

POULSBO DISTRIBUTION SCHEDULE

RESOLUTION NO. 2025-08

SUBJECT: Updated Right of Way Procedures and Relocation Appeal Process

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 07/31/2025
- ☒ Passed by the City Council: 08/06/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☐ Publication: _____
- ☐ Effective: _____

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Kati Diehl

Deputy City Clerk

08/07/2025

Date

RESOLUTION NO. 2025-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON,
ADOPTING A RELOCATION COMPENSATION APPEAL PROCESS.**

WHEREAS, Washington State Department of Transportation (WSDOT), pursuant to RCW 8.23.010, requires that the City of Poulsbo adopt a relocation policy for all federally funded; and

WHEREAS, the City of Poulsbo desires to adopt the procedure set forth herein in order to provide a process for displaced persons because of relocation due to property acquisition for City of Poulsbo needs; now therefore

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES
AS FOLLOWS:**

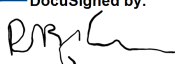
Section 1. The Relocation Compensation Appeal Process attached hereto as Exhibit "A" is hereby adopted by this Resolution.

Section 2. This resolution shall take effect and be in full force upon passage by City Council.

Section 3. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

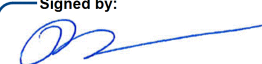
RESOLVED this 6th day of August, 2025.

APPROVED:

DocuSigned by:

77AA4B38C18A4BA

MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

Signed by:

D21DA14DCC754A8...

CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 07/31/2025

PASSED BY THE CITY COUNCIL: 08/06/2025

RESOLUTION NO. 2025-08



ENGINEERING

200 NE Moe Street | Poulsbo, Washington 98370
(360) 394-9744 | fax (360) 697-8269
www.cityofpoulsbo.com

EXHIBIT A – Right of Way Relocation Assistance Appeal Process

A. Purpose

The City of Poulsbo has developed a relocation program that is realistic and adequate to provide an orderly, timely and efficient relocation of persons and businesses for City related federal right of way project or for any project where the Poulsbo City Council has not waived relocation assistance.

B. Relocation Program

Engineering staff will contract with an independent firm for the services of a Relocation Services Specialist to develop a Relocation Plan and relocation services. The Relocation Plan ("the Plan") will be developed with receiving approval from the Washington State Department of Transportation ("WSDOT").

The Plan will include the eligibility and amount of any payment. The Relocation Services Specialist will oversee the relocation process.

The Relocation Services Specialist will provide written notices of the relocation assistance to any displaced person or business identified in the Plan. The written notice will include information as identified in the WSDOT Right of Way Manual which includes the right of any displace to appeal the process, eligibility and amount of payment.

B. Relocation Assistance Appeal

If the displaced person disagrees with the City of Poulsbo's decision as to their right to relocation assistance or the amount of a payment, or the adequacy of the housing to which they have been referred they may appeal the decision in writing to the City's Public Works Director at Public Works Director, 200 NE Moe St.; Poulsbo, WA. 98370 within 60 days of the notice of Relocation Assistance Payments. The information will be reviewed by the Public Works Director. Upon review of the information, a decision will be forwarded to the displaced person within 30 days of the receipt of the appeal. If the displaced person disagrees with the Public Works Director's decision, they may appeal the decision in writing to the Hearing Examiner by contacting the City Clerk at 200 NE Moe St.; Poulsbo, WA 98370 within 30 days of the Public Works Director's decision. The City will schedule the appeal to be heard by a hearing examiner within

30 days of receipt of the second appeal letter. If the displaced person disagrees with the hearings examiner's decision, they may file a petition for writ of review in Kitsap County Superior Court under Chapter 7.16 RCW or such other remedy as may be allowed under the statutes of the State of the Washington.