



OLHAVA/COLLEGE MARKETPLACE CODE AMENDMENTS

Public Participation Plan

INTRODUCTION

The Olhava Master Plan (OMP) was submitted to the City of Poulsbo in 1995 and approved in 1997. The property is divided by State Highway 3 into a northern 174-acre parcel and a southern 41-acre parcel. Its approval included a 10-year phasing plan to construct a 50,000 square foot Olympic College, 490 residential units, 840,000 square feet of commercial and 325,000 square feet of business park. This area is commonly known today as College Marketplace.

In addition to the OMP, a Development Agreement between the property owners, Olympic College and the City was executed in 2004. Also, that same year, mass grading and infrastructure improvements such as roads, sewer and water were constructed and installed along with the grand opening of Olympic College campus in Poulsbo. Since the opening of Olympic College in 2004, approximately 18 development projects have been approved and constructed beginning with Wal Mart and Home Depot in 2006, with the most recent opening of Chipotle and the first phase of the CMP apartments.

On August 9, 2023, the Poulsbo City Council passed emergency Ordinance No. 2023-11 approving a 12-month development moratorium for vacant undeveloped property zoned Commercial (C-4) and Business Park (BP) within the OMP. A moratorium is a pause on some new development, land use, and construction applications in order for a city to consider new and/or revised development and zoning regulations. The State of Washington grants Cities the authority to adopt a moratorium under RCW 36.70A.390. There were multiple reasons for passing the moratorium, however, the principal purpose is the desire by the City Council to open up more residential capacity in this part of the city.

Following additional research, consultation with the City Attorney, and discussion with impacted property owners, it was determined that the Olhava Master Plan can only be amended by property owners (or applicants). Therefore, the city did not have the ability to holistically make changes to the OMP. However, amendments to the underlying zoning text could provide opportunities for property owners to construct additional much needed housing.

The proposed amendments are focused on three items - height increases within specific areas, minor reductions in parking requirements, and strategic revisions to permitted uses. Amendments are proposed for the C-4 Commercial and Business Park zoning districts, which are only found in College Marketplace, along with a very limited amendment to the Residential Low (RL) zoning district for higher education uses.

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 amendments are 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	March 6
Notice of Application with Optional DNS and Planning Commission Public Hearing Issued	March 6
Planning Commission Public Hearing 6 p.m. Council Chambers and via Zoom	March 26
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.