



PLANNING COMMISSION REGULAR MEETING

Thursday, May 01, 2025 at 6:30 PM

City Hall

AGENDA

1. Call to Order

2. Roll Call

3. Public Hearing

[A.](#) Middle Housing

4. Approval of the Agenda

5. Approval of Minutes

[A.](#) April 3, 2025 Minutes

6. Reports

7. Old Business

[A.](#) 2025 Work Plan Check In - 1 Topic (5 minutes)

[B.](#) 2024 Comp Plan Development Regulations Update

8. New Business

9. 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.

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.

CITY OF ALGONA, WASHINGTON

ORDINANCE NO. 12XX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, AMENDING CHAPTER 2.50 AMC; AMENDING CHAPTER 22.08; AMENDING CHAPTER 22.20 AMC; AMENDING CHAPTER 22.24 AMC; AMENDING CHAPTER 22.29 AMC; AMENDING CHAPTER 22.33 AMC; AMENDING CHAPTER 22.36 AMC; AMENDING CHAPTER 22.40 AMC; AMENDING CHAPTER 22.48 AMC; AMENDING CHAPTER 22.82 AMC; REVISING ALL HOUSING-RELATED PROVISIONS TO BE CONSISTENT WITH CHAPTER 36.70A RCW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, during the 2020 Regular Session the State of Washington passed Substitute House Bill (SHB) 2343 relating to various urban housing supply provisions; and

WHEREAS, during the 2023 Regular Session the State of Washington passed Engrossed Substitute House Bill (ESHB) 1042 relating to the use of existing buildings for residential purposes, Engrossed Second Substitute Senate Bill (ESSSB) 1110 relating to minimum densities in residential zones, Engrossed House Bill (EHB) 1337 relating to accessory dwelling units, and Engrossed Second Substitute Senate Bill (ESSSB) 5258 relating to increasing the supply and affordability of condominiums and townhouses; and

WHEREAS, during the 2024 Regular Session the State of Washington passed Engrossed Substitute House Bill (ESHB) 1998 relating to inexpensive housing choices through co-living housing, Engrossed Substitute House Bill (ESHB) 2321 relating to middle housing, and Substitute Senate Bill (SSB) 6015 relating to parking configurations for residential uses; and

WHEREAS, the provisions of SHB 2343 went into effect on March 27, 2020; and

WHEREAS, the provisions of ESSSB 5258 went into on December 31, 2023; and

WHEREAS, the provisions of SSB 6015 went into effect on December 31, 2024; and

WHEREAS, the provisions of ESHB 1042, ESSSB 1110, EHB 1337, and ESHB 2321 go into effect on June 30, 2025; and

WHEREAS, the provisions of ESHB 1998 go into effect on December 31, 2025; and

WHEREAS, these bills amend Chapter 36.70B RCW and, as a result, apply to all local jurisdictions that are fully planning jurisdictions, a list which includes the City of Algona; and

WHEREAS, all provisions of these bills are not required to be reflected in a city’s municipal code in order to be in effect; and

WHEREAS, the City of Algona is desirous of maintaining its Municipal Code such that it provides increased transparency and accountability for its residents, businesses owners, and members of the construction industry doing business within its jurisdictional boundaries; and

WHEREAS, on XXXXXXXX, the City of Algona transmitted a copy of the proposed ordinance to the Washington State Department of Commerce in accordance with RCW 36.70A.106 at least 60 days in advance of adoption for the required 60-day State review period; and

WHEREAS, on XXXXXXXX, the City of Algona issued a State Environmental Police Act (SEPA) Determination of Non-Significance (DNS) on the proposed ordinance, which is a non-project proposal; and

WHEREAS, during the course of developing the proposed ordinance, various means of public outreach were used including, but not limited to, public meetings, a middle housing webpage, presentations at public meetings, and notification of public hearings; and

WHEREAS, on XXXXXXXX the Algona Planning Commission held a duly noticed public hearing on the proposed ordinance, accepted testimony, and made a recommendation to the Algona City Council; and

WHEREAS, on XXXXXXXX the Algona City Council held a duly noticed public meeting to consider the Planning Commission’s recommendation; and

WHEREAS, adoption of the ordinance will bring the City of Algona into Compliance with Chapter 36.70A RCW and will serve the general welfare of the public;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance.

Section 2. Amendment of Chapter 2.50 AMC. Chapter 2.50 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

2.50.060(A) – Water Utility System Development Charge.

Class	Charge
Single-family residential and mobile homes	\$3,000.00
Multiple-family dwelling units (apartments, condominium, cooperative rental, time-share, motel, hotel, or similar multifamily occupancy residential structure), middle housing, and ADUs	\$545.00 per living unit
Boarding (lodging or rooming) house sleeping units	\$272.50 per living unit
All other properties except city properties the rate shall be based upon the total daily water use divided by 800 gallons equal ERUs	\$940.00 per ERU

2.50.060(B) – Sewer Utility System Development Charge.

Class	Charge
Single-family residential and mobile homes	\$2,000.00
Multiple-family dwelling units (apartments, condominium, cooperative rental, time-share, motel, hotel, or similar multifamily occupancy residential structure), middle housing, and ADUs	\$275.00 per living unit
Boarding (lodging or rooming) house sleeping units	\$137.50 per living unit
All other properties except city properties	\$0.063 per square foot Minimum \$475.00

2.50.060(C) – Storm Water Utility System Development Charge.

Class	Charge
Single-family residential and mobile homes	\$550.00
Multiple-family dwelling units (apartments, condominium, cooperative rental, time-share, motel, hotel, or similar multifamily occupancy residential structure), middle housing, and ADUs	\$440.00 per living unit
Boarding (lodging or rooming) house sleeping units	\$220.00 per living unit
All other properties except city properties	\$0.07 per square foot Minimum \$550.00

2.50.130 – Park impact fee.

The park impact fee as set forth in Section 15.24.160 shall be ~~one thousand dollars per dwelling unit.~~ as follows:

Class	Charge

<u>Single-family residential and mobile homes</u>	<u>\$250.00 per bedroom</u>
<u>Multiple-family dwelling units (apartments, condominium, cooperative rental, time-share, motel, hotel, or similar multifamily occupancy residential structure) and middle housing</u>	<u>\$200.00 per bedroom</u>
<u>ADUs</u>	<u>\$125.00 per bedroom</u>
<u>Boarding (lodging or rooming) house sleeping units</u>	<u>\$62.50 per living unit</u>

Section 3. Amendment of Chapter 22.08 AMC. Chapter 22.08 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.08.012 – B definitions.

“Boarding (lodging or rooming) house” means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. Other names that may refer to this including co-living housing, congregate living facilities, single room occupancy, and residential suites building, or portion thereof, other than a hotel, where lodging and/or meals for five or more persons, but not more than twenty persons, are provided for compensation.

22.08.014 – C definitions.

“Cottage Housing” means residential units on a lot with open space that either: (a) is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.

“Courtyard apartment” means a dwelling within a structure or small detached structures on one parcel designed and used for occupancy by four or more individual persons or families living independently of each other. The units are oriented around a shared open space courtyard from which all ground floor units have primary entrances facing attached dwelling units arranged on two or three sides of a yard or court.

22.08.016 – D definitions.

“Duplex” means a detached residential building designed for occupancy by two self-contained attached dwelling units living independently of each other residential building with two attached dwelling units.

Dwelling, Multiple-Family. “Multiple-family dwelling” means a detached building or portion thereof designed exclusively for occupancy by seven or more families three or more families living separately from each other and containing three or more dwelling units. This definition includes triplexes, fourplexes, or other multi-unit configurations, but it does not include courtyard apartments. This definition excludes Middle Housing.

“Dwelling unit” means a residential living unit that provides complete independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation, and that is sold or rented separately from other dwelling units building or portion thereof providing separate cooking, eating, sleeping and living facilities for one family.

22.08.018 – E definitions.

“Existing building” means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units.

22.08.020 – F definitions.

“Fiveplex” means a residential building with five attached dwelling units.

“Fourplex” means a residential building with four attached dwelling units.

22.08.022 – G definitions.

“Gross floor area” mean the interior habitable area of a dwelling unit including basements and attics but not including a garage or accessory structure includes all floor area within the exterior walls of the building including area in halls, storage, and partitions, but excluding furnace and similar utility space used solely to maintain the building of occupancy.

22.08.034 – M definitions.

“Major Transit Stop” means: (a) a stop on a high-capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW; (b) commuter rail stops;

(c) stops on rail or fixed guideway systems; or (d) stops on bus rapid transit routes, including those stops that are under construction.

“Middle Housing” means buildings that are compatible in scale, form, and character with single-family houses and contain between two and six attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing. This does not include multi-family dwellings or accessory dwelling units.

“Moderate-Income household” means a single person, family, or unrelated persons living together whose adjusted income is at or below 120 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

22.08.040 – P definitions.

“Principal unit” means the single-family housing unit, duplex, triplex, townhome, or other housing unit located on the same lot as an accessory dwelling unit.

22.08.046 – S definitions.

“Sixplex” means a residential building with six attached dwelling units.

“Stacked flat” means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

“Street” means a thoroughfare ~~including an alley~~ which has been dedicated to the public and designated for public use as a street.

22.08.048 – T definitions.

“Tandem” means having two or more vehicles, one in front of or behind the others, with a single means of ingress and egress.

“Triplex” means a residential building with three attached dwelling units.

~~“Townhouse” means a row of at least three attached single-family dwelling units in which each unit has its own front access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls~~ building that contains three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

Section 4. Amendment of Chapter 22.20 AMC. Chapter 22.20 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.20.010 – Intent.

The R-L low density residential district is intended to stabilize and preserve low density residential neighborhoods; to prevent intrusion by incompatible land uses; to conform to the systems of services available; to provide for community facilities that will enhance residential quality; to allow low-density ~~multiple-family residences~~ middle housing interspersed within single-family neighborhoods to limit densities to those for which a complete range of services can be efficiently provided. Discriminatory housing practices are strictly prohibited. The city will provide fair and equal housing opportunities and access for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, family status, source of income or disability.

22.20.055 – Development standards.

Minimum front yard	25 feet ¹
Minimum side yard	5 feet ^{1, 3}
Minimum rear yard	25 feet ²
Minimum street setback, garage or carport	20 feet
Minimum lot area	8,000 square feet ⁴
Minimum lot width	80 feet
Minimum lot depth	100 feet
Maximum lot coverage	45%
Maximum height	25 feet
Minimum street frontage	N/A
Maximum density	6 <u>9</u> dwelling units per acre ⁴

¹No structure, including accessory buildings, shall be constructed in the required front or side yard.

