

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

Planning Commission Meeting
Wednesday, November 13, 2024 at 6:00 PM

Agenda

CALL TO ORDER

HOUSEKEEPING

1. Agenda Approval

Recommended Action: Motion to approve the agenda as presented.

2. Meeting Minutes Approval

Recommended Action: Motion to approve 09/11/2024 meeting minutes as presented.

3. Meeting Minutes Approval

Recommended Action: Motion to approve 10/09/2024 meeting minutes as presented.

PUBLIC COMMENT

REPORTS

4. At the end of October, the current residential and commercial inspector agreements came to an end. The City is now contracting with Pacific Testing and Inspection for building services.

PUBLIC HEARINGS

UNFINISHED BUSINESS

5. Comprehensive plan timeline update

Recommended Action: none.

Community Survey input

Recommended Action: review and provide input.

6. Review changes to the Planning Commission Application

Recommended Action: Review.

NEW BUSINESS

7. Re-zoning of Tenino Food Bank warehouse location update.

Recommended Action: None.

ADJOURN

File Attachments for Item:

2. Meeting Minutes Approval

Recommended Action: Motion to approve 09/11/2024 meeting minutes as presented.

**Planning Commission Meeting
Wednesday, September 11, 2024**

Minutes

CALL TO ORDER

Commissioner Rutherford convened the meeting at 6:01pm.

PRESENT

Commissioner William Rutherford
Commissioner Darnella Stenzel
Commissioner Matthew Rounsley
Commissioner Adam Carney

HOUSEKEEPING

1. Agenda Approval

Recommended Action: Motion to approve the agenda as presented.

Motion made by Commissioner Rounsley, Seconded by Commissioner Stenzel.

Voting Yea: Commissioner Rutherford, Commissioner Stenzel, Commissioner Rounsley,
Commissioner Carney

Motion passes 4-0

2. Meeting Minutes Approval

Recommended Action: Motion to approve 08/14/2024 meeting minutes as presented.

Motion made by Commissioner Rounsley, Seconded by Commissioner Carney.

Voting Yea: Commissioner Rutherford, Commissioner Stenzel, Commissioner Rounsley,
Commissioner Carney

Motion passes 4-0

PUBLIC COMMENT

REPORTS

3. The City is excited to introduce Kirsten Peterson of SCJ Alliance who will be taking over the City Planner role for Dan Penrose. She will be meeting the Council Members at the September 24th meeting, then resuming planning meetings with a full agenda on October 9th.

Commissioner Rutherford read the report.

Commissioner Rounsley has requested an updated timeline for the Comp Plan at the next meeting.

PUBLIC HEARINGS

UNFINISHED BUSINESS

4. Review Commissioner Application and Meeting Applicant

Recommended Action: Review and discuss.

Applicant was not present. The Commissioners presented questions to be asked of the applicant and discussed changing the application to better suit planning commission.

NEW BUSINESS

PUBLIC COMMENT

ADJOURN

Commissioner Rutherford adjourned the meeting at 6:26pm.

File Attachments for Item:

3. Meeting Minutes Approval

Recommended Action: Motion to approve 10/09/2024 meeting minutes as presented.

**Planning Commission Meeting- CANCELLED lack of Quorum
Wednesday, October 09, 2024**

Minutes

CALL TO ORDER

Commissioner Rounsley announced the October 09, 2024 meeting is cancelled due to lack of quorum.

PRESENT

Commissioner Matthew Rounsley

ABSENT

Commissioner William Rutherford

Commissioner Darnella Stenzel

Commissioner Adam Carney

HOUSEKEEPING

1. Agenda Approval

Recommended Action: Motion to approve the agenda as presented.

2. Meeting Minutes Approval

Recommended Action: Motion to approve 09/11/2024 meeting minutes as presented.

3. Excusal of Commissioner Rutherford

Recommended Action: Approve excusal

PUBLIC COMMENT

REPORTS

4. At the end of October, the current residential and commercial inspector agreements will be coming to an end. The city is actively working to establish a new agreement to prevent any delays in ongoing and upcoming building projects prior to the end of the current agreements. We will keep everyone updated and let you all know when an agreement has been reached.

