



City of
Algona Washington

2024 Comprehensive Plan Periodic Update

PUBLIC PARTICIPATION PLAN

May 26, 2022

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Comprehensive Plan Update: Project Overview

In 1990-1991, the State adopted the Growth Management Act (GMA) which established specific requirements for Comprehensive Plans. The Comprehensive Plan is a long range (20-year) planning document that establishes city policy direction guiding growth, development, community character and quality of life. The Comprehensive Plan addresses required population and employment targets.

The Comprehensive Plan consists of 13 goals and five required “elements”, or chapters: Land Use, Transportation, Housing, Capital Facilities, and Utilities. It also includes several optional elements including Economic Development, Parks and Recreation, Natural Environment Conservation, Solar Energy, and Climate Change. Algona’s Comprehensive Plan also includes an elemental chapter on Infrastructure and Public Services.

The last periodic update for the Comprehensive Plan was in 2015. The City has the option to update the comprehensive plan annually. Amendments have been made over the years to address changing circumstances and state laws. The Comprehensive Plan is now due for the State mandated update which must be completed by June 30, 2024.

The City, through its Comprehensive Plan, decides issues such as:

- Where future growth in housing and employment should go,
- How to address community character and the form of development,
- Quality of life measures,
- Economic development initiatives,
- Open space and recreational opportunities,
- How future public utilities such as sewer, drainage, and water need to be provided,
- What transportation policies are needed to effectively manage traffic,
- How new improvements will be funded.

Vision 2015

The Comprehensive Plan must address a period of at least 20 years into the future. This Plan Update will cover 2024 through 2044 and is expected to revisit and build on the current City Vision which states:

- The City of Algona shall become a more compact, dense residential community aiming to create a mixed-use, walkable community.
- The City shall be a steward to the environment by protecting critical areas and habitats and conserving natural resources.
- Encourage the development of a robust, sustainable economy through organizing land uses in an effective, practical manner.
- Maintain a healthy variety and balance of housing and employment opportunities.
- Enhance physical and social opportunities within the community by diversifying community activities and events, and through improving and beautifying public spaces and parks.

Outreach and Engagement Goals

The City wants to ensure that growth occurs in a way that considers quality of life, placemaking, and other community character goals. This update is not about adopting a new vision for the community, but instead builds upon decades of planning activities to update and refine the vision for the community. The following are five goals for public engagement:

1. Engage audiences including community members, stakeholders, staff, boards, commissions, council, and other parties involved (e.g., Washington State Department of Commerce).
2. Make public participation a meaningful and productive use of the community's time.
3. Conduct appropriate engagement activities, such as workshops, events, surveys, and web-interface community meetings, that foster two-way dialogue.
4. Actively seek out and engage community groups and populations that are historically under-represented in traditional planning processes, and ensure input is representative of Algona's cultural and demographic diversity.
5. Build a public engagement results summary containing findings and results of the public engagement process and how feedback was incorporated into the plan.

Purpose of Comprehensive Plan Public Participation Plan

The intent of the *Public Participation Plan* is to educate the public, communicate with them, and encourage community participation in the update. Essentially the public participation plan is about reaching out to all segments of the community in new and innovative ways. Ultimately, the feedback received from the community will be tied into each of the required comprehensive plan elements as well as the overall vision for the City.

Public Participation Plan Guiding Principles

Inform the Community

- Explain the requirements of the Growth Management Act and Comprehensive Plan.
- Provide objective information to assist stakeholders in understanding issues and solutions.
- Provide educational resources to the public that answer commonly asked questions.
- Develop a webpage on the City's website to distribute information on the comprehensive planning process.

Consult Stakeholders

- Inform interested stakeholders of the progress, status, and key policy discussions throughout the update
- Acknowledge comments and concerns received from stakeholders
- Identify key issues from stakeholders on the 2015 plan and the current vision.
- Find a united vision that reflects the 2015 vision and the future.

