



Town of Concrete
Planning Commission Meeting
45672 Main Street – 6:00 pm
Agenda for November 21, 2023

Members

Rodleen Getsic – Chair Pro Tem
Dusty Webb
EDC - Dinah Kinney Chair
HPLC - John Boggs
Chamber - Val Stafford

Staff

Kevin Cricchio-Town Planner
Andrea Fichter-Clerk Treasurer

1. Flag Salute
2. Roll Call
3. Minutes – October 17, 2023
4. Announcements
5. Public Hearing -None
6. Old Business – Tom Beckwith,
Comprehensive Plan Schedule
 - Comprehensive Plan Schedule
 - Public Participation Plan
7. New Business
 - Next meeting date and time –

8. Adjourn

**Town of Concrete
Planning Commission Meeting
October 17, 2023**

6:00 p.m. Chair Dinah Kinney called the meeting to order. Dinah led the gallery in the Pledge of Allegiance.

Roll Call: Planning Commission Members Rodleen Getsic, Dusty Webb, Dinah Kinney, John Boggs, and Valerie Stafford.

Dusty, who was absent during the last meeting, introduced himself to the other commissioners. He stated he has lived in town for 7-years now and volunteers with the Grassmere Fire Department. He stated his wife, Tracy, owns the flower shop here in town. He also stated that he spent 3-years in the army and 3-years in the Navy. He stated he was a plumber for 40-years and has recently retired. He stated he is glad to be here and to help his community.

The remaining Commissioners also reintroduced themselves to Dusty.

Tom Beckwith stated he is the consultant for the Town that will be assisting with the Comp Plan update. He stated he is originally from Southern California but attended college in Oregon where he got his bachelor's degree. He stated he then moved to Washington where he got his master's degree at Washington State University. He stated that he spent 4 years in the Air Force, stationed in Southern Italy. He stated after that he began his practice and works in urban planning. He stated he moved to LaConner, where he currently resides about 20 years ago.

Staff Present: Town Planner Kevin Cricchio and Clerk Treasurer Andrea Fichter.

Audience Members Signed In: Michael Bartel

Audience Member Signed in Online: None.

Minutes: September 19, 2023: Val made a motion to approve the minutes. John seconded the motion. The motion carried unanimously.

Announcements: None

Public Hearing: None

Old Business: Tom Beckwith – Comp Plan Update Process: Tom referred to the packet and the consultant submittal but also wanted to point out the document that included the House Bills related to the comp plan update. He provided an update on the new rules and regulations compared to what was required when comp plans were first developed.

He reviewed the House Bills. He stated the Housing Element will require updating and with the current housing crisis, this element has new requirements and will need to be more and better defined. Tom reviewed different income definitions related to housing. He also reviewed the different housing options for low-income, emergency housing and shelters. He stated once the different options are reviewed then the zoning code needs to be reviewed to see if they are allowed, he stated there is now a requirement for certain language regarding these issues. Tom also discussed income capabilities and what housing types would be affordable depending on income.

Discussion ensued regarding cottager housing and that the original intent was to create affordable housing but how they turned into more vacation type homes and have now become just as expensive to buy as regular single-family homes. Tom discussed planned unit development, which would allow for clustering and a mixture of housing types within one development.

Tom also discussed the difference between mobile, manufactured, and modular homes. He stated that modular homes are approximately 25% less expensive to construct than stick built homes.

Discussion also ensued on short term rentals. Tom stated that these are not helpful in correcting the housing shortage especially for destination communities. Tom also discussed inclusionary zoning and the rules and regulations associated with that type of zoning.

Tom also discussed the amount of public participation that will be required during this update process. He stated that a plan must be developed and approved before the end of the year. He also discussed utilizing surveys at the start of the process to gain information from the public on what they would like to see in the plan and then further on in the process as well, to get feedback on the draft plan. He stated there will also be public meetings and workshops scheduled during this process. Discussion ensued on who the surveys should be sent to.

