

ALGONA PLANNING COMMISSION
June 2, 2022
Minutes



1. **CALL TO ORDER** – Chair Bramson called the meeting to order at 6:33 PM. Commissioners present were Chair Bramson, Commissioner Lindy, and Commissioner Harper. Mr. Jensen and Ms. Hepworth from Blueline were also present. Commissioner Gomez was not present.

2. **APPROVAL OF AGENDA** – The agenda for June 2, 2022, was unanimously approved upon motion by Commissioner Harper, seconded by Commissioner Lindy.

3. **APPROVAL OF MINUTES** – The minutes for May 5, 2022, was unanimously approved upon motion by Commissioner Lindy, seconded by Commissioner Harper.

4. **OLD BUSINESS** – Ms. Hepworth presented the Algona Municipal Code Chapter 2.50 which is the City’s fee schedule. Ms. Hepworth described that the document noted the ordinance number indicates the year the fee schedule was updated. Chair Bramson asked Ms. Hepworth to prepare a fee comparison document with other similar sized cities, such as Buckley, Enumclaw, Pacific, Sumner, Edgewood, Milton, and Black Diamond. Ms. Hepworth agreed that she will prepare this document and present it to the Planning Commission at the next meeting in July.

6. **NEW BUSINESS** –

Revised Stormwater Code

Ms. Clear from Gray and Osborne came to discuss the need for updates to the SW code to meet state requirements. The stormwater code revisions are necessary to maintain compliance with our state NPDES permit and to avoid ecology fees, which incur \$10,000 per day out of compliance.

The proposed changes to the code are revising references to the adopted ecology manual to the 2019 edition instead of the 2012 edition. Another change is the requirement for stormwater inspections for commercial uses which will begin in January 2023. Initial investigation from stormwater inspections will serve to educate city staff and the public, and understand compliance issues the City is facing. There is a need to enforce penalties and permit access onto properties that are included.

Commissioner Harper had a question regarding the language surrounding the permission to enter private properties for inspections. Ms. Clear specified that this was language evaluated by the City Attorney and is in reflects the correct language needed to grant city staff permission to enter private property.

Chair Bramson motioned to approve the revised stormwater code, and

Commissioner Harper seconded the motion.

Housing Needs Assessment

Mr. Killebrew and Ms. Hepworth from Blueline gave a presentation regarding the data and gap analysis from the Housing Needs Assessment, outlining census data on who is living in the City, who is cost burdened, who is experiencing a housing shortage, and where future shortages are likely to occur.

Commissioner Harper asked about if the Housing Action Plan would influence regional transportation planning to improve metro service in Algona. Mr. Killebrew responded that the Housing Action Plan is meant to be used to update the Housing element of the 2024 Comprehensive Plan but that the Comprehensive Plan will ultimately help the City demonstrate the existing and future demand for public transportation.

Public Participation Plan (PPP)

Ms. Hepworth presented the draft Public Participation Plan (PPP) for the 2024 Comprehensive Plan periodic update. The draft PPP outlines the public engagement strategy for the update, including:

- Methods of Engagement
- Guiding Principles of Outreach
- Goals of Engagement
- Prospective Stakeholders
- Decision Making Process
- Communications Plan

Ms. Hepworth requested the feedback of the Planning Commission and noted that additional time can be granted for their review. Chair Bramson stated that the plan should be updated to include Channel 21 as a method of communication. Ms. Griess stated that the City is working on updating the equipment used to operate Channel 21 and that this tool will be available in the near future.

Chair Bramson stated that it would be a good idea to table the PPP until the next meeting so the Commission can have additional time to provide meaningful feedback. Commissioner Harper motioned to table discussion of the PPP until the July meeting, seconded by Chair Bramson.

7. OTHER BUSINESS – Commissioner Harper requested information as to the purpose of having a virtual meeting this month. Ms. Hepworth stated there are two primary reasons for holding the meeting virtually:

- 1.** Covid-19 cases are spiking in King County and should be monitored and taken into consideration when choosing to have a public meeting. The State of Washington currently has an infection rate of 38/100,000 people which is considered by the CDC to be “at risk, unchecked community spread”.
- 2.** The Housing Needs Assessment presentation is data heavy and is a document that Mr. Killebrew heavily participated in. In order to best present the

information, Blueline recommended the meeting was made virtual so enhance the flow of the presentation and to enhance Mr. Killebrew's ability to respond to questions and participate in the meeting.

Ms. Hepworth stated that this meeting was intended to not be the typical format of the meeting but that the City should continue to monitor the infection rate of Covid-19.

Chair Bramson received a question from the public by email describing how similar cities to Algona with narrow streets utilize bioretention facilities for their stormwater infrastructure. The public comment also makes reference to local streets in other cities that have complete sidewalks on one side of the road and parallel stalls on the other side.

Chair Bramson asked Ms. Hepworth to please investigate the feasibility of bioretention and street parallel parking at the next meeting. Ms. Hepworth stated she would do some research on what is currently permitted in the City and the feasibility of permitting bioretention and street parallel parking stalls.

Ms. Hepworth stated that there are two upcoming grants that the City is submitting an application for in the next week: the WSDOT Safe Routes to School grant and the King County Flood Reduction grant.

The Safe Routes to School grant application will fund the design and construction of a one-sided sidewalk along Celery Avenue. The Flood Reduction grant application is seeking funding to revise the City's Flood Hazard Management Plan.

- 8. ADJOURNMENT** – The meeting adjourned at 7:44 PM, unanimously approved upon motion by Chair Bramson, seconded by Commissioner Harper.

APPROVED:

STEVE BRAMSON, CHAIR
CITY OF ALGONA
PLANNING COMMISSION

The Planning Commission minutes are not verbatim; however, tape recordings are available upon request.