



**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, February 28, 2023
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) November 8, 2022 Planning Commission Meeting Minutes
 - [b.](#) January 24, 2023 Planning Commission Meeting Minutes
5. Commissioner's Reports
6. Manager's Report
7. Public Comment
- [8.](#) 2025 Comprehensive Plan Periodic Update Process – Draft Community Outreach Plan
9. Next Meeting Date - 03/14/2023, Joint Meeting with Tree Board
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_oLNVxQGSTPOmJtbsyUpkzA

Listen by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 883 8107 4631 and Passcode 945279.

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_oLNVxQGSTPOmJtbsyUpkzA

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.

**TUMWATER PLANNING COMMISSION
MINUTES OF HYBRID MEETING
November 8, 2022 Page 1**

CONVENE: 7:00 p.m.

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

Staff: Planning Manager Brad Medrud.

CHANGES TO THE AGENDA: Election of officers was added to the agenda.

ELECTION OF OFFICERS: Chair Robbins invited nominations for Chair during 2023.

Commissioner Sullivan complimented Chair Robbins for her service as Chair during the last year and nominated her for Chair during 2023. Commissioner Tobias seconded the nomination.

Chair Robbins accepted the nomination.

No other nominations for Chair were offered.

AFFIRMATION: **By unanimous affirmation, Commissioner Robbins was elected to serve as Chair during 2023.**

Chair Robbins invited nominations for Vice Chair during 2023.

Chair Robbins nominated Commissioner Sullivan to serve as Vice Chair during 2023. Commissioner Kirkpatrick seconded the nomination.

Commissioner Sullivan accepted the nomination.

No other nominations for Vice Chair were offered.

AFFIRMATION: **By unanimous affirmation, Commissioner Sullivan was elected to serve as Vice Chair during 2023.**

**APPROVAL OF
MINUTES: FINAL
JOINT PLANNING
COMMISSION TREE
BOARD OCTOBER 11,
2022:**

MOTION: **Commissioner Schumacher moved, seconded by Commissioner Tobias, to approve the minutes of October 11, 2022 as published. A voice vote approved the motion unanimously.**

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November 8, 2022 Page 2

**COMMISSIONER'S
REPORTS:**

There were no reports.

**MANAGER'S
REPORT:**

Manager Medrud reported the Commission is scheduled to review native vegetation and tree preservation regulations. The first community conversation/external stakeholder meeting is scheduled on Monday, November 21, 2022 via Zoom with in-person attendance available at the Fire Department Training Room. A second stakeholder meeting is scheduled in early December.

Manager Medrud referred to a copy of meeting minutes for the October 11, 2022 joint meeting of the Tree Board and the Planning Commission prepared by The Watershed Company.

Staff recommends cancellation of the Commission meetings on November 22, 2022 and December 27, 2022. The Commission supported the recommendation.

The City received nine responses to the Request for Proposal for assistance on the City's Equity Tool Box project. The next phase of the project is scheduling interviews of the selected finalists.

PUBLIC COMMENT:

Jerome Tũaño, JOLT (The Journal of Olympia, Lacey & Tumwater) said he had no comments as he is only attending the meeting.

Mr. Golder said he is interested in serving on the Planning Commission and submitted an application to the Mayor for consideration.

**2023 DRAFT LONG
RANGE PLANNING
WORK PROGRAM:**

Manager Medrud presented the draft of the 2023 Work Program. The work program includes all work items for next year. The Commission is scheduled to meet with the City Council on December 13, 2022. The joint discussion will include a review of the work program and issues that should be addressed in 2023. The code requires approval of the Long Range Planning Program each year by the City Council. Following the review and approval process, the 2023 Work Program will be posted on the Long Range Planning website. The 2023 Work Program assumes the department would have two full-time planners.

Chair Robbins asked about the possibility of any element of the work program that could be contracted or added to an existing consultant contract if the department lacks sufficient capacity. Manager Medrud said the department is receiving assistance by several consultants for all urban forestry regulations as well as consultant assistance for the Comprehensive Plan Update. Staff would advise the Commission and the Council of any projected staffing capacity issues prior to final

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approval of the Work Program. The proposed work program is structured on the department's ability to complete the work.

