



TREE BOARD MEETING AGENDA

Online via Zoom

**Monday, April 11, 2022
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Draft Tumwater Tree Board March 14, 2022 Minutes
5. Tree Board Member Reports
6. Manager's Report
 - a. Tumwater Vaccination Guidelines
7. Public Comment
8. Mayor's Meeting with the Tree Board
9. 2022 Arbor Day Discussion
10. Tree Board Training Program Discussion
11. Next Meeting Date - 05/09/2022
12. Adjourn

Remote Meeting Information

To comply with Governor Inslee's Proclamation 20-28, Tumwater Tree Board meetings will be conducted remotely, not in-person, using a web-based platform. The public will have telephone and online access to all meetings.

WATCH Online

<https://www.zoom.us/join> and enter the Webinar ID 829 1456 8256 and Passcode 256531.

LISTEN by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 829 1456 8256 and Passcode 256531.

The public is invited to attend the hearing and offer comment. The public may register in advance for this webinar to provide comment:

https://us02web.zoom.us/webinar/register/WN_U3304oeGQI-2IPzp3ViBnA

After registering, you will receive a confirmation email containing information about joining the webinar.

The public may also submit comments prior to the meeting by sending an email to: cdd@ci.tumwater.wa.us. Please send the comments by 1:00 p.m. on Monday, April 11, 2022. Comments are submitted directly to the members of the Tree Board and will not be read individually into the record of the meeting.

If you have any questions, please contact Planning Manager Brad Medrud at (360) 754-4180 or bmedrud@ci.tumwater.wa.us.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us.

What is the Tree Board?

The Tumwater Tree Board is a citizen advisory board that is appointed by and advisory to the City Council on urban forestry issues, including drafting and revising a comprehensive tree protection plan or ordinance, or any other tree matter. Actions by the Tree Board are not final decisions; they are Board recommendations to the City Council who must ultimately make the final decision. If you have any questions or suggestions on ways the Tree Board can serve you better, please contact the Community Development Department at (360) 754-4180.

**TUMWATER TREE BOARD MEETING
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CONVENE: 7:00 p.m.

PRESENT: Chair Trent Grantham and Commissioners Brent Chapman, Joel Hecker, Jim Sedore, and Dennis Olson.

Excused absence: Commissioners Michael Jackson and Tanya Nozawa.

Staff: Planning Manager Brad Medrud.

CHANGES TO AGENDA: There were no changes to the agenda.

APPROVAL OF MINUTES – NOVEMBER 8, 2021:

MOTION: **Chair Grantham moved, seconded by Commissioner Sedore, to approve the minutes of November 8, 2021 as published. A voice vote unanimously approved the motion.**

Chair Grantham reported The City Council reappointed Trent Grantham, Joel Hecker, and Dennis Olson to the Tree Board on February 15, 2022.

TREE BOARD MEMBER REPORTS: There were no reports.

MANAGER'S REPORT:

NEW SUSTAINABILITY COORDINATOR ANNOUNCEMENT: Manager Medrud reported the City hired Alyssa Jones-Wood as the City's Sustainability Coordinator. She will join the City in May. Ms. Jones-Wood is from south Florida where she currently works as a Sustainability Coordinator for the City of Hallandale Beach, Florida. She has a master's degree in geoscience with a focus on human environment and sustainability.

ONGOING 2022 TREE BOARD MEETING SCHEDULE: Manager Medrud referred to Tree Board meeting schedule, which is subject to change based on staff workload. The April meeting includes Mayor Sullivan for a meet and greet and question and answer session with the Board. Future meetings will be held virtually until further notice although the City lifted the mask mandate effective earlier in the day at City Hall. The next phase is for City Administrator Doan and the reopening committee to work out some of the details for future City meetings for hybrid remote/in-person meeting options.

Commissioner Sedore recommended providing the Mayor with a copy of each Commissioner's resume prior to the April meeting.

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Manager Medrud reported the City issued the RFP for the tree preservation consultant scheduled to close at the end of the month. Several firms have inquired with questions. The next step is releasing the landscaping consultant RFP followed by the Street Tree Plan RFP. If one consultant is capable of providing services for all three updates, provisions in the RFP enable that possibility.

Commissioner Sedore asked whether contracting with a consultant is dependent upon the City receiving the Department of Natural Resources (DNR) grant. Manager Medrud advised that the grant would supplement City funds; however, hiring of the consultant is not dependent upon the City receiving the grant. The City anticipates receiving notification of a grant award by the end of April.

PUBLIC COMMENT: There were no public comments.

TREE BOARD
TRAINING
PROGRAM
DISCUSSION:

Manager Medrud reported on the discussion with the Planning Commission on training for new Planning Commissioners and ongoing training and education for the Commission. Based on that conversation, he believed it was important to query the Tree Board to determine training and education needs for both new members and existing members. Staff identified five topics that would also be appropriate for the Tree Board. They include a basic review of the legal basis for the Tree Board and how the Board aligns within City government, required Open Meetings Act training, meeting management to ensure productive meetings, and specific urban forestry topics based on the Board's annual work program. He invited feedback for ongoing education and new member training.

Commissioner Chapman suggested training on the City's regulatory implementation of the City's tree protection, landscaping, and street tree plans to afford a better understanding of the Board's responsibilities and City staff responsible for implementing the regulations. Manager Medrud affirmed that the Board is scheduled to receive a presentation on the development review process for a project proposal.

Commissioner Sedore offered that it would be helpful for the training to cover the authority and responsibility of the Tree Board, sharing the resumes of current Commissioners with newly appointed Commissioners, as well as the Board annually reviewing each member's background and expertise to afford an opportunity to learn about each other in a less formal setting to help expedite the Board's efforts. He suggested reviewing the history of the Tree Board, which could be a white paper of the Tree Board with the date of establishment and major milestones the Board has accomplished since its formation.

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Commissioner Hecker supported the recommendations as it would be helpful for him to have that information as a new member. Commissioner Olson agreed and added that providing an in-depth review of the role and responsibilities of the Tree Board versus the Planning Commission would also be beneficial.

Manager Medrud noted that with the advent of the new Sustainability Coordinator joining the City as part of the Water Resources and Sustainability Department, the timing would assist in defining and expanding the Board's role within the new framework as the pending work on the Thurston Climate Mitigation Plan will overlap with many of the Board's efforts.

Commissioner Sedore requested a listing of affiliate organizations that would be beneficial for new members, such as DNR's Urban Forestry Program, the International Organization on Urban Forestry, and the Olympia Native Plant Society as those organizations have expertise and interest in urban forestry issues. Manager Medrud recommended adding the Municipal Research and Service Center (MRSC). He plans to develop a one page document with a listing of organizations for review during the April meeting.

