



**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, October 25, 2022  
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
5. Commissioner's Reports
6. Manager's Report
  - [a.](#) Draft Tumwater Planning Commission - 2022 Meeting Schedule
7. Public Comment
- [8.](#) 2022-25 Comprehensive Plan Periodic Update Process Work Program
9. Next Meeting Date - 11/08/2022
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\\_7POShBVbRoScudeoa8Vview](https://us02web.zoom.us/webinar/register/WN_7POShBVbRoScudeoa8Vview)

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 890 3870 8904 and Passcode 748518.

**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\\_7POShBVbRoScudeoa8Vview](https://us02web.zoom.us/webinar/register/WN_7POShBVbRoScudeoa8Vview)

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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:ADACoordinator@ci.tumwater.wa.us).

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### *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.*

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### **Decorum Statement**

Welcome to the Joint Planning Commission and Tree Board worksession. We are pleased you are interested in the City's update of its tree and vegetarian preservation regulations, and 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 and the project consultant will record questions and comments during the meeting. If an issue or question cannot be addressed during the meeting, the Chair and 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.

**DRAFT TUMWATER PLANNING COMMISSION - 2022 MEETING SCHEDULE**

Note: Schedule is tentative and subject to change; Updated 10/13/22

<b><u>MEETINGS</u></b>	<b><u>AGENDA ITEMS</u></b>
January 11, 2022	<u>Briefing</u> : Preliminary Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad <u>Discussion</u> : Open Public Meetings Act Training – Brad
January 25, 2022	<u>Worksession</u> : Preliminary Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad <u>Worksession</u> : Urban Forestry Amendments –Street Tree Standards Scope Update (O2021-016) – Brad
February 8, 2022	<u>Briefing</u> : Binding Site Plan Amendments (O2022-004) – David <u>Discussion</u> : Planning Commissioner Training – Brad
February 22, 2022	<u>Worksession</u> : Binding Site Plan Amendments (O2022-004) – David <u>Discussion</u> : Planning Commissioner Training – Brad
March 8, 2022	<u>Briefing</u> : Urban Forestry Amendments – Landscaping and Buffering Requirements– Brad <u>Briefing</u> : Urban Forestry Amendments – Tree Preservation Regulation Update – Brad
March 22, 2022	<u>Hearing</u> : Binding Site Plan Amendments (O2022-004) – David
April 12, 2022	<u>Hearing (cont.)</u> : Binding Site Plan Amendments (O2022-004) – Brad <u>Discussion</u> : Mayor Sullivan Meet and Greet and Q&A with Advisory Boards and Commissions – Brad
April 26, 2022	<u>Briefing</u> : 2022 General Development Code Housekeeping Amendments– Brad <u>Briefing</u> : Planned Unit Development Chapter Update (O2022-006) – Brad
May 10, 2022	<u>Worksession</u> : 2022 General Development Code Housekeeping Amendments – Brad <u>Worksession</u> : Planned Unit Development Chapter Update (O2022-006) – Brad
May 24, 2022	<u>[Meeting Cancelled]</u>
June 14, 2022	<u>Worksession</u> : Planned Unit Development Chapter Update (O2022-006) – Brad
June 28, 2022	<u>Hearing</u> : Planned Unit Development Chapter Update (O2022-006) – Brad <u>Discussion</u> : Planning Commission Meeting Format and Training Discussion – Brad
July 12, 2022	<u>Discussion</u> : Development Review Case Study – Brad <u>Briefing</u> : 2022 General Development Code Housekeeping Amendments (O2022-013) – Brad <u>Briefing</u> : 2022 Other Housekeeping Amendments (O2022-015) – Brad
July 26, 2022	<u>Worksession</u> : 2022 General Development Code Housekeeping Amendments (O2022-013) – Brad <u>Worksession</u> : 2022 Other Housekeeping Amendments (O2022-015) – Brad
August 9, 2022	<u>Hearing</u> : 2022 General Development Code Housekeeping Amendments (O2022-013) – Brad <u>Hearing</u> : 2022 Other Housekeeping Amendments (O2022-015) – Brad <u>Briefing</u> : Final Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad
August 23, 2022	<u>Worksession</u> : Final Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad
September 13, 2022	<u>Worksession</u> : Final Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad <u>Discussion</u> : Economic Development Introduction – Brad/Austin
September 27, 2022	<u>Hearing</u> : Final Docket for 2022 Comprehensive Plan Amendments (O2022 – 003) – Brad <u>Discussion</u> : Development Review Case Study – Brad
October 11, 2022	<u>Briefing</u> : Urban Forestry Amendments – Tree Preservation Regulation Update (O2022-008) – Brad (Joint Meeting with Tree Board)
October 25, 2022	<u>Discussion</u> : 2022-25 Comprehensive Plan Periodic Update Process Work Program – Brad

<b><u>MEETINGS</u></b>	<b><u>AGENDA ITEMS</u></b>
November 8, 2022	<u>Discussion:</u> Election of New Planning Commission Chair and Vice Chair <u>Discussion:</u> 2023 Work Program
November 22, 2022	[May Cancel Meeting]
December 13, 2022	<u>Joint Worksession with City Council:</u> 2023 Work Program
December 27, 2022	[May Cancel Meeting]

January 10, 2023 –

**Notes:**

The following will need to be rescheduled on the 2022 and 2023 Planning Commission meeting schedule:

- Urban Forestry Amendments –Street Tree Standards Update (O2021-016) – Brad
- Urban Forestry Amendments – Landscaping and Buffering Requirements (O2022-007) – Brad
- Equity Toolbox – Brad
- Housing Action Plan - Development Code Amendments (O2022-0XX) – Brad
- Thurston Climate Mitigation Plan - Related Development Code Amendments (O2022 – 0XX) – Brad

TO: Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: October 25, 2022  
SUBJECT: 2022-25 Comprehensive Plan Periodic Update Process Work Program

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1) Recommended Action:

This is a discussion item about the 2022-25 Comprehensive Plan periodic update process work program. Review the attached memorandum and be prepared to discuss.

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2) Background:

On a ten-year cycle, the City is required to conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is required to complete work on the periodic update by June 30, 2025. Work on the periodic update started this fall.

At the direction of the City Administrator, the Comprehensive Plan document that will come out of the periodic update process will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information. At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions in all the individual Elements and Plans.