PUBLIC HEARINGS

UNFINISHED BUSINESS

5. **Comprehensive Plan Update**

Timeline Update

6. Review changes to the Planning Commission Application

NEW BUSINESS

7. **Tenino Community Service Center**

Update on re-zoning status for the Tenino Community Service Center warehouse location.

PUBLIC COMMENT

ADJOURN

File Attachments for Item:

5. Comprehensive plan timeline update

Recommended Action: none.

Community Survey input

Recommended Action: review and provide input.



Technical Memo

To: City of Tenino Planning Commission

From: Kirsten Peterson, Project Manager
Malissa Paulsen, Senior Planner

Date: November 13, 2024

Project: 2025 Comprehensive Plan Update

Subject: DRAFT Comprehensive Plan Review & Update Schedule

Public Outreach

As part of the ongoing update to the City’s Comprehensive Plan, we are preparing to conduct a survey to gather input from residents and the community. This survey will be a key component in ensuring broad public engagement and will help us better understand how each element can be most effectively updated to reflect the community’s vision.

Before the survey is made publicly available, please review the draft survey questions and provide any feedback or questions you may have. Your insights will ensure that the survey effectively captures the perspectives of the community and aligns with the goals of the Comprehensive Plan update.

Next Steps

Once we have gathered feedback from the Planning Commission, we will make any necessary revisions to the survey and finalize it for distribution. We plan to launch the survey within the next week.

Additionally, we will start reviewing the draft Comprehensive Plan Elements at each Planning Commission meeting moving forward as generally outlined below, this schedule is subject to change.

Planning Commission Comprehensive Plan Element Review Schedule

Year	Month	Element(s) for Review
2024	December	Land Use Housing
2025	January	Transportation Natural Resources
	February	Capital Facilities & Utilities Economic Development
	March	Climate Resilience Parks and Recreation
	April	Development Regulations
	May - June	Planning Commission Review & City Council Adoption

City of Tenino Comprehensive Plan

Survey Content – DRAFT

Tenino is in the process of updating its Comprehensive Plan, and we need your help. By taking this short survey, you can help shape Tenino’s future!

To learn more about the Comprehensive Plan update, visit the City’s website.

Thank you for your input!

Planning Priorities

1. What do you think Tenino’s top five priorities should be in the next 20 years? (Select up to 5.)

- More affordable housing
- More variety in housing options
- Increasing active transportation connections (walking, biking, etc.)
- Improving streets and intersections
- Increasing transit connections to regional centers
- Supporting a vibrant, commercial downtown
- Promoting local tourism-based businesses and opportunities
- Revitalizing/redeveloping underused or vacant sites
- Enhancing/expanding recreation opportunities
- Preserving historic buildings and promoting historic character in new commercial development
- Enhancing community resilience and preparedness (the ability to respond to and recover from a disaster)
- Improving infrastructure and services (utilities, broadband, emergency response, schools, transit, etc.)
- Strengthening neighborhood identities
- Providing more arts and culture opportunities
- Maintaining a safe community
- Keeping the community engaged in local issues
- Other _____

2. What do you think are the biggest barriers to accomplishing these priorities?

(character-limited open-ended form)

Community Vision

3. On a scale of 1 to 5, how well does this statement reflect your vision for Tenino’s future?

In 2045, Tenino is a vibrant small town that celebrates its artisanal history. Our community is integrated with the natural landscape and carefully stewards its resources. Our lively, walkable downtown supports local entrepreneurs and provides the retail, services, and amenities our residents need. Our community is welcoming to all.

