



CITY OF  
**TUMWATER**

**PLANNING COMMISSION  
MEETING AGENDA**

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

**Tuesday, November 26, 2024  
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Tumwater Planning Commission Meeting Minutes October 22, 2024
5. Commissioner's Reports
6. Manager's Report
7. Public Comment
8. Food System Plan
9. 2025 Comprehensive Plan Periodic Update – Development Code Middle Housing
10. Ordinance No. O2024-008, General Commercial Residential Mixed Use Amendments
11. 2025 Long Range Planning Work Program
12. Next Meeting Date - Joint Work Session with City Council 12/10/2024 at 6 PM
13. 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\\_Ca9LZCcsRGKrMkA6htgXhw](https://us02web.zoom.us/webinar/register/WN_Ca9LZCcsRGKrMkA6htgXhw)

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 867 9054 9437 and Passcode 667484.

**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\\_Ca9LZCcsRGKrMkA6htgXhw](https://us02web.zoom.us/webinar/register/WN_Ca9LZCcsRGKrMkA6htgXhw)

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 Planning Commission meeting. We thank you for attending.

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

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

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

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

Thank you for participating.

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MINUTES OF HYBRID MEETING  
October 22, 2024 Page 1**

**CONVENE:** 7:01 p.m.

**PRESENT:** Chair Elizabeth Robbins and Commissioners Grace Edwards, Terry Kirkpatrick, Gina Kotek, Brandon Staff, and Michael Tobias.

Absent: Commissioners Malissa Paulsen, Cody Perez, and Anthony Varela.

Staff: Planning Manager Brad Medrud and Planner Erica Smith-Erickson.

**COMMISSIONER MICHAEL TOBIAS THANK YOU:** Commissioners and staff shared their respective sentiments and thanks to Commissioner Tobias for his participation, commitment, input, and for his questions during his six-year tenure on the Commission. The Commission hosted a reception for Commissioner Tobias following the meeting featuring cake and refreshments.

**CHANGES TO AGENDA:** There were no changes.

**COMMISSIONER’S REPORTS:** There were no reports.

**MANAGER’S REPORT:** Manager Medrud reported that the election of Chair and Vice Chair positions for 2025 is scheduled at the November 12, 2024 meeting as required by the bylaws.

Manager Medrud said he plans to contact Commissioners individually to schedule a time to meet as a check-in and to receive any input on the 2025 Work Plan.

Manager Medrud referred to the current schedule of the Comprehensive Plan Periodic Update. A joint meeting with the City Council is scheduled on December 10, 2024. The joint meeting includes a review of the 2025 Work Plan, reviews of the Land Use and Housing Elements, and updates to the Development Code.

Progress on the periodic update is moving forward with a recent meeting with the City’s climate consultant. The consultant anticipates releasing a public draft of the Climate Element by the end of the year. The consultant team has completed a substantial amount of work to include public outreach.

Staff is reviewing the draft Lands for Public Purposes Element for a briefing to the Commission on November 26, 2024, as well as a

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MINUTES OF HYBRID MEETING  
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discussion on the 2025 Work Program. The Conservation Element is scheduled for the Commission’s initial review on November 12, 2024.

**PUBLIC COMMENT:**

There were no public comments.

**DEVELOPMENT CODE  
ADMINISTRATION  
(ORDINANCE NO. O2024-005):**

Manager Medrud said the request is to schedule a public hearing on proposed Ordinance No. O2024-005 on November 12, 2024.

The proposed ordinance was outlined in the staff report at the previous meeting. A draft of the ordinance was included in the staff report. Since the Commission’s last review, several changes have occurred. The proposed ordinance primarily amends TMC Title 14 Development Code Administration to address revisions needed to bring City’s regulations into compliance with amendments to state law and update the City’s approval processes, as well as amending portions of some sections in the Tumwater Municipal Code (TMC).

The first change is an addition in Title 18 creating new Chapter 18.55 Site Plan Review. Site plan review applies to development proposals that do not require a conditional use permit or other special permit and involves construction or expansion of new facilities or structures, except for individual single-family dwellings, duplexes, triplexes, quadplexes, townhouses, and stacked units. The current process should be codified as it enables City planners to review a proposed project for all land use related requirements for zoning, setbacks, bulk and dimension, use, landscaping plans, and critical areas, etc. and issue an approval. The proposal establishes a permit type for the review and issuance of a determination. A successful review provides the applicant with vested approval for 18 months. Land uses subject to the proposed provision include multifamily (5 units or more), commercial projects, industrial projects, and institutional projects (schools, public buildings). Manager Medrud invited comments and questions.

Chair Robbins questioned whether some of the larger sections that were stricken from the ordinance were either replaced or removed entirely. Manager Medrud explained that for some chapters, minor changes were made to existing language; however, for Title 14, the entire title was replaced with new language. The old version is posted online. The ordinance strike-through version has the new section in red underlined text. However, some sections in the ordinance refer to new sections outside of Title 14 that are not underlined.

Commissioner Kirkpatrick requested more information on

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substantive changes made since the last review. Manager Medrud said most of the substantive changes are in Chapter 18.55 Site Plan Review. References added in Title 14 cite new Chapter 18.55.

Planner Smith-Erickson added that a new table was added listing all permit types and the different land use type applications of Type 1, II, III, and IV. Previously, the code did not identify the permit application type. Timelines were also added to conform to recent legislation.

Commissioner Kirkpatrick said one substantive change he noticed was language that indicates staff had the ability to make certain recommendations. Manager Medrud said the ordinance includes several levels of approval. Approvals can be administrative through the Director of Community Development or their designated appointee or the Hearing Examiner who has the ability to issue a decision on Type III permits, as an example. In all cases, either staff or the Development Review Committee is the first body to review applications and provide recommendations to the final decision-maker. This process has been in practice. However, the proposed changes in the ordinance solidify and clarify the process.

Commissioner Tobias cited Chapter 16 and the strikethroughs that appear to be related to the appeals process. He asked about any changes to the appeal process. Manager Medrud said that the new language clarifies the current code. Some particular sections, such as in Title 11 Telecommunications, have a specific process for handling individual wireless permits and refers to former Chapter 14.08, which was broader than just land use permits and included other provisions that did align within the section. Changes to Chapter 14 are specific to land use permits as specified in Title 18 Zoning, Title 17 Land Division, or Title 16 Environment. All those titles pertain to land use permits.

Planner Smith-Erickson noted that the prior structure of the codes included an appeal process for each application type. The proposed changes consolidate the review and appeal process for each type of application.

Manager Medrud noted that the appeal process did not change in the proposed ordinance. For administrative decisions issued by the Community Development Director, any appeal is considered by the Hearing Examiner for a final determination. Any appeal of a Hearing Examiner decision is appealed to Thurston County Superior Court.

Manager Medrud added that in addition, the list of required

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elements for a permit application was updated (Chapter 14.08.010). The City issues a determination of complete application to the applicant when the application is procedurally complete. Previously, the process was somewhat nebulous because the City did not specify in detail the documents required. A new level of detail is required to meet new state standards. As each permit type has different requirements, language was included allowing the Director to issue an amendment authorizing a checklist for each of the permit types rather than an entire laundry list of requirements, which might not be applicable to the specific development proposal. As part of the pre-application process for the Development Review Committee, the committee can modify the checklist and request additional information. Any additional information requested by the committee would need to be included in the complete application.

**MOTION:** **Commissioner Kirkpatrick, moved, seconded by Commissioner Tobias, to schedule a public hearing on Ordinance No. O2024-005; Development Code Administrative Revisions on November 12, 2024. A voice vote approved the motion unanimously.**

**NEXT MEETING DATE:** The next meeting is scheduled on November 12, 2024.

**ADJOURNMENT:** **Commissioner Tobias moved, seconded by Commissioner Kirkpatrick, to adjourn the meeting at 8:31 p.m. A voice vote approved the motion unanimously.**

TO: Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: November 26, 2024  
SUBJECT: Food System Plan

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1) Recommended Action:

No action is requested. This is an opportunity for discussion with the consultant about the initial steps in the process of developing a Food System Plan for the City.

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2) Background:

The City Council included the preparation of a City Food System Plan to address community concerns with food insecurity on the local level on the 2024 Long Range Planning Work Program.

The City will be working our consultant Rebeca Potasnik to prepare a Plan that focuses on supporting ways to access food more effectively and consider the role of local and community based agriculture activities, such as community gardens and local producers and processors to build a more resilient food system.

The Plan will focus on how to provide healthy food to the community, reduce food waste, support local food processing, eliminate barriers, address gaps in the current system, produce solutions to implement at appropriate scale, and identify how to maintain and update resource materials through jurisdictional and community partners.

This first meeting with the Planning Commission will focus on describing the plan preparation process, reviewing the stakeholder list, and the questions for the stakeholders. The General Government Committee received a similar briefing at their November 13, 2024 meeting.

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3) Alternatives:

None

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4) Attachments:

A. Memorandum

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**City of Tumwater Food System Plan**  
***Project Overview*****Summary**

The City of Tumwater wants to address food insecurity at the local level by focusing on 1) how to provide healthy food for all members of the community, 2) reduce food waste, and 3) support local food production and processing. This project will prepare a Food System Plan which will identify the most impactful activities in addressing core food insecurity issues, identify how to eliminate barriers and address gaps in the current system, and offer appropriately scaled solutions implemented at the municipal level through collaborations between the City and community partners. The Plan will include key performance indicators to assist the City in monitoring the effectiveness of the activities. It will also provide a method by which the City and its jurisdictional and community partners can maintain and update relevant resource materials.

**Methodology & Approach**

Guiding principles. The Plan will be grounded in the principles of equity, sustainability, stability, resiliency, and efficacy.

- Equity. A food system should support food security with an emphasis on those community members that experience the greatest inequities.
- Sustainability. A balance between environmental health, economic profitability, and social equity creates a resilient food system that meets current food needs without compromising the ability of future generations to meet their own needs.
- Stability. All community members should have reliable access to sufficient, safe, appropriate, and nutritious food, even in the face of unexpected challenges.
- Resiliency. The food system should maintain its functionality and continue to provide food security and nutrition under various adverse conditions.
- Efficacy. The audience for the plan is the City of Tumwater, therefore, the objectives and actions in this plan will be the areas where this level of government can have the most impact.

Community engagement. Subject matter experts (SMEs) from the community will be identified to holistically represent Tumwater's current food system including natural, physical/built, political, and social aspects. SMEs will be consulted via interviews and survey tools to aid in creating an inventory and evaluation of the current landscape. City staff, Planning Commission, and City Council members will be consulted in identifying SMEs.

Community Food Assessment. Information obtained from SMEs will be synthesized in a Community Food Assessment to show key challenges, developments, current collaborations, and opportunities. The key findings from the assessment will inform the strategies addressed in the Food System Plan.

Develop goals. The overarching goals of the Food System Plan will be developed using the key findings of the Community Food Assessment. These goals will be drafted and then shared with SMEs, City staff, and Planning Commission and City Council members. The final goals of the Plan will reflect feedback received from these reviewers.



Develop recommendations. Recommended strategies and actions will support the vetted goals and be informed by the opportunities highlighted by SMEs in the Community Food Assessment. SMEs will have the opportunity to review the recommendations and provide feedback before the Food System plan is finalized.

**Food System Plan**

The Food System Plan will summarize the trends and current conditions revealed from the Community Food Assessment and focus on the recommended actions to meet the community’s goals. The actions may include opportunities for policy solutions, potential partners and community collaborations, infrastructure, education, and programming. All actions will be grounded in the feasibility of what can be accomplished at the municipal level. The Plan will include suggested metrics to evaluate its efficacy over time.

**City of Tumwater Food System Plan**  
**Subject Matter Experts**

**Your feedback is requested on the following preliminary list of subject matter experts (SMEs).** This list is organized alphabetically by affiliation. These community members were identified to represent Tumwater’s current food system including natural, physical/built, political, and social aspects. Select SMEs will be consulted via interviews and the remainder via survey tools to aid in creating an inventory and evaluation of the current landscape.

- Who else should be consulted?
- What voices and perspectives are missing?
- Should any of these be excluded due to duplication, obsolescence, etc.?

NAME	TITLE	AFFILIATION	CATEGORY		
			hunger relief	processing / production	food waste
Rae Lee	Director	Adventist Community Service Center	X		
Dani Madrone	Pacific Northwest Senior Policy & Planning Manager	American Farmland Trust		X	
Khurshida Begum	Executive Director	ASHHO Cultural Community Center		X	
Mark Clark	Owner, farmer	Bush Prairie Farm		X	
Peter Epperson	Community Kitchen volunteer	Catholic Community Services	X		
Rhys Roth	Executive Director	Center for Sustainable Infrastructure		X	X
Deborah Sioux-Lee	Interim Executive Director	CIELO	X	X	
Todd Anderson	Old Town Center	City of Tumwater, Parks & Rec Dept		X	
Alyssa Jones Wood	Sustainability Coordinator	City of Tumwater, Water Resources & Sustainability			X
Kim Gaffi	Consultant	co-founder of GRuB, QUEST Consortium	X	X	
Jennifer Colvin	Owner, rancher	Colvin Ranch		X	
Jeanine Toth	Editor in Chief of <i>Fresh from the Farm Guide</i>	Community Farm Land Trust		X	
Pat Labine	board member, committee member, faculty emeritus	Community Farm Land Trust, Thurston County Agriculture Advisory Committee, Evergreen State College Ecological Agriculture		X	

NAME	TITLE	AFFILIATION	CATEGORY		
			hunger relief	hunger relief	hunger relief
John Peters	Managing Member & Lead Developer	Tumwater Craft District		X	X
Margaret Garrett	Farm-to-School Coordinator	Educational Service District 113	X	X	X
Meredith Arseneau	Child Nutrition Cooperative Supervisor	Educational Service District 113	X	X	X
Beth Henriquez	Executive Director	Enterprise for Equity		X	
Tanikka Watford	board member, Executive Director	Enterprise for Equity, The Moore Wright Group, Deep Roots Foods	X	X	X
	Basic Needs Navigator	Family Education and Support Services	X		
Joel Hansen	Tumwater citizen	former Tumwater Planning Commission member, Tumwater Farmers Market, Thurston Union of Low Income People	X	X	X
Cathy Visser	nutritionist, dietician	South Sound Food System Network & Senior Services for South Sound; True for You Nutrition, LLC	X	X	X
Kerensa Mabwa	Growing Home Collective Manager	GRuB	X	X	
Deb Crockett	Executive Director	GRuB, South Sound Food System Network	X	X	X
		Haki Farmers Collective		X	
James Wirth	Field to Food Bank Coordinator	Kiwanis Food Bank Gardens	X	X	
		Mountain View Church	X		
Elise Krohn	Co-Director	Native Plants & Foods Institute, Tahoma Peak		X	
Tony & Kira DeRito	owners	Olympia Seafood, Tumwater Craft District		X	
Treacy Kreger	owner	Our Community Kitchen, South Sound Fresh, Vern's Foods		X	X
Robby Rutledge		Rutledge Family Farm		X	
Stephanie Penland	Senior Nutrition Program Director	Senior Services of South Sound	X	X	X
Jenni Crain	board chair	Slow Food Greater Olympia	X	X	X
Chris Hyde		Souper Sunday	X	X	X

NAME	TITLE	AFFILIATION	CATEGORY		
			hunger relief	hunger relief	hunger relief
	Food Pantry, Student Life	South Puget Sound Community College	X		
Kyle Rogers	Executive Director	South Puget Sound Intertribal Planning Agency	X	X	X
Annie Salafsky	Ag Research Tech, former owner Helsing Junction Farm	SW WA Growers Cooperative & SW WA Food Hub		X	X
Dave & Karissa Jekel	owners	Spud's Produce Market		X	X
Mitch Lewis	owner, farmer, President Tumwater Farmers Market	Summit Farms		X	X
Leejay & Lea Lee	owners	Sweet Lee's Ice Cream, Tumwater Craft District		X	
Aherlow Kasjaka	Program Coordinator	Thurston Asset Building Coalition, South Sound Food System Network	X	X	
Tina Wager	Community Agriculture Programs Coordinator	Thurston Conservation District, Farm My Yard Program		X	
Judy Jones	Senior Director of Operations	Thurston County Food Bank	X		X
Michaela Winkley	Community Engagement Coordinator / School Gardens	Thurston County Food Bank	X	X	
Mackenzie McCall	Agricultural Resources Supervisor	Thurston County Food Bank; South Sound Food System Network	X	X	X
Raymona Smiedala	Community Wellness: Education & Outreach Specialist	Thurston County Public Health & Social Services	X		
Al Quioco	Environmental Health: Food & Environmental Services	Thurston County Public Health & Social Services		X	
Hope Springer	Recycling & Waste Reduction Specialist	Thurston County Public Works			X
Aslan Meade	Director of Strategic Alliances	Thurston Economic Development Council		X	X
Tina Sharp	Regional Agricultural Development Manager	Thurston Economic Development Council		X	X
Meghan Sullivan	Deputy Director	TOGETHER!	X		
Brooke P	Market Manager	Tumwater Farmers Market		X	X

Kristen Maring	lead instructor, Tumwater FRESH Program (Farm Rooted Education for Sustainability & Health)	Tumwater High School	X	X	
NAME	TITLE	AFFILIATION	CATEGORY		
			hunger relief	hunger relief	hunger relief
Carrie Lerud		Tumwater Rotary	X		
Akemi Nagano	Support Services Technician	Tumwater School District, Food Services	X	X	X
Bob Gibson	Food Service supervisor	Tumwater School District, Food Services	X	X	X
Tammi Morgan	Food Service Coordinator	Tumwater School District, Food Services	X	X	X
Chris Wells	Executive Director	United Way of Thurston County	X		
Nate Lewis	Conservation Manager, owner	Washington Farm Land Trust, Oyster Bay Farm		X	
Katie Rains	Food Policy Advisor	Washington State Dept of Agriculture	X	X	X
Dillion Johnson	Business Solutions Navigator	WorkSource Business Solutions Navigator for the Food Production sector at the Thurston Chamber of Commerce		X	X
Stephen Bramwell	Extension Director & Agricultural Specialist	WSU Thurston County Extension		X	X

1. When you think about our local food system, what comes to mind?
2. How would you describe your role in the local food system?
3. What is the biggest barrier to accessing local, nutritious food?
4. What are some emerging issues in your sector of the food system?
5. What unmet needs, challenges, or barriers do you see in your sector of the food system?
6. How is your sector impacted by external market forces?
7. How is your sector impacted by climate change?
8. How has your sector been affected by waste management practices?
9. What are the biggest upcoming or current opportunities for improving our local food system that you know about?
10. What policies or practices are currently in place in Tumwater that hinder a thriving local food system from your sector's perspective?
11. What policies or practices could we enact in Tumwater to support a thriving local food system from your sector's perspective?
12. Are there any best practices you've seen in other places you'd like to see replicated in Tumwater?
13. Is there anyone else you think I should speak to?