For most of the Elements and Plans that make up the Comprehensive Plan, the data used is now more than 6 years old with the notable exception of the Parks, Recreation, and Open Space Plan where the data is more than 14 years out of date. This means that the current Comprehensive Plan does not reflect the increases in City population, the growth of City through annexations, and the transformation of semi-rural areas to urban development. Most importantly, it does not reflect the current needs of City residents.

The intent of our meeting on Tuesday, October 25, 2022, is to start the discussion about the work program to complete the periodic update, the schedule for the periodic update, and the stakeholders in the process.

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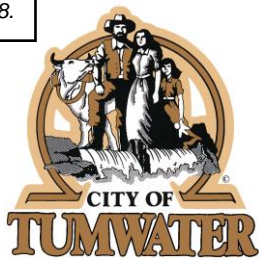
4) Alternatives:

☐ None.

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6) Attachments:

☐ 2022-25 Comprehensive Plan Periodic Update Process Work Program  
Memorandum



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

## Memorandum

Date: October 25, 2022

To: Planning Commission

From: Brad Medrud, Planning Manager

Subject: 2022-25 Comprehensive Plan Periodic Update Process Work Program

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### I. Issue

On a ten-year cycle, the City is required to conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is required to complete work on the periodic update by June 30, 2025. Work on the periodic update started this fall.

At the direction of the City Administrator, the Comprehensive Plan document that will come out of the periodic update process will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information. At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions in all the individual Elements and Plans.

For most of the Elements and Plans that make up the Comprehensive Plan, the data used is now more than 6 years old with the notable exception of the Parks, Recreation, and Open Space Plan where the data is more than 14 years out of date. This means that the current Comprehensive Plan does not reflect the increases in City population, the growth of City through annexations, and the transformation of semi-rural areas to urban development. Most importantly, it does not reflect the current needs of City residents.

The intent of our meeting on Tuesday, October 25, 2022, is to start the discussion about the work program to complete the periodic update, the schedule for the periodic update, and the stakeholders in the process. The periodic update will require staff resources across multiple City departments and consultant assistance.

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## II. City Priorities

The periodic update is related to a number of City Council strategic priorities. See Appendix A *Council Priorities with Lead Department* for more details.

## III. Community Engagement

The objective of the community engagement process is to establish how the City will engage the public and stakeholders throughout the Comprehensive Plan update. Staff will use a range of public participation strategies to encourage and facilitate community involvement in the periodic update process.

The community engagement process will be flexible and may be changed to take advantage of events and opportunities that may arise. The process will employ multiple tools and platforms to inform and involve the community and internal and external stakeholders in the periodic update.

### A. 2016 Periodic Update Community Outreach Effort

There were ten goals for the City's 2016 periodic update community outreach. Similar goals will be established for the 2025 periodic update.

1. Provide information to help public understanding of issues.
2. Seek early and continuous involvement from people who care about the Plan and the community.
3. Offer opportunities for people to provide feedback to staff, and appointed and elected officials.

4. Make the process accessible and engaging for everyone.
5. Make community-driven planning the priority for this Plan.
6. Highlight projects implemented since the last Comprehensive Plan update.
7. Use a flexible, phased approach.
8. Integrate and consolidate goals from all Elements of this Plan and resource Plans.
9. Develop a citizen's guide to the Comprehensive Plan that summarizes the most important parts of the Plan in an easy to read and understand format.
10. Rely on multiple communication media to share information.

#### **B. Community Engagement Plan**

A Community Engagement Plan will be created for the periodic update that will incorporate the timeline for community engagement below and include the following:

1. Taking the work program to Planning Commission, General Government Committee, and City Council in the Fall 2022 and Winter 2023 for discussion and approval.
2. Following the public participation and intergovernmental coordination procedures contained in Section 1.8.2 of the Land Use Element throughout periodic update process.
3. Preparing and issuing community survey in Spring 2023.
4. Facilitating review and discussion of the Comprehensive Plan Elements and Plans by the Parks & Recreation Commission, the Planning Commission review, the General Government Committee, the Public Works Committee, and the City Council throughout the periodic update process
5. Holding a Planning Commission hearing on the updated Comprehensive Plan Elements and Plans.
6. Supporting City Council adoption of an ordinance to complete the periodic update process by June 30, 2025.

#### **C. Timeline for Community Engagement**

##### **1. Phase I – Start Community Engagement**

*Fall 2023 – Summer 2023*

In Phase I, staff will begin to review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of all the Comprehensive Plan Elements



and Plans. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media outreach methods, including surveys, utility inserts, open houses, informal meetings, presentations, and social media. See the Media section below for more detail on potential ways that information on the periodic update will be shared.

## 2. Phase II – Plan Development

### *Summer 2023 – Spring 2024*

In Phase II, feedback gathered through the community engagement process will be incorporated into the draft Comprehensive Plan Elements and Plans. Staff will present the draft language to city advisory boards and commissions as well as focus groups comprised of subject-area experts for review and response.

In addition to continuing to employ the strategies started in Phase I, Phase II will include consultation with the Historic Preservation Commission, Parks & Recreation Commission, Planning Commission, General Government Committee, Public Works Committee, and City Council that will continue throughout the periodic update process. These groups, as well as external and internal stakeholders, will review and provide feedback on the draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

Focus groups of technical experts will review those Comprehensive Plan Elements and Plans that are not represented through the City's boards or commissions. The focus groups will review and provide input into relevant draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

## 3. Phase III – Legislative Process

### *Summer 2024 – June 30, 2025*

#### *a. Draft Plan*

The City will complete draft versions of the Comprehensive Plan Elements and Plans during Phase III. Several public open house meetings will provide an opportunity to see the draft Plan prior to the Joint Council - Planning Commission public hearing. Relevant city advisory boards and commissions will develop recommendations that will be forwarded to the Planning Commission. All the focus group members will have an opportunity to review the work, as well.

The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.

*b. Open Houses*

In addition to continuing to employ the strategies started in Phases I and II, Phase III will include Open Houses to present the draft updated Comprehensive Plan to the public prior to the start of the legislative process. Staff will provide an overview of the periodic update, draft goals, policies, and actions, and next steps in the process. Information about open house dates and other key meeting dates will be widely distributed through media identified in the Community Engagement Plan.

