operated within the city limits are not permitted.~~
 - 2. ~~5.~~ Sandwich board signs are not to be placed on sidewalks, except in the C-1 zoning district; provided that minimum ADA sidewalk width remains available.
 - 3. ~~6.~~ Signs shall not create a traffic safety hazard by obstructing the view or passage of pedestrians, cyclists or motorists.
 - 4. ~~7.~~ Sign placement may not obstruct an entrance to a building, steps or driveway access.
 - 5. ~~8.~~ No sign may be placed within a sight vision clearance triangle or within five feet of a wheelchair ramp.
 - 6. ~~9.~~ No sign shall be placed within the roadway, traffic island, median or circle.
- F. Sandwich board signs ~~On- and off-premises signs~~ may be displayed only during the hours of eight a.m. to nine ten p.m. on days the business displaying such sign is open. When ~~off-premises~~ sandwich board signs are continuously displaced and not removed daily, the city shall have the authority to remove said sign pursuant to Section 18.170.140(B), and may revoke its permit.
- G. Sandwich board signs determined to pose a threat to the public's safety or are located in sight clearance areas will be removed by the city, under the provisions of Section 18.170.140(B).
- H. Lighting, streamers, balloons, windsocks, and other materials shall not be attached to sandwich board signs.
- I. Signs shall be constructed of weather-resistant materials, professionally lettered and neatly painted. The sign shall be constructed to avoid being blown, tipping or falling from its intended location. Signs shall remain in good condition and repaired and maintained as needed.

Title 18, Zoning | Chapter 18.270, Site Plan Review

15. Section: 18.270.020 - Applicability

- B. Minor Site Plan Review. Minor modifications of site plan features to existing developments, including new structures up to two thousand square feet, additions to existing structures increase of up to two 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)).

Title 15, Buildings and Construction | Chapter 15.35, Tree Cutting and Clearing

16. Section: 15.35.140 - Tree cutting and clearing limits.

See requirements of Section 18.180.070.

~~A.—Tree removal boundaries shall be marked by flagging, stakes, paint spots, a continuous ribbon or other readily visible means around the perimeter. Property lines and corners shall be clearly identified if tree removal is to occur in close proximity to property boundaries.~~

~~B.—Open space tracts, tree retention tracts, protected critical areas and buffers, and other areas which prohibit tree removal shall be protected from potentially damaging activities. The applicant and/or authorized contractor shall:~~

~~1.—Protection areas shall be clearly shown on all applicable site development, preliminary plats, and construction drawings. Protection areas may only be modified or temporarily relocated with prior written approval of the planning director.~~

~~2.—Install a visible protective fencing along the outer edge and completely surrounding the protected area (drip line/critical root zone) of all protected trees, groups of trees, or vegetation.~~

~~3.—Maintain the protective barriers in place until the city authorizes their removal or a final certificate of occupancy is issued, whichever occurs first.~~

~~4.—Ensure that any landscaping done in the protected area(s) subsequent to the removal of barriers shall be accomplished with light machinery or hand labor.~~

~~C.—Additional protection during construction consistent with requirements of Section 18.180.070, may be required by the planning director.~~

Title 18, Zoning | Chapter 18.180, Tree Retention

17. Section: 18.180.070 - Tree protection measures.

A. Before land clearing, filling or any land alteration approved through a land clearing or grading permit, the applicant:

1. Shall install a visible protective tree fencing along the outer edge and completely surrounding the protected area (dripline/critical root zone) of all protected trees or groups of trees. Fences shall be constructed of chain link or other approved material and at least four feet high, unless other type of fencing is authorized by the review authority.

2. Shall prohibit excavation or compaction of earth or other potentially damaging activities within the barriers: provided, that the director may allow such activities approved by the city arborist.

3. Shall maintain the protective barriers in place until the review authority authorizes their removal or a final certificate of occupancy is issued, whichever occurs first.

4. Shall ensure that any landscaping done in the protected zone subsequent to the removal of the barriers shall be accomplished with light machinery from outside the protected area or hand labor.

5. Shall install highly visible signs spaced no further than 50 feet apart along the entirety of the protective tree fencing. Said sign must be approved by the director and shall state, at a minimum, "Tree Protection Area, Entrance Prohibited."

6. The applicant shall not install an impervious surface within the critical root zone of any tree to be retained without the authorization of the director. The director may require specific construction methods and/or use of aeration devices to ensure the tree's survival and to minimize the potential for root-induced damage to the impervious surface.

7. To the greatest extent practical, utility trenches shall be located outside of the critical root zone of trees to be retained. The director may require that utilities be tunneled under the roots of trees to be retained if the director determines that trenching would significantly reduce the chances of the tree's survival.

8. Native understory trees, shrubs and other vegetation shall be protected within the designated tree protection area.

9 ~~5.~~ In addition to the above, the planning director may require the following:

a. Cover with mulch to a depth of at least six inches or with plywood or similar material the areas adjoining the critical root zone of a tree in order to protect roots from damage caused by heavy equipment.

b. Minimize root damage by excavating a two-foot-deep trench, at edge of critical root zone, to cleanly sever the roots of trees to be retained.

