



**PLANNING COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater Fire Department
Headquarters, Training Room, 311 Israel
Rd. SW, Tumwater, WA 98501**

**Tuesday, November 08, 2022
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Final Joint Planning Commission Tree Board October 11, 2022
5. Commissioner's Reports
6. Manager's Report
 - a. Meeting Minutes by The Watershed Company for the October 11 Joint Planning Commission-Tree Board
7. Public Comment
8. 2023 Draft Long Range Planning Work Program
9. The November 22, 2022 Planning Commission meeting will be cancelled.
Next Meeting Date - Joint City Council and Planning Commission Meeting on 12/13/2022 at 5:30 PM
10. Adjourn

Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

https://us02web.zoom.us/webinar/register/WN_OYrtTK8YR8KjNVljvadiEQ

Listen by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 879 8249 1192 and Passcode 169007.

Public Comment

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

https://us02web.zoom.us/webinar/register/WN_OYrtTK8YR8KjNVljvadiEQ

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 the date of the meeting.

Comments are submitted directly to the Commission Members 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.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email

CityClerk@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.

What is the Planning Commission?

The Tumwater Planning Commission is a citizen advisory commission that is appointed by and advisory to the City Council on the preparation and amendment of land use plans and implementing ordinances such as zoning. Actions by the Planning Commission are not final decisions; they are Commission recommendations to the City Council who must ultimately make the final decision. If you have any questions or suggestions on ways the Commission can serve you better, please contact the Community Development Department at (360) 754-4180.

Decorum Statement

Welcome to the Planning Commission meeting. We thank you for attending.

The City Council encourages community engagement in local government and provides a variety of ways to participate.

The Chair of the Planning Commission will be responsible for conducting orderly and efficient meetings within the scheduled time. To accomplish that, the Chair will maintain order and decorum and can regulate inappropriate debate, repetitious discussion, and disruptive behavior when needed.

The Chair will recognize those that wish to speak and may limit the time allowed for individual comments. City staff will record questions and comments during the meeting. If an issue or question cannot be addressed during the meeting, City staff will address the issue or respond to the question by following up with the individual.

We respectfully request that attendees refrain from disruptions during the meeting and comply with decorum rules.

Thank you for participating.

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CONVENE: 7:03 p.m.

PRESENT: Planning Commission Chair Elizabeth Robbins and Commissioners Grace Edwards, Terry Kirkpatrick, Meghan Sullivan, Michael Tobias, Anthony Varela, and Kelly Von Holtz.

Excused: Commissioner Brian Schumacher.

Tree Board Chair Trent Grantham and Boardmembers Joel Hecker, Michael Jackson, Dennis Olson, and Jim Sedore.

Excused: Boardmembers Tanya Nozawa and Brent Chapman.

Staff: Planning Manager Brad Medrud, Sustainability Coordinator Alyssa Jones Wood, and Department Assistant II Brittaney Kelton.

Others: Kim Frappier, Environmental Planner & Urban Forester, Watershed Company, and Amber Mikluscak, Landscape Architect & GIS Manager, Watershed Company.

WELCOME & INTRODUCTIONS: Planning Commission Chair Robbins welcomed everyone to the meeting. Commissioners and Boardmembers provided self-introduction and shared information about their respective background and experience.

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

**APPROVAL OF
PLANNING
COMMISSION
MINUTES: AUGUST
27, 2022:**

MOTION: Commissioner Tobias moved, seconded by Commissioner Edwards, to approve the minutes of August 27, 2022 as published. A voice vote approved the motion unanimously.

**APPROVAL OF
TREE BOARD
MINUTES: AUGUST
8, 2022 &
SEPTEMBER 12,
2022:**

MOTION: Boardmember Sedore moved, seconded by Boardmember Hecker, to approve the Tree Board meeting minutes of August 8, 2022 and

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September 12, 2022 as published. A voice vote approved the motion unanimously.

COMMISSIONER'S REPORTS: Commissioner Sullivan acknowledged the national holiday of *Indigenous Peoples Day* on October 10, 2022 celebrating indigenous people. Indigenous people lived in area prior to white settlers arriving to the area. The area is ancestral the land of the Squaxin Island people.

BOARD MEMBER'S REPORTS: There were no reports.

MANAGER'S REPORT: Manager Medrud reported he included a summary of the Planning Commission interviews conducted last month in the Commission's meeting packet, as well as copy of an email from a Tumwater resident.

At the next Commission meeting on October 25, 2022, the Commission is scheduled to review the work program for the Comprehensive Plan Update.

The City Council approved the housekeeping ordinances on October 4, 2022 with some amendments to the Commission's recommendations.

COORDINATOR'S REPORT: Coordinator Wood reported she is scheduled to present the Green Team's Annual Sustainability Report to the City Council.

PUBLIC COMMENT: There were no public comments.

JOINT PLANNING COMMISSION AND TREE BOARD WORKSESSION ON Manager Medrud reported the worksession would involve a review of tree and vegetation preservation in the City. The City contracted with the Watershed Company to assist the City with the update.

