

City of Poulsbo

Planning & Economic Development



To: Poulsbo City Council
From: Nikole Coleman, AICP, Planning Manager
Date: January 7, 2026
RE: 2026 Comprehensive Plan Amendments - Docketing

The purpose of this memorandum is to provide City Council with an overview of the annual Comprehensive Plan Amendment docketing process, including the purpose of comprehensive plan amendments, the applicable state and local requirements, and the procedural steps that guide review and adoption. This memo also summarizes the proposed 2026 Comprehensive Plan Amendments before Council for docketing, including both city-initiated amendments and a site-specific request for the Ogilvie property.

Purpose of Comprehensive Plan Amendments

The City of Poulsbo's Comprehensive Plan serves as the City's long-range policy framework for land use, housing, transportation, utilities, parks, and other public facilities, as required by Washington's Growth Management Act (GMA) (RCW 36.70A.070). The Comprehensive Plan establishes goals and policies that guide day-to-day regulatory decisions and long-term capital investments and is intended to remain relevant over time. To support this purpose, the GMA provides a structured process for jurisdictions to periodically amend their comprehensive plans to reflect changing conditions, updated information, and evolving community priorities (RCW 36.70A.130). State law generally limits local jurisdictions to one comprehensive plan amendment cycle per year, with limited statutory exceptions, in order to promote coordinated planning, avoid piecemeal decision-making, and ensure meaningful public participation (RCW 36.70A.130(2)). Accordingly, the annual docketing process plays a critical role in identifying which proposed amendments will be evaluated during a given amendment cycle.

Annual Docketing and Amendment Process

The annual comprehensive plan amendment process begins with docketing. Docketing is the step where City Council reviews proposed amendments submitted by City staff or private applicants and determines which proposals should move forward for analysis during the annual amendment cycle. At this stage, Council is not evaluating the merits of individual proposals but instead establishing the scope of work by identifying which amendments warrant further study, environmental review, and public engagement.

Docketed amendments then proceed through a structured review process, which will include SEPA review, analysis for consistency with the Comprehensive Plan and development regulations, and public notice and hearings before the Planning Commission and City Council. The Planning Commission provides a recommendation, and City Council makes the final decision.

To be approved, a comprehensive plan amendment must meet at least one criterion in the Poulsbo Municipal Code, such as correcting an error, responding to changed conditions, incorporating new information, or reflecting an updated population allocation. These standards help ensure amendments remain policy-driven and consistent with the Growth Management Act.

Proposed 2026 Comprehensive Plan Amendments

The following amendments are proposed for inclusion in the 2026 Comprehensive Plan Amendment Docket. Inclusion on the docket authorizes further analysis and public review but does not constitute approval of any amendment.

City-Initiated Amendments

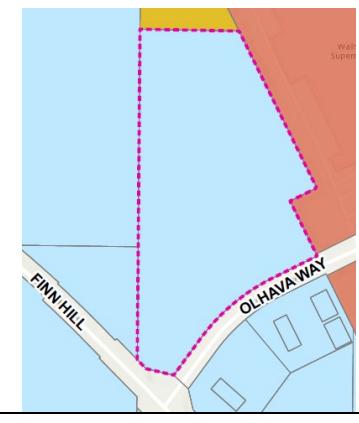
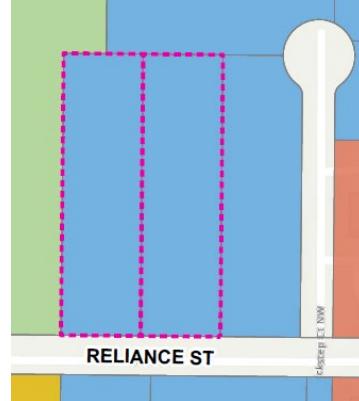
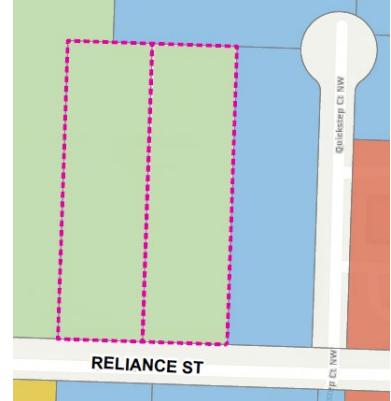
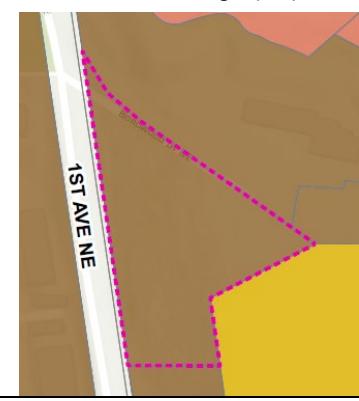
Text Amendments

The Planning & Economic Development Department is proposing a city-initiated text amendment to Chapter 13 of the Comprehensive Plan, the Capital Facilities Plan. This amendment would update Table CFP-4 to reflect the City's adopted 2026–2031 Capital Improvement Plan. The Capital Improvement Plan is updated through the City's annual budget process,

and the corresponding update to the Comprehensive Plan ensures consistency between the City's financial planning documents and its long-range policy framework. This type of amendment is administrative in nature and is routinely included in the annual comprehensive plan amendment cycle.

