



2026 Comprehensive Plan Annual Amendments

Public Participation Plan

January 2026

INTRODUCTION

The Washington State Growth Management Act (GMA) requires local governments to establish and maintain a public participation program to ensure meaningful engagement in the evaluation and amendment of comprehensive plans and development regulations. These requirements are intended to promote transparency, early and continuous public involvement, and coordination with affected agencies throughout the planning process.

In the City of Poulsbo, Poulsbo Municipal Code (PMC) [19.40.050\(D\)](#) further implements the GMA by establishing specific procedures and expectations for public and agency participation as part of the City's annual comprehensive plan amendment process. Consistent with these requirements, the City prepares a Public Participation Plan (PPP) to clearly outline how the community, partner agencies, and other interested parties will be informed and engaged.

The Annual Comprehensive Plan Amendment process provides a structured, once-per-year opportunity for the review and consideration of proposed changes to the City's [Comprehensive Plan](#), the long-range policy document that articulates Poulsbo's vision for its future growth and development over a 20-year planning horizon, including policies related to land use, housing, transportation, economic development, utilities, parks, and environment. Proposed amendments may be initiated by property owners (for site-specific changes) or by the City (for text or policy adjustments) and are considered together so the cumulative effect of the various proposals can be understood and evaluated. State law also allows certain amendments outside the annual cycle under specific criteria (e.g., subarea planning or emergency actions).

This PPP describes the steps the City of Poulsbo will take to involve the public and agencies with jurisdiction in the 2026 Annual Comprehensive Plan Amendment (CPA) process. The purpose of the plan is to ensure that proposed amendments are reviewed through a transparent, inclusive, and well-coordinated process, and that the public and agency partners have meaningful opportunities to learn about, comment on, and help shape the 2026 Comprehensive Plan Amendments.

PUBLIC AND AGENCY GOALS

- To provide the public with timely information, an understanding of the process, and opportunities to review and comment, and to have those comments forwarded to the City's decision makers.
- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions, and priorities for the future of Poulsbo land uses and the City's Comprehensive Plan.
- Encourage the public to informally review and comment on the amendments throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

Public participation is an integral part of the planning process. Early and continuous public participation brings diverse viewpoints and values into the decision-making process and enables the city to make more informed decisions. These collaborative efforts build mutual understanding and trust between the city and the public they serve. The goal of this PPP is to provide all residents, property owners, business owners, and other stakeholders, an opportunity to understand and participate in the 2026 Comprehensive Plan Amendment process.

PUBLIC ENGAGEMENT OPPORTUNITIES

The city is committed to providing multiple opportunities for the public to engage throughout the process. The city will take advantage of various modes of communication to inform the public and encourage participation.

- **Website:** The PED Department webpage will house the amendments where interested citizens and community members may visit for status updates, draft documents, official notices, minutes, and project information: <https://cityofpoulsbo.com/planning-economic-comprehensive-plan-amendments/>

- **E-Notice Mailing List:** An e-notice mailing list of interested persons and organizations has been established. Those on the e-notice list will receive periodic notices regarding the 2026 Comprehensive Plan Amendments. Individuals interested in being on the mailing list should contact the PED Department at plan&econ@cityofpoulsbo.com and request being placed on the 2026 Comprehensive Plan Updates e-notice mailing list.
- **Comment:** Interested citizens are encouraged to provide comments to the city by letter or email. All comments will be forwarded to the Poulsbo Planning Commission and City Council. Written comments can be submitted by the following methods:

City of Poulsbo Planning and Economic Development Department
200 NE Moe Street | Poulsbo, WA 98370
or plan&econ@cityofpoulsbo.com
- **Attend:** Interested citizens are encouraged to attend and provide verbal comments to the city at the Planning Commission and/or City Council workshops and public hearings.

INFORMATION AVAILABILITY

The proposed amendments are available for public review. The primary repository of all information related to the update is the Planning and Economic Development webpage at <https://cityofpoulsbo.com/planning-economic-comprehensive-plan-amendments/> – where draft documents, meeting dates, updates on process, and official notices (notice of application, environmental review, public hearing notices, etc.), will be posted. Documents are also available for review at Poulsbo City Hall 200 NE Moe Street, Poulsbo. Copies will be provided at a reasonable cost. Official notices will be published in the Kitsap Sun and posted in the Poulsbo Post Office, Poulsbo Library, and Poulsbo City Hall notice boards.

PUBLIC AND AGENCY REVIEW TIMELINE

TASK	DATE
City Council Approval of Docket	February 4
Notice of Application with Optional DNS and Planning Commission Public Hearing Issued	February 9
Planning Commission Public Hearing 6 p.m. Council Chambers and via Zoom	March 10
City Council Workshop 5 p.m. Council Chambers and via Zoom	March 18
City Council Public Hearing 5 p.m. Council Chambers and via Zoom	April 8
<i>*All dates and times subject to change, please check the project website for up-to-date information*</i>	

PUBLIC HEARINGS

The Planning Commission and City Council will conduct at least one public hearing each to gather and consider public testimony on the amendments. Public notice of all hearings will state explicitly the date/time, review body and location of the public hearing. The public notices will be published in the Kitsap Sun, posted at the City's public notice locations, sent to the E-notice mailing list and others who request such notice.

RECORDING OF MEETINGS

All public meetings and hearings will be audio recorded. Minutes and/or meeting summary for all public meetings will be prepared, and hard copies made available upon request.

UPDATES

This PPP may be revised as needed during this amendment process and activities not anticipated may occur or be added without revision of this plan. Errors in exact compliance with this specific public participation program shall not constitute grounds for invalidation of legislation adopted under the amendment, so long as the spirit of the procedures are observed, unless otherwise provided by state or federal law.