Involve the Public

- Encourage public involvement in the Comprehensive Plan Update process by using multiple forms of communication: print, social media, city website, public surveys to gain the public's comments and concerns.
- Use non-technical language and graphics to explain the technical or complex subject matter to the public.
- Acknowledge comments and concerns received from participants.
- Enhance two-way communication between the public and the City by sharing information using a variety of methods to include those traditionally unreachable in city communications
- Employ virtual and in-person engagement activities.
- Find a united vision that reflects the 2015 vision and the future.

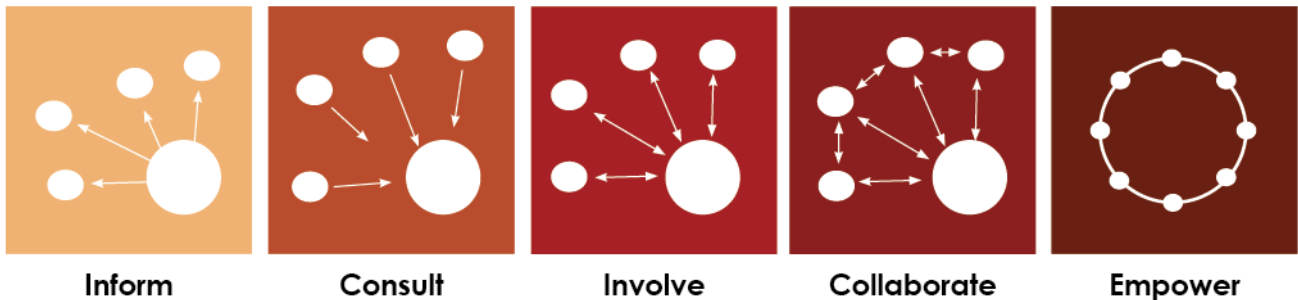
Collaborate Inclusively

- Build trust by providing timely and accurate information between stakeholders, participants and city staff.
- Share comments, concerns, and ideas raised in stakeholder and public discussions to identify common desired changes or city characteristics that should remain intact.
- Realign the stakeholder and public ideas into a commonly shared vision.

Empower The Community

- Present the final document in concise, laymen terms with eye catching graphics that break down complex ideas or processes.
- Weave personal narratives from stakeholders and participants into the final document to enhance the community's understanding of varied perspectives.
- Maintain the comprehensive plan webpage to demonstrate the City's planning process and methodical steps taken to achieve public engagement.
- Continuously demonstrate the intent and purpose of the comprehensive plan and the value engagement brings to the planning process.

What Does a Successful Public Engagement Process Look Like?



Key Stakeholders and Participants

The City will use multiple means of communications to educate, communicate, and encourage participation in the Comprehensive Plan Update and will seek out the following key stakeholders:

Stakeholder Category	Stakeholder Groups
<i>City Residents:</i>	Algona Community Center Religious Organizations Youth Organizations Local Interest Groups Industry Groups Auburn Valley YMCA Homeowner Associations (HOA)
<i>Business Community:</i>	Auburn Area Chamber of Commerce
<i>Elected and Appointed Officials:</i>	City Council Planning Commission
<i>Non-City Service Providers:</i>	Valley Regional Fire Authority Puget Sound Energy Waste Management
<i>State Agencies:</i>	Washington State Department of Commerce Washington State Department of Ecology Washington State Department of Fish and Wildlife Washington State Department of Transportation
<i>Regional Agencies:</i>	Puget Sound Regional Council Puget Sound Clean Air Agency King County Water and Land Resources Division Association of Washington Cities
<i>Local Governments:</i>	King County City of Auburn City of Pacific
<i>Transit Agencies:</i>	Sound Transit King County Metro
<i>Tribal Governments:</i>	Muckleshoot Tribe
<i>Other Agencies:</i>	Auburn School District King County Flood Control District

Engagement Methods

Algona is committed to authentic public engagement and recognizes that it is an essential tool for successful long-range planning efforts. Public participation efforts will be designed to actively seek out and engage community groups and populations that are historically under-represented in traditional planning processes, and ensure input is representative of Algona's cultural and demographic diversity.