- c. Have corrective pruning performed on protected trees in order to avoid damage from machinery or building activity.
 - d. Maintain trees throughout construction period by watering and fertilizing.
 - B. Directional felling of trees shall be used to avoid damage to trees designated for retention.
 - C. All construction activities, including staging and traffic areas, shall be prohibited within five feet of the dripline of the protected trees.
 - D. Where tree retention areas are remote from areas of land disturbance and when approved by the planning director, alternative forms of tree protection may be used in lieu of the tree protection fencing; provided, that retained trees are completely surrounded with continuous rope or flagging and are accompanied by “Tree Save Area—Keep Out” signs.
 - E. The review authority may require additional tree protection measures as conditions of approval, which are consistent with accepted urban forestry practices.
 - G. Upon completion of construction activities, the city contract arborist, at the cost of the property owner or applicant, shall inspect all trees remaining on site. Any protected tree found to be irreparably damaged, severely stressed or dying shall be replaced at a three tree to one tree ratio. Proposed location and species of replacement trees shall be reviewed by the city arborist.
 - H. All costs associated with review by the city arborist shall be the responsibility of the property owner or applicant.
- 18. Section: 18.180.080 - Long-term tree protection and maintenance.
 - A. The trees retained as required by this chapter shall be preserved and maintained as established in the conditions of the land development approval.
 - B. The tree retention tract(s), open space tract(s) or other permanent protective mechanisms for tree retention shall be owned and maintained through a homeowners’ association or other common ownership. The face of the plat, binding site plan or similar document shall include a statement(s) that the project’s homeowners’ association or other common ownership will own and maintain the tree retention tracts and enforce any activities contrary to the retention and preservation of the trees.
 - C. Individual properties that include trees identified for retention and protection by easement, tract, or covenant restriction shall record a notice on title of the existence of such protected trees against the property with the Kitsap County auditor’s office, prior to certificate of occupancy. The notice shall be approved by the director for compliance with this provision.
 - D. Permanent fencing of the tree protection tract or easement shall be required. This shall be accomplished by installing a wood, split-rail fence with applicable signage. The director may approve pedestrian-sized openings for the purpose of facilitating passive recreation within the tract for the benefit of the community. The director may authorize alternate styles and/or materials for the required fencing.
 - E. The boundary between a tree protection easement or tract and the abutting land must be permanently identified. This identification shall include permanent wood or metal signs. Sign locations and size specifications are subject to City review for approval. Suggested wording is as follows: “Protection of these trees is in your care. Alteration or disturbance of trees is prohibited by law without prior city approval.”
 - F. ~~G.~~ The trees retained as required by this chapter may be removed to remedy a hazardous tree or public safety reasons only, and upon review and approval of the planning director and city arborist. The tree(s) shall be replaced per 18.180.070 G.
 - G. ~~D.~~ Pruning of trees retained as required by this chapter may be permitted for maintenance and health of tree(s) or other justifications found acceptable by the city, and upon review and approval of the planning director and city arborist. Trees shall not be topped.

STATE MANDATES

State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning.

Supportive Housing

RCW 35.21.689, which was adopted in 2019, states that “a city may not prohibit permanent supportive housing in areas where multifamily housing is permitted.” E2SHB 1220, passed in 2023, added “transitional housing” to this prohibition and extends the geographic scope as follows:

A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed.

Title 18: Zoning Ordinance | Chapter 18.40, Definitions

19. Section: 18.40.030 - Definitions.

~~“Homeless shelter” means a facility offering lodging and/or emergency shelter to homeless individuals, and meeting the standards of Chapter 246-360 WAC.~~

~~“Transitory accommodation” means shelters that are not permanently attached to the ground, that may be easily erected, dismantled or moved, and are intended for temporary occupancy.~~

“Emergency housing” means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

“Emergency shelter” means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

“Permanent supportive housing” is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the residents health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

“Transitional housing” means a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living.

Title 18, Zoning | Chapter 18.70, Residential Districts

20. Section: 18.70.030 - Uses.

Table 18.70.030 Residential District Uses			
USE	RL	RM	RH
RESIDENTIAL			
Confidential shelter[†] (including confidential transition homes) no public noticing required (MOVED)	AG	AG	P

Table 18.70.030 Residential District Uses			
USE	RL	RM	RH
Homeless shelter	AC	AC	AC
SUPPORTIVE HOUSING			
<u>Confidential shelter¹ (including confidential transition homes) no public noticing required</u>	<u>AC</u>	<u>AC</u>	<u>P</u>
<u>Emergency Shelter¹</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
<u>Emergency Housing¹</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
<u>Permanent Supportive Housing¹</u>	<u>AC</u>	<u>AC</u>	<u>P</u>
<u>Transitional Housing¹</u>	<u>AC</u>	<u>AC</u>	<u>P</u>
¹ Subject to additional standards in Section <u>18.70.070</u> .			