Manager Medrud noted that as part of the Planning Commission's training discussion, he prepared an acronym list that could be similarly prepared for the Board. He encouraged the Board to submit other ideas. The first training session will cover the development review process.

**2022 ARBOR DAY
DISCUSSION:**

Manager Medrud reviewed the status of the order for Arbor Day plants and supplies. Commissioner Sedore forwarded information on order information from DNR's Webster Nursery on Douglas fir tree seedlings (18"-21") and 4-inch plugs. The current inventory includes 100 one-gallon pots of four different native plants. He asked whether the Board is interested in ordering Douglas fir plugs in addition to the gallon-sized plants.

Commissioner Sedore cited an example of how Douglas fir trees can be planted on smaller lots if the intent is to trim the tree over the course of several years for a future Christmas tree while other larger lots could accommodate full grown Douglas fir trees. Commissioner Chapman pointed out the possibility of people moving resulting in the growth of a tree intended to serve as a Christmas tree growing as a large tree on a small City lot. Although he supports the idea of providing native larger trees, he would be concerned about unintended consequences for both the homeowner and the City.

Chair Grantham agreed as many people have avoided planting larger trees because of the limited size of their property. A future option of

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offering Douglas firs or other fir trees as a potential Christmas tree could be considered. Commissioner Olson suggested using a Douglas fir as a demonstration project for raising a Christmas tree.

The Commission agreed not to pursue a purchase of Douglas fir trees this year but consider a purchase in future years.

Manager Medrud reviewed an outline of the Arbor Day event. The Arbor Day proclamation is scheduled for release during the Council's April 5, 2022 meeting. The Council is scheduled to announce the combined Arbor Day and Earth Day celebration at the same time.

The joint Arbor Day/Earth Day celebration will be hosted at Tumwater Historical Park on April 23, 2022 with a celebration following at noon with sandwiches served to Earth Day volunteers and the Tree Board. Set-up for Arbor Day is scheduled to begin at 9 a.m. at the large picnic shelter at Historical Park. Parks and Recreation crews are scheduled to set up tables and. Manager Medrud said he is coordinating the installation of banners in the City. The banner across Tumwater Boulevard requires advance notice to the City. The City was unable to display the banner this year. Existing COVID restrictions on April 23, 2022 will be followed by the City. The City received materials for the grab bags. Grab bag materials include coloring books, temporary tattoos, pencils, crayons, buttons, newest version on Planting Trees for America from the Arbor Day Foundation, and an updated version of plant descriptions, planting tips, and ongoing care. Commissioner Sedore offered to draft the document and forward to the Board for review. Chair Grantham offered to provide newspapers to wrap the gallon plants to avoid providing bags.

The Board discussed labeling the plant type on each pot by tying different colored flagging tape on each plant.

Manager Medrud reported Mayor Sullivan and Councilmembers Schneider and Agabi are scheduled to attend the tree planting event at Historical Park at 11 a.m. The event will provide a photo opportunity. A group picture of the Tree Board has been coordinated at that time as well.

Commissioner Chapman inquired about the status of adding the plants featured this year to a map of Arbor Day trees on the website. Manager Medrud said he is working with the GIS Department to develop a map for Heritage Trees and would include that task on the list of pending items to complete.

Manager Medrud reported the Communications Department forwarded a flyer to the Tumwater School District for distribution by students. A tag for social media will be included in the information sheet for each plant.

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The department is working on efforts to contact community members who have previously planted seedlings to share photos of the plants/trees. Other advertising includes an article in *Thurston Talk, Tumwater On Tap (e-newsletter)*, as well as smaller banners at placed at City Hall, Old Town Center, and Tumwater Library. The map of historic and heritage trees is under development.

All Commissioners with exception of Commissioner Hecker confirmed their attendance on Arbor Day to help set-up and cover the event.

Commissioner Chapman asked about any plans for any trees remaining from the tree giveaway. Manager Medrud affirmed the Parks and Recreation Department's willingness to plant any remaining trees/plants.

**NEXT MEETING
DATE:**

The next meeting is scheduled on April 11, 2022.

ADJOURNMENT:

With there being no further business, Chair Grantham adjourned the meeting at 7:45 p.m.

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

City of Tumwater Clarification on Volunteers and the City COVID-19 Vaccination Policy January, 2022

Vaccination Policy Volunteer Guidelines

The goal of the City Vaccination Policy is to reduce the spread of COVID-19, protect our employees and customers, preserve our ability to provide essential public services, and demonstrate support for vaccines as a critical science-based method to contain and mitigate the COVID-19 virus. These guidelines are subject to change by the City at any time.

Volunteers of the City of Tumwater are required to be vaccinated unless:

- They do not serve in-person;
- They serve as volunteers through a third-party organization;
- They serve in a limited, short-term capacity such as a one-time event or shorter, or;
- They are paid fire service volunteers with access to approved testing through Thurston County Medic One.

The City does not provide City-sponsored testing for unpaid volunteers.

Fire Department Volunteers

- Are required to comply with the policy by being vaccinated or testing.
- May provide attestation with proof of vaccination or test regularly through regionally-sponsored Fire service testing options at no cost to the City.

Public Safety Chaplains

- Chaplains who serve as volunteers of the Chaplain Association for Public Safety, a third-party chaplain service, must comply with the third-party organization policy.

Advisory Boards and Committees

- Are required to comply with policy by being vaccinated when they return to in-person meetings.
- May provide attestation with proof of vaccination.

Parks and Recreation, Golf, and Other Volunteers

- Coaches must be vaccinated and may provide attestation with proof of vaccination.

- Tumwater Youth Program volunteers must be vaccinated and may provide attestation with proof of vaccination.
- Volunteers working with senior citizens must be vaccinated and may provide attestation with proof of vaccination.
- Golf Marshalls must be vaccinated and may provide attestation with proof of vaccination.
- Volunteers for single-day events or short-term programs such as tree plantings, the stewardship program, or other limited special events are not required to be vaccinated or tested.

TO: Tree Board
FROM: Brad Medrud, Planning Manager
DATE: April 12, 2022
SUBJECT: Mayor's Meeting with the Tree Board

1) Recommended Action:

This is an informational item.

2) Background:

Each year, Mayor Sullivan attends a Tree Board meeting to discuss and answer questions about current City activities, budgets, plans, programs, and goals.

The Mayor welcomes the opportunity to talk with Tree Board members and answer questions about City related topics.

3) Alternatives:

☐ None

4) Attachments:

None.

TO: Tree Board
FROM: Brad Medrud, Planning Manager
DATE: April 11, 2022
SUBJECT: 2022 Arbor Day Discussion

1) Recommended Action:

Review attached memorandum and materials and be prepared to discuss.