With the evolving factors around the COVID-19 pandemic, outreach is planned for both in-person and virtual options to provide accessible and equitable opportunities for all community members to contribute to the 2024 Comprehensive Plan Periodic Update.

Tools for Notification

Comprehensive Plan Webpage

The City of Algona will develop a project webpage within the City's website to maintain a calendar of public participation events and project documents.

Social Media

The City's Facebook page will be used to announce project news and promote and document events.

Party of Record List

A party of record list will be prepared and maintained throughout the update process. This list will be used to provide updates to interested parties regarding meetings, events, and updates.

Press Releases and Newspaper Articles

The City will provide legal notices as required by Algona Municipal code and may prepare statements & material for media release regarding the update at key points during the process.

Further Opportunities for Engagement

Planning Commission Meetings

Planning Commission meetings fall on the first Thursday of the month at 6:30 PM in City Hall. Meetings are currently held in-person.

City Council Meetings

City Council meetings are held on the second and fourth Monday of each month at 7:00 PM in City Hall. Meetings are currently held in-person.

Public Hearing and Comment Periods

Community members will have an opportunity to provide comments and testimony directly to the Planning Commission and City Council during the legislative process. In addition, both the

Commission and Council accept comments at all meetings that pertain to items on that evening's agenda.

Community Workshops

The community workshop and associated exercises will allow the community to learn about why the Comprehensive Plan Periodic Update is important and to have a platform to discuss the future of Algona. This will include an introductory presentation, followed by interactive discussion-based sessions or activities.

Stakeholder Interviews

Stakeholders are all individuals or groups who are directly affected by the outcomes of the Comprehensive Plan Update. This encompasses all community members in Algona. Within the broader community are people or groups who are trusted voices and communicators that can share experiences that are relevant to the process of updating the Comprehensive Plan. These interviews will likely take the form of a Focus Group Interview, in a round-table format, or they may consist of one-on-one interviews.

Community Events and Activities

During the course of the project, Blueline and city staff will attend community events as available and appropriate to provide additional information on the project and solicit feedback from community members. For example, community events such as Algona's *Party in the Park* will be a great opportunity for a pop-up engagement event.

Community Survey

A survey will be developed to invite every Algona community member and/or property owner to provide their opinions and ideas. This will be an online survey with the option to request a paper copy from the City.

Community Visioning

As the first formal outreach opportunity for the 2024 Comprehensive Plan Periodic Update, the City will solicit opinions from the community at large regarding their vision for the City over the next twenty years. The vision statement is important because it succinctly express how the community wishes to grow and develop over the next 20 years.

Early Visioning Exercise

Public engagement and participation will begin in 2022 with an early community visioning effort to solicit feedback from residents and property owners in Algona. The desired outcome is to develop a unified vision for the future of Algona, in the coming years and beyond. This exercise will guide early planning efforts and allow a draft vision statement to be built for the Comprehensive Plan. Later in the public participation effort, the draft vision statement will be revisited during workshops and meetings with Planning Commission and City Council so that a final vision statement can be incorporated into the 2024 Comprehensive Plan Update.

Visioning Pop-Up Event

Blueline will be responsible for setting up and attending pop-up events, as determined beneficial to the broad public engagement effort and as health conditions permit. Pop-Up events are unique public participation forums in which we go to where the public will already be to get their feedback on the project. These events are mobile and can be set up anywhere. Interactions during pop-up events are designed to focus on quick descriptions and feedback, with the opportunity for the public to ask questions about the project if they desire.

Specifically, the City has identified that the *Party in the Park* in August 2022 will be one of the community events where Blueline will host a pop-up event to educate visitors of the project and gather feedback.

