

## POULSBO DISTRIBUTION SCHEDULE

**ORDINANCE NO. 2025-09**

**SUBJECT: 2024 Comprehensive Plan Periodic Update**

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### CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 06/10/2025
- ☒ Passed by the City Council: 06/18/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☒ Publication: 06/24/2025
- ☒ Effective: 06/29/2025
- ☐ Recorded: \_\_\_\_\_

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Kati Diehl  
Deputy City Clerk

06/20/2025  
Date

## ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING THE 2024 COMPREHENSIVE PLAN PERIODIC UPDATE PURSUANT TO THE WASHINGTON STATE GROWTH MANAGEMENT ACT, CHAPTER 36.70A RCW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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**WHEREAS**, the City of Poulsbo ("City"), Washington is a fully planning city under the state Growth Management Act (GMA), Chapter 36.70A of the Revised Code of Washington (RCW); and

**WHEREAS**, the GMA requires the City to develop and adopt a comprehensive plan containing elements that sets forth the goals and policies to guide the future development of the City for the succeeding 20-year period; the City adopted its first comprehensive plan in 1994, with major updates in 2009 and 2016; and

**WHEREAS**, in accordance with the schedule in RCW 36.70A.130, fully planning cities in Kitsap County must periodically review, and if needed, revised its Comprehensive Plan and development regulations to ensure that they comply with the GMA, Vision 2050, Kitsap County Countywide Planning Policies, and other applicable statutory requirements enacted since the last review of the Comprehensive Plan on or before December 31, 2024; and

**WHEREAS**, the adoption of the 2024 Comprehensive Plan Periodic Update was delayed 6 months while the Transportation, Water, and Stormwater functional plans were finalized; and

**WHEREAS**, the Puget Sound Regional Council authored a regional planning document entitled Vision 2050, which contains a regional growth strategy and multi-county planning policies for the central Puget Sound area, including Kitsap County; and

**WHEREAS**, the Kitsap Regional Coordinating Council (KRCC), which includes the City of Poulsbo, has approved the Kitsap County Countywide Planning Policies to further coordinate local planning; and

**WHEREAS**, the City reviewed its urban growth area in coordination with Kitsap County and determined through the results of the 2021 Buildable Lands Report that it remained of sufficient size to accommodate its population, housing units, and employment allocations, and that no alteration to the Poulsbo UGA is necessary; and

**WHEREAS**, with this review, the City prepared updates to its existing comprehensive plan that will serve for the 2024-2044 planning period and show land capacity to meet 2044 targets of 5,646 new residents, 1,977 new housing units, and 4,000 new jobs as allocated through the Kitsap County Countywide Planning Policies; and

**WHEREAS**, throughout the 2024 Comprehensive Plan Update, a continuous and broad effort has been made to engage the public and encourage their participation in the project, including creation of a project website with regularly updated content; creation of an e-mail distribution list for interested community members; public notices and information in the Planning and Economic Development Departments monthly newsletter; flyers, posts and announcements on social media; multiple community outreach events such as the Farmers Market, Summer Nights at the Bay, and National Night Out; surveys;

contacting staff, and public presentations and hearings at City Planning Commission and City Council; and

**WHEREAS**, the City of Poulsbo City Council has established a process and criteria for making modifications to the City's Comprehensive Plan in Section 18.210.020 of the Poulsbo Municipal Code (PMC), including text and map amendments in accordance with the GMA and state law; and

**WHEREAS**, the City issued a Draft Environmental Impact Statement for the 2024 Comprehensive Plan Periodic Update on January 17, 2025, provided a 30-day comment period, and issued a Final Environmental Impact Statement on April 11, 2025; and

**WHEREAS**, as required by RCW 36.70A.106, the City provided notice of its intent to adopt the 2024 Comprehensive Plan Periodic Update to the Washington State Department of Commerce on March 20, 2025; and

**WHEREAS**, pursuant to RCW 47.80.023 and .026, the City sent the draft 2024 Comprehensive Plan Periodic Update to the Puget Sound Regional Council on April 15, 2025, to review for consistency with VISION 2050 and the regional transportation plan; and

**WHEREAS**, pursuant to RCW 36.70A.370, the City utilized the process established by the Washington State Attorney General to ensure the protection of private property rights when considering the 2024 Comprehensive Plan; and

**WHEREAS**, on April 11, 2025, the Notice of Application (NOA) and Planning Commission Public Hearing (PCPH) was published in the Kitsap Sun; emailed to the NOA

and Comprehensive Plan/Development Regulations interested parties e-notice list; and posted at the Poulsbo Library, Poulsbo Post Office, City Hall, and the city's website; and