TREE AND VEGETATION PRESERVATION REGULATION UPDATE: Kim Frappier reported the Watershed Company is assisting the City to update Tumwater urban forest management regulations. Over the next year, the update will include reviews of Title 16.08 *Preservation of Trees and Vegetation*, the Tumwater Street Tree Plan, and Title 12.24 *Street Trees*. The worksession will review components of the update project to include the Public Engagement Plan and the municipal code update process.

Ms. Frappier reviewed the worksession agenda:

- Policy Objectives & Considerations
- Public Engagement Plan
- Tools & Strategies
- Online Open House
- Municipal Code Update
- Capacity Assessment and Background Research

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- Regulation Assessment Topics
- Project Timeline

Ms. Frappier invited feedback on the requirements for a healthy urban forest of trees and vegetation on both public and private lands.

Boardmember Sedore offered that his definition of a healthy and resilient urban forest includes native and mixed species, mixed stages of growth, mixed environments, and riparian wetlands. It is important to recognize the challenges of hardscape in the urban environment and the need for balance between roofs, driveways, sidewalks, roads, playgrounds, and shopping malls while sustaining a healthy plant and animal life that is compatible with the community.

Ms. Frappier agreed on the importance of species diversity, structure, and age diversity, as well as ensuring species resiliency to pests, disease, and climate change by having the ability to withstand increases in the duration of summer drought, increased temperatures, and increased winter rains.

Ms. Frappier reported the City's Urban Forestry Management Plan guides the stewardship of the City's urban forest. Data, goals, and objectives as outlined in the Plan will be used as a cornerstone for the municipal code update process. The specific goals tied to the code update are summarized in Chapter 3 of the Public Engagement Plan. The code update will focus on a balance of protection and support of the community and urban forest with the other strategic priorities of the City, such as providing affordable housing, developing a walkable urban community, economic development, addressing climate change, and protecting endangered species. She acknowledged that some in the community would be advocating that no trees should be removed under the revised tree protection code. However, within the urban environment, that practice is not always feasible when considering ongoing infrastructure needs and development. Trees have a life span and live within a dynamic ecosystem within the urban forest. Planning of succession should be included in the approach to urban forest resiliency. The code update is intended to strike a balance to ensure the short- and long-term resiliency of the City's urban forest and to provide for sustainable urban development within the urban growth boundary. Urban forest management is important in the context of the Growth Management Act (GMA) and the Tumwater Comprehensive Plan.

Ms. Frappier invited comments and feedback on how the Comprehensive Plan and the GMA should be considered in the context of updating ordinances.

Chair Robbins expressed appreciation of the ecosystem approach, as the update should reflect a holistic process to ensure all elements are captured

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for the community. She encouraged a better understanding of existing ordinance language and identifying opportunities to create a more holistic and ecosystem approach to help close gaps.

Commissioners and Boardmembers offered comments on the importance of considering trends, such as wildfires and balancing growth in areas where trees could pose as a future risk to residents; consider current trends of more people working at home and other future technology that might alter infrastructure needs; importance of accountability by the City by enforcement of codes; allowing exemptions for development of less desirable properties; and encouraging growth in the City rather than in the urban growth area.

Ms. Frappier said another policy consideration is the need for response to climate mitigation and addressing actions within the Thurston Climate Mitigation Plan. Some of the strategies in the Climate Mitigation Plan recognize the importance of tree canopy, sequestering carbon, and maximizing municipal tree canopy where appropriate and in balance with other City goals.

Another important factor is equity and environmental justice. Those factors will be infused within the engagement and outreach process and in the development of code updates. As part of the process, the project team will discuss the role trees play in equity and environmental justice and what the City's role and responsibility should be relative to tree preservation and appropriate actions the City can explore with respect to equity and environmental justice. Ms. Frappier invited feedback.

Commissioner Sullivan asked about any considerations to incentivize or compensate individuals as a strategy to engage diverse communities that might lack the time/schedule, bandwidth, or perhaps interest in engaging and participating in the update process. One way of building trust within diverse communities is through collaboration with stakeholder leaders. She questioned how the makeup of the Tree Board aligns with the goal of targeting representatives of historically underrepresented populations and interests.

Ms. Frappier responded that during the development of the public engagement plan, the consultant team and staff discussed the issue of compensation and incentives. Manager Medrud added that staff continues discussions on the topic as it encompasses not only this update process, but also all City strategies involving affordable housing, climate mitigation, and equity and environmental justice efforts. The intent is to approach development of a tool or effort that would encompass a broader scale effort and not focus only on this specific update as part of a Citywide effort. Staff is working through initial discussions internally to present ideas to the

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Board and the Commission.

Boardmember Sedore referred to language within the agenda material that speaks to the lack of low tree canopy correlating with disadvantaged socioeconomic groups and/or people of color. His observation has been that in the creation of affordable housing, canopy is lost as density of housing is created with a lack of open space for trees and plants.