Manager Medrud reviewed the four main sections of the Work Program and work items within each section:

- Comprehensive Plan Amendment Docket:
 - 2023-2025 Comprehensive Plan Periodic Update (continued from 2022)
 - Annual Comprehensive Plan Amendments (City-initiated amendments only with no private applications)
- Development Regulation Amendment Docket
- Tumwater Housing Action Plan Amendments – Several tenant protection ordinances and a rental registration program (continued from 2022)
- Urban Forestry Management Plan Amendments – Landscaping, Street Tree Standards, and Tree and Vegetation Preservation (continued from 2022 and forecasted for completion in a staggered process during 2023)
- Other Amendments: 2023 Housekeeping (New), Development Regulation Periodic Update (associated with the Comprehensive Plan Update), and Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning (continued from 2022, update process will be similar to the process of the update of the Joint Plan)
- Other Planning Projects:
 - Bush Prairie Habitat Conservation Plan (continued from 2022 working in coordination with the Department of Fish and Wildlife and the U.S. Fish and Wildlife Service)
 - Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study
 - Equity Toolbox (continued from 2022)
 - GIS/GIS Support
 - Grant Funding
 - Hazard Mitigation Plan Update (continued from 2022; plan is updated every six years)
 - Housing – Affordability and Homelessness
 - Housing Action Plan – Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)
 - Long Range Planning Website Updates
 - Managing Multifamily Tax Program (continued from 2022 – the City has two programs of an 8-year exemption and a 12-year exemption with an affordable housing element for designated areas of the City)

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- General Management and Coordination (internally and externally)

Manager Medrud advised of the recent receipt of the Capital Facilities Plan (CFP) for the Tumwater School District. Staff is scheduled to meet with school district staff early next year to discuss coordination efforts between the City and the school district. Staff will forward a copy of the CFP to the Commission.

Manager Medrud described the difference in the process of annexation and revisions to the City's urban growth boundary. Any changes in the urban growth boundary of either expansion or reduction would be part of the larger Comprehensive Plan Update and entails a review process to include evaluation of the Buildable Lands Report to identify available land supply. Annexations of areas are limited to only those lands located within the City's urban growth area. Expansion of the City's urban growth area requires approval by the Tumwater City Council and the Board of County Commissioners with final approval by the state.

Commissioner Schumacher asked for additional information about the Buildable Lands Report. Manager Medrud explained that the Thurston Regional Planning Council (TRPC) completes an annual Buildable Lands Report to comply with the state requirement adopted by the state following the adoption of the Growth Management Act. The Buildable Lands Report documents completed development for residential and commercial to include densities and calculates land used and land remaining for growth. The state's six largest counties are required to complete a Buildable Lands Report. The methodology used by TRPC in compiling the report is not the same methodology used by other counties as each county has its own process. The City is involved in the process through Council representation on the Thurston Regional Planning Council.

Chair Robbins asked about the extent of revenue loss to the City caused by the Multifamily Tax Exemption Programs. Manager Medrud said he would follow up with information.

Commissioner Kirkpatrick pointed out that the program encourages development enabling the addition of other apartments that pay property tax resulting in an increase in the number of properties assessed property tax that can help to offset any loss of property tax under the exemption program.

Manager Medrud added that the programs help to promote economic development in the City. The 12-year program provides affordable housing units for a period of 12 years. The Council is considering other

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types of incentives to encourage the construction of permanently affordable housing. Both programs require an annual reporting process.

Manager Medrud advised of scheduling a presentation by Intercity Transit during the first quarter of 2023. Staff recently met with Intercity Transit staff to discuss the extensive level of development occurring off Littlerock Road. The discussions surrounded ways to assist the agency in extending transit service further south on Littlerock Road and possibly along Old Highway 99. Intercity Transit is recruiting approximately 60 to 80 bus operators as it contemplates expansion of transit service in the community.

Manager Medrud noted that the largest element of time devoted to coordination with other jurisdictions is the time allocated to the Regional Housing Council (RHC). The RHC addresses homelessness to include a full realm of services.

