



## 2024 COMPREHENSIVE PLAN PERIODIC UPDATE

### STAFF REPORT AND RECOMMENDATION

**To:** Planning Commission  
**From:** Nikole Coleman, AICP, Planning Manager  
**Subject:** 2024 Comprehensive Plan Periodic Update  
**Date:** April 23, 2025

Staff respectfully recommends approval of the Draft 2024 Comprehensive Plan Periodic Update as set forth in Exhibit A to this staff report.

#### **PROPOSED MOTION:**

**MOVE** to recommend (approval) (approval with modifications) to the Poulsbo City Council the Draft 2024 Comprehensive Plan Periodic Update as identified as Exhibit A to the Planning Commission Public Hearing Staff Report and application P-03-25-25-02.

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1.0 General Information

Project Name:	2024 Comprehensive Plan Periodic Update
Applicant:	City of Poulsbo   200 NE Moe Street   Poulsbo WA, 98370
Application No.:	P-03-25-25-02
Type of Amendment:	Comprehensive Plan Amendment
SEPA Status:	Final EIS issued April 11, 2025
Enabling Code:	PMC 18.210.020, PMC 19.40.050
Planning Commission Hearing:	May 13, 2025
Staff Contact:	Nikole Coleman, Planning Manager   ncoleman@cityofpoulsbo.com

2.0 Introduction

The City of Poulsbo undertook a multi-year process to update its Comprehensive Plan, consistent with the Washington State Growth Management Act (GMA), the Puget Sound Regional Council’s (PSRC) Vision 2050, and the Kitsap County Countywide Planning Policies.

The updated Comprehensive Plan plans for growth through the year 2044, accommodating 5,646 new residents, 1,977 new housing units, and 4,000 new jobs, as allocated through the Kitsap County growth target process. These growth allocations were informed by regional planning frameworks and reinforced Poulsbo’s role as a dynamic community within the central Puget Sound region.

This update was guided by a shared vision for Poulsbo’s future, developed through robust community participation and engagement. Staff worked closely with residents, businesses, community organizations, and regional partners to ensure that the updated plan reflected local values, addressed key challenges, and supported the city’s continued vitality.

The updated Comprehensive Plan integrates new statutory requirements, addresses evolving community needs, and reaffirms Poulsbo’s commitment to responsible land use, environmental protection, housing choice and variety, economic resilience, multimodal transportation, and a high quality of life for all who live and work in the city.

3.0 Review Process to Date

The City of Poulsbo began its 2024 Comprehensive Plan Periodic Update process in earnest in early 2022, with a strong emphasis on early coordination and community engagement. The process officially kicked off with a joint City Council and Planning Commission meeting in February 2022, followed by another joint session in March to set growth targets for population and employment through the year 2044. In September 2022, the city held a strategic meeting to explore how to accommodate this projected growth within existing city boundaries.

Throughout 2022, 2023, and early 2024, the Planning Commission held a series of workshops and public meetings to review individual chapters of the Comprehensive Plan. Key chapters such as Land Use, Housing, Transportation, Natural Environment, and Capital Facilities were addressed. To broaden community input, the city launched an online open house and public survey during the winter of 2023, requesting community feedback on priorities.

From March to December of 2024, the City Council held a series of workshops and public meetings to review Planning Commission recommended chapters of the Comprehensive Plan.

While the update was originally due in December 2024, the city chose to delay its completion to allow time for finalizing key Functional Plans for Sewer, Water, Stormwater, and Transportation. Taking six extra months was a strategic decision—well worth it when planning for the next 20 years of essential infrastructure and community needs.

In early 2025, the city moved into the final phases of the update. The Draft Environmental Impact Statement (DEIS) was released on January 17, 2025, with a 30-day comment period. On March 11, 2025, the Planning Commission and City Council held a joint workshop to select a preferred growth alternative. The overwhelming majority of council and commissioners present selected Alternative 4. The Final EIS was released on April 11, 2025, and provides responses to comments, as well as any needed clarifications or corrections from the Draft EIS. Code amendment proposals necessary to implement the Preferred Alternative are also included.

The Draft 2024 Comprehensive Plan Periodic Update was publicly released on April 11, 2025. This release and all associated documents were posted on the City’s website, distributed to Washington State Department of Commerce and other local, regional and state agencies, and emailed to the City’s Comprehensive Plan/Development Regulations interested parties e-notice list.

On April 11, 2025, the Notice of Application (NOA) and Planning Commission Public Hearing notice were published in the Kitsap Sun, 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).

Public participation has been a cornerstone of the update process. The city offered numerous opportunities for residents and stakeholders to provide input, including attendance at numerous community events, such as Summer Nights at the Bay and Poulsbo Farmers Market. A dedicated webpage has been maintained throughout the process to share draft materials, notices, and updates, and community members have been encouraged to sign up for e-notifications to stay informed. Public comment received can be found in Exhibit D.

#### 4.0 Planning Commission Modifications

The Planning Commission, in its role as the City's primary land use advisory commission held a workshop on the Draft 2024 Comprehensive Plan Periodic Update on April 22, 2025, and did not identify any additional modifications. The Planning Commission recommended Draft 2024 Comprehensive Plan Periodic Update is provided in Exhibit A, with ~~strike through~~ and underline versions available online [here](#).

#### 5.0 Review Criteria and Staff Conclusion and Recommendation

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

1. The amendment is warranted due to an error in the initial adoption of the Comprehensive Plan.
2. The amendment is based on a change of conditions or circumstances from the initial adoption of the Comprehensive Plan.
3. The amendment is based on new information which was not available at the time of the initial adoption of the Comprehensive Plan.
4. The amendment is based on a change in the population allocation assigned to the City by Kitsap Co.

**Conclusion:** The 2024 Comprehensive Plan Periodic Update meets the decision criteria outlined in PMC 18.210.020(B) by reflecting significant changes in conditions and circumstances since the initial adoption of the Comprehensive Plan. These include updated population projections, shifts in regional growth patterns, evolving community priorities, and revised state, regional, and county planning requirements. The update also incorporates new information and data that were not available during prior plan adoptions, including recent housing needs analyses, transportation studies, and climate resilience strategies. Collectively, these changes and new insights support the need for amendments and ensure that the Comprehensive Plan remains responsive, current, and aligned with both local values and regional growth targets.

**Recommendation:** The Planning and Economic Development staff respectfully recommends the Planning Commission offer a recommendation of approval to the City Council for the 2024 Comprehensive Plan Periodic Update.

#### 6.0 Planning Commission Public Hearing, May 13, 2025

The Planning Commission Public Hearing is scheduled for Tuesday May 13, 2025, 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 the Draft 2024 Comprehensive Plan Periodic Update as identified as Exhibit A to the Planning Commission Public Hearing Staff Report and application P-03-25-25-02.

#### 7.0 Exhibits

- A. 2024 Comprehensive Plan Periodic Update (appendices and maps can be found online [here](#)).
- B. Notice of Application and Notice of Planning Commission Public Hearing (online [here](#))
- C. Final EIS (online [here](#)).
- D. Public Comments received up to April 23, 2025 (online [here](#))