*c. Commission Worksessions and Public Hearing*

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans. The Parks & Recreation Commission will hold similar worksessions on the Parks, Recreation, and Open Space Plan. Opportunities for a joint worksessions will be considered.

The Planning Commission will then conduct a public hearing to gather public comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

Public notice of the public hearing will be published in accordance with State law and the Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through means identified in the Engagement Plan.

*d. City Council Adoption Process*

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the updates to the Comprehensive Plan Elements and Plans. All meeting dates and materials will be posted on the city's website and notice will be provided through means identified in the Engagement Plan.

The City Council will hold a number of worksessions to discuss the Plan's Comprehensive Plan Elements and Plans. The City Council will consider the recommendation forwarded by the Planning Commission. In addition to the required noticing procedures, notice of City Council meeting will also be provided through means identified in the Engagement Plan.

**D. Stakeholders**

For a complete list of stakeholders in the periodic update process, see Appendix C *Stakeholders*.

**E. Media**

Media to be used in the periodic update process:

1. Social Media
2. Utility Inserts
3. Interested Parties e-mail listserv for periodic update
4. E-Newsletter
5. Webpage
6. Public Survey
7. Policy Talks with various community groups
8. Articles
9. Citizen's Guide

**IV. Process and Schedule**

For more details on the periodic update process and schedule, see Appendix B – *Detailed Schedule and Work Program*.

**A. Comprehensive Plan Periodic Update**

1. Phase I – Start Community Engagement – Fall 2022 – Summer 2023
  - a. Develop Work Program – October through December 2022 – Determine general outline of resources needed for the periodic update, its schedule, and stakeholders
    - 1) Review by Mayor and City Administrator – October 25, 2022
    - 2) Planning Commission Briefing – October 25, 2022
    - 3) General Government Committee Briefing on Scope and Format – November 9, 2022
    - 4) Joint 2023 Long Range Planning Work Program Worksession – City Council and Planning Commission – December 13, 2022
    - 5) Complete work program and schedule for the periodic update – January 2023

- b. Develop Community Engagement Plan – Winter 2023 – *See Section III Community Engagement above.*
  - c. Gap Analysis of Current Comprehensive Plan Goals and Policies – Winter 2023
  - d. Start Community Engagement Process – Winter 2023 through June 30, 2025 – *See Section III Community Engagement above for more details.*
  - e. Consultant Selection and Contracting – Develop and issue request for proposals for consultant and consultant selection and contracting – Spring and Summer 2023
  - f. Data Gathering – Staff and consultants gather data and start review of the Elements, Plans, and maps – Spring and Summer 2023
  - g. Regional Review Coordination – Coordinate review of the Comprehensive Plan Elements and Plans with other jurisdictions – Starts Spring 2023
  - h. Initial Comprehensive Plan Element and Plan Review Meetings – Winter to Summer 2023
    - 1) Community Stakeholders – *For a complete list of stakeholders in the periodic update process, see Appendix C Stakeholders.*
    - 2) Parks & Recreation Commission
    - 3) Planning Commission
    - 4) General Government Committee
    - 5) Public Works Committee
    - 6) City Council
2. Phase II – Plan Development – Summer 2023 – Spring 2024
- a. Periodic Update Start – Staff and consultants start updates to draft Comprehensive Plan Elements, Plans, and maps – Summer and Fall 2023
  - b. Individual Comprehensive Plan Element and Plan Discussions and Worksessions – Fall 2023 – Spring 2024
    - 1) Community Stakeholders – *For a complete list of stakeholders in the periodic update process, see Appendix C Stakeholders.*
    - 2) Parks & Recreation Commission
    - 3) Planning Commission

- 4) Public Works Committee
  - 5) General Government Committee
  - 6) City Council
  - c. Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements, Plans, and maps – Spring 2024
3. Phase III – Legislative Process – Summer 2024 – June 30, 2025
- a. SEPA and Commerce Review – Summer 2024
  - b. Public Adoption Meetings – Summer and Fall 2024 and Winter 2025
    - 1) Parks and Recreation Commission
    - 2) Planning Commission
    - 3) Public Works Committee
    - 4) General Government Committee
    - 5) City Council
  - c. Submit Notice of Adoption to Commerce – Spring 2025

**B. Capital Facilities Plan Update – 2023**

- 1. Preliminary Docket Process – Winter 2023 – *Expected to also include the Old Highway 99 Corridor Study*
- 2. Develop Capital Facilities Plan – Spring and Summer 2023
- 3. SEPA and Commerce Review – Summer 2023
- 4. Final Docket Process – Fall 2023 – *Expected to also include the Old Highway 99 Corridor Study*

**C. Capital Facilities Plan Update – 2025**

- 1. Preliminary Docket Process – Winter 2025
- 2. Develop Capital Facilities Plan – Spring and Summer 2025
- 3. SEPA and Commerce Review – Summer 2025

4. Final Docket Process – Fall 2025

#### **D. Development Code Periodic Update Process – 2024/2025**

1. Gap Analysis of Current Development Code Regulations (Titles 16, 17, and 18) – Summer and Fall 2024 – *Will also include review of Chapter 3.50 TMC Impact Fees and Chapter 3.52 Tumwater Park Impact Fees*
2. Draft Ordinance – Staff and consultants complete draft ordinance – Winter 2025
3. SEPA and Commerce Review – Winter 2025
4. Public Adoption Meetings – Winter 2025 and Spring 2025
  - a. Planning Commission
  - b. Public Works Committee
  - c. General Government Committee
  - d. City Council
5. Submit Notice of Adoption to Commerce – June 30, 2025

## **V. Resources Needed**

For more details on the resources needed for the periodic update, see Appendix B – *Detailed Schedule and Work Program*.

### **A. Staff**

The periodic update is expected to require the following staff resources:

1. Community Development Department
  - a. Planning – The periodic update process is expected to require 70% of one FTE in 2023 and 2024.
  - b. Economic Development – The minor periodic update of the goals and strategies in the Economic Development Plan and coordination with a consultant to update the data workbook is expected to require 5% of one FTE in 2023 and 2024.
2. Transportation & Engineering Department
  - a. Transportation – The major periodic update of the Transportation Plan will require staff time from the Transportation & Engineering Department Director and Transportation Manager and coordination with a consultant.

b. GIS Team -

3. Parks & Recreation Department – The major periodic update of the Parks, Recreation, and Open Space Plan will require staff time from the Parks & Recreation Department Director and from the Parks & Recreation staff and coordination with a consultant.
4. Water Resources & Sustainability Department – The major periodic update of the Lands for Public Purposes Element and Conservation Element will require staff time from the Water Resources & Sustainability Department Director and from the Water Resources & Sustainability staff including the Sustainability Coordinator.