TO: Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: November 26, 2024  
SUBJECT: 2025 Comprehensive Plan Periodic Update – Development Code Middle Housing

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1) Recommended Action:

No action requested. This is an opportunity for a discussion about the draft amendment language to meet the state requirements for middle housing in its development regulations and next steps.

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2) Background:

On a ten-year cycle, the City must 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 December 31, 2025.

[2025 Comprehensive Plan Update | City of Tumwater, WA](#) has links to guidance material and information about the update.

The intent of this Planning Commission work session is to discuss the City's approach to meeting the state requirements for middle housing in TMC Title 18 *Zoning*.

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3) Alternatives:

None.

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4) Attachments:

- A. Staff Report
- B. SCJ Summary of Housing-Related Legislative Changes for Tier 2 Cities Memorandum
- C. SCJ Update Status - Tumwater Middle Housing Matrix
- D. Presentation
- E. SCJ Middle Housing Boards
- F. Tumwater Zoning Map

# STAFF REPORT



Date: November 26, 2024  
To: City Council and Planning Commission  
From: Brad Medrud, Planning Manager

## 2025 Development Code Periodic Update – Middle Housing

On a ten-year cycle, the City must conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is obligated to complete work on the periodic update by December 31, 2025.

The intent of the Planning Commission work session on Tuesday, November 26, 2024, is to discuss the details of the City’s approach to the State required middle housing amendments to the Tumwater Municipal Code (TMC) as part of the 2025 Comprehensive Plan and Development Code periodic update and discuss next steps to amend the Citywide Design Guidelines.

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## 1. The Need for Housing in Tumwater

### A. Supply and Need

More needs to be done to increase the City's housing supply, even without the State requirements to do so.

Figure 1 shows the 2020 housing supply of the City and its associated urban growth area, and the expected 2020-2045 housing need based on the State's allocation to the Thurston County and subsequent process through the Thurston Regional Planning Council to allocate housing needs across all the jurisdictions in the County.

Table 1. Total 2020 Supply and 2045 Need.

	City	UGA	Total
2020 Housing Supply	11,064	1,210	12,274
2020-2045 Housing Need	6,676	2,516	9,192

Figure 1. 2045 Housing Allocation by Area Median Income (AMI).

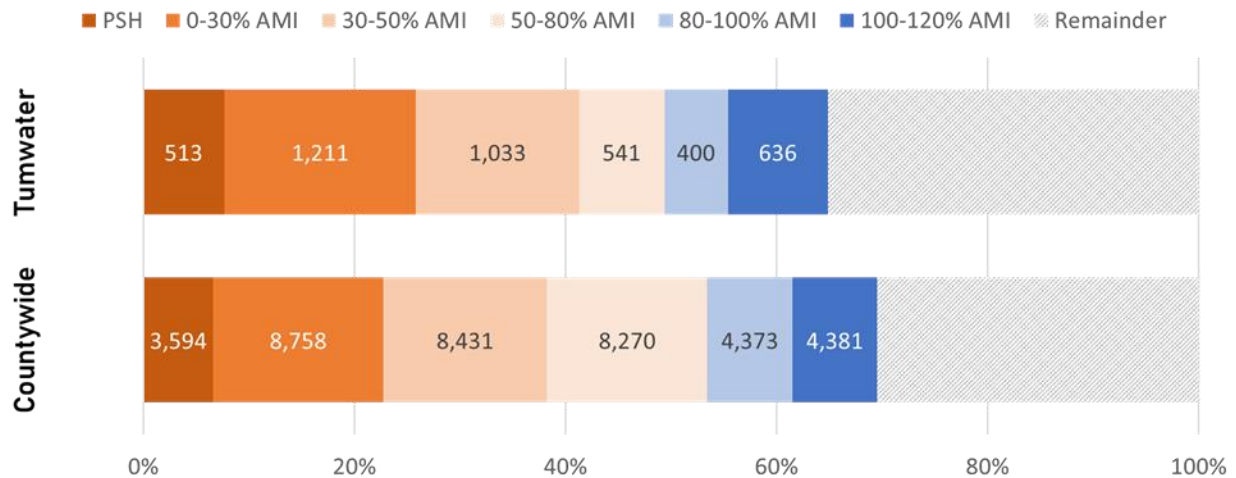


Table 2. Tumwater and Urban Growth Area Population Growth Projection.

Type	Number
Housing Units Needed (2020-2045)	9,192
Household Size (2020)	2.39
Population (2020) <sup>1</sup>	28,707
Projected Population Increase (2020-2045) <sup>2</sup>	21,969
Projected Population (2045)	50,676

## B. Who Are We Planning For?

The State Growth Management Act requires Tumwater to “**plan for and accommodate housing affordable to all economic segments of the population.**”

Housing is one of the most important parts of the everyday lives of Tumwater residents. One of the City’s top priorities is to work to provide opportunities for residents to have a range of housing options within their budget so that their home is suitable and affordable.

According to HUD, a moderate income at 100% of area median income (AMI) for a Thurston County household of three would be \$102,500.

Table 3. Income Categories by Thurston County Household Incomes.

Income Category	Percent of Area Median Income	Equivalent Household Income*
Permanent Supportive Housing	0-30% AMI	Less than \$30,750
Extremely Low-Income		
Very Low-Income	30-50% AMI	\$30,751 to \$51,250
Low-Income	50-80% AMI	\$51,251 to \$82,000
Moderate-Income	80-100% AMI	\$82,001 to \$102,500
	100-120% AMI	\$102,501 to \$123,000
Remainder	>120% AMI	\$123,001 and greater

Also: Emergency Shelter, Emergency Housing (temporary shelter for people experiencing homelessness or at imminent risk of becoming homeless).

\* - 2023 HUD Estimate from the Thurston Regional Planning Council

<sup>1</sup> 2020 Population includes the Census calibrated numbers both within the City of Tumwater (25,573) and its urban growth area (3,134).

<sup>2</sup> Determined by multiplying housing units needed from 2020-2045 by 2020 household size.

Table 4. Income Categories by Typical Jobs.

Income Category	Percent of Area Median Income	Typical Jobs that May Fall in this Range for Household Income
Permanent Supportive Housing	0-30% AMI	Farm workers, Fixed Incomes
Extremely Low-Income		
Very Low-Income	30-50% AMI	Childcare, Food Preparation, Landscaping
Low-Income	50-80% AMI	Vet. Technicians, Construction, Truck Drivers
Moderate-Income	80-100% AMI	Nurses, Plumbers
	100-120% AMI	Analysts
Remainder	>120% AMI	Lawyers, Managers

### C. Anticipated Future Housing Need

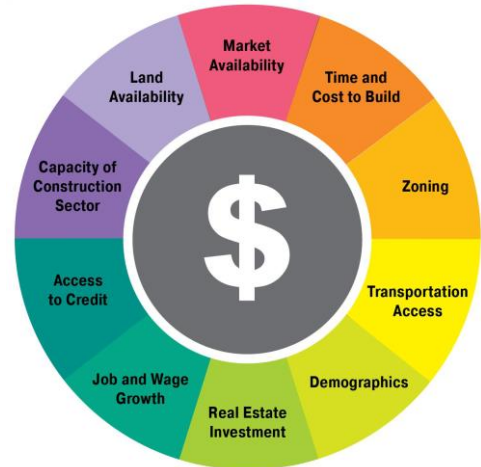
Table 5. 2045 Housing Unit Allocation by AMI.

0-30% AMI	31-50% AMI	51-80% AMI	81-120% AMI	Above 120% AMI
1,724 units 26% of total	1,033 units 15% of total	541 units 8% of total	1,036 units 16% of total	2,342 units 35% of total
<b>Rental:</b> Public support needed in all markets	<b>Rental:</b> Public support needed in most markets	<b>Rental:</b> Incentives needed in many markets <b>Home Ownership:</b> Subsidy or incentives needed in many markets	<b>Rental or Home Ownership:</b> Incentives or zoning flexibility needed in some markets	<b>Market Rent and Home Ownership</b>

## D. City's Role in Development

Tumwater's zoning, regulations, permit procedures, and fees directly influence where and the intensity of what can be built:

- Zoning and regulations under the State Growth Management Act
- Permit procedures.
- Infrastructure that facilitates housing development.



## E. Development Code Update Process



## 2. Middle Housing

### A. State Requirements

The Development Code updates required by the State to address middle housing include:

- Allowing at least two units per lot in residential zones and at least four units per lot in residential zones if at least one unit is affordable housing. As an alternative, meet density requirements on 75% of City lots that are primarily dedicated to single-family housing.
- Allowing at least six of the nine types of middle housing in residential zones.
- Allowing zero lot line short plats.
- Limiting design review for middle housing to standards that apply to single-family houses.
- Limiting parking requirements for middle housing to one parking space on lots less than 6,000 square feet and two spaces on lots greater than 6,000 square feet.
- Requirements apply to zone districts that consist of “all lots zoned predominantly for residential use.”

- Unit density and allowed use standards do not apply to zoning districts “permitting higher densities or intensities.”
- Mixed-use zone districts which permit by-right multifamily and a variety of commercial uses are not included within the definition of “all lots zoned predominantly for residential use”.
- Manufactured home park zone districts are excluded from these requirements.

Additional considerations:

- There is a possibility for Commerce approval of ‘substantially similar’ plans and regulations to those required by state requirements.
- There is a possibility for Commerce to give a timeline extension if it will result in displacement or overburdened infrastructure. The Capital Facilities Plan update can also be delayed by the City if an extension is granted.
- Common Interest Communities (e.g., condominium or homeowners’ associations) cannot prohibit the implementation of the State requirements.
- Note that the other state requirements for accessory dwelling units, parking, and transit availability are broader than these State requirements.
- Meeting the two ADUs per lot requirements may address some of these requirements.

## B. Proposed Middle Housing Amendments

### 1) Low Density Zone Districts

Remove references to “single-family” from the titles of the current Single-Family Low Density Residential and Single-Family Medium Density Residential land use designations and zone districts.

References in the Single-Family Low Density Residential (SFL) and Single-Family Medium Density Residential (SFM) zone district intent statements to single-family housing being the primary form of development in those districts will be removed and the land use designation descriptions in the Comprehensive Plan will be updated as well.

Single-family detached dwellings will continue to be allowed in these districts.

The City is exploring combining the current Single-Family Low Density Residential and Single-Family Medium Density Residential land use designations and zone districts into a single Low Density Residential land use designation and zone district.

### 2) Excluded Low Density Zone Districts

Two primarily residential zone districts are proposed to be excluded from middle housing requirements as allowed under state law: the Residential/Sensitive Resource (RSR) and the Manufactured Home Park (MHP) zone districts.

The intent of the Residential/Sensitive Resource (RSR) zone district is to accommodate and establish low density residential neighborhoods in a manner that is compatible with areas of unique open space character and environmental sensitivity with a minimum density of two dwelling units per acre and maximum density of four dwelling units per acre. The Residential/Sensitive Resource (RSR) zone district is found primarily on the west side of the City in areas with large wetlands and Percival Creek or in the south side where there are high groundwater flooding concerns. The Residential/Sensitive Resource (RSR) zone district currently allows for duplexes and cottage housing.

The Manufactured Home Park (MHP) zone district is intended to provide sufficient land for manufactured homes in manufactured home parks.

### 3) Definitions

The following definitions will be added or modified to TMC Chapter 18.04:

*“Administrative design review” means a land use permit review process whereby a design review application is reviewed, approved, or denied by the director of community development or their designee based solely on objective design standards found in the citywide design guidelines without an open recording hearing, unless such review is part of a consolidated review and decision process pursuant to TMC Title 14 Development Code Administration, otherwise required by state or federal law, or the structure is a designated landmark or historic district established under the city’s preservation ordinance. A city will utilize the process found in the citywide design guidelines to consider, recommend, or approve requests for deviations.*

*"Affordable housing" means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is: (A) For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or (B) For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.*

*Cottage housing” means residential units on a lot with a common open space that either: (A) Is owned in common; or (B) has units owned as condominium units with property owned in common and a minimum of twenty percent of the property as open space.*

*“Dwelling unit density” means the number of dwelling units, including accessory dwelling units, allowed on a lot, regardless of lot size.*

*“Major transit stop” means (A) a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW; (B), commuter rail stops; (C)*

*stops on rail or fixed guideway systems; or (D) stops on bus rapid transit routes, including those stops that are under construction.*

*“Middle housing” means buildings that are compatible in scale, form, and character with single-family dwellings and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, quadplexes, townhouses, stacked flats, and cottage housing.*

*“Multifamily Dwelling” means a building designed and used for occupancy by five or more families all living independent of each other and where all dwelling units are located on the same lot.*

*“Quadplex” means a building designed for and used exclusively for occupancy by four families independent of each other where all four dwelling units are located on the same lot and are completely separated from each other, except for common stairwells or garages.*

*“Single-family detached dwelling” means a building that is not attached in any way to another dwelling unit or structure providing complete, independent living facilities for a family.*

*“Stacked flat” means dwelling units in a residential building of no more than three stories in which each floor may be separately rented or owned as one dwelling unit.*

*“Townhouse” or “rowhouse” means one of a line or row of three or more dwelling units attached one to the other, having common walls between individual units, generally two stories in height (and sometimes three). Each unit occupies the space between common walls from the lowest level to the roof, where common walls are the property lines between units and that have a yard or public or private street, alleys, pathways, or similar feature which the public has a right of use on not less than two sides.*

#### **4) Middle Housing Allowed Uses**

The City will be adding the following six of nine middle housing building types in its residential zone districts:

**Duplexes**



**Triplexes**



**Quadplexes**



**Townhouses**



**Stacked flats**



**Cottage housing**





The City will not be adding the following three of nine middle housing building types in its residential zone districts, which will continue to fall under the City's definition of multifamily dwelling.

**Fiveplexes**



**Sixplexes**



**Courtyard apartments**



Table 5. Residential Uses by Residential District

RESIDENTIAL DISTRICTS	SFL	SFM	MFM	MFH
Cottage housing	P	P	P	
Designated manufactured home parks			P	
Designated manufactured homes	P	P	P	
Duplexes	<u>P</u> <sup>1</sup>	<u>P</u> <sup>1</sup>	<u>P</u> <sup>1</sup>	
Multifamily dwellings			P	P
Manufactured home parks				
Permanent supportive housing	P	P	P	P
Planned unit developments	P	P	P	P
Quadplexes	<u>P</u>	<u>P</u>	<u>P</u>	P

RESIDENTIAL DISTRICTS	SFL	SFM	MFM	MFH
Senior housing facilities, assisted			C	C
Senior housing facilities, independent			P	P
Single-family detached dwellings	P	P		
Single-family detached dwellings existing prior to April 15, 2021			p <sup>2</sup>	
Stacked flats	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Townhouses and rowhouses	<u>P</u>	P	P	P
Transitional housing	P	P	P	P
Triplexes	<u>P</u>	<u>P</u>	P	P

Notes:

- Proposed amendments shown in red.
- Restrictions on the percentage of lots allowing duplexes in new subdivisions removed.

### 5) Dwelling Unit Density

The permitted dwelling unit density on all lots in the Single-Family Low Density Residential (SFL), Single-Family Medium Density Residential (SFM), Multifamily Medium Density Residential (MFM), and Multifamily High Density Residential (MFH) land use designations and zone districts will be two dwelling units per lot with four dwelling units allowed per lot if at least one dwelling unit on the lot is affordable housing that meets the requirements of TMC 18.42.160.

The dwelling unit density requirements would not apply to lots less than 1,000 square feet.

Because detached single-family residences are not a type of middle housing, the City is not required to allow multiple detached single-family homes per lot.

### 6) Bulk and Dimensional Regulations

Rear yard setbacks would be reduced in the Single-Family Low Density Residential (SFL), Single-Family Medium Density Residential (SFM) zone districts from twenty feet to five feet for middle housing, as is currently allowed for accessory dwelling units.

### 7) Citywide Design Review

The Citywide Design Guidelines will be updated to ensure that the requirements for single-family dwellings are the same as middle housing dwellings.

### 8) Accessory Dwelling Units

Two accessory dwelling units will be allowed per residential lot and the maximum area of an accessory dwelling unit will be increased from 800 to 1,000 square feet.

### 9) Affordable Housing Requirements

To qualify for up to the four additional units under the middle housing affordable housing provisions, the required number of affordable housing dwelling units will be required to meet the following standards:

1. *Such dwelling units shall meet the definition affordable housing in TMC 18.04.010;*
2. *Such dwelling units shall be maintained as affordable housing in perpetuity;*
3. *A covenant or deed restriction shall be approved by the city and recorded by the property owner that ensures the rental or ownership of units subject to these affordability requirements will remain consistent with the conditions in chapter 84.14 RCW in perpetuity; and*
4. *Dwelling units dedicated as affordable housing shall:*
  - a. *Be provided in a range of sizes comparable to other units in the project;*
  - b. *Contain the same proportion of the number of bedrooms in affordable units as the other dwelling units within the project; and*
  - c. *Be distributed throughout the project.*

### 10) Off-Street Parking Requirements

As required under state law, the off-street parking requirements for middle housing will be:

*1.0 space per dwelling unit for lots no greater than 6,000 square feet and 2.0 spaces per dwelling unit for lots greater than 6,000 square feet (before any zero lot line subdivisions or lot splits).*

### 11) Cottage Housing Open Space

As required under state law, the open space required for cottage housing will be:

- K. *Open space.*
  1. *Open space shall be provided equal to a minimum 20 percent of the lot size.*
  2. *Required open space may include common open space, private open space, setbacks, critical areas, and other open space.*
  3. *At least one outdoor common open space shall be provided.*

## 4. Next Steps

The Planning Commission and City Council will hold a joint work session on December 10, 2024, at 6 p.m. The topics of the joint work session will include land use, housing, and middle housing amendments, as well as the 2025 long range planning work program.

Staff will be working on amendments to the Citywide Design Guidelines to present to the Planning Commission for discussion in early 2025.

