



# PLANNING COMMISSION REGULAR MEETING

Thursday, August 03, 2023 at 6:30 PM

City Hall

## AGENDA

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1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda**
4. **Approval of Minutes**

July 6, 2023

[A.](#) Approval of Minutes

5. **Reports**
6. **Old Business**

[A.](#) Streetlights

7. **New Business**

[A.](#) Public Engagement Plan

8. **Audience Participation**

The Planning Commission encourages public participation during meetings and welcomes your comments. Anyone wishing to make comments will be given three minutes to speak. When addressing the Planning Commission, please speak clearly and audibly and state your name and address for the record.

9. **Next Meeting**

10. **Adjournment**

The City of Algona Planning Commission is appointed by and is advisory to the City Council on the preparation and amendment of land use plans and related implementing ordinances. The Planning Commission also reviews and makes recommendations on certain land use permit applications. Planning Commissioners are selected to represent all areas of the City and as many 'walks of life' as possible.

The actions tonight are not final decisions; they are in the form of recommendations to the City Council who must ultimately make the final decision.



**Algona Planning Commission  
July 6, 2023  
6:30 PM**



Chair Harper called the meeting to order at 6:32 PM. Roll call was taken. Chair Harper, Commissioner Bramson, and Commissioner Gomez. Commissioner Gomez requested that Commissioner Lindy and Commissioner White be excused. Caitlin Hepworth from Blueline, Russ Avery – PW Director and Dana Parker – Deputy City Clerk were also present

**APPROVAL OF AGENDA –**

Commissioner Bramson made a motion to approve the agenda and Commissioner Gomez seconded it. Chair Harper asked for a vote from the commissioners and received a unanimous response in favor to approve the agenda.

**Approval of Minutes** – Commissioner Harper made a motion to approve the minutes and Commissioner Bramson seconded it. Chair Harper asked for a vote from the commissioners and received a unanimous response in favor to approve the minutes.

**REPORTS –**

**Commissioner Bramson** – None

**Commissioner Gomez** – None.

**Commissioner Harper** – None

**Deputy City Clerk** – No updates on the new website.

**Public Works Director** – The new transfer station will be doing a sewer replacement at the end of the month through the month of September along 11<sup>th</sup> Ave N. There will be minimal impact to traffic.

**Blueline** – The city won a 1 million dollar grant to construct the Algona Wetland Preserve.

**Old Business –**

A. Streetlights – The commissioners discussed the need to update the City’s Public Work Standards.

B. Broadway Road Extension – Blueline discussed that the Broadway Extension could be added to the comprehensive plan. The commissioners decided to table the vote until the City Council could add the comprehensive plan to the work plan.

**New Business –**

Comp Plan Community Survey- The commissioners were asked to review the community survey draft and provide feedback to Blueline.