**WHEREAS**, between May 2022 and February 2025, the Planning Commission, in its role as the City's primary land use advisory committee, reviewed the Draft 2024 Comprehensive Plan Periodic Update. The Planning Commission held a final workshop for the full Draft 2024 Comprehensive Plan Periodic Update on April 22, 2025; and

**WHEREAS**, the Planning Commission public hearing staff report was issued on May 6, 2025; and

**WHEREAS**, on May 13, 2025, the Planning Commission held a duly noticed public hearing on the 2024 Draft Comprehensive Plan Periodic Update; and

**WHEREAS**, on May 13, 2025, after considering the testimony received at the public hearing, the Planning Commission voted to recommend approval of the Draft 2024 Comprehensive Plan Periodic Update to the Poulsbo City Council and adopted findings of fact in support of their decision; and

**WHEREAS**, between March and December 2024, the City Council reviewed the Draft 2024 Comprehensive Plan Periodic Update. The City Council held a final workshop for the full Draft 2024 Comprehensive Plan Periodic Update on June 4, 2025; and

**WHEREAS**, on May 28, 2025, a public hearing notice announcing the Poulsbo City Council Public Hearing was published in the Kitsap Sun; emailed to the public hearing and Comprehensive Plan/Development Regulations e-notice list; and posted at the Poulsbo Library, Poulsbo Post Office, City Hall, and the City's website; and

**WHEREAS**, the City Council public hearing staff report was issued on June 11, 2025; and

**WHEREAS**, the Poulsbo City Council held a duly noticed public hearing on the Draft 2024 Comprehensive Plan Periodic Update on June 18, 2025; and

**WHEREAS**, after considering the staff and Planning Commission recommendations and all public testimony received in the public hearing, the Poulsbo City Council determined to approve certain modifications and edits and to adopt the final plan by the passage of this ordinance; and

**WHEREAS**, adoption of this Ordinance updates and adopts the 2024 Water System Plan, pending review by the Washington State Department of Health; and

**WHEREAS**, adoption of this Ordinance updates and adopts the 2024 Transportation Comprehensive Plan, pending review by the Puget Sound Regional Council; and

**WHEREAS**, adoption of this Ordinance completes the City's periodic update of its comprehensive plan in accordance with RCW Chapter 36.70A.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Findings and Conclusions.** In support of the actions taken by this ordinance, the Poulsbo City Council hereby adopts the following as findings and conclusions:

A. The recitals set forth above;

B. The findings, conclusions, and analysis contained in the Planning Commission Findings of Fact and Recommendation; and

C. The findings, conclusions and analysis contained in the City Council Public Hearing Staff Report, dated June 11, 2025,

**Section 2. 2024 Comprehensive Plan Periodic Update Adopted.** The City Council hereby adopts the City of Poulsbo 2024 Comprehensive Plan Periodic Update by approving and adopting the following:

1. The City of Poulsbo 2024 Comprehensive Plan Periodic Update dated June 2025, included as Exhibit A, including revised maps LU-1, TR-1, TR-2, TR-3, TR-4, NE-1, NE-2, NE-3, NE-4, NE-5, PRO-1, PRO-2, PRO-3, and UT-1.

2. All appendices associated with the Comprehensive Plan:

- Appendix A.1: Housing Needs Assessment
- Appendix A.2: Land Use Inventory
- Appendix A.3: Racially Disparate Impacts Review
- Appendix A.4: Housing Land Capacity and Adequate Provisions
- Appendix A.5: Land Development and Review Evaluation
- Appendix B.1: 2024 Water System Plan
- Appendix B.2: 2024 General Sewer Plan
- Appendix B.3: 2025 Stormwater Management Plan
- Appendix B.4a: 2024 Transportation Comprehensive Plan
- Appendix B.4b: 2024 Poulsbo Complete Streets Plan

- Appendix B.5: 2021 Parks, Recreation, and Open Space Plan
- Appendix B.6: 2018 Urban Paths of Poulsbo
- Appendix B.7: Solid Waste Utility Plan
- Appendix B.8: Poulsbo Fire Department 2024-2044 Capital Facility Plan
- Appendix C.1: Public Participation Plan
- Appendix C.2: Summary of Public Participation
- Appendix D.1: References
- Appendix D.2: Map Definitions and Citations

**Section 3. Administrative Update Permitted.** The City Council authorizes the Public Works Director to make corrections to the Water System Plan and Transportation Comprehensive Plan following review by the appropriate regional and state agencies.