Community Survey

The community survey will serve to share information and request public feedback at key project milestones. The survey will help the City understand “the why behind the what” and incorporate the community’s perspective into the plan. Soliciting input from as many community members as possible allows the City to understand the roots of the problem, who it is most affecting, and where resources should be directed to best support residents, employees, and businesses to maintain a vibrant resident community and economy.

One barrier to inclusive surveys is unnecessary jargon, or convoluted questions. The community survey will be a simple tool, using multiple choice questions and open-ended questions. These questions will allow the responder to rank planning priorities, or tools, and offer opinions about what they like or dislike about specific priorities or tools. Results will be summarized in the Public Participation Summary which will be incorporated into the 2024 Comprehensive Plan Periodic Update.

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Community Workshop

Public meetings should be fun, interactive, and accessible. Some barriers which prevent attendance are time, childcare, and language barriers. The community workshop will be designed to eliminate as many barriers to participation as possible by providing refreshments, formatting the meetings to be family-friendly, designing creative engagement tools, offering interpretation and translation if needed, and offering many ways to provide feedback. This event will be held in a welcoming and accessible space, such as City Hall.

The community workshop will provide information on the project to the community-at large about the goals, objectives, and development of the 2024 Comprehensive Plan Periodic Update. This meeting will be well advertised, and meeting materials will be available on the project website. Additionally, documents and a recording of the in-person presentation can be posted on the project webpage, allowing the community to revisit the meeting or attend after the fact if they could not make the initial meeting but would like to provide feedback and comments.

Discussion Topics

After presenting an overview of the comprehensive plan and highlights from the community survey, facilitators will provide the opportunity for questions and answers, and will gather information from participants on topics such as:

- What are the most important issues to address in the Comprehensive Plan?
- Twenty-years from now, would you still wish to live in Algona? Why or why not?
- How would you rate the present quality of life in Algona?
- If you were a decision maker with a limited amount of money, what would you spend money on and why?
- Are you satisfied with the existing public infrastructure in your City? What would you like to improve?
- What do you and the people you know value most about Algona?

An in-person workshop with a virtual attendance opportunity would feature staffed informational stations and opportunities for the public to review materials, talk to the project team, and engage in interactive activities to provide feedback. The public will be notified of these events through a combination of mailers, City social media accounts, and the project webpage. Given that many community members may prefer to participate virtually, the open house will be designed to function as a hybrid (both in-person and virtually) meeting unless it clear that a virtual option would be the most effective.

Decision Making Process

City staff and Blueline will coordinate with City Council and Planning Commission to provide status updates and obtain feedback regarding the 2024 Comprehensive Plan Periodic Update. This Public Participation Plan outlines one joint Planning Commission and City Council workshop to discuss the project and receive input on the planning process. Once the plan is drafted, Planning Commission will review the plan and provide a recommendation prior to its presentation to City Council. City staff will provide updates to City Council through memorandums, presentations, and other methods throughout the preparation of the updated comprehensive plan.

Planning Commission Meetings

The Planning Commission serves in an advisory capacity to the City Council and will provide recommendations to City Council on the 2024 Comprehensive Plan Periodic Update. The Planning Commission will hold at least one public hearing to receive further public comment before providing a recommendation on the 2024 Comprehensive Plan Periodic Update to City Council.

City Council Meetings

Final decisions regarding outcomes of the planning process will be made by the City Council based on recommendations from Planning Commission and public input. The City Council will review and discuss any recommended revisions at a study session. The study session meetings are open to the public. In addition, the City Council will hold at least one public hearing to receive further public comment before adopting the 2024 Comprehensive Plan Periodic Update.

Plan Certification

To ensure that individual regional and local planning efforts are coordinated with multi-county planning policies, the Puget Sound Regional Council reviews comprehensive plans. After adoption, Algona's comprehensive plan will be sent to the Puget Sound Regional Council and the Washington State Department of Commerce for acceptance and certification.