**AUDIENCE PARTICIPATION –**

**Next Meeting**

- A. Streetlights
- B. Public Engagement Plan

**ADJOURNMENT** – Chair Harper adjourned the meeting at 7:41pm.

**APPROVED:**

\_\_\_\_\_  
JAMES HARPER, CHAIR  
CITY OF ALGONA  
PLANNING COMMISSION

\_\_\_\_\_  
DANA PARKER – DEPUTY CITY CLERK

Proposed Policy Suggestion	Planning Dept Feedback / Edits	Comp Plan Policy	Public Works Standard	Municipal / Zoning Code Standard
1 Ensure that all street intersections, crosswalks, and other locations where pedestrians might commonly be in the street have street illumination.	This reads as a goal, recommend minor text edits for strength.  Ensure that all street intersections, crosswalks, and other locations where pedestrians <i>access</i> the street have street illumination.	<b>X</b>		
2 Ensure that all park zones, school zones, and locations of school bus stops or other similar student loading zones have street illumination.	There is no "park zone" however there are "Public Land" and "Open Space/Critical Areas". I would encourage this policy is rewritten to focus on on "Algona designated public parks" and school zones.  The city does not have a definition for a student loading zone. Clarity is needed on what the intent of the statement would be - most students load at the bus stop or on school grounds.  Since bus stop locations can shift based on the school district, a seperate policy for only school bus stops should be made encouraging coordination with the school district to ensure that if the city invests in lighting projects for bus stops, that there are no future planned changes to those bus stop locations.	<b>X</b>		
3 Ensure that all locations of mass transit loading and unloading areas have street illumination.	This policy lacks specific illumination standards that would enforce ea minimum illumination standard in conterpart with street light location.	<b>X</b>	<b>X</b>	
4 Ensure that street terminations, such as cul-de-sacs, have street illumination.	This seems redudnat to Policy 5, what would be different about this policy?			
5 Ensure that residential streets have street illumination every 150 feet in a pattern and of such intensity to have no more than 75 linear feet of road not directly illuminated.	Recommend adding illumination standard (foot-candles)		<b>X</b>	
6 Ensure that heavy traffic "arterial" streets have street illumination every 100 feet in a pattern and of such intensity to have no more than 25 linear feet of road not directly illuminated.	Recommend adding illumination standard (foot-candles)		<b>X</b>	
7 Ensure that commercial zone streets have street illumination every 50 feet in a pattern and of such intesity to have overlapping direct illumination.	Recommend adding illumination standard (foot-candles)		<b>X</b>	
8 Developers of multiple housing unit projects shall be responsible for the cost of installing street illumination (Clarified in Commission: Both individual lots or contiguous).	Currently lights are required by the PWS under Section 5.6 - however more specific standards of placement, illumination standards, and triggers to install could be helpful.		<b>X</b>	<b>X</b>
9 Builders of a single housing project, either multiple family or single shousehold, shall be responsible for the cost of installing street illumination if additional street illumination is required in the immediate area of project.	This should be combined with Policy 8 - developers who build housing shall provide lighting when required.		<b>X</b>	<b>X</b>
10 The City of Algona shall be responsible for the cost of operating all Street illumination	This is not really written as a policy or standard but rather a factual statement.			

11	<p>The City of Algona shall, subject to available funding, seek to install new lighting to meet the above stated location goals in the following order of priority:</p> <ul style="list-style-type: none"> <li>a. Resplacement of non-operational existing street illumination</li> <li>b. street intersections, crosswalks, and other locations where pedestrians might commonly be in the street.</li> <li>c. school zones and locations of school bus stops or other similar student loading zones.</li> <li>d. park zones.</li> <li>e. locations of mass transit loading and unloading areas</li> <li>f. street terminations such as cul-de-sacs</li> <li>g. residential streets</li> <li>h. heavy traffic streets</li> <li>i. commercial zone streets</li> </ul>	<p>This could work as either a Comp Plan policy or Public Works Standard. I would recommend a PWS so that any deviations requested or needed are accomodated on an administrative level rather than quasi-judicial.</p> <p>A "high-medium-low" approach might be a good alternative way to digest this information more easily into the comp plan or PWS.</p>		X	
12	<p>Individuals or groups may seek to have street illumination installed contrary to the above stated priority list by obtaining (such as by grants) or paying to the City of Algona all costs of the installation.</p>	<p>This statement is connected with Policy 11 and solidifies that it should be a PWS.</p>		X	
13	<p>Street illumination is to be owned by the City of Algona and operated by the City of Algona and/or its designated agent.</p>	<p>This is a complex request since the City does not own all of it's streetlights, PSE owns some of these. Recommend revising policy to develop a work plan that aims to re-claim PSE lights as Algona lights. However- this might not be the most practical. Would the City have a budget to do a buyback program at this time?</p>	X		
14	<p>Construction/design standards</p>				
15	<p>street lighting system design shall conform to Illuminating Engineering of North America (IES).</p>	<p>Already adopted in Section 3.6 of the PWS.</p>		X	
16	<p>Street lights required on all public streets.</p>	<p>Already in the Zoning Code (AMC 12.04.020). To make this into a policy it should be more actionable.</p>			
17	<p>Lighting shall be reviewed and approved by the City Engineer.</p>	<p>Included in PWS Section 9.3 but could be more explicit to state "City Engineer".</p>			
18	<p>New lights in existing residential areas must apply by who? Residents? To the city administrator</p>	<p>Is this asking for a public process to request street lights? This could be a new process appropriate for the Municipal Code.</p>			X
19	<p>Commercial and Deveoper pay for lighting and all new lighting wiring serviced by underground power.</p>	<p>New installation is required to be paid by developers which inherently includes getting electricity coordinated to service the light.</p>		X	
20	<p>Private property or homeowners associations shall maintain private systems.</p>	<p>We can make this a requirement but unsure that we can retroactively do this for any existing lights on private property that are not paid for by private property owners. <b>Russ - is this an existing situation or concern?</b></p>		X	X
21	<p>Guidelines for drawings of underground lighting and street circuitry providing available voltage including exact location of the power source.</p>	<p>Given that PSE owns most of these lights, I am unsure this is a reasonable request to accomodate. If the City did possess this information, it would be hazardous to release it to the public in the event that someone wants to try to find the utility and valdalize it. Rather, I think the public's concern lies in the frequency and footcandles of light being emitted rather than voltage.</p> <p>New lighting is reviewed by PSE with a cursory review to City staff.</p> <p><b>Russ - any thoughts on this?</b></p>			

