



CITY COUNCIL

AGENDA BILL # AB23-0073

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION			
SUBJECT: Comprehensive Plan – Blueline Agreement	Agenda Date: April 10th, 2023		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept	X	X
	Community Services		
Cost Impact:	Police Dept		
Fund Source:	Finance Committee		
Timeline: 1st review – 4/10/23	Planning Commission		
	Civil Service Committee		
Staff Contact: James Schrimpsker, Acting City Administrator; Jessica Griess, City Clerk			
Attachments: 2024 Comprehensive Plan Proposal			
SUMMARY STATEMENT:			
<p>The comprehensive plan is a tool guiding Algona’s long range planning efforts to understand community development and population growth over the next 20 years. The organization and content of State-mandated comprehensive plans is governed by the Washington State Growth Management Act (GMA) through RCW 36.70A and was adopted to develop strategies to combat the impacts of localized and regional population growth.</p> <p>The total project cost is \$162,402. That amount includes work conducted over three years, 2022-2024.</p> <p>The City did obtain funding (\$62,500) through the Growth Management Act Update grant for 2023 from the Dept. of Commerce for the work done on the Comprehensive Plan.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION:			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	



BLUELINE

2024 Comprehensive Plan Proposal

Date: October 2022

Prepared for
City of Algona
Community Development Dept.
200 Washington BLVD
Algona, WA 98001

Blueline Job No. 22-251

Prepared by: Caitlin Hepworth, Planner

Reviewed by: TC Colleran, AICP, PLA, Interim Planning Director

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Section 1 Background

The comprehensive plan is a tool guiding Algona’s long range planning efforts to understand community development and population growth over the next 20 years. Comprehensive planning helps the community visualize a uniform idea of what the City will be like in the future. The plan amends the Algona Municipal Code (AMC) and develops goals, policies, and actions that create a vision for future City operations.

The organization and content of State-mandated comprehensive plans is governed by the Washington State Growth Management Act (GMA) through RCW 36.70A and was adopted to develop strategies to combat the impacts of localized and regional population growth. The GMA was passed by Washington legislators because *“uncoordinated and unplanned growth, together with a lack of common goals expressing the public’s interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic development, and the health, safety, and high quality of life enjoyed by residents of this state. It is in the public interest that citizens, communities, local governments, and the private sector cooperate and coordinate with one another in comprehensive land use planning. Further, the legislature finds that it is in the public interest that economic development programs be shared with communities experiencing insufficient economic growth”*. The impacts of poor planning span greater than the look and feel of a community, and trickles into every facet of a resident’s quality of life.

The comprehensive plan guides city planning over 20-year increments and is required to go under major periodic update every 8 years. The update requires this updated planning document to be reviewed and approved by the Washington Department of Commerce to ensure all provisions of the GMA are met. The update must include a review of all required plan elements as described in RCW 36.70A.070. The update additionally requires a review of the future land use map and all development regulations that implement the comprehensive plan, such as, among others, the zoning code, critical areas code, and land division code.

The need to revise the comprehensive plan goes beyond compliance with the GMA, and is guided by recently passed state legislation, new environmental protection measures, court orders, new procedures, grant funding, and Best Management Practice’s (BMP’s).

Goals of the GMA

Comprehensive plans and localized planning efforts fulfill the intent of the GMA and gives jurisdictions an opportunity to understand the state of their services. The GMA is guided by thirteen (13) state planning goals:

1. Encourage infill development and urban growth
2. Reduce sprawl
3. Coordinate efficient, multi-modal transportation
4. Develop affordable housing
5. Spur economic development
6. Protect private property rights
7. Predictable and timely permit processing
8. Maintain natural resources
9. Retain and increase access to open and recreational spaces
10. Protect and enhance the environment
11. Encourage public participation
12. Ensure sufficient public facilities and services
13. Preserve historic lands, sites, and features



1.1 REQUIREMENTS

The GMA includes requirements that must be addressed through local comprehensive plans. Guidance on preparing the plan is provided by the state Department of Commerce and the Puget Sound Regional Council (PSRC) to ensure resources for cities to understand and address all GMA requirements. The following are important GMA requirements that frame the timeline and content of comprehensive plans:

- **Cycle and planning horizon:** The GMA requires all mandated cities to update their comprehensive plans every eight (8) years. The most recent update for all cities was completed in 2015. The originally deadline was June 2023, but the State Legislature extended this to June 2024 as a result of COVID-19. The 2024 comprehensive plan must guide Algona's long range planning efforts through 2044.
- **Coordination:** The plan requires coordination with jurisdictions that share a common border and regional stakeholders. Algona must coordinate its plan development with King County and comply with Countywide Planning Policies.
- **Special Conditions:** To be eligible for transportation funding, the PSRC certifies local comprehensive plans, based largely on the comprehensive plan's consistency with regional transportation policies. Department of Commerce grants are only eligible to jurisdictions in compliance with the GMA. Updating the comprehensive plan makes Algona eligible for essential funding sources for projects.
- **Implementation:** Comprehensive plans must be implemented through local development regulations including AMC Title 14 (Project Permit Review Processing), Title 16 (Environmental Protection), Title 19 (Land Divisions), Title 22 (Zoning), among other AMC Titles. The code will require updates with, or after, the adoption of Algona's 2024 comprehensive plan updates.

1.2 UPDATE PROCEDURE

There are five general steps in chronological order that jurisdictions must follow to update comprehensive plans:

1. **Work Program:** The City shall establish a work program and schedule to update each plan element in a timely manner. This proposal serves as such work plan.
2. **Review of Regulations:** A review of existing adopted plans and regulations to determine where amendments are necessary.
3. **Public Participation:** Conduct public engagement periodically and thoughtfully throughout the update process.
4. **Noticing:** A 60-day notice must be submitted to Department of Commerce with a copy of the drafted plan to verify consistency with the GMA before the City can take action to adopt.
5. **Adoption:** City Council adopts the comprehensive plan and associated amended regulations.



Section 2 Timeline

2.1 2022: ORGANIZATIONAL EFFORTS

Buildable Lands: Early comprehensive plan development involves a buildable lands analysis developed in coordination with King County. The next King County buildable lands report was completed in 2021 and reflects the buildable lands available in each municipality to meet projected population growth and ensure housing and employment needs. The buildable lands report for Algona was completed in 2021 and the analysis will guide new land use regulations and comprehensive plan policies.

Growth Targets: The 2021 King County Buildable Lands report determined the 2044 population, housing, and jobs targets for Algona and the comprehensive plan must be updated to reflect the projected growth targets. These targets are a foundational element to each plan chapter as they provide a baseline for future service and system capacities. Population, housing, and employment must be addressed in order for the comprehensive plan to be in compliance with the GMA. The growth targets do not need to be met but must be planned for to demonstrate that Algona has sufficient capacity for growth targets.

Strengths and Weaknesses: The City will develop a list of strengths and weaknesses from the 2015 Comprehensive Plan. Opportunities and constraints for 2024 update efforts will be identified and will impact the format, process, and resources available to complete the update.

Public Participation Plan: The public participation plan will guide the City on how, when, and why to involve the public in the comprehensive plan update process. The City includes outreach methods to increase opportunities for marginalized communities to engage with Blueline and increase accessibility for the public to participate.

2.2 2022: ANALYSIS, PARTICIPATION, AND LAND USE

2.2.1 VISIONING

Public engagement and participation will be at the forefront of update efforts in 2022. Algona's residents, businesses, and stakeholders should be highly involved in helping the City create a vision for what the City will be like in 2044. This is an opportunity for the public to develop a common vision with the City and describe their priorities and concerns. Engagement at an early phase is key to creating an insightful, inclusive, and thoughtful comprehensive plan. The public will continue to have opportunities to provide feedback throughout the update process in hearings, public comment periods, surveys, social media, the website, and stakeholder meetings. See Section 4 for more detailed public participation information.

2.2.2 LAND USE AND HOUSING ELEMENTS

The land use and housing chapters are all required by the GMA and much of the work is led by Blueline in coordination with the Public Works Director, Planning Commission, and public input.



- **Land Use:** The land use elemental chapter is a critical and foundational element of the comprehensive plan and determines the direction for Algona’s future growth and needs. The land use chapter accomplishes the following:
 - Determine impacts of future population growth and develop strategies to accommodate the increase in demand for land.
 - Designate distribution, location, and extend of land uses essential to City operation, such as housing, retail, industry, recreation, and public facilities.
 - Ensure continued protection of environment, sensitive areas, and water quality.
 - Review impacts of natural hazards, flooding, drainage, and runoff in the area and provide guidance for corrective actions.

The land use element will guide how other Departments prepare their elemental chapters and will be consistent with the capital facilities plan.