Manager Medrud invited feedback on the proposed 2023 Work Program.

Commissioner Tobias referred to the work on the Hazard Mitigation Plan, specifically as it relates to the increased danger of wildfires. The extended amount of smoke experienced by the region during the summer speaks to the state's lack of a standard for air quality as wildfire protection is focused on the protection of homes and critical infrastructure, as well as people. However, since 2017, the state has experienced an increase in the incidents of prolonged periods of smoke and particulate matter in the air that poses a health risk to people. He suggested the City should address the issue as a component of the Hazard Mitigation Plan, such as opening cooling centers when air quality increases health risks.

Manager Medrud said the issue speaks to several elements. The first is avoiding situations that cause wildfires as addressed in the Hazard Mitigation Plan, as well as the emergency weather situation caused by wildfires. Air quality issues are typically addressed as a component of housing issues through the Thurston County Health Department and some changes have occurred in how the region addresses declining air quality over the last several years. During cold weather, local jurisdictions often open warming centers and opening cooling centers could be an option during wildfires when air quality declines.

Chair Robbins requested additional information on the below line projects pertaining to several essential public facilities items. Manager Medrud said essential public facilities are included within the Comprehensive Plan Update process. However, the City's code for

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conditional use exists as a separate chapter and covers essential public facilities. Staff is discussing options of extracting essential public uses and creating a separate chapter because state requirements are often different for essential public uses.

Discussion ensued on ways to increase the City's response to poor air quality conditions during the summer.

Manager Medrud acknowledged a request to forward information on the community/stakeholder meeting scheduled later in November.

**NEXT MEETING
DATE:**

The next meeting is a joint City Council and Planning Commission meeting on December 13, 2022 at 5:30 p.m.

ADJOURNMENT:

Commissioner Kirkpatrick moved, seconded by Commissioner Schumacher, to adjourn the meeting at 8:08 p.m. A voice vote approved the motion unanimously.

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

**TUMWATER PLANNING COMMISSION
MINUTES OF HYBRID MEETING
January 24, 2023 Page 1**

CONVENE: 7:00 p.m.

PRESENT: Chair Elizabeth Robbins and Commissioners Grace Edwards, Terry Kirkpatrick, Brian Schumacher, Meghan Sullivan, Michael Tobias, and Anthony Varela.

Excused: Commissioner Kelly Von Holtz.

Staff: Planning Manager Brad Medrud.

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

**APPROVAL OF
MINUTES: JOINT
TUMWATER CITY
COUNCIL PLANNING
COMMISSION
DECEMBER 13, 2022:**

MOTION: Commissioner Schumacher moved, seconded by Commissioner Sullivan, to approve the joint meeting minutes of December 13, 2022 as published. A voice vote approved the motion unanimously.

COMMISSIONER'S REPORTS: There were no reports.

MANAGER'S REPORT: Manager Medrud reported the City recently hired a planner for the Community Development Department. Erika Smith-Erickson is currently employed by Thurston County as an Associate Planner. Ms. Smith-Erickson is scheduled to join the City on February 16, 2023.

PUBLIC COMMENT: There were no public comments.

PRELIMINARY DOCKET FOR 2023 COMPREHENSIVE PLAN AMENDMENTS: Manager Medrud reported the request is to forward a recommendation to the City Council for adoption of the Preliminary Docket for 2023 Comprehensive Plan Amendments following the Commission's review of the docket.

This amendment cycle is limited to only public projects based on the City Council's approval of a resolution to defer all private applications until the larger Comprehensive Plan Update is completed. However, the City has some amendments to consider prior to completion of the major update of the Comprehensive Plan.

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The 2023 preliminary docket includes two City-sponsored Comprehensive Plan text amendments:

1. Adoption of the 2024 – 2029 Six-Year Capital Facilities Plan Update
2. Adoption of the Old Highway 99 Corridor Plan (plan focuses only on transportation elements and not land use elements)

Commissioner Schumacher asked whether any of the areas along the Old Highway 99 corridor are served by transit. Manager Medrud said the area is currently not served by transit, but the issue would be addressed during the Comprehensive Plan Update process. Staff and Intercity Transit staff met last fall and discussed some triggers necessary to add transit service along the Old Highway 99 corridor and the Littlerock Road corridor. Both the City and Intercity Transit are interested in pursuing next steps, such as documenting the existence of necessary transit ridership to support an extension of bus service.