Coordinator Jones Wood pointed out that historically, the correlation between low tree canopy and people of color is tied to redlining and historic housing practices and is not necessarily only a product of higher density housing today but rather unfair housing practices that are still prevalent in some places rooted from the era of the Great Depression.

Ms. Frappier reported the Tree Board has had an opportunity to review and provide some feedback on the Public Engagement Plan. Additional feedback is welcome from the Board and the Commission. The Plan includes: Overview of Code Update Process; Engagement Goals and Strategies; Stakeholder Demographics and Interest Groups; Outreach Strategies and Notification Tools; and Draft Outreach Schedule. The overall strategy is to solicit broad outreach, engage a wide and diverse audience, and interpret the feedback into some actionable guidance to inform the ordinance update process.

Amber Mikluscak reviewed components of the draft online Open House. The public campaign will take advantage of all multimedia promotions to direct community members to the online open house. The web-based open house will be available during the duration of the project serving as a clearinghouse for individuals interested in tracking progress or seeking information about the project. The City is concurrently working on three major ordinance updates during a staggered timeline. Although there is clear division between the updates, there likely will be questions on how the different codes interrelate. The site will include links between the different update processes. The open house can be accessed at any time. The team will collect freeform and structured input and provide all documents and updates as the project progresses. Earlier comments received by the City will be integrated within the process. The open house is scheduled to launch on October 17, 2022. Opportunities will be included for individuals to submit comments or participate in meetings. The site is viewable on a cell phone. The website will be updated regularly through the update process.

Ms. Frappier said the stakeholder meetings would be a major component of the public engagement effort to include both internal and external stakeholder meetings. Internal stakeholder meetings will be scheduled with department leads, permitting and code enforcement employees and other

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employees in the City engaged in urban forestry management and tree code implementation to receive feedback on the efficacy and desired improvements/changes to the code.

Three planned external stakeholder meetings are geared to transition with the first meeting open to all interested community members and stakeholders followed by a second and third meeting focused on specific areas of interest driven from the first meeting. Additional meetings may be scheduled dependent upon the outcome of the first three meetings. The purpose of the meetings is to facilitate iterative discussions to help inform the ordinance update process. More detailed information is included in the Public Engagement Plan on the specific approaches for the stakeholder meetings.

Ms. Mikluscak addressed questions on the stakeholder meeting process. She explained that in order for the process to achieve a common goal while ensuring a constructive process, it is important to provide balance between competing interests. Often, that might entail participation by some individuals representing mobilized interests and other individuals who may not be as vocal or as organized representing valid interests that can often be difficult to parse out to ensure a balanced process. Hosting an initial meeting affords an opportunity to identify interests and ensure everyone has an opportunity to speak enabling staff and the consultant team to identify interests that might be representative of a group of people versus an individual's interests. Staff would identify all interests for the subsequent meetings and seek individuals who are interested in continuing to participate to ensure all interests are represented throughout the process.

Commissioner Kirkpatrick inquired as to whether the process has accounted for some demographics not represented in the stakeholder meetings or the online open house. Ms. Mikluscak affirmed that the team has identified some potential vulnerability of the process by reviewing attendance from the first meeting to ascertain whether some interests were not represented. Within the Public Engagement Plan, Coordinator Jones Wood is serving as a liaison to ensure a connection to some of those communities or individuals. As each step in the public engagement process moves forward, the team will continue to monitor engagement and make any refinements that might be necessary to capture interests that have been identified as critical to ensure a successful process.

Commissioner Von Holtz commented on the possibility of including a child of color or people with a disability within the imagery on the postcard.

Ms. Mikluscak addressed questions and explained that the online open house is designed to serve as an information source for individuals to learn about or catch up on the process. The online open house will be updated

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regularly throughout the process.

Commissioner Varela offered that the materials for posters and postcard should be material that is renewable and recyclable. Ms. Mikluscak said printing has not been coordinated at this time; however, the suggestion is viable and it could entail instructions to the printer to note the material content on the promotional materials.

Commissioner Sullivan asked whether the process includes some collection of demographics and whether participating individuals can self-identify their race or ethnic background. Ms. Mikluscak advised that the question has not been discussed with City staff; however, online surveys typically enable individuals to self-identify.

In response to questions on tracking response rates, Ms. Mikluscak provided information on typical response metrics for different forms of media to assist in identifying whether the response rate has been successful. She addressed questions about including mailing or telephone information for those in the community that do not use a computer, the use of QR codes to track responses from different sources, and participation by students and others who travel to the City to shop or work.

Ms. Frappier said individuals who engage through the website would be asked to provide their address. Many people who are unable to vote within the City because of age, citizenship status, or other issues are welcome to participate because their quality of life is just as affected as those who live in the City or are of voting age.