- **Housing:** The housing elemental chapter describes how the City can meet future housing targets though:
 - Development of a housing needs assessment to understand existing and project housing needs to identify the number of housing units necessary to manage predicted growth.
 - Identifying land suitable for housing development.
 - Analyzing availability of a variety of housing options for different income levels.
 - Stating goals, policies, and provisions to preserve, improve, or develop new housing.

These two elemental chapters should be prepared earlier on in the update process to ensure consistency in goals and visioning in the remaining chapters to be updated.

2.3 2023: ELEMENTAL CHAPTERS AND DRAFTING

The Economic Development, Transportation, Parks, Utilities, and Capital Facilities elements are all required by the GMA. The goals and policies are driven by the Land Use, Housing, and Economic Development chapters, but require the technical expertise, research, and review from the Public Works Department and contracted specialists.

- **Economic Development:** This element establishes how the city will economically develop to match the level of predicted population growth. Goals, policies, and objectives are determined to address the projected job growth rate from the County’s 2021 Buildable Lands Report and remain consistent with the land use and housing chapters. The element ensures that there is a fair balance of land preserved for both commercial and housing developments.
- **Transportation:** The transportation element requires additional engagement with public and private entities to meet GMA reporting requirements. The chapter must include information on the impacts to state highways, level of service standards, and traffic forecasting. There



shall be a multiyear transportation financing plan to complete necessary public improvements.

- **Parks and Recreation:** The parks element implements and is consistent with the capital facilities element for facility improvements. The GMA requires the following to be included: an estimate of the level of service demand for at least a six-year period, an evaluation of existing facilities and services, a description of service needs to meet growth targets, and a review of intergovernmental coordination opportunities to meet growth demands.
- **Utilities:** This element shall include the location and capacity of all existing and proposed utilities. The housing element shall determine the future service demands and anticipate the necessary system improvements to meet demand.
- **Capital Facilities:** This element describes an inventory of all publicly owned facilities and forecast future community needs. Population growth dictates what kind of expansion to facilities and services should be anticipated. A financing plan will be developed to propose a 6-year financing plan to meet minimally required expansions, maintenance, and service upgrades to meet growth targets.

2.4 2024: UPDATES, ADOPTION, & CERTIFICATION

The Algona Municipal Code implement development regulations and will be amended to include any code changes required by the 2024 Comprehensive Plan. Updating the code should happen concurrently with comprehensive plan updates and should be adopted with or immediately after the adoption of the comprehensive plan.

Both the revised plan and the amended code will require approval from Algona City Council. Updates may occur at once or in phases. If the City seeks to amend the plan in phases, SEPA review, hearings, and public notices will be separately required for each update phase. The Washington State Department of Commerce must be notified 60-days prior to the adoption of development regulations or the comprehensive plan.

After adoption, Algona's comprehensive plan will be sent to the PSRC for review and certification. The certification process may require conditions to be addressed in the next round of comprehensive plan updates.



Section 3 Organization

The 2024 amendment and update to the Algona comprehensive plan requires collaboration among City Departments, guidance from the Planning Commission, input and engagement from the public and stakeholders, and approval by City Council. Below is a description of each group's involvement and role in the update process.

3.1 PLAN DEVELOPMENT ROLES

- **Public Works:** The Mayor and the Public Works Director will oversee the planning consultant's coordination and preparation of the comprehensive plan update, communicate on priorities and resources, and work collaboratively on policies and goals.
- **Planning Consultants:** The City does not have their own Planning Department and utilizes *Blueline* for land use planning services. Blueline will have primary responsibility for coordinating the development of and conducting research for the comprehensive plan. Blueline ensures the plan is being updated in accordance with applicable state laws, county and regional planning policies, and input from city specialists, the public, and the Planning Commission. Blueline will have primary responsibility for the design, format, and content of the plan. Blueline will review all plan elements for consistency and will present the information in a well presented and accessible format to the public.
- **Other Algona Departments:** The Public Works Department will work with Blueline and engineering consultant Gray and Osborne to help develop the transportation, parks, capital facilities, and utilities element based on goals, policies, and targets determined in the land use and housing element. Other departments will be involved as appropriate.
- **Outside Specialists:** The City has hired by contract outside experts to conduct some City operations, such as the City Attorney or Environmental Specialist. Hired experts will be consulted at times during the update process and other outside specialists may be needed and is subject to resource availability.
- **Planning Commission:** The Planning Commission is the primary advisory body overseeing the update process. The comprehensive plan will require recommendations and feedback from the Planning Commission.
- **Public:** Public engagement is required to ensure the community support of plan and AMC updates.
- **Stakeholders:** Specific public stakeholders are detailed in Section 4.3 and include community members and organizations, businesses, government entities, tribes, and special districts.
- **City Council:** The City Council has the final authority over adopted the updated comprehensive plan and shall regularly review staff reports on the update process.