Site-Specific Amendments

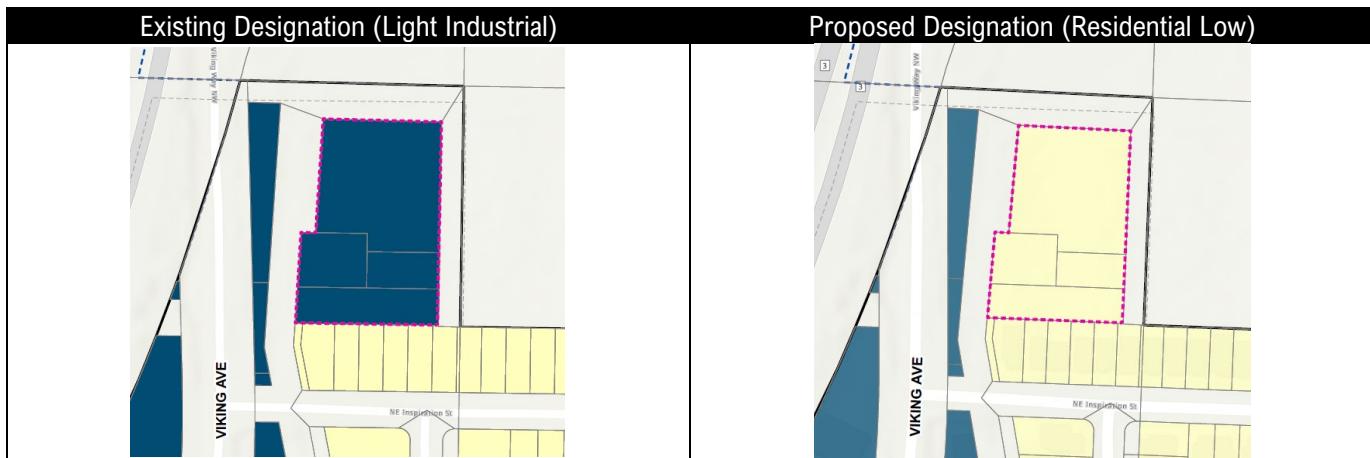
In addition, the City is proposing several map amendments affecting City-owned properties. These amendments would redesignate selected parcels to Park on the Comprehensive Plan Land Use Map. The proposed changes reflect existing or planned public ownership and recreational use of these properties and support the City's long-term parks, recreation, and open space planning objectives. Re-designating these properties ensures that the Comprehensive Plan accurately reflects current conditions and intended future use.

Parcel No.	Location	Existing Designation	Proposed Designation
102601-3-054-2002	Olhava Way NW	<u>Office, Commercial, Industrial (OCI)</u> 	<u>Park (P)</u> 
102601-2-055-2003/ 102601-2-056-2002	NW Reliance St	<u>Business Park (BP)</u> 	<u>Park (P)</u> 
142601-2-033-2006	1 st Ave NE	<u>Residential High (RH)</u> 	<u>Park (P)</u> 

5710-000-051-0008	Caldart Ave NE	<u>Residential Low (RL)</u> 	<u>Park (P)</u>
-------------------	----------------	---------------------------------	---------------------

Site-Specific Amendment – Ogilvie Property

A site-specific comprehensive plan amendment request has been submitted for the Ogilvie property located on Viking Avenue NW. The application requests a land use designation change from Light Industrial to Residential Low for parcels 4830-001-001-0009, 4380-001-050-0009, 4380-001-001-0009 and 4380-001-009-0001 on Viking Ave NW (as shown below).



Next Steps

If City Council approves the 2026 Comprehensive Plan Amendment Docket, staff will:

- Initiate environmental review and technical analysis;
- Conduct public outreach consistent with the Public Participation Plan;
- Schedule Planning Commission and City Council public hearings; and
- Return to City Council later in April with recommendations for final action.

Recommendation

Staff recommend that City Council set the 2026 Comprehensive Plan Amendment Docket as proposed, thereby authorizing further review and public engagement on the identified amendments.

2026 Comprehensive Plan Amendments Docket

SITE SPECIFIC AMENDMENTS				
Application No.	Property Location	Property Owner	(from) Current Designation	(to) Requested Designation
P-10-10-25-01	Viking Ave (4 properties)	Paul Ogilvie	Light Industrial (LI)	Residential Low (RL)
P-11-21-25-01	102601-3-054-2002	City of Poulsbo	Office, Commercial, Industrial (OCI)	Park (P)
P-11-21-25-01	102601-2-055-2003	City of Poulsbo	Business Park (BP)	Park (P)
P-11-21-25-01	102601-2-056-2002	City of Poulsbo	Business Park (BP)	Park (P)
P-11-21-25-01	142601-2-033-2006	City of Poulsbo	Residential High (RH)	Park (P)
P-11-21-25-01	5710-000-051-0008	City of Poulsbo	Residential Low (RL)	Park (P)

TEXT AMENDMENTS			
Application No.	General Description	Plan Chapter	Submitted By
P-11-21-25-02	Update Table CFP-4, City of Poulsbo 6-Year Capital Improvement Projects, to reflect current 2026-2031 Capital Improvements Plan.	Chapter 12 and Table CFP-4	PED Dept