21. Section: 18.70.070 - Additional standards and provisions in the R zoning districts

I. Supportive Housing.

1. Confidential Shelters or Confidential Transition Homes. In the RL and RM zoning districts, applications for confidential shelters or confidential transition homes shall be processed as an administrative conditional use permit; however, public notice requirements or a public hearing shall not be required.
2. Permanent Supportive Housing and Transitional Housing. The number of transitional housing units allowed on any given property shall be no more than the number of standard dwelling units that would be allowed under the zoning of the property. No transitional housing unit may be located within half a mile of another transitional housing property, as measured by the nearest point on one such property to the nearest point on the other, that contains permanent supportive housing or transitional housing. Transitional housing shall not be located within a half mile of emergency housing and emergency shelters as measured by the nearest point on one such property to the nearest point on another. Must comply with all standards of the zone in which the transitional housing is located.
3. Emergency Shelter and Emergency Housing. The occupancy of an indoor emergency shelter shall be limited to no more than ten families or 40 people, whichever is fewer. There shall be no more than one continuously operating indoor emergency shelter in the city. As used herein, the phrase “continuously operating” is intended to exclude indoor emergency shelter facilities that are needed to respond temporarily to a natural disaster or other similarly acute emergency (e.g., unusually hot or cold temperatures of short duration) that has caused unexpected homelessness within the city. No continuously operating emergency shelter may be located within a half mile of a continuously operating emergency housing facility as measured by the nearest point on one such property to the nearest point on the other. Emergency shelters shall not be located within a half mile of permanent supportive housing or transitional housing units as measured by the nearest point on one such property to the nearest point on another. An operations and security plan for emergency housing facilities shall be required that address potential security and neighborhood impacts within 500 feet of the emergency housing facility. Must comply with all standards of the zone in which the indoor emergency shelter is located.

22. Section: 18.70.080 - Parking

The following standards apply to parking in the RL, RM and RH zoning districts. All other applicable provisions from Chapter 18.140 also apply. The minimum off-street parking spaces required are as set forth below; on-street parking does not contribute towards the following requirements:

- C. Supportive Housing. One per four regular beds (or units), plus one space for every full-time employee on the largest shift.

Title 18, Zoning | Chapter 18.80, Commercial Districts

23. Section: 18.80.030 - Uses.

Table 18.80.030 Commercial Zoning Districts Use Table					
USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
<u>Emergency Shelter¹</u>	<u>AC</u>	<u>C³</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
<u>Emergency Housing¹</u>	<u>AC</u>	<u>C³</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
<u>Permanent Supportive Housing¹</u>	<u>AC</u>	<u>C³</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
<u>Transitional Housing¹</u>	<u>AC</u>	<u>C³</u>	<u>AC</u>	<u>AC</u>	<u>AC</u>
¹ Subject to standards in Section 18.80.080.					

24. Section: 18.80.080 - Additional standards and provisions in the C zoning districts

P. Supportive Housing.

1. Permanent Supportive Housing and Transitional Housing. The number of transitional housing units allowed on any given property shall be no more than the number of standard dwelling units that would be allowed under the zoning of the property. No transitional housing unit may be located within half a mile of another transitional housing property, as measured by the nearest point on one such property to the nearest point on the other, that contains permanent supportive housing or transitional housing. Transitional housing shall not be located within a half mile of emergency housing and emergency shelters as measured by the nearest point on one such property to the nearest point on another. Must comply with all standards of the zone in which the transitional housing is located.
2. Emergency Shelter and Emergency Housing. The occupancy of an indoor emergency shelter shall be limited to no more than ten families or 40 people, whichever is fewer. There shall be no more than one continuously operating indoor emergency shelter in the city. As used herein, the phrase “continuously operating” is intended to exclude indoor emergency shelter facilities that are needed to respond temporarily to a natural disaster or other similarly acute emergency (e.g., unusually hot or cold temperatures of short duration) that has caused unexpected homelessness within the city. No continuously operating emergency shelter may be located within a half mile of a continuously operating emergency housing facility as measured by the nearest point on one such property to the nearest point on the other. Emergency shelters shall not be located within a half mile of permanent supportive housing or transitional housing units as measured by the nearest point on one such property to the nearest point on another. An operations and security plan for emergency housing facilities shall be required that address potential security and neighborhood impacts within 500 feet of the emergency housing facility. Must comply with all standards of the zone in which the indoor emergency shelter is located.

25. Section: 18.80.100 - Off-street parking and loading standards in the C-1 zoning district.

B. Number of Spaces Required.

2. Residential

- f. Supportive housing: one per four regular beds (or units), plus one space for every full-time employee on the largest shift.

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

A. Number of Spaces Required.

12. Residential

- e. Supportive housing: one per four regular beds (or units), plus one space for every full-time employee on the largest shift.

Accessory Dwelling Units

In 2023, HB 1337 amended RCW 36.70A to add significant changes to local government roles for regulating ADUs. Within urban growth areas, cities and counties:

- Must allow two ADUs per residential lot. They may be attached, detached, or a combination of both, or may be conversions of existing structures.
- May not require the owner to occupy the property and may not prohibit sale as independent units.
- May not charge more than 50% of impact fees charged for the principal unit.
- Must allow an ADU of at least 1,000 square feet and must adjust zoning to be consistent with the bill for things such as height, setbacks, and other regulations.
- Must set consistent parking requirements based on distance from transit and lot size.

If a city does not amend its rules to be consistent with the law, the statute will "supersede, preempt and invalidate any conflicting local development regulations."

Helpful Links:

- [HB 1337 Link](#)
- [Department of Commerce Guidance](#)

Title 18, Zoning | Chapter 18.40, Definitions

27. Section: 18.40.030 - Definitions.

"Accessory dwelling unit (ADU)" means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit~~one or more rooms with private bath and kitchen facilities comprising an independent, self-contained dwelling unit within or attached to a single-family dwelling or in a detached building on the same lot as the primary dwelling unit. An ADU is distinguishable from a duplex in that, unlike a duplex, it is clearly subordinate to the primary dwelling unit, both in use and appearance.~~

"Attached accessory dwelling unit" means an accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex, townhome, or other housing unit.