## 5. Resources and Guidance

All documents related to the periodic update are on the [City's periodic update webpage](#), including:

- Information on all meetings
- State guidance materials.
- Drafts of the Elements as they are prepared.
- Staff reports and presentations.

### Balancing Nature & Community

#### Tumwater's Path to Sustainable Growth

Every ten years, the City is required by the state to conduct a periodic update of its Comprehensive Plan and related development regulations to ensure that they comply with the Growth Management Act and respond to changes in the City.

GET INVOLVED	+
PROJECT SCHEDULE	+
PUBLIC ENGAGEMENT	+
CITY MEETINGS	+
DRAFT ELEMENTS	+
GUIDANCE DOCUMENTS	+
CITY PRESENTATIONS	+
CITY PUBLIC ENGAGEMENT	+
CITY STAFF REPORTS	+



**To** City of Tumwater  
**From:** SCJ Alliance  
**Date:** November 11, 2024  
**Project:** City of Tumwater Middle Housing Code Updates  
**Subject** Summary of Housing-Related Legislative Changes for Tier 2 Cities

### Introduction:

Within recent legislative sessions, several policies were passed by the state legislature to address affordable housing across Washington state. These bills made changes to the Growth Management Act and addressed “missing middle housing” through new requirements for cities and counties to address. The following memo provides a legislative brief on what cities classified as Tier 2 under new Middle Housing legislation (HB 1110 and HB 2321) are required to plan for.

The City of Tumwater will also need to reflect on their Comprehensive plan goals, policies, and community engagement in determining their approach to addressing new state legislation on housing in their middle housing ordinances.

### Recent Housing-Related Legislative Changes

#### Comprehensive Plan – Housing Element:

[HB 1220](#) substantially amends housing-related provisions of the GMA, requiring planning for housing by income bands and addressing racially disparate impacts, displacement, and exclusion.

This bill directs the City of Tumwater to update their Housing Element in their Comprehensive Plan to account for the following actions:

- Inventory and analyze existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction’s share of housing need, as provided by Commerce.
- Identify land capacity 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, and permanent supportive housing.
- Consideration of housing locations in relation to employment locations and the role of ADUs.
- 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.
- Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments. This work should identify areas where anti-displacement tools may be applied, but may not need to be in the comprehensive plan.

#### **Development Code:**

[HB 1042](#) encourages the conversion of existing commercial or mixed-use buildings for residential uses.

Six months after its periodic comprehensive plan update, the City of Tumwater must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations, and other official controls the requirements for buildings zoned commercial or mixed-use to allow for the conversion of these buildings into multifamily housing.

[HB 1337](#) requires cities and counties to allow two accessory dwelling units (ADUs) per lot in urban growth areas and establishes standards for jurisdictions to use.

The City of Tumwater must:

- Permit ADUs in structures detached from the principle unit;
- Allow an ADU on any lot that meets the minimum lot size required for the principal unit;
- Allow detached ADUs to be sited at a lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley; and
- Allow ADUs to be converted from existing structures, including detached garages.
- Allow for the construction of two ADUs in the following configurations on all zoning districts that allow for single-family homes in urban growth areas;
  - One attached ADU and one detached ADU;
  - Two attached ADUs; or
  - Two detached ADUs, which may be comprised of either one or two detached structures.

The City of Tumwater cannot:

- Assess impact fees on the construction of ADUs that are greater than 50 percent of the impact fees that would be imposed on the principal unit;
- Establish a height limit on an ADU of less than 24ft feet, unless the principal unit height limit is less than 24 feet;
- Establish a maximum gross floor area requirement for accessory dwelling units that is less than 1,000 square feet;
- Impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for ADUs that are more restrictive than those for principal units;
- Prohibit the sale of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an ADU;
- Require public street improvements as a condition of permitting ADUs; and



- Require the owner of a lot on which there is an ADU to reside in or occupy the ADU or another housing unit on the same lot.

The City of Tumwater may apply regulations including:

- Generally applicable development regulations;
- Public health, safety, building code, and environmental permitting requirements that would be applicable to the principal unit, including regulations to protect ground and surface waters from on-site wastewater;
- A prohibition on the construction of ADUs that are not connected to or served by public sewers;
- A prohibition or restriction on the construction of ADUs in residential zones with a density of one dwelling unit per acre or less that are within areas designated as wetlands, fish and wildlife habitats, flood plains, or geologically hazardous areas; and
- Restrictions on the use of ADUs for short-term rentals.

[HB 1110](#) and [HB 2321](#) concerning middle housing.

Six months after its periodic comprehensive plan update, the City of Tumwater must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations, and other official controls the requirements and definitions for middle housing.

Tier 2 City Applicability:

- Population of more than 25,000 in 2020,
- Population of less than 75,000 in 2020,

A Tier 2 City **must allow**:

- The development of the following unit densities:
  - **At least two units per lot** on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies; RCW [36.70A.635\(1\)\(a\)\(i\)](#)
  - **At least four units per lot** on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies, **within one-quarter mile walking distance of a major transit stop**; RCW [36.70A.635\(1\)\(a\)\(ii\)](#)
    - Major transit stop means:
      - A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
      - Commuter rail stops;
      - Stops on rail or fixed guideway systems; or
      - Stops on bus rapid transit routes, including those stops that are under construction.
  - **At least four units per lot** on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies, **if at least one unit is affordable housing**. RCW [36.70A.635\(1\)\(a\)\(iii\)](#)



- The unit density in RCW [36.70A.635](#)(1)(a) does not apply to lots after subdivision below 1,000 square feet unless the city has a smaller allowable lot size in the zone.
- **At least six of the nine middle housing types** to achieve the unit density required in RCW [36.70A.635](#) (1)
- Allow zero lot line short subdivision where the number of lots created is equal to the unit density required in RCW [36.70A.635](#)(1).
- Apply to middle housing the same development permit and environmental review processes that apply to detached single-family residences, unless otherwise required by state law.

A Tier 2 City **may**:

- Allow accessory dwelling units to achieve the unit density required, per RCW [36.70A.635](#)(5).
- Define middle housing types that are undefined under RCW [36.70A.030](#)
  - RCW 36.70A.030 includes definitions for courtyard apartments, cottage housing, townhouses, and stacked flats, **but** duplexes, triplexes, fourplexes, fiveplexes, and sixplexes are undefined.
- Define what falls under the required “unit density”.
  - Cities choosing to count accessory dwelling units as part of “unit density” and adopting the term “unit density” in local code should consider a definition that references accessory dwelling units.
- Adopt a maximum unit density
  - Cities are not required to allow accessory dwelling units or middle housing types beyond the density requirements - RCW [36.70A.635](#)(5)
  - The middle housing definition, in conjunction with the maximum unit density a jurisdiction adopts, is important because RCW 36.70A.635 sets limits on permitting, design review, and parking standards for all middle housing types citywide in all cities subject to the middle housing law.

A Tier 2 City **cannot**:

- Require off-street parking as a condition of permitting development of middle housing within one-half mile walking distance of a major transit stop;
- Require more than one off-street parking space per unit as a condition of permitting development of middle housing on lots no greater than 6,000 square feet before any zero lot line subdivisions or lot splits;
- Require more than two off-street parking spaces per unit as a condition of permitting development of middle housing on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits;

Middle Housing **Exemptions** (RCW [36.70A.635](#)(8)):

- Portions of a lot, parcel, or tract designated with critical areas designated under RCW [36.70A.170](#) or their buffers as required by RCW [36.70A.170](#), except for critical aquifer recharge areas where a single-family detached house is an allowed use provided that any requirements to maintain aquifer recharge are met;
- Areas designated as sole-source aquifers by the United States Environmental Protection Agency on islands in the Puget Sound;





- A watershed serving a reservoir for potable water if that watershed is or was listed, as of July 23, 2023, as impaired or threatened under section 303(d) of the federal Clean Water Act (33 U.S.C. Sec. 1313(d));
- Lots that have been designated urban separators by countywide planning policies as of July 23, 2023; or
- A lot that was created through the splitting of a single residential lot.
  - NOTE: At this time, “lot split” is undefined. Legislation in both 2023 and 2024 on this did not pass. This may change in the future, and lots may be exempt from allowing middle housing. More guidance to come if this passes.

The State Model Ordinance developed by the Department of Commerce:

- Goes above what is asked for in the state legislation;
- Only text in bold is required;
- Does not count accessory dwelling units as middle housing;
- The key features of the middle housing types:
  - Duplex, Triplex, and Fourplex: Left for cities to define
  - Cottage Housing: Residential units on a lot with a shared open space owned in common
  - Courtyard Apartments: Attached residential units arranged on two or three sides of a yard or court.
  - Stacked Flat: Residential units in a residential building of no more than three stories in which each floor may be separately rented or owned.
  - Townhouses: buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

#### **Permitting Process:**

[HB 1293](#) establishes standards for clear and objective local design review to streamline permitting processes.

Encourages the City of Tumwater to provide expedited review for project permit applications that include dwelling units that are affordable to low-income or moderate-income households and within the capacity of systemwide infrastructure improvements.

[SB 5290](#) amends the Local Project Review Act to increase the timeliness and predictability of permitting processes. The Department of Commerce is required to provide a consolidated permit review grant program and a digital permitting grant program to support implementation of this bill.

The City of Tumwater must exclude project permits for interior alterations from site plan review, provided that they do not include activities such as increasing the number of sleeping quarters, total square footage or valuation, or nonconformity with FEMA substantial improvement thresholds.

[SB 5412](#) expands SEPA Categorical Exemptions related to infill and middle housing projects.

The City of Tumwater may establish SEPA exemptions for the development of housing within incorporated areas of the UGA pursuant to RCW 37.70A.110 for middle housing.

**REQUIRED AND RECOMMENDED UPDATES**  
**City of Tumwater - Middle Housing Development Regulations**

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
<b>Chapter 18.02 - GENERAL PROVISIONS</b>			
18.02.010	Interpretation of text.	<p>The Commerce Middle Housing Model Ordinance includes an "applicability" section that is recommended for addition to the code. The applicability language outlines where the provisions of the middle housing code apply (as indicated in RCW 36.70A.635(1)(a)) and do not apply (as indicated in RCW 36.70A.635(8)). This may be one possible location for that information.</p> <p>--</p> <p>Note - SMO can be found here (applicability language on page 9):  <a href="https://deptofcommerce.app.box.com/s/tfivrrq4t97nggquanr3syaz4zeo8nxd">https://deptofcommerce.app.box.com/s/tfivrrq4t97nggquanr3syaz4zeo8nxd</a></p>	<p>For all proposed middle housing amendments, the City's preference is to adopt code language that complies with the RCW and works in harmony with the rest of Title 18. Commerce's Model Ordinance is useful as a guide for language, but should not be adopted without amendment unless it is compatible with the rest of our code. We would prefer not to add this proposed section to Title 18, as it fits more into the findings for the ordinance or as policy. The actual content of Title 18 (allowed uses, density requirements, etc.) will comply with the RCW. We should discuss how we address the exemption from middle housing requirements for lots created through the splitting of a single family lot.</p>
18.02.030	Application outside city limits.	<p>This section may need to be updated, dependent on any collaborative efforts and decision made with Thurston County regarding development in the UGA.</p>	<p>The City will consider amendments as part of the Joint Plan/Development Code update process.</p>
<b>Chapter 18.04 - DEFINITIONS</b>			
18.04.010	A definitions.	<p>Required to add definition for "Administrative design review", as provided in RCW 36.70A.030(3).</p> <p>Recommend adding definition for "All lots zoned predominantly for residential use" to help clarify where middle housing types should be allowed.</p> <p>--</p> <p>Note - RCW 36.70A.635(1) applies the middle housing unit per lot standards to "all lots zoned predominantly for residential use".</p> <p>Sample definition text could read as follows: <i>"All lots zoned predominantly for residential use" means all zoning districts in which residential dwellings are the predominant use. This excludes lands zoned primarily for commercial, industrial, and/or public uses, even if those zones allow for the development of detached single-family residences. This also excludes lands zoned primarily for mixed uses, even if those zones allow for the development of detached single-family residences, if the zones permit by-right multifamily use and a variety of commercial uses, including but not limited to retail, services, eating and drinking establishments, entertainment, recreation, and office uses.</i></p>	<p>Our Citywide Design Guideline process is already an administrative process, we do not have a design board or require a hearing unless design review is part of the consolidate permit process for larger project approval that requires a hearing for one of its approvals. It does not make sense to include a definition of "all lots zoned predominantly for residential use" or use it in Title 18 as a term, because it essentially describes the process we are going through with this amendment process to allow middle housing in all residential zone districts. "All lots zoned predominantly for residential use" not added because the term appropriate for guiding regulatory updates, but not as a regulation itself.</p>
18.04.030	C definitions.	<p>Add required definitions for "Cottage housing" and "Courtyard apartments" as provided in RCW 36.70A.030(9) and (10), respectively.</p>	<p>We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling.</p>
18.04.040	D definitions.	<p>Recommend adding definition for "Development regulations" as provided in RCW 36.70A.030(13).</p>	<p>We will not add a definition for "development regulations," as that could be so wide ranging as to be meaningless.</p>
18.04.060	F definitions.	<p>Recommend adding definitions for "Fourplex" and "Fiveplex."</p> <p>--</p> <p>Note - Consider having the terms phrased as "Dwelling, Fourplex" in order to locate all "dwelling types" together in the D section.</p>	<p>We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling. We use "duplex", etc. throughout the current Title 18, so it makes sense to match that and make it easier to find the definition.</p>

## REQUIRED AND RECOMMENDED UPDATES

### City of Tumwater - Middle Housing Development Regulations

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
18.04.130	M definitions.	Add required definitions for "Major transit stop" and "Middle housing" as provided in RCW 36.70A.030(25) and (26).	Added definitions, but edited the middle housing definition to reflect our terminology and the six middle housing types.
18.04.180	S definitions.	Add required definitions for "Single-family zones" and "Stacked flats" as provided in RCW 36.70A.030(39) and (40).	We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling. Add definition for stacked flats and edited it. We are eliminating single family zoning as part of larger 2025 Development Code updates, so we will not add that definition.
18.04.190	T definitions.	Required to update definition for "Townhouses" as provided in RCW 36.70A.030(41). Recommend adding definition for "Tier 2 city" (RCW 36.70A.635(1)(a)).	Added definition of "townhouse," but edited it to work with our current definition. Did not add "Tier 2 City", which is relevant only to the RCW.
18.04.200	U definitions.	Recommend adding definition for "Unit density" as found in RCW 36.70A.635(1)(a).	Added "dwelling unit density" that includes ADUs. Not clear on what "on a lot" means or if it is needed.
<b>Chapter 18.07 - SUMMARY TABLE OF USES</b>			
18.07.010	Residential zone districts permitted and conditional uses.	<p>Table 18.07.010 needs to be updated to ensure inclusion of all Middle Housing Types - Duplexes, Triplexes, Fourplexes, Fiveplexes, Sixplexes, Townhouses, Stacked Flats, Courtyard Apartments, and Cottage Housing.</p> <p>--</p> <p>Note - Subject to the requirements of RCW 36.70A635(5), all lots zoned predominantly for residential use must allow each of these uses as permitted outright, unless zoning permits higher densities or intensities than those listed for Tier 2 unit density (outlined in RCW 36.70A.635(1)(a)).</p>	We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling. The MHP Manufactured Home Park zone should be excluded from middle housing as it is a special district. We may want to see if RSR Residential / Sensitive Resource zone district can be excluded under the 75% RCW exemption as it is a 2 to 4 dwelling unit density zone district because of sensitive areas.
<b>Chapter 18.08 - RSR RESIDENTIAL/SENSITIVE RESOURCE ZONE DISTRICT</b>			
18.08.010	Intent.	This is a unique zone that allows for single-family, duplexes, cottage housing and manufactured homes in areas that have environmental sensitivity. Would recommend working with staff and policy makers to determine intention for this zoning. If the current permitted housing types are maintained, would recommend expanding on the explanation for why higher density uses would not be appropriate.	Our preference would exclude the RSR from middle housing aside from duplexes and cottage housing under the 75% RCW exemption. From our Comprehensive Plan Land Use Element (p. 32-33): "The purpose of this designation is to recognize areas of unique open space character and sensitivity to environmental disturbance such as around stream corridors, lakes, and wetlands within the city limits and Tumwater's Urban Growth Area. Residential/Sensitive Resource areas are intended to be used only for exceptional places within the City and its Urban Growth Area. This designation should be applied to areas that are not protected by the Shoreline Management Act and are not already built out. These areas are where intensive urban development would adversely affect ground or surface waters or environmental resource areas. [...] In order to protect groundwater resources from contamination by failing septic tanks and to ensure that urban services can be provided to certain areas in a cost efficient manner, a minimum density policy of two dwelling units/acre is recommended."
18.08.020	Permitted uses.	Based on outcome of the discussion regarding the "Intent" section, this section may need to be updated to reflect additional missing middle housing types.	See above. Amended duplexes.
18.08.030	Accessory uses.	Ensure that the referenced section 18.42.105 regarding ADUs is up to date and accurate.	