²No structure, including accessory buildings, shall be constructed in that portion of any rear yard adjacent to or within ten feet of any adjoining front yard, adjacent to or within five feet of an adjoining yard, or within fifteen feet of any public street.

³The sum of two sides must be no less than fifteen feet.

~~⁴The minimum lot area for a duplex shall be ten thousand, eight hundred ninety square feet.~~

Section 5. Amendment of Chapter 22.24 AMC. Chapter 22.24 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.24.010 – Intent.

The R-M medium density residential district is intended to allow for a variety of housing types and densities; to help meet the need for a range of affordable housing; and to promote residential development at densities that will allow for pedestrian access to commercial establishments, employment, and parks or recreation opportunities. Discriminatory housing practices are strictly prohibited. The city will provide fair and equal housing opportunities and access for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, family status, source of income or disability.

22.24.060 – Development standards.

Minimum front yard	10 feet ¹
Minimum side yard	5 feet ¹
Minimum rear yard	15 feet ²
Minimum street setback, garage or carport	20 feet
Minimum lot area	4,000 square feet ^{3, 4}
Minimum lot width	50 feet ⁵
Minimum lot depth	N/A
Maximum lot coverage	65%
Maximum height	25 feet ⁶
Minimum street frontage	30 feet ⁷
Maximum density	42 17 dwelling units per acre ^{4, 8}

¹No structure, including accessory buildings, shall be constructed in the required front or side yard.

²No structure, including accessory buildings, shall be constructed in that portion of any rear yard adjacent to or within ten feet of any adjoining front yard, adjacent to or within five feet of an adjoining yard, or within fifteen feet of any public street.

³The minimum lot area for assisted senior living facilities, nursing homes, and senior housing, ~~and multiple family dwellings~~ shall be fifteen thousand square feet.

~~⁴The minimum lot area for a duplex shall be five thousand, five hundred fifty square feet. The maximum density for single-family dwellings shall be eight dwelling units per acre.~~

⁵The minimum lot width for assisted senior living facilities, nursing homes, and senior housing, ~~and multiple family dwellings~~ shall be one hundred fifty feet.

⁶The maximum height of a ~~duplex or townhouse~~ middle housing or an accessory dwelling unit shall be thirty-six feet when the living space is stacked over a garage. See Diagram 22.24.060A.

⁷The minimum street frontage for flag lots shall be twenty feet. See Diagram 22.24.060B.

~~⁸The maximum density for single family dwellings shall be eight dwelling units per acre.~~

Section 6. Amendment of Chapter 22.29 AMC. Chapter 22.29 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.29.060 – Restrictions and limitations.

Development Standards

Minimum front yard	15 feet
Minimum side yard	5 feet ¹
Minimum rear yard	None
Minimum lot area	6,000 square feet
Minimum lot width	60 feet
Minimum lot depth	100 feet

Maximum lot coverage	N/A
Maximum height	35 feet
Minimum street frontage	N/A
Maximum density	17 dwelling units per acre

¹If a side yard abuts a street or right-of-way, it must be fifteen feet.

Section 7. Amendment of Chapter 22.33 AMC. Chapter 22.33 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.33.030 – Clarification of uses and special conditions.

USE	(R-L) Low Density Residential	(R-M) Medium Density Residential	(C-1) Mixed Use Commercial	(C-2) General Commercial	(C-3) Heavy Commercial	(M-1) Light Industrial
RESIDENTIAL						
Boarding (lodging or rooming) house*	X	C P	P	C	X P	X
Courtyard apartment* (AMC 22.82.030)	X	P	P	X	X	X
Duplex*	P ¹	P	P	X	X	X
Middle housing*	P	P	P	X	X	X
Townhouse*(A MC 22.82.010)	X	P	P	X	X	X

¹~~Duplexes are permitted in the R-L low density residential district on corner lots where building entries are provided on separate streets. Duplexes are a conditional use on all other lots in the R-L low density residential district. Fiveplexes and sixplexes, per Section 22.48.120 AMC, are not allowed.~~

²Residential uses are conditionally permitted in the C-3 heavy commercial district provided they are a part of a heavy commercial planned unit development. Such uses shall be subject to standards set forth in AMC Section 22.30.130 AMC.

³A determination will be made as part of the conditional use permit process on whether an essential public facility process is needed. Occupancy is limited to the definition of family.

⁴Home-based day cares require receipt of an approved city business license.

⁵Day care centers in the R-L low density residential district are limited to small day care centers.

⁶Use must be enclosed entirely within a building.

⁷Use is permitted if located within a live/work unit.

⁸Public parking areas in the R-L low density residential district must be on a lot adjoining commercial or light industrial districts and must have a twenty-foot landscaped area adjacent to residential districts or uses.

⁹Wireless communication facilities are subject to the provisions of Chapter 22.38 AMC.

Section 8. Amendment of Chapter 22.36 AMC. Chapter 22.36 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.36.100 – Commercial conversion.

Exceptions to this chapter as they relate to the addition of dwelling units added within an existing building located on a property zoned commercial/mixed use are covered in Section 22.48.110(D) AMC.

Section 9. Amendment of Chapter 22.40 AMC. Chapter 22.40 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.40.010 – Generally.

A. Off-street parking and loading lots shall be provided in accordance with the provisions of this chapter for every building hereafter erected, altered, enlarged, or relocated, except that no off-street parking or loading shall be required or permitted for a home occupation.

B. These regulations shall not be retroactive to include any building existing at the time of passage of the ordinance codified in this chapter, except as follows:

1. When a building is located on a different site, there shall be provided off-street parking and loading spaces as required for new buildings;
2. When the number of units is increased by alteration or addition to a dwelling or other structure containing

sleeping rooms, there shall be provided off-street parking and loading spaces for such additional units, with the exception of commercial/mixed use conversion;

3. When there are alterations or additions to a nonresidential building other than for conversion purposes, there shall be provided off-street parking and loading spaces for any increase in the gross floor area, number of seats, or classrooms therein, except that when the aggregate number of spaces required for such alterations or additions is five or less, the off-street parking need not be provided.

C. The required parking and/or loading shall have reasonable access to a public street or alley and a capacity according to the use of the building listed in the following sections. Where a use is not listed, the ~~board of adjustment~~ hearing examiner shall determine the number of required parking and/or loading spaces based upon similar uses for which the requirements are specified.

D. Removal of required parking and/or loading spaces from practical use by obstruction, erection of buildings, or other actions as to reduce the parking and/or loading capacity or usefulness thereof below the minimum requirements established in this chapter is prohibited.

22.40.020 – Required off-street parking – Minimum standards.

A. *Spaces Required.* Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in Table 22.40.020. Off-street parking ratios expressed as number of spaces per square feet means the gross floor area, exclusive of building maintenance areas, storage areas, closets, furnace space, or other similar utility space used solely to maintain the building of occupancy. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Table 20.40.020. Required Off-Street Parking Table

Category of Land Use	Minimum Parking Spaces Required
Accessory dwelling units	1.0 in addition to any off-street spaces required for the single-family residence
Boarding (lodging or rooming) houses	1.0 for the proprietor, plus 1.0 per sleeping room for boarders and/or lodging use, plus 1.0 per each 4 persons employed on the premises <u>0.25 per dwelling unit</u>
Duplexes, townhouses, and courtyard apartments <u>Middle Housing and accessory dwelling units</u>	<u>1.0 per dwelling unit if lot is smaller than or equal to 6,000 sq ft before subdivision; 2.0 per dwelling unit if lot is larger than 6,000 sq ft before subdivision; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided;</u>

B. *Other Uses.* For uses not specifically identified herein, parking shall be provided as specified for the use which, in the opinion of the public works director, is most similar to the use to be constructed.

C. *Mixed Occupancies.* In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the several uses computed separately. Off-street parking facility for one use shall not be considered as providing required parking facilities for any other use, except as expressly provided for in this title.

D. *Shell Building Permit Applications.* When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the shell permit. When the range of possible uses results in different parking requirements, the public works director shall establish the amount of parking based on a likely range of uses.

E. *Tandem Parking.* Parking spaces in tandem for off-street residential use shall count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet with any necessary provisions for turning radius.

22.40.040 – Off-street parking area development and maintenance.

Every parcel of land hereafter used as a public or private off-street parking area shall be developed and maintained as follows:

A. Areas used for parking on private property, including interior driveways and access to a public street, shall be paved with asphalt concrete, cement concrete pavement, or pervious pavement and shall have appropriate bumper guards where needed.

1. Alternative paving systems may be provided subject to the approval of the city. The alternative must provide results equivalent to paving.

2. For parking areas serving single-family dwellings, ~~duplexes, and townhouses~~, accessory dwelling units and middle housing when located on individual lots, this subsection shall apply:

a. Each off-street parking space shall be connected to an improved street or alley by a driveway a minimum of ten feet in width.

b. ~~For single family dwellings, duplexes, and townhouses,~~ The minimum required off-street parking shall not be located within a required yard or within the street setback for garages/carports.

Driveways that exclusively serve nonrequired off-street parking spaces are also subject to the surfacing requirement.

c. ~~Off-street vehicle parking spaces, including those for trailers, recreational vehicles, and boats on trailers, that are provided in addition to those required pursuant to Table 22.40.060 shall be paved with one of the surfaces listed in subsection A of this section, or gravel; provided, that weeds, mud or other fine material do not work their way to the surface of the gravel; and provided, that~~

~~loose gravel is contained on the subject property.~~

~~d. Boats not on trailers shall not be stored in the front yard.~~

B. Whenever any portion of the commercial or manufacturing parking area abuts property zoned for residential use, a solid fence or hedge shall be erected to a height of not less than six feet, except within a front yard area where the fence may be reduced to three and one-half feet.

C. Parking spaces shall be used for automobile parking only, with no sales, dead storage, repair work, or dismantling of any kind.

D. If lighting is provided, it shall be arranged to reflect away from the residential area, and from any public street or highway.

E. Drainage facilities for storm water shall be provided for and be approved by the utilities department.

F. Ingress and egress shall be approved as to location by the public works department. All required off-street parking must have direct and unobstructed access to ingress and egress from a public street. Except that tandem or end-to-end parking in garages or carports is allowed for single-family dwellings, ~~duplexes, and townhouses~~, accessory dwelling units and middle housing as long as spaces are identified for the exclusive use of occupants of a designated dwelling unit.