"Detached accessory dwelling unit" means an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single-family housing unit, duplex, triplex, townhome, or other housing unit and is on the same property.

"Floor area, gross" means the interior habitable area of a dwelling unit including basements and attics but not including a garage or accessory structure.~~area included within the inside finished wall surface of the surrounding exterior walls of a building, excluding interior openings in floor plates (e.g., vent shafts, stairwells and interior atriums), outdoor courts and exterior balconies.~~

"Major transit stop" means:

- A stop on a high capacity transportation system funded or expanded under chapter 81.104 RCW;
- Commuter rail stops;
- Stops on rail or fixed guideway systems, including transitways;
- Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
- Stops for a bus or other transit mode providing actual fixed route service at intervals of at least fifteen minutes for at least five hours during the peak hours of operation on weekdays.

"Principal unit" means the single-family housing unit, duplex, triplex, townhome, or other housing unit located on the same lot as an accessory dwelling unit.

Title 18, Zoning | Chapter 18.70, Residential Districts

28. Section: 18.70.030 - Uses.

Table 18.70.030 Residential District Uses			
USE	RL	RM	RH
RESIDENTIAL			
Accessory dwelling units ¹	AG-P	AG-P	AG-P
¹ Subject to additional standards in Section <u>18.70.070</u> .			

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

A. Accessory Dwelling Units.

1. Purpose. ~~An a~~Accessory dwelling unit (ADU) is ~~an additional, smaller dwelling unit on a lot with, or in, an existing home. These units are~~ intended to provide a housing type that responds to changing needs and lifestyles, facilitate land efficiency and better utilize existing infrastructure, encourage affordable housing options, and provide a range of choices of housing types in the city’s residential districts. ~~The ADU is intended to be subordinate in size, location and function to the primary residential unit. An ADU permit is required for all new accessory dwelling units.~~
2. Number. ~~One accessory dwelling unit (ADU) is permitted per parcel and as subordinate to an existing single-family detached dwelling. Two accessory dwelling units are permitted on all lots that are located in residential zoning districts in the following configurations:~~
 - a. One attached accessory dwelling unit and one detached accessory dwelling unit;
 - b. Two attached accessory dwelling units; or
 - c. Two detached accessory dwelling units, which may be comprised of either one or two detached structures.
3. ~~Types of ADU:~~
 - ~~a. For a new ADU that is located internal to the primary residence (e.g., basement) and in which no increase in square footage of the residence is proposed, an ADU permit is required and will be processed as a Type I permit pursuant to Title 19. This includes conversion of non-living space (e.g., garage) converted to living area in order to accommodate the ADU; provided, that no increase in total square footage of the residence is proposed.~~
 - ~~b. For a new internal and/or attached ADU in which an increase in square footage of the residence is proposed, an administrative conditional use permit is required.~~
 - ~~c. For a new detached ADU (including detached accessory structure or garage), or conversion of an existing detached structure or detached garage, an administrative conditional use permit is required.~~
3. ~~5.~~ Standards.
 - a. ~~d. Each~~ The accessory dwelling unit shall contain no more than eight hundred-1,000 square feet of heated living area; excluding garages, storage areas less than 5 feet in height, and porches and covered decks. ~~provided, if~~ If the accessory unit is completely located on a ground floor or basement of the principal unit, ~~the review authority ADU may allow be~~ increased in size ~~in order~~ to efficiently use all floor area, so long as all other standards set forth in this section are met.
 - b. ~~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.
 - c. 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. An attached ADU is limited to the height that applies to the principal unit.
 - d. e If located in a subdivision where a Planned Residential Development (PRD) was approved, A a detached accessory dwelling unit shall be consistent in design and appearance with the principal

unit primary structure. Specifically, the roof pitch, siding materials, color and window treatment of the ADU shall be similar ~~the same as to~~ the principal unit primary structure.

- e. ~~h.~~ There shall be one off-street parking space provided for the each ADU, unless located within one-half mile walking distance of a major transit stop which is in addition to the off-street parking spaces required for the primary residence. ADU parking space may be in tandem with other required spaces.
 - f. ~~i.~~ Recreational vehicles shall not be considered an accessory dwelling unit.
 - g. ~~j.~~ An ADU may not be used as a short-term rental and must be rented for a minimum of ninety days or more.
 - ~~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.
 - ~~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.
4. ~~Pre-Existing and Nonpermitted Accessory Dwelling Units. If a portion of a single-family residence meets the definition of an internal or detached ADU and has not received an ADU permit, the ADU may continue; provided, that the following requirements are met:~~
- ~~a.~~ The property owner shall submit an application for registration purposes (an ADU or administrative conditional use permit will not be required, a fee will not be collected, and compliance with current ADU regulations will not be evaluated).
 - ~~b.~~ The city will review and inspect the pre-existing ADU to ensure building and fire code requirements are met; the property owner will be required to bring the unit up to minimum public health and safety standards if found inadequate.
4. Conversion of Existing Structures to ADUs. An existing structure that does not comply with certain development standards of this chapter may be permitted provided the requirements of this section are met.
- a. The structure must have been constructed prior to December 31, 2023. The structure must either have received a city or County permit, not needed a permit at the time of construction, or be recognized as a structure per the Kitsap County Assessor records.
 - b. The structure must meet, either currently or through permitted remodeling, the requirements of the building and fire code for habitable structures.
 - c. The conversion of an existing structure to an ADU, with no expansions, is exempt from development standards for setbacks, height, and lot coverage of the underlying zone.
 - d. An existing structure may be enlarged or extended, provided the following provisions are met:
 - i. The enlargements do not violate underlying zone requirements. Structures that do not conform to the setback requirements may expand up to the building line, provided these enlargements do not further violate setback requirements.
 - ii. The enlargements do not cause the entire structure to exceed the ADU size requirements of subsection A.3(a) of this section.