Commissioner Tobias asked about the possibility of extending public transit from Tenino to Tumwater. Manager Medrud explained that when Intercity Transit was established, the service boundary included all of Thurston County; however, a subsequent action reduced the service boundary to the four largest cities in the county. Intercity Transit could not provide service to the City of Tenino without adjustments to its service boundary.

Chair Robbins suggested documenting within the Old Highway 99 Corridor Study projected growth along the corridor in relationship to the entire City and how that growth might affect the City's investment choices compared to other locations in the City. She suggested exploring the total value or cost of any recommended improvements and how the improvements are funded. While the plan may not directly address land use, the plan supports land use.

Manager Medrud responded that the corridor is a major growth area for the City with new single-family housing developments constructed and/or planned along Old Highway 99. Commercial and industrial areas are also experiencing development along the corridor, as well as increased traffic from residents living in the county traveling to the City. The corridor is recognized as a priority development area. The Commission is scheduled to receive a briefing on the Old Highway 99 Corridor Study results from Transportation Manager Mary Heather Ames.

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MOTION:

Commissioner Schumacher moved, seconded by Commissioner Tobias, to recommend the City Council consider the proposed Preliminary Docket for 2023 Comprehensive Plan Amendments as presented. A voice vote approved the motion unanimously.

**TREE AND
VEGETATION
PRESERVATION
REGULATION
UPDATE:**

Manager Medrud referred to the Commission's joint meetings with the Tree Board on the Tree Vegetation Preservation ordinance and the Street Tree Plan. He invited Commissioners to provide feedback or additional questions on the materials presented during the joint meetings.

Commissioner Tobias inquired about the definition of an old growth tree and whether the City has any existing old growth trees in the City. Manager Medrud advised that no old growth forests or trees exist in the City. Many trees and urban forests consist primarily of second growth trees from the 1850s. Most of the City's urban forests are third and fourth growth trees.

Commissioner Varela asked about any accounting for the removal of trees for installation of solar panels or green renewable energy systems. Manager Medrud said staff is currently reviewing the issue. The current code includes language addressing some situations, such as conflicts between solar panels and vegetation. It is likely the issue will need further examination as part of the ordinance update.

Commissioner Kirkpatrick commented on the lack of participation by local nursery representatives on any of the advisory panels. Expending time and efforts on updating the ordinance without consulting nursery purveyors may create some future problems. Manager Medrud agreed that it is a valid concern. The issue surrounds the potential of requiring larger trees as replacement trees as it speaks to the cost and availability. Current regulations call for smaller replacement trees. A larger replacement tree would be substantially higher in cost.

Manager Medrud reported on the planned presentation to the General Government Committee scheduled in February to review the stakeholder process of three meetings with residents, property owners, local businesses, one internal meeting with City staff, the survey, and the gap analysis and associated feedback. The committee has indicated an interest in the status of the update process.

Another joint meeting of the Commission and the Tree Board is scheduled prior to receiving the draft ordinance. Staff will share information on the provisions and the direction of the ordinance based on specific circumstances unique to the City. Some adjustments in language will be necessary as the City still has undeveloped land that could be

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subdivided. One example is the City of Burien's ordinance which can accommodate more trees on lots as residential lots are typically larger. While it is important to include trees on new residential lots, the objective is not overplanting trees because over time, too many trees could impact and damage infrastructure.

Chair Robbins asked whether the Tree Board would be more involved in developing draft language. Manager Medrud explained that the review and update is intended as a joint process with the Commission and the Tree Board; however, the Board's focus is adding more trees while the Commission's focus is consideration of all other development factors, zoning, and considering whether any changes can be applied through regulations. The Planning Commission is also responsible for conducting the public hearing on the ordinance.