**Section 4. Extension of Critical Areas Update Deadline.** The City Council finds that the Planning and Economic Development Department has made substantial progress on the required Critical Areas Code Update and as such, as documented by the Department of Commerce, is afforded an additional year to complete an its update to the Critical Areas Code (PMC 16.20).

**Section 5. Intent to Adopt Development Regulations.** The City Council hereby states its intent to adopt development regulations corresponding with the changes to the Comprehensive Plan. The Planning and Economic Development (PED) Staff and the City Attorney shall prepare the necessary ordinances so that, following adoption of this

Ordinance, the Council may formally adopt said development regulations in separate ordinances in the manner required by law.

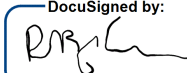
**Section 6. Directing Submission to Department of Commerce.** Pursuant to RCW 36.70A.106, the Community Development Director or designee shall transmit a complete and accurate copy of this Ordinance and attachments to the Washington State Department of Commerce within ten (10) calendar days of the date of passage.

**Section 7. Submittal to the Puget Sound Regional Council (PSRC).** State law requires PSRC to certify that regional transit plans, countywide planning policies, and local comprehensive plans within the central Puget Sound region conform to: (1) established regional guidelines and principles, (2) the adopted long-range regional transportation plan, and (3) transportation planning requirements in the GMA. The PED Director is hereby directed to send the plan to PSRC for certification.

**Section 8. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 9. Effective Date.** This ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

APPROVED:

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MAYOR REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:  
  
D21DA14DCC754A8  
CITY CLERK RHIANNON FERNANDEZ

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

Signed by:  
  
BY 823D00C77F3647F...  
EMILY F. ROMANENKO

FILED WITH THE CITY CLERK: 06/10/2025  
PASSED BY THE CITY COUNCIL: 06/18/2025  
PUBLISHED: 06/24/2025  
EFFECTIVE DATE: 06/29/2025  
ORDINANCE NO. 2025-09

SUMMARY OF ORDINANCE NO. 2025-09  
of the City of Poulsbo, Washington

On the 18th day of June 2025, the City Council of the City of Poulsbo, passed Ordinance No. 2025-09. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING THE 2024 COMPREHENSIVE PLAN PERIODIC UPDATE PURSUANT TO THE WASHINGTON STATE GROWTH MANAGEMENT ACT, CHAPTER 36.70A RCW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

DATED this 18th day of June 2025.

Signed by:  
  
D24DA14DCC754A8...  
CITY CLERK RHIANNON FERNANDEZ

# City of Poulsbo

## *Planning & Economic Development*



## 2024 COMPREHENSIVE PLAN PERIODIC UPDATE

### STAFF REPORT AND RECOMMENDATION

**To:** Mayor Erickson and Poulsbo City Council  
**From:** Nikole Coleman, AICP, Planning Manager  
**Subject:** **2024 Comprehensive Plan Periodic Update**  
**Date:** June 11, 2025

The Planning Commission and staff respectfully recommend approval of the 2024 Comprehensive Plan Periodic Update as set forth in Exhibit A to this staff report.

#### **PROPOSED MOTION:**

**MOVE** to (approve) (approve with modifications) the 2024 Comprehensive Plan Periodic Update as identified in Exhibit A to the June 11, 2025, City Council Staff Report and direct staff to submit the approved plan to the Washington State Department of Commerce and the Puget Sound Regional Council for certification and final approval.

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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
City Council Public Hearing:	June 18, 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 31 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 13 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).

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. On May 13, 2025, the Planning Commission held a duly noticed public hearing and after considering the testimony received at the public hearing, the Planning Commission voted to recommend approval to the Poulsbo City Council and adopted findings of fact in support of their decision (Exhibit D).

On May 28, 2025, a public hearing notice announcing the City Council Public Hearing was published in the Kitsap Sun and posted at the Poulsbo Post Office, Public Library and City Hall and the City's website; and emailed to the public hearing, development regulations, and 2024 Comprehensive Plan Update e-notice list (Exhibit E).

On June 4, 2025, the City Council held a workshop on the Draft 2024 Comprehensive Plan Periodic Update and following discussion, set the public hearing for June 18, 2025. City Council did not identify any additional modifications.

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 in 2023 and 2024. 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 F.

Modifications following the April 11, 2025, release of the Draft 2024 Comprehensive Plan Periodic Update are outlined in Exhibit G. None are considered substantive.

#### 4.0 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:** Planning Commission and staff respectfully recommends the City Council approve the 2024 Comprehensive Plan Periodic Update.