Tom also discussed the funding associated with this update and how the funding cycles will work for each funding source. He stated the town qualifies for and has either applied or will be applying for funds for the full comp plan, the housing element, and the climate change element.

He also discussed the review requirements. He stated before Council can proceed with final adoption, the document will need to be sent to the Department of Commerce for their review as well. He stated Commerce will review to make sure it meets GMA standards, as well as any grant requirements or State mandates.

Discussion ensued regarding ADU's and how those could be incorporated and the changes that will be needed to the town's current municipal code to allow for those.

John discussed Historic Preservation and that any when updating or changing housing choices in town, that language needs to include the Historic Preservation guidelines as well.

Discussion ensued on lot sizes, structure placement, and setbacks. Impact fees and how growth should pay for growth was also discussed. Tom also stated that when discussing impact fees, the town needs to take into consideration that charging those fees also means the town will contribute as well to complete certain projects.

Tom stated the topic for the next meeting should be to review the month-to-month schedule of items the Commission will be working on as well as ideas and questions for the public surveys. He stated that each grant has dates that must be met for completing certain items and he will work with Andrea and Kevin on completing a schedule that includes those dates. He also discussed points within the process where the Council should be included to get their feedback as well.

Dusty asked if the town has a website of Facebook page that could be utilized for public engagement. Andrea stated the website could be used to add information, links to survey and other items as the process proceeds. She stated she would prefer the town not start a Facebook page.

Discussion ensued regarding the open houses and public meetings and making sure they is an option to attend those virtually.

New Business: None.

Next Meeting Date and Time: November 21, 2023 at 6pm.

Adjournment: Val made a motion to adjourn at 7:34 p.m. John seconded the motion. The motion carried unanimously.

Dinah Kinney, Chair

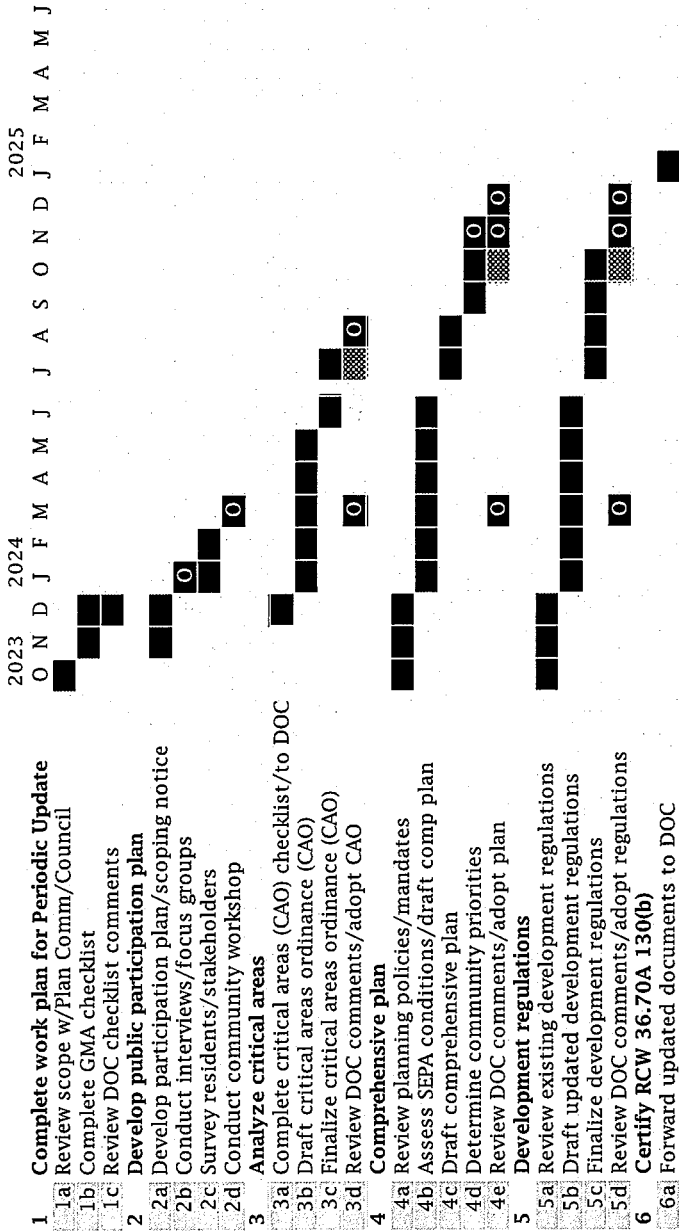
Rodleen Getsic, Chair Pro-tem

Attest:

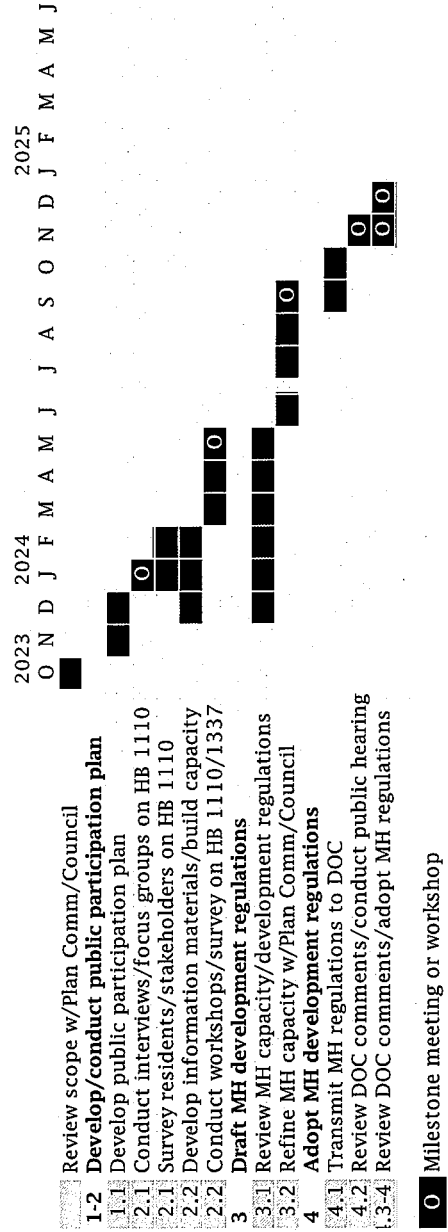
Andrea Fichter, Clerk Treasurer

Gantt chart

Comprehensive Plan Schedule



Middle Housing Schedule



Section 4: Scope of Work *-Comp plan*

4.1 SFY 2024* Scope of Work template

Scope of Work and Budget Template:

Task/Work Item	SFY 2024 Funds	SFY 2025 Funds	Deliverable
Complete and review DOC checklist assessments and finalize GMA Periodic Comprehensive Plan Update work plan. Anticipated completion date: <i>December, 2023</i>	\$6,910	\$0	Review DOC checklist and finalize update work plan scope and schedule
Implement public participation plan including scoping notice, email newsletter, resident/stakeholder surveys, and community workshop. Anticipated completion date: <i>December, 2023</i>	\$16,660		Issues developed based on public participation
Assess critical areas including earth, air, water, plants and animals floodplain and floodway in accordance with Best Available Science (BAS). Anticipated completion date: <i>March 2024</i>	\$4,900		Updated critical areas assessment and checklist
Update Critical Areas Ordinance (CAO) including floodplain and floodway, erosion and landslide, wetlands, fish wildlife habitat. Anticipated completion date: <i>April 2024</i>	\$9,460		Updated Critical Areas Ordinance (CAO) emailed to DOC for 60-day review