Ms. Mikluscak added that during a meeting with City staff to identify potential groups to inform about the Public Engagement Plan, the conversation included the schools as a potential avenue as a community gatekeepers as it represents a good equalizer in society and is representative of the one key group of working families with school age children. The process may be an opportunity to reach individuals that may not be informed through other channels. Urban tree canopy affects all residents and visitors in terms of quality of life, restorative benefits of trees, and the positive correlation between lifespan and air quality. There are a number of reasons why many individuals were identified as stakeholders. Some questions for the Board and Commission to consider include the degree members believe the feedback that guides the process is balanced in terms of competing interests of a worker in the City versus someone who resides in the City, whether those interests would be considered equal data points, whether public engagement feedback should be amplified for residents only, or whether the effort should be considered as a potential way to attract people to live in Tumwater.

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Commissioner Sullivan asked about the availability of capacity to distribute flyers during a football game or having environmental studies teachers providing extra credit for participation. Ms. Frappier supported the suggestion and noted that the team identified a suite of strategies within a specific budget effective for the project team and for the City; however, the team can explore other suggestions, such as contacting local PTAs and other community groups that are active in the schools.

Manager Medrud added that during the development of the Regional Climate Mitigation Plan, the process included an active component of high school students in the community who participated in the entire process. Those students were very active and offered good ideas. The process could tap into an existing audience. In terms of staff capacity, he advised that he would contract City administration on the best approach for working with the school district. The first focus should be on high schools as it affords the best opportunity to receive good feedback.

Ms. Frappier provided an overview of the City's ordinance update process. In conjunction with the public engagement process, the Watershed group will complete background research and evaluate City policies and processes. The project team will use the background research coupled with public engagement feedback to develop a gap analysis to use in the development of amendments for review by the Tree Board, Planning Commission, and City Council during worksessions prior to determining final amendments for consideration during the City's ordinance process. During the worksessions, the team will outline specific code provisions and discuss options and implications for specific amendments. Regulation components to be reviewed and examined include trees and development standards, management of public trees, equity and resource allocations, trees on private property, protecting mature trees and groves, in lieu fees, permit requirements, specific needs for single family homeowners versus developers, and other topics. The team plans to develop a schedule with staff following completion of the gap analysis to identify the main amendment topics for additional review and assessment.

Boardmember Sedore asked whether the evaluation of existing processes includes collection of data required to evaluate processes to ensure success of the project. He urged advancing the measurement of successes and failures as a priority.

Chair Robbins added that another aspect to consider is identifying some opportunities where the City has not achieved full success or insufficient success that might benefit from the process.

Ms. Frappier said the team and staff plan to offer suggestions on better ways to pursue tree preservation in the City to include practices that have

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been effective, missed opportunities, and ways for the City to strengthen the process.

Commissioner Tobias referred to an email received from a resident that speaks to a pending apartment development located south of Israel Road. The email refers to the City's granting of a multi-year property tax deferral. He asked whether there is an overlap or connection between a tax deferral for development and the in-lieu fees for tree mitigation. Manager Medrud explained that the City has adopted a multifamily property tax exemption program in the City for housing development along major corridors throughout the City. The City has received three applications for three buildings that were approved by the City Council. One development is nearing completion to receive final approval. Two other applications are anticipated to be received in the fall. The availability of data on the relationship between the tax exemption program and trees and vegetation is not available; however, it is a valid issue that could be examined in the future.

Boardmember Sedore offered that the proposal for language to reflect a middle to high school reading level would be appropriate for outreach and engagement materials and should apply to regulations, which should be included as part of the assessment review. Ms. Frappier agreed that it would be considered as language is drafted.

Ms. Frappier reviewed the project timeline:

- Quarter 3 2022: Develop Public Engagement Plan
- Quarter 4 2022: Online Open House Online; Capacity Assessment/Document Review; Internal and External Stakeholder Meetings
- Quarter 1 2023: External Stakeholder Meetings Continued; Complete Gap Analysis, Tree Board Worksession, First Draft of Amendments
- Quarter 2 2023: Ordinance Development: worksessions and briefings with Planning Commission and Tree Board; Ordinance Revisions; Public Hearing with Planning Commission
- Quarter 3 2023: General Government Committee Briefing; City Council Worksessions
- Quarter 4 2023: Tree and Vegetation Preservation Ordinance Adoption

Chair Robbins invited public comments.

**PUBLIC
COMMENTS:**

Lynn Fitz-Hugh, Director of Restoring Earth Connection, said the organization's action group is the Friends of Trees. She is excited that the

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process has launched as she has been in contact with staff over the last three years in anticipation of the process convening. The public engagement strategy published earlier in January and February is somewhat different, as it appears the external stakeholder group is comprised of certain representatives of groups. The strategy as presented is much more diverse and will involve more people; however, her concern is that organizations, such as Restoring Earth Connection have spent time studying best practices from other places that have specific ideas that members would like to offer early in the process. It is unclear as to how members of the public will be able to engage during the stakeholder meeting. She is hopeful to have an opportunity to present an idea followed by some discussion. Offering an idea in two minutes is too limiting, as well as receiving feedback on the suggestion. She is hopeful the process will engage some community members who are not well versed but become engaged through limited feedback while affording others with more expertise on the issues the ability to share that information. She hopes the process can be tailored to accommodate for those differences. She stressed the importance of reviewing enforcement standards, as it has been a difficult for jurisdictions when the public is often unaware of tree standards. She asked for the Tree Board minutes to be available to the public, as they were not posted on the City's website.