**REQUIRED AND RECOMMENDED UPDATES****City of Tumwater - Middle Housing Development Regulations**

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
18.08.080	Screening and buffering requirements.	Example Density Transfer Calculation Figures and Tables will need to be updated to reflect density changes.	
<b>Chapter 18.10 - SFL SINGLE-FAMILY LOW DENSITY RESIDENTIAL ZONE DISTRICT</b>			
18.10.010	Intent.	Needs to be updated to remove reference to low density allowances.	Will update to match Comprehensive Plan amendments to the SFL. References to single-family only uses will be removed. Reviewing density ranges as part of the Comprehensive Plan Land Use Element update.
18.10.020	Permitted uses.	Needs to be updated to ensure inclusion of all Middle Housing Types - Duplexes, Triplexes, Fourplexes, Fiveplexes, Sixplexes, Townhouses, Stacked Flats, Courtyard Apartments, and Cottage Housing.	We are not required to allow for all nine middle housing types. We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling.
18.10.030	Accessory uses.	Ensure that the referenced section 18.42.105 regarding ADUs is up to date and accurate.	Will review and update as needed
18.10.050	Development standards.	Needs to be updated to reflect density requirements for Tier 2 Cities as described in RCW 36.70A.635(1)(a), and ensure dimensional standards comply with RCW 36.70A.635(6)(b) which indicates middle housing standards may not be more restrictive than those for detached single-family residences.	Reviewing density ranges as part of the Comprehensive Plan Land Use Element update. No changes to current density requirements. State middle housing requirements do not eliminate minimum or maximum density requirements, they just add a dwelling unit density requirement for individual lots in "predominately residential zones" on top of it. Added dwelling unit density requirements on lots and added a new section to TMC 18.42 addressing affordable housing requirements. No changes to lot coverages as current lot coverages are no more restrictive than those for detached single-family residences. Middle housing will following the same rear setback requirements as ADUs currently do.
<b>Chapter 18.12 - SFM SINGLE-FAMILY MEDIUM DENSITY RESIDENTIAL ZONE DISTRICT</b>			
18.12.010	Intent.	Needs to be updated to remove reference to low density allowances.	Will update to match Comprehensive Plan amendments to the SFM. References to single-family only uses will be removed. Reviewing density ranges as part of the Comprehensive Plan Land Use Element update.
18.12.020	Permitted uses.	Needs to be updated to ensure inclusion of all Middle Housing Types - Duplexes, Triplexes, Fourplexes, Fiveplexes, Sixplexes, Townhouses, Stacked Flats, Courtyard Apartments, and Cottage Housing	We are not required to allow for all nine middle housing types. We will be using the following six of nine middle housing building types in our residential zone districts: duplexes, triplexes, fourplexes, townhouses, stacked flats and cottage housing. We will not be adding fiveplexes, sixplexes or courtyard apartments, leaving those types to fall under our definition of multifamily dwelling.
18.12.030	Accessory uses.	Ensure that the referenced section 18.42.105 regarding ADUs is up to date and accurate.	Will review and update as needed
18.12.050	Development standards.	Needs to be updated to reflect density requirements for Tier 2 Cities as described in RCW 36.70A.635(1)(a), and ensure dimensional standards comply with RCW 36.70A.635(6)(b) which indicates middle housing standards may not be more restrictive than those for detached single-family residences.	Reviewing density ranges as part of the Comprehensive Plan Land Use Element update. No changes to current density requirements. State middle housing requirements do not eliminate minimum or maximum density requirements, they just add a dwelling unit density requirement for individual lots in "predominately residential zones" on top of it. Added dwelling unit density requirements on lots and added a new section to TMC 18.42 addressing affordable housing requirements. No changes to lot coverages as current lot coverages are no more restrictive than those for detached single-family residences. Middle housing will following the same rear setback requirements as ADUs currently do.

**REQUIRED AND RECOMMENDED UPDATES****City of Tumwater - Middle Housing Development Regulations**

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
<b>Chapter 18.14 - MFM MULTIFAMILY MEDIUM DENSITY RESIDENTIAL ZONE DISTRICT</b>			
18.14.010	Intent.	Recommend analyzing currently permitted density in this higher density zoning district.	Will update to match Comprehensive Plan amendments to the MFM. References to multifamily only uses will be removed. Reviewing density ranges as part of the Comprehensive Plan Land Use Element update.
18.14.020	Permitted uses.	This multifamily zone already allows for a variety of housing types. May want to consider updating to add the additional middle housing types specified in 36.70A.030(26).	We are not required to allow for all nine middle housing types. Eight middle housing types are currently allowed in the MFM. Added stacked flats.
18.14.030	Accessory uses.	Ensure that the referenced section 18.42.105 regarding ADUs is up to date and accurate.	Will review and update as needed
18.14.050	Development standards.	Needs to be updated to reflect density requirements for Tier 2 Cities as described in RCW 36.70A.635(1)(a), and ensure dimensional standards comply with RCW 36.70A.635(6)(b) which indicates middle housing standards may not be more restrictive than those for detached single-family residences.	Reviewing density ranges as part of the Comprehensive Plan Land Use Element update. No changes to current density requirements. State middle housing requirements do not eliminate minimum or maximum density requirements, they just add a dwelling unit density requirement for individual lots in "predominately residential zones" on top of it. Added dwelling unit density requirements on lots and added a new section to TMC 18.42 addressing affordable housing requirements. No changes to lot coverages as current lot coverages are no more restrictive than those for detached single-family residences. No changes to setback requirements as the current setback requirements are less than the proposed amendments.
<b>Chapter 18.16 - MFH MULTIFAMILY HIGH DENSITY RESIDENTIAL ZONE DISTRICT</b>			
18.16.010	Intent.	This work provides an opportunity to review densities and determine if maximums are still appropriate.	Will update to match Comprehensive Plan amendments to the MFH. References to multifamily only uses will be removed. Reviewing density ranges as part of the Comprehensive Plan Land Use Element update.
18.16.020	Permitted uses.	This multifamily zone already allows for a variety of housing types. May want to consider updating to add the additional middle housing types specified in 36.70A.030(26).	We are not required to allow for all nine middle housing types. MFH currently meets the requirements for six middle housing types. Adding stacked flats.
18.16.030	Accessory uses.	Ensure that the referenced section 18.42.105 regarding ADUs is up to date and accurate.	Will review and update as needed
18.16.050	Development standards.	Needs to be updated to reflect density requirements for Tier 2 Cities as described in RCW 36.70A.635(1)(a), and ensure dimensional standards comply with RCW 36.70A.635(6)(b) which indicates middle housing standards may not be more restrictive than those for detached single-family residences.	Reviewing density ranges as part of the Comprehensive Plan Land Use Element update. No changes to current density requirements. State middle housing requirements do not eliminate minimum or maximum density requirements, they just add a dwelling unit density requirement for individual lots in "predominately residential zones" on top of it. Added dwelling unit density requirements on lots and added a new section to TMC 18.42 addressing affordable housing requirements. No changes to lot coverages as current lot coverages are no more restrictive than those for detached single-family residences. No changes to setback requirements as the current setback requirements are less than the proposed amendments.
<b>Chapter 18.23 - TC TOWN CENTER ZONE DISTRICT</b>			
18.23.010	Intent.	May want to update subsection (A) to reflect any reference to transit-oriented development related to residential use allowances.	Updated section to add reference to transit-oriented development.

**REQUIRED AND RECOMMENDED UPDATES**

*City of Tumwater - Middle Housing Development Regulations*

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
<b>Chapter 18.42 - GENERAL LAND USE REGULATIONS</b>			
18.42.010	Accessory dwelling units.	Update for compliance with HB 1337.	Amended size and number of accessory dwelling units. Parking requirements are addressed in TMC 18.50.
18.42.100	Single-family uses.	Update for conformance with RCW 36.70A.635(1)(a) outlining permitted unit density on all lots zoned predominantly for residential use.	Reference changed to only RSR zone district and updated.
18.42.130	Park and open space area standards for development without divisions of land.	Update to ensure conformance with RCW 36.70A.635(6)(b) which states the City may not require any standards for middle housing than those required for detached single-family residences.	Removed reference to townhouses.
<b>Chapter 18.43 - CITYWIDE DESIGN GUIDELINES</b>			
18.43.010	Community development department authority.	<p>Consider incorporating Design Manual into this chapter by reference.</p> <p>--</p> <p>Note - No changes needed within the language of the municipal code. However, the Design Manual to which this section refers (found online at <a href="https://www.ci.tumwater.wa.us/home/showpublisheddocument/9500/636076379459870000">https://www.ci.tumwater.wa.us/home/showpublisheddocument/9500/636076379459870000</a>) may need updates to be consistent with density requirements and dimensional standards as described in RCW 36.70A.635(1)(a) and RCW 36.70A.635(6)(b). Specific Design Manual chapters that may need to be updated include:</p> <ul style="list-style-type: none"> <li>- Chapter 2, Commercial, Mixed Use, and Multifamily</li> <li>- Chapter 5, Cottage Housing</li> <li>- Chapter 6, Single Family Residences</li> </ul>	City has requested that SCJ review the Tumwater Citywide Design Manual and potentially revising language to be consistent with the state requirements and amended Title 18.

**REQUIRED AND RECOMMENDED UPDATES**

*City of Tumwater - Middle Housing Development Regulations*

Code Section	Title	SCJ Recommendations/Notes	Tumwater Staff Comments
<b>Chapter 18.50 - OFF-STREET PARKING</b>			
18.50.070	Off-street parking space standards.	Update section and Table 18.50.070(A) for conformance with RCW 36.70A.635(6)(d-f) and RCW 36.70A.635(7)(a-b).	Current parking for ADUs is less than state requirements, so no amendments are proposed. Middle housing standard created.
<b>Chapter 18.51 - COTTAGE HOUSING</b>			
18.51.030	Development standards.	Update for conformance with dimensional standards described in RCW 36.70.635(6)(a) and cottage housing design standards described in RCW 36.70A.030(9).	No amendments needed for TMC 18.51.030(A). Citywide design guidelines for cottage housing should be reviewed by SCJ. No changes to current density requirements. TMC 18.51.030 - State middle housing requirements do not eliminate minimum or maximum density requirements. Proposed edit references incorrect chapter. No changes to parking requirements, which meet state requirements. Added state open space requirements.

# 2025 Development Code Update Middle Housing

*Balancing Nature and Community:  
Tumwater's Path to Sustainable Growth*



**Planning Commission November 26, 2024**



# Intent



Discuss the City's approach to addressing the State required middle housing amendments

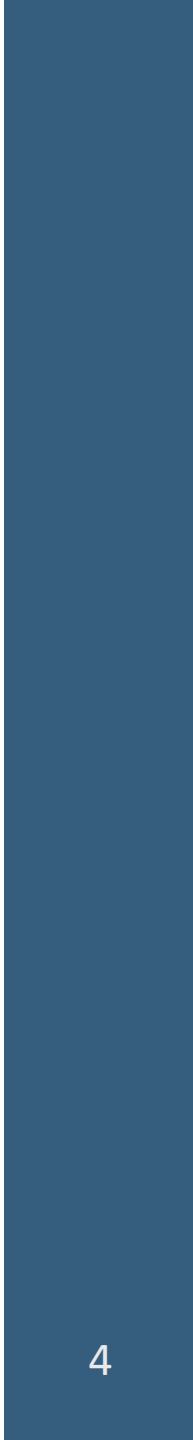




# The Need for Housing in Tumwater

# Housing Need – Total 2020 Supply and 2045 Need

	City	UGA	Total
2020 Housing Supply	11,064	1,210	12,274
2020-2045 Housing Need	6,676	2,516	9,192



# Population Growth Projection

Type	Number
Housing Units Needed (2020-2045)	9,192
Household Size (2020)	2.39
Population (2020)(1)	28,707
Projected Population Increase (2020-2045)	21,969
Projected Population (2045)(2)	50,676

1. 2020 Population includes the Census calibrated numbers both within the City of Tumwater (25,573) and its urban growth area (3,134).
2. Determined by multiplying housing units needed from 2020-2045 by 2020 household size.



# Anticipated Future Housing Need

0-30% AMI	31-50% AMI	51-80% AMI	81-120% AMI	Above 120% AMI
1,724 units 26% of total	1,033 units 15% of total	541 units 8% of total	1,036 units 16% of total	2,342 units 35% of total
<b>Rental:</b> Public support needed in all markets	<b>Rental:</b> Public support needed in most markets	<b>Rental:</b> Incentives needed in many markets  <b>Home Ownership:</b> Subsidy or incentives needed in many markets	<b>Rental or Home Ownership:</b> Incentives or zoning flexibility needed in some markets	<b>Market Rent and Home Ownership</b>

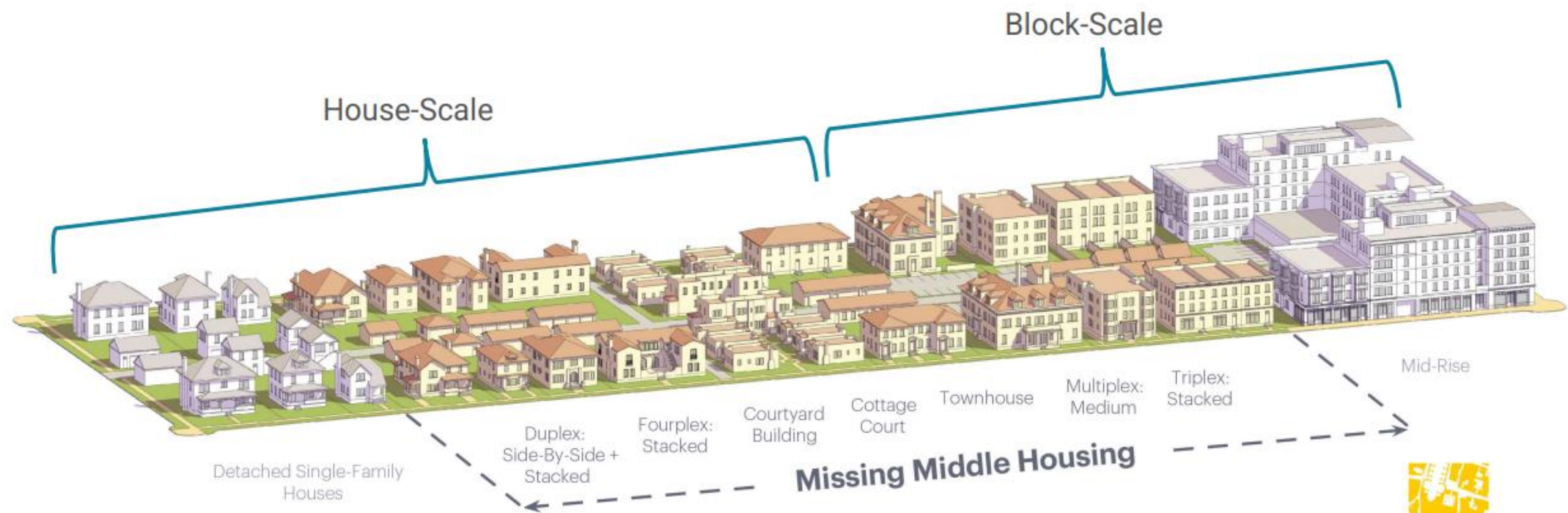


AMI = Area Median Income



## Middle Housing

# Palette of Middle Housing Types



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# Low Density Zone Districts

- Remove references to “single-family” in land use designations and zone district title
- Remove references to single-family housing being the primary form of development in the zone districts intent statements
- Update the land use designation descriptions in the Land Use Element of the Comprehensive Plan
- Single-family detached dwellings will continue to be allowed in the low-density residential zone districts





# Low Density Zone Districts

- As part of the Land Use Element update, combine Single-Family Low Density Residential (SFL) and Single-Family Medium Density Residential (SFM) into a single Low Density Residential land use designation and zone district



# Definitions

The following definitions will be added or modified to TMC Chapter 18.04:

- Administrative design review
- Affordable housing
- Cottage housing
- Dwelling unit density
- Major transit stop
- Middle housing
- Multifamily Dwelling
- Quadplex
- Single-family detached dwelling
- Stacked flat
- Townhouse or rowhouse



# Excluded Residential Zone Districts

Two primarily residential zone districts are proposed to be excluded from middle housing requirements as allowed under state law:

- Residential/Sensitive Resource (RSR) zone district
- Manufactured Home Park (MHP) zone district



# Residential/Sensitive Resource (RSR)

- The intent of the zone district is to accommodate and establish low density residential neighborhoods in a manner that is compatible with areas of unique open space character and environmental sensitivity with a minimum density of two (DU/acres) and maximum density of four (DU/acres)
- The zone district is found primarily on the west side of the City in areas with large wetlands and Percival Creek or in the south side where there are high groundwater flooding concerns
- The zone district currently allows for duplexes and cottage housing



# Manufactured Home Park (MHP)

- The Manufactured Home Park (MHP) zone district is intended to provide sufficient land for manufactured homes in manufactured home parks



# Middle Housing Allowed Uses

The City will be adding the following six of nine middle housing building types in its residential zone districts:



# Middle Housing Allowed Uses

Three of the nine middle housing building types will not be added to the lower density residential zone districts



Such uses will continue to fall under the City's definition of multifamily dwelling

# Middle Housing Allowed Uses

RESIDENTIAL DISTRICTS	SFL	SFM	MFM	MFH
Cottage housing	P	P	P	
Duplexes	<u>P</u> <sup>1</sup>	<u>P</u> <sup>1</sup>	<u>P</u> <sup>1</sup>	
Quadplexes	<u>P</u>	<u>P</u>	<u>P</u>	P
Stacked flats	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Townhouses and rowhouses	<u>P</u>	P	P	P
Triplexes	<u>P</u>	<u>P</u>	P	P





# Dwelling Unit Density

- The permitted dwelling unit density on all lots in the Single-Family Low Density Residential (SFL), Single-Family Medium Density Residential (SFM), Multifamily Medium Density Residential (MFM), and Multifamily High Density Residential (MFH) land use designations and zone districts will be two dwelling units per lot
- Four dwelling units would be allowed per lot if at least one dwelling unit on the lot is affordable housing that meets the requirements of TMC 18.42.160
- The dwelling unit density requirements would not apply to lots less than 1,000 square feet



# Citywide Design Review

The Citywide Design Guidelines will be updated to ensure that the requirements for single-family dwellings are the same as middle housing dwellings



# Accessory Dwelling Units

Two accessory dwelling units will be allowed per residential lot and the maximum area of an accessory dwelling unit will be increased from 800 to 1,000 square feet



# Affordable Housing Requirements

To qualify for up to the four additional units under the middle housing affordable housing provisions, the required number of affordable housing dwelling units will be required to be maintained as affordable housing in perpetuity



# Off-Street Parking Requirements

As required under state law, the off-street parking requirements for middle housing will be:

- 1.0 space per dwelling unit for lots no greater than 6,000 square feet and 2.0 spaces per dwelling unit for lots greater than 6,000 square feet (before any zero lot line subdivisions or lot splits)



# Cottage Housing Open Space

As required under state law, the open space required for cottage housing will be equal to a minimum 20 percent of the lot size





## Next Steps

# Project Web Site

## Balancing Nature & Community

### Tumwater's Path to Sustainable Growth

Every ten years, the City is required by the state to conduct a periodic update of its Comprehensive Plan and related development regulations to ensure that they comply with the Growth Management Act and respond to changes in the City.