Analyze/draft comprehensive plan conditions including visioning charrette, land use, housing, economics, transportation, public services, utilities, parks and recreation, and capital facilities elements. Anticipated completion date: <i>September 2024.</i>	\$12,070	\$20,980	Draft Comprehensive Plan submitted to WA DOC for 60-day review.
Review WA DOC comments and conduct public open house, survey, SEPA checklist, Planning Commission and Town Council hearings. Anticipated completion date: <i>December 2024</i>	\$0	\$10,400	Completed public open house, survey, SEPA checklist, and hearings on Comprehensive Plan Update.
Comprehensive Plan Update by Town Council. Anticipated completion date: <i>January 2025</i>	\$0	\$6,360	Adopted Comprehensive Plan sent to WA DOC.
Analyze/draft Development Regulations including compliance with HB 1110 requirements for Middle Housing allowances and densities. Anticipated completion date: <i>September 2024</i>	\$0	\$5,600	Draft Development Regulations submitted to WA DOC for 60-day review.
Review WA DOC comments and conduct public open house, survey, SEPA Checklist, Planning Commission and Town Council hearings. Anticipated completion date: <i>December 2024</i>	\$0	\$3,860	Completed public open house, survey, SEPA checklist, and hearings on Development Regulations Update.
Adopt Development Regulations Update by Town Council. Anticipated completion date: <i>January 2025</i>	\$0	\$2,800	Adopted Development Regulations sent to WA DOC.

Finding that the periodic update required by RCW 36.70A.130(b) is complete Anticipated completion date: February 2025			Resolution Finding the periodic update required by RCW 36.70A.130(b) is complete. WA DOC email notification that adopted Comprehensive Plan and Development Regulations ordinances were received.
Total Budget	\$50,000	\$50,000	
Control Number (Total Grant Available)	\$50,000	\$50,000	

Reminder: The grant breakdown includes 50% of your total grant award, for SFY 2024 (July 1, 2023 – June 30, 2024), and 50% of the total award for SFY2025 (July 1, 2024- June 30, 2025).

Concrete Climate Resilience Sub-element Scope of Work

Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Section 2	Initialize Project	10/2023 – 01/2024
Task 2.1	Form Climate Policy Advisory Team	
Task 2.2	Establish engagement strategy that supports environmental justice	
Deliverable 1	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook [Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]	01/15/2024
Section 3, Step 1	Explore Climate Impacts	10/2023 – 02/2024
Task 1.1	Identify community assets	
Task 1.2	Explore hazards and changes in the climate	
Task 1.3	Pair assets and hazards and describe exposure and consequences	
Task 1.4	Identify priority climate hazards	
Deliverable 2	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook [Note: You may provide a completed copy of your Climate Element Workbook in lieu of a summary memo for this and the other deliverables that follow.]	02/15/2024
Section 3, Step 2	Audit Plans & Policies	2/2024 – 4/2024
Task 2.1	Review existing plans for climate gaps and opportunities	
Task 2.2	Determine next step [proceed to Step 3 or skip to Step 4]	
Deliverable 3	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	4/15/2024
Section 3, Step 3	Assess Vulnerability & Risk [if applicable]	04/2024 – 08/2024
Task 3.1	Assess sensitivity	
Task 3.2	Assess adaptive capacity	
Task 3.3	Characterize vulnerability	
Task 3.4	Characterize risk	

Task 3.5	Meet with partners, stakeholders, and decision makers to decide course of action	
Deliverable 4	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	
Section 3, Step 4	Pursue Pathways	08/2024 – 10/2024
Task 4.1	Develop goals	
Task 4.2	Develop policies	
Task 4.3	Identify policy co-benefits	
Deliverable 5	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	10/15/2024
Section 3, Step 5	Integrate Goals & Policies (Ensure that there is adequate time for advisory committee and policymaker consideration)	08/2024 – 03/2024
Task 5.1	Review and finalize resilience goals and policies	
Task 5.2	Consult with partners, stakeholders, and decision makers	
<u>Final Deliverables</u> Deliverable 6	Adopt climate resilience goals and policies by ordinance, or adopt updated FEMA Hazard Mitigation Plan by reference.	02/15/2024
Deliverable 7	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	03/15/2024

Telephone Number	425-239-6930
Email	townplanner@concretewa.gov
Financial Contact	Andrea Fichter
Name	Andrea Fichter
Title	Clerk Treasurer
Department	Town Clerk
Telephone Number	360-853-8401
E-mail	andrea@concretewa.gov
Unified Business Identifier (UBI) Number	601-110-276
Statewide Vendor (SWV) Number	0018028-00
Authorized Official	Marla Reed
Name	Marla Reed
Title	Mayor
Email	mayor@concretewa.gov

2. Scope of Work and Project Schedule

Provide a proposed scope of work that details the grant objective(s), actions, steps and deliverables. Instructions are in the Grant Application Instructions.