22	Illumination (footcandles) guidelines for local residential and higher for arterial/collectors. Intersections.	Footcandles are absolutely essential and need to be the top priority for new standards. Specific standards for different zones or street types are encouraged. Please note - there is a big difference between an arterial road and collector road. An arterial is a principal street that accomodates higher volumes of use. A collector road is a low to moderate capacity road that serves more traffic than a local road but less than an arterial road.		X	
23	Pole size standards and positioning distances.	I think establishing a standard height based on zone or street type is appropriate. Distances are covered above.  It would be nice to consider a standardized design approach with varying heights based on the zone.		X	
24	Should commercial light pole be fancier than regular wood poles?	I think there is a way to establish a uniform design for street lights. However this would require establishing existing designs throughout the city to determine what uniform design has the least impact on what is existing and functional.		X	X
25	Require all lights to be LED	This could be a policy if we make this more actionable - what do we need to do to upgrade lights to LED? Are there areas this would be less practical?	X	X	
26					
27					



# 2024 Comprehensive Plan Periodic Update

## **PUBLIC PARTICIPATION PLAN**

*Draft July 12, 2023*



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## Comprehensive Plan Update: Project Overview

Between 1990-1991, Washington 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 the 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 on 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.

## 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, and 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***

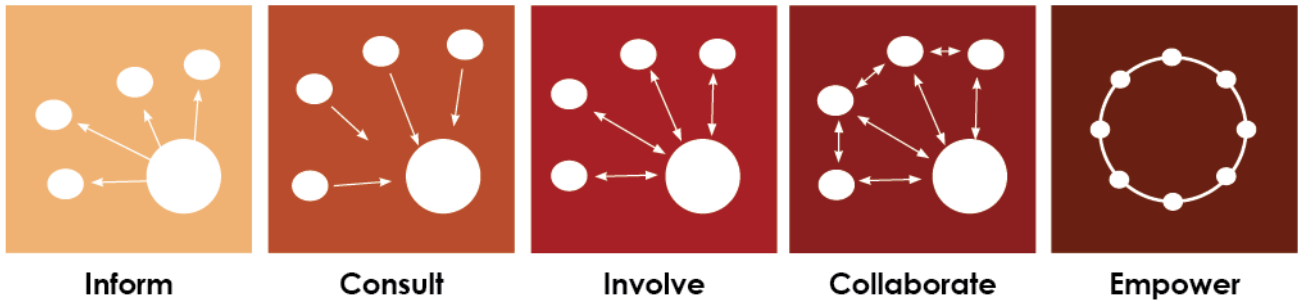
- Build trust by providing timely and accurate information between stakeholders, participants, and city staff.
- Share comments, concerns, and ideas raised in stakeholder and public discussions to identify common desired changes or city characteristics that should remain intact.
- Realign the stakeholder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

***Empower The Community***

- Present the final document in concise, laymen’s 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.

***Exhibit 1: Successful Engagement Process***

**What Does a Successful Public Engagement Process Look Like?**



## Key Interest Groups and Participants

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

Stakeholder Category	Stakeholder Groups
<b><i>City Residents:</i></b>	Algona Community Center Filipino American Community of Puget Sound Religious Organizations Church of Jesus Christ of Latter-day Saints Valley Baptist Church Faith and Victory Church - Auburn Grace Community Church - Auburn Pyung An Presbyterian Church Church of Nazarene – Auburn Seattle Area Seventh Day Baptist Church Zion Lutheran Church Kingdom Hall of Jehovah’s Witnesses Family Life Center Church of God Algona Youth Council Local Interest Groups Industry Groups IUOE Local 302 (International Union of Operating Engineers) PSE SEIU Local 1948 (Public School Employees of Washington) Aerospace Machinists District - Auburn Auburn Valley YMCA
<b><i>Business Community:</i></b>	Auburn Area Chamber of Commerce
<b><i>Elected and Appointed Officials:</i></b>	City Council Planning Commission
<b><i>Non-City Service Providers:</i></b>	Valley Regional Fire Authority Puget Sound Energy Waste Management
<b><i>State Agencies:</i></b>	Washington State Department of Commerce Washington State Department of Ecology Washington State Department of Fish and Wildlife Washington State Department of Transportation
<b><i>Regional Agencies:</i></b>	Puget Sound Regional Council Puget Sound Clean Air Agency King County Water and Land Resources Division Association of Washington Cities
<b><i>Local Governments:</i></b>	King County City of Auburn City of Pacific

- Transit Agencies:** Sound Transit  
King County Metro
- Tribal Governments:** Muckleshoot Tribe
- Other Agencies:** Auburn School District  
King County Flood Control District  
Puget Sound Energy  
Waste Management  
King County METRO

## 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. Atwell will prepare the materials to be posted on the Comprehensive Plan webpage while City staff coordinates updates to the webpage. Webpage updates will be made available within two weeks of when content is sent to staff.