2) Background:

The City of Tumwater's Arbor Day Celebration 2022 will be 10 AM – 12 noon Saturday, April 23, 2022 at Historical Park. It will be held in the same place and date as the Earth Day Celebration, which will be from 9:00 AM to noon.

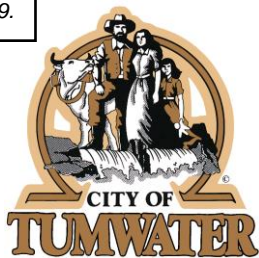
It is anticipated that the 2022 celebration will be a drive-through Arbor Day event including free tree related give-away items for kids, tree planting instructions, and tree care information.

3) Alternatives:

None.

4) Attachments:

- A. 2022 Arbor Day Memorandum
- B. Arbor Day Inventory List
- C. 2022 Arbor Day Plant Handout



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Memorandum

Date: April 11, 2022
To: Tree Board
From: Brad Medrud, Planning Manager
Subject: 2022 Arbor Day Memorandum

Issue

The Tree Board is preparing for the City of Tumwater's 2022 Arbor Day Celebration and this memorandum discusses actions taken to get ready for the event.

Background

The Mayor and City Council will make their annual Arbor Day Proclamation as a special item at their Tuesday, April 5, 2022 regular meeting.

The City of Tumwater's Joint 2022 Earth Day and Arbor Day Celebration will be Saturday, April 23, 2022 at Tumwater Historical Park. Like last year, the Arbor Day Celebration will be held in the same place and date as the Earth Day Celebration, which will be from 9:00 AM to noon.

The Tree Board will host an annual celebration of Arbor Day:

10 AM – 12 noon
Saturday, April 23, 2022
Tumwater Historical Park
802 Deschutes Way SW, Tumwater, WA

Set up for the Arbor Day event will begin at 9:00 AM at the large picnic shelter.

Parks and Recreation Department staff will help with setting up tables, hanging banners, and directional signs. We will be able to use the front of the picnic shelter with a couple of picnic tables and long built in table for Tree Board materials. They will also provide safety vests for all volunteers, since we will be taking materials out to parked cars in the parking lot in front of the picnic shelter and answering questions there.

Staff will find out about the current COVID-19 restrictions as well.

The Tree Board's available biennial budget for 2021-22 is \$2,000.00 with \$1,000 budgeted for 2021 and another \$1,000 for 2022. As of the beginning of February, the

April 11, 2022
2022 Arbor Day Memorandum

Tree Board had only spent \$360.35 so far this biennium, so there was \$1,639.65 available to spend.

At the event, residents can take home Arbor Day memorabilia, free native plant seedlings for the first 100 people, and have the opportunity to ask professional arborists about the proper care and planting of trees.

The Arbor Day celebrations are also intended to raise awareness of *Urban Forestry Management Plan*. We will have an *Urban Forestry Management Plan* brochure available.

With Brent Chapman's assistance, staff has ordered 100 one-gallon native plants to give away for an Arbor Day celebration from the Plant Place Nursery:

25 - #1 native vine maple

25 - #1 native crabapple

25 - #1 native red-twig dogwood

25 - #1 native Saskatoon serviceberry (*amelanchier alnifolia*)

The cost was \$5.50 per one-gallon plant.

For the giveaways, refer to Attachment B Inventory for what we have on hand, have ordered for 2022, and what we will still need to obtain. It appears that ~58 bags of giveaway items and seedlings were given away in 2021.

There will be tree-planting event by the Mayor and City Council during the Arbor Day celebration on April 23 at 11 AM at Historical Park, which will be a photo opportunity. City Council members Peter Agabi and Charlie Schneider have confirmed they will attend with the Mayor.

Communication Department staff will be publicizing the event, including:

- A flyer to submit to the Tumwater School District for distribution
- As part of the tree seedlings handouts, including a tag for social media (QR code to the City Facebook page /hashtag for Arbor Day and Earth Day) with information on uploading pictures of tree plantings
- Some social media posts that ask people who have planted seedlings to share a photo of their tree
- Ways for people to sign up for eNotifications
- Articles scheduled for Tumwater on Tap eNews to promote the event
- Smaller banners at City Hall, Senior Center, and Library
- Map of historic/heritage trees in the City

We are planning on a shared lunch for the volunteers for both events at noon.

April 11, 2022
2022 Arbor Day Memorandum

Actions for the Tree Board to Consider

1. Decide on what will be done at the event:
 - a. Confirm the final language for the 2022 Plant Descriptions Brochures and then staff will format and print them out.
2. Work out volunteer staffing by the Tree Board for the event

2022 Arbor Day Inventory List

Attachment B

Giveaway Items	Materials in Bags Packed in 2021	Unpacked Materials	Amount Re-Ordered	Amount to be Re-Ordered
Items for Giveaways				
Small Brown Paper Bag for Giveaways	26	65	0	100
Giveaway Containers for Giveaways	13	Out	0	0
Zoo Crayons (Box Of 4) or Forest Animals Crayons (4 Pieces In Bag)	39	Out	104	0
Coloring Books	15	Out	104	0
Coloring Sheets	24	Can Print More	0	50
"Trees Are Good" Temporary Tattoos	39	~40	0	0
"Plant Trees" Temporary Tattoos	39	~20	150	0
Arbor Day Patches	33	Out	0	0
"Right Tree – Right Place" Wrist Bands (Large)	39	~100+	0	0
"Right Tree – Right Place" Wrist Bands (Small)	1	Out	0	0
"Don't Top Trees" Wrist Bands	6	Out	0	0
Animal Stickers - Small	39	~40	0	0
"Plant Trees" Arbor Day Buttons	14	23	150	0
"Plant Trees" Arbor Pencils	14	11	150	0
Compostable Bags (3 gallon size) for Seedlings	0	-35	0	0
Printed Materials for Giveaways				
Trees for America – How to Plant a Tree National Arbor Day Foundation Brochure	39	~100+	150	0
How to Select and Plant a Tree Brochure	13	~100+	0	0
Urban Forestry Management Plan Brochure	39	Can Print More	0	0
The Right Tree for the Right Place Brochure	13	~100+	0	0
2022 Plant Descriptions Brochure	39	Update for 2022	0	150
How to Prune Young Shade Trees Brochure	13	~100+	0	0

- It appears that ~58 bags of giveaway items and seedlings were given away in 2021.

