

# Chapter 11. Participation, Implementation and Evaluation



Successful communities are those that are able to face their challenges collectively, harnessing the energy of all different elements of the community. Successful public involvement strategies are essential to defining the community's vision and move toward it.

Poulsbo recognizes the value of effective public involvement. There are many citizen advisory boards that help the City Council address community issues.

Broad-based community participation is essential to maintaining an effective and useful Comprehensive Plan for the future. The community must also be involved as the Plan is implemented, including opportunities to review proposed updates to regulations and functional plans, as well as to review public and private projects.

## 11.1 Goals and Policies

### ***PUBLIC PARTICIPATION***

Broad-based community participation is essential to maintaining an effective and useful Comprehensive Plan for the future. However, public participation in Comprehensive Plan updates is just one piece. The community also must be involved as the Plan is implemented, including opportunities to review proposed updates to development regulations and functional plans, as well as to review public projects. Different levels of involvement are appropriate at various states of Plan preparation and implementation.

## **GOAL PI-1**

**Value public participation, and promote broad-based involvement by members of the Poulsbo community in the update and implementation of the Comprehensive Plan, as well as in other issues and opportunities of significance to the City.**

### ***Policy PI-1.1***

*Provide opportunities for public review of plans, regulations, and development proposals while tailoring the review approach and specific issues to the appropriate stage of plan preparation and implementation.*

### ***Policy PI-1.2***

*The City shall develop public participation plans for major projects or decision processes. In addition to hearings and other formal opportunities for oral and written public comment, the City will utilize other outreach techniques, such as town hall meetings, open houses, workshops, forums, opinion surveys and stakeholder groups.*

### ***Policy PI-1.3***

*Use all public involvement and communication options at the City's disposal, such as websites, surveys, workshops, open houses and other meetings, and citizen advisory/stakeholder groups.*

## ***IMPLEMENTATION AND EVALUATION***

Achieving the goals and policies outlined in the Comprehensive Plan depends on taking action. Similar to many budgets, while there are not sufficient resources to accomplish all of the strategies simultaneously, the City can make progress on carrying out the Comprehensive Plan by identifying priorities.

Successful implementation of the Plan also depends on evaluating the actions taken to determine if they are meeting community goals. Finally, implementing the Comprehensive Plan requires the cooperation of, and partnerships among, the private sector, the public, the City of Poulsbo, and other local, State and federal agencies.

The City's Implementation Strategies for the Comprehensive Plan will be a "management plan" that provides a framework for accomplishing the Plan's goals and policies.

The GMA is designed to manage growth, not stop it. The GMA is dynamic, not static. The Act requires OFM to produce periodic population projections and it requires cities and counties to accommodate these new forecasts by reviewing and updating their plans and development regulations accordingly. . . RCW 36.70A.110 imposes a consistent and ongoing duty for all GMA jurisdictions. . . to accommodate the ensuing growth periodically projected by OFM and allocated [by the counties]. Simply put, so long as the state and region continue to grow, counties and cities must continue to plan for, manage, and accommodate the projected and allocated growth. [Kaleas, 05307c, FDO, at 11-12.]

## **GOAL PI-2**

**Maintain and implement a Comprehensive Plan that embodies the future vision for Poulsbo and carries out the City's local, regional and statewide responsibilities.**

### ***Policy PI-2.1***

*Ensure that development regulations, functional plans, City budget, capital improvement plan budgets and priorities, and other implementing measures and actions are consistent with, and reinforce, the Comprehensive Plan.*

### ***Policy PI-2.2***

*Conduct a substantial Comprehensive Plan review every five to seven years. Analyze the opportunities and issues facing the City, review changes in State law, complete a thorough review of existing policies, and update the Plan and implementing measures as needed.*

### ***Policy PI-2.3***

*Update any other applicable City code provision directly following a Comprehensive Plan amendment, or where a major revision to the Comprehensive Plan is adopted, within one year of Comprehensive Plan amendment.*

### ***Policy PI-2.4***

*Ensure the City's development regulations do not result in an unconstitutional taking of private property by ensuring City staff are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property.*

### ***Policy PI-2.5***

*City Department heads shall submit annual and six-year work programs to the Mayor and applicable City Council Committee by January 31<sup>st</sup> of each year. The work plan shall be based, in part, on the policies and implementing strategies identified in the Comprehensive Plan.*