**B. Consultants**

The periodic update is expected to require the following consultant resources for the following:

1. Economic Development Plan – Minor update of Plan that was updated last in 2019.
2. Parks, Open Space, and Recreation Plan – Major update of Plan that was updated last in 2008 with minor update in 2016.
3. Transportation Plan – Major update of Plan that was updated last in 2016.

**C. Funding**

State funding for the periodic update will be available starting July 1, 2023. The City is expecting State funding to be \$125,000 with the rest of the funding coming from general fund or other grant opportunities.

## VI. Guidance

The State Department of Commerce has provided guidance specific to the periodic update on their Periodic Update webpage (<https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>).

In addition, the Puget Sound Regional Council is conducting a service of workshops on a variety of topics related to the periodic update ([www.psrc.org/our-work/passport-2044-comprehensive-plan-workshop-series](http://www.psrc.org/our-work/passport-2044-comprehensive-plan-workshop-series))

Additional guidance includes:

1. State Department of Commerce, Growth Management Division,  
[www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics](http://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics)
2. Municipal Research Services Center, Comprehensive Planning,  
<https://mrsc.org/getdoc/d7964de5-4821-4c4d-8284-488ec30f8605/Comprehensive-Planning.aspx>
3. Transportation Efficient Communities, [www.transportationefficient.org/](http://www.transportationefficient.org/)
4. *Active Community Environment Toolkit*
5. *The Washington State Plan for Healthy Communities*
6. *Transportation Efficient Communities*
7. *The Washington State Plan for Healthy Communities*
8. *Active Community Environment Toolkit*
9. *Protect Puget Sound Watersheds*
10. *Building Cities in the Rain*
11. *Ecology Stormwater Manuals*
12. *Puget Sound Partnership Action Agenda*
13. *Best Available Science: see WAC 365-195-900 through -925*



## VII. Appendix A – Council Priorities with Lead Department

The Strategic Priorities and Goals that are most relevant to the periodic update process are shown below.

### A. Build a Community Recognized for Quality, Compassion and Humanity

- Support and Advance Intergenerational Housing Opportunities – Community Development
- Update the Affordable Housing and Houselessness Action Plan – Community Development
- Explore Alternative Building Materials for Housing (Cargo containers, Composite, 3D Printing) – Community Development
- Support Housing Stability Policies/Programs – Community Development / Non-Departmental
- Adopt and Implement Tenant Protections – Community Development
- Streamline Permitting for Housing Projects – Community Development
- Implement MPD – Tumwater Metropolitan Park District (TMPD) / General Government Capital Facilities Plan (GGCFP)
- Plan and Site Community Center – TMPD / GGCFP

### B. Be a Leader in Environmental Sustainability

- Recruit Green Employers and Jobs – Community Development
- Streamline Permitting for Green Projects – Community Development
- Require New City Buildings be All Electric – GGCFP
- Continue to Update and Advance the Climate Action Plan – Community Development / Water Resources & Sustainability / Parks and Recreation Facilities / Equipment Rental and Reserve (ERR)
- Implement Urban Forestry Plan – Community Development
- Include Environmental Protections in City projects – GGCFP and Transportation Capital Facilities Plan (TCFP)
- Complete and Implement Habitat Conservation Plan – Community Development
- Continue Septic to Sewer Conversion – Sewer Utility
- Ensure Ample Water Supply – Water Utility
- Remove Obstructions to Fish Passage – Storm Utility

C. Create and Maintain a Transportation System Safe for All Modes of Travel

- Implement Capitol Boulevard Plan – TCFP / Streets / Executive
- Bike and Pedestrian System – Transportation Benefit District (TBD) / TCFP / Streets / GGCFP
- Implement Sidewalk Plan – TBD / TCFP / Streets
- Update Transportation Impact Fee System – TCFP

E. Pursue Targeted Community Development Opportunities

- Implement the City's Economic Development Plan – Community Development / Executive
- Seek Opportunities to Enhance City's Revenue Base Consistent with other City Objectives – Community Development / Executive
- Continue to Build the Craft Beverage Legacy – Community Development / Executive
- Find a Permanent Home for Farmer's Market – Community Development

F. Refine and Sustain a Great Organization

- Construct the O & M Facility – Transportation and Engineering / CFPs

## VIII. Appendix B – Detailed Schedule and Work Program

The City must take action to review and update its Comprehensive Plan and development regulations by June 30, 2025. The State Growth Management Act requires that any required revisions be made to ensure the Comprehensive Plan and development regulations comply with State mandates. The City last completed a periodic update to its Comprehensive Plan and Development Regulations in 2016. The Parks, Recreation, and Open Space Plan was last substantially updated in 2008 with minor updates in 2016.

The City's annual long range planning work programs for the next three years will incorporate the process to review and update the Comprehensive Plan and development regulations. Because the periodic update will involve review of all Comprehensive Plan Elements and Plans, the City will not accept annual Comprehensive Plan Amendment private applications until the Periodic Update is complete. Instead, those seeking private Comprehensive Plan amendments will be invited to participate in the periodic update process.

From 2023 to 2025, the City will consider the changes to the Comprehensive Plan and development regulations outlined below. The majority of changes are general in nature unless otherwise noted, such as to meet a new statutory requirement or to incorporate planning projects that were completed since the last periodic update and are not yet fully integrated into the Comprehensive Plan. These include the Tumwater Housing Action Plan (2021), Thurston Climate Mitigation Plan (2021), and the Urban Forestry Management Plan (2021). Staff reviewed and considered the Growth Management Act periodic update checklists provided by the State Department of Commerce and State Department of Ecology during the development of this work program.