All grant deliverables must be submitted by June 15, 2025.

If you propose multiple grant objectives, actions, steps or deliverables, please copy and paste the appropriate rows below as needed. The example scope of work from the Grant Instructions is included at the end of this document if a community wishes to copy portions or all of that material into this table.

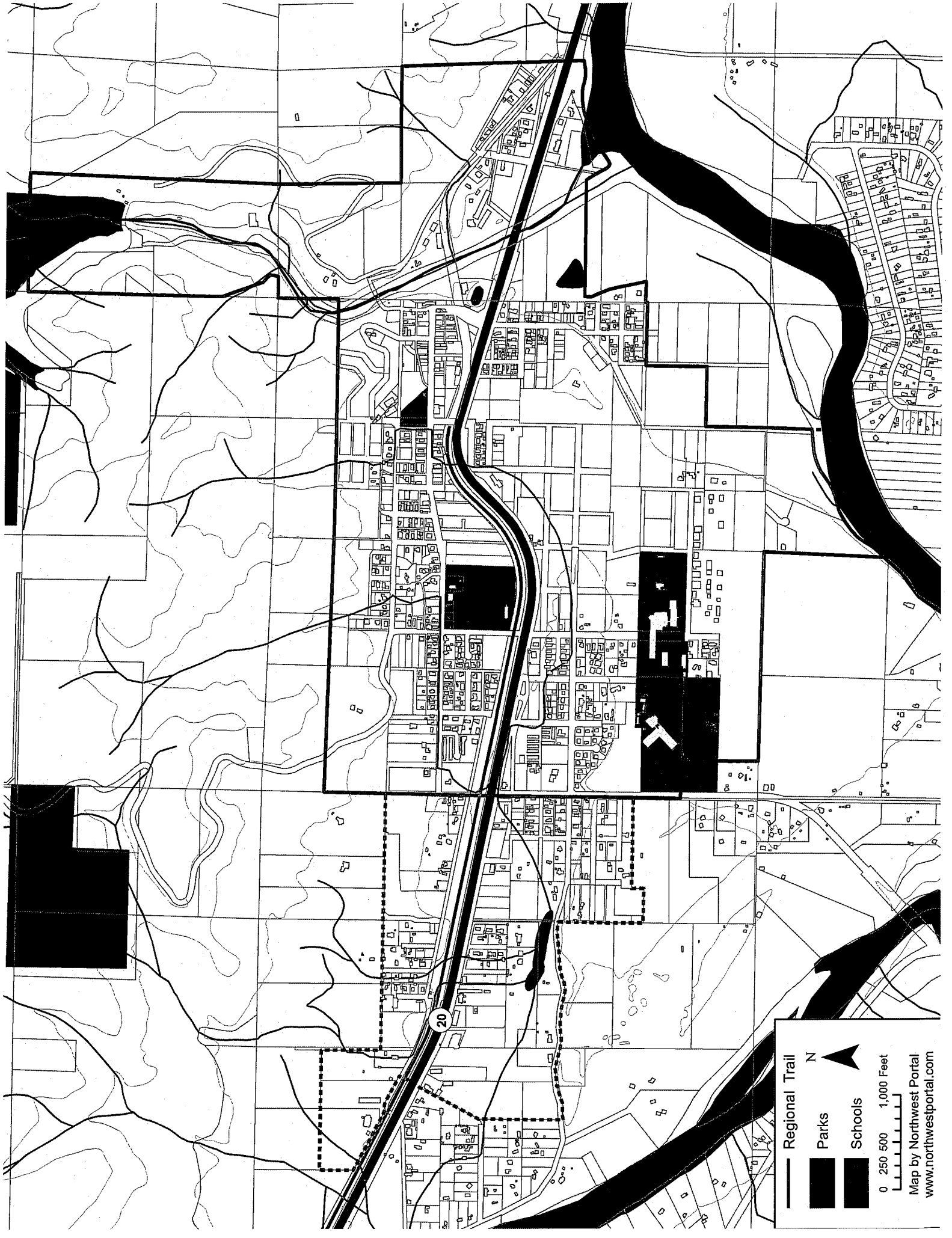
Grant Objective:			
Actions/Steps/Deliverables	Description	Start Date	End Date
Action 1	Public Engagement Plan	October 2023	November 2023