Leading Decision Makers

Planning Commission

The Planning Commission will provide policy recommendations for the Comprehensive Plan update and will assist in ensuring the public is involved through the process. Planning Commission members will be notified of all community activities and events. All public workshops, hearings, and other activities with the Planning Commission will be noticed per city code. The Commission will receive regular briefings on the update and will review all drafts on a section-by-section basis, providing opportunities for public comments. At the conclusion of their work, they will hold a formal public hearing on the Plan before forwarding a recommendation to the City Council.

City Council

The City Council will provide policy guidance and is the final decision maker on the Comprehensive Plan update. Council members will be notified of all public activities and events. All public workshops, surveys, hearings and other activities with the City Council will be noticed per city code. The Council will also receive periodic briefings throughout the update process and will review the Planning Commission's recommendations. The City Council will hold a public hearing on the final draft of the update prior to taking final action on the Plan.

Communications Plan

Techniques for public participation vary in scale, technology, structure, and timing. Our community members are busy and active people and in the age of Covid-19, new innovative ways of communicating will be necessary. We will bring activities to places where people are already going and provide a series of online platforms for public discussion. The City recognizes the need to involve community members in a variety of outreach methods continuously throughout the update process.

The following tables provide lists of outreach methods and communication tools that will be used to foster broad and ongoing community involvement. These are not meant to an exhaustive list, and if other processes are requested, the plan is meant to be flexible to accommodate those requests.

Table 1: Community Outreach Methods

<i>Public Meetings:</i>	Planning Commission and community open house meetings will be held throughout the update process. Staff reports will include a combination of educational and technical information describing proposed amendments to the Comprehensive Plan.
<i>Community Events and Activities:</i>	As opportunities arise following Covid-19 protocols, staff will attend scheduled community events to reach out to the community. Current events projected for 2022 engagement are: Bike Rodeo (June 25), the Party in the Park (August 20), and the Pumpkin Launch (October 15).
<i>Public Surveys:</i>	The City will hold an online open house / public survey to gather public feedback on the Comprehensive Plan amendments.
<i>Interviews:</i>	Online, in-person, and paper interviews will be used to collect community members stories, ideas, and opinions on a wide range of topics.
<i>Community Group Meetings:</i>	As opportunities arise following Covid-19 protocols, staff will attend scheduled community meetings.
<i>Environmental Review and Public Comments</i>	Request for comments will be solicited per City of Algona regulations.
<i>Website</i>	The City will develop a project page within the City’s website to maintain a calendar of public events and project documents.
<i>Public Hearings:</i>	Public hearings will be held with the Planning Commission and City Council prior to adoption. Written, electronic and oral testimony will be accepted at public hearings.

Table 2: Communication Tools

<i>Written Materials:</i>	Written materials will be accessible on the City’s website and will be shared during regularly scheduled Planning Commission and City Council meetings.
<i>Party of Record List:</i>	A party of record list will be prepared and maintained throughout the update process. This list will be used for notification of public meetings, surveys, and public hearings.
<i>City Website:</i>	The City’s webpage will include access to all written materials and information regarding proposed amendments, meetings, events, and resources. This effort is primarily coordinated by the City with Blueline providing the resources.
<i>Social Media:</i>	The City will use existing social media sites such as Facebook to notify the community about the Comprehensive Plan update.
<i>Press Releases and Newspaper Articles:</i>	The City will provide legal notices as required by the Algona Municipal code and will request that the local newspaper publish articles regarding the update at key points during the process.

Table 3: Communication Objectives

<i>Build credibility and trust among stakeholders and participants.</i>	City materials answer questions completely, accurately, and quickly.
<i>Use non-technical language and simple graphics to explain technical aspects of the project.</i>	City materials presented to the public will be reviewed to eliminate overly technical language.
<i>Use a variety of media (website, printed materials, email updates, social media, multi-media) to provide information about the project.</i>	Communication methods other than public meetings will be used when appropriate to obtain feedback from stakeholders and participants.
<i>Provide information to those traditionally unreachable in city communications.</i>	Conduct assessment at the onset to identify populations traditionally not engaged in citywide public involvement efforts.