March 31, 2022

2022 Arbor Day Inventory List

Attachment B

Other Items

Description	Quantity	Notes
4 x 6 Arbor Day Foundation Banners	14	
Acrylic Pamphlet Stand	1	
Arbor Day Foundation Banner (with gold fringe)	1	
Assorted CDs, DVDs, etc.	3	
Assorted Handouts & Guides (See List Below)	>100	
Assorted Pamphlets (See List Below)	>200	
City of Tumwater Banner (old Logo)	1	
Code (Codie/Codette) Stickers	1 Roll	
Container of Gallon Storage Bags	1 (abt. 50 bags)	
Duct Tape	1 Roll	
Folded Posters (Arbor Day Poster Contest, Stewardship, etc.)	8	
Large 24 Year / 25 Year /Growth Award Stickers	abt. 5	
Needs Bag (scissors, post-its, binder clips, pens, sanitizer, ibuprofen, rubber bands)	1	
Neon Yellow Masking Tape	1	
Packing Tape	1 Roll	
Painter's Tape	1 Roll	
Proclamation	2	2019, 2021
Ruler	1	
Tape Dispenser + Tape Refill	1	Need tape refill
Tree Board Binder	1	

Handouts, Guides, and Pamphlets Inventory List

How to Prune Young Shade Trees
Certified Arborist
Tree Bulletins #3, #4, #5, #8, #13, and #19
Trees for America
Vegetation Management

March 31, 2022

2022 City of Tumwater Arbor Day Plants



Vine Maple (Native)
Acer circinatum

Height: 15 feet
Width: 20 feet

Considered one of the best native trees for the home landscape, and an important part of the Northwest forest, vine maple is widely enjoyed for its rugged growth habit, interesting bark coloration, and beautiful fall leaf color.

Full sun, Medium moisture.



Winter Color

Pacific Crabapple (Native)
Malus fusca

Deciduous tree

Height: 18 feet
Width: 15 feet

At maturity, it forms a rounded to pyramidal shape. It forms branches low on the trunk.



Fragrant flowers form in April and typically last for ten days. Small crab apples mature in the fall. They will hang on the tree well into the winter months, providing songbirds with a steady food supply.

Due to its smaller stature, it can be grown under power lines, and in narrow boulevard planting strips.

Excellent urban tree.

Bloom Color: White, Pink
Bloom Time: April and May
Light Requirement: Sun
Soil Moisture: Moist and Wet
Fragrant Flowers
Attracts: Birds



Winter Color

2022 City of Tumwater Arbor Day Plants

Red-twig dogwood (Native)

Cornus sericea

Height: 3 to 20 feet

Width: 3 to 16 feet

A multi-stemmed, erect to loosely spreading, deciduous **shrub**.

Redosier dogwood is shade tolerant but generally grows best in full sun.



Winter Color



Flowers



Berries

Saskatoon serviceberry (Native)

Amelanchier alnifolia

Height: 4 to 6 feet

Width: 4 to 6 feet

Bloom Time: April

Bloom: White

Sun: Full sun to part shade

Water: Medium

Maintenance: Low

Flower: Showy



Leaf: Finely toothed, oval-rounded leaves are pale to dark green.

Fall color: Variable shades of yellow.

Attracts: Birds

Fruit: Showy, Edible. Resembles blueberries in size, color, and taste.

Berries may be eaten fresh off the plant or used in jams, jellies, and pies.



TO: Tree Board
FROM: Brad Medrud, Planning Manager
DATE: April 11, 2022
SUBJECT: Tree Board Training Program Discussion

1) Recommended Action:

Discuss memorandum.

2) Background:

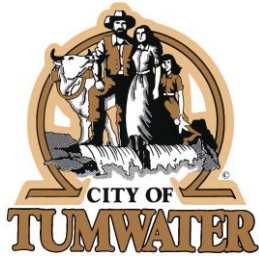
This is a follow up on the March 14, 2022 discussion of what items could make up a Tree Board training program for new Board members and a continuing education program for current Board members.

3) Alternatives:

None.

4) Attachments:

- A. City Of Tumwater Tree Board Training Opportunity Memorandum
- B. Tumwater and Planning Terms Glossary



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CITY OF TUMWATER TREE BOARD TRAINING OPPORTUNITY MEMORANDUM

APRIL 11, 2022

Introduction

At its March 14, 2022 meeting, the Tree Board started a discussion of a training program scope to help orient new Tree Board members as well as provide continuing education for current Tree Board members.

The memorandum outlines the items that could make up a Tree Board training program for new board members and a continuing education program for current board members.

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Suggested New Tree Board Member Training Focus

While there would be different emphasizes for training new board members versus continuing training for current board members, it is likely that the general training topics would remain the same.

1. Legal basis for the Tree Board and the role of the Tree Board
2. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
3. Open Public Meetings Act (OPMA) and Records training
4. Meeting management

5. Specific urban forestry planning topics

As a start, staff suggests that a new board member would need to be provided with the following:

1. A written overview orientation
2. One-hour meeting with the new board member with City staff and the Chair of the Tree Board
3. A follow up meeting with meeting with the new board member with City staff and the Chair of the Tree Board at six-months or one year
4. Information on the legal basis for the role of the Tree Board, which would include:
 - a. Tumwater Municipal Code (TMC) 2.66 (See Appendix A) and other regulations that address development, including a development case study
 - b. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
 - c. Open Government Training
 - d. Other legal training as identified
5. Organization of the Tree Board and its relationship to the City government, which would include:
 - a. Background of Current board members
 - b. Short History of the Tree Board
 - c. Tree Board Rules of Procedure
 - d. Roles of the Mayor, City Council, and Planning Commission
6. Meeting management
 - a. Robert's Rules and other materials that discuss what makes productive meetings
7. Open Public Meetings Act (OPMA) and Records training
 - a. Required for new board members
8. Support for board members
 - a. How much time to expect to spend on Tree Board meetings and preparation
 - b. Continuing education opportunities
 - c. List of materials/websites for information (Appendix B and C)
 - d. City of Tumwater and Planning Terms Glossary (Attachment B)

TRAINING OPPORTUNITY

- e. Relationships with other organizations – Department of Natural Resources, Municipal Research Service Center (MRSC), and others
- f. How to be better ambassadors for the City by knowing who to ask and where to look for more information:
 - i. Who to contact if you have questions, including:
 - a) City Staff
 - b) Tree Board chair and vice chair
 - ii. Structure of the City website
 - iii. How to access City Records
 - iv. City social media outlets
 - v. Frequently Asked Questions (FAQs) for board members
- 9. Urban Forestry Management Plan implementation program
- 10. Specific urban forestry planning topics, addressing:
 - a. Urban Forestry Management Plan
 - b. Street Tree Plan
 - c. The Comprehensive Plan and subarea plans and policies
 - d. Development regulations, including:
 - i. Tumwater Municipal Code
 - a) TMC 12.24 – Street Trees
 - b) TMC 16.08 – Protection of Trees and Vegetation
 - c) TMC 18.47 – Landscaping
 - ii. Tumwater Development Guidelines
 - iii. Citywide Design Standards
 - e. Thurston Climate Mitigation Plan
 - f. Other topics that are of current interest

Suggested Tree Board Member Continuing Education Focus

While there would be different emphasizes for training new board members versus continuing training for current board members, it is likely that the general training topics would remain the same.