GET INVOLVED	+
PROJECT SCHEDULE	+
PUBLIC ENGAGEMENT	+
CITY MEETINGS	+
DRAFT ELEMENTS	+
GUIDANCE DOCUMENTS	+
CITY PRESENTATIONS	+
CITY PUBLIC ENGAGEMENT	+
CITY STAFF REPORTS	+

All documents related to the periodic update are on the [City's periodic update webpage](#), including:

- Information on all meetings
- State guidance materials
- Drafts of the Elements as they are prepared
- Staff reports and presentations





# Submitting Comments or Questions

Written comments or questions are welcome at any time during the periodic update process

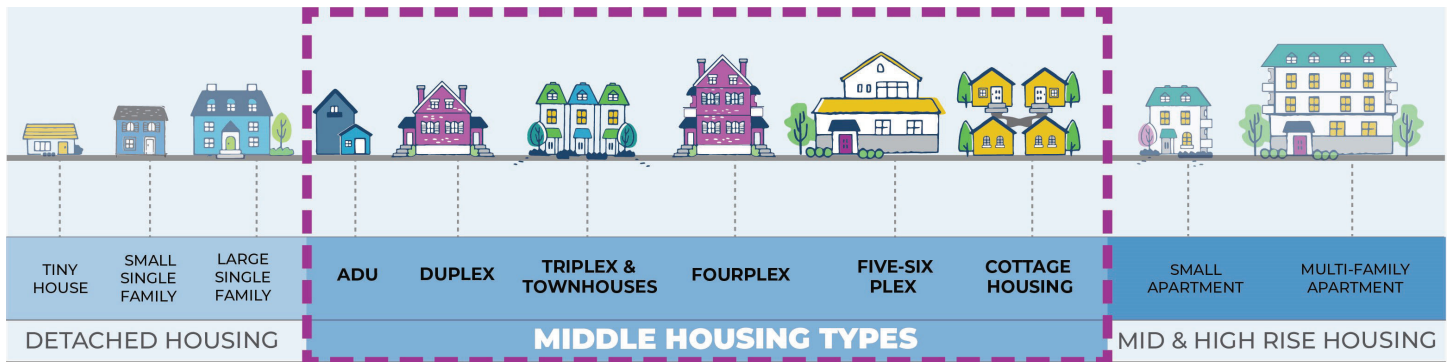
- The periodic update email is [compplan@ci.tumwater.wa.us](mailto:compplan@ci.tumwater.wa.us)
- City of Tumwater Contact:
  - Brad Medrud, AICP
  - City of Tumwater Planning Manager
  - Community Development Department
  - 555 Israel Road SW
  - Tumwater, WA 98501
  - Phone: 360-754-4180
  - Email: [bmedrud@ci.tumwater.wa.us](mailto:bmedrud@ci.tumwater.wa.us)





# What is Middle Housing?

**Middle housing** is a term for homes at a scale in between *detached single-family houses* and *large multi-family apartment complexes*



In general, middle housing structures are...

- House-scaled, multi-unit buildings
- Compatible in scale and form with detached homes
- Located in (and designed to fit into) existing residential neighborhoods

## Middle housing types include:

- Duplexes
- Triplexes
- Fourplexes
- Fiveplexes
- Sixplexes
- Townhouses
- Stacked flats
- Courtyard apartments
- Cottage housing



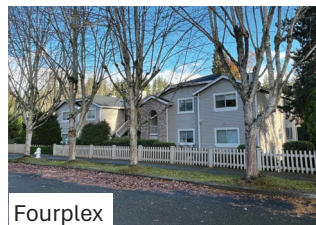
Duplex (side-by-side)



Duplex (stacked)



Triplex (side-by-side)



Fourplex



Sixplex



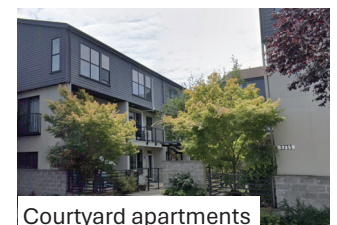
Townhouses



Townhouses



Cottage housing



Courtyard apartments



# Why is Middle Housing Important?

- Tumwater has a **state mandate** to accommodate middle housing
  - E2SHB 1110 (2023) – Increase middle housing in areas traditionally dedicated to single-family detached housing
  - EHB 1337 – Expand housing options by easing barriers to the construction and use of accessory dwelling units

- Middle housing helps **address housing priorities** as identified in Tumwater’s community housing survey:

- Reduce sprawl
- Keep small town feel
- Have more affordable options for owning/renting
- Create more middle housing
- Create affordable senior housing



*Courtyard apartments in Olympia, WA*



*Duplex (side-by-side) in Everett, WA*

- Incorporating middle housing into existing neighborhoods is an important strategy to **increase housing options**
  - It’s one of many efforts to address housing **affordability** and **attainability** in Tumwater and across the state

- **Reinvestment into existing neighborhoods** can improve the infrastructure for everyone

- Sidewalks, transportation improvements, neighborhood-based services
- Helps to create community and sense of place



*Townhouses in Bothell, WA*

# Why is Middle Housing Important?

- Because housing needs change over the course of our lives – middle housing **can benefit everyone in our community**
- Middle housing serves housing needs not met by single-family homes or large-scale multifamily development – **making housing more attainable** for:

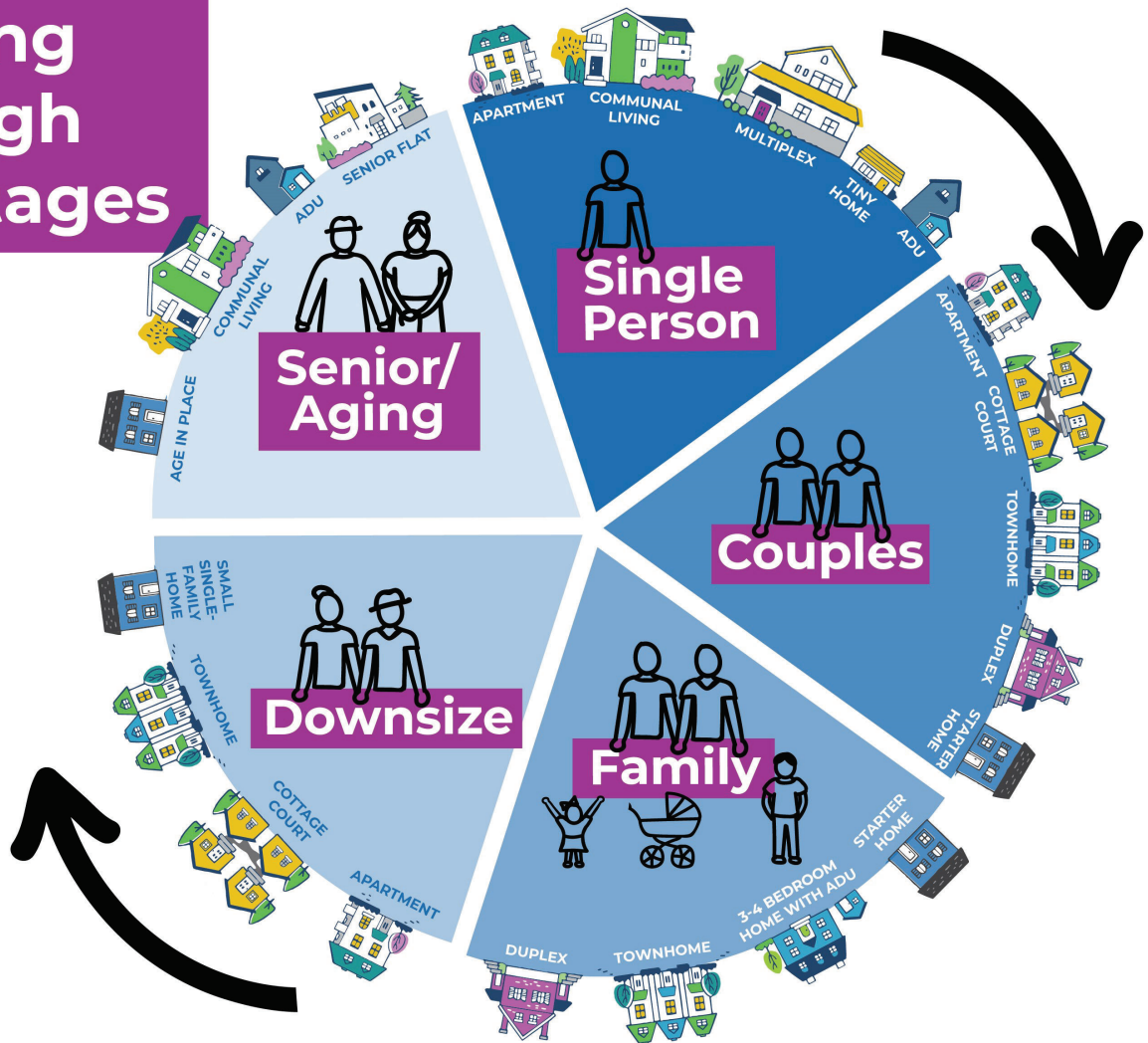
- **A diversity of lifestyles**

- Different needs
- Diversity of professions
- Different phases of life

- **A variety of household types**

- Young families
- Single households
- First-time homebuyers
- Older adults
- Multigenerational households

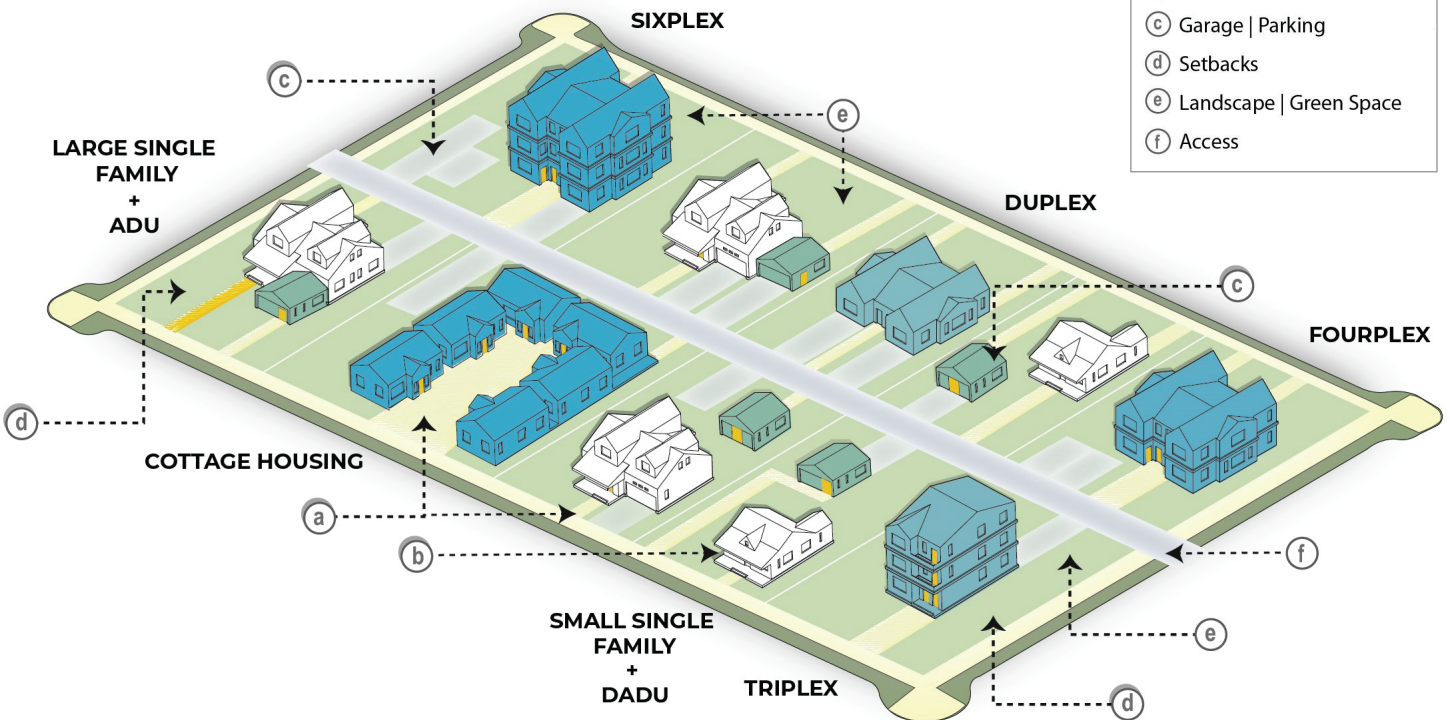
## Housing Through Life Stages



# What Does Middle Housing Look Like for Tumwater?

- Many **middle housing types already exist** in Tumwater’s residential neighborhoods
  - Neighborhoods have always evolved to meet the needs of the community
- Incorporating middle housing allows for **“gentle infill”**
  - Change occurs incrementally – not overnight
  - Middle housing types are “house-scaled” and designed to be compatible with neighborhoods of detached homes
  - Small-scale infill enables existing neighborhoods to grow and evolve to accommodate more diverse housing types

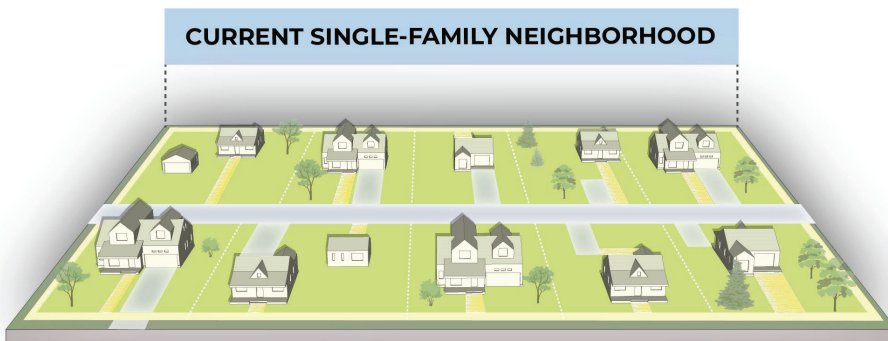
TYPICAL NEIGHBORHOOD EXAMPLE BLOCK IN TUMWATER : 400’ x 260’





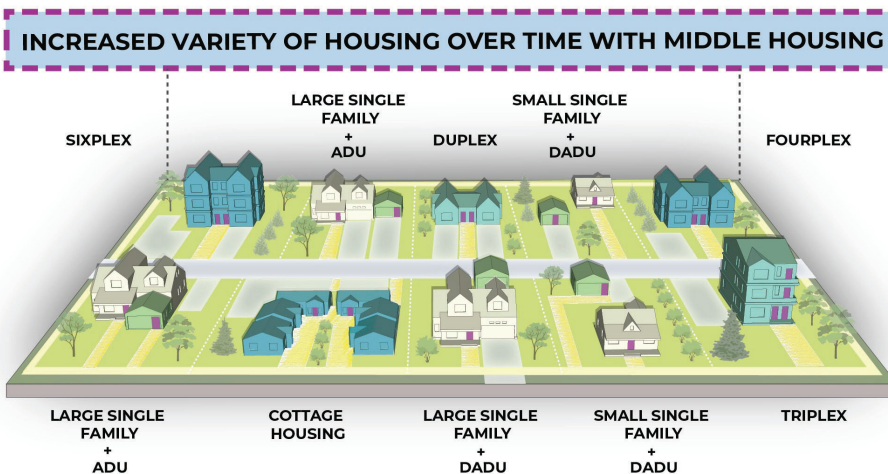
# What Does Middle Housing Look Like for Tumwater?

- Allowing middle housing doesn't necessarily change the scale of buildings that are allowed to be built
  - Even though they accommodate additional units, many middle housing types are similar in size to detached single-family houses
  - Where middle housing is allowed, it still has to meet city development standards for that neighborhood (height, setbacks, design, etc.)
  - Existing homes in Tumwater's residential neighborhoods are likely smaller than the maximum size allowed under existing zoning code

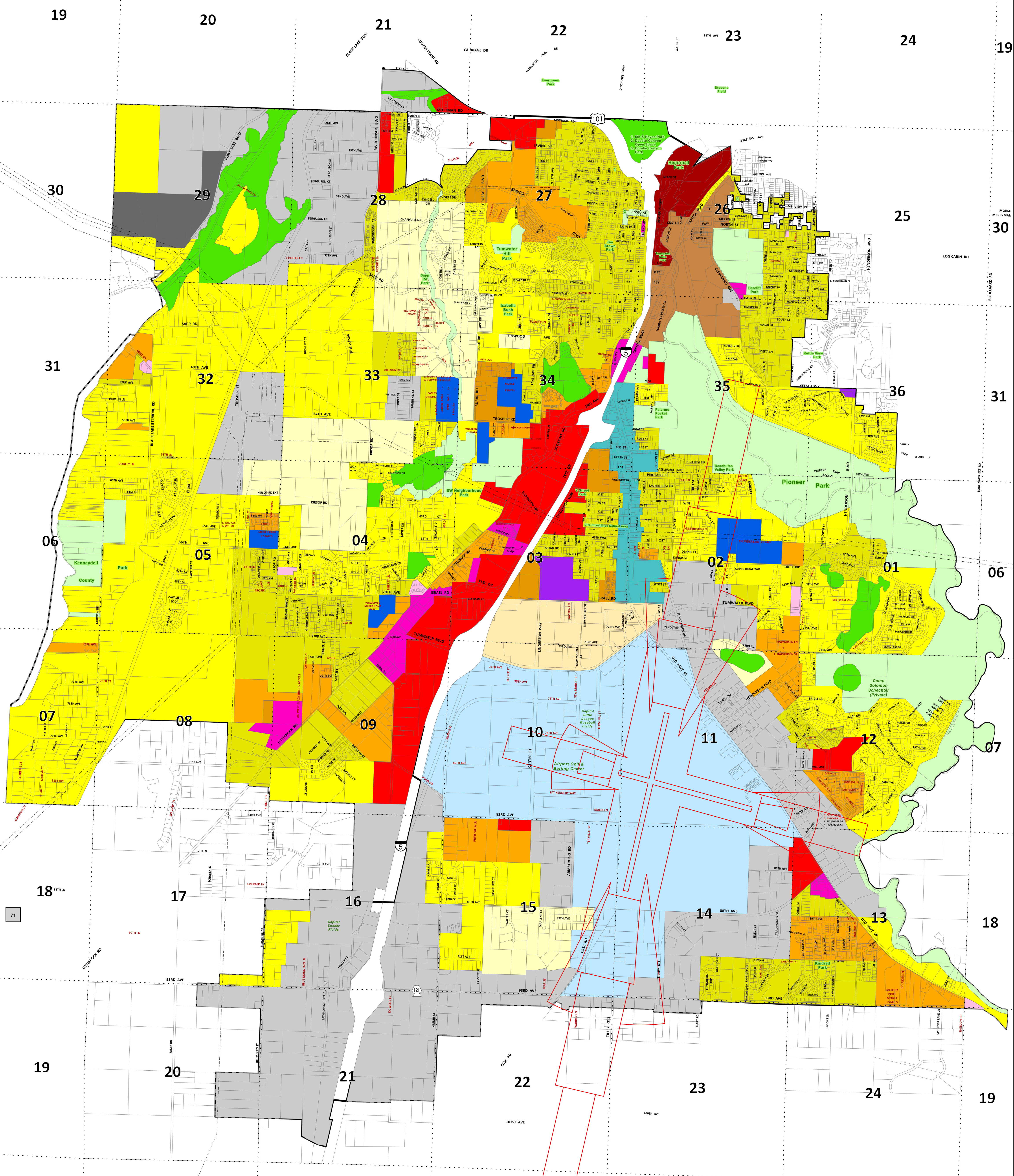


## Middle Housing Over Time

This graphic shows what a current single-family neighborhood in Tumwater can look like over time with thoughtful implementation of the City's middle housing development code and design guidelines.