The City's planning consultant, Blueline, is spearheading the comprehensive plan update with close coordination with the City's Public Works Director and will ensure consistent and efficient communications. The Public Works Director shall be the lead in communicating with City Departments and outside specialists. Blueline will coordinate the research, policies, and writing of the plan and will lead in communications to the public and the State.

Section 4 Public Engagement

The GMA requires early and ongoing public participation efforts for the update of the comprehensive plan and development regulations. The 11th goal of the GMA encourages public participation and the City must show a strong commitment to public outreach. Public outreach informs and engages the public on localized issues and goals.

The 2015 Algona Comprehensive Plan does not describe the efforts taken to include stakeholders and the public in the development process. The new plan should include a snapshot of what efforts the City takes to provide opportunities for participation and input.

4.1 PUBLIC PARTICIPATION GOALS

The City of Algona develops objective goals to ensure accessible and inclusive opportunities for public engagement.

1. Plan for the future with a clearer understanding of:
 - a. The public's perspective on growth;
 - b. Where and how growth should be guided and concentrated in;
 - c. How to balance housing and business development;
 - d. Type and location of commercial activity;
 - e. The public's desire for residential development other than single-family units; and
 - f. What characteristics the community wants to preserve or improve and what characteristics should change
2. Offer a variety of ways for the community to submit input on the update, including but not limited to: a webpage, mailing list, community meetings, and stakeholder meetings.
3. Ensure under-represented groups and marginalized populations are identified and receive an equitable opportunity to participate in the update process.

4.2 PARTICIPATION PHASES

The public participation process will occur in two (2) phases.

4.2.1 PHASE I: COLLABORATIVE VISIONING – 2023

Phase I will frame the GMA and update process and help the community understand the gravity of comprehensive plan updates and its far-reaching policy and regulation impacts. This is the City's opportunity to vocalize a particular vision for the community's growth and built environment and allows collaborative community conversations about what Algona's priorities are. Open-ended outreach methods are appropriate for Phase I, such as open houses, surveys,



and the website. It is recommended an open house is planned early in 2022 to determine a shared vision that plan elements will emulate.

4.2.2 PHASE II: ONGOING EFFORTS 2024

Phase II requires ongoing outreach periodically throughout the update process and will aim to generate feedback on draft elemental chapters of the plan and associated updates to development regulations. Special efforts should be made to ensure accessibility to public meetings, inclusivity of under-represented groups, and collaboration with stakeholders. Traditional outreach methods should be used, such as public hearings and comment periods, to ensure this process is collaborative for the community.

4.3 STAKEHOLDERS

Stakeholder Type	Specific Stakeholders
Community Members	Residents Businesses Visitors Private property owners
Other Jurisdictions, Agencies, or Governmental Organizations	Neighboring or nearby jurisdictions/Districts: <ul style="list-style-type: none"> • Pacific • Auburn • King County • Auburn School District Muckleshoot Reservation Agencies or municipal corporations: <ul style="list-style-type: none"> • Puget Sound Energy • Waste Management Regional, State, or Federal Agencies: <ul style="list-style-type: none"> • WA Dept of Fish and Wildlife • WA Dept of Ecology • WA Dept. of Natural Resources • WA Dept. of Commerce • WA Dept of Transportation • Puget Sound Regional Council • Sound Transit
Organizations that Operate in Algona	Auburn Valley YMCA Algona Community Center Local homeowners associations Religious organizations Youth organizations Boy Scouts and Girl Scouts Local interest groups Industry groups



4.4 OUTREACH METHODS

Algona will utilize a variety of methods to encourage public input on the public participation process.

4.1.1 INFORMATION SHARING

Technique	Description
Informational Flyers	Prepare and distribute flyers with information on the update process.
Public Notice Sign	Post a public notice sign at City Hall or throughout Algona notifying residents and local stakeholders the update process has begun. Include the flyer hand out on the board.
Website	Develop a website or City web page dedicated to the comp plan update process.
Email List	Allow residents to sign up for email alerts for progress updates or event noticing.
Newspaper Notices	Traditional newspaper notices.
Social Media Presence	Make announcements through social media pages operated by the City.
Events	Hold public events to develop a shared vision. Provide information of the update process at local events where residents or stakeholders may attend.
Utility Bills	Include a flyer with information on the comp plan update process with links to resources or specified meeting dates.