Commissioner Tobias asked about any carbon impacts the City considers when comparing the impact of light industrial development versus multifamily residential development. One area is the Littlerock Road Subarea with many forested areas in the southern end of the Littlerock Road corridor. Manager Medrud said the Littlerock Road Subarea Plan applies to the area from the Trosper Road/Littlerock Road interchange south to Tumwater Boulevard. In terms of carbon impacts caused by different types of development, land coverage of buildings and other infrastructure on a site are the main factors considered. Multifamily and light industrial uses are similar in terms of site impacts. However, when comparing to single family versus light industrial, single family is less intensive but might appear to be the same when first developed because residential sites are often cleared of existing vegetation and then replanted. Open space requirements are similar in all zoning districts.

Manager Medrud responded to comments on scheduling more joint meetings with the Council to review issues. Staff explores opportunities to schedule joint meetings by reviewing space availability on the meeting calendar, which can be challenging. The General Government Committee also serves to represent the Council. Staff plans to discuss the option of increasing joint meetings during a meeting with the General Government Committee.

**STREET TREE PLAN
UPDATE:**

Manager Medrud referred to a joint worksession with the Tree Board on February 8, 2023 to discuss the gap analysis completed on street trees and to introduce some proposed code changes. He encouraged Commissioners to submit any questions after reviewing the material on the gap analysis or any other issues that should be reviewed during the joint worksession.

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Commissioner Kirkpatrick said an issue that was discussed and deferred for an in-depth discussion was the responsibility of street trees after the trees are planted because the initial planting of trees and follow-up care often contribute to whether a tree survives. Manager Medrud advised that based on discussions with the City Attorney, maintenance and care of street trees are the responsibility of the adjacent property owner. Whenever possible the City can provide assistance dependent upon the situation. The current ordinance applies the responsibility to the adjacent property owner to care for street trees. Within new subdivisions in the City with a homeowners association (HOA), HOAs are typically responsible for maintenance of stormwater facilities, open space, and street trees within the subdivision. Within commercial properties, similar to an HOA, commercial uses likely have maintenance and upkeep agreements to maintain vegetation as part of the development. In terms of support by the City, some options include considering language as to what the City could provide in terms of education and support to ensure maintenance and upkeep is completed.

Commissioner Tobias inquired about any existing incentives or regulations that encourage property owners and developers to plant native species or restore populations of Northwest native vegetation. Manager Medrud explained that all urban forestry updates will incorporate climate change within the processes to account for hotter summers and longer and wetter winters. The City's water usage increases substantially during summer months. The issue is the City's ongoing ability to accommodate high usage because it will be limited in the future. Xeriscaping is likely a consideration to explore or eliminating the need for irrigation. The issue of native trees in terms of the changing climate is more difficult because many Northwest tree species are experiencing stress because of changing weather patterns. The update process is exploring opportunities to expand the palette of options by expanding the list of species rather than narrowing the list.

Chair Robbins commented on the importance of the functions of the forest versus single street trees because forested areas provide habitat for wildlife, sequester carbon, provide shading, and shield hazard trees. Manager Medrud responded that the conversations will likely be difficult in terms of what the City is capable or not capable of to protect trees within an urban environment. He supports more opportunities for preserving tree tracts in larger areas that can expand the forest and provide habitat value rather than preserving individual trees.

Commissioner Kirkpatrick questioned whether the City has ever considered affording a residential developer the option of preserving a grove of trees in lieu of planting street trees. Manager Medrud cited some

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similar examples in the City Burien and City of Lakewood's recently updated tree codes. He offered to send copies to the Commission.

Commissioner Kirkpatrick questioned code restrictions on the caliper size of replacement trees. He suggested the language should include a minimum but not a maximum because it constricts the size of replacement trees. Manager Medrud pointed out that most developers would plant minimum-sized trees rather than larger trees.

