



CITY OF
TUMWATER

**GENERAL GOVERNMENT COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Wednesday, July 12, 2023
8:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: General Government Committee June 14, 2023
- [4.](#) Service Provider Agreement Amendment Two for Tree and Vegetation Preservation Code Update (Brad Medrud)
- [5.](#) 2025 Comprehensive Plan Periodic Update Process – Community Engagement Plan (Erika Smith-Erickson and Brad Medrud)
6. Additional Items
7. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/84408461389?pwd=RjZRaldMWHhzC0hhOFNEeURDRUJvZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 844 0846 1389 and Passcode 302412.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 9:00 a.m. the day of the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

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

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360)

252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

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CONVENE: 8:00 a.m.

PRESENT: Chair Michael Althausen and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: Community Development Director Michael Matlock, Finance Director Troy Niemeyer, Parks and Recreation Director Chuck Denney, Water Resources & Sustainable Director Dan Smith, Planning Manager Brad Medrud, Communications Manager Ann Cook, and Housing and Land Use Planner Erika Smith-Erickson.

**APPROVAL OF MINUTES:
GENERAL
GOVERNMENT
COMMITTEE,
MAY 10, 2023:**

MOTION: Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to approve the minutes of May 10, 2023 as published. A voice vote approved the motion unanimously.

**PALERMO TRAIL
BRIEFING:** Director Denney reported the request is approval and a recommendation to the City Council to approve funding for future development of a trail system through the Palermo neighborhood.

The Palermo pocket park is one of the City's oldest parks. The park is comprised of approximately 10,000 square feet of excess land from the creation of the Palermo Wellfield. Amenities include a small play toy and a basketball court. The City no longer constructs similar parks in the City.

The vision for the trail has existed for over 30 years. The existing trail was created by people over time. The trail is included in the design of the Deschutes Valley Trail beginning at Tumwater Historical Park through the golf course and ending at Pioneer Park. The Palermo Trail would be a spur to the Deschutes Valley Trail and enable access from the golf course, Valley Athletic Club, and the Palermo neighborhood to Capitol Boulevard. The trailhead is located near Linda Street behind the Burger King restaurant.

Director Denney displayed an illustration of the future Deschutes Valley Trail through the golf course and the connection to the Palermo Trail.

The trail is located within a natural setting with many trees, shrubs, and plants. Near the trail is a wetland containing water between the wellfield and the golf course. Staff discussed different possibilities

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and ideas for interpretation, signage, and benches for the trail.

The Engineer's estimate for construction of the trail is \$451,030.50. However, the trail will require clearing, installation of a base, drainage, addressing wetland issues, and replanting vegetation. Staff is pursuing the development of the Deschutes Valley Trail. Development of the Palermo Trail is important because the existing pathway has experienced some occurrences of nefarious activities because the trail is overgrown with vegetation and serves as a place to hide. Some homelessness issues have also occurred in the surrounding woods. Creating an attractive trail system will increase trail traffic and lower the occurrence of activities not beneficial to the City or to the neighborhood.

Director Denney invited questions.

Councilmember Cathey asked about the type of surface for the proposed trail. Director Denney said the surface would be compacted crushed gravel incorporating a sandy mix for better compaction.

Councilmember Cathey said she has walked along the informal trail during a visit with the neighborhood and supports the proposal.

Chair Althausen asked whether the funds are from park impact fees. Director Denney affirmed the park impact fee account would fund the project. Most of the Deschutes Valley Trail is funded by park impact fees.

MOTION:

Councilmember Cathey moved, seconded by Councilmember Dahlhoff, to recommend the Council authorize the Palermo Trail project to be funded from Park Impact Fees. A voice vote approved the motion unanimously.

**MULTIFAMILY
PROPERTY TAX
EXEMPTION PROGRAM:**

Manager Medrud reported the briefing is in response to the Council's request to prepare a summary on the status of the multifamily tax exemption program and City actions to support manufactured home park preservation in the context of affordable housing actions. The discussion will also assist in informing the development of the 2025 Comprehensive Plan Update.

Manager Medrud described the policy background and the regional context surrounding the issues. In 2018, the Council adopted a resolution of specific actions to address homelessness, affordable housing, and coordination on regional issues. Since then, work was completed to develop housing affordability work plans. Concurrently, the City focused on a new regional approach for

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addressing homelessness and affordable housing through the formation of the Regional Housing Council (RHC). The primary purpose of the body is to promote equitable access to safe and affordable housing and consider policies and funding at a regional level to address the issues.

