

**City of Algona**  
**Planning Commission**  
**2023 Work Plan**



Future Tasks – Set Deadline					
Item	Task Description	Requests to Staff	Experts/consultants needed	Deliverable / PC Action	Timing/Budget Notes
<b>Section 1: Statewide Policy</b>					
The Commission is responsible for recommendations to City Council on drafted policies and regulations relating to State law requiring the Commission to perform, such as the Growth Management Act.					
<b>1.1 Comprehensive Plan Goal and Policy Wordsmithing</b>	Review drafted updates to Comprehensive Plan goals and policies for consistency with community priorities.	Revised goals and policies Policy Justifications Staff Report	Planning	A list of goals and policies that should be amended.	Ongoing
<b>1.2 Comprehensive Plan Draft Element Chapter Review</b>	A review of the drafted element chapters for the 2024 Comprehensive Plan Update.	Revised Chapters Staff Report	Yes – Planning	Feedback on major findings of each elemental draft chapter.	Ongoing
<b>1.3 Annual Comprehensive Plan Amendments</b>	Collective review of private proposals to amend the Comprehensive Plan.	Prepare staff report of each proposal.	Yes – Planning	Recommendation on application to City Council.	Q3 2023; Applications from public due 5/31/23.
<b>Section 2: Municipal Policy</b>					
The Commission is responsible for recommendations to City Council on drafted policies and regulations relating to the Municipal Code requiring the Commission to perform, such as Zoning Code amendments					
<b>2.1 Housing Action Plan</b>	Review the draft Housing Action Plan	Prepare presentation	Yes – Planning	Report on housing needs and data generated through Housing Action Plan work.	Q2 2023
<b>2.2 Transitional and Supportive Housing Code Amendments</b>	Review the draft zoning code ordinance to permit transitional, permanent supportive, and emergency housing/shelter uses within the city’s zones.	Draft the code and prepare a staff report.	Yes – Planning	Feedback and recommendation to Council.	Q3 2023



<b>2.3 Misc Zoning Code Amendments</b>	Review of private and public proposals to amend the Zoning Code.	Prepare presentation of recommended changes. Code shall incorporate changes proposed through the GMA (Task 1.1) or by the public (Task 1.4).	Yes – Planning	Initial feedback and recommendation to Council.	Ongoing
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<b>Current Working Tasks</b>				
Item	Description	Requests to Staff	Deliverable	Timing/Budget Notes
<b>Section 3: Land Use Actions</b>				
The Commission is responsible for reviewing land use applications and forwarding a recommendation to the City Council.				
<b>3.1 Algona Village</b>	Review of Conditional Use Permit	Prepare staff decision	Recommendation on application to City Council.	Q3 2023
<b>3.2 Misc Land Use Permits</b>	Review of private development applications	Prepare staff decision	Decision Body or Recommendation on application to City Council.	Ongoing

<b>Subsequent Tasks</b>				
Item	Description	Requests to Staff	Deliverable	Timing/Budget Notes
<b>Section 4: Informational Briefings</b>				
Informational briefings are necessary to provide effective input on policy and programming. The following presentations should be anticipated to improve the commission’s ability to make effective, knowledgeable decisions.				
<b>4.1 Grant Work</b>	Review grant awards received in 2023, expectations for deliverables, and budgeting.	Prepare presentation	Presentation	Q1 2023
<b>4.2 Wetland Mitigation Banking</b>	Feedback on implementation of program to AMC.	Coordinate with Raedeke	Presentation and Data	Q3 2022
<b>4.3 Annual Progress Review</b>	Review Planning Commission progress against the 2021 work plan.	N/A	Presentation, review draft 2023 work plan.	Q2 2023
<b>4.4 Misc. Land Use Actions</b>	Review of recent administrative land use approvals.	N/A	Summary Report	Ongoing



## Section 5: Administrative Activities

In addition to providing input on policy and program implementation, the Commission aims to be a well-informed and effective advisory body. The following activities are intended to improve commission functionality and ensure each member has the knowledge necessary to fulfill the role.

<b>5.1 Organizational Retreat</b>	Annual Event to improve commissioner relationships, evaluate procedures, and share information on work plan topics.	N/A	Teambuilding	Q3 2023
<b>5.2 Prepare the 2024 Work Plan</b>	Time allotted to propose and discuss work items for the following year.	Prepare a draft work plan by November meeting.	Planning Commission Work Plan	Q4 2023

Add election – Q4