#### **Social Media**

The City’s Facebook page will be used to announce project news and promote and document events. Atwell will prepare the materials to be posted on the Comprehensive Plan webpage while City staff coordinates updates to the webpage. City staff will update social media pages within one week of receiving content.

#### **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. Residents and interested parties may sign up for the list on the City’s website. Links to the *Parties of Record* list will be provided via all tools used for project notification.



***Press Releases and Newspaper Articles***

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

***City's Newsletter***

The City will include information about the survey and Comprehensive Plan in its monthly newsletter. Atwell will prepare the materials required for the monthly newsletter. The monthly newsletter must have all materials submitted no later than the last Monday of each month (of a full week). For example, in July all materials must be submitted by July 24, 2023.

***City's Utility Bills***

The City will mail out information about the survey and Comprehensive Plan in utility bills. Atwell must have all materials submitted to the City no later than 25<sup>th</sup> of each month to include any notifications in the utility bill.

**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. The Planning Commission shall participate by reviewing draft elements, goals, and policies to make recommendations to City Council for consideration. Land Use and Housing elements will be reviewed individually with other elemental chapters combined for a reduced review timeline.

***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. The City Council shall provide feedback on the overall document's content, visual quality, goals, and policies for adoption. The City Council will review the Comprehensive Plan in halves for three to four meetings per half. Final adoption shall be contingent on Council supporting each drafted half of the Comprehensive Plan.

***Junior Council Workshop***

Students living in Algona between the ages of 13 to 18 will participate in a *Junior Council* and will be invited to participate in a Comprehensive Planning activity. The proposed activity will be a funding bucket activity in which participants will decide which elements should have the highest priority for future funding. Each participant will be given the play money equivalent to \$500,000 to invest in different categories. Atwell will provide the materials, instructions, and details for what funding for each element would result in. City staff will host the event and report the results to Atwell.

***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. Residents and interested parties can sign up to be in the *Party of Record* for continued updates on the plan and its development.

### ***Planning Café Workshop***

In September, Blueline and City staff will host a "Planning Café" open house at City Hall where coffee and pastries will be served while residents are invited to ask questions, to Public Works and Planning, as well as engage in a variety of activities. Proposed activities include a *Housing Game Board* activity and *Funding Bucket* activity.

The Planning Café workshop is an opportunity to connect with interested parties and residents during daytime hours at City Hall. The event will allow the community to learn about the Comprehensive Plan Periodic Update, what the Growth Management Act requires, and to have a platform to discuss their needs and perspectives on the future of Algona.

### ***Focus Group Interviews***

Focus groups interviews are geared towards underrepresented demographic 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 agencies and municipalities that 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 or in a round-table format. There is budget for two focus group meetings – one for the Filipino American Association and **one for senior citizens**. The intent of the meeting is to understand the needs and perspectives of each group.

### ***Community Events and Activities***

During the course of the project, Blueline and City staff will attend two (2) 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 Days* and the *Pumpkin Launch* will be a great opportunity for a pop-up engagement event. As of July 2023, Atwell is preparing to attend the *Algona Days* event and host a booth.

### ***Youth Park Tour Review***

Younger youth of the community will be invited to give feedback on the City's parks through a print-at-home worksheet in the form of a scavenger hunt. The instructions on the worksheet will guide children, with the help of their parents, through Algona's parks and prompt them with questions about what they would like to see in the parks in the future. The *Park Tour Review* activity will take place between August through October.

### ***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 that will be posted on the City’s website and social media. Paper versions of the survey will be distributed to residents in their utility bills as well as at in-person events. Notification of the survey will be provided through the *Newsletter*.

**Photo and Drawing Competition**

A photography competition will be held amongst residents for the chance for their best picture of Algona to be featured in the Comprehensive Plan. A drawing competition will be held amongst the youth of Algona prompting them to draw what they imagine the future of Algona will look like.