- 1. Legal basis for planning and the role of the Tree Board, which would include:
 - a. TMC 2.66 (See Appendix A)

TRAINING OPPORTUNITY

- b. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
 - c. Open Government Training
 - d. Other legal training as identified
2. Organization of the Tree Board and its relationship to the City government, which would include:
 - a. Background of Current board members
 - b. Short History of the Tree Board
 - c. Tree Board Rules of Procedure
 - d. Roles of the Mayor, City Council, and Planning Commission
3. Meeting management – Robert’s Rules and other materials
4. Open Public Meetings Act (OPMA) and Records training (required for new board members and then every four years as continuing education)
5. Implementation of the City’s Urban Forestry Management Plan, including discussions about:
 - a. What should be on upcoming work programs
 - i. Reflections on how the previous work program: What went well? What did not? What can be learned and applied to the next year’s work?
 - ii. Preparations for the new work program:
 1. What will help the board members to prepare to take on the issues, manage the magnitude of information, have healthy deliberations, and achieve well thought out decisions?
 2. Confirming the amount of time each board member spends preparing for the meetings.
6. Specific urban forestry planning topics that are of current interest
7. Information on the development review process
8. Potential annual individual meetings with board members and staff to determine what is working and what is not

Trainings in the topics above could include both internal and external training opportunities:

1. Opportunities of internal training and coordination could include:
 - a. Meetings with other City boards or commissions to coordinate specific urban forestry related topics
 - b. Field trips to support review of specific urban forestry topics

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2. Opportunities for outside training could include:
 - a. Washington State Department of Natural Resources Urban and Community Forestry Program trainings
 - b. Municipal Research and Service Center (MRSC) trainings
 - c. Other trainings on special topics
3. Receiving regular updates on City activities from City monthly newsletters, Tumwater on Tap
4. Some other information that may be useful to consider:
 - a. What information do the board members find is key in coming to decisions for items on the work program?
 - b. How do the board members access information
 - c. What framework is helpful to the board members in understanding the issues on the work program?
 - d. What information would the board members like to see in an executive summary?
 - e. What is policy and what is technical?
 - f. How do the board members know when they have received sufficient and balanced information needed to make decisions?

Recognition of Work by the Tree Board

Related to the development of a training program for the Tree Board is developing ways to recognize the work done by the volunteers who make up the Tree Board. It is suggested that this be a topic for a discussion as part of this process.

Staff Contacts

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bmedrud@ci.tumwater.wa.us

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Appendix A – TMC 2.66 Tree Board

Chapter 2.66
TREE BOARD

Sections:

- 2.66.010 Created.
- 2.66.020 Composition – Compensation.
- 2.66.030 Terms.
- 2.66.040 Powers and duties.

2.66.010 Created.

There is hereby created a tree board for the city, which will consist of from five to seven members as provided in TMC 2.66.020. Members of the Tumwater tree board shall be appointed by the mayor and approved by the city council and shall be residents of the city except as provided in TMC 2.66.020. Provided, however, at any given time, one person may qualify for membership by residing in the city's urban growth area as an alternative to actual city residency.

(Ord. O2001-018, Amended, 11/20/2001; Ord. O98-011, Amended, 08/04/1998; Ord. O95-045, Added, 12/19/1995)

2.66.020 Composition – Compensation.

A. All members of the tree board shall have a demonstrated interest and/or competence in tree and vegetation conservation and preservation and possess qualities of impartiality and broad judgment.

B. The tree board shall always include at least two professionals who have experience in identifying, evaluating and protecting trees and vegetation and are selected from among the disciplines of urban forestry, landscaping, forestry management, or landscape architecture. Any tree board action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or more of the professional positions. Exception of the residency requirement may be granted by the mayor and city council in order to obtain the two professional representatives from the above mentioned disciplines.

C. Tree board members shall be selected without regard to party affiliation and shall serve without compensation.

(Ord. O95-045, Added, 12/19/1995)

2.66.030 Terms.

The original appointment of members to the tree board shall be as follows: three for two years, two for three years and two for four years. Thereafter, appointments shall be made for a three-year term. Vacancies shall be filled by the mayor for the unexpired term in the same manner as the original appointment.

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(Ord. O95-045, Added, 12/19/1995)

2.66.040 Powers and duties.

A. The tree board shall advise the city council regarding the development, updating, and facilitation of a plan and implementation strategy for the advancement, conservation, and care of the urban forest in the city.

B. The tree board will apply its resources to various other related projects and tasks that the city council may identify and request assistance.

C. The tree board will provide a vigorous program to educate and outreach property owners and assist them in urban forestry matters.

(Ord. O95-045, Added, 12/19/1995)

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Appendix B – Sources of Information

Good sources of information related to the Tree Board's work:

- City of Tumwater website – <http://www.ci.tumwater.wa.us/> contains links to:
 - Tumwater Municipal Code (TMC) ([Tumwater Municipal Code \(codepublishing.com\)](http://codepublishing.com)) The Tree Board typically focuses on regulations in TMC Titles 16 – *Environment*, 17 – *Land Division*, and 18 – *Zoning*, although other Titles may be reviewed depending on the topic.
 - Tumwater Development Guide ([Development Guide | City of Tumwater, WA](#)), which are the City's development engineering standards for constructing road and utilities.
 - Citywide Design Guidelines ([Citywide Design Guidelines | City of Tumwater, WA](#))
 - Tree Board meeting minutes and agendas ([Tree Board | City of Tumwater, WA](#))
 - Long-range planning documents: <http://www.ci.tumwater.wa.us/departments/community-development/long-range-planning>, such as the Comprehensive Plan, Shoreline Master Program, Subarea Plans and other citywide plans
 - City Record Center contains the City's archive of historical records, including meeting agendas, minutes, hearing examiner decisions, and copies of past ordinances and resolutions: <https://weblink.ci.tumwater.wa.us/public/Welcome.aspx?cr=1&cc=1>
- MRSC – <http://mrsc.org/Home.aspx> contains a very good range of information on what a City in the state of Washington has to address, including planning-specific topics such as growth management, zoning, comprehensive planning, housing, development, environmental protection, and the legal basis for planning. It is also a very good source for finding out what other jurisdictions in the state are doing to address planning issues and it includes links to their websites, Comprehensive Plans, and Municipal Codes.
- MRSC Legal Resources (RCW, WAC, Court Decisions) – <http://mrsc.org/Home/Research-Tools/Washington-State-Legal-Resources.aspx> provides links to state regulations and court decisions.
- Thurston County GeoData Center – <http://www.geodata.org/> is a good place to go for general map data and links to assessor property data, etc.
- Department of Natural Resources Urban and Community Forestry – <https://www.dnr.wa.gov/urbanforestry> provides links to Urban and Community Forestry Program materials.