#### 5.0 City Council Public Hearing, June 18, 2025

The City Council Public Hearing is scheduled for **Wednesday, June 18, 2025**, at 5:00 pm, or soon thereafter. Public hearings are being held as a hybrid virtual/in-person meeting at the web address and call-in number noted below and at Poulsbo City Hall Council Chambers, 200 NE Moe Street, Poulsbo, Washington. This call-in number: 1-253-215-8782 and meeting id: 898 4841 6447 are provided for virtual attendance, in addition to this webinar link: <https://us02web.zoom.us/j/89848416447>. Oral comments can be made in-person only. Please state your name and limit your comments to 5 minutes unless additional time is granted by the Council. As a rule, the Council will not respond to citizen comments. Written comments can be emailed to

[cityclerks@cityofpoulsbo.com](mailto:cityclerks@cityofpoulsbo.com) by 2:00 p.m. the day of the meeting, and they will be distributed to the Council before the meeting. Written comments will not be read into the record.

**PROPOSED MOTION:**

**MOVE** to (approve) (approve with modifications) the 2024 Comprehensive Plan Periodic Update as identified in Exhibit A to the June 11, 2025, City Council Staff Report and direct staff to submit the approved plan to the Washington State Department of Commerce and the Puget Sound Regional Council for certification and final approval.

## 6.0 Exhibits

*All exhibits can be found online:*

**Exhibit A: 2024 Comprehensive Plan Update**

[Section 1: Policy Document, Chapters 1-12](#)

[Section 2: Capital Facilities Plan/Chapter 13](#)

[Section 3: Appendices](#)

- [Appendix A.1: Housing Needs Assessment](#)
- [Appendix A.2: Land Use Inventory](#)
- [Appendix A.3: Racially Disparate Impacts Review](#)
- [Appendix A.4: Housing Land Capacity and Adequate Provisions](#)
- [Appendix A.5: Land Development and Review Evaluation](#)
- [Appendix B.1: 2024 Water System Plan](#)
- [Appendix B.2: 2024 General Sewer Plan](#)
- [Appendix B.3: 2025 Stormwater Management Plan](#)
- [Appendix B.4a: 2024 Transportation Comprehensive Plan](#)
  - [Transportation Functional Plan Appendix A: Existing PM Peak LOS Report](#)
  - [Transportation Functional Plan Appendix B: 2044 Travel Demand Model Methodology](#)
  - [Transportation Functional Plan Appendix C: 2044 PM LOS Reports](#)
  - [Transportation Functional Plan Appendix D: Summary of Potential Funding Sources](#)
- [Appendix B.4b: 2024 Poulsbo Complete Streets Plan](#)
  - [Poulsbo Complete Streets Plan Appendix A: Plan and Policy Review](#)
  - [Poulsbo Complete Streets Plan Appendix B: Street Design and Typology Memo](#)
- [Appendix B.5: 2021 Parks, Recreation, and Open Space Plan](#)
- [Appendix B.6: 2018 Urban Paths of Poulsbo](#)
- [Appendix B.7: Solid Waste Utility Plan](#)
- [Appendix B.8: Poulsbo Fire Department 2024-2044 Capital Facility Plan](#)
- [Appendix C.1: Public Participation Plan](#)
- [Appendix C.2: Summary of Public Participation](#)
- [Appendix D.1: References](#)
- [Appendix D.2: Map Definitions and Citations](#)

**Maps:**

- [Figure LU-1: 2044 Comprehensive Land Use Plan](#)
- [Figure TR-1: WSDOT Functional Street Classification](#)
- [Figure TR-2: Complete Streets Typology](#)
- [Figure TR-3: 2044 New Roadway Segments](#)
- [Figure TR-4: Active Transportation](#)
- [Figure NE-1: Hydric Soils and Delineated Wetlands](#)
- [Figure NE-2: Critical Aquifer Critical Area](#)
- [Figure NE-3: Potential Geological Hazard Areas](#)
- [Figure NE-4: Fish and Wildlife Habitat Conservation Areas](#)
- [Figure NE-5: Shoreline Master Program](#)
- [Figure PRO-1: Citywide Parks and Open Space](#)
- [Figure PRO-2: 2044 Park Development and Land Acquisition Goals](#)
- [Figure PRO-3: Urban Paths of Poulsbo](#)
- [Figure UT-1: City Managed Utilities](#)

**Exhibit B: Notice of Application and Notice of Planning Commission Public Hearing** (online [here](#))

**Exhibit C: Final Environmental Impact Statement** (online [here](#))

**Exhibit D: Planning Commission Findings of Fact** (online [here](#))

**Exhibit E: Notice of City Council Public Hearing** (online [here](#))

**Exhibit F: Public Comments (received prior to June 11, 2025)** (online [here](#))

**Exhibit G: Modifications Matrix** (online [here](#))