G. Parking lots containing more than twenty thousand square feet or parking area shall be landscaped as follows: Landscaping shall cover a minimum of five percent of the parking lot and may consist of trees, shrubs, lawn and other landscaping or combination thereof distributed throughout the parking lot in a pattern that reduces the barren appearance of the parking lot and reduces the amount and intensity of storm water runoff.

H. Driveways and parking stalls shall be clearly marked.

I. Any request submitted to the ~~board of adjustment hearing examiner~~ for a variance to the provisions of this section shall be submitted to the public works ~~superintendent director~~ for his their recommendations prior to public hearing.

J. Garages, inclusive of large parking facilities, or carports shall not be required in order to meet minimum parking requirements for residential development.

K. Parking spaces that count towards minimum parking requirements for residential development may be enclosed or unenclosed.

L. Existing designated parking areas with legally nonconforming gravel surfacing may be used to meet minimum parking standards for residential development, up to a maximum of six parking spaces.

M. Parking spaces that consist of grass block pavers, "grasscrete," or "turf stone" count toward minimum parking requirements for residential development.

O. Existing parking spaces that do not conform to the above residential development standards by June 6, 2024 shall not be required to be modified or resized, except to comply with the Americans with Disabilities Act. Spaces in existing paved parking lots are not required to be resized during resurfacing if doing so will be costly or require significant reconfiguration of the parking space locations.

22.40.060 – Parking space dimensional requirements.

A. *Minimum Dimensions.* Each parking space and parking lot aisle shall comply with the minimum dimension requirements in Table 22.40.060, with the exception of Section 22.40.060(E) AMC.

B. *Compact Parking.* In any off-street parking lot having more than twenty parking spaces, up to thirty percent of such spaces may be designated as "compact" spaces and be developed according to the minimum dimensional

requirements for compact spaces established in Table 22.40.060; provided, that in any off-street parking lot having more than twenty spaces, a minimum of twenty parking spaces shall comply with the minimum dimensional requirements for standard spaces established in Table 22.40.060. Every compact parking space created pursuant to this section shall be clearly identified as such by painting the word COMPACT in upper case block letters, using white paint, on the pavement within the space. The additional use of signs to identify any large blocks of compact parking spaces is encouraged. The random distribution of compact spaces or blocks of compact spaces throughout a parking lot is also encouraged.

C. Existing parking lots may provide for compact parking spaces under the provisions of this section; provided, that the parking lot shall comply with all provisions of this chapter except that any parking lot which provides five percent of its area in landscaping shall be deemed to comply with all landscaping requirements.

D. *Vehicle Overhang.* Vehicular overhang of up to two feet is permitted, provided no vehicle shall overhang into a sidewalk or walkway which would reduce the unencumbered width of a sidewalk or walkway to less than four feet. A vehicle is permitted to overhang into a landscaped area by two feet; provided, that the required landscape area of trees and shrubs are not reduced in quantity and not subject to potential damage.

E. *Residential Sizing.* Parking spaces for residential uses shall be a minimum of 8 feet by 20 feet, except for required parking for people with disabilities.

22.40.100 – Exceptions.

A. *Commercial/Mixed Use Conversion.* There shall be no parking requirements on the addition of dwelling units added within an existing building, as defined in Section 22.08.018 AMC, if that existing building is located on a property zoned commercial/mixed use.

B. *Affordable to Very Low-Income.* For constructed dwelling units that are affordable to very low-income or extremely low-income individuals and that are located within one-quarter mile of a transit stop that receives transit service at least two

times per hour for twelve or more hours per day, minimum residential parking requirements shall be no greater than 0.75 per dwelling unit.

C. Seniors and People with Disabilities. For constructed dwelling units that are specifically for seniors or people with disabilities and that are located within one-quarter mile of a transit stop that receives transit service at least four times per hour for twelve or more hours per day, there are no parking requirements.

D. Market Rate Multifamily. For constructed, market rate multifamily housing units, inclusive of middle housing, that are located within one-quarter mile of a transit stop that receives transit service from at least one route that provides service at least four times per hour for twelve or more hours per day, minimum residential parking requirements shall be no greater than 0.75 per dwelling unit.

Section 10. Amendment of Chapter 22.48 AMC. Chapter 22.48 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.48.010 – Accessory dwelling units.

Accessory dwelling units are permitted uses in all residential zoning districts as well as the mixed use zoning district, subject to the requirements set forth in this chapter and the requirements of the individual district.

A. General Requirements.

- 1. Compliance with Applicable Codes. Accessory dwelling units shall comply with this chapter and all other applicable codes, including but not limited to the building and zoning codes.
- 2. Certification by City of Algona Public Works Department. A certification must be provided by the Algona public works department that the water supply and sewage disposal facilities for ~~the~~ an accessory dwelling unit are adequate to serve ~~the unit~~ it.
- 3. Contained Within Structure. ~~The~~ An accessory dwelling unit must be fully contained within and made a part of a single-family

dwelling or an accessory building permitted under this chapter.

~~4. Limitation on Number. Only one accessory dwelling unit may be created per one single-family dwelling.~~ Quantity. A total of up to two accessory dwelling units shall be allowed on each lot where a permitted use. If the lot meets the minimum lot size for the principal unit, at least one accessory dwelling unit shall be allowed.

~~5. Owner Occupancy. The property owner of record must occupy either the single-family dwelling or the accessory dwelling unit as a legal residence. Legal residency must be evidenced by actual residency. Legal residency shall terminate by reason of absence in excess of one year. Legal residency shall immediately terminate upon the payment or receipt of rent for both units.~~ Density. Accessory dwelling units shall not count towards density calculations.

~~6. Size Restrictions. The~~ An accessory dwelling unit shall contain not less than three hundred square feet of gross floor area. The accessory dwelling unit shall contain not more than the lesser of one thousand square feet of gross floor area or forty percent of the total square footage of floor area of the single-family dwelling and accessory unit combined. The maximum height shall be 25 feet.

~~7. Parking. See Chapter 22.40 AMC There shall be one off-street parking space provided for the accessory dwelling unit, which space shall be in addition to any off-street spaces required for the single-family residence.~~

8. Conversion of Garage Space. Garage space used for meeting required parking standards may be converted into an accessory dwelling unit only if the number of covered spaces eliminated by the conversion is replaced by the same number of spaces elsewhere on the

property such that the requirements of Chapter 22.40 AMC continue to be met.

9. Appearance. All of the structures on the property shall have the appearance of a single-family dwelling unit plus allowed accessory structures. The entry door to the accessory dwelling unit shall be screened from the street by portions of the structure or by dense evergreen vegetation. There shall be no sign or other indication of the accessory dwelling unit's existence other than an address sign and a separate mail box. The exterior finish of the accessory dwelling unit shall be identical to the residence or accessory structure in which it is contained.

10. Limit on Occupants. The occupants of ~~the~~ an accessory dwelling unit shall be limited to a single family.

11. Minimum Requirements. An accessory dwelling unit must contain the same facilities as a single-family resident, which include:

- a. Bathroom facilities that include a toilet, sink and a shower or bathtub;
- b. Kitchen and food preparation facilities including a sink, cooking facilities, and a refrigerator, each having a clear working space of not less than thirty inches in front;
- c. Light and ventilation conforming to the Uniform Building Code;
- d. A separate closet.

12. Segregation of Ownership Prohibited. ~~The~~ An accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.

13. Siting. Detached accessory dwelling units shall be allowed to be sited at a lot line if the lot

line abuts a public alley, unless the public alley is routinely plowed for snow by a governmental entity.

14. Conversion. Accessory dwelling units shall be allowed to be converted from existing structures, including but not limited to detached garages, even if they violate current code requirements for setbacks or lot coverage.

15. The city shall not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an accessory dwelling unit.

16. These requirements shall not be applicable in the following circumstances:

a. Any portion of the project site is designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170, except for critical aquifer recharge areas where a single-family detached house is an allowed use provided that any requirements to maintain aquifer recharge are met; or

b. Any portion of the project site is in a watershed serving a reservoir for potable water if that watershed is or was listed, as of July 23, 2023, as impaired or threatened under Section 303(d) of the Federal Clean Water Act (33 U.S.C. Sec. 1313(d)).

c. Any portion of the project site is in a designated urban separator by way of King County Countywide Planning Policies as of July 23, 2023; or

d. Any portion of the project site was created through the splitting of a single residential lot.

e. Any portion of the project site is within 0.5 miles of a major traffic stop. For the purposes of this section as it relates to accessory dwelling units only, a major traffic stop is defined as:

i. A stop on a high capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW;

ii. Commuter rail stops;

iii. Stops on rail or fixed guideway systems, including transitways;

iv. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or

v. Stops for a bus or other transit mode providing actual fixed route services at intervals of at least fifteen minutes for at least five hours during the peak hours of operation on weekdays.

B. Requirement of Registration. Any property owner seeking to establish a legal accessory dwelling unit shall apply to register the unit with the building official. The application shall provide that the property owner ~~agrees to occupy either the single family dwelling or the accessory dwelling unit and~~ agrees to maintain the accessory dwelling unit in compliance with the standards set forth in this chapter.

C. Actions by Building Official. After receipt of a complete application, the building official shall observe the property to confirm that the standards of this chapter are met prior to issuing approval of ~~the~~ an accessory dwelling unit.

1. New Construction. New construction shall be subject to all requirements of the building code.

2. Existing Construction. Existing construction shall be subject to all requirements of the building code which was in existence at the time of construction.

D. Recordation. After approval, a registration form signed by the record holders of the property shall be recorded with the King County department of records and elections. Said registration form shall contain the street address and legal description of the property; ~~shall describe the requirement of owner occupancy~~ and shall set forth the requirement for maintaining the accessory dwelling unit in compliance with the requirements of this chapter.

E. Cancellation of Registration. The registration of the accessory dwelling unit may be canceled by the property owner by recording a certificate of cancellation in a form satisfactory to the building official with the King County department of records and elections. The building official may record a notice of cancellation upon failure to comply with the standards set forth in this chapter.

F. Fees. Application fees are set forth in Chapter 2.50 AMC. The property owner shall be responsible for payment of all fees, filing and recording costs.

1. Accessory dwelling units shall not be required to provide public street improvements as a condition of permitting.

~~G. Adult Family Homes and Home-Based Day Cares. Accessory dwelling units are not allowed on any property where an adult family home or a home-based day care exists.~~

22.48.100 – Boarding (lodging or rooming) houses.

Each sleeping unit in a boarding (lodging or rooming) house shall count as 0.25 of a dwelling unit for purposes of calculating dwelling unit density.