In 2021, the Council approved the Housing Action Plan containing a series of actions for increasing and maintaining housing in the City, protecting existing housing, and adding more housing. Equity was an overarching lens in the implementation of actions.

The multifamily tax exemption program exempts property taxes on improvements for multifamily development within designated areas of the City. The ordinance refers to those areas as “targeted areas.” The exemptions include options for eight years with market rate housing only or twelve years if at least 20% of the units are provided as affordable housing to households with 80% to 115% of area median income (AMI). The Planning Commission recommended 30 percent of the housing units should be affordable, but the City Council elected to see how many affordable housing units were created first and kept the affordable housing unit requirement at 20 percent. The tax exemption only applies to new housing improvements or new development of housing. The intent of the program was to provide a catalyst to promote development within the targeted areas. The program is intended to encourage residential opportunities through the two components of economic development and creating more housing. The program also increases residential densities to support retail and other services in the City, as well as to support and expand existing transit routes. The program is tied to the property regardless of change in ownership.

The multifamily tax exemption program was envisioned as a tool to kick-start development in designated areas of the City involving both residential and other uses supporting residential uses, such as commercial, retail, services, and employment opportunities. Initially, targeted areas of the City included the Brewery District, and the Capitol Boulevard Corridor. In 2019, the Council added the Littlerock Road Subarea and the Tumwater Town Center.

Manager Medrud reviewed the application process to apply for the multifamily tax exemption program. Following approval of a conditional certificate, the process requires a contract between the developer/owner and the City, which is subject to approval by the City Council. After approval of a conditional certificate, the certificate is valid for three years with the ability to extend due to extenuating circumstances. After completion of all development improvements and issuance of a Certificate of Occupancy, the

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applicant files for a final certificate to initiate the tax exemption process through the Thurston County Assessor's Office.

To date, four projects either have been completed or are in progress utilizing the tax exemption program. Conditional certificates have been issued for 300 units comprised of 263 market rate units and 37 affordable units. Projects completed total 141 units of which 121 are market rate and 29 are affordable units. Within the Brewery District, 119 units are utilizing the eight-year tax exemption program for market rate housing. Two projects in the Littlerock Road Subarea are utilizing the 12-year program offering 20% of the units as affordable housing.

A next step for consideration is the upcoming expiration of the program in 2026. The state has amended and updated the RCWs supporting the tax exemption program. The City has more options than previously and could either change or update the program. As part of that process, the City could adopt and implement more stringent income requirements for eligibility for the affordable units. Staff recommends pursuing actions similar to the City of Olympia. The City of Olympia contracted with a consultant to evaluate the effectiveness of the program based on existing market conditions and identify options that might prompt the market to develop more housing. The City could establish some requirements; however, if the market believes the requirements serve as a barrier, it is unlikely development would occur.

Staff believes the program is functioning as intended, as the City has seen the development of housing units that the City envisioned. Additionally, the City is experiencing more development than it anticipated especially in the Littlerock Road Subarea. Should the Council desire to pursue different options, staff recommends allocating some funds and adding those options as part of the amendments for the 2024 Work Program and as part of the Comprehensive Plan Update.

Only some of the City of Olympia's study and experiences could apply to the City. Olympia's study indicated that housing developed in the downtown core would not have occurred without the tax exemption program and some parking reductions. However, property prices in downtown Olympia are much higher than Tumwater properties and construction is different than in the City of Tumwater, as development in the City of Olympia requires pilings for buildings increasing construction costs considerably.

Councilmember Council requested information on Tumwater's specific projects that have utilized the multifamily tax exemption

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program. Manager Medrud advised that each of the four target areas have the option of using the 12-year program. To date, two-12-year programs have been utilized in the Littlerock Road Subarea. The first is the Rockwell Place complex, which has been completed and occupied. The second is the Kingswood Apartments currently under construction that has received a conditional certificate. The 322 units are divided between those different projects. Within the Brewery District, two projects took advantage of the eight-year program. One project is the North Street Apartments currently in progress and the Craft District Apartments located south of the new market building in the Craft District off Capitol Boulevard. The project is undergoing review and approval by the City.

Director Matlock advised that the project off Capitol Boulevard has been paused due to financing issues encountered by the developer.

Councilmember Cathey referred to her prior comments reflecting non-support of the program. She believes the City has been shortsighted in terms of the benefits the program has provided to the City for creating low-income housing. Although market rate apartments have been developed, the units are priced for the middle class. The complex on North Street offers no low-income units. Similar programs across the country have been abused quite frequently. Despite implementing the programs, the City will continue to collect the same amount of property tax because the loss will be absorbed by other taxpayers. The program essentially creates a situation that increases property taxes for other residents to cover the revenue loss. She is not a fan of a program that essentially provides a tax exemption to attract development. The projects are not low-income units to perpetuity because each program has an expiration date. She recommended the committee should reconsider the programs because tax exemptions are being absorbed by other residents in the City.