**Exhibit 2: Engagement Process Chart**

Opportunity Type	Virtual	In-Person	Inform	Consult	Involve	Collaborate	Empower
Planning Commission meetings		Yes					
City Council Meetings		Yes					
Junior Council Workshop		Yes					
Public Hearing and Comment Periods	Yes	Yes					
Planning Cafe		Yes					
Focus Group Interviews	Yes						
Community Events and Activities		Yes					
Youth Park Tour Review	Yes						
Community Survey	Yes	Yes					
Photo and Drawing Competition	Yes						

Goal of Engagement
Primary
Secondary
Tertiary

## 2022 Community Visioning

As the first formal outreach opportunity for the 2024 Comprehensive Plan Periodic Update, the City solicited 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 expresses how the community wishes to grow and develop over the next 20 years. Visioning activities occurred primarily in 2022 and are memorialized in the summary below.

### Early Visioning Exercise

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

### Visioning Pop-Up Event

Blueline set up and attended pop-up events, as determined beneficial to the broad public engagement effort and as health conditions permitted. 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 were 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 *Party in the Park* in August 2022 was one of the community events where Blueline hosted a pop-up event to educate visitors about the project and gather feedback.

## Vision 2024

Through public engagement and collaboration with City officials, six core values were identified and a vision for the next 20 years was constructed. The below vision will act as a foundation upon which the Comprehensive Plan will be developed:

### Community Oriented

The City recognizes the rich social connections sustaining the community and its quality of life. The City of Algona should continue to foster social opportunities through community events and will create more opportunities for active recreation by developing public spaces and parks. The enjoyment and educational value of such activities is enhanced by a diversity of activities suitable to a variety of ages, abilities, and identities.

### Efficient Algona

A livable community is a thoughtful and functional community. Algona will continue to work with local, regional, and state agencies to provide excellence in services, infrastructure, and problem-solving. Algona will utilize available funding and grant programs to enhance key issues important to the community, such as flooding, sidewalks, and the natural environment.

### Blossoming Economy

Citizens cherish local businesses that provide services and goods that enhance the convenience of living in a small town and support the growth of the community. Algona strives for a vibrantly healthy local economy by providing a predictable development atmosphere, emphasizing diversity in the range of goods and services, and ensuring that as the economy changes, employment opportunities are balanced with a range of housing opportunities.

### Equity and Inclusion

Community is built by people, and Algona will work in tandem with citizens to assemble a City that people of all backgrounds can thrive in. Algona shall provide ample opportunities for public engagement of public and private involvement in development, city operations, and community traditions or celebrations.

### One Community

The city will provide clear communication on a variety of platforms to encourage participation, volunteerism, and activism. The city will continue to practice mindful policy making, enhancing the quality and availability of infrastructure for all abilities, and listening to the needs of our citizens.

### Environmental Stewardship

Algona supports implementing a culture of environmental advocacy through education, volunteerism, conservation, and preservation. The city is committed to preserving natural open space and conserving parks and trails for the public's enjoyment. The city is dedicated to conserving resources to curb Algona's environmental impacts.

## 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 Engagement Summary which will be incorporated into the 2024 Comprehensive Plan as an appendix item.

## 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. One such interactive activity will include a "game board" model of Algona through which residents will be invited to indicate where they think future housing should go. 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 in-person, the open house will occur at City Hall. Participants that are interested in attending the Open House but are unable to can be invited to a separate upcoming event or can submit feedback directly on the Comprehensive Plan Webpage.

## 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 before 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 the 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 in 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 before 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 be 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

<b><i>Public Meetings:</i></b>	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.
<b><i>Community Events and Activities:</i></b>	As opportunities arise following Covid-19 protocols, staff will attend scheduled community events to reach out to the community. Current events projected for 2023 engagement are Algona Days (August), Planning Café (September), and the Pumpkin Launch (October 14th).
<b><i>Public Surveys:</i></b>	The City will hold an online open house / public survey to gather public feedback on the Comprehensive Plan amendments.
<b><i>Interviews:</i></b>	Online, in-person, and paper interviews will be used to collect community members’ stories, ideas, and opinions on a wide range of topics.
<b><i>Community Group Meetings:</i></b>	As opportunities arise following Covid-19 protocols, staff will attend scheduled community meetings.
<b><i>Environmental Review and Public Comments</i></b>	Request for comments will be solicited per City of Algona regulations.
<b><i>Website</i></b>	The City will develop a project page within the City’s website to maintain a calendar of public events and project documents.
<b><i>Public Hearings:</i></b>	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

<b>Written Materials:</b>	Written materials will be accessible on the City’s website and will be shared during regularly scheduled Planning Commission and City Council meetings.
<b>Party of Record List:</b>	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.
<b>City Website:</b>	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.
<b>Social Media:</b>	The City will use existing social media sites such as Facebook to notify the community about the Comprehensive Plan update.
<b>Press Releases and Newspaper Articles:</b>	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**