### ***Policy PI-2.6***

*Review the Comprehensive Plan's Implementation Strategies annually and each appropriate department head shall prepare a report to the Mayor and City Council on the action taken and progress made toward implementation through actions such as private development, budget decisions and facility improvements. The evaluation shall be submitted as part of the appropriate department's work program (as identified in Policy PI-2.7). Identify any information as important that may necessitate amendments to the Comprehensive Plan, Capital Facility Plan, functional plans or City budget, that is available prior to the annual Comprehensive Plan amendment process, and that may be added to the docket by the City Council or annual budget process.*

## ***AMENDING THE COMPREHENSIVE PLAN***

The City of Poulsbo Comprehensive Plan provides the long-range policy guidance for the future and a framework for managing change. It is important that amendments to the Comprehensive Plan retain the broad perspective articulated in the community vision statement, satisfy the goals and policies of the Plan, and remain consistent with the intent of the Growth Management Act.

Generally, there will be three types of amendments to the City’s Comprehensive Plan: 1) amendments to narrative text, goals and policies; 2) amendments to comprehensive plan maps; and 3) amendments to the Capital Facilities Plan.

Proposed amendments to the Comprehensive Plan are considered on an annual basis (no more frequently than once a year) and processed concurrently so that the cumulative effect of the various proposals can be ascertained. Amendments to the capital facilities plan may occur outside of annual review process, if adopted concurrently with an annual budget; this is allowed under GMA (RCW 36.70A.130.2.a.iii).

The Poulsbo Planning Department collects proposed amendments throughout the year, and processes the amendments according to the provisions set forth in Poulsbo Municipal Code Chapter 19.01. To be approved, all comprehensive plan amendments must meet one of the following criteria: 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 or facts which were not available at the time of the initial adoption of the Comprehensive Plan.

### **Amending narrative text, goals and policies**

Amendments to narrative text, goals and policies may be initiated by City officials, City Council, or by other entities, organizations or individuals. Amendments to text, goals and policies of the Comprehensive Plan will most likely be based on the need to clarify or refine the text or its intent, changing circumstances or new policy direction.

### **Amending comprehensive plan maps**

Amendments to the maps within the Comprehensive Plan may be initiated by City officials, City Council, or by other entities, organizations or individuals.

Land use designations of specific properties on Figure LU-1 “2025 Land Use Comprehensive Plan Map” as well as the City’s zoning map, may be requested for re-designation by property owners or designated representatives. This type of amendment, referred to as a “site specific re-designation request,” proposes a change in land use from one type of land use to another – for example from residential land use to commercial land use.

Other maps within the Comprehensive Plan may be amended from time to time, most often when new information or circumstances dictate. For example, the Transportation chapter maps, Park, Recreation and Open Space chapter maps, Natural System chapter maps or Utilities chapter maps may be updated throughout the planning horizon as new information becomes available.

The boundary of the Poulsbo Urban Growth Area is established by Kitsap County and amendments to the UGA follows the requirements and procedures of the Kitsap Countywide Planning Policies and Kitsap County’s Comprehensive Plan for UGA adjustments. Amendments to the Poulsbo UGA are not done through the City’s annual Comprehensive Plan amendment process.

### **Amending the Capital Facilities Plan**

Amendments to the Comprehensive Plan’s Capital Facilities Plan may be initiated by City officials, City Council, or by other entities, organizations or individuals. It is expected that City officials will propose amendments to the Capital Facility Plan as City departments complete capital projects, identify new projects, secure funding, establish new priorities, and update the 6-year Capital Improvement Program (CIP) through the annual budget process.

The City’s Capital Facilities Plan is intended to be an on-going process, as the City identifies needed projects - most likely through updates to functional plans, adds the projects to the 2025 Capital Facilities Project List (Table CFP-3), funds and schedules the projects on the City’s 6-year CIP (annual budget + Table CFP-4), and implements the project. It is anticipated that amendments to the CFP will be necessary most years.

#### **New text in the Capital Facilities Plan:**

This amendment type will most likely occur when circumstances have changed or new information is available. For example, when capital facilities are completed, an amendment will be necessary to remove the project from Table CFP-3 and its appropriate section’s descriptive text. Level of service analysis may also be subject to revision during the 2025 planning period – any changes in these will require textual amendments to the CFP.