Initial staff proposed amendments are shown in red underline and ~~strikethrough~~
 Amendments proposed following Jan 9 Planning Commission workshop are shown in blue underline and ~~strikethrough~~

- e. A conversion of the structure to an ADU will not be approved if it conflicts with the City’s Capital Improvement Plan or other capital projects related to nearby expansion of utilities or infrastructure including the need for additional right-of-way.

~~6. Approval:~~

- a. ~~Any property owner seeking to establish an accessory dwelling unit shall apply for an accessory dwelling unit permit with the planning department. The ADU application will be processed consistent with the appropriate permit type.~~
- b. ~~If approved, the city shall file the ADU application form and conditions of approval as a deed restriction with the Kitsap County auditor’s office to indicate the presence of the accessory dwelling unit, the requirement of owner occupancy, and other standards for maintaining the unit as described above. The deed restriction shall run with the land and bind all current and future property owner’s assigns, beneficiaries and heirs; unless the ADU registration is otherwise cancelled.~~
- c. ~~Cancellation of the accessory unit’s registration may be accomplished by the owner submitting notice to the planning department for recording at the Kitsap County auditor’s office, or may occur as a result of enforcement action. The cancellation notice will confirm that the residence has reverted to use as a single dwelling, and the cooking stove in the ADU has been removed.~~
- d. ~~The accessory dwelling unit shall continue to be permitted upon transfer of property ownership and subject to the limitations of this chapter, the approved ADU permit and deed restriction, unless the ADU registration is otherwise cancelled.~~

30. Section: 18.70.080 - Parking.

A. Residential.

- 1. Single-family detached: two spaces per dwelling unit.
- 2. Accessory dwelling unit: ~~one space in addition to spaces required for primary residence.~~ one off-street parking space provided for the each ADU, unless located within one-half mile walking distance of a major transit stop, which is in addition to the off-street parking spaces required for the primary residence. ADU parking space may be in tandem with other required spaces.
- 3. Multifamily attached: one and one-half spaces; provided, that studio apartments (apartments with one room enclosing all activities) may provide one space. Guest parking shall be provided at one space per four units.
- 4. Cottage: two spaces per unit with a minimum of one space provided on site; remaining may be allowed (but not required) to be accommodated in a shared on-site parking area.
- 5. Rooming or boarding home: one per sleeping unit, plus one per employee and/or owner(s).
- 6. Residential units restricted to use for seniors (sixty-five years and older): one and one-quarter spaces per dwelling unit.

Title 18, Zoning | Chapter 18.160, Nonconformities

31. Section: 18.160.030 - Nonconforming structures.

- E. A nonconforming structure that is damaged by property owner initiation or has deteriorated due to lack of maintenance or repair may be restored only to conform to the applicable provisions of its zoning district, unless the structure is rebuilt as an Accessory Dwelling Unit per Section 18.70.070.A.4.

Title 19, Projection Permit Application Procedures | Chapter 19.20, Application Classification

32. Section: 19.20.010 - Permit application type.

Table 19.20.020 Permit, Process and Review Authority Classification		
Permit Type	Process Type	Review Authority
Accessory dwelling unit	† Exempt	<u>BO/PD</u>
Accessory dwelling unit, w/administrative conditional use permit	‡	PD

HOUSING DIVERSITY

Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment.

Title 18: Zoning Ordinance | Chapter 18.40, Definitions

33. Section: 18.40.030 - Definitions.

“Corner Lot” is a plot of land at the intersection of two streets. A lot abutting on curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an angle of less than one hundred thirty-five (135) degrees.

Title 18: Zoning Ordinance | Chapter 18.70, Residential Districts

34. Section: 18.70.030 - Uses.

Table 18.70.030 Residential District Uses			
USE	RL	RM	RH
RESIDENTIAL			
<u>Duplex on corner lot¹</u>	<u>P</u>	<u>P</u>	<u>P</u>
¹ Subject to additional standards in Section <u>18.70.070</u> .			