- Middle Housing -

Step 1.1	Develop public outreach of residents, employees, employers, developers, nonprofit sponsors, Planning Commission, Town Council, and other stakeholders..	October 2023	October 2023
Step 1.2	Conduct interviews, workshops, surveys, and open houses of the participants identified in Step 1.1 to discuss the need to implement Middle Housing to meet HB 1110 requirements and a certifiable Comprehensive Plan Update in 2024.	October 2023	November 2023
Deliverable 1	Public Engagement Plan		November 2023
Action 2	Public engagement informational materials and results	November 2023	June 2024
Step 2.1	Develop informational materials to focus on the need to determine buildable capacity per HB 1110 and implement Missing Middle housing types including Accessory Dwelling Units per HB 1337.	November 2023	November 2023
Step 2.2	Conduct interviews, workshops, surveys, and open houses of the participants identified in Step 1.1 to review the scope, schedule, and other particulars to implement HB 1110 and HB 1337.	November 2023	June 2024
Deliverable 2	Public engagement results report including informational materials from Step 2.1 and the discussions from Step 2.2.		June 2024
Action 3	Draft Middle Housing capacity estimates, development regulation amendments to implement HB 1110 and HB 1337 using WA DOC Middle Housing Model Ordinance.	January 2024	March 2024
Step 3.1	Review Middle Housing capacity estimates and draft development regulation amendments with residents, employees, employers, developers, nonprofit sponsors, and Planning Commission using interviews, workshops, surveys, and open houses.	January 2024	February 2024

Step 3.2	Refine final Middle Housing capacity objectives and development regulations with Planning Commission and Town Council.	May 2024	September 2024
Deliverable 3	Refined draft Middle Housing ordinance		September 2024
Action 4	Adopt Middle Housing development regulation amendments	August 2024	October 2024
Step 4.1	Transmit draft Middle Housing ordinance to WA DOC for review per RCW 36.70A.106.	October 2024	November 2024
Step 4.2	Review WA DOC comments with Planning Commission and conduct public hearing on development regulation amendments	November 2024	November 2024
Step 4.3	Review WA DOC comments and Planning Commission recommendations with Town Council and conduct public hearing on development regulation amendments	October 2024	October 2024
Step 4.4	Town Council adopts development regulation amendments	November 2024	December 2024
Deliverable 4	Adopted Middle Housing ordinance and development regulation amendments		December 2024

Scope of Work Narrative: For each grant objective, please explain why you selected the actions and deliverables in your scope of work.



Regional Trail

Parks

Schools

0 250 500 1,000 Feet

Map by Northwest Portal

www.northwestportal.com

RESOLUTION NO.
A RESOLUTION OF THE TOWN OF CONCRETE, WASHINGTON
ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2025
COMPREHENSIVE PLAN UPDATE AND THE MIDDLE HOUSING
REGULATIONS.