# Zoning Map for Tumwater and the Urban Growth Area

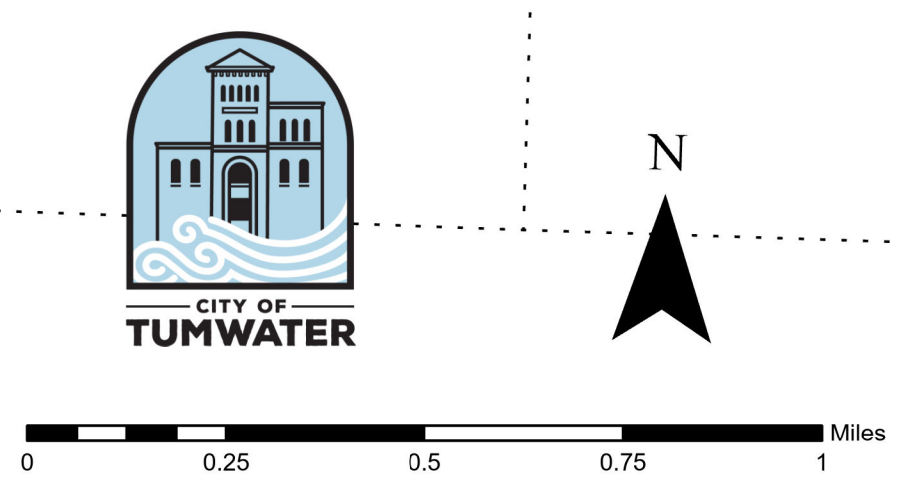


**ADDRESSING NOTE:**  
 The City of Tumwater has two addressing directionals: SE and SW. Capitol Boulevard is the dividing between SE and SW addresses north of the Olympia Airport/ Tilley Road South, where it meets 93rd Avenue, is the dividing line between SE and SW from the north end of the airport to the southern City limits. Floodplains are shown on the Section Zoning Map available at City Hall.

When a greenbelt is established to protect a wetland, the greenbelt zone district shown on the map(s) shall follow the actual delineated wetland edge.

**MAP NOTES:**  
 This map last updated: April 23, 2024  
 This map was created by the City of Tumwater Transportation and Engineering Department using ArcGIS Pro 3.2.1.

**CITY OF TUMWATER GIS AND MAPPING DISCLAIMER**  
 This map product is prepared by the City of Tumwater Transportation and Engineering Department for and intended for internal department use. The City of Tumwater or agents thereof make no warranties, either expressed or implied in matters of a public or private access or in matters that can be confirmed by an official survey by a professional land surveyor or in the merchantability or fitness of the data included herein for a particular purpose. The user agrees to indemnify and hold the City of Tumwater harmless from any and all damages, liability, cost or loss including reasonable attorneys' fees and costs of defense that the City of Tumwater may suffer as a result of any claims, demands, costs, or judgments arising from any use of this product and any errors or omissions.



Tumwater Zoning Districts			
	Airport Related Industrial		Manufactured Home Park
	Brewery District		Mixed-Use
	Business Park		Multi-Family High Density
	Capitol Boulevard Community		Multi-Family Medium Density
	Commercial Development		Neighborhood Commercial
	Community Services		Open Space
	General Commercial		Residential/Sensitive Resource
	Green Belt		Single Family Low Density
	Heavy Industrial		Single Family Medium Density
	Historic Commercial		Town Center
	Light Industrial		Airport Overlay Zone

TO: Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: November 26, 2024  
SUBJECT: Ordinance No. O2024-008, General Commercial Residential Mixed Use Amendments

---

1) Recommended Action:

This is a work session to review Ordinance No. O2024-008. The Planning Commission will be asked to set a December 10, 2024, hearing date for the ordinance after the conclusion of its joint work session with the City Council that starts at 6 p.m.

---

2) Background:

In response to a potential development proposal the City would like to clarify its regulations TMC in Chapter 18.22 GC General Commercial regarding multifamily development in the General Commercial zone district.

The intent of the Planning Commission meeting on Tuesday, November 26, 2024, is to brief the Commission on the purpose and scope of amendments and to request that the Commission schedule a public hearing for December 10, 2024, after the conclusion of its joint work session with the City Council that starts at 6 p.m.

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3) Alternatives:

None.

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4) Attachments:

- A. Staff Report
- B. Ordinance No. O2024-008
- C. Presentation



# STAFF REPORT



Date: November 26, 2024  
 To: Planning Commission  
 From: Brad Medrud, Planning Manager

## General Commercial Residential Mixed Use Amendments

In response to a potential development proposal, the City is clarifying uses and development standards found in TMC Chapter 18.22 *GC General Commercial* regarding multifamily development in the General Commercial zone district.

The intent of the Planning Commission meeting on Tuesday, November 26, 2024, is to brief the Commission on the purpose and scope of amendments and to request that the Commission schedule a public hearing for December 10, 2024, after the conclusion of its joint work session with the City Council that starts at 6 p.m.

### 1. Proposed Amendments to TMC 18.22 GC General Commercial

#### A. Purpose

This section describes the purpose for the proposed amendments and provides the proposed language in Ordinance No. O2024-008.

The amendments are intended to clarify that new multifamily uses in the General Commercial zone district should be part of a larger mixed use development containing both residential and non-residential uses and instead of requiring a minimum height of five stories of the use, set a minimum density of 40 dwelling units per acre for such multifamily uses. The amendments also establish standards for ensuring that both residential and non-residential uses are developed as part of such projects. Currently there is not a minimum density for residential uses in the General Commercial zone district, nor is there a requirement that they be a part of a mixed use development.

The amendments also simplify the approval process required for the use by removing the requirement for a conditional use permit and public hearing, which in turn addresses the issue of reducing unnecessary barriers to housing. This change reflects that commercial uses of a similar or higher intensity currently do not require a conditional use permit.

In responding to State requirements that the City allow for the construction of housing affordable to all economic classes, the City is planning for 5,694 housing units for those under 80% Area Median Income (AMI) in the next twenty years.

Based on state guidance, housing for those under 80% AMI will need be in high density multifamily developments, such as larger multifamily developments. Based on state guidance, middle housing types, such as fourplexes, triplexes, duplexes, cottage housing, stacked units, and rowhouses and townhomes, do not provide the densities the City needs to support housing for those under 80% AMI.

### B. Proposed Amendments

The new use is proposed to be added to the list of uses permitted outright in the General Government zone district in TMC 18.22.020.

**18.22.020 Permitted uses.**

*Uses permitted in the GC district are as follows:*

[...]

*T. The following multifamily residential:*

*1. Multifamily residential structures with a minimum density of forty dwelling units per acre that are part of a mixed use development in the same structure or site.*

*2. Multifamily residential structures consisting of a minimum of three and a maximum of four stories on sites within one-quarter mile of a degree-granting state education facility. A minimum density of fourteen dwelling units per acre shall be provided. Calculation of density is based on the portion of the site devoted to residential and associated uses (e.g., dwelling units; private community clubs; open space; stormwater detention, treatment and infiltration). The following land is excluded from density calculations:*

*A1. Land that is required to be dedicated for public use as open space, right-of-way, or land on which development is prohibited by TMC Title 16, Environment, and land that is to be used for private roads. Provided, that portion of park and open space areas that consists of stormwater facilities and that is designed for active and/or passive recreational purposes in accordance with the drainage design and erosion control manual for Tumwater shall not be excluded from density calculations.*

*B2. Land that consists of lots devoted to uses other than residential and associated uses, including but not limited to churches, schools, and support facilities (except for stormwater detention, treatment and infiltration facilities);*

[...]

The currently allowed “high rise residential (five stories or more)” conditional use is proposed to be removed from TMC 18.22.040.

**18.22.040 Conditional uses.**

*Conditional uses in the GC district are as follows:*

A. *Transportation terminals;*

~~B. *High-rise residential (five stories or more);*~~

~~BC. *Wireless communication towers;\**~~

~~CD. *Schools;*~~

~~DE. *Mini-storage facilities;*~~

~~EF. *The following essential public facilities:*~~

~~1. *Emergency communication towers and antennas;\**~~

~~2. *State education facilities;*~~

~~3. *Large scale state or regional transportation facilities;*~~

~~4. *Prisons, jails and other correctional facilities;*~~

~~5. *Mental health facilities (including but not limited to congregate care facilities; adult residential treatment facilities; evaluation and treatment centers);*~~

~~6. *Inpatient facilities including substance abuse facilities (including but not limited to: intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities);*~~

~~FG. *Private post-secondary education facilities;*~~

~~GH. *Kennels;*~~

~~HI. *Campgrounds.*~~

~~[...]~~

A new subsection is proposed to be added to the General Commercial zone district development standards in TMC 18.22.050 to establish standards for ensuring that both residential and non-residential uses are developed as part of such projects.

**18.22.050 Development standards.**

*Development in the GC zone district must meet the following requirements:*

A. *Site area: no minimum, except the lot shall be adequate to provide for required parking, yards and landscaping;*

B. *Lot coverage, maximum impervious surface: eighty-five percent of the total area of the lot;*

C. *Structure height: a maximum height of sixty-five feet; provided, however, that no structure shall penetrate imaginary airspace surfaces as defined by 14 C.F.R. Part 77. A map that provides detailed information on ground and imaginary airspace surface elevations is available for inspection in the community development department. Note: New multifamily*

or mixed use projects with a total of thirty or more dwelling units that provide thirty percent of those units as permanently affordable housing units would be allowed a maximum building height increase of ten feet, subject to imaginary airspace surface limitations. This would create a new maximum height limit of seventy-five feet. Projects providing permanently affordable housing units by this method would have to meet the requirements of TMC 18.42.140;

D. Yards.\*

- 1. Front: no minimum setback,
- 2. Side: no minimum,
- 3. Rear: no minimum.

Where any structures or portions of structures are adjacent to any residential zoning district, the minimum structural setback shall be twenty feet. Where structures are constructed over one story, the setback of the structure from the adjacent property line or lines shall be increased by ten feet for every story above the ground level story of the proposed new building, and shall be screened from view in accordance with TMC Chapter 18.47.

E. Park and Open Space Area. New development in this zone district shall set aside land for park and open space area as specified in TMC 17.12.210 and 18.42.130 and the citywide design guidelines.

F. Mixed Use Development. Mixed use development must include both non-residential and multifamily residential uses that meet the following conditions:

1. Multifamily Residential Development.

a. Density. In the area of the project designated for multifamily residential development, multifamily residential development that is part of a mixed use development in the same structure or on the same project site shall have a minimum density of forty dwelling units per acre.

2. Non-Residential Development.

a. Non-residential uses in a mixed use development in the same structure must occupy twenty-five percent or more of the total square footage of the structure.

b. Non-residential uses in a mixed use development in the same project site must occupy forty percent or more of the total square footage of the project site.

\* See Diagram 18.04.670, Yard Determination Diagram, in TMC 18.04.230, Y definitions.

**2. Next Steps**

A. SEPA Environmental Review of the Ordinance

An Environmental Checklist as a non-project action for the ordinance has been prepared under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC in

October 2024, and a Determination of Non-Significance (DNS) is expected to be issued in November 2024.

## B. Planning Commission Review and Recommendation Process

The Planning Commission will be asked to schedule a public hearing on the code amendments for December 10, 2024, which would occur after the completion of their joint work session with the City Council that starts at 6 p.m. It is expected that following the public hearing and deliberations, the Planning Commission will forward a recommendation on the ordinance to the City Council.

## C. City Council Review and Approval Process

The General Government Committee is scheduled to be briefed on the Planning Commission's recommendation on the code amendments on January 8, 2025, and the City Council is scheduled to consider the proposed code amendments on January 21, 2025. The City Council will need to find that the provisions of the ordinance are in the best interest of and protect the health, safety, and welfare of the residents of the City.

**ORDINANCE NO. O2024-008**

**AN ORDINANCE** of the City Council of the City of Tumwater, Washington, amending Chapter 18.22 of the Tumwater Municipal Code to allow for high intensity mixed use residential uses in the GC General Commercial zone district as more particularly described herein.

**WHEREAS**, it was determined that Chapter 18.22 *GC General Commercial* of the Tumwater Municipal Code should be updated to allow for high intensity mixed use residential developments as permitted uses that preserve the general commercial capacity of the zone district; and

**WHEREAS**, this Ordinance meets the goals and requirements of the Growth Management Act; and

**WHEREAS**, the proposed amendments are consistent with the City's Comprehensive Plan; and

**WHEREAS**, the Attorney General *Advisory Memorandum and Recommended Process for Evaluating Proposed Regulatory or Administrative Actions to Avoid Unconstitutional Takings of Private Property* (October 2024) was reviewed and utilized by the City in objectively evaluating the proposed amendments; and

**WHEREAS**, this Ordinance was sent to the Washington State Department of Commerce on November 7, 2024, at least sixty days before the proposed code amendments were adopted, in accordance with RCW 36.70A.106; and

**WHEREAS**, on November 8, 2024, the Washington State Department of Commerce notified the City that the requirements for State Agency notification for the proposed amendments had been met, as required by RCW 36.70A.106; and

**WHEREAS**, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC on November 7, 2024, and a Determination of Non-Significance (DNS) was issued on November \_\_\_\_\_, 2024; and

**WHEREAS**, the Planning Commission had a briefing on the code amendments on November 26, 2024; and

**WHEREAS**, the Planning Commission held a public hearing on the code amendments on December 10, 2024; and

**WHEREAS**, following the public hearing and deliberations, the Planning Commission recommended approval of the code amendments by the City Council; and

**WHEREAS**, the General Government Committee discussed the Planning Commission’s recommendation on the code amendments on January 8, 2025; and

**WHEREAS**, the City Council considered the proposed code amendments on January 25, 2025; and

**WHEREAS**, the City Council finds that the provisions of this Ordinance are in the best interest of and protect the health, safety, and welfare of the residents of the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section TMC 18.22.020, Permitted Uses, of the Tumwater Municipal Code is hereby amended to read as follows:

**18.22.020 Permitted uses.**

Uses permitted in the GC district are as follows:

- A. Professional services;
- B. General retail sales;
- C. General offices;
- D. Appliance equipment repair;
- E. Support facilities;
- F. Parks and open space areas;
- G. Recreational facilities;
- H. Restaurants;
- I. Automobile service stations including car washes;
- J. Post offices;
- K. Motels, hotels;
- L. Planned unit developments (PUD);
- M. Medical clinics;
- N. Child day care center, child mini-day care center;
- O. Adult family homes, residential care facilities;
- P. Group foster homes;

- Q. Private clubs and lodges;
- R. Family child care home;
- S. Mixed use structures;

T. The following multifamily residential:

1. Multifamily residential structures with a minimum density of forty dwelling units per acre that are part of a mixed use development in the same structure or site.

2. Multifamily residential structures consisting of a minimum of three and a maximum of four stories on sites within one-quarter mile of a degree-granting state education facility. A minimum density of fourteen dwelling units per acre shall be provided. Calculation of density is based on the portion of the site devoted to residential and associated uses (e.g., dwelling units; private community clubs; open space; stormwater detention, treatment and infiltration). The following land is excluded from density calculations:

a1. Land that is required to be dedicated for public use as open space, right-of-way, or land on which development is prohibited by TMC Title 16, Environment, and land that is to be used for private roads. Provided, that portion of park and open space areas that consists of stormwater facilities and that is designed for active and/or passive recreational purposes in accordance with the drainage design and erosion control manual for Tumwater shall not be excluded from density calculations.

b2. Land that consists of lots devoted to uses other than residential and associated uses, including but not limited to churches, schools, and support facilities (except for stormwater detention, treatment and infiltration facilities);

- U. Personal services;
- V. Used motor oil recycling collection point;
- W. Parking lots as separate, primary uses are permitted. The proposed parking lot shall exclusively serve specifically identified uses in or adjacent to the district to accommodate shared employee or customer parking or off-site employee parking. The uses served by the lot may change over time;
- X. Parking structures;
- Y. Park and ride lots;
- Z. Museum, library, art gallery;
- AA. Recreational vehicle parks;
- BB. Riding academies;
- CC. Entertainment facilities;

Ordinance No. O2024-008 - Page 3 of 8



- DD. Nurseries, retail;
- EE. Attached wireless communication facilities, except that it is prohibited to attach a nonaccessory wireless communication antenna on a single-family or two-family dwelling;\*
- FF. Equipment rental and sales facilities;
- GG. Motorsports sales facility, provided outdoor displays or visible storage of vehicles does not cover an area larger than ten percent of the gross floor area of the facility;
- HH. Electric vehicle infrastructure;
- II. Community gardens;
- JJ. Farmers markets;
- KK. Marijuana retailer;
- LL. Motor vehicle sales facilities located west of Interstate 5 and south of Bishop Road subject to the requirements set forth in TMC 18.42.090;
- MM. Breweries, wineries, distilleries;
- NN. Auto repair facilities;
- OO. Churches;
- PP. Temporary expansions of schools, such as portable classrooms;
- QQ. Animal clinics or hospitals;
- RR. Convalescent centers, rest homes, nursing homes;
- SS. Movie theaters, playhouses and similar performance and assembly facilities;
- TT. Senior housing facilities, independent and assisted;
- UU. Taverns, cocktail lounges;
- VV. Food trucks or trailers in accordance with TMC 18.42.120;
- WW. Food truck or trailer courts in accordance with TMC 18.42.120;
- XX. Permanent supportive housing, subject to 18.42.150;
- YY. Transitional housing, subject to TMC 18.42.150;
- ZZ. Emergency housing, subject to TMC 18.42.150;
- AAA. Emergency shelter, subject to TMC 18.42.150;
- BBB. Optometry clinics.