35. Section: 18.70.070 Additional standards and provisions in the R zoning districts

I. Duplex on Corner Lot.

1. Duplexes are allowed on all corner lots in all zoning districts that permit single-family residences provided the applicant can demonstrate compliance with other development standards, such as setbacks, lot coverages, building height, stormwater provisions, and parking.
2. Duplexes located on corner lots shall be designed with pedestrian entries located on opposite street frontages so that the structure is characteristic of a single-family dwelling from each street. Alternatively, there may be a single shared entrance that presents the appearance of one single-family house.
3. Vehicular access shall be located on the lowest classified roadway for corner lots with two street classifications and driveway must be shared. For duplexes fronting on two local access roads, there may be vehicular access and individual driveways for each frontage. The City Engineer may restrict access to a specific frontage if necessary for public safety.
4. When a corner-lot duplex is created by retaining and renovating an existing dwelling unit legally established nonconforming building setbacks can be matched in any building addition or expansion necessary to convert the existing dwelling unit to a duplex.

36. Section: 18.70.050 - Development standards in the RL zone.

Table 18.70.050 Residential Low (RL) District Development Standards	
Minimum Lot Size	7,500 square feet
Maximum Lot Size	10,890 square feet <i>when subdividing, a parent lot may remain larger than 10,890 square feet; provided, that it must be a minimum of 15,000 square feet in order to be further subdivided in 7,500-square-foot increments.</i>
Minimum Lot Width	60' at the midpoint of the lot. Each lot shall have a minimum of 20' of frontage on a dedicated street or approved access way.

Table 18.70.050 Residential Low (RL) District Development Standards	
Minimum Lot Depth	90'
Maximum Building Coverage	50%
Front Yard Setback	20' from main building facade; 25' from attached garage facade if front loaded and protrudes streetward from main building facade.
Rear Yard Setback	10'
Side Yard Setback	5' with a combined total of 15'
Street Corner Setback (<i>corner lots at intersection(s) of public or private streets</i>)	10' (<i>or greater if necessary for sight distance as determined by the city engineer</i>)
Maximum Building Height	No building or structure may exceed 35' in height.

Title 18: Zoning Ordinance | Chapter 18.260, Planned Residential Developments.

37. Section: 18.260.040 - Size of planned residential development.

Except as set forth below, a tract of land to be developed as a planned residential development shall have a minimum of three five acres. However, a smaller site size may be allowed if the review authority makes specific findings to support the conclusion that a planned residential development is in the public interest because one or more of the following conditions apply:

- A. The site contains critical areas and their protected buffers, as defined and set forth by the city's critical areas ordinance.
- B. A physical and/or topographic feature of importance identified through a site analysis (such as but not limited to rock croppings, significant stands of trees, and areas of cultural resources) exists on the site or in the neighborhood, which can be conserved and still leave the applicant adequate land for use by the planned residential development.
- C. The property or its neighborhood has a historical character of importance to the community that will be protected by use of a planned residential development.
- D. The property is adjacent to or across the street from property which has been developed or redeveloped under a planned residential development, and a planned residential development will contribute to or supplement the existing amenities, open space and values of the neighboring planned residential development.
- E. The planned residential development design contains unique or innovative design concepts that could not be achieved without a planned residential development.
- F. The proposed planned residential development is located in the RM or RH zoning district, or is adjacent to RM, RH, C or LI zoning district(s) on at least two sides of the subject site. Further, adequate perimeter landscaping, buffering or other compatibility provisions must be able to be provided through project design.
- G. The proposed planned residential development provides an infill opportunity in the vicinity in which it is located.
- H. A cottage housing development as stand-alone ~~when at least twelve cottages are proposed or as part of a larger development proposal.~~

38. Section: 18.260.050 - Modification of development standards.

The city's standard development regulations may be modified for a PRD as set forth in Table 18.260.050 below; all other development standards shall be as set forth in the underlying zoning district requirements.

Table 18.260.050 Lot Requirements for PRD			
Development Standard	RL zoning district (including any method of subdivision for single-family detached)	RM/RH zoning district + attached units in RL district	No subdivision proposed—commonly held ownership (condominium) for all R zones
Density	Per underlying zoning district and as allowed as bonus units in Section 18.260.110.		
Minimum Lot Area	3,750 square feet 3,000 square feet for detached single-family cottages.	No minimum lot area for attached units. 3,000 square feet for detached units.	<u>3.5</u> acres or as a component of a PRD w/subdivision
Minimum Lot Width	30'	20'	n/a
Minimum Lot Depth	70'	None	n/a
Maximum Building Lot Coverage	50%	60%	n/a
Front Yard Setback*	10'	10'	n/a
Rear Yard Setback*	5'	5'	n/a
Side Yard Setback*	5'	5'	n/a
Street Corner Yard Setback* (corner lots at intersections(s) of public streets/rights of way)	10' or greater if necessary for sight distance as determined by the city engineer	10' or greater if necessary for sight distance as determined by the city engineer	n/a
Perimeter Setback	n/a	n/a	20' and as may be required by Section 18.260.070
Setback between Structures*	n/a	n/a	10'
Maximum Overall Building Lot Coverage	n/a	n/a	60%

39. Section: 18.260.060 - PRD development standards.

F. Landscaping. Landscaping in a minimum ~~fifteen~~ ten-foot-wide strip shall be provided on site and visible along all public street frontage classified as a neighborhood collector. The landscaping can be provided through a landscape easement on lots, with a notice on title of the existence of such protected landscaping area against the property with the Kitsap County auditor's office. The notice shall be approved by the director for compliance with this provision. If the landscaping is provided in an open space tract and maintained by a homeowners' association, it may contribute to the project's open space requirement.