Commissioner Kirkpatrick suggested the Tree Fund should not be limited to purchasing replacement trees for public properties. The account should be available, when appropriate, for replacement trees on private properties. Manager Medrud advised that the Tree Fund would be another topic of review in addition to other issues surrounding the Tree Fund. For example, the Climate Mitigation Plan emphasizes preservation of forests. In support of the plan and in addition to considering other opportunities within the City to plant trees using the Tree Fund, other opportunities could be explored for preservation or adding to forested lands in the county that serve important purposes and are much more likely to survive providing habitat and climate mitigation benefits. The Legislature is considering a bill for the formation of tree banks. The primary driver of a tree bank is to offer an alternative to developers to pay the bank to meet tree retention requirements for the provision of building affordable housing. However, the proposal would not benefit climate or urban forestry when a site is allowed to be cleared for development by enabling the developer to pay into a tree bank. Staff is currently tracking the bill and offering proposed changes.

Chair Robbins said she is supportive of measures or options where the City could consider innovative approaches to solve issues. Her concern is the destruction of tree groves. She emphasized the importance of considering alternatives to accommodate new development to increase overall tree and vegetation cover.

Discussion ensued on the difficulty of competing interests and ways to accommodate all interests. If sufficient provisions are offered or opportunities are inherent in the code, the City would likely achieve its goals. The same situation applies to tree preservation by considering an assortment of options.

Commissioner Varela asked whether the code enables developers to propose incentives in exchange for a benefit that is reviewed on a case-by-case basis. Manager Medrud said the City has been fortunate, as part of the stakeholder process is the involvement of the Master Builders Association and other environmental groups and development interests. Input from Master Builders has focused on ways for incentivizing and

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helping to achieve a positive outcome through the development process by affording some flexibility throughout the process.

**NEXT MEETING
DATE:**

A joint meeting is scheduled with the Tree Board on February 14, 2023 at 7 p.m.

ADJOURNMENT:

Commissioner Tobias moved, seconded by Commissioner Schumacher, to adjourn the meeting at 7:56 p.m. A voice vote approved the motion unanimously.

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

TO: Planning Commission
FROM: Brad Medrud, Planning Manager
DATE: February 28, 2023
SUBJECT: 2025 Comprehensive Plan Periodic Update Process – Draft Community Outreach Plan

1) Recommended Action:

This is a discussion item about the draft Community Outreach Plan for the 2022-25 Comprehensive Plan periodic update. Please review the attached memorandum and be prepared to discuss.

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 last 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.

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.

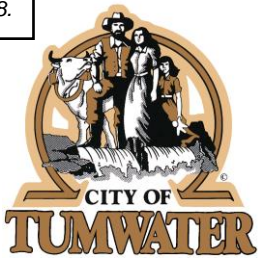
The intent of this worksession is to present and discuss the Draft Community Outreach Plan Memorandum for the periodic update.

4) Alternatives:

☐ None.

6) Attachments:

☐ 2022-25 Comprehensive Plan Periodic Update Process



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

Memorandum

Date: February 28, 2023

To: Planning Commission

From: Brad Medrud, Planning Manager

Subject: City of Tumwater 2022 – 25 Comprehensive Plan Periodic Update Process
 DRAFT Community Outreach Plan

I. What is Tumwater's Comprehensive Plan Update 2025?

On a ten-year cycle, the City is required to conduct a 20-year Growth Management Act periodic update of its Comprehensive Plan and related development regulations. The City last completed a major periodic update of the Plan in 2016. Responding to changes in the City over the past seven years, the Plan and development regulations will be updated to reflect the community's vision and the state's requirements for the Comprehensive Plan and related development regulations.

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.

Work on the ten-year periodic update started last fall and the City is required to complete work by June 30, 2025. The periodic update will focus on:

- Incorporating new community input
- Updating population, housing, and employment forecasts
- Reflecting changes in state law
- Consolidating and refining goals and policies

The updated Comprehensive Plan will meet the requirements of the state Growth Management Act by helping protect the environment, quality of life, and economic development as well as be consistent with *Sustainable Thurston* and the *Thurston County-wide Planning Policies*.

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Process and Schedule

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Appendix A – Stakeholders

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II. Community Outreach

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

The community outreach 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 stakeholders in the periodic update. Staff will work with the City’s Communications Team to issue the final Community Outreach Plan that will guide this process.