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

**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.

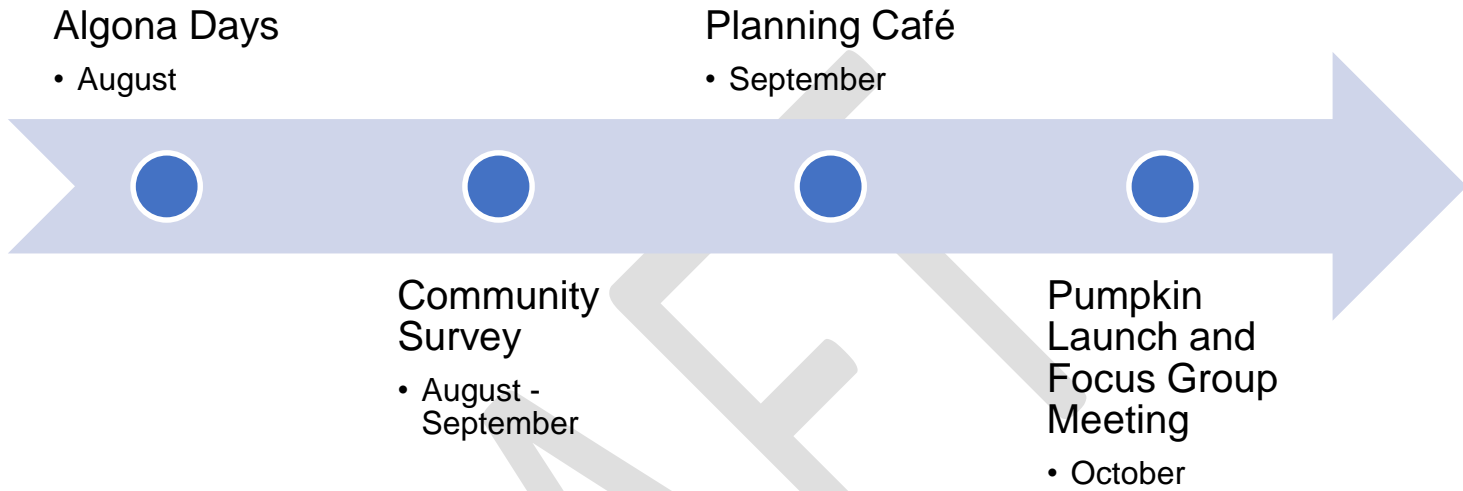
### Public Involvement Evaluation

Evaluation of public involvement will be conducted on an ongoing 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 focus groups;
- 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 two years using the following tentative schedule as a guide.



# Appendix A: Growth Management Act Public Participation Requirements

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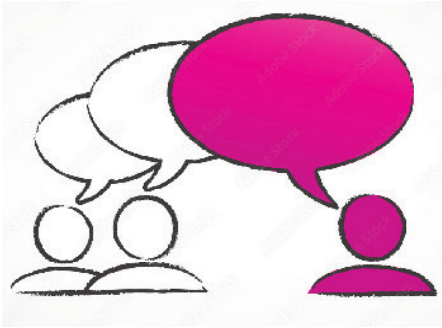
## Appendix B: Rules of Engagement

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# Rules of Engagement

Please keep in mind that we are all here to work together for the best city possible. The intention of this meeting is to better understand the nuances of the housing needs of the city. We want to jointly create the next steps. Please follow the rules below:

- This is a discussion, not a debate
- Engage with intention
- Listen with an open mind
- Work collaboratively with participants



- Maintain a respectful distance from each other
- Allow opportunities for everyone to participate
- For remote participants, please utilize the 'raise your hand' function
- Refrain from crude gestures and/or intimidating physical actions

- One person speaks at a time
- Speak when it is your turn
- No one or two persons should dominate the discussion
- Expletives, insults, and aggressive voices are not appropriate
- Provide constructive feedback
- Do not interrupt the city's staff or consultants when they are speaking



As facilitators, we will hold to the rules above. Should conflict or disruption occur, the facilitator will utilize the three-strike rule (two warnings and then asking a person to leave). We want everyone to participate while maintaining a respectful and safe space.



**WAC 365-196-600 Public participation.** (1) Requirements.

(a) Each county and city planning under the act must establish procedures for early and continuous public participation in the development and amendment of comprehensive plans and development regulations. The procedures are not required to be reestablished for each set of amendments.

(b) The procedures must provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments.

(c) Errors in exact compliance with the established procedures do not render the comprehensive plan or development regulations invalid if the spirit of the procedures is observed.

(2) Record of process.