40. Section: 18.260.080 - Residential types in residential low (RL) zoning district.

Attached dwellings, not to exceed ~~sixplexes~~ fourplexes, may be allowed in the RL zone through a PRD if the proposal meets the following criteria:

- A. The overall site density does not exceed the zoning district maximum or the allowable density bonus.
- B. The attached units must be ~~clustered and~~ located within the interior of the project, ~~along street frontages~~, or other areas which are appropriate and compatible with adjacent residential zones.
- C. No more than 30% of all structures, or potential structures, in the PRD are attached dwellings.
- ~~D. E.~~ The attached units must be single-family in appearance.
- ~~E. D.~~ Architectural renderings of the attached units must be submitted with the application.



2024 LAND USE CODE AMENDMENTS

Public Participation Plan

INTRODUCTION

The proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories – Housekeeping, State Mandate, and Housing Diversity.

- Housekeeping amendments 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.
- State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning.
- Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment.

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 Land Use Code 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
Notice of Application with Optional DNS and Planning Commission Public Hearing Issued	Jan 8
Planning Commission Workshop 6 p.m. Council Chambers and via Zoom	Jan 9
Planning Commission Public Hearing 6 p.m. Council Chambers and via Zoom	Jan 23
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
<i>*All dates and times subject to change, please check the project website for up-to-date information*</i>	

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.



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

2024 CODE AMENDMENTS: HOUSEKEEPING, STATE MANDATES, AND HOUSING DIVERSITY

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

Planning File:	P-01-03-24-01	Application Type: IV
Notice of Application:	January 8, 2024	Comments Due: January 22, 2024
Summary of Proposed Amendments:	<p>The proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories – Housekeeping, State Mandates, and Housing Diversity.</p> <ul style="list-style-type: none"> • Housekeeping amendments 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. • State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning. • Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment. <p>Full project documents can be viewed here: https://cityofpoulsbo.com/development-regulation-amendments-2/</p>	
Environmental Review:	<p>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. <i>This may be the only opportunity to comment on the environmental impacts of the proposed amendments.</i> 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 MONDAY JANUARY 22, 2024.</p>	
Public Comment Methods:	<p>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 the closing of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.</p>	

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 underline for proposed additions and ~~strikeouts~~ for deletions. The proposed amendments can be found online: <https://cityofpoulsbo.com/development-regulation-amendments-2/>

Planning Commission Public Hearing

The Planning Commission Public Hearing is scheduled for **Tuesday January 23, 2023, at 6:00 pm or soon thereafter**. The Planning Commission will make a 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: 813 4761 3119 are provided for virtual attendance, in addition to this webinar link: <https://us06web.zoom.us/j/81347613119>

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-01-03-24-01 Project Name: 24 Housekeeping/State Mandates/Housing Amend
LOA w ODNUS PCPH

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 8th, 2024, a copy of the following City of Poulsbo public notices, and which is attached to this affidavit,

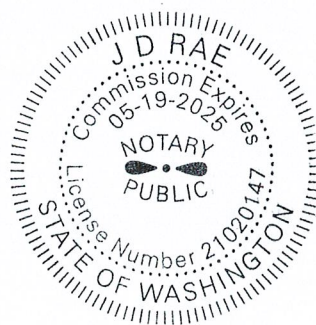
- Notice of Application WODNS
- SEPA Determination
- Notice of Public Meeting
- Notice of Public Hearing PC
- Notice of Decision

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: 1/8/24

Subscribed and sworn to before me this 8th day of January, 2024



J D RAE
NOTARY PUBLIC in and for the State of Washington, residing at:

Silverdale

My Commission expires on:
05/19/2025

From: [Constant Contact](#)
To: [City of Poulsbo Planning and Economic Development](#)
Subject: Your campaign 2024 Land Use Code Amendments - NOA w/ ODNs and Planning Commission Public Hearing has been sent
Date: Monday, January 8, 2024 8:01:29 AM

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



Dear Nikole Coleman,

Your campaign '**2024 Land Use Code Amendments - NOA w/ ODNs and Planning Commission Public Hearing**' was sent on 1/8/2024 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: 2024 Land Use 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 proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories - Housekeeping, State Mandates, and Housing Diversity.

- Housekeeping amendments 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.
- State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning.
- Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to

accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment.

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 the closing of the public hearing. At the hearing, the public will have an opportunity to provide written and verbal testimony regarding the proposed project.

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 MONDAY JANUARY 22, 2024.**

The Planning Commission Public Hearing is scheduled for Tuesday January 23, 2023, at 6:00 pm or soon thereafter. The Planning Commission will make a 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](#)
- [Staff 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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Try email marketing for free today!

From: NoReply@ecy.wa.gov
To: [Tiffany Simmons](#)
Subject: SEPA record published
Date: Thursday, January 4, 2024 11:47:46 AM

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 202400063, "2024 Housekeeping/State Mandates/ Housing Amendments"](#).

Lead Agency File Number: P-01-03-24-01.

It will now be available to the public.