#### **New projects added to Table CFP-3 “2025 City Capital Facility Project List”:**

The Public Works, Engineering, or Parks departments may identify new projects that are necessary to accommodate the City’s population allocation or maintain adopted level of service standards. This will most likely occur when functional plans are updated on its six-year review cycle. New projects may also be identified when new funding sources become available, or if new circumstances and priorities occur. Descriptive text for the new project will also need to be included in the appropriate facility section of the CFP. For transportation and park projects, amendments to the respective 2025 improvement maps will also be necessary for any new projects identified (Figures TR-3 and TR-4 for transportation; Figure PRO-2 for park projects).

#### **New Projects added to Table CFP-4 “City of Poulsbo 6-year Capital Improvement Projects”:**

Capital improvement projects which are included in Table CFP-3, the long-term capital facility project list, that have reasonably secured funding sources and are planned to be implemented within six-years, are included on the City’s 6-year Capital Improvement Program (CIP).

#### **Updates to Functional Plans**

Each of the City’s functional plans are scheduled to be updated on a six year cycle. The functional plans may be updated selectively in-between the six-years if new information or

circumstances dictate. Whenever a functional plan is fully updated or selectively, an amendment to the comprehensive plan is necessary to formally adopt the plan. All functional plans are part of the Comprehensive Plan, and are found in Appendix B.

Comprehensive Plan Policy CF-6.5 allows for administrative updates to functional plans if the new information does not: a) respond to a Growth Management Act requirement; b) identifies new improvements necessary to serve planned growth; or c) are new or revised policies.

Functional plans should be developed and reviewed in a process that includes City departmental and City Council review, as well as public review and comment, before proposing to be docketed as a Comprehensive Plan amendment. Functional plan updates should generally follow the process outlined in Policy PI-3.7 below.

### **Emergency Amendments**

Emergency amendments to the Comprehensive Plan are allowed pursuant to RCW 36.70A.130(2)(b). Emergency amendments can be considered outside of the annual review cycle and must be based on an event, circumstance or situation that constitutes an immediate threat to the public health, safety or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the Comprehensive Plan, and must be legally noticed 10-days before the hearing.

### **GOAL PI-3**

#### **Process comprehensive plan amendments in conformance with the requirements of the Growth Management Act, and as set forth in the Poulsbo Municipal Code.**

##### ***Policy PI-3.1***

*Amendments to the Comprehensive Plan shall be processed pursuant to the requirements of Chapter 19.01 of the Poulsbo Municipal Code. The City shall establish a docket for any proposed amendments to the Poulsbo Comprehensive Plan once a year, considering the Plan amendments as a package in order to evaluate their cumulative impact.*

##### ***Policy PI-3.2***

*Amendments to the capital facilities plan may occur outside of annual review process, if adopted concurrently with an annual budget; this is allowed under GMA (RCW 36.70A.130.2.a.iii).*

##### ***Policy PI-3.4***

*Amendments to comprehensive plan text or maps may be administratively made by the Planning Director if the amendment is to correct an obvious factual error, typographical error or an inadvertent omission. The Planning Director shall review the record to confirm the error and provide written documentation of the correction.*

***Policy PI-3.5***

*Amendments to the City’s comprehensive plan and/or City’s functional plans should generally conform to the public participation process used for the initial adoption of the comprehensive plan. Depending on the nature of the amendments, the process may vary in terms of time frame, content, number of meetings, etc.*

***Policy PI-3.6***

*Recognize that the need for emergency amendments may require modifications to the annual comprehensive plan amendment process. The need for emergency amendment(s) shall be based on an event, circumstance, or situation that constitutes an immediate threat to the public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the comprehensive plan, and must be legally noticed 10-days before the hearing.*

***Policy PI-3.7***

*The City’s functional plans are those plans where identified projects are tied to the Comprehensive Plan’s Capital Facilities Plan. The City’s functional plans shall be scheduled to be updated on a six year cycle; however, the functional plans may be updated selectively in between the six years if new information or circumstances dictate. Whenever a functional plan is fully updated or selectively, an amendment to the comprehensive plan is necessary to formally adopt the plan.*

*Prior to docketing as a comprehensive plan amendment, the appropriate department shall circulate a draft functional plan (or selective amendments) for review and solicit comments from: appropriate City staff; interested citizens, property owners and/or general public; any appropriate state or local agency; and appropriate City Council Committee. The review and comment process shall be documented and included with the functional plan when ready for comprehensive plan amendment docketing.*