Tara Ziegler advocated for outreach to high school students, as they are worthy to engage on tree policy. Any high school student is four years away from voting and the nation's next block of voters. Student protests on climate change have resumed this year. Many students in Thurston County are aware of the effects of climate change and how it will affect their livelihood and their lives within the next 80 years. Students are an important part of the process on revisions to tree policies and protections.

Commissioner Tobias suggested the project team should reach out to the Tumwater FRESH program. The program includes high school students from Tumwater High School and Black Hills High School.

NEXT MEETING: The next regular Planning Commission meeting is on Tuesday, October 25, 2022 at 7 p.m. and the next Tree Board meeting is on Monday, November 7, 2022 at 7 p.m.

ADJOURNMENT: **Commissioner Sullivan moved, seconded by Commissioner Tobias, to adjourn the meeting at 8:43 p.m. A voice vote approved the motion unanimously.**

Prepared by Valerie Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

Meeting Information		 THE WATERSHED COMPANY 750 Sixth Street South Kirkland, WA 98033 p 425.822.5242 f 425.827.8136 watershedco.com
Date & Time	10/11/2022 @ 7:00 PM	
To/Participants	<p>City of Tumwater Tree Board: Trent Grantham, Joel Hecker, Jim Sedore, Michael Jackson, Dennis Olson (Absent: Brent Chapman and Tonya Nozawa)</p> <p>City of Tumwater Planning Commission: Grace Edwards, Michael Tobias, Terry Kirkpatrick, Kelly Von Holtz, Anthony Varela, Meghan Sullivan, Elizabeth Robbins, (Absent: Brian Schumacher)</p> <p>City of Tumwater Staff: Brad Medrud, Alyssa Jones Wood, Britney Kelton</p> <p>Members of the public: Lynn Fitz-Hugh, Tyra Zeigler, JOLT News/Jerome Tuaño</p>	
Copy to	Mike Matlock, City of Tumwater Ann Cook, City of Tumwater	
From/Meeting Leader	Kim Frappier, Amber Mikluscak (Watershed)	
Project No./Name	220421 – Tumwater Tree and Vegetation Preservation Ordinance Update	
Objective	First worksession with the Planning Commission and Tree Board for TMC 16.08: Tree and Vegetation Preservation Ordinance Update	

Agenda/Discussion

Joint Planning Commission and Tree Board Meeting (7:00 PM – 8:30 PM)

1. Policy Objectives & Considerations
 - a. Growing a healthy resilient urban forest. Watershed Staff asked commissioners and board members what they believe defines a healthy urban forest.
 - i. Jim – mixed species, mixed ages, mixed environments (riparian). Challenges of hardscape in urban environments seems contrary to landscape. Seeking compatibility will be a challenge. As more people move here and more areas develop, there is less canopy. On the I-5

corridor to the south, one can see more undeveloped space; encourages spreading out along corridor. Do we pave the corridor? Or do we set goals to maintain 40% canopy, etc. It will be a challenge.

- b. 2021 Urban Forest Management Plan Implementation
- c. Growth Management Act – Balancing tree preservation with sustainable development. Commissioner and board comment summary:
 - i. Really appreciate ecosystem approach. Need a wholistic approach to stitch together both sides of livability aspect.
 - ii. Need to consider wildfire and potential for impact, this wasn't an issue before. How are we looking this? How are we assessing where people should/can live with increased potential for risk?
 - iii. Consider technology. 120 years ago environmental issue was horse manure. Recently Tumwater was many state workers, now many of them are working from home. What technology will come in the future that will alter our needs? Should we be thinking the way we were for last 60 years?
 - iv. Need for accountability to help the city enforce codes, such as when trees are topped, etc. Allow exemptions for developing a less desirable property. Encourage growth in town, rather than on outskirts where one might need to clear/grade, etc.
- d. Climate Resilience – Responding to the Thurston Climate Mitigation Plan
- e. Equity and Environmental Justice
 - i. Community engagement as it relates to diverse communities. Have we thought about incentives for people's time who might not otherwise have time or bandwidth. This could be deployed in other city efforts. Also, have we thought about gatekeepers/community leaders. Liked that some of those groups were identified in the Public Engagement Plan.
 - 1. Brad/City – still in process of working out potential for incentives for public engagement process. It is valuable tool for encouraging engagement, but may need to be applied on a broader scale than for just this project.
 - ii. Regarding Public Engagement Plan recommendation to develop a Task Force. Public Engagement Plan states that Tree Board serves as Task Force. That task force should represent demographic of Tumwater. Should City reflect on the demographic composition of the Tree Board and whether it represents Tumwater at-large?

iii. Correlation of low canopy with underrepresented/underprivileged neighborhoods; affordable housing often leads to maximum building footprint and less vegetation and canopy cover.

1. Alyssa/City – noted that some of this correlation is relic from redlining and historic practices, where communities are underinvested in.