A. Community Outreach Plan

- The final Community Outreach Plan will incorporate the timeline for outreach below and the following elements:
1.

The City Council approval of the periodic update work program.
2.

The community participation and intergovernmental coordination procedures contained in Section 1.8.2 *Public Participation and Intergovernmental Coordination Procedures* of the Comprehensive Plan Land Use Element.
3.

Coordination with the City Communications Team on Community Outreach Plan implementation.
4.

Facilitation of review and discussion of the Comprehensive Plan Elements and Plans by the Parks & Recreation Commission, the Planning Commission, the General Government Committee, the Public Works Committee, and the City Council throughout the periodic update process.
5.

A public hearing by the Planning Commission on the updated Comprehensive Plan Elements and Plans.
6.

Adoption by the City Council of the ordinances to complete the periodic update process by June 30, 2025.

City of Tumwater 2022 – 25 Comprehensive Plan Periodic Update Process
DRAFT Community Outreach Plan
February 28, 2023

B. Goals for the Periodic Update Community Outreach Effort

The ten goals for the City’s 2025 periodic update community outreach are to:

1. Provide information to help community understanding of issues.
2. Seek early and continuous involvement from people who care about the Plan and the community.
3. Offer opportunities for the community 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 periodic update.
7. Use a flexible, phased approach.
8. Integrate and consolidate goals from all Elements of this Plan and resource Plans.
9. Develop a Comprehensive Plan that is in an easy to read and understandable format.
10. Rely on multiple communication media to share information.

C. Stakeholders

For an initial list of proposed stakeholders for the periodic update process, see Appendix A – *Stakeholders*.

D. Media

The Community Outreach Plan is expected to include a number of ways to engage the community. Media to be used in the periodic update process will include:

1. Email Contact List

Staff will maintain a list of interested members of the community and stakeholders who will be notified of key meetings and other information related to the update process via email. The City’s established email list will also be used to communicate with stakeholders.

2. City Council and Planning Commission Discussions

Staff will present information on the update process and community outreach effort during City Council and Planning Commission meetings throughout the periodic update. The community will be notified of key meetings and open houses via the periodic

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update webpage, social media, Tumwater On-Tap e-newsletter, and City email contact list.

3. Surveys

An online survey will be available on the periodic update webpage during 2023 to assess community priorities. The visions, goals, and policies in the existing Comprehensive Plan will serve as a starting point when developing the survey questions. City staff will take the lead in its development. Members of the community will be notified of the survey via email, the periodic update webpage, the City's social media platforms, and other means.

Utility bill insert questionnaires will be distributed citywide in 2023 to sample community opinion through another avenue that reaches a full spectrum of City residents and businesses.

4. Periodic Update Webpage

All materials associated with the periodic update, including a list of frequently asked questions, will be posted on the periodic update webpage on the City's website. Additionally, feature stories will be posted on the homepage of the City's website.

5. Social Media

Updates and notice of community meetings will be posted on the City's social media platforms.

6. Press Releases and Media Advertisements

The City will issue press releases and advertise the survey, key open houses, and other parts of the periodic update process.

7. Open Houses

Open houses will allow City staff to discuss the periodic update with the community prior to the start of and during the legislative process. Staff will provide an overview of the periodic update to date, draft goals, and next steps. Information about open house dates and other key meeting dates will be widely distributed through press releases, the Olympian, ThurstonTalk social network blog, the periodic update webpage, the City's social media platforms, and the email contact lists.

8. Planning Commission Public Hearing, Worksessions, and Briefings

Several Planning Commission worksessions will be held after the initial public briefing. The Planning Commission will conduct a public hearing to gather community comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

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Public notice of the hearing will be published in accordance with state law and 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 a press release, the Olympian, as well as the City's periodic update webpage, social media platforms, and email contact list.

9. City Council General Government and Public Works Committees

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the periodic update. All meeting dates and materials will be posted on the City's periodic update webpage, social media platforms, and email contact list.

10. City Council Public Hearing and Worksessions

The City Council will conduct a public hearing to gather community input on the Planning Commission recommendation on the draft plan. Several City Council worksessions will be held after the initial public briefing. In addition to the required noticing procedures, notice will also be provided through press release, the Olympian, ThurstonTalk blog, as well as the City's periodic update webpage, social media platforms, and email contact list.