WHEREAS, the Town exercises comprehensive land use planning pursuant to Washington's Growth Management Act (RCW 36.70A), and under that authority the Town intends to amend the Concrete Comprehensive Plan and Concrete Capital Facilities Plan by June 2025; and complete the scope of work for the Middle Housing grant by December 2024;

WHEREAS, RCW 36.70A.035 requires reasonable public participation efforts be conducted whenever comprehensive plans or development regulations are amended; and

WHEREAS, the Town Council finds that the proposed Public Participation Plan is reasonably calculated to provide notice to property owners and other affected and interested individuals, government agencies, businesses, school districts, and organizations of the proposed amendments to comprehensive plans and development regulations including for middle housing, and

WHEREAS, the Town Council finds that the proposed Public Participation Plan is intended to broadly disseminate information about the procedures employed to amend the comprehensive plans and provide for middle housing opportunities and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140, and

WHEREAS, the Town Council finds that the proposed Public Participation Plan is consistent with the intent and the procedures for amending Concrete Comprehensive Plan and Concrete Capital Facilities Plan and Middle Housing Regulations as described in the Concrete Municipal Code. NOW THEREFORE,

THE TOWN COUNCIL OF THE TOWN OF CONCRETE, WASHINGTON, hereby resolves as follows:

The public participation plan attached hereto and incorporated herein as Exhibit A, shall guide public participation efforts during completion of the 2025 Comprehensive Plan amendment cycle and the provision for Middle Housing Regulations.

ADOPTED this 1 day of _____, 2023, by the Town Council of the Town of Concrete Washington and signed in authentication of its passage this 1 day of _____, 2023.

Mayor

Attest:

Approved as to Form:

Town Clerk

Town Attorney

Public Participation Plan Concrete Periodic Comprehensive Plan Update and Middle Housing Regulations

Introduction and background

The Town of Concrete Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and open space, designation of environmentally sensitive areas, and desirable urban design elements including provisions for middle housing for the Town.

Periodic review and update of the Town's comprehensive plan and development regulations including for middle housing is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. As the Town of Concrete continues to grow and change, the Town's Comprehensive Plan is intended to change and reflect the needs and vision of the community.

The Town of Concrete recognizes that an effective participation process is a vital element in the updating and implementation of a comprehensive plan and the provision for middle housing regulations. The Concrete Public Participation Plan (PPP) is a document that guides the Town on how to reach out to the public and outlines methods and resources used to do so. Concrete is committed to providing opportunities to engage the public in the planning, development, and implementation phases of the comprehensive and middle housing planning process.

The PPP aids the Town of Concrete by providing a framework for information distribution, public notice, and input on key comprehensive planning decisions. It is important to Concrete to ensure local governments and agencies, state and federal partners, and the public are aware of the Town's planning activities. This plan provides an outline of those activities.

The Washington State Growth Management Act (GMA) Revised Code of Washington (RCW) 36.70A, sets forth several state planning goals. Included in the statewide goals is RCW 36.70A.020 (11), which states in part, "Citizen Participation and coordination. Encourage the involvement of citizens in the planning process...". Citizen participation is further addressed in RCW 36.70A.035 Public Participation - Notice Provisions and 36.70A.140 Comprehensive Plans - Ensure Public Participation.

RCW 36.70A.140 of the GMA requires each town planning under the GMA to "establish and broadly disseminate to the public a public participation program". This section of the GMA further requires the town provide for "early and continuous public participation in the development" of the Town's comprehensive plan or any amendments.

The development of the public participation program is a responsibility of the Town of Concrete if the program meets the requirements noted above. The Washington Administrative Code (WAC) 365-196- 600(3) provides recommendations for meeting the public participation requirements of the GMA.

Intended outcomes

The public participation effort is intended to achieve specific desired outcomes, which include:

- A public involvement process that provides clear information to the public on the purpose of the Comprehensive Plan update and how the update process works.
- Public meetings and events designed to provide opportunities for all interested parties to be heard, and for people to listen and learn from each other.
- Broad participation of all interested groups and individuals regardless of point of view.
- A transparent process which clearly documents all public input and makes it available for all to review.
- Improve the decision-making process to include the interests and needs of stakeholders

Early and continuous public involvement

The Town of Concrete is committed to encouraging early and continuous public involvement in the update of the Comprehensive Plan and the provision for middle housing. Methods to encourage public involvement include: a dedicated webpage on the Town's website, consistent and regular notification to interested parties throughout the process, Planning Commission Meetings which are open to the public, Open Houses (hosted by the Planning Commission) to solicit public comments, and a Public Hearing before the Planning Commission.