2. Public Engagement Plan

a. Tools & Strategies

b. Online Open House – currently in development, City staff is currently reviewing, we are finalizing it over the next week, plan to go live to public on 10/17.

i. Change banner image to be more representative of Tumwater's trees.

ii. Glad to see people of color represented in the Online Open House images. Did not see individuals with compromised mobility.

c. Stakeholder Meetings

i. Elizabeth/PC – Can you speak to external stakeholders at workshop 1 vs. stakeholder makeup at next meetings (select/closed sessions?)

1. Amber/Watershed - explained

ii. Kirpatrick - If we notice that individuals are not represented in workshop 1, will we have ability to go back?

1. Amber/Watershed – explained process

iii. Would not be appropriate to ask staff to make visual assessment of demographics. Need to provide opportunity to self-identify.

iv. In favor of online survey, it could be used as a tool for self-identification to get participant demographics.

v. What are success metrics for reach on process? (noted included in Public Engagement Plan)

d. Postcards and Posters

i. Printing should be on recycled content, and it should be listed on postcard and poster [This is a tree preservation effort].

ii. Will poster/postcard be crosslinked/connected to OOH, via QR code, etc?

1. Yes.

iii. Many individuals in community may not be online. How do we reach them?

1. Coordinate with Brad to add phone number or mailing address to mailer and postcard.

e. Demographics and Outreach

- i. What about non-residents and non-voters? Are they critical pieces of the engagement effort, and do we need to reach them the same way?
 - ii. Looking at schools/school district as gatekeepers – what is the capacity for grassroots engagement, such as handing out at football games, etc.
 1. Brad/City – aiming for multi-media engagement using all tools and partners available. Especially outreach to high school population.
3. Municipal Code Update
 - a. Capacity Assessment
 - b. Regulation Assessment Topics
 - i. Are we collecting data/measurements to track whether we are doing better or doing it right? We have lots of measurements from UFMP to keep tracking and would like that to continue. Allows to identify failures and opportunities
 - ii. What are opportunities where we are not meeting those metrics/expectations/goals?
 - iii. Email received from resident about upcoming development that received tax deferral. Is there a connection between this and in lieu fee vs. maintaining tree canopy instead?
 1. Brad/City –There is a multifamily tax exemption that allows for in lieu fee. Only three have been filed, so sample too small currently, but is valid point and should be looking at these data in future.
 - iv. Supports middle-to-high school reading level for outreach materials as noted in Public Engagement Plan; would support this as standard for the code update. First paragraph of current code [according to reading level tool] is a 14.2/sophomore in college content level.
 1. Kim/Watershed – Goal for code rewrite is clear, concise, and actionable. Should be accessible to both code users and the city staff.
4. Project Timeline
5. Questions & Comments

Public Comment (8:30 PM – 9:00 PM)

- Lynn FitzHugh – Director of Restoring Earth Connection, from group Friends of Trees. Very excited that this process is starting; Has been connecting with Brad/City for three

years. Public Engagement Plan is different than what was presented in January/February; Lynn likes the process that has been presented and thinks it is an improvement. At stakeholder meetings, what is avenue for providing input? Will public get two minutes each like at other meetings? What will be avenues for presenting information? [My] group has done lots of research into similar projects/precedent. Would like opportunity to present idea and have back and forth. Would like dialogue. All members of public are not equal; Hopes to engage individuals who may be new to subject matter, but also acknowledges that some members of the public have expertise/are experts in this topic. Liked the Regulation Assessment topics presented. Would like to see enforcement added as an item. Looked for Tree Board minutes from last meeting online and would request meetings be posted sooner.

- Tyra Ziegler – From Olympia, 98205 zip code. Advocating for outreach to high school students; they are at most 4 yrs from voting age and are next block of voters. Climate action protests demonstrate their care and interest in this topic.
 - Suggestion to reach out to Tumwater Fresh program, active and organized group who might be interested; This group predominantly advocates for fruit trees (not acceptable for street trees, but are part of urban canopy).

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TO: Planning Commission
FROM: Brad Medrud, Planning Manager
DATE: November 8, 2022
SUBJECT: 2023 Draft Long Range Planning Work Program

1) Recommended Action:

Review the draft 2023 Long Range Planning Work Program and discuss topics for the joint meeting with the City Council on December 13, 2022 at 5:30 PM.

2) Background:

An annual Long Range Planning Work Program is approved by the City Council at the beginning of each year. The draft 2023 Long Range Planning Work Program will be discussed at the joint City Council and Planning Commission meeting on December 13, 2022 at 5:30 PM. It is on the General Government Committee's calendar to their January 11, 2023 meeting for discussion and the City Council's January 17, 2023 regular meeting for approval.

The City Council, Planning Commission, property owners, or City staff typically propose work program items. The work program includes the City's Comprehensive Plan periodic update.

3) Alternatives:

☐ None.