### **Comprehensive Plan Document – General**

Staff Lead:	Brad Medrud, Planning Manager, Community Development
Other Departments:	As noted in the individual plans and elements below
Consultant:	As noted in the individual plans and elements below
Update Timeline:	<u>Phase I – Start Community Engagement</u> – Fall 2022 – Summer 2023 <u>Phase II – Plan Development</u> – Summer 2023 – Spring 2024 <u>Phase III – Legislative Process</u> – Summer 2024 – June 30, 2025
Previous Update:	2016, with amendments approved annually

Revisions and Actions

- Create a new format for the Comprehensive Plan that will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information.
- Create a new Community Engagement Plan for the periodic update process.
- Create a new Comprehensive Plan Goal and Policy Guide for use by staff and policymakers.
- Create a new Community Guide to the Comprehensive Plan as the current version is from 2016.
- Create a new Glossary for the Comprehensive Plan as the current version is from 2016.
- The County-Wide Planning Policies (2015) are not expected to be revised for the 2025 periodic update.
- Ensure that the updated Comprehensive Plan is internally consistent.
- Ensure that all the Comprehensive Plan Elements and Plans are consistent with County-Wide Planning policies, the Growth Management Act, coordinated with the Plans of adjacent jurisdictions, individual Comprehensive Plan Elements and Plans, and the future land use map.
- Update all maps that are a part of the Comprehensive Plan, including the City-Wide Land Use Map and all maps in the individual Comprehensive Plan Elements and Plans. Current versions are from 2016 with some maps updated through the annual amendment cycle since that time. This will require staff from the Department of Transportation & Engineering GIS Team to complete.
- Update all the appendices in the Comprehensive Plan, current versions are from 2016 with the Neighborhood Appendix updated through the annual amendment cycle since that time.
- Ensure that the updated Comprehensive Plan addresses diversity, equity, and inclusion throughout the Plan and incorporates climate mitigation and adaptation and sustainability goals and actions in all the individual Comprehensive Plan Elements and Plans.
- Review entire Plan to address the use of terms such as “neighborhood character,” stability, and similar terms in support of the Tumwater Housing Action Plan as part of Planning Commission’s 2022 Comprehensive Plan amendment cycle recommendations.
- Provide for a mutually agreeable Memorandum of Agreement between the City and tribes about collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period.

- Provide for consideration for preserving property rights. The City must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property.

### **Land Use Element**

Staff Lead:	Brad Medrud, Planning Manager, Community Development
Other Departments:	Parks & Recreation, Transportation & Engineering, GIS Team, and Water Resources & Sustainability
Consultant:	Not expected to be needed
Update Timeline:	<u>Phase I – Start Community Engagement</u> – Fall 2022 – Summer 2023 <u>Phase II – Plan Development</u> – Summer 2023 – Spring 2024 <u>Phase III – Legislative Process</u> – Summer 2024 – June 30, 2025
Previous Update:	2016, amended annually with the last amendments in 2022

### **Revisions and Actions**

- Update vision statement from Strategic Plan.
- Update City strategic priorities.
- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update discussion of Growth Management Act goals.
- Add references to the updated Shoreline Master Program (2019) and Economic Development Plan (2019) and the new Tumwater Housing Action Plan (2021), Thurston Climate Mitigation Plan (2021), and Urban Forestry Management Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update land use goals, policies, and actions.
- Update Tumwater Community Profile from Thurston Regional Planning Council.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update estimates of population densities and building intensities based on future land uses and housing needs.
- Update City land use patterns and distribution information.

- Update City-Wide Future Land Use Map.
- Buildable Lands Updates:
  - Update existing land use and existing residential density charts.
  - Update commercial/industrial vacant land supply analysis.
  - Update net buildable industrial land table.
  - Update total dwelling units buildout table.
- Update Neighborhood Appendix to incorporate current information describing existing development patterns.
- Remove transfer of development rights requirement for maximum densities in residential land use designations in coordination with the County.
- Update policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to the Olympia Regional Airport. The Plan and associated regulations must be filed with the State Department of Transportation for review.
- If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- At the City Council's direction on March 1, 2022, the periodic update will include a review of the Littlerock Subarea Plan area and revisions to mixed use land designation citywide.
- Coordinate with Thurston County on new 2021-2022 legislation regarding urban growth area size, patterns of development, suitability, and infrastructure.
- Consider utilizing urban planning approaches that promote physical activity.
- Include a policy or procedure to reassess the Land Use Element if probable funding falls short of meeting existing needs.
- Review land use designations and zone districts for schools.
- Review the "neighborhood center" concept.
- Look more closely at 79th and Old Highway 99 as the area is currently designated Light Industrial but the informal Warehouse District functions as a General Commercial and Light Industrial land use designation hybrid in name, but not Comprehensive Plan designation.

- Look at 88th and Old Highway 99 as a neighborhood center, as it has General Commercial and Mixed use land use designations.
- Update to address the potential effects of the Habitat Conservation Plan on land capacity in the City.
- Update other sections of the Land Use Element as appropriate.

### **Housing Element**

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: GIS Team

Consultant: Not expected to be needed

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023  
Phase II – Plan Development – Summer 2023 – Spring 2024  
Phase III – Legislative Process – Summer 2024 – June 30, 2025

Previous Update: 2016, with the last amendments in 2021

### **Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update estimates of population densities and building intensities based on future land uses and housing needs.
- Update discussion of Growth Management Act goals.
- Add references to the new Tumwater Housing Action Plan (2021) and Thurston Climate Mitigation Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update housing goals, policies, and actions.
- Update housing patterns, trends, and projections to 2055.
- Update goals, policies, and actions for the preservation, improvement, and development of housing.
- Within an urban growth area boundary, revise to consider the location of duplexes, triplexes, and townhomes.

- Revise to consider of housing locations in relation to employment locations and the role of accessory dwelling units.
- Revise inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by the State Department of Commerce.
- Revise to include adequate provisions for existing and projected housing needs for all economic segments of the community.
- Revise identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing.
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.
- Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, Plans, and actions.
- Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.
- Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.
- Update information on federal, State, and local financing programs.
- Update housing services provided by public and private service agencies.
- Update information on housing needs gap.
- Consider policies to support rental and residential inspections programs.
- Update regulatory barrier assessment, citywide housing needs, and existing and future housing needs to year 2045.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address Regional Housing Council and Five-Year Thurston County Homeless Plan
- Update other sections of the Housing Element as appropriate.