The Town of Concrete website has a page designed to provide information on the Comprehensive Plan update and middle housing regulations, post the proposed amendments as they are presented to the Planning Commission, and invite and encourage public comments. The website also provides an opportunity for people to sign up and receive email notifications when proposed amendments are added to the website and are available for review, as well as notification of upcoming Planning Commission and Council meetings where the proposed amendments will be discussed.

The Planning Commission will serve as the primary working group and advisory body for the Plan update and middle housing regulations and will review and provide input on the proposed amendments in a series of workshops before holding a Public Hearing. The Planning Commission meetings are typically held on the third Tuesday of the month. These meetings are open to the public and provide an opportunity for public comment. Written and email comments received will also be provided to the Planning Commission for consideration.

A general open house will be conducted following the initial Planning Commission sessions and prior to the issuance of a State Environmental Policy Act (SEPA) Threshold Determination for the proposed amendments. The invitation to the open house will be distributed through all public notification avenues available to the Town including flyers, press releases, posting at Town Hall and the Concrete Library, the Town's website, and email notification to established email lists.

A Public Hearing will be conducted by the Planning Commission to solicit public comments prior to forwarding a recommendation to the Town Council.

Participation methods

Several recommendations for meeting the GMA public participation requirements are included in WAC 365-196-600(3.a), which emphasizes the importance of involving the broadest cross-section of the community into the planning process. Moreover, the WAC encourages jurisdictions to involve groups not previously involved in planning to become involved in the comprehensive plan and middle housing regulation process. The following are the events proposed for the Town of Concrete citizen participation process.

1. Visioning process - will initiate the comprehensive planning and middle housing regulation process and provide citizens an opportunity to establish a framework and context upon which the comprehensive plan and middle housing regulations will be based. It is anticipated that the Planning Commission meetings will provide the forum for the initial community visioning process.

2. Communications programs and informational services - as staff and budgetary resources allow, will include the following citizen participation techniques in the Town's citizen participation strategy:

a. Interest groups - including (i.e., Chamber of Commerce, home builders, environmental, neighborhoods, etc.) and arrange to meet and discuss relevant comprehensive plan issues.

b. Community workshops/open houses - including workshops hosted by the Planning Commission to encourage community participation in the development of the comprehensive plan and middle housing regulations.

c. Press releases and public service announcements - including information to local newspapers,

3. Public meetings - including a series of public meetings hosted by the Planning Commission on the preliminary draft comprehensive plan and middle housing regulations to ensure that the Town will meet the requirement for "early and continuous" public participation in the comprehensive planning process.

4. Public hearings - to provide public notice that meets the requirements of RCW 36.70A.020, .035, and .140. The WAC also recommends that the Town Council conduct a public hearing prior to final adoption of the comprehensive plan and middle housing regulations.

5. Written comment - with continuous opportunities for citizens to provide written comment. Written comments may be in the form of letters and other correspondence to the Town regarding the plan or comments received electronically on the Town's website.

6. Tracking events and actions - with a log of all public participation meetings, events, and actions that the Town engages in to provide documentation on the Town's effort to meet the requirements of the GMA.

Broad and effective noticing

The public participation requirements of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) include notice procedures that

are reasonably calculated to provide notice to property owners and other affected and interested individuals of proposed amendments to the Comprehensive Plan and development regulations including for middle housing. Examples of notice provisions include:

1. Posting notice at Town Hall and the Concrete Town Library.
2. Publishing a notice in the Concrete Herald, the Town's designated newspaper of general circulation.
3. Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered.
4. Press release notifying local papers/publications/ news and media outlets such as the Town Herald Newspaper.
5. Sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.

In addition to the noticing techniques listed above, the Town will maintain a dedicated page on the Town's website on the comprehensive plan update and middle housing regulations, which may include meeting agendas, minutes, staff reports, etc.