22.48.110 – Commercial/mixed use conversion.

The addition of dwelling units added within an existing building, as defined in Section 22.08.018 AMC, if that existing building is located on a property zoned commercial/mixed use, shall be permitted, subject to the requirements set forth in this chapter and the requirements of the individual district.

A. *Density.* A building permit application for the addition of housing units within an existing building envelope shall be granted a 50 percent density bonus.

B. *Parking.* See Section 22.40.020(E) AMC.

C. *Location.* Dwelling units added through conversion shall not be located on the ground floor of an existing building that is commercial or retail and that is along a major pedestrian corridor.

D. *Nonconformity.* A building permit application for the addition of housing units within an existing building shall not be denied on the basis that the existing building does not conform due to parking, height, setbacks, elevator size for gurney transport, or modulation unless the Public Works Director or designee makes written findings that the nonconformity is causing a significant detriment to the surround area.

E. *Studies.* A building permit application for the addition of housing units within an existing building shall not be required to undertake a transportation concurrency study under Section 36.70A.070 RCW or an environmental study under Chapter 42.21C RCW.

22.48.120 – Fiveplexes and sixplexes.

Fiveplexes and sixplexes shall not be permitted in any zone.

Section 11. Amendment of Chapter 22.82 AMC. Chapter 22.82 of the Algona Municipal Code is hereby amended to provide in its entirety as follows:

22.82.010 – Duplexes and townhouses ~~Single-family dwellings, accessory dwelling units, and middle housing.~~

A. All ~~duplexes and townhouses~~ single-family dwellings, accessory dwelling units, and middle housing where defined in Chapter 22.08 AMC and where allowed by

Chapter 22.33 AMC, Land Use Table, shall meet the following standards unless otherwise regulated within this code:

22.82.030 – Courtyard apartments.

Courtyard apartment housing developments shall comply with the following requirements:

A. Courtyard. The development shall contain a courtyard or usable landscaped open space area for the shared use and enjoyment of the residents of the dwellings. All residential units shall have direct access to the courtyard.

B. Site Design. Dwelling units shall be located on at least two sides of the courtyard. Open space shall be provided as follows:

1. A minimum of four hundred fifty square feet of private, contiguous, usable and open space shall be provided adjacent to each dwelling unit. No dimension of this open space area shall be less than ten feet in any direction.

2. A minimum of fifteen hundred square feet or two hundred square feet per unit, whichever is more, shall be provided in common open space (i.e., available for the use of all residents of the development). This open space shall be contained in a contiguous area with no dimension less than twenty feet. A substantial portion of such open space shall be sufficiently level (e.g., less than five percent slope) and well drained to enable active use, as determined by the city.

3. Parking and maneuvering areas for automobiles do not count toward open space areas.

C. Number of Units. The development shall include ~~no less than four and~~ no more than ~~twelve~~ six dwelling units ~~per courtyard~~. The units may be attached to or detached from each other.

22.82.050 – Multiple unit residential development.

A. Applicability. The specified standards of this section shall apply to all ~~new apartment developments~~ multi-family dwellings, ~~new townhouse developments~~, ~~new duplex developments~~, ~~new courtyard apartment developments~~, new custodial care facilities, and new group residences that have more than four units, any of which and/or have proposed densities of at least ten units per acre. Expansions of existing developments that result in densities of at least ten units per acre shall also be subject to compliance with this section.

~~B. Buildings that contain a grouping of attached townhouse units shall not exceed a one-hundred-twenty-foot maximum length without a separation of at least twenty feet from other groupings or rows of townhouses.~~

BC. Vehicular Access and Parking Location.

1. ~~Apartments~~ Multi-family dwellings, ~~duplexes~~, ~~townhouse developments~~, ~~courtyard apartment developments~~, and custodial care facilities, and all group residences shall have parking areas placed to the rear or side of buildings or within the interior of the lot except when waived by the ~~board of adjustment~~ hearing examiner due to physical site limitations.
2. Vehicular access shall be provided via one entry/exit off of a public street.

CD. Building Facade Modulation. ~~Apartments~~ Multi-family dwellings, ~~duplexes~~, ~~townhouse developments~~, ~~courtyard apartment developments~~, custodial care facilities and, all group residences shall provide building facade modulation on facades exceeding sixty feet in length. The following standards shall apply:

1. The maximum wall length without modulation shall be thirty feet;
2. The minimum modulation depth shall be three feet; and

3. The minimum modulation width shall be eight feet.

DE. Roofline Variation. ~~Apartments~~ Multi-family dwellings, duplexes, townhouse developments, and courtyard apartments shall provide roofline variation on rooflines exceeding sixty feet in length according to the following standards:

1. The maximum roof length without variation shall be thirty feet;
2. The minimum horizontal or vertical offset shall be three feet;
3. The minimum variation length shall be eight feet; and
4. Roofline variation shall be achieved using one or more of the following methods:
 - a. Vertical offset in ridge line;
 - b. Horizontal offset in ridge line;
 - c. Variations of roof pitch;
 - d. Gables; or
 - e. Any other technique approved by the ~~board of adjustment~~ hearing examiner that achieves the intent of this section.

Section 12. Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or Federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 13. Effective Date. This Ordinance shall be published in the official newspaper of the City, and it shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2025.

CITY OF ALGONA

Mayor Troy Linnell

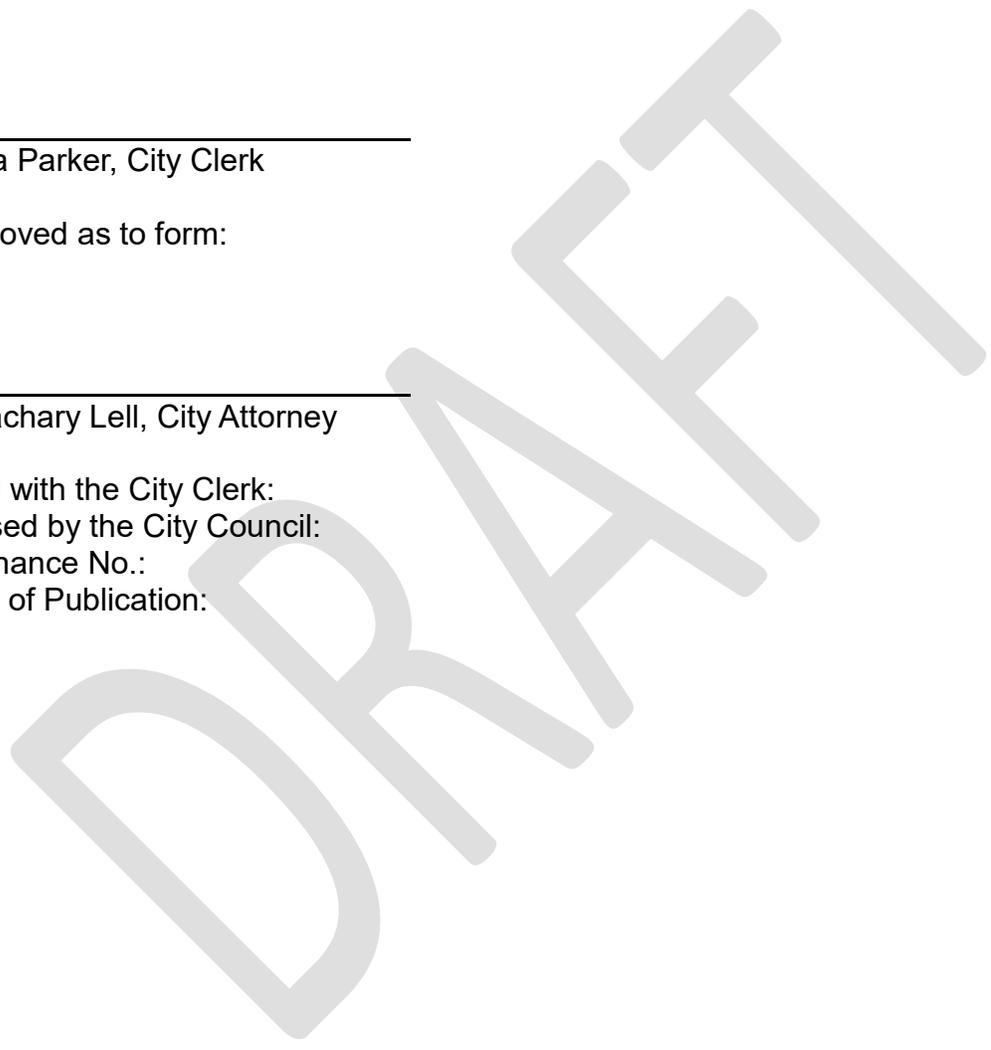
ATTEST/AUTHENTICATED:

Dana Parker, City Clerk

Approved as to form:

J. Zachary Lell, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.:
Date of Publication:





PLANNING COMMISSION REGULAR MEETING

Thursday, April 03, 2025 at 6:30 PM

City Hall

MINUTES

1. Call to Order

Chair, Jennifer Freeberg called the meeting to order at 6:38 PM

2. Roll Call

PRESENT

Chair, Jennifer Freeberg
Vice Chair, Commissioner Chris Gomez
Commissioner James Harper
Commissioner Steve Bramson
Commissioner Barry Fossella

City Staff Present: Public Works Director, John Bielka, City Clerk, Dana Parker

3. Public Hearing

A. 2024 Comprehensive Plan Public Hearing

Chair, Jennifer Freeberg opened the Public Hearing at 6:38 PM. Eric Jensen with EJ Municipal Land Use Planning discussed the updates with the Commissioners. Chair, Jennifer Freeberg closed the Public Hearing at 6:46 PM

4. Approval of the Agenda

Motion made by Vice Chair, Commissioner Gomez, Seconded by Commissioner Harper. Voting Yea: Chair, Chair, Commissioner Freeberg, Vice Chair, Commissioner Gomez, Commissioner Harper, Commissioner Bramson, Commissioner Fossella

5. Approval of Minutes

A. Approval of March 6th 2025 Minutes

Motion made by Commissioner Bramson to approve the March 6th 2025 minutes, Seconded by Commissioner Fossella. Voting Yea: Chair, Commissioner Freeberg, Vice Chair, Commissioner Gomez, Commissioner Harper, Commissioner Bramson, Commissioner Fossella

B. Approval of February 6th Corrected Minutes

Motion made by Commissioner Bramson to approve the March 6th 2025 minutes, Seconded by Commissioner Fossella. Voting Yea: Chair, Commissioner Freeberg, Vice

Chair, Commissioner Gomez, Commissioner Harper, Commissioner Bramson, Commissioner Fossella

6. Reports

Public Works Director, John Bielka - Here is a summary of the key activities and developments from the past week. We have surplus equipment and we have reached out to Bidadoo Auction to arrange a meeting. Last Monday the Public Works team boarded up the Hado Apartments. The Mayor, City and I met with Auburn's Mayor, Public Works Director and City Engineers to address the flooding issues. We also discussed Algona's need for an additional 170,000 gallons of water for storage. The Public Works team has been clearing the overgrowth at Cherry Park. They have also installed Fire Lane No Parking Signs. We are formulating a plan to clear and restore the park's pond area, including the removal of certain trees in and around the pond. We have a \$250,000 grant to clear and restore the park's pond area. The city received five bids for the phase 3 of the Wetland Preserve Restoration and Interpretive Trail project. The lowest bid came in at \$1,045,700 below the anticipated range of \$1,250,000 to \$1,350,000. The Railway crossing on Pacific and Ellingson was rebuilt. The sewer line jetting is expected to be completed next week. The city will be going out to bid in the coming weeks for a contractor to perform a CCTV inspection of our sewer lines. Our water meter system is under review for potential upgrades. We are looking at an automated meter reading system that would allow water meters to be read from city hall. Flooding along 10th and 11th has been problematic. We have been pumping water to control the flooding.