**Transportation Plan**

Staff Lead:	Brandon Hicks, Transportation & Engineering Director and Mary Heather Ames, Transportation Manager
Other Departments:	Community Development and GIS Team
Consultant:	Will be needed for work on Transportation Plan and impact fee updates
Update Timeline:	<u>Phase I – Start Community Engagement</u> – Fall 2022 – Summer 2023 <u>Phase II – Plan Development</u> – Summer 2023 – Spring 2024 <u>Phase III – Legislative Process</u> – Summer 2024 – June 30, 2025
Previous Update:	2016

**Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Add references to the updated Economic Development Plan (2019) and the new Tumwater Housing Action Plan (2021) and Thurston Climate Mitigation Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update transportation goals, policies, and actions.
- Update existing conditions and operations currently dated 2016.
- Update planned improvements and future operations to 2045.
- Update transportation improvement program.
- Update financial analysis.
- Update traffic impact fees.
- Update land use assumptions used in estimating travel.
- Update estimated traffic impacts to state-owned transportation facilities resulting from land use assumptions to assist the department of transportation in monitoring the

performance of State facilities, to plan improvements for the facilities, and to assess the impact of land-use decisions on state-owned transportation facilities.

- Update facilities and services needs, including:
  - An inventory of air, water, and ground transportation facilities and services, including transit alignments and general aviation airport facilities, to define existing capital facilities and travel levels as a basis for future planning. This inventory must include state-owned transportation facilities within the city or county's jurisdictional boundaries.
  - Level of service standards for all locally owned arterials and transit routes to serve as a gauge to judge performance of the system. These standards should be regionally coordinated.
  - For state-owned transportation facilities, include the level of service standards for highways to gauge the performance of the system.
  - Specific actions and requirements for bringing into compliance locally owned transportation facilities or services that are below an established level of service standard.
  - Forecasts of traffic for at least ten years based on the adopted Land Use Element to provide information on the location, timing, and capacity needs of future growth.
  - Identification of State and local system needs to meet current and future demands. Identified needs on state-owned transportation facilities must be consistent with the statewide multimodal transportation plan.
- Update financial analysis, including:
  - An analysis of funding capability to judge needs against probable funding resources.
  - A multiyear financing plan based on the needs identified in the Comprehensive Plan, the appropriate parts of which shall serve as the basis for the six-year street, road, or transit program required for cities and for public transportation systems. The multiyear financing plan should be coordinated with the ten-year investment program developed by the office of financial management.
  - If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.
- The Transportation Plan, the six-year Capital Facilities Plans for cities and for public transportation systems, and the ten-year investment program for the State, must be consistent.

- Provide a projection of State and local system needs to meet current and future demand.
- Provide a pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. Consider urban planning approaches that increase physical activity.
- Describe any existing and planned transportation demand management strategies, such as high occupancy vehicle lanes or subsidy programs, parking policies, etc.
- Provide an analysis of future funding capability to judge needs against probable funding resources.
- Provide a multi-year financing plan based on needs identified in the Comprehensive Plan, the appropriate parts of which serve as the basis for the six-year street, road or transit program.
- If probable funding falls short of meeting identified needs, provide a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.
- Describe intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan, land use assumptions on the transportation systems of adjacent jurisdictions, and how the Plan is consistent with the regional transportation plan.
- Identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses.
- Identify open space corridors within and between urban growth areas, including lands useful for trails.
- Update as needed the process or criteria for identifying and siting essential public facilities in coordination with the periodic update of the Lands for Public Purposes Element.
- Update information on intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan and land use assumptions on the transportation systems of adjacent jurisdictions.
- Update demand-management strategies.
- Update information on pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle

facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles.

- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Revisions to allow for some form of Intercity turnarounds on Littlerock and Highway 99 to allow for future transit service.
- Update to include work done on the Thurston Thrives walkability work, Intercity transit work, and the Old Highway 99 Corridor Study.
- Update other sections of the Transportation Plan as appropriate.

### **Park, Recreation, and Open Space Plan**

Staff Lead: Chuck Denney, Parks and Recreation Director

Other Departments: Community Development and GIS Team

Consultant: Will be needed for work on Park, Recreation, and Open Space Plan and impact fee updates

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023  
Phase II – Plan Development – Summer 2023 – Spring 2024  
Phase III – Legislative Process – Summer 2024 – June 30, 2025

Previous Update: The last complete update was in 2008, with a partial update in 2016 with no new data collection

### **Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Add references to the updated Shoreline Master Program (2019) and the new Thurston Climate Mitigation Plan (2021) and Urban Forestry Management Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update Parks, Recreation, and Open Space Plan goals, policies, and actions.
- Update to program and Plan elements based on a community survey.

- Update to financing strategies including use of impact fees.
- Update other sections of the Parks, Recreation, and Open Space Plan as appropriate.

### **Capital Facilities Plan**

Staff Leads:	<p>Chuck Denney, Parks &amp; Recreation Director</p> <p>Brandon Hicks, Transportation &amp; Engineering Director</p> <p>Mary Heather Ames, Transportation Manager</p> <p>Dan Smith, Water Resources &amp; Sustainability Director</p> <p>Brad Medrud, Planning Manager, Community Development</p>
Other Departments:	Yes, Community Development, Parks & Recreation, Transportation & Engineering, Water Resources & Sustainability
Consultant:	Not expected to be needed
Update Timeline:	2023 and 2025
Previous Update:	2021, with updates every two years

### **Revisions and Actions**

- Update general government, transportation, parks and recreation, water, sanitary sewer, and stormwater construction projects for the next six years.
- Prepare an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities.
- Prepare a forecast of the future needs for such capital facilities.
- Show the proposed locations and capacities of expanded or new capital facilities.
- Prepare a six-year Capital Facilities Plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.
- Include a requirement to reassess the Land Use Element if probable funding falls short of meeting existing needs and to ensure that the Land Use Element, Capital Facilities Plan, and financing plan within the Capital Facilities Plan are coordinated and consistent.
- Include park and recreation facilities in the Capital Facilities Plan.
- Update policies or procedures to ensure capital budget decisions are in conformity with the Comprehensive Plan.

- Update the inventory of existing capital facilities owned by public entities.
- Update the forecast of needed capital facilities based on projected population and adopted levels of service over the planning period.
- Update the proposed locations and capacities of expanded or new capital facilities. Infrastructure investments should consider equity and plan for any potential displacement impacts.
- If impact fees are collected, identify the public facilities on which money is to be spent.
- Update other sections of the Capital Facilities Plan as appropriate.