(a) Whenever a provision of the comprehensive plan or development regulation is based on factual data, a clear reference to its source should be made part of the adoption record.

(b) The record should show how the public participation requirement was met.

(c) All public hearings should be recorded.

(3) Recommendations for meeting public participation requirements. These recommendations are a list of suggestions for meeting the public participation requirement.

(a) Designing the public participation program.

(i) Implementation of the act requires a series of interrelated steps, including: Development of the initial comprehensive plan, evaluating amendments as part of the docket cycle, conducting the periodic update and reviewing the urban growth boundaries, amending development regulations, and conducting subarea planning. Each of these has different levels of significance and different procedural requirements.

(ii) Counties and cities are not required to establish individual public participation programs for each individual amendment. Counties and cities may wish to consider establishing a public program for annual amendments, and establishing separate or updated programs for major periodic updates. When developing a public participation plan for a project not covered by the existing public participation plan, a county or city should develop a public participation plan tailored to the type of action under consideration. This public participation plan should be focused on the type of public involvement appropriate for that type of action.

(iii) The public participation plan should identify which procedural requirements apply for the type of action under consideration and how the county or city intends to meet those requirements.

(iv) To avoid duplication of effort, counties and cities should integrate public involvement required by the State Environmental Policy Act, chapter 43.21C RCW, and rules adopted thereunder, into the overall public participation plan.

(v) Where a proposed amendment involves shorelines of the state, a county or city should integrate the public participation requirements of the Shoreline Management Act, chapter 90.58 RCW, into its public participation plan, as appropriate.

(vi) The public participation program should include outreach and early coordination with state and tribal agencies with subject matter expertise. Coordination with state agencies and tribes is recommended as draft policies and regulations are being developed.

(vii) Once established, the public participation plan must be broadly disseminated.

(b) Visioning. When developing a new comprehensive plan or a significant update to an existing comprehensive plan, counties and cities should consider using a visioning process. The public should be involved, because the purpose of a visioning process is to gain public input on the desired features of the community. The comprehensive plan can then be designed to achieve these features.

(c) Planning commission. The public participation program should clearly describe the role of the planning commission, ensuring consistency with requirements of chapter 36.70, 35.63, or 35A.63 RCW.

(4) Each county or city should try to involve a broad cross-section of the community, so groups not previously involved in planning become involved. Counties and cities should implement innovative techniques that support meaningful and inclusive engagement for people of color and low-income people. Counties and cities should consider potential barriers to participation that may arise due to race, color, ethnicity, religion, age, disability, income, or education level.

(5) Counties and cities should take a broad view of public participation. The act contains no requirements or qualifications that an individual must meet in order to participate in the public process. If an individual or organization chooses to participate, it is an interested party for purposes of public participation.

(6) Providing adequate notice.

(a) Counties and cities are encouraged to consider a variety of opportunities to adequately communicate with the public. These methods of notification may include, but are not limited to, traditional forms of mailed notices, published announcements, electronic mail, and internet websites to distribute informational brochures, meeting times, project timelines, and design and map proposals to provide an opportunity for the public to participate.

(b) Counties and cities must provide effective notice. In order to be effective, notice must be designed to accomplish the following:

(i) Notice must be timely, reasonably available and reasonably likely to reach interested persons. Notice of all events where public input is sought should be broadly disseminated at least one week in advance of any public hearing. Newspaper or online articles do not substitute for the requirement that jurisdictions publish the action taken. When appropriate, notices should announce the availability of relevant draft documents and how they may be obtained.

(ii) Broad dissemination means that a county or city has made the documents widely available and provided information on how to access the available documents and how to provide comments. Examples of methods of broad dissemination may include:

(A) Posting electronic copies of draft documents on the county and city official website;

(B) Providing copies to local libraries;

(C) Providing copies as appropriate to other affected counties and cities, state and federal agencies;

(D) Providing notice to local newspapers; and

(E) Maintaining a list of individuals who have expressed an interest and providing them with notice when new materials are available.

(iii) Certain proposals may also require particularized notice to specific individuals if required by statute or adopted local policy.

(iv) The public notice must clearly specify the nature of the proposal under consideration and how the public may participate. When-

ever public input is sought on proposals and alternatives, the relevant drafts should be available. The county or city must make available copies of the proposal that will be available prior to the public hearing so participants can comment appropriately. The notice should specify the range of alternatives considered or scope of alternatives available for public comment in accordance with RCW 36.70A.035 (2)(b)(i) and (ii).

(7) Receiving public comment.