City Clerk, Dana Parker - Our Easter Egg Hunt will be on April 19th and Gary is still looking for donations.

Commissioner Fossella - Welcome John.

Commissioner Bramson - Welcome John

Commissioner Harper - I like seeing EJ Municipal at our meetings. It makes a difference

Commissioner Gomez - None

Chair Freeberg - I have reached out to Google maps as it is still showing Algona Blvd at 35 mph instead of 25 mph.

7. Old Business

- A. 2025 Work Plan Check In - 1 Topic (5 minutes)

John Greenwood with EJ Municipal Land Use Planning updated the commissioners on the work plan. He has been able to cross a dozen items off of the work plan. He also updated the commissions on where the city was at with Algona Village.

- B. 2024 Comp Plan Development Regulations Update

Asher Schopflin with EJ Municipal Land Use Planning updated the commissioners on the 2024 Comp Plan Development Regulations.

C. Middle Housing Ordinance Update

John Greenwood with EJ Municipal Land Use Planning went over the Middle Housing Ordinance Update. There will be a public hearing at the next planning commission on May 1st. John will send over the draft along with a questionnaire next week to give the commissioners time to review and submit any changes.

8. New Business

9. 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.

Rick Connell - 340 Milwaukee Blvd. S - I would like to see new fencing code put into the comprehensive plan. On the truck signage the Mayor said he would talk to the Mayor of Pacific. I would also like to see different types of material used in foundations for ADU's put in the comprehensive plan.

10. Next Meeting

Public Hearing on Middle Housing.

A. Semi Truck Advisory Signs

This was taken off the agenda as the citizen took his concerns to city council

11. Adjournment

Chair, Commissioner Jennifer Freeberg adjourned the meeting at 8:14 PM.

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.

ATTEST:

Jennifer Freeberg – Chair

Dana Parker – City Clerk

City of Algona Planning Commission

City of Algona Planning Commission 2025 Work Plan

MAJOR TASKS							
SECTION 1. 2024 Comprehensive Plan Periodic Update							
The Commission is responsible for recommendations to the City Council on drafted policies and regulations relating to State law requiring the Commission to perform, such as updating the Comprehensive Plan (Comp Plan) and associated documents as a result of the Growth Management Act.							
Task #	Item	Description	Requests to Staff	Experts Needed	PC Deliverable(s)	Soft Deadline	Hard Deadline
2025-1.01	Comp Plan Completion***	Consider final revisions/comments from external, reviewing agencies from Comp Plan; finalize Comp Plan	None	Planning (EJM)	Final, approved Comp Plan	Q1 2025	12/31/24 ¹
2025-1.02	Development Regulation Update	Update City's Land Use Code (development regulations for mandated consistency with Comp Plan periodic update)	City Attorney review	Planning (EJM)	Ordinance	Q1-Q2 2025	12/31/24 ¹
2025-1.03	Critical Areas Ordinance***	Update City's Critical Areas Ordinance (CAO)	City Attorney review	Planning (EJM)	Ordinance	Q4 2025	12/31/25

REGULATORY REFORM TASKS							
SECTION 2. Washington State Legislative Updates							
Update the Municipal Code and associated policies and programs to conform with recent legislative actions and best practices.							
Task #	Item	Description	Requests to Staff	Experts Needed	PC Deliverable(s)	Soft Deadline	Hard Deadline
2025-2.01	Comp Plan Revision Dates (N/A)***	Change annual deadline for updating the Comp Plan from May to October (OPTIONAL)	City Attorney review	Planning (EJM)	Ordinance	Q1 2025	NONE
2025-2.02	Middle Housing (HB 1110, SB 5258, HB 2321)	Update Code in alignment with recent middle housing-related legislation regarding housing options (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q1-Q2 2025	06/30/25 (1110) 12/31/23² (5258) 06/30/25 (2321)
2025-2.03	Permanent Supportive / Transitional Housing (HB 1220)	Update Code in alignment with recent permanent supportive housing-related and transitional housing-related legislation regarding housing (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q2 2025	07/25/21 ³
2025-2.04	ULS (SB 5258)	Update Code in alignment with recent Unit Lot Sub-division-related (ULS) legislation regarding housing (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q2 2025	12/31/23 ²
2025-2.05	Impact Fees (Sheetz v. El Dorado County)***	Confirm that, for the park and traffic impact fees, there is: 1) a nexus between the fee and the development; and 2) the fee is roughly proportionate to the impact (MANDATED)	City Attorney review	Planning (EJM) Financial (FCS)	Ordinance	Q2 2025	04/12/24 ⁴
2025-2.06	Zoning (N/A)	Update Land Use Map and designated zones, as there are no Government, Parks, or Open Space zones (MANDATED)	City Attorney review	Planning (EJM)	Ordinance Land Use Map	Q2 2025	12/31/24 ¹

City of Algona Planning Commission 2025 Work Plan

<i>Task #</i>	<i>Item</i>	<i>Description</i>	<i>Requests to Staff</i>	<i>Experts Needed</i>	<i>PC Deliverable(s)</i>	<i>Soft Deadline</i>	<i>Hard Deadline</i>
2025-2.07	ADUs (HB 1337)	Update Code in alignment with recent Accessory Dwelling Unit-related (ADU) legislation regarding housing options (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q2 2025	06/30/25
2025-2.08	Signs (<i>Reed v. Gilbert</i>)	Conformance of the Sign Code to the Supreme Court ruling (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q3 2025	06/18/15 ⁵
2025-2.09	Residential Parking (SB 6015)	Update Code in alignment with recent parking-related legislation regarding residential parking (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q3 2025	12/31/24 ¹
2025-2.10	Co-Living (HB 1998)	Update Code in alignment with recent co-living-related legislation regarding housing (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q3 2025	12/31/25
2025-2.11	Design Standards (HB 1293)	Update Code to provide a clear and objective design review process to aid in the development of achieving preferred housing products (OPTIONAL)	City Attorney review	Planning (EJM)	Ordinance	Q3 2025	NONE
2025-2.12	Pre-Approved ADU Designs (N/A) ^{***}	Develop a set of pre-approved designs for ADUs (OPTIONAL)	PW Director review City Administrator review Mayor review	Planning (EJM) Architect (TBD)	Designs	Q4 2025	NONE
2025-2.13	Neighborhood Commercial (N/A)	Update development regulations to permit small-scale corner commercial in residential zones (OPTIONAL)	City Attorney review	Planning (EJM)	Ordinance	Q4 2025 <i>or 2026</i>	NONE
2025-2.14	Code Clean-Up (N/A)	Update Code to provide for: 1) administrative extensions for land use permits; 2) process for filing plats in alignment with King County; 3) administrative resuscitation of building and land use permits; and 4) clarification re: rounding for land use permits, among others identified (OPTIONAL)	City Attorney review	Planning (EJM)	Ordinance	Q4 2025 <i>or 2026</i>	NONE
2025-2.15	Tiny Homes (N/A)	Change the Land Use Code to include options for tiny homes (OPTIONAL)	City Attorney review PW Director review City Administrator review Mayor review	Planning (EJM)	Ordinance	Q4 2025 <i>or 2026</i>	NONE
2025-2.16	Wetland Mitigation Banking (N/A) ^{***}	Set up a wetland mitigation bank in the Code (OPTIONAL)	City Attorney review City Administrator review Mayor review	Planning (EJM) Wetlands (Raedeke)	Ordinance	Q4 2025 <i>or 2026</i>	NONE
2025-2.17	Climate Planning (HB 1181)	Develop a Climate Element and Resiliency Sub-Element for the Comp Plan (MANDATED)	City Attorney review	Planning (EJM)	Ordinance	Q4 2025 - Q2 2027	06/30/29

City of Algona Planning Commission 2025 Work Plan

APPLICATION TASKS							
SECTION 3. Land Use Actions							
The Commission is responsible for reviewing certain applications and forwarding a recommendation to the City Council.							
Task #	Item	Description	Requests to Staff	Experts Needed	PC Deliverable(s)	Soft Deadline	Hard Deadline
2025-3.01	Algona Village	Applicant seeking a Conditional Use Permit	City Attorney review PW Director review City Administrator review Mayor review	Planning (EJM)	Recommendation	Q2 2025	TBD

ADMINISTRATIVE/INFORMATIONAL TASKS							
SECTION 4. Administrative/Informational 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 the Commission’s functionality and ensure each member has the knowledge necessary to fulfill the role.							
Task #	Item	Description	Requests to Staff	Experts Needed	PC Deliverable(s)	Soft Deadline	Hard Deadline
2025-4.01	New/Refresher Training	Have new members (ideally, all members) take the online Short Course on Local Planning	None	None	Training Certificates	Q1 2025	04/01/25
2025-4.02	Prepare 2025 Work Plan	Propose and discuss with City Council the work plan for the coming year	City Clerk review	None	Planning Commission 2025 Work Plan	Q1 2025	NONE
2025-4.03	Election of Chair & Vice Chair	Annual process to elect officers of Commission	None	None	Appointments	Q1 2025	NONE
2025-4.04	Progress Review	Quarterly check-in with Commission on 2025 Work Plan	None	None	Staff Report	Q2, Q3, Q4 2025	NONE

***Denotes that the Planning Commission may not need to be involved with Task.

HARD DEADLINE NOTES:

¹All of these Tasks/deadlines are tied to the 2024 Comprehensive Plan Update Process.