### **Conservation Plan**

Staff Lead:	Brad Medrud, Planning Manager, Community Development Department
Other Departments:	Water Resources & Sustainability and GIS Team
Consultant:	Not expected to be needed
Update Timeline:	<u>Phase I – Start Community Engagement</u> – Fall 2022 – Summer 2023 <u>Phase II – Plan Development</u> – Summer 2023 – Spring 2024 <u>Phase III – Legislative Process</u> – Summer 2024 – June 30, 2025
Previous Update:	2016, with the last amendments in 2021

### **Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Add references to the updated Shoreline Master Program (2019) and the new Thurston Climate Mitigation Plan (2021) and Urban Forestry Management Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update conservation goals, policies, and actions.
- Update to address City's intent to develop a Habitat Conservation Plan for the effective management of affected listed species and prairie eco-systems across private and public lands in the City.

- Update policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science to protect the functions and values of critical areas, and give “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries.
- If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Review updating greenhouse gas emission targets in the Conservation Element to address HB 2311 as part of Planning Commission’s 2022 Comprehensive Plan amendment cycle recommendations.
- Update other sections of the Conservation Element as appropriate.

### **Economic Development Plan**

Staff Lead: Austin Ramirez, Economic Development Manager, Community Development

Other Departments: Executive

Consultant: Needed only for the data workbook update

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023

Phase II – Plan Development – Summer 2023 – Spring 2024

Phase III – Legislative Process – Summer 2024 – June 30, 2025

Previous Update: 2019

### **Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County’s sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Add references to the new Tumwater Housing Action Plan (2021) and Thurston Climate Mitigation Plan (2021), which were adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update Economic Development Plan goals, policies, and actions.

- Update the data workbook for the Plan.
- Update other sections of the Economic Development Plan as appropriate.

### **Lands for Public Purposes / Essential Public Facilities Plan**

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: Water Resources & Sustainability and GIS Team

Consultant: Not expected to be needed

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023  
Phase II – Plan Development – Summer 2023 – Spring 2024  
Phase III – Legislative Process – Summer 2024 – June 30, 2025

Previous Update: 2016, with the last amendments in 2019

### **Revisions and Actions**

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Add references to the new Thurston Climate Mitigation Plan (2021), which was adopted by the City since the 2016 periodic update.
- Simplify, reduce, and update lands for public purposes goals, policies, and actions.
- Update inventory and projected needs for public buildings, facilities and services over the 20-year planning period.
- Use the updated City and urban growth area 20-Year population forecasts.
- Update provisions for protection of the quality and quantity of groundwater used for public water supplies.
- Update chart of zone districts that allow essential public facilities.
- Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
- Update to include regional transit authority facilities in the list of essential public facilities.



- Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.
- Update the identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses.
- Where applicable, update the review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the State.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address Organics Management Facility Siting (ESSHB 1799 (2022)).
- Update other sections of the Lands for Public Purposes Element as appropriate.

### **Shoreline Master Program**

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: Not needed

Consultant: Not needed

Update Timeline: Not applicable

Previous Update: Ecology approval in 2019

### **Revisions and Actions**

- Shoreline Master Program is current with State law, no revisions are required as part of periodic update.

### **Utilities Element**

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: Not expected to be needed

Consultant: Not expected to be needed

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023

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Previous Update: 2016

Revisions and Actions

- Revise planning period from 2015 – 2035 to 2025 – 2045.
- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Update discussion of Growth Management Act goals as needed.
- Simplify, reduce, and update utilities goals, policies, and actions.
- Update general location, proposed location and capacity of all existing and proposed gas, electric, cable television, and telecommunications to year 2045.
- Update wireless telecommunication facilities information as needed.
- Update overall utility policies as appropriate.
- Update the general location, proposed location, and capacity of all existing and proposed utilities.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Update other sections of the Utilities Element as appropriate.

Subarea Plans

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: Transportation &amp; Engineering and GIS Team

Consultant: Not expected to be needed

Update Timeline: Phase I – Start Community Engagement – Fall 2022 – Summer 2023Phase II – Plan Development – Summer 2023 – Spring 2024Phase III – Legislative Process – Summer 2024 – June 30, 2025

Previous Update: 2016, with minor amendments approved annually

Revisions and Actions

- Update and use a consistent 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.
- Add references to the updated Shoreline Master Program (2019) and Economic Development Plan (2019) and the new Tumwater Housing Action Plan (2021), Thurston Climate Mitigation Plan (2021), and Urban Forestry Management Plan (2021), which were adopted by the City since the 2016 periodic update.
- Revise and update Littlerock Road Subarea Plan to address land use changes since adoption.
- Revised and update Town Center Plan to address land use changes since adoption.
- Revise and update Brewery District and Capitol Boulevard Corridor Plan as needed.

### **Joint Plan**

Staff Lead: Brad Medrud, Planning Manager, Community Development

Other Departments: Not expected to be needed

Consultant: Not expected to be needed

Update Timeline: Not applicable

Previous Update: 2021

### **Revisions and Actions**

- Thurston County Board of Commissioners approved the Joint Plan update at the end of November 2021.
- Update Chapters 4 through 8 to reference and incorporate updates to the following Elements as applicable to the unincorporated urban growth area:
  - Chapter 4 – Lands for Public Purposes
  - Chapter 5 – Utilities
  - Chapter 6 – Housing
  - Chapter 7 – Parks, Recreation, and Open Space
  - Chapter 8 – Economic Development
  - Chapter 9 – Transportation
  - Chapter 10 – Public Facilities and Services

- Update other information as appropriate.

### **Development Regulations – City**

Staff Lead:	Brad Medrud, Planning Manager, Community Development
Other Departments:	Not expected to be needed
Consultant:	Not expected to be needed
Update Timeline:	Summer 2024 – June 30, 2025
Previous Update:	Regulations are updated continually on an annual basis. The amendments listed below are needed to address changes in State law that have not been addressing by other regulatory amendments, with the exception of the first item which is needed for consistency with related amendments to the Comprehensive Plan.

### **Revisions and Actions**

- Concurrency and Transportation Demand Management
  - Update as needed to address State law.
- Critical Areas
  - Address updates required in the State Department of Ecology's Critical Areas Checklist.
- Cultural Resources
  - Update regulations as needed to address procedures to identify, preserve, and/or monitor historical or archaeological resources according to State law.
- Energy, Sustainability, and Design
  - Add development regulations needed to implement Comprehensive Plan policies such as energy, sustainability, or design.
- Essential Public Facilities
  - Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
  - Update to include regional transit authority facilities in the list of essential public facilities.
  - Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part

of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.