1: This does not reflect my vision for Tenino

3: There are elements of this statement that reflect my vision for Tenino, but it needs some work

5: This perfectly reflects my vision for Tenino

4. In a few words, what makes Tenino great today?

(character-limited open-ended form)

5. What do you think would make Tenino even better 20 years from now?

(character-limited open-ended form)

Housing

6. Which housing types do you think would fit in with existing residential development? (Select all that apply.)

(Multiple-choice responses will include middle housing images from Department of Commerce website as well as smaller detached residential)

7. What are your biggest concerns related to allowing different housing types? (Select all that apply.)

- I may not be able to get to know all my neighbors
- There might be too much traffic for me or my family to walk safely
- There might not be enough parking in my neighborhood
- The neighborhood might look different
- More development may impact the environment or reduce tree cover
- My property taxes might go up
- New housing types may not match the scale or style of existing homes in my neighborhood
- Existing infrastructure and services may not be adequate to serve more people
- Other _____
- I have no concerns

8. What other comments would you like to share about housing in Tenino?

(character-limited open-ended form)

Transportation, Infrastructure, and Public Facilities

9. On a scale of 1 to 5, how well does Tenino’s transportation network meet your needs:

a. As a driver?

1: It doesn’t meet my needs at all – I don’t feel safe and I can’t get where I want to go very easily

5: It’s perfect for me - it feels safe, well-connected, and efficient

b. As a pedestrian or bicyclist?

1: It doesn’t meet my needs at all – I don’t feel safe and I can’t get where I want to go very easily

5: It’s perfect for me - it feels safe, well-connected, and efficient

10. What do you think Tenino’s transportation system needs? Is there anything missing?

(character-limited open-ended form)

11. On a scale of 1 to 5, how well are you able to access the services you need? Think about utilities, telecommunications, emergency services, schools, recreational opportunities, and other public services.

1: I can’t access any of the services I need

3: Tenino is missing some services that are important to me

5: I can easily access everything I need

12. Are there services or facilities missing in Tenino? If so, which ones?

(character-limited open-ended form)

13. What other comments would you like to share about transportation, infrastructure, or public facilities and services in Tenino?

(character-limited open-ended form)

Climate

14. On a scale of 1 to 5, how concerned are you about the potential impacts of climate change in Tenino?

- 1: I am not at all concerned about climate impacts in Tenino
- 3: I am somewhat concerned about climate impacts in Tenino
- 5: I am extremely concerned about climate impacts in Tenino

15. In your opinion, what are the most critical climate-related risks facing this community? (Select all that apply.)

- Extreme weather events
- Flooding
- Heatwaves
- Drought and water scarcity
- Other _____

16. What community assets in Tenino (e.g. natural areas, buildings/landmarks, infrastructure, cultural resources, etc.) should be protected against climate impacts and/or natural disasters?

(character-limited open-ended form)

Tell Us About Yourself

18. What is your relationship to Tenino? (Select all that apply.)

- I live in Tenino
- I work in Tenino
- I attend school in Tenino
- I own a business in Tenino
- I shop and use services in Tenino
- Other _____

19. What is your age range?

- Under 18 years
- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 or older
- Prefer not to answer

Thank you for participating in this survey!

The answers you've provided will help inform Tenino's Comprehensive Plan update. Please share any other thoughts you'd like to contribute:

(character-limited open-ended form)

If you would like to be notified of future updates, please include your contact information below (optional):

Name: _____

Email address: _____

Thank you for taking Tenino's Comprehensive Plan survey! Keep an eye on our website for additional ways you can contribute to the planning process!

File Attachments for Item:

6. Review changes to the Planning Commission Application

Recommended Action: Review.



City of Tenino Planning Commission Vacancy Application

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589
(360) 264-2368
Fax (360) 264-5772

Name as registered: _____

Physical Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Years as Tenino Resident: _____ Preferred form of contact: _____

What experience do you have working with boards, commissions, work groups:

Why would you like to serve on the Tenino Planning Commission:

What is one issue you see in Tenino or with its planning:

Please list your work experience:

List any volunteer or elected experience:

Please attach your resume to this application.

Please list three (3) references:

Name: _____ Contact number: _____

Email: _____

Address: _____

Name: _____ Contact number: _____

Email: _____

Address: _____

Name: _____ Contact number: _____

Email: _____

Address: _____

Committee members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions?
 Yes (Please explain on back) No 2.)
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?
 Yes No (Please explain on back)
- 3.) Meetings are currently the second Wednesday of every month at 6pm. Do you have any conflicts that would prevent you from attending meetings?
 Yes (Please explain on back) N

Signature: _____

Date: _____

Please return completed form and any additional information to:
 City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589
 For more information please call (360) 264-236