²Certain aspects of SB 5258 were required to be incorporated as earlier as 2023 while others, as a result of HB 1110, are tied to the 2024 Comprehensive Plan Update Process.

³Some degree of work on HB 1220 appears to have been completed – the remainder must be assessed for alignment purposes.

⁴The impact of the *Sheets* decision went into effect immediately – all impact fees must now be assessed for alignment purposes.

⁵While the *Reed v. Gilbert* decision has been in effect for some time, not all jurisdictions have assessed their Sign Code for alignment purposes. It is not uncommon for jurisdictions to learn from the successes and failures of other jurisdictions on matters such as these before taking on such work, thereby limiting liability in a certain respect.



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
 Dana Parker, City Clerk
 Eric Jensen, EJM Principal
 John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 19 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 19 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

There is only one suggested change for Title 19 of the AMC. It is related to a policy from the Land Use Element of the Comprehensive Plan.

Policy LU-5.2

Encourage a variety of affordable housing types in addition to single-family homes, such as triplex, fourplex, and cottage housing.

The following addition will be made to *Title 19.04.020 Purpose*.

The purpose of this title is to regulate the subdivision and short platting of land and the adjustment of boundary lines and to promote the public health, safety and general welfare in accordance with standards established under state law, city ordinances, the city comprehensive plan, and the policies of the council to:

P. Encourage a variety of affordable housing types, including middle housing and accessory dwelling units.



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
Dana Parker, City Clerk
Eric Jensen, EJM Principal
John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 22 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 22 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

This is the AMC Chapter with the most necessary changes. All of the new legislation relating to housing and land use will require extensive changes to the AMC to ensure consistency. Many of the necessary changes will be made with the middle housing and accessory dwelling units work that John is doing, so I did not address them here. The policies listed below are the ones that I address here.

Policy LU-7.3

Expand the number and type of industrial uses in the City by intensive use of existing industrial lands.

Policy LU-8.1

Identify the recreational needs and interests of the community and provide for those needs within the existing lands zoned for Open Space and Critical Areas (OS/CA) and funding capacity of the City.

Policy HU-2.6

Support the development of transitional, supportive, and emergency housing types through flexible development regulations that allow developers to utilize the subject



parcel but continue to mitigate impacts to neighboring uses and residents from sound, light, odor, visual or other environmental impacts.

Policy HU-4.2

Encourage the development of more affordable housing units, such as permanent supportive housing, transitional housing, emergency housing, manufactured housing, and accessory dwelling units (ADUs).

Policy HU-4.10

Ensure all regulatory measures provide adequate provisions to accommodate permanent supportive housing, transitional housing, emergency shelters, and emergency housing.

Policy HU-5.1

Provide fair and equal access to housing for all persons regardless of race, color, religion, gender, sexual orientation, age, national origin, family status, source of income or disability. Adopt and enforce ordinances directed at prohibiting housing discrimination.

Policy PR-4.1

Use open space, greenbelts, and natural vegetation to reduce noise and visual pollution and encourage natural buffering between land uses and separate incompatible land uses from residential areas.



The following definition will be added to *Title 22.08 Definitions*.

22.08.018 E definitions.

“Emergency housing” means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement (RCW 36.70A.030(9)).

“Emergency shelters” means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations (RCW 36.70A.030(10)).

22.08.048 T definitions.

“Transitional Housing” means one or more dwelling unit owned, operated, or managed by a non-profit organization or governmental entity with a length of stay of up to 2 years that provides support services to individuals or families that were formerly homeless or in danger of becoming homeless, with the intent to stabilize them and move them to permanent housing within the 2-year period.

The following change will be made to *Title 22.08.040 P definitions*.

“Permanent ~~Supportive Housing~~” means ~~subsidized, leased housing with no limit on length of stay, paired with on-site or off-site voluntary services designed to support a person living with a disability to be a successful tenant in a housing arrangement, improve the resident’s health status, and connect residents of the housing with community-based health care, treatment, and employment services~~ **one or more dwelling unit of subsidized, lease-based housing that is owned, operated, or managed by a non-profit organization or governmental entity with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy. Permanent supportive housing utilizes practices designed to use lower barriers of entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behavior. Permanent supportive housing is subject to all of the rights and responsibilities defined in RCW 59.18.**



The following change will be made to *Title 22.20.010 Intent*.

The R-L low density residential district is intended to stabilize and preserve low density residential neighborhoods; to prevent intrusion by incompatible land uses; to conform to the systems of services available; to provide for community facilities that will enhance residential quality; to allow low-density multiple-family residences interspersed within single-family neighborhoods to limit densities to those for which a complete range of services can be efficiently provided. **Discriminatory housing practices are strictly prohibited. The city will provide fair and equal housing opportunities and access for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, family status, source of income or disability.** (Ord. 1190-21 § 2, 2021; Ord. 817 § 2, 1996).

The following change will be made to *Title 22.24.010 Intent*.

The R-M medium density residential district is intended to allow for a variety of housing types and densities; to help meet the need for a range of affordable housing; and to promote residential development at densities that will allow for pedestrian access to commercial establishments, employment, and parks or recreation opportunities. **Discriminatory housing practices are strictly prohibited. The city will provide fair and equal housing opportunities and access for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, family status, source of income or disability.** (Ord. 1190-21 § 2, 2021; Ord. 965-05 § 4).

A new chapter *22.26 OS/CA Open Space and Critical Areas* will be added to the AMC *Title 22*. It will include the following:

22.26.010 Intent.

The Open Space/Critical Areas zone is intended to preserve and enhance public and private open, natural, and recreational areas identified in the Comprehensive Plan. These areas serve many functions, including:

- A. Providing opportunities for outdoor recreation;**
- B. Providing contrasts to the built environment;**
- C. Preserving scenic qualities;**
- D. Protecting sensitive or fragile environmental areas;**
- E. Enhancing and protecting the values and functions of trees and the urban forest;**



- F. Preserving the capacity and water quality of the stormwater drainage system;
and
- G. Providing pedestrian and bicycle transportation connections.

22.26.020 Designation.

The Open Space/Critical Areas (OS/CA) zone is applied to all land designated as “open space” on the Comprehensive Plan Zoning Map and to all lands classified as critical areas. Open space areas may be suitable for passive and/or active recreation development such as neighborhood parks. In addition, property owners may request an open space designation for open or natural areas that meet the purpose of the zone, and for review, conservation, or similar easements that can be shown as open space.

22.26.030 Permitted uses.

Permitted uses in the OS/CA Open Space and Critical Areas district shall be as follows:

- A. Critical areas and buffers consistent with *AMC Title 16 Environmental Protection* including:
 - 1. Wetlands (AMC 16.8B)
 - 2. Fish and Wildlife Habitat Conservation Areas (AMC 16.18C)
 - 3. Critical Aquifer Recharge Areas (AMC 16.18D)
 - 4. Geologically Hazardous Areas (AMC 16.18E)
- B. Outdoor passive and active recreational areas and facilities located outside of critical areas and buffers including:
 - 1. Playfields;
 - 2. Play equipment;
 - 3. Display or community garden; and
 - 4. Picnic area and related facilities.
- C. Trails located outside of critical areas and buffers for hikers or bicyclists.
- D. Pedestrian trail or boardwalk located within the buffer consistent with *AMC Title 16*.
- E. Stormwater retention or detention pond.
- F. Scenic or view easement or area.



22.26.040 Accessory uses.

Accessory uses in the OS/CA Open Space and Critical Areas district located outside of critical areas and buffers shall be as follows:

- A. Park maintenance storage facility;
- B. Public restroom; and
- C. Off-street public parking.

22.26.050 Conditional uses.

Conditional uses in the OS/CA Open Space and Critical Areas district shall be as follows:

- A. Public utility.

22.26.060 Development standards.

Minimum lot size	Minimum lot size in the OS/CA Open Space and Critical Areas zone is none.
Maximum lot coverage	Maximum lot coverage in the OS/CA Open Space and Critical Areas zone is 10 percent.
Maximum building height	Maximum building height in the OS/CA Open Space and Critical Areas zone is 18 feet.
Minimum building setbacks	Minimum building setbacks in the OS/CA Open Space and Critical Areas zone are 20 feet from all property lines.

22.26.070 Required landscaping.

All street, side and rear setback areas which border a residential or commercial zone shall be landscaped with natural or installed plant material to a depth of 20 feet. Said landscaping shall be located between any fence on site and the site's property line, except where the fence is required to be on or near the property line in order to protect a wetland, geological hazard area, aquifer recharge area or flood hazard area.



The following change will be made to *Title 22.32.010 Generally*.

Light industrial zones are intended for light manufacturing, which will provide for the location and grouping of industrial activities and uses involving the processing, handling and creating of products, plus the research and development required in such creation. These uses are largely devoid of nuisance factors, hazards or exceptional demands upon public facilities and services. **Existing industrial uses should be maximized through the utilization of vacant land that is zoned as industrial and use of vertical space when appropriate.** A further intent is to apply zoning protection to the industries so located by prohibiting the intrusion of incompatible uses and allowing those commercial enterprises that are supportive of those industries. (Ord. 1190-21 § 2, 2021; Ord. 817 § 2, 1996).

The following new *chapter 22.46 Permanent Supportive Housing and Transitional Housing* will be added to AMC *Title 22* as follows:

22.46.010 Purpose.

- A. The purpose of the following provisions related to Permanent Supportive Housing (PSH) and Transitional Housing (TH) is to set basic guidelines for future facilities in Algona. The provisions will help to ensure stability and safety for the residents in the facilities and the Algona community as a whole.
- B. The purpose of Permanent Supportive Housing is to support residents through different services designed to improve health and wellbeing and to provide them with a reliable and successful housing arrangement.
- C. The purpose of Transitional Housing is to provide persons who have previously experienced homelessness or are in danger of experiencing homelessness with a stable housing arrangement and help them prepare for, and find, permanent housing.

22.46.020 Applicability.

The provisions of this chapter apply to all PSH and TH facilities in Algona.