4) Attachments:

A. Draft 2023 Long Range Planning Work Program

2023 <u>DRAFT</u> CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM				
	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET				
1	2025 Comprehensive Plan Periodic Update	780	City Staff	Starting in Fall 2022 through June 30, 2025, prepare required ten-year periodic update to the City's Comprehensive Plan, including updates to the Conservation, Housing, Land Use, Lands for Public Purposes, and Utilities Elements as well as the Parks, Recreation, and Open Space Plan and Transportation Plan. Work in 2023 will primarily be focused on community engagement, applying for a grant from the Department of Commerce, working with other City departments and consultants on draft elements and plans. Will involve updates to Littlerock Subarea Plan, Town Center Plan, and Mixed Use land use designation. Work with Planning Commission, Parks and Recreation Commission, General Government Committee, and City Council.
2	2023 Comprehensive Plan Amendments	160	City Staff	Review at least two public amendments through preliminary and final docket process. Includes two City proposed amendments: 1) 2024 - 2030 Six-Year Capital Facilities Plan Update [See also Development Code Regulation Amendment Docket, Other Planning Projects #8.] and Old Highway 99 Corridor Study. Preliminary docket briefings and worksessions. Final docket informal meetings, briefings, worksessions, and hearing. Prepare preliminary docket summary, staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
Subtotal		940		
DEVELOPMENT REGULATION AMENDMENT DOCKET				
1. Tumwater Housing Action Plan Amendments				
a	Housing Action Plan - Rental Housing Registration (O2022-014)	80	City Council	Ongoing from 2018. Part of Resolution No. O2018-016 Homelessness and Housing Affordability response and addressing 2021 Tumwater Housing Action Plan actions. Started in 2022. Complete City Council worksessions and hearing. Update staff report, ordinance, and other materials and work with other City staff and City Council.
		80		
2. Urban Forestry Management Plan Amendments				
a	Landscaping and Buffering Requirements (O2022-007)	160	City Staff	Ongoing from 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to landscape buffering and screening regulations (TMC 18.47). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update (O2021-016)	160	City Staff	Ongoing from 2021. After completion of the Urban Forestry Management Plan update in 2021, prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update (O2022-008)	200	City Staff	Ongoing from 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to tree preservation regulations (TMC 16.08). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		520		
3. Other Amendments				
a	General Development Code Housekeeping Amendments	140	City Staff	Address minor housekeeping amendments from 2022 and 2023, including XXXX. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Development Regulation Periodic Update	40	City Staff	Start process of reviewing and updating the development code to address the required state periodic update. Review Commerce checklist and Ecology checklist for critical areas. Will involve updates to SEPA, Littlerock Subarea regulations, Town Center regualtions, and Mixed Use zone district. Briefings, worksessions, and hearing would occur in 2024-25, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
d	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	160	City Staff	After completion of the Joint Plan update in 2021, start work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Urban Growth Areas. Schedule will depend on County work plan. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
		340		
Subtotal		940		