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- Washington Native Plant Society – <https://www.wnps.org/> provides conservation of Washington's native plants and their habitats.
- Tree Fund – <https://www.treefund.org> is a nonprofit organization that shares scientific information on trees.
- Other suggestions:
 - International Organization on Urban Forestry
 - Olympia Native Plant Society

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Appendix C – Resources from the Department of Natural Resources

Street Tree Standards:

Many of these guides also include information on tree planting, protection and landscape buffers. All of these have been recently updated.

- [Seattle DOT Street Tree Manual](#)
 - Contact: Nolan Rundquist, City Arborist, nolan.rundquist@seattle.gov
- [Tacoma Urban Forestry Manual](#)
 - Contact: Mike Carey, Urban Forestry Program Manager, mcarey@cityoftacoma.org
- [Spokane Street Tree Requirements](#)
 - Contact: Katie Kosanke, Urban Forester, kkosanke@spokanecity.org
- The Department of Natural Resources Urban and Community Forestry Program hosted a seminar in fall 2021 on [Manuals for Standards in Practice](#) (Use passcode: \$610.ma&). The information and documents that were references could be useful for understanding the different components that are standard for tree manuals

Tree Protection Regulations:

- San Juan County [tree removal requirements](#):
 - More on their development standards can be found [here](#).
- City of Olympia Tree [preservation code](#) and [replacement standards](#). Note that the city uses a measurement of *tree units*.
 - Contact: Michelle Bentley, Urban Forestry Program Manager, mbentley@ci.olympia.wa.us
- A few cities recently updated or they are in the process of updating their tree protection regulations. While they may not have the results back yet, they may provide insights on the process:
 - City of Sammamish recently went through the process of updating their [development ordinance](#).
 - Contact: Kellye Hilde, khilde@sammamish.us
 - City of Bellevue is currently in the process of implementing their [Environmental Stewardship Plan](#) and have formed a committee with various departments within the city (called the Tree Canopy Working Group) to update their tree code
 - Contact: Geoff Bradley, Natural Resources Division Manager, GBradley@BellevueWA.gov
- Tree protection guides during construction – [OSU guide](#)

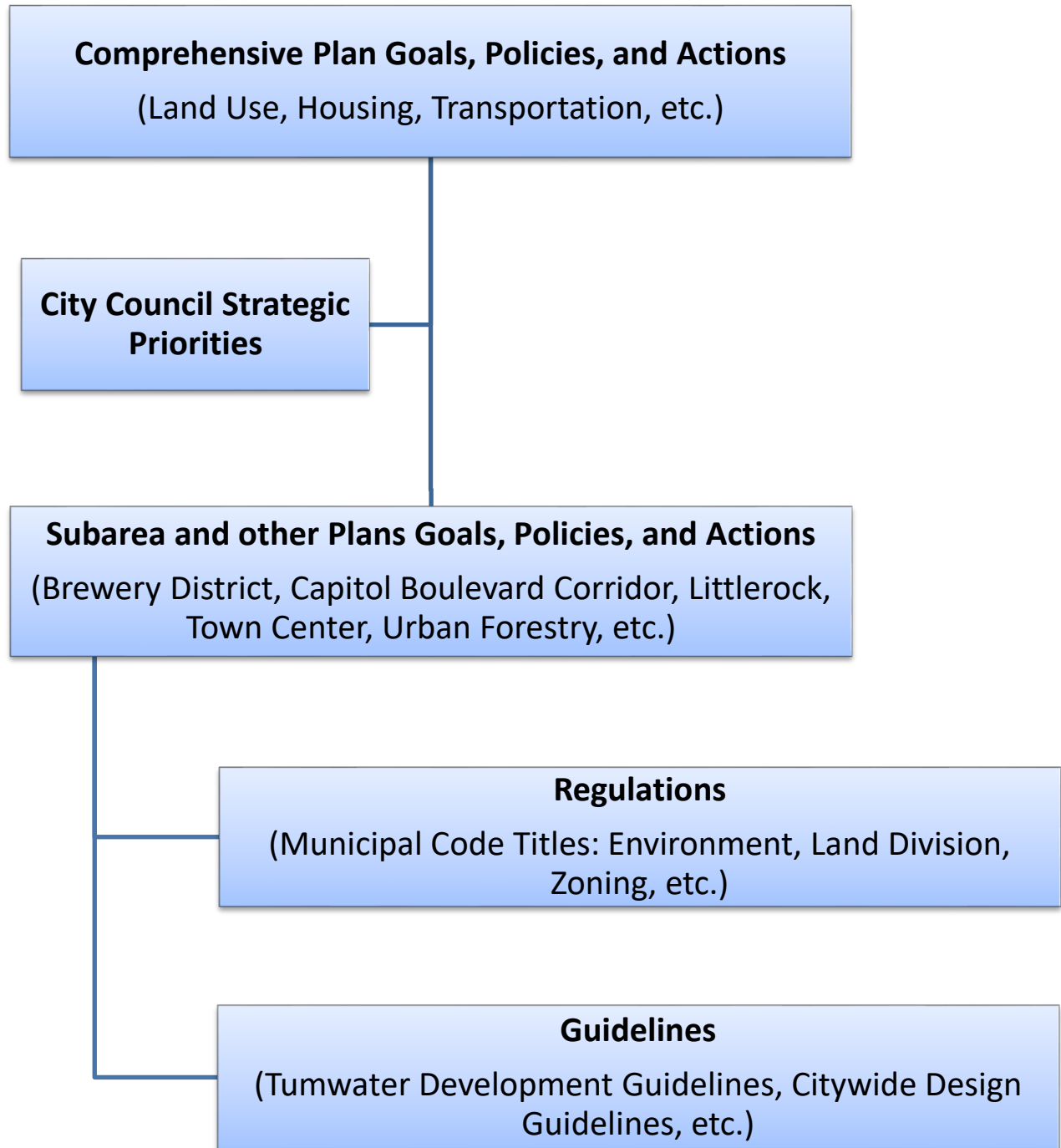
Landscape and Buffering Codes:

- [San Juan County Landscaping code \(18.60.160 Landscaping\)](#)