Chair Althausen agreed that when taxes increase, landlords want to ensure a steady income stream and would likely increase rents. However, he also understands that when the market is constrained, it leads to difficulty for people to find housing. Supply and demand economics also results in an increase in rents. The challenge is striking a balance between understanding limited resources for development because of the economics. Alternatively, when the City strives to achieve residential density in some areas of the City, some tools are important. Some recent changes by the Legislature include a new version of a 20-year exemption requiring those units to be permanently affordable. The Legislature afforded more flexibility for cities to define what constitutes an affordable unit. He suggested seeking the assistance of a consultant to assist the City in working

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through the issues to determine whether to continue offering the programs.

Councilmember Cathey inquired about the status of housing vacancy in the City. Chair Althausen advised that the vacancy rate two months ago was 2.4%. However, the desired vacancy rate should be at least 5% to prevent increases in rental rates. Vacancy rates below 5% affect the balance of supply and demand.

Manager Medrud noted the importance of adding all types of housing because as more units are added, more low-income units become available as people move to higher priced units. A second component is whether there is a sufficient need for affordable housing for particular income groups. The City needs to pursue both more housing and affordable housing options.

Chair Althausen pointed out that many people and households cannot afford rent even if the household is earning 80 to 115% of AMI. In Washington, the Legislature has banned rent control. Tools that require a developer to maintain stable rent are the only tools that could be considered as rent stabilization over a specific period. In addition to affordability, stability is an important component of affordability. Requiring rents to be tied to a percentage of AMI also helps prevent 10% to 20% rent increases.

Councilmember Cathey noted that the tax exemption program does not prohibit the landlord from increasing rents for affordable housing units. Chair Althausen replied that the increase would not be as high because the household has a specific income level. Increasing the rent too high would result in a vacant unit.

Councilmember Dahlhoff supported a consultant providing assistance and additional data, as well as exploring the 20-year option in addition to the 8- and 12-year programs in the Brewery District. She would also like to explore options for home ownership, such as Habitat for Humanity to enable people to build equity and pass on the wealth to the next generation.

Councilmember Cathey continued to express concerns about providing options that waive property taxes that other residents must absorb. As a renter, she can affirm that her landlord is monitoring actions by the City. Last year, her rent was raised by \$300. People, similar to her, are impacted as it equates to giving property tax exemptions to developers and collecting the same amount of property tax that is paid by other taxpayers.

Chair Althausen recommended the consultant should explore the

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theory of the tax-exempt program assisting in increasing economic development activity in the City.

Manager Medrud recommended the committee review the remaining information outlining many of the issues discussed, next steps, and other considerations.

**MANUFACTURED HOME
PARK PRESERVATION:**

Manager Medrud reported preservation of manufactured home parks has been a City goal since 2018. Preservations of manufactured homes support housing affordability goals because it is an important source for low-income and cost burden households, Preservation of mobile home parks maintains existing housing stock. The City has nearly 1,000 units of manufactured housing. Preservations also speaks to the goal of increasing household wealth by providing a safe and stable option for rental housing and other pathways for home ownership.

The Council approved the Manufactured Home Park zone district to preserve existing manufactured home parks from conversion to other uses. The City's withstood legal challenges to ensure protection of local manufactured home parks. However, rents for the spaces were not addressed.

The Council directed staff to assess actions for ensuring mobile home parks continue to provide affordable housing with a goal of property ownership by residents. Staff has engaged in ongoing discussions with local land trusts and other local non-profits about possibilities of working with existing owners of parks and tenants to identify possible mechanisms for tenants to purchase the park. The Housing Action Plan includes the directive as part of increasing the City's supply of permanent income restricted affordable housing. Staff has been requested to explore options for establishing a program to preserve and maintain healthy and viable manufactured home parks.

Additionally, all rental housing protections adopted by the Council along with dispute resolution services apply to rentals in manufactured home parks.

While the City has the ability to regulate the conversion of parks to some other use, the City lacks the authority to limit rents. The City can educate and support actions enabling tenants to work together and with home park owners to manage costs.

Options to explore include additional programs for maintaining and repairing individual manufactured homes, a fund to replace housing units, funding for relocation for parks unable to be preserved (parks not subject to the City's zone district), or continue working with land

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trusts and other entities to purchase parks. The City could consider assisting park owners