22.46.030 Land Use Requirements.

- A. PSH and TH facilities are permitted in all zones that allow for residential dwelling units in Granite Falls. These facilities are subject to the provisions laid out in the Granite Falls Municipal Code, including the following land use related criteria:
 - 1. No Supervised/Safer Consumption or Injection Use: Facilities may not, either directly or indirectly, provide the following:



- a. supervised/safer consumption site;
 - b. supervised/safer injection facility; or
 - c. supervised/safer injection service.
2. Structure: A PSH or TH facility must be compliant with the development standards and building requirements of the zoning district the facility is located in.
3. Density: The PSH or TH facility must have the following:
- a. Sufficient square footage;
 - b. Appropriate household amenities to support the number of residents;
 - c. No more than one family unit may reside in one bedroom;
 - d. Family unit is considered (1) a single individual; (2) a married couple, state registered domestic partners as defined by RCW 26.04.260, or partners in another legal union as defined by RCW 26.04.260; or (3) a parent or parents with their dependent children.
4. Setbacks: A PSH or TH facility will be required to comply with the following dimensional requirements:
- a. Front yard setback: 20 feet on all streets. Buildings on corner lots shall observe the minimum setback on both streets.
 - b. Side yard setback: 10 feet on each side. No portion of a second- or third-story wall shall be closer than 15 feet to the side yard line.
 - c. Rear yard setback: 20 feet.
 - d. Maximum building height shall be no more than 33 feet.

22.46.040 Application Permit for a Facility.

- A. The owner and operator of the permanent supportive housing or transitional housing facility must complete an application for a permit before beginning operations. The application must be approved by the city and must include at minimum the following information:
- 1. The name(s) and contact information of the owner and operator of the facility, including telephone number and email.
 - 2. Contact information of chosen on-site staff members who can respond to an emergency call from the city 24/7.
 - 3. A plan for communication with first responders in the city in event of an emergency.
 - 4. A complete and detailed description of all the services provided by the facility, both on- and off-site. Participation in all on-site services must be limited to residents of the facility.
 - 5. A staff plan that includes at minimum the following requirements:
 - a. The required certification for all persons staffing and operating the facility;



- b. A plan for maintaining an appropriate staff to resident ratio during all hours of the day;
- c. Roles and responsibilities for all staff members, including owner and operator.
- 6. Identification of supporting agencies and a description of supportive partnerships that will be engaged in ensuring that the facility operator can maintain the described level of service needed to support the residents.
- 7. The designated city official must approve the application in order for the facility to obtain a permit.

B. PSH and TH facility shall be processed in accordance with *AMC 14.04*.

22.46.050 Minimum Performance Requirements.

- A. The owner and operator must meet a specified set of performance requirements to begin and continue operating. These performance requirements must be described in detail in either the application for a permit or be attached as an exhibit to the application and must be specific to the facility. The following performance requirements are the minimum required:
 - 1. The owner and operator must coordinate with local service providers to help refer homeless community members seeking assistance to the appropriate service providers. On-site services, such as laundry, hygiene, meals, and social programs must be limited to residents of the facility and cannot be used by visitors to the facility as a walk-up service.
 - 2. A TH facility must have an appropriate number of trained and certified staff present at the facility at all times of the day and on all days. The facility owner or operator may request an exception if it is sufficiently demonstrated through the operating agreement that the facility can be properly managed, has sufficient on-site security, and the capacity to function properly without staff present at all times of the day. The city reserves the right to revoke this exception if they see fit. This requirement does not apply to PSH facilities.
 - 3. The facility owner and operator must provide each resident with case management services, included but not limited to:
 - a. Access or connection to behavioral health, substance abuse, and mental health treatment centers and services.
 - b. Access or connection to employment assistance, such as job training or education.
 - c. Access or connection to housing-related services to help residents gain, maintain, or increase housing stability, such as tenant education.



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
Dana Parker, City Clerk
Eric Jensen, EJM Principal
John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 12 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 12 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

The only change to the AMC Title 12 was a minor wording change to ensure consistency with Policy TR-4.1.

Policy TR-4.1

Implement transportation programs and projects that address the needs of and promote access to opportunity for Black, Indigenous, and other People of Color, people with low and no incomes, and people with special transportation needs.



The following change will be made to *Title 12.04.010 Vision – Purpose* of the Algona Municipal Code.

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise the community. **The city will work to address the transportation needs of and promote access to opportunities for historically marginalized communities, such as Black, Indigenous, and other people of color, people with low and no incomes, and people with special transportation needs.** The vision of the city is a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel. (Ord. 1129-16 § 1 (Exh. A)).

Need to find a way to integrate PSRC Coordinated Mobility Plan into Municipal Code

<https://www.psrc.org/planning-2050/regional-transportation-plan/coordinated-mobility-plan>



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
Dana Parker, City Clerk
Eric Jensen, EJM Principal
John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 13 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 13 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

The suggested changes to the AMC are based on policies from the Capital Facilities and Utilities Elements. I also suggested a change for a Title 15 section of the AMC which referenced the 2019 Stormwater Management Manual and needed to be updated to reference the 2024 version.

Policy CF-4.2

Add redundancy to services like stormwater facilities by creating a hierarchy of regional, county, and local systems to increase system resiliency.

Policy UT-1.6

The City will employ a “State of Good Repair” principle in maintaining its capital facilities to avoid more major capital repair needs in the future.

Policy UT-4.1

Adopt stormwater regulations that are consistent with the Department of Ecology’s Stormwater Management Manuals (SWMM).



The following definition will be added to *Title 13.02.010 Definitions* and *Title 13.46.040 Definitions*.

“State of Good Repair” means a condition in which physical assets, both individually and as a system, are performing at a level at least equal to that called for in their as-built or as-modified design specification during any period.

The following change will be made to *Title 13.02.200 Water pipe maintenance*.

A. The water department shall maintain all water pipes upon city-owned property up to and including the water meter; provided, that the city shall not be required to renew or replace water mains placed outside the corporate limits of the city. **Water pipes, meters, and mains shall be kept in a State of Good Repair.** No mains in existence at the time of annexation of an area to the city shall be renewed or replaced by the city without a resolution of the council to do so. Water mains outside the city or in existence at the time of annexation may be maintained by the water department until such time as the city condemns the same. They may be condemned if incurring excessive maintenance or have excessive leakage.

The following changes will be made to *Title 13.18.050 Maintenance for preliminary treatment facilities*.

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in ~~satisfactory~~ **a State of Good Repair** and ~~effective operation~~ by the owner at ~~his~~ **their** own expense. (Ord. 947-04 § 2).

The following change will be made to *Title 13.46.020 Need*.

The city council finds that this chapter is necessary in order to:

- A. Minimize or eliminate water quality degradation;
- B. Prevent erosion and sedimentation in creeks, streams, ponds, lakes and other water bodies;
- C. Protect property owners adjacent to existing and developing lands from increased runoff rates which could cause erosion of abutting property;
- D. Preserve and enhance the suitability of waters for contact recreation, fishing, and other beneficial uses;



- E. Preserve and enhance the aesthetic quality of the water;
- F. Promote sound development policies which respect and preserve city surface water, ground water and sediment;
- G. Enhance the safety of city roads and rights-of-way;
- H. Decrease storm water-related damage to public and private property from existing and future runoff;
- I. Protect the health, safety and welfare of the inhabitants of the city;
- J. Promote low impact development strategies that reduce impervious surface and storm water runoff-;
- K. Add redundancy and increase the reliability of stormwater facilities to increase system resilience; and
- L. Work with neighboring jurisdictions, county, and state agencies to ensure redundancy in stormwater facilities.

The following change will be made to *Title 13.46.040 Definitions*.

For the purposes of this chapter and other provisions in this title related to storm water, certain terms, phrases, words and their derivatives shall be defined and construed as specified in this title and the **most up to date version of the** Department of Ecology Storm Water Management Manual for Western Washington (~~2019~~) hereinafter referred to as the “storm water manual.” Definitions are given in Appendix 1 of the NPDES Phase II Municipal Storm Water Permit. When any definition in this title conflicts with definitions in the storm water manual that which provides more environmental protection shall apply unless specifically provided otherwise in this title.

“Storm water management manual” or “manual” means the ~~2019~~ **most up to date version** Edition of the State of Washington Department of Ecology’s “Storm Water Management Manual for Western Washington” and all amendments and additions thereto. (Ord. 1205-22 § 3, 2022; Ord. 1112-15 § 1).

The following change will be made to *Title 13.46.090 General Requirements*.

- A. The ~~2019~~ **most up to date version of the** state of Washington Department of Ecology’s Storm Water Management Manual for Western Washington is hereby adopted by reference, except as modified herein for consistency with the requirements of the



NPDES Western Washington Phase II municipal storm water permit, and is hereinafter referred to as “the manual.”

The following changes will be made to *Title 13.46.310 Maintenance responsibility*.

A. The owner of the property on which work has been done pursuant to these regulations for private storm drainage systems, or any other person or agent in control of such property, shall maintain ~~in good condition and promptly repair~~ a **State of Good Repair** and restore all grade surfaces, walls, drains, dams and structures, vegetation, erosion and sediment control measures, BMPs, and other protective devices. Such repairs or restorations, and maintenance, shall be in accordance with approved plans.

The following change will be made to *Title 15.22.130B2 Plan requirements*.

B. 2. A comprehensive stormwater site plan done in accordance with Chapter 13.46 and the ~~2019~~ **the most up to date version of the** Stormwater Management Manual for Western Washington, as adopted by Algona, for all projects affecting stormwater drainage.



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
 Dana Parker, City Clerk
 Eric Jensen, EJM Principal
 John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 14 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 14 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

The only changes relating to Title 14 were an update to a document referred to in the AMC and updating a submittal timeline. The policy references Vision 2050, while the AMC references Vision 2020. The submittal timeline was changed from May to October as seen below. There is another policy in the comprehensive plan that would require an update of Title 14, but more research is required before recommended language is proposed. This policy is listed below as well and will be addressed in the future.

Policy TR-1.4

Use VISION 2050, including the Regional Growth Strategy, and the Algona Transportation Plan as the policy and funding framework for creating a local center connected by a multimodal network including high-capacity transit, bus service, and an interconnected system of roadways, freeways, and high-occupancy vehicle lanes.

Policy HU-2.5 [will be addressed after middle housing code update effort]

Improve the ability of different group home types to be located in appropriate residential neighborhoods through streamlining the group home licensing process, including a straightforward permit process, development of a tip sheet, and training for permitting staff.



The following change will be made to *Title 14.08.030A7 Periodic assessment of comprehensive plan amendment needs.*

A. 7. A determination that a question of consistency exists between the comprehensive plan and Chapter 36.70A RCW, the County-Wide Planning Policies for King County, and **Puget Sound Regional Council's Vision 2020 2050: Growth Management and Transportation Strategy A Plan** for the Central Puget Sound Region.