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- [City of Kirkland Zoning Code](#) – Includes recent updates for tree retention and protection, and it also includes landscaping and buffering requirements for land use zones and development activities
 - Contact: Katie Hogan, Urban Forester, khogan@kirklandwa.gov
- City of Lacey Landscaping [requirements](#)
 - Contact: Jenny Bauersfield, jbauersf@ci.lacey.wa.us
- [Spokane Landscaping and Screening standards](#)
 - Katie Kosanke, Urban Forester, kkosanke@spokanecity.org
- This [Streetscape Landscaping code](#) came from North Carolina, but provides a lot of detail and design specs.
- Bainbridge Island –
<https://www.codepublishing.com/WA/BainbridgeIsland/html/BainbridgeIsland18/BainbridgeIsland1815.html#18.15.010>
 - Nick Snyder (nsnyder@bainbridgewa.gov) is the City Arborist there that is our primary contact

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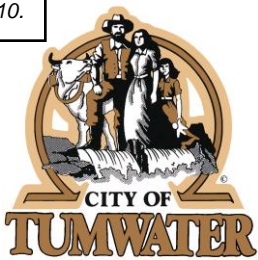
Appendix D – Basis for Development Review Decision Making

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Appendix E – City Government Roles

- City Council – Policy makers for the City
- Tree Board –Research and fact-finding advisors to the City Council
- Tree Board Chair – Facilitator
- Tree Board Vice Chair – Fills in for Chair
- Long Range Planning Manager/Staff – Policy administrators of the plans and codes adopted by the City Council
- Individual Tree Board Members – Listen to neighbors and the public, discuss issues, make recommendations to the City Council

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Memorandum

Date: April 11, 2022
To: Tree Board
From: Brad Medrud, Planning Manager
Subject: City of Tumwater and Planning Terms Glossary

Issue

Similar to other professions, planning and city government use many terms and acronyms as shorthand to describe things. While it can be useful to reduce the number of words used to define something, for those who do not know what the acronyms or terms mean in a particular context, terms and acronyms can be a barrier to effective communication.

The following terms and acronyms are used by the City of Tumwater and planning.

For an expanded list of terms and acronyms used in planning, the Municipal Research Service Center (MRSC) has a Planner's Pocket Reference for terms here: <https://mrsc.org/Home/Explore-Topics/Planning/Information-Resources-and-Tools-for-Planners/Planner-s-Pocket-Reference.aspx>

Terms and Acronyms

Access Management – The process of providing and managing access to abutting properties while preserving the flow of traffic in terms of safety, capacity, and speed

ADA – Americans with Disabilities Act (1990), for purposes of planning and land use, federal law that generally requires that businesses and public facilities and conveyances be accessible to individuals with disabilities

ADT – Average Daily Trips made by vehicles or persons in a 24-hour period

ADU – Accessory Dwelling Unit

Adverse Impact – A negative consequence for the physical, social, or economic environment resulting from an action or project

Aging in Place – The ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level

AICP – American Institute of Certified Planners

Annex/Annexation – To incorporate a land area into an existing district or municipality, with a resulting change in the boundaries of the annexing jurisdiction

APA – American Planning Association

APA-WA – American Planning Association of Washington

Appeal – When a person believes a decision was made in error, an appeal may be filed so that a higher decision-making body can review the case

Aquifer – An underground, water-bearing layer of earth, porous rock, sand, or gravel, through which water can seep or be held in natural storage that generally hold sufficient water to be used as a water supply

Arterial – A major roadway carrying the traffic of local and collector streets to and from freeways and other major streets

Articulation – Variation in the depth of the building plane, roof line, or height of a structure that breaks up plain, monotonous areas and creates patterns of light and shadow

BANANA – Build Absolutely Nothing Anywhere Near Anything

Base Flood – In any given year, a 100-year flood that has a one percent likelihood of occurring, and is recognized as a standard for acceptable risk

BMP – Best Management Practices

BPA – Bonneville Power Authority

Brownfield – An area with abandoned, idle, or under-used industrial and commercial facilities where expansion, redevelopment, or reuse is complicated by real or perceived environmental contamination

BSP – Binding Site Plan

Buffer – An area of land separating two distinct land uses that softens or mitigates the effects of one land use on the other or protects a critical area from development or vice versa

Building Code – Standards adopted by the state governing the construction, alteration, demolition, occupancy, or other use of buildings used for human habitation.

Building Official – Person responsible for the administration and enforcement of the building, housing, plumbing, electrical, and related codes

Build-out – Development of land to its full potential or theoretical capacity as permitted under current or proposed planning or zoning designations

Built Environment – Buildings, roads, parks, and all other improvements constructed by people that form the physical character of a community

Bulk Regulations – Zoning or other regulations that control the height, mass, density, and location of buildings intended to provide proper light, air, and open space

Business Improvement Districts – Public-private partnerships among property owners and commercial tenants who collectively contribute to the maintenance, development, and promotion of their commercial district

CAD – Computer Aided Design

Capacity – The maximum rate of flow at which vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour per lane

Carbon Sequestration – The process of removing carbon from the atmosphere and storing it in a “carbon sink,” a fixed molecule in soil, oceans, or plants

Carrying Capacity – (1) The level of land use, human activity, or development for a specific area that can be accommodated permanently without an irreversible change in the quality of air, water, land, or plant and animal habitats; (2) The upper limits of development beyond which the quality of human life, health, welfare, safety, or community character within an area will be impaired; or (3) The maximum level of development allowable under current zoning

CCRs – Covenants, Conditions, and Restrictions, a term used to describe restrictive limitations—usually recorded as covenants—that may be placed on property and its use, and which usually are made a condition of holding title or lease, typically intended to preserve the physical nature and character of the development

CBD – Central Business District

CDBG – Community Development Block Grant, a grant program administered by the U.S. Department of Housing and Urban Development that allots grant money to cities and counties for housing rehabilitation and community development, including public facilities and economic development

Certificate of Occupancy – An official certification that a building or place conforms to the provisions of the zoning and building codes, and therefore may be used or occupied; a structure cannot be occupied without a certificate of occupancy

CFP – Capital Facilities Plan

Collectors – Streets serving short trips that are intended for collecting trips from local streets and distributing them to the arterial network

Compatibility – The characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict

Complete Streets – Streets designed to accommodate all modes of travel and enable safe access for all users, allowing Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to move safely along and across a complete street

Comprehensive Plan – A long-range policy document detailing how the City plans to manage growth and development of the community, ensuring that growth in unincorporated portions of the county is adequately served by public facilities, and following Washington state law that requires jurisdictions operating under the Growth Management Act (GMA) to develop and implement comprehensive plans (36.70A RCW)

Concurrency – Required under the Washington State Growth Management Act, the installing or operating facilities and services needed to meet the demands of new development simultaneously (or concurrently) with the development

Conditional Use – A use that may locate within a zone only upon taking measures to address issues that may make the use detrimental to the public health, safety and welfare and will not impair the integrity and character of the zoned district