E. Timeline for Community Outreach

1. Phase I – Community Outreach

Winter 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, as well as the City's periodic update webpage, social media platforms, and email contact list.

2. Phase II – Plan Development

Summer 2023 – Spring 2024

In Phase II, feedback gathered through the community outreach 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 responses.

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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 as needed 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 outreach 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 outreach process will also be shared with these groups.

Contact with the community will continue through a variety of media outreach methods, including surveys, utility inserts, open houses, informal meetings, presentations, as well as the City's periodic update webpage, social media platforms, and email contact list.

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. Access to the complete drafts of the Plan will be made available to the community through the City's periodic update webpage, social media platforms, and email contact list.

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.

b. Commission Worksessions and Public Hearing

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans. Opportunities for a joint worksessions will be considered.

The Planning Commission will then conduct a public hearing to gather community 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 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

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to the required noticing procedures, notice will also be provided through the City's periodic update webpage, social media platforms, and email contact list.

c. 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 periodic update webpage and notice will be provided through means identified in the Outreach 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 the City's periodic update webpage, social media platforms, and email contact list.

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

III. Comments

Written comments are welcome at any time during the periodic update process. To be considered for the Planning Commission and City Council public hearings, formal written comments should be submitted by the deadline included in the public notices for the hearings. Staff will address and publish all formal comments.

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The periodic update email [\[project email to be added\]](#)@ci.tumwater.wa.us will be used for project communications.

All documents related to the periodic update are located on the City's periodic update webpage: [\[website link to be added\]](#)

IV. Process and Schedule

A. Comprehensive Plan Periodic Update

1. Phase I – Start Community Outreach – Fall 2022 – Summer 2023
 - a. Develop Work Program – October through January 2023
 - b. Develop Community Outreach Plan – Winter 2023
 - c. Gap Analysis of Current Comprehensive Plan Goals and Policies – Winter 2023
 - d. Start Community Outreach Process – Winter 2023 through June 30, 2025
 - 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 A – 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 A – Stakeholders.*
 - 2) Parks & Recreation Commission

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- 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 – *Will 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

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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

Appendix A – Stakeholders

The following is the start of an initial list of internal and external stakeholders for the periodic update process. The list will updated throughout the periodic update process.

1. External Stakeholders

Community Members

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

Regulatory and Advisory Agencies or Bodies

1. City
 - a. City Council
 - b. General Government Committee
 - c. Public Works Committee
 - d. Planning Commission
 - e. Historic Preservation Commission
 - f. Parks & Recreation Advisory Board
 - g. Tree Board
2. Other Governments
 - a. State Department of Commerce
 - b. Thurston Regional Planning Council

Other Governments

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1. Chehalis Tribal Nation
2. City of Olympia
3. Nisqually Tribal Nation
4. Olympia School District
5. Squaxin Tribal Nation
6. Thurston County

Other Public Agencies

1. InterCity Transit
2. LOTT Cleanwater Alliance
3. Olympia School District
4. Port of Olympia
5. South Puget Sound Community College
6. State Department of Corrections*
7. State Department of Ecology
8. State Department of Health*
9. State Department of Fish and Wildlife
10. State Department of Labor and Industries*
11. State Department of Natural Resources
12. State Department of Revenue*
13. State Department of Transportation
14. State Parks and Recreation Commission*
15. Thurston County Conservation District
16. Thurston Economic Development Council
17. Thurston County Public Health Department
18. Thurston Thrives – Environment, Housing, and Climate Action Teams

* State agencies located in the City.

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19. Timberland Regional Library
20. Tumwater School District
21. 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. Vine Street Investors / TransAmerica

Environmental

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

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Arts/Culture/Hospitality

1. Explore Thurston County
2. Farmers Market
3. Hotels
4. Olympia and Beyond

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

Internal Stakeholders

1. Mayor
2. Councils, Commissions, and Boards
 - a. City Council
 - b. General Government Committee

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- 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