(a) Public meetings on draft comprehensive plans. Once a comprehensive plan amendment or other proposal is completed in draft form, or as parts of it are drafted, the county or city may consider holding a series of public meetings or workshops at various locations throughout the jurisdiction to obtain public comments and suggestions.

(b) Public hearings. When the final draft of the comprehensive plan is completed, at least one public hearing should be held prior to the presentation of the final draft to the county or city legislative authority adopting it.

(c) Written comment. At each stage of the process when public input is sought, opportunity should be provided to make written comment.

(d) Attendance for all meetings and hearings to which the public is invited should be free and open. At hearings all persons desiring to speak should be allowed to do so. A county or city may establish a reasonable time limitation on spoken presentations during meetings or public hearings, particularly if written comments are allowed.

(8) Continuous public involvement.

(a) Consideration of and response to public comments. All public comments should be reviewed. Adequate time should be provided between the public hearing and the date of adoption for all or any part of the comprehensive plan to evaluate and respond to public comments. The county or city should provide a written summary of all public comments with a specific response and explanation for any subsequent action taken based on the public comments. This written summary should be included in the record of adoption for the plan.

(b) Ending the opportunity for comment prior to deliberation. After the end of public comment, the local government legislative body may hold additional meetings to deliberate on the information obtained in the public hearing.

(c) Additional meetings may be necessary if the public hearings provided the county or city with new evidence or information they wish to consider. If during deliberation, the county or city legislative body identifies new information for consideration after the record of adoption has been closed, then it must provide further opportunity for public comment so this information can be included in the record.

(9) Considering changes to an amendment after the opportunity for public review has closed.

(a) If the county or city legislative body considers a change to an amendment, and the opportunity for public review and comment has already closed, then the county or city must provide an opportunity for the public to review and comment on the proposed change before the legislative body takes action.

(b) The county or city may limit the opportunity for public comment to only the proposed change to the amendment.

(c) Although counties and cities are required to provide an opportunity for public comment, alternatives to a scheduled public hearing may suffice. Adequate notice must be provided indicating how the public may obtain information and offer comments.

(d) A county or city is not required to provide an additional opportunity for public comment under (a) of this subsection if one of the following exceptions applies (see RCW 36.70A.035 (2)(a)):

(i) An environmental impact statement has been prepared under chapter 43.21C RCW, and the proposal falls within the range of alternatives considered in the environmental impact statement;

(ii) The proposed change is within the range of alternatives available for public comment. When initiating the public participation process, a county or city should consider defining the range of alternatives under consideration;

(iii) The proposed change only corrects typographical errors, corrects cross-references, makes address or name changes, or clarifies language of a proposed ordinance or resolution without changing its effect;

(iv) The proposed change is to a resolution or ordinance making a capital budget decision as provided in RCW 36.70A.120; or

(v) The proposed change is to an ordinance or resolution enacting a moratorium or interim control adopted in compliance with RCW 36.70A.390.

(e) If a county or city adopts an amendment without providing an additional opportunity for public comment as described under (a) of this subsection, the findings of the adopted ordinance or resolution should identify which exception under RCW 36.70A.035 (2)(b) applies.

(10) Any amendment to the comprehensive plan or development regulation must follow the applicable procedural requirements and the county or city public participation plan. A county or city should not enter into an agreement that is a de facto amendment to the comprehensive plan accomplished without complying with the statutory public participation requirements. Examples of a de facto amendment include agreements that:

(a) Obligate the county or city, or authorizes another party, to act in a manner that is inconsistent with the comprehensive plan;

(b) Authorize an action the comprehensive plan prohibits; or

(c) Obligate the county or city to adopt a subsequent amendment to the comprehensive plan.

[Statutory Authority: RCW 36.70A.050 and 36.70A.190. WSR 23-08-037, § 365-196-600, filed 3/29/23, effective 4/29/23; WSR 15-04-039, § 365-196-600, filed 1/27/15, effective 2/27/15; WSR 10-03-085, § 365-196-600, filed 1/19/10, effective 2/19/10.]

**RCW 36.70A.140 Comprehensive plans—Ensure public participation.**

Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans. The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments. In enacting legislation in response to the board's decision pursuant to RCW 36.70A.300 declaring part or all of a comprehensive plan or development regulation invalid, the county or city shall provide for public participation that is appropriate and effective under the circumstances presented by the board's order. Errors in exact compliance with the established program and procedures shall not render the comprehensive land use plan or development regulations invalid if the spirit of the program and procedures is observed. [1995 c 347 § 107; 1990 1st ex.s. c 17 § 14.]

**Finding—Severability—Part headings and table of contents not law**  
**—1995 c 347:** See notes following RCW 36.70A.470.