The following change will be made to *Title 14.08.040B When amendments may be submitted and adopted.*

B. Except for city-initiated planning programs or individual city-sponsored amendments, all proposed amendments to the comprehensive plan shall be submitted to the city no later than the last business day of ~~May~~ **October** to be docketed for consideration during that year. Proposals filed after the last business day of ~~May~~ **October** may be considered during the current year or the following year's amendment process unless an emergency exists as defined in this section.



Memo

To: City of Algona Planning Commission
From: Asher Schoepflin, EJM Assistant Planner
CC: Jessica Griess, City Administrator
Dana Parker, City Clerk
Eric Jensen, EJM Principal
John Greenwood, EJM Senior Planner
Date: March 3rd, 2025
Re: Development Regulation Changes to Title 16 of Algona Municipal Code

Attached to this memo are my suggested changes to the Algona Municipal Code (AMC) Title 16 based on the Development Regulations Consistency Analysis. These changes are meant to ensure consistency between the recently adopted Comprehensive Plan and the AMC.

The suggested changes are based on a policy from the Natural Environment element of the Comprehensive Plan. This policy implies that the City wants to manage riparian management zones which would require adding a dedicated section with Title 16 addressing and regulating RMZs. The code I provided was sourced from the Anacortes Municipal Code and can be modified further to fit more closely to the wishes of Algona. This is still very preliminary code language and more serves as an example of what regulating RMZs could look like than actual language that will be used in the AMC.

Policy NE-1.12

Identify, protect, and designate riparian areas as riparian management zones (RMZs), with consideration for the ecosystem services they provide, such as shade, large wood recruitment, nutrient input, pollutant removal, and important terrestrial wildlife habitat.



The following new section will be added to *Title 16.18C* and will be titled *16.18C.050 Specific Standards for Riparian Management Zones*.

A. A Riparian Management Zone (RMZ) is a critical area; specifically, it is a type of fish and wildlife habitat conservation area. A project site's RMZ is associated with each aquatic species upstream and downstream from the project site.

1. The RMZ consists of a watercourse and the area adjacent to the watercourse that has the potential to provide full riparian ecosystem functions for bank stability, shade, pollution removal, contributions of detrital nutrients, recruitment of large woody debris, and wildlife habitat. The width of the RMZ is the height of the tallest 200-year-old Site-Potential Tree or 100 feet, whichever is greater, measured horizontally. The RMZ is measured from whichever of the following features is furthest from the center of the watercourse: (a) the ordinary high-water mark, (b) the top of bank, or (c) the outer edge of the channel migration zone (if one exists). In watercourses with braided channels or alluvial fans, the ordinary high-water mark will include the entire stream feature. The RMZ may exceed the 200-year-old Site-Potential Tree Height (SPTH) based on subsection (A)(3) of this section.

2. When a pipe or culvert that has known or potential fish habitat downstream and upstream from the pipe or culvert is daylighted, the watercourse formerly in the pipe or culvert will be regulated as a riparian watercourse, and the area adjacent to that watercourse will be regulated as a riparian management zone, as defined in subsection (A)(1) of this section. This section does not apply when the pipe or culvert is removed to provide a publicly owned facility designed primarily for water quality treatment, flow control, or stormwater conveyance.

3. Activities that may impact an RMZ must provide a critical areas report prepared by a qualified professional describing the functions and values of the RMZ. The report must include the 200-year-old SPTH as determined by the Washington Department of Fish and Wildlife.

If SPTH was also calculated using site-scale data, that information must also be included. The report must describe the inner measurement point (e.g, ordinary high-water mark) and the extent of the RMZ with sufficient detail to allow field delineation. The report must demonstrate that the project will result in no net loss of the ecosystem functions for the RMZ and associated species.

B. Development Standards for Parcels Containing an RMZ.

1. *Application of Standards and Regulatory Intent.*



- a. The provisions of this section apply to all development on parcels containing an RMZ as defined in subsection (A)(1) of this section.
 - b. It is the long-term goal of the city to restore the city's RMZs and to protect fish passage where scientifically justified. The city has determined that best available science supports protecting these RMZs as described in this section.
2. *Watercourse.* Development is prohibited within or over the riparian watercourse, except as provided in this subsection. The City may approve access over the riparian watercourse, if the applicant demonstrates all of the following:
- a. No other access is available.
 - b. The access is provided by a freestanding structure that maintains the natural channel and floodway of the watercourse.
 - c. The coverage of the watercourse and disturbance of the RMZ and any other adjacent environmentally critical area or buffer are kept to a minimum.
 - d. The material used to construct the access is durable and nontoxic to the maximum extent feasible. If using untreated wood is infeasible, wood treated with pentachlorophenol, creosote, chromate copper arsenate, or comparably toxic compounds is prohibited. Treated wood and other materials shall be the least toxic and shall be applied and used according to National Oceanic and Atmospheric Administration Fisheries guidelines for using treated wood in or over aquatic environments.
 - e. In the watercourse, any action detrimental to habitat or actions affecting trees and vegetation, including but not limited to clearing or removal, is prohibited, except as provided in this subsection (B)(2).
3. *Riparian Management Zone.* The RMZ is defined in subsection (A)(1) of this section. Existing improved areas of public or private streets/driveways are excluded from the regulations for the RMZ. Development is prohibited in the RMZ, except as follows:
- a. To provide the minimum necessary access if no other access is available to development approved under subsection (B)(2)(a) of this section.



- b. On existing developed lots and platted lots that satisfies one or more of the provisions within Algona Municipal Code (AMC) Chapters 16.18A.140, 16.16A.150, and 16.18A.160 if the applicant demonstrates that:
 - i. None of the development occurs within or over the watercourse except as provided in subsection (B)(2) of this section.
 - ii. The development complies with stormwater flow control and water quality requirements, regardless of whether the project would trigger the requirements based on the thresholds for area of land disturbing activity, size of the addition, or replacement of impervious surfaces provided in the Stormwater management manual adopted in AMC Chapter 13.46.090.
 - iii. Any development, including but not limited to coverage by impervious surface, does not exceed 35 percent of the total lot area.
 - iv. When compliance with stormwater flow control and water quality requirements is required solely based on subsection (B)(3)(b)(ii) of this section, the City may approve a restoration plan in lieu of compliance with subsection (B)(3)(b)(ii) if the applicant demonstrates that the plan meets the following criteria:
 - (A) The watercourse and/or RMZ ecological function will be restored so that it prevents harmful erosion, protects water quality, and provides diverse habitat; and
 - (B) The restoration results in greater protection of the watercourse and RMZ than compliance with subsection (B)(3)(b)(ii) of this section.
- c. In the RMZ any action detrimental to habitat and any action affecting trees and vegetation, including but not limited to clearing or removal, are prohibited, except as provided in subsection (B)(3)(a) or (b) of this section.
- d. If the RMZ is degraded due to the lack of trees and vegetation, the presence of invasive or nonnative species, and/or the presence of impervious surface or other development, the applicant shall prepare and carry out a restoration plan that restores the ecological function of the



RMZ to the extent commensurate with the impact of the development on the RMZ and according to mitigation standards pursuant to AMC 16.18A.240, 16.18A.250, 16.18A.260, and 16.18A.270.

e. If the development is authorized pursuant to AMC 22.36.030 and 22.36.040, the City must require that the degraded portion of the RMZ be restored by removing existing nonnative and invasive plant species, and replanting with native trees and vegetation, and providing a five-year monitoring and maintenance plan consistent with the requirements of AMC 16.18A.240, 16.18A.250, 16.18A.260, and 16.18A.270.

f. *Small Project Waiver.* The City may approve fences, rockeries, or similar features or temporary disturbance for installation of utility lines in a RMZ if no construction occurs over, in, or within 15 feet of a watercourse or water body, and if the applicant demonstrates that the proposal meets the following criteria:

i. The feature is constructed on a lot that has been in existence as a legal building site consistent with AMC 22.36.030 and 22.36.040.

ii. The feature:

- (A) Does not contain floor area;
- (B) Does not remove trees or native vegetation;
- (C) Does not block wildlife movement through the riparian management zone; and
- (D) Mitigates impacts to ecological functions.

iii. The City's decision must require:

- (A) The use of fencing with a highly durable protective barrier during the construction to protect the RMZ.
- (B) Mitigation pursuant to AMC 16.18A.240, 16.18A.250, 16.18A.260, and 16.18A.270 to offset the area of both temporary and permanent development.
- (C) Additional measures, as appropriate, to protect the remainder of the RMZ.

C. *Functionally Separated and Isolated Riparian Management Zones.* Consistent with the definition of "riparian management zone" in this chapter, RMZs are places that potentially provide riparian ecosystem functions. Portions of the RMZ that are



functionally isolated and physically separated from a watercourse due to existing, legally established public roadways, railroads or other legally established structures or paved areas eight feet or more in width that occur between the area in question and the watercourse may be excluded from the RMZ. If such an area provides any of the five primary RMZ functions (bank stability, shade, pollution removal, contributions of detrital nutrients, or recruitment of large woody debris) it will be retained within the RMZ; if it provides none of these functions it may be excluded. After an RMZ is determined by the decision-maker, based on a submitted critical area report, to be physically separated and functionally isolated, the area is no longer considered an RMZ critical area.

D. Riparian Management Zone Enhancement Measures. Only those enhancement measures deemed most applicable and/or appropriate for RMZ enhancement projects will be considered in a RMZ modification proposal and must be supported by best available science and a critical area report. These include, but are not limited to:

1. Removal of fish barriers to restore accessibility to fish;
2. Enhancement of fish habitat using log structures incorporated as part of a fish habitat enhancement plan;
3. Enhancement of fish and wildlife habitat structures that are likely to be used by wildlife, including wood duck houses, bat boxes, nesting platforms, snags, rootwads/stumps, birdhouses, and heron nesting areas;
4. Planting native vegetation within the buffer area, especially vegetation that would increase value for fish and wildlife, increase stream bank or slope stability, improve water quality, or provide aesthetic/recreational value; or
5. Creation of a surface channel where a watercourse was previously underground, in a culvert or pipe. Surface channels which are “daylighted” must be located within a riparian management zone and must be designed with energy dissipating functions or channel roughness features such as meanders and root wads to reduce future bank failures or nearby flooding;
6. Removal or modification of existing stream culverts (such as road crossings) to improve fish passage, stream habitat, and flow capacities; or
7. Upgrading of retention/detention facilities or other stormwater management facilities beyond required levels.