\*Wireless communication facilities are subject to Federal Aviation Administration (FAA) standards and approval, and furthermore are subject to provisions for

wireless communication facilities in TMC Chapter 11.20, Wireless Communication Facilities.

(Ord. O2022-013, Amended, 10/04/2022; Ord. O2021-019, Amended, 01/18/2022; Ord. O2020-005, Amended, 03/16/2021; Ord. O2019-020, Amended, 11/19/2019; Ord. O2018-025, Amended, 12/18/2018; Ord. O2017-006, Amended, 07/18/2017; Ord. O2016-006, Amended, 06/07/2016; Ord. O2015-001, Amended, 10/20/2015; Ord. O2014-012, Amended, 08/19/2014; Ord. O2013-013, Amended, 10/01/2013; Ord. O2012-003, Amended, 07/17/2012; Ord. O2010-029, Amended, 06/07/2011; Ord. O2010-015, Amended, 09/07/2010; Ord. O2003-001, Amended, 02/18/2003; Ord. O97-019, Amended, 06/17/1997; Ord. O96-022, Amended, 12/17/1996; Ord. O95-035, Added, 12/19/1995)

**Section 2.** Section TMC 18.22.040, Conditional Uses, of the Tumwater Municipal Code is hereby amended to read as follows:

**18.22.040 Conditional uses.**

Conditional uses in the GC district are as follows:

A. Transportation terminals;

~~B. High-rise residential (five stories or more);~~

~~BC.~~ Wireless communication towers;\*

~~CD.~~ Schools;

~~DE.~~ Mini-storage facilities;

~~EF.~~ The following essential public facilities:

1. Emergency communication towers and antennas;\*
2. State education facilities;
3. Large scale state or regional transportation facilities;
4. Prisons, jails and other correctional facilities;
5. Mental health facilities (including but not limited to congregate care facilities; adult residential treatment facilities; evaluation and treatment centers);
6. Inpatient facilities including substance abuse facilities (including but not limited to: intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities);

~~FG.~~ Private post-secondary education facilities;

~~GH.~~ Kennels;

~~HI.~~ Campgrounds.

\*Emergency communication towers and antennas and wireless communication facilities are subject to Federal Aviation Administration (FAA) standards and approval if they apply, and furthermore both uses are subject to provisions for wireless communication facilities in TMC Chapter 11.20, Wireless Communication Facilities.

(Ord. O2018-025, Amended, 12/18/2018; Ord. O2017-006, Amended, 07/18/2017; Ord. O2016-037, Amended, 01/03/2017; Ord. O2014-012, Amended, 08/19/2014; Ord. O2008-016, Amended, 09/16/2008; Ord. O2003-001, Amended, 02/18/2003; Ord. O2000-004, Amended, 07/18/2000; Ord. O97-019, Amended, 06/17/1977; Ord. O96-022, Amended, 12/17/1996; Ord. O95-035, Added, 12/19/1996)

**Section 3.** Section TMC 18.22.050, Development Standards, of the Tumwater Municipal Code is hereby amended to read as follows:

**18.22.050 Development standards.**

Development in the GC zone district must meet the following requirements:

- A. Site area: no minimum, except the lot shall be adequate to provide for required parking, yards and landscaping;
- B. Lot coverage, maximum impervious surface: eighty-five percent of the total area of the lot;
- C. Structure height: a maximum height of sixty-five feet; provided, however, that no structure shall penetrate imaginary airspace surfaces as defined by 14 C.F.R. Part 77. A map that provides detailed information on ground and imaginary airspace surface elevations is available for inspection in the community development department. Note: New multifamily or mixed use projects with a total of thirty or more dwelling units that provide thirty percent of those units as permanently affordable housing units would be allowed a maximum building height increase of ten feet, subject to imaginary airspace surface limitations. This would create a new maximum height limit of seventy-five feet. Projects providing permanently affordable housing units by this method would have to meet the requirements of TMC 18.42.140;
- D. Yards.\*
  - 1. Front: no minimum setback,
  - 2. Side: no minimum,
  - 3. Rear: no minimum.

Where any structures or portions of structures are adjacent to any residential zoning district, the minimum structural setback shall be twenty feet. Where structures are constructed over one story, the setback of the structure from the adjacent property line or lines shall be increased by ten feet for every story above

the ground level story of the proposed new building, and shall be screened from view in accordance with TMC Chapter 18.47.

E. Park and Open Space Area. New development in this zone district shall set aside land for park and open space area as specified in TMC 17.12.210 and 18.42.130 and the citywide design guidelines.

F. Mixed Use Development. Mixed use development must include both non-residential and multifamily residential uses that meet the following conditions:

1. Multifamily Residential Development.

a. Density. In the area of the project designated for multifamily residential development, multifamily residential development that is part of a mixed use development in the same structure or on the same project site shall have a minimum density of forty dwelling units per acre.

2. Non-Residential Development.

a. Non-residential uses in a mixed use development in the same structure must occupy twenty-five percent or more of the total square footage of the structure.

b. Non-residential uses in a mixed use development in the same project site must occupy forty percent or more of the total square footage of the project site.

\* See Diagram 18.04.670, Yard Determination Diagram, in TMC 18.04.230, Y definitions.

(Ord. O2020-005, Amended, 03/16/2021; Ord. O2020-015, Amended, 02/16/2021; Ord. O2016-037, Amended, 01/03/2017; Ord. O2011-002, Amended, 03/01/2011; Ord. O2004-009, Amended, 12/07/2004; Ord. O2000-004, Amended, 07/18/2000; Ord. O97-024, Amended, 03/03/1998; Ord. O96-022, Amended, 12/17/1996; Ord. O95-035, Added, 12/19/1995)

**Section 4. Corrections.** The City Clerk and codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 5. Ratification.** Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

**Section 6. Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Ordinance No. O2024-008 - Page 7 of 8

**Section 7. Effective Date.** This ordinance shall become effective thirty (30) days after passage, approval and publication as provided by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF TUMWATER

\_\_\_\_\_  
Debbie Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney

Published:\_\_\_\_\_

Effective Date:\_\_\_\_\_

# General Commercial Residential Mixed Use Ordinance No. O2024-008



Planning Commission – November 26, 2024

# Scope of the Ordinance

The amendments will modify TMC Chapter 18.22 *GC General Commercial* to allow for high intensity mixed use residential uses in the GC General Commercial zone district



# Residential Mixed Use

Add as a permitted use in the General Commercial zone district:

*Multifamily residential structures with a minimum density of forty dwelling units per acre that are part of a mixed use development in the same structure or site.*

Remove as a conditional use in the General Commercial zone district:

*High rise residential (five stories or more)*





# Mixed Use Development

Add requirements for mixed use development:

*F. Mixed Use Development. Mixed use development must include both non-residential and multifamily residential uses that meet the following conditions:*

*1. Multifamily Residential Development.*

*a. Density. In the area of the project designated for multifamily residential development, multifamily residential development that is part of a mixed use development in the same structure or on the same project site shall have a minimum density of forty dwelling units per acre.*



# Mixed Use Development (Continued)

Add requirements for mixed use development:

[...]

2. *Non-Residential Development.*

a. *Non-residential uses in a mixed use development in the same structure must occupy twenty-five percent or more of the total square footage of the structure.*

b. *Non-residential uses in a mixed use development in the same project site must occupy forty percent or more of the total square footage of the project site.*



# Next Steps

The Planning Commission will be asked to schedule and conduct a hearing on the ordinance on December 10, 2024, and forward a recommendation to the City Council



TO: Planning Commission  
FROM: Brad Medrud, Planning Manager  
DATE: November 26, 2024  
SUBJECT: 2025 Long Range Planning Work Program

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1) Recommended Action:

Review the draft 2025 Long Range Planning Work Program and discuss topics for the joint meeting with the City Council on December 10, 2024, at 6:00 p.m.

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2) Background:

The City Council approves an annual long range planning work program at the beginning of each year. The City Council and the Planning Commission will discuss the draft 2025 long range planning work program and the 2025 Comprehensive Plan periodic update at a joint work session on December 10, 2024, at 6:00 p.m. The City Council will then be asked to approve the 2025 long range planning work program on January 21, 2025.

The City Council, Planning Commission, residents, property owners, and City staff can propose annual work program items. The major focus of the draft 2025 long range planning work program will be on the City's 2025 Comprehensive Plan periodic update.

A short list of discussion topics for review is included in the attached staff report.

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3) Alternatives:

None.

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4) Attachments:

- A. Staff Report
- B. Draft 2025 Long Range Planning Work Program

# MEMORANDUM



Date: November 26, 2024  
To: Planning Commission  
From: Brad Medrud, Planning Manager

## 2025 Long Range Planning Work Program

The City Council approves an annual long range planning work program at the beginning of every year. The annual work program will guide all long range planning projects during 2025. The City Council and Planning Commission will discuss the draft 2025 work program at a joint work session on December 10, 2024. The joint work session will also be an opportunity for the City Council and Planning Commission to discuss general topics related to their roles on a range of community development issues.

The City Council, Planning Commission, community members, and City staff can propose projects for the annual work program. The proposed 2025 work program consists of projects budgeted for 3.30 FTEs.

More than half of the time budgeted for the proposed 2025 work program will be spent on the City’s 2025 Comprehensive Plan and Development Code periodic update, which is discussed in more detail below. Ongoing work on the Bush Prairie Habitat Conservation Plan and with the Regional Housing Council on homelessness and affordable housing issues will take approximately twenty percent of long range planning staff time in 2025.

The City Council is expected to approve the 2024 work program on January 21, 2025.

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### **Role of the Planning Commission**

The Planning Commission is an advisory body to the City Council with a wide remit. TMC 2.56.030 establishes the powers of the Planning Commission as set forth in Chapter 35.63 RCW.

The Planning Commission proposes and develops policy recommendations for consideration by the City Council, which includes work on the Comprehensive Plan and subarea plans, as well as special plans such as the Thurston Climate Mitigation Plan, Tumwater Housing Action Plan, and Urban Forestry Management Plan.

In addition, the Planning Commission is involved in developing recommendations for amendments to regulations related to development, which includes the development code (TMC Title 16 *Environment*, Title 17 *Land Division*, and Title 18 *Zoning*). In the recent past, the Planning Commission has also reviewed amendments to sections of TMC Title 2 *Administration and Personnel*, Title 8 *Health and Safety*, Title 11 *Telecommunications and Telecommunications Facilities*, Title 12 *Streets, Sidewalks and Public Places*, Title 14 *Development Code Administration*, and Title 15 *Buildings and Construction* in support of the development code.

### **Role of the City Council and Mayor**

The City Council serves as the City’s legislative body. This separation of powers is based on the traditional federal and state models in the United States. The City Council has the authority to formulate and adopt city policies and the Mayor is responsible for carrying them out. The City Council also has the authority to adopt budgets, approve contracts, and amend the Tumwater Municipal Code. The City Council relies on several advisory commissions and boards for support in making decisions. The General Government Committee considers recommendations from the Planning Commission before they go to the full City Council.

## Suggested Joint Work Session Discussion Topics

A short list of suggested discussion topics to consider during December 10, 2024, joint work session with the City Council is listed below.

- How has coordination between the City Council and Planning Commission gone in 2024 and what can be improved in 2025?
- What went well with the 2024 long range work program and what could be improved?
- Are there additional opportunities for collaboration between the City Council and the Planning Commission that should be considered?
- What are the City Council's main priorities for long range planning in 2025?
- Are there additional projects in 2025 to be considered? If so, what projects currently proposed can be delayed?
- If adjustments to the 2025 long range work program are needed, what projects have less priority?

If the Planning Commission has additional topics to consider, please let staff know.

## 2024 Accomplishments

Land Use and Housing Planner Erika Smith-Erickson completed work on the Hazard Mitigation Plan for the Thurston Region Update and the FP Floodplain Regulations Amendments, led Housing Element update work, staffed the Regional Housing Council, and worked on other work program items.

We were able to bring on Dana Bowers as our new Associate Planner in December 2024. For most of 2024, we were operating at two-thirds capacity and had to postpone work on a number of 2024 long range work program tasks. With Dana joining our staff and Alex Baruch continuing to provide support, we will be able to address the full scope of the proposed 2025 long range work program.

The Planning Commission, City Council, and staff completed the following items from the 2024 long range work program:

- 2023 Comprehensive Plan Amendments (Ordinance No. O2023-002)
- General Development Code Housekeeping Amendments (Ordinance No. O2023-012)
- FP Floodplain Regulations Amendments (Ordinance No. O2023-017)
- 2024 Community Development Block Grant
- Development Code Administration (Ordinance No. O2024-005)
- Hazard Mitigation Plan for the Thurston Region Update (Resolution No. R2024-001)

The following items are still ongoing from the 2024 long range work program and will continue in 2025:

- 2025 Comprehensive Plan and Development Code Periodic Update
- General Commercial Mixed Use Residential (Ordinance No. O2024-008)
- Urban Forestry Management Plan – Landscaping and Buffering Requirements Update
- Urban Forestry Management Plan – Street Tree Standards Update
- Urban Forestry Management Plan – Tree and Vegetation Preservation Regulation Update
- Thurston County Joint Plan and Code Title 22 – Tumwater Urban Growth Area Zoning Update
- Bush Prairie Habitat Conservation Plan
- Equity Toolbox
- Food System Plan
- Managing Multifamily Tax Exemption Program
- Regional Housing Council

### **Proposed 2025 Long Range Work Program**

Attachment B is the draft 2025 long range planning work program. The 2025 work program is divided into five parts:

1. Comprehensive Plan Amendment Docket
2. Development Regulation Amendment Docket
3. Other Planning Projects
4. General Management and Coordination
5. Below the Line Projects

Under each of the five parts, individual projects are identified with an estimate of staff time needed to complete, who proposed the project, how they address City Council strategic priorities, and detail on the work required. For more details on individual projects, please see Attachment B *Draft 2025 Long Range Planning Work Program*.

1. **Comprehensive Plan Amendment Docket** – Discussed further below.

*Approximately 37% of all budgeted staff time.*

- a. 2025 Comprehensive Plan Periodic Update – Discussed further below (Continued from 2024)
- b. Thurston County Joint Plan Update and County Urban Growth Area Swap Amendment (Continued from 2024)



## **2. Development Regulation Amendment Docket**

*Approximately 22% of all budgeted staff time. 2025 Development Code Periodic Update is approximately 10% of all budgeted staff time.*

- a. 2025 Development Code Periodic Update – Discussed further below (Continued from 2024)
- b. Urban Forestry Management Plan Amendments (Continued from 2022-23)
  - i. Landscaping
  - ii. Street Tree Standards
  - iii. Tree and Vegetation Preservation
- c. Other Amendments
  - i. General Commercial Mixed Use Residential Amendments (O2024-008) (Continued from 2024)
  - ii. Multifamily Tax Exemption Update (New in 2025)
  - iii. Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning (Continued from 2022)

## **3. Other Planning Projects**

*Approximately 23% of all budgeted staff time. The Habitat Conservation Plan is approximately 10% of all budgeted staff time.*

- a. Annexations (New in 2025)
- b. Bush Prairie Habitat Conservation Plan (Continued from 2016)
- c. Equity Toolbox (Continued from 2022-23)
- d. Energy Performance Rating Program (New in 2025)
- e. Food System Plan (Continued from 2024)
- f. Managing Multifamily Tax Exemption Program (Ongoing)
- g. Rental Housing and Registration Program (Ongoing)
- h. As well as Permit Review Support, Public Inquiries, and other items (Ongoing)

## **4. General Management and Coordination**

*Approximately 18% of all budgeted staff time. Regional Housing Council is approximately 9% of all budgeted staff time.*

- a. General Coordination with Other Departments – Traffic Team, Green Team, Stormwater Team, GIS Team, and other items (Ongoing)

b. General Coordination with Other Jurisdictions

- 1) Regional Housing Council (minimum 0.25 FTE per Memorandum of Understanding) (Ongoing)
- 2) Work with the Port of Olympia, other cities, County, State, Tribes, Thurston Regional Planning Council, and Intercity Transit among others (Ongoing)
- 3) Department Management (Ongoing)
- 4) Training (Ongoing)

**5. Below the Line Projects**

*These are projects that would be considered if the projects in the first four parts are completed, and staff time is available.*

### **Growth Management Act and the Periodic Update**

In Washington State, the Growth Management Act requires fast-growing cities and counties to manage their population growth by developing a comprehensive plan and keeping it updated.

Every ten years under the Growth Management Act, the City must conduct a periodic update of its Comprehensive Plan and related development regulations to ensure they comply with the Growth Management Act and respond to changes in the City since the last periodic update in 2016.

### **Tumwater Comprehensive Plan**

The Comprehensive Plan establishes the outline for managing the City's policymaking and investment decisions for the next 20 years from 2025 to 2045.

The Comprehensive Plan addresses where development will occur, at what intensities, and concurrent with required infrastructure improvements.

The Comprehensive Plan's goals, policies, and implementation actions are the foundation for how the City addresses future public and private development, directs spending for capital facilities improvements, and how development impact fees and other development charges are collected.

### **Tumwater Development Regulations**

The City's development regulations translate the goals and policies of the Comprehensive Plan into the zoning, land division, and environmental codes that private and public landowners must follow to build on and develop property in the City. Zoning is a planning practice of classifying land as regulated zones for designated purposes to create suitable land use patterns, by various types of similar uses, or by design standards, e.g., form-based codes, to meet the goals and vision identified in the City's Comprehensive Plan.

The City's development regulations adopt the City's Zoning Map which establishes the location and boundaries of the zoning districts that allow for specific uses and intensities. The City's Zoning Map is based in turn on the land uses and intensities identified in the Citywide Future Land Use Map in the Comprehensive Plan.

### **2025 Periodic Update**

On a ten-year cycle, the City is required by the state to conduct a Growth Management Act periodic update of its Comprehensive Plan and development regulations. For the current cycle, the City is required to complete the periodic update by December 31, 2025.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate many state-required changes addressing affordable housing, climate change, transportation, and other topics.

The projected housing need from 2025-45 is **9,192 new dwelling units** with the majority being multifamily developments with five or more units.