Condominium – A structure of two or more units, the interior spaces of which are individually owned; the balance of the property (both land and building) is owned in common by the owners of the individual units

Connectivity – The ease of travel between two points, including the degree to which streets or areas are interconnected and easily accessible to one another by direct routes

Conservation Easement – A partial interest in land that severs the right to develop the land from its basic use, like low-density uses, open space, or agriculture

Covenant – A private legal restriction that places a burden on a parcel of land in favor of another parcel, typically recorded in the deed

Cumulative Impact – As used in SEPA, the total impact resulting from the accumulated impacts of individual projects or programs over time

CUP/Conditional Use Permit – A discretionary permit issued by a hearing body to allow a conditional use that may or may not be allowable under the zoning code

Dedication – A grant of private land to a public agency for public use that are often imposed as a condition of development

Density – The amount of development per acre permitted on a parcel under the applicable zoning

Design Review/Citywide Design Guidelines – Regulations and procedures requiring the exterior design of structures and development to be suitable,

harmonious, and in keeping with the general appearance, historic character, and/or style of surrounding areas

Development Agreement – A legislatively approved contract between a jurisdiction and a person having legal or equitable interest in real property within the jurisdiction that “freezes” certain rules, regulations, and policies applicable to development of a property for a specified period of time, usually in exchange for certain concessions by the owner

Development Rights – The right to develop land held by a landowner or by a party other than the owner who has obtained the rights to develop, including such rights usually is expressed in terms of density allowed under existing zoning

Displacement – When long-time or original neighborhood residents move from a gentrified area because of higher rents, mortgages, and property taxes

DOE – Washington State Department of Ecology

DNR – Washington State Department of Natural Resources

DU – Dwelling Unit

Easement – The right to use property owned by another for specific purposes or to gain access to another property, such as a utility companies often have easements on the private property of individuals to be able to install and maintain utility facilities

EIS – Environmental Impact Statement

Eminent Domain – The right of a public entity to acquire private property for public use upon the payment of just compensation

Envelope – The skin of a building, including the windows, doors, walls, foundation, basement slab, ceilings, roof and insulation, that separates the interior of a building from the outdoor environment

Environmental Review – Consideration of fourteen different environmental factors as required by the Washington State Environmental Policy Act (SEPA)

EPA – Federal Environmental Protection Agency

ESA – Federal Endangered Species Act

FAA – Federal Aviation Administration

FAR – Floor Area Ratio

FEMA – Federal Emergency Management Agency

FHA – Federal Housing Administration

Finding – A determination or conclusion based on the evidence presented to a hearing body in support of its decision

FIRM/Flood Insurance Rate Map - the official map on which the Federal Insurance Administration has delineated areas of special flood hazard and the risk premium zones applicable to that community.

GHG – Greenhouse Gas

GIS – Geographic Information Systems

GPS – Global Positioning System

GMA/Growth Management Act – Adopted in 1990 to address the consequences of population growth and suburban sprawl in the State, the GMA requires all cities and counties in the State to plan for growth, and has more extensive requirements for the largest and fastest-growing counties and cities in the State including guaranteeing the consistency of transportation and capital facilities plans with land use plans

Growth Management – Strategies used to direct the timing, location, and type of development in the City

HAP – Housing Action Plan

HCP – Habitat Conservation Plan

HOA – Home Owners' Association

HOV – High-Occupancy Vehicle

HTF – Housing Trust Fund

HUD – U.S. Department of Housing and Urban Development

IBC – International Building Code

ILA – Interlocal Agreement

Impacts – The effects or consequences of actions, such as environmental impacts are effects upon the elements of the environment (WAC 197-11-752)

LEED – Leadership in Energy and Environmental Design

Local Streets – Streets that provide direct access to adjoining properties within a neighborhood where through trips are discouraged and parking is allowed

LOS/Level of Service – The City has adopted level-of-service (LOS) standards transportation and public utilities to determine if development is meeting concurrency.

MF – Multifamily

MH – Manufactured Housing

Mitigation – (1) Avoiding impacts altogether by not taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) rectifying impacts by repairing, rehabilitating, or restoring the affected environment; (4) reducing

or eliminating impacts over time by preservation and maintenance operations during the life of the action; (5) compensating for impacts by replacing, enhancing or providing substitute resources or environments; and/or, (6) monitoring impacts and taking appropriate corrective measures (WAC 197-11-768)

Mode – The means by which travel is accomplished, which include walking, bicycling, auto, bus, light rail, airplane, ferry, etc.

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

MRSC – Municipal Research Service Center

MU – Mixed Use

NEPA – National Environmental Policy Act

NHPA – National Historic Preservation Act

NMFS – National Marine Fisheries Service

NPDES – National Pollution Discharge Elimination System

PAW – Planning Association of Washington

PDR – Purchase of Development Rights

PUD – Planned Unit Development

RCW – Revised Code of Washington, containing all the laws of the state of a general and permanent nature

RFP – Request for Proposal

RFQ – Requests for Qualifications

RHC – Regional Housing Council

ROW – Right-of-Way, property held by the City for existing or future public roads or other public improvements

SEPA – State Environmental Policy Act, the state law requiring agencies to consider the environmental consequences of their decisions (WAC 197-11-790)

SF – Single Family

SMA – Shoreline Management Act

SMP – Shoreline Master Plan

SRO – Single-Room Occupancy

TCMP – Thurston Climate Mitigation Plan

TDM – Transportation Demand Management

TDR/Transfer of Development Rights – A program that can relocate potential development from areas where proposed land use or environmental impacts are considered undesirable (the “donor” site) to another (“receiver”) site chosen on the basis of its ability to accommodate additional units of development beyond that for which it was zoned, with minimal environmental, social, and aesthetic impacts

THA – Thurston Housing Authority

TMC – Tumwater Municipal Code

TDR/Transfer of Development Rights – A program that can relocate potential development from areas where proposed land use or environmental impacts are considered undesirable (the “donor” site) to another (“receiver”) site chosen on the basis of its ability to accommodate additional units of development beyond that for which it was zoned, with minimal environmental, social, and aesthetic impacts

TRPC – Thurston Regional Planning Council

UGA – Urban Growth Area

USFWS – U.S. Fish and Wildlife Service

VMT – Vehicle Miles Traveled

WAC/Washington Administrative Code – Regulations of executive branch agencies are issued by authority of statutes, like legislation and the Constitution, regulations are a source of primary law in the state, and the WAC codifies the regulations and arranges them by subject or agency

WDFW – Washington State Department of Fish and Wildlife

WSDOT – Washington State Department of Transportation

Zoning – A map and ordinance text which divides a city or county into land use “zones” and specifies the types of land uses, setbacks, lot size, and size restrictions for buildings within each zone.