



# Planning & Economic Development

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## COMPREHENSIVE PLAN AMENDMENT

### WHAT IS THE COMPREHENSIVE PLAN?

The Comprehensive Plan guides the city's overall strategy for growth and development over a 20 year period. The Comprehensive Plan sets goals and policies for items such as land use, economic development, housing, transportation and the environment. One of the most important elements of the Comprehensive Plan is the land use map, which sets the basis for zoning and land use laws within city limits. The Comprehensive Plan is mandated by the WA State Growth Management Act (GMA).

### WHAT IS AN AMENDMENT?

The GMA requires that the city include within its development regulations a procedure for any interested person to suggest comprehensive plan amendments. Amendments to the comprehensive plan are the means by which the city may modify its 20-year plan for land use, development or growth policies in response to changing City needs or circumstances.

Proposed amendments to the comprehensive plan are considered no more than once per year. All proposals are considered at the same time so the cumulative effect of the various proposals can be determined.

### WHEN ARE THE APPLICATIONS DUE?

Per Poulsbo Municipal Code (PMC) [19.40.050](#), all applications for a comprehensive plan map, policy or text amendment must be received no later than November 15th annually. If November 15th falls on a weekend or holiday, then the deadline for filing shall be extended to the close of the next regular business day.

### WHO MAY PROPOSED AN AMENDMENT?

Any interested person, property owner, citizen and city staff may submit a comprehensive plan map (site-specific), policy or text amendment.

Individuals making application on behalf of a property owner must include the property owner's signature or evidence must be provided that an individual is lawfully authorized to sign on behalf of the property owner.

### WHAT IS THE APPLICATION FEE?

Please refer to the City's current [fee schedule](#) for updated fees. Fees are dependent on the nature of the proposed amendment. Amendments may also require a

pre-application conference, environmental (SEPA) review, and additional fees from the Engineering Department. **Fees are due at the time of application submittal.**

### REVIEW AUTHORITY

Comprehensive Plan Amendments are a Type IV permit application according to the provisions of Title 19. A Type IV application is the creation or amendment of land use policy or law by ordinance, or the land use designation and zoning of property on a map. The planning commission holds a public hearing and makes a recommendation to the city council. The city council holds a public hearing and makes the final decision.

### DECISION CRITERIA

The City's Comprehensive Plan was developed and adopted after significant study and public participation. The principles, goals, and policies contained therein shall therefore be granted substantial weight when considering a proposed amendment. The burden of proof for justifying a proposed amendment rests with the applicant, whether privately or City initiated.

Per PMC [18.210.020 B](#), in order to grant a comprehensive plan amendment, one of the following must apply:

1. Warranted due to an error in the initial adoption of the city comprehensive plan.
2. Based on a change of conditions or circumstances from the initial adoption of the city comprehensive plan.
3. Based on new information that was not available at the time of the initial adoption of the city comprehensive plan.
4. Based on a change in the population allocation assigned to the city by Kitsap County.

### HOW TO SUBMIT AN APPLICATION

Comprehensive Plan Amendment Application Forms can be found on the Planning and Economic Development (PED) Department [website](#).

### HOW LONG IS THE REVIEW PROCESS?

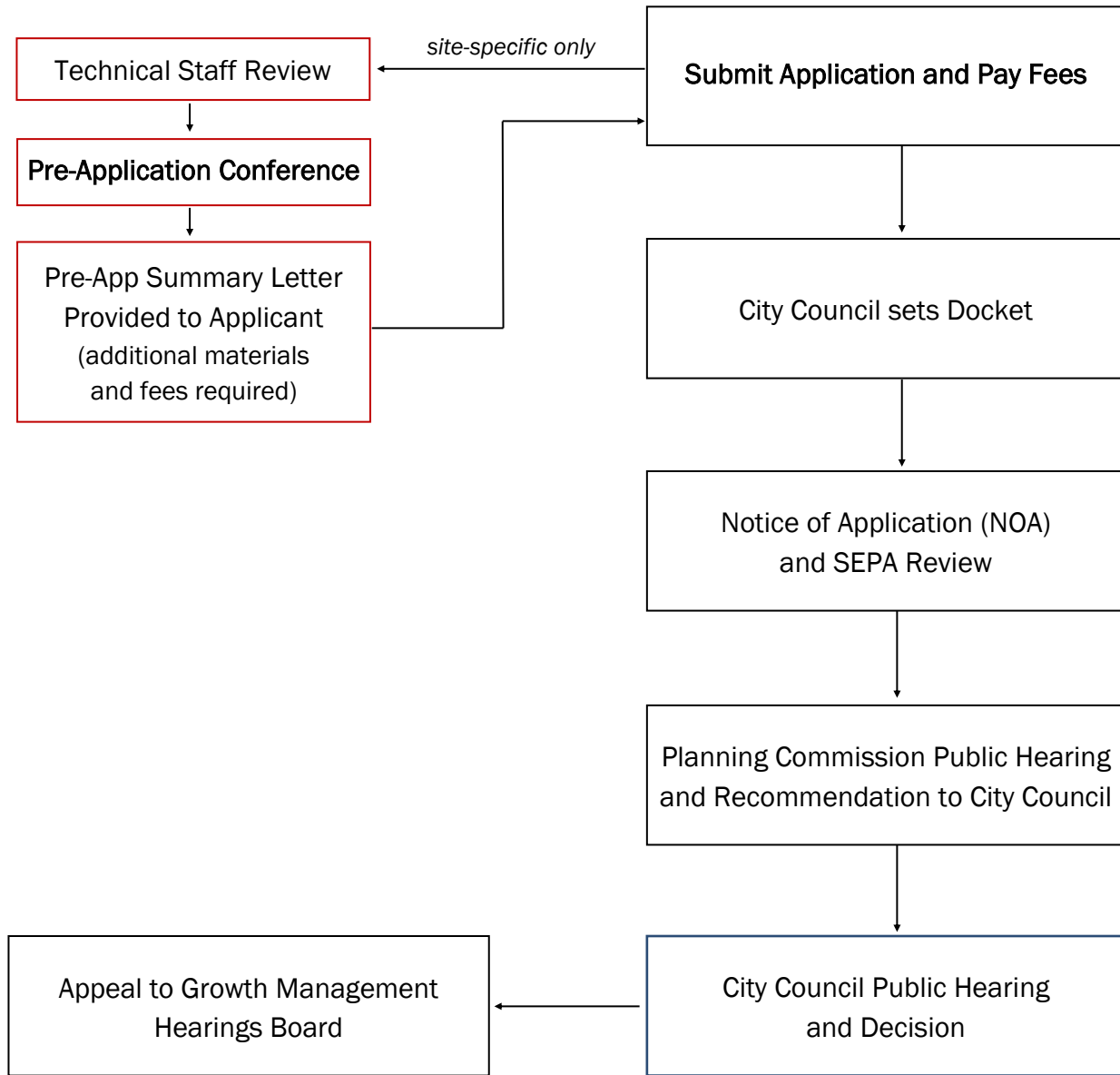
Although the review process can vary, applicants should expect a 5-7 month review timeframe.

### APPEAL

City council decisions on Type IV permit applications may be appealed to the Washington State Growth Management Hearings Board as set forth in PMC [19.70.040](#).

*Note:* Proposed amendments that are denied after the completion of the Type IV permit application process may not be resubmitted for a period of two annual review cycles.

## Comprehensive Plan Amendment Flow Chart



**Disclaimer:** This handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