19

OTHER PLANNING PROJECTS				
1	Annexations	0	City Staff	Briefings, worksessions, and hearings. Prepare staff reports, ordinances, and other materials and work with County, Office of Financial Management, Boundary Review Board, General Government Committee and City Council.
2	Current Planning Projects	48	City Staff	Advise permit staff on large permitting projects.
3	Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study	60	City Staff	Support Deschutes Flood Reduction Study and Thurston and Olympia Lakes Flood Map Study work.
4	Equity Toolbox	120	City Staff	Ongoing from 2021. At request of City Administrator, work with consultant to prepare equity toolbox. Meetings with City staff and research.
5	GIS / GIS Support	100	City Staff	Support on unspecified projects, inquiries, and requests
6	Grant Funding	20	City Staff	Research grant funding opportunities that support long range planning goals. Senior housing support is one potential grant area.
7	Habitat Conservation Plan	500	City Council	Ongoing from 2016. Phase II and III work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management.
8	Hazard Mitigation Plan for the Thurston Region	120	City Staff	Ongoing from 2021. Update the City of Tumwater chapter of the Hazard Mitigation Plan for the Thurston Region. The current plan is due for an update in 2023. Thurston County Emergency Management and Thurston Regional Planning Council (TRPC) secured a FEMA Pre-Disaster Mitigation grant to update our region’s plan. The plan update process is expected to launch in November 2021 and take approximately 18 months to complete. Participation in a multi-agency planning workgroup. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Planning Commission, General Government Committee, and City Council.
9	Housing - Affordability and Homelessness	48	City Council	Ongoing from 2020. Work outside of development regulation amendments above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies. Marketing.
10	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	Part of Housing Affordability Fee Work Plan approved May 28, 2019 and Housing Action Plan approved 2021. Work with the Public Works Department to make infrastructure investments for infill areas needing upgrades with follow-up by City staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur. [See also Comprehensive Plan Amendment Docket, 2023 Comprehensive Plan Amendments, #2]. Public meetings, briefings, worksessions, hearing, and ordinance.
11	Long Range Planning Website Updates	12	City Staff	Ongoing.
12	Managing Multifamily Tax Exemption Program	80	City Staff	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, worksessions, and hearings. Prepare staff reports, contracts, and other materials and work with General Government Committee and City Council.
13	Public Inquiries and General City Council and Interdepartmental Support	240	Various	Support on unspecified projects, inquiries, and requests.
Subtotal		1,300		
GENERAL MANAGEMENT AND COORDINATION				
1	General Coordination with Other City Departments	92	City Staff	Various
a	All City Staff Meetings	8	City Staff	Quarterly meetings
b	Code Compliance Team	16	City Staff	Ongoing monthly meetings
c	GIS Team	8	City Staff	Ongoing meetings
d	Green Team	16	City Staff	Ongoing meetings
e	Stormwater Interdisciplinary Team	12	City Staff	Ongoing meetings
f	Traffic Team	24	City Staff	Ongoing meetings
g	Web Team	8	City Staff	Ongoing meetings
2	General Coordination with Other Jurisdictions	649	City Staff	Various
a	Port of Olympia	24	City Staff	Quarterly Meetings and other coordination
b	City of Olympia	8	City Staff	Review proposed Comprehensive amendments and other coordination outside of housing
c	Intercity Transit	8	City Staff	Coordination with staff
d	Olympia School District	1	City Staff	Coordination with staff
e	Regional Housing Council	520	City Staff	Ongoing from 2020. Bimonthly RHC meetings, monthly City Staff RHC prep meetings, weekly technical team meetings, annual grant review, and other workgroup meetings. 0.25 FTE annual commitment per MOU.
20	f State of Washington	4	City Staff	Coordination with staff
g	Thurston County	24	City Staff	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions
h	Thurston Regional Planning Council	28	City Staff	Regional planner meetings/jurisdiction meetings
i	Thurston Thrives - Housing Action Team	24	City Staff	Attend monthly regional coordination meetings
j	Tribal Governments	4	City Staff	Coordination with staff
k	Tumwater School District	4	City Staff	Review Capital Facilities Plan and other coordination
3	Department Management	188	City Staff	Various
a	General Management	60	City Staff	Staff review and development. Managing staff.
b	Management Team Meetings	80	City Staff	Ongoing Weekly Meetings
c	Planning Commission Support	48	City Staff	Ongoing coordination with chair. Zoom meeting management.
4	Training	60	City Staff	AICP certificate maintenance. Conferences.
Subtotal		989		

TOTAL HOURS: 4,169
TOTAL REQUIRED PLANNERS (FTEs): 3.00
TOTAL AVAILABLE PLANNERS (FTEs): 2.40
TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 4,177
PLANNER TIME DIFFERENCE(Hours X FTEs): 8

Approved by the City Council on _____, 2023

Note: Staff hours for items that include briefings, worksessions, and ordinances include a minimum number of public meetings (5) and hours for the public meeting process (40).

	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)				
→	Aquifer Protection Standards Amendments	80	City Staff	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, worksessions, hearing, and ordinance.
→	Autonomous Vehicles	80	City Staff	See TVW series on transportation 2019 per John Doan. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types	120	City Staff	Thurston County and TRPC led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City's Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
→	Citywide Design Standards Update	80	City Staff	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini-storage uses (TMC 18.43). Briefings, worksessions, hearing, and ordinance.
→	Code Enforcement Amendments	60	City Staff	Ongoing from 2020. Substantive code revisions to reconcile International Property Maintenance Code (TMC 15.18) and Nuisances Code (TMC 8.04). Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
→	Electric Vehicle Infrastructure	80	City Staff	Work with Building Official on electric vehicle charging infrastructure requirements for new commercial buildings per WAC 51-50-0427. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Essential Public Facilities	120	City Staff	Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, worksessions, hearing, and ordinance.
→	Essential Public Facilities - Treatment Facilities	80	City Staff	Code amendments for essential public facilities related to treatment facilities. Related to Comprehensive Plan Amendments. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Action Plan - Development Code Amendments	120	City Staff	After acceptance of Tumwater Housing Action Plan in 2021, associated updates to development regulations to respond to Plan actions. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Affordability Amendments - Unit Lot Subdivision (Housing Affordability Text Work Plan Ordinance #4)	100	City Staff	Part of Housing Affordability Work Plan approved May 28, 2019. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Multifamily Tax Exemption Update	160	City Staff	Review and update TMC 3.30 Multifamily Housing Tax Exemptions to response to 2021 updates to state law. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Pipeline - Land Use Review	80	City Staff	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with County for Urban Growth Area issues as needed. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Thurston Climate Mitigation Plan - Related Development Code Amendments	120	City Council	After acceptance of Thurston Climate Mitigation Plan in 2021 and the start of Phase 4 implementation, work on associated updates to development regulations. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
21	Zero Effect Drainage Discharges	120	City Staff	Review TMC 13.22 - Zero Effect Drainage Discharge after new Drainage and Erosion Control Manual is adopted to see if it is appropriate to revise or remove. From the LID update, look at how TMC 13.22 works with the new City of Tumwater Drainage and Erosion Control Manual and what projects have been built using the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.

TOTAL HOURS: 1,400