From: Marjorie Jordan-Sabo
Email: separegister@ecy.wa.gov
Phone number: (564) 669-3418



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: 2024 Land Use Code Amendments		Date Prepared: 1/3/24
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	
<p>Proposed timing or schedule (including phasing, if applicable): The Planning Commission has scheduled a public workshop on January 9, 2024; a public hearing is tentatively scheduled for January 23, 2024. 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.</p>		
<p>Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain. No.</p>		
<p>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.</p>		
<p>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.</p>		
<p>List any government approvals or permits that will be needed for your proposal, if known. City Council approval.</p>		
<p>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.</p> <p>The proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories – Housekeeping, State Mandates, and Housing Diversity.</p> <ul style="list-style-type: none"> Housekeeping amendments 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. State mandates refer to directives or requirements imposed by the state government on local jurisdictions or municipalities regarding how they plan and regulate land use within their boundaries. Mandates typically come in the form of laws, regulations, or policies that outline specific criteria, standards, and procedures that local governments must follow when making decisions about land development and zoning. Housing diversity refers to the variety of housing options available and encompasses a range of housing types, sizes, styles, and price points to accommodate the diverse needs and preferences within the community. The concept of housing diversity recognizes that individuals and families have varying lifestyle preferences, income levels, and household sizes. By providing a mix of housing options, a community can better meet the needs of its residents and create a more inclusive and dynamic living environment. 		
<p>Full project documents can be viewed here: https://cityofpoulsbo.com/development-regulation-amendments-2/</p>		

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			
<p>a. General description of the site (check one): <input type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> hilly <input type="checkbox"/> steep <input type="checkbox"/> slopes <input type="checkbox"/> mountainous <input type="checkbox"/> 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 threshold determination will be required at the time of development review. Site specific development impacts are not identified at this time.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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 currently. Projects will require further analysis and SEPA review, where appropriate.</p>	✓		
<p>h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any. None. No development is proposed currently. Determination will be made at the time specific proposals move forward.</p>	✓		

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.	<p>Check types of vegetation found on the site:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Deciduous tree: alder, maple, aspen, other <input checked="" type="checkbox"/> Evergreen tree: fir, cedar, pine, other <input checked="" type="checkbox"/> Shrubs <input checked="" type="checkbox"/> Grass <input checked="" type="checkbox"/> Pasture <input type="checkbox"/> Crop or grain <input checked="" type="checkbox"/> Wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other <input type="checkbox"/> Water plants: water lily, eelgrass, milfoil, other <input type="checkbox"/> Other types of vegetation <p>The checked vegetation is found throughout Poulsbo. This is not applicable to this non-project action. No development is proposed at this time.</p>	✓	

<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>5. Animals</p>			
<p>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: <input type="checkbox"/> Birds: hawk, heron, eagle, songbirds, other: <input type="checkbox"/> Mammals: deer, bear, elk, beaver, other: <input type="checkbox"/> 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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>6. Energy and Natural Resources</p>			
<p>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.</p>	✓		

<p>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.</p>	✓		
<p>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.</p>	✓		
7. Environmental Health			
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
b. Noise			
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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 Poulosbo Municipal Code.</p>	✓		

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.	✓		

<p>i. 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.</p>	✓		
<p>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.</p>	✓		
9. Housing			
<p>a. Approximately how many units would be provided, if any? None. This is a non-project action.</p>	✓		
<p>b. Approximately how many units, if any, would be eliminated? None. This is a non-project action.</p>	✓		
<p>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.</p>	✓		
10. Aesthetics			
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
11. Light and Glare			
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		
12. Recreation			
<p>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.</p>	✓		

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.	✓		

<p>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.</p>	✓		
<p>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.</p>	✓		
<p>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.</p>	✓		

15. Public Services

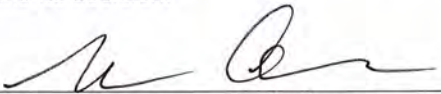
<p>a. Would the project result in an increased need for public service (for example fire protection, police protection, health care, schools, other)? If so, generally describe. This is not applicable to this non-project action. No development is proposed at this time. Determination will be made at the time specific proposals move forward.</p>	✓		
<p>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.</p>	✓		

16. Utilities

<p>a. Check the utilities currently available at the site: <input type="checkbox"/> electric <input type="checkbox"/> natural gas <input type="checkbox"/> water <input type="checkbox"/> refuse service <input type="checkbox"/> telephone, <input type="checkbox"/> sanitary sewer <input type="checkbox"/> septic system <input type="checkbox"/> 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.</p>	✓		
<p>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.</p>	✓		

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:  Date Submitted: 1/3/24
Nikole Coleman, Senior Planner

D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS

1.	<p>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.</p> <p>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.</p>
2.	<p>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,</p> <p>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.</p>
3.	<p>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.</p> <p>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.</p>
4.	<p>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.</p> <p>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.</p>
5.	<p>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.</p> <p>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.</p>
6.	<p>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.</p> <p>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.</p>
7.	<p>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.</p>

Reviewed By Ashley Weller, Assistant Planner

Ashley Weller
Signature

1/4/2024
Date



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01/04/2024

Ms. Nikole Coleman
Senior Planner
City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370-0098

Sent Via Electronic Mail

Re: City of Poulsbo--2024-S-6782--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Ms. Coleman:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

Proposed amendments to the Poulsbo Municipal Code (PMC) are presented in 3 categories – Housekeeping, State Mandates, and Housing Diversity.

We received your submittal on 01/04/2024 and processed it with the Submittal ID 2024-S-6782. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 03/04/2024.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Carol Holman, (360) 725-2706.

Sincerely,

Review Team
Growth Management Services