Based on the projected housing need, the **City and its urban growth area are expected to grow in population from 28,707 in 2020 to 50,676 by 2045**. The Comprehensive Plan is required to show how the new population and housing will be accommodated.

The addition of more people, housing, and jobs will result in a greater need for public services maintained by the City from roads, sidewalks, and bike lanes, to police and fire services, to water, sanitary sewer, and stormwater facilities, parks and recreation facilities, as well as the staff required to maintain those services.

It is expected that the periodic update will result in increased density throughout the City to meet state requirements for housing, climate mitigation, and conservation of federally protected species. In turn, this will require revisions to how transportation, public utilities, and park and recreation facilities will be funded through impact fees and Capital Facilities Plan projects to meet state concurrency requirements.

Under state law, the periodic update process is the time where the City Council and the community have the greatest ability to provide input on how and where development of the City occurs.

### **Comprehensive Plan and Development Code Periodic Update Schedule**

#### **Phase II – Completing Plan Development – Winter 2025**

- 1) Periodic Update Drafts – Staff and consultants complete work on the draft Comprehensive Plan Elements, Plans, and maps and the Development Code – *Winter 2025*
- 2) Complete Individual Comprehensive Plan Element and Plan and Development Code Discussions and Work Sessions – *Winter 2025*
  - a) Community Stakeholders

- b) Planning Commission
- c) General Government Committee and City Council
- 3) Complete Draft of Periodic Comprehensive Plan and Development Code Updates – Staff and consultants complete draft of the Comprehensive Plan Elements, Plans, and maps and the Development Code – *Spring 2025*

### Phase III – Legislative Process – Spring 2025 – December 31, 2025

- 1) SEPA and Commerce Review – *Spring 2025*
- 2) Public Adoption Meetings – *Spring through Winter 2025*
  - a) Planning Commission
  - b) City Council
- 3) Submit Notice of Adoption to Commerce – *Fall 2025*

## Resources Needed

### 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 1.6 FTE in 2025.
- 2) Executive Department
  - a) Executive - – The periodic update will require staff time from the Executive Team to support the periodic update.
  - b) Communications Team – The periodic update will require staff time from the Communications Team to support the actions identified in the Public Engagement Plan.
  - c) Economic Development – The minor periodic update of the goals and strategies in the Economic Development Plan and coordination with the Economic Development Manager and a consultant to update the data workbook is expected to require 5% of one FTE in 2024 and 2025.
- 3) 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 to update the Transportation Plan and prepare the Climate Element.
  - b) GIS Team – The periodic update will require staff time from the GIS Team to support the periodic update.

- 4) Water Resources & Sustainability Department – The preparation of the new Climate Element and the 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.
- 5) Parks & Recreation Department – Work on a major periodic update of the Parks, Recreation, and Open Space Plan was not funded as part of this periodic update process.

## Consultants

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

- 1) Economic Development Plan – Minor update of Plan was completed in 2019.
- 2) Transportation Plan – Major update of Plan was completed in 2016.
- 3) Climate Element – New state requirement.
- 4) Middle Housing – New state requirement.

## Funding

The periodic update is primarily an internally funded annual work program task. The City has been awarded a Washington State Department of Commerce grant for \$125,000 to update the Transportation Plan and Economic Development Plan. The City has been awarded a Washington State Department of Commerce grant for \$75,000 to address the new state middle housing requirements. The City has been awarded a Washington State Department of Commerce grant application for \$500,000 to develop a Climate Element and the supporting implementation actions. All the state grants end on June 30, 2025.

**2025 DRAFT CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM**

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
<b>COMPREHENSIVE PLAN AMENDMENT DOCKET</b>					
1	2025 Comprehensive Plan Periodic Update	1,800	City Staff	1, 2, 3, 5	Complete work started in Fall 2022 by December 31, 2025, prepare state required ten-year periodic update to the City's Comprehensive Plan, including updates to the Conservation, Housing, Land Use, Lands for Public Purposes, and Utilities Elements as well as the Transportation Plan and the creation of a new Climate Element. Manage community engagement process and project website. Work will be coordinated with concurrent updates to development regulations. Consultant and grant management. Work with the community, internal and external stakeholders, other agencies, Planning Commission, Public Works Committee, General Government Committee, and City Council.
2	Thurston County Joint Plan Update and County Urban Growth Area Swap Amendment	360	City Staff	1, 2, 5	Update Tumwater Thurston County Joint Plan to address 2025 Comprehensive Plan Periodic Update and proposed County UGA swap amendment. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
<b>Comprehensive Plan Amendment Docket Subtotal</b>		<b>2,160</b>			
<b>DEVELOPMENT REGULATION AMENDMENT DOCKET</b>					
<b>1. Development Regulation Periodic Update</b>					
a	2025 Development Regulation Periodic Update	580	City Staff	1, 2	Complete work started in Fall 2022 by December 31, 2025, review and update development regulations to address the required state periodic update. Review Commerce checklist and Ecology checklist for critical areas. Will involve updates to Titles 14, 15, 16, 17, and 18. Work will be coordinated with concurrent updates to the Comprehensive Plan. Consultant and grant management. Briefings, work sessions, and hearing would occur in 2025, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		<b>580</b>			
<b>2. Urban Forestry Management Plan Amendments</b>					
a	Landscaping and Buffering Requirements	120	City Staff	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to landscape buffering and screening regulations (TMC 18.47). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update	120	City Staff	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with a consultant to prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update	160	City Staff	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to tree preservation regulations (TMC 16.08). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		<b>400</b>			
<b>3. Other Amendments</b>					
a	General Commercial Mixed Use Residential Amendments (O2024-008)	12	City Staff	1	Complete work started in 2024. Amendments to add high intensity mixed use residential uses to the General Government Committee. Briefing and consideration. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
b	Multifamily Tax Exemption Update	160	City Staff	1	Review and update TMC 3.30 Multifamily Housing Tax Exemptions in response to 2021 updates to state law. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
102	c Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	120	City Staff	1, 2	After completion of the Joint Plan update in 2021, work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Tumwater Urban Growth Area and meet 2025 state periodic update requirements. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
		<b>292</b>			
<b>Development Regulation Amendment Docket Subtotal</b>		<b>1,272</b>			

OTHER PLANNING PROJECTS					
1	Annexations	120	City Staff	1	Assumption that there will be two annexation applications in 2025. Briefings, work sessions, and hearings. Prepare staff reports, ordinances, and other materials and work with County, Office of Financial Management, Boundary Review Board, General Government Committee and City Council.
2	Code Enforcement Process	20	City Staff	1, 4	Code Enforcement process improvements. Staff meetings and discussion.
3	Current Planning Projects	40	City Staff	1	Advise permit staff on permitting projects.
4	Equity Toolbox	32	City Staff	6	Ongoing from 2021. Complete work with consultant to prepare equity toolbox. Meetings with City staff and research.
5	Energy Performance Rating Program	60	City Staff	1, 2	In coordination with the Water Resources & Sustainability Department, implement and enforce new energy performance rating program.
6	Food System Plan	40	City Council	1	Complete work started in 2024. Work with consultant to prepare a City Food System Plan that would focus on how to provide healthy food to the community, reduce food waste, support local food processing, eliminate barriers, address gaps in the current system, produce solutions to implement at appropriate scale, and identify how to maintain and update resource materials through jurisdictional and community partners. Briefings, work sessions, and hearing. Prepare staff report, plan, resolution, and other materials and work with Planning Commissions, General Government Committee, and City Council.
7	Grant Funding	20	City Staff	1, 2	Research grant funding opportunities that support long range planning goals. Senior housing support and programs that support affordable housing are potential grant areas.
8	Habitat Conservation Plan	600	City Council	1, 2	Ongoing from 2016. Phase II and III work and potential Phase IV. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Complete public draft of the HCP. Development implementation tools. Briefings, work sessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management.
9	Hazard Mitigation Plan for the Thurston Region	12	City Staff	2, 4	Following adoption of the Hazard Mitigation Plan for the Thurston Region in 2024, participate in a multi-agency planning and interdepartment workgroups to implement Plan. Work with other City departments, external stakeholder team, Planning Commission, General Government Committee, and City Council.
10	Housing – Affordability and Homeless	36	City Staff	1	Work outside of Comprehensive Plan and development regulation periodic update above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies.
11	Long Range Planning Website Updates	12	City Staff	1	Ongoing.
12	Managing Multifamily Tax Exemption Program	80	City Staff	1	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, work sessions, and hearings. Prepare staff reports, contracts, and other materials and work with General Government Committee and City Council.
13	Public Inquiries and General City Council and Interdepartmental Support	240	City Staff	1, 2, 4	Support on unspecified projects, inquiries, and requests.
14	Rental Housing and Registration Program	20	City Staff	1	Manage implementation of Title 5 tenant protections and rental registration programs.
<b>Other Planning Projects Subtotal</b>		<b>1,332</b>			
GENERAL MANAGEMENT AND COORDINATION					
<b>1</b>	<b>General Coordination with Other City Departments</b>	<b>68</b>	<b>City Staff</b>		<b>Various.</b>
a	All City Staff Meetings	8	City Staff	6	Quarterly meetings.
b	Code Compliance Team	0	City Staff	2, 4	Ongoing monthly meetings.
c	GIS Team	8	City Staff	6	Ongoing meetings.
d	Green Team	16	City Staff	2	Ongoing meetings.
e	Stormwater Interdisciplinary Team	8	City Staff	2	Ongoing meetings.
f	Traffic Team	20	City Staff	3	Ongoing meetings.
g	Web Team	8	City Staff	6	Ongoing meetings.
<b>2</b>	<b>General Coordination with Other Jurisdictions</b>	<b>645</b>	<b>City Staff</b>		<b>Various.</b>
103	Port of Olympia	12	City Staff	1	Quarterly Meetings and other coordination.
	City of Olympia	4	City Staff	1	Review proposed Comprehensive amendments and other coordination outside of housing.
c	Intercity Transit	8	City Staff	3	Coordination with staff.
d	Olympia School District	1	City Staff	1	Coordination with staff.
e	Regional Housing Council	520	City Staff	1	Ongoing from 2020. Bimonthly Regional Housing Council meetings, monthly City Staff Regional Housing Council prep meetings, weekly technical team meetings, and other workgroup meetings. 0.25 FTE annual commitment per Regional Housing Council Interlocal Agreement.
f	State of Washington	40	City Staff	1, 2	Coordination with Association of Washington Cities on legislative actions.
g	Thurston County	24	City Staff	1, 2	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions.
h	Thurston County TDR Program	0	City Staff	1, 2	Coordination with Council and other City staffs on updating TDR program.
i	Thurston Regional Planning Council	28	City Staff	1	Regional planner meetings/jurisdiction meetings.
j	Thurston Thrives - Housing Action Team	0	City Staff	1	Attend monthly regional coordination meetings.
k	Tribal Governments	4	City Staff	1, 2	Coordination with staff.
l	Tumwater School District	4	City Staff	1	Review Capital Facilities Plan and other coordination.
<b>3</b>	<b>Department Management</b>	<b>264</b>	<b>City Staff</b>		<b>Various.</b>
a	General Management	48	City Staff	6	Staff review and development. Managing staff.
b	Management Team Meetings	156	City Staff	6	Ongoing weekly meetings.
c	Planning Commission Support	60	City Staff	1	Ongoing coordination with chair. Zoom meeting management. Interviews and training.
<b>4</b>	<b>Training</b>	<b>60</b>	<b>City Staff</b>	<b>6</b>	<b>AICP certificate maintenance. Conferences.</b>
<b>General Management and Coordination Subtotal</b>		<b>1,037</b>			
<b>TOTAL HOURS:</b>		<b>5,801</b>			
<b>TOTAL REQUIRED PLANNERS (FTEs):</b>		<b>3.33</b>			Approved by the City Council on January _____, 2025
<b>TOTAL AVAILABLE PLANNERS (FTEs):</b>		<b>3.30</b>			
<b>TOTAL AVAILABLE PLANNER TIME (Hours X FTEs):</b>		<b>5,743</b>			Note: Staff hours for items that include briefings, work sessions, and ordinances include a minimum number of public meetings (5) and hours for the public meeting process (40).
<b>PLANNER TIME DIFFERENCE (Hours X FTEs):</b>		<b>-58</b>			

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
<b>BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)</b>					
→	Aquifer Protection Standards Amendments	80	City Staff	2	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, work sessions, hearing, and ordinance.
→	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types)	120	City Staff	2	Thurston County and Thurston Regional Planning Council led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City’s Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
→	Citywide Design Standards Update	80	City Staff	1	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini-storage uses (TMC 18.43). Briefings, work sessions, hearing, and ordinance.
→	Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study	4	City Staff	2	Support Deschutes Flood Reduction Study and Thurston and Olympia Lakes Flood Map Study work.
→	Essential Public Facilities	120	City Staff		Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, work sessions, hearing, and ordinance.
→	General Development Code Housekeeping Amendments	80	City Staff	1	Address minor housekeeping amendments. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	1, 3	Part of Housing Affordability Fee Work Plan approved May 28, 2019 and Housing Action Plan approved 2021. Work with the Public Works Department to make infrastructure investments for infill areas needing upgrades with follow-up by City staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur. Public meetings, briefings, work sessions, hearing, and ordinance.
→	Pipeline - Land Use Review	80	City Staff	2	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with County for Urban Growth Area issues as needed. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
<b>TOTAL HOURS:</b>		<b>624</b>			



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

Support and advance intergenerational housing opportunities.

Implement the Tumwater Housing Action Plan.

Work with Regional Housing Authority to support regional programs and affordable housing.

Explore alternative building materials for housing.

Continue to streamline permitting processes for development and construction projects.

Continue to maintain and advance positive Tribal Relations.

Implement Metropolitan Parks District Commitments including planning for and siting a community center.

Develop a citywide trail system.

Develop innovative partnerships and strategies with community human and social services organizations to improve service delivery to people in need, including senior citizens, low-income residents, and others.

Review current water shutoff policies through an equity framework.

### **2. Be a Leader in Environmental Health and Sustainability**

Engage the community on the benefits of environmentally sustainable practices.

Promote community involvement in environmental programs, including highlighting local career pathways for students.

Decarbonize new and existing City buildings whenever practicable.

Sufficiently resource programs identified in the Thurston Climate Mitigation Plan and Urban Forestry Management Plans and

Evaluate energy savings through resource sharing, recovery, and reuse concepts, including pilot Energy District

Assess climate change vulnerabilities of City infrastructure and resources.

Promote a higher level of environmental and community protection through the integration of ecosystem services and environmental justice for City actions, where feasible.

Continue to fund and promote septic-to-sewer conversions.

Continue to ensure ample drinking water supply and support water reuse opportunities.

Improve overall habitat and water quality by assessing fish passages, removing obstructions, converting urban-density septic systems, and collaborating with area Tribes.

### **3. Create and Maintain a Transportation System Safe for All Modes of Travel**

Continue implementation of the Capitol Boulevard Plan.

Implement transportation components of the Brewery District Plan.

Continue to improve maintenance and interconnectivity of a bicycle and pedestrian system.

Continue implementation of and evaluate new funding sources for the Sidewalk Program.

Update Transportation Impact Fee Program and Transportation Plan.

Provide a safe, efficient, and cost-effective transportation system.

Continue improving the maintenance of the transportation system.

Demonstrate the importance and impact of the Transportation Benefit District.

Explore opportunities to extend multimodal transportation facilities to areas of the City outside the urban core.

### **4. Provide and Sustain Quality Public Safety Services**

Complete and begin implementation of the Law Enforcement Strategic Growth Plan.

Complete and begin implementation of the Fire Department Strategic Plan.

Ensure timely, efficient, and effective public safety response in our community.

Explore and implement partnerships to improve efficiency of service delivery.

Evaluate and promote City programs to reduce risk to life and property throughout our community.

Develop innovative initiatives and programs to address growing service demands.

### **5. Pursue and Support Targeted Community and Economic Development Opportunities**

Update and Implement the City's Economic Development Plan.

Support the Tumwater Craft movement.

Facilitate brownfield revitalization in the Brewery District and Capitol Boulevard Corridor.

Use strategic targeted public investment to leverage private and other sources of investment.

Establish a development climate that stimulates economic development, consistent with the comprehensive plan.  
Promote opportunities to implement Town Center/City Square mixed-use concepts.  
Promote economic development strategies with a “triple bottom line” – people, planet, and prosperity - sustainability  
Complete and implement the Habitat Conservation Plan.

**6. Refine and Sustain a Great Organization**

Be good stewards of public funds by following sustainable financial strategies.  
Update the non-represented employee compensation plan.  
Attract, retain, and promote a talented and diverse workforce.  
Create a dynamic culture of Diversity, Equity, Inclusion, and Belonging.  
Support an environment of continuous learning and improvement, including Council.  
Enhance recruitment through new partnerships.  
Study compensation for commissions and boards.  
Review plans, policies, and documents for potentially racist and biased language.

**Working Days Calculation - 2025**

	Weekend Days		Weekday Days	
	5.00	4.00	Total	Working
January	0.00	2.00	31.00	23.00
February	0.00	2.00	28.00	20.00
March	2.00	0.00	31.00	21.00
April	0.00	2.00	30.00	22.00
May	1.00	1.00	31.00	22.00
June	1.00	1.00	30.00	21.00
July	1.00	1.00	31.00	22.00
August	2.00	0.00	31.00	21.00
September	0.00	2.00	30.00	22.00
October	0.00	2.00	31.00	23.00
November	2.00	0.00	30.00	20.00
December	0.00	2.00	31.00	23.00
	9.00	15.00		
	45.00	60.00		
<b>Total Days Per Year Per FTE</b>		<b>105.00</b>		<b>260.00</b>
<b>Total Hours Per Year per FTE</b>				<b>2,080.00</b>

**FTE Calculations - 2025**

Brad Medrud	1.00
Dana Bowers	1.00
Erika Smith-Erickson	0.90
Alex Baruch	0.10
Intern	0.00
Administrative Assistant	0.10
Mike Matlock	0.20
<b>Total FTEs</b>	<b>3.30</b>

**Productive Hours Calculation - 2025**

	Hours
Total Hours Per Year (X Total FTEs)	<b>6,864</b>
<i>Less</i>	
Holidays (11 days X Total FTEs)	290
Vacations (12 days X Total FTEs)	317
Sick Leave (5 days X Total FTEs)	211
Subtotal	<b>818</b>