Evaluation and Accountability

The overarching goal for the 2024 Comprehensive Plan Periodic Update is to have this plan reflect the aspirations and desires of the community it serves. Algona is committed to purposeful and equitable public participation efforts to include residents and property owners as full and equal partners in the City's decision-making processes at all levels. City Staff and the City's planning consultant, Blueline, will be responsible for gathering and disseminating the public's input to decision makers (Planning Commission and City Council) and back to the public at large. Above all, the 2024 Comprehensive Plan Periodic Update process will be transparent and collaborative with the community, ensuring that public input guides the update process.

As public participation ensues, comments and feedback will be compiled throughout the process and integrated into ongoing work. Staff will brief the Planning Commission and City Council on the progress of the project, which will occur frequently throughout each year the project is underway. Commission and Council decisions will be communicated to stakeholders and the general public through the website, electronic/hard copy mailings and local media outlets.

Public Involvement Evaluation

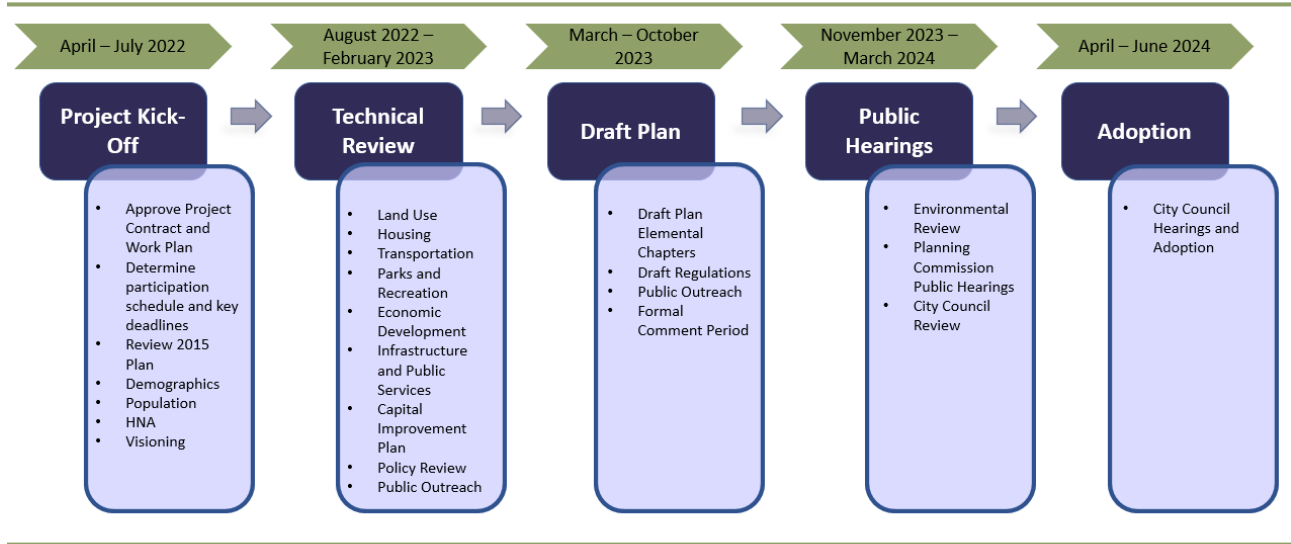
Evaluation of public involvement will be conducted on an on-going basis, with changes made as necessary to this Public Participation Plan. Once public participation is completed, a full evaluation will be compiled so that clear connections can be made from public feedback to planning outcomes. Tools for evaluation will include:

- Informal feedback from stakeholders;
- Short questionnaires following events;
- Planning Commission feedback following recommendation;
- Team debriefs following meetings and events to discuss needed adjustments.

Comprehensive Plan Tentative Schedule

It is the goal of the City is to adopt the Comprehensive Plan by June 2024. Work shall be completed over a two-year period using the following tentative schedule as a guide.

Draft Project Schedule 2024 Comprehensive Plan Update



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