4.1.2 INPUT AND COLLABORATION

Technique	Description
Open House	Held at key points of the update process, such as visioning, element review, and capital facilities planning. This should be done virtually and in-person (if appropriate).
Stakeholder Meetings	Meetings between specific groups to ascertain feedback on aspects of the comp plan.
Public Hearings	Traditional public hearings as required by the GMA to adopt the comp plan and regulation updates.
Surveys	Online and paper surveys can be distributed to capture input of the public.
Website	The website can be a platform for ongoing engagement and feedback.



Phases	Tasks/Deliverables	BlueLine Staff										Fees
		Project Manager/		Senior Planner/		Planner/		Planner/		Planner/		
		Estimated Hours	hourly rate	Estimated Hours	hourly rate	Estimated Hours	hourly rate	Estimated Hours	hourly rate	Estimated Hours	hourly rate	
Phase 1 - Existing Conditions Analysis												
1.1	Gather foundational understanding of existing conditions (current trends, policies, costs)	4	\$800	0	\$0	0	\$0	30	\$4,890		\$5,690	
1.2	Demographic Profile	2	\$400	0	\$0	2	\$326		\$726		\$726	
1.3	Land Use Analysis	8	\$1,600	0	\$0	20	\$3,260		\$4,860		\$4,860	
	Phase 1 Total	14	\$2,800	0	\$0	52			\$11,276		\$11,276	
Phase 2 - Comprehensive Plan Update												
2.1	Analysis of 2015 Plan	2	\$400	0	\$0	2	\$326		\$726		\$726	
2.2	Rough Outline of Updated Comprehensive Plan Report	4	\$800	2	\$364	14	\$2,282		\$3,446		\$3,446	
2.3	Draft Community Vision	1	\$200	2	\$364	2	\$326		\$890		\$890	
2.4	Draft Development Strategies and Policies	4	\$800	12	\$2,184	60	\$9,780		\$12,764		\$12,764	
2.5	Draft Comprehensive Plan Goals and Policies	4	\$800	10	\$1,820	60	\$9,780		\$12,400		\$12,400	
2.6	Mapping and Graphics	2	\$400	21	\$3,822	54	\$8,802		\$13,024		\$13,024	
2.7	Update Comprehensive Plan	12	\$2,400	40	\$7,280	134	\$21,842		\$31,522		\$31,522	
2.8	1st Administrative Draft Comprehensive Plan	8	\$1,600	2	\$364	16	\$2,608		\$4,572		\$4,572	
2.9	Joint Planning Commission and City Council Workshop	6	\$1,200	4	\$728	14	\$2,282		\$4,210		\$4,210	
2.10	Draft Comprehensive Plan Considered by Planning Commission	8	\$1,600	0	\$0	20	\$3,260		\$4,860		\$4,860	
2.11	Final Proposed Comprehensive Plan Considered by City Council	6	\$1,200	0	\$0	20	\$3,260		\$4,460		\$4,460	
2.12	Submission of Adopted Comprehensive Plan	2	\$400	0	\$0	4	\$652		\$1,052		\$1,052	
	Phase 2 Total	59	\$11,800	93	\$16,926	400	\$65,200		\$93,926		\$93,926	
Phase 3 - Public Participation												
3.1	Public Participation/Community Involvement	32	\$6,400	0	\$0	142	\$23,146		\$29,546		\$29,546	
	Phase 3 Total	32	\$6,400	0	\$0	142	\$23,146		\$29,546		\$29,546	
Phase 4 - Environmental Review												
4.1	Prepare SEPA Documentation	4	\$800	6	\$1,092	20	\$3,260		\$5,152		\$5,152	
	Phase 4 Total	4	\$800	6	\$1,092	20	\$3,260		\$5,152		\$5,152	
Phase 5 - Project Administration/Management												
5.1	Coordination with City Staff Through Adoption and Certification	32	\$6,400	0	\$0	54	\$8,802		\$15,202		\$15,202	
5.2	Billing and Invoicing	24	\$4,800	0	\$0	0	\$0		\$4,800		\$4,800	
	Phase 5 Total	56	\$11,200.00	0	\$0.00	54	\$8,802.00		\$20,002		\$20,002	
Expenses												
	Grand Total	165	\$33,000.00	99	\$18,018.00	668	\$100,408.00		\$162,402		\$162,402	

\$ 29,102 2022
 \$30,576 2023
 \$19,154 2024
 \$81,070 Multi-Year