- Housing
  - Update as needed to address State law.
- Impact Fees
  - Ensure that impact fees are applied consistent with State law.
  - Ensure that the City's collection of impact fees follows and maintains a system for the deferred collection of impact fees for single-family detached and attached residential construction required by State law.
  - Ensure that the State law's limitations on impact fees for early learning facilities are followed.
  - Ensure that the State law exemptions of impact fees for low-income and emergency housing development are followed and definitions are updated.
- Land Division
  - Update subdivision regulations to address adequacy of public facilities according to State law.
  - Update vesting for preliminary subdivision approvals according to State law.
- Land Use
  - Update zoning to discourage the siting of incompatible uses adjacent to the Olympia Regional Airport. Regulations must be filed with the State Department of Transportation for review.
  - Review Mixed Use zone district locations and standards.
  - Remove the transfer of development rights requirement for maximum density in residential zone districts in coordination with the County.
  - Review limitations on the amount of parking the City can require for low-income, senior, disabled, and market-rate housing units located near high-quality transit service.
  - Update as needed to address the requirement that family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial. Update definition as needed according to State law.

- Update as needed to address the requirements for accessory dwelling units as needed according to State law.
- Update as needed to address the requirements for allowing for affordable housing as needed according to State law.
- Update as needed to address limitations on regulating outdoor encampments, safe parking efforts, indoor overnight shelters, and temporary small houses on property owned or controlled by a religious organization.
- Update as needed to address that electric vehicle infrastructure adjacent to Interstate 5 and other criteria must be allowed as a use in all areas except those zoned for residential, resource use, or critical areas.
- Multifamily Tax Exemption
  - Add 20-year option.
  - Increase required affordable housing component.
- Parks Concurrency
  - The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.
- Plan and Regulation Amendments
  - Update as needed to address State law.
- Project Review Procedures
  - Update as needed to address State law.
- Transportation Concurrency
  - Update regulations to address the transportation concurrency requirement that prohibits development when level of service standards for transportation facilities cannot be met.
  - Update regulations to address measures to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the Comprehensive Plan. Levels of service can be established for automobiles, pedestrians, and bicycles.
  - Ensure that highways of statewide significance are exempt from the concurrency ordinance.

- Ensure that traffic demand management requirements are consistent with the Comprehensive Plan. Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. State law recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.
- Ensure if required by state law, a commute trip reduction ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with Comprehensive Plan policies for commute trip reduction and Department of Transportation rules.

### **Development Regulations – County Title 22 – Tumwater Urban Growth Area**

Staff Lead:	Brad Medrud, Planning Manager, Community Development
Other Departments:	Not expected to be needed
Consultant:	Not expected to be needed
Update Timeline:	Dependent on Thurston County Update Schedule
Previous Update:	None. Thurston County Code Title 22 has not been substantially updated since adoption in 1995.

### **Revisions and Actions**

- Prepare amendments to update Thurston County Code Title 22 following Section 11.1.6 *Zoning and Development Regulations Planned Actions* and Section 11.1.7 *Recommended Amendments to Thurston County Code in the updated Joint Plan* (2021).

## **IX. Appendix C – Stakeholders**

### **Internal Stakeholders**

1. Mayor
2. Councils, Commissions, and Boards
  - a. City Council
  - b. General Government Committee
  - c. Public Works Committee
  - d. Historic Preservation Commission
  - e. Parks & Recreation Commission
  - f. Planning Commission
  - g. Tree Board
3. Departments
  - a. Communications
  - b. Community Development
  - c. Executive
  - d. Parks and Recreation
  - e. Transportation & Engineering
  - f. Water Resources & Sustainability

### **External Stakeholders**

#### ***Community Members***

1. Civic Groups
2. Employees
3. Neighborhood and Homeowner's Associations
4. Parent-Teacher Associations
5. Residents
6. Seniors



## 7. Students

### ***Other Governments***

1. Chehalis Tribal Nation
2. City of Olympia
3. Intercity Transit
4. LOTT Cleanwater Alliance
5. Nisqually Tribal Nation
6. Olympia School District
7. Port of Olympia
8. South Puget Sound Community College
9. Squaxin Tribal Nation
10. State Department of Commerce
11. State Department of Corrections\*
12. State Department of Ecology
13. State Department of Health\*
14. State Department of Fish and Wildlife
15. State Department of Labor and Industries\*
16. State Department of Natural Resources
17. State Department of Revenue\*
18. State Department of Transportation
19. State Parks and Recreation Commission\*
20. Thurston County Planning and Development Services
21. Thurston County Public Health Department, Thurston Thrives – Environment and Climate Action Team
22. Tumwater School District

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\* State agencies located in the City.

23. Thurston County Conservation District
24. Thurston Regional Planning Council
25. Timberland Regional Library
26. Washington State University Thurston County Extension Office

***Business / Development***

1. Employers
2. Kaufman Construction & Development, Inc.
3. Olympia Master Builders
4. Port Blakely
5. Puget Sound Energy
6. Thurston Chamber of Commerce
7. Tumwater Chamber of Commerce
8. Thurston County Realtors Association
9. Thurston Economic Development Council
10. Vine Street Investors

***Other Non-Profits***

1. Black Hills Audubon Society
2. Restoring the Earth Connection
3. Thurston Climate Action Team

***Social Service Agencies***

1. Behavior Health Resources
2. Boys and Girls Club of Thurston County
3. Thurston Mason Lewis Area Agency on Aging
4. Together!

5. United Way of Thurston County

***Individual Community Members***

1. Eric Campbell
2. Gay Gorden
3. Nancy Partlow
4. Jorjana Pedersen
5. Laurie Schaetzel-Hill
6. E. J. Zita

The following is a list of organizations that are or work with or advocate for frontline community members that we have identified in the community for future outreach, but have not developed relationships or contacts with the following:

1. Cielo
2. Hispanics Roundtable
3. Parents Organizing for Welfare and Economic Rights
4. Black Alliance of Thurston County
5. Egyhop
6. Soup Co-Op
7. Sidewalk
8. Standing Up for Racial Justice Olympia
9. Interfaith Works
10. YWCA
11. Northwest Immigrant Rights Program
12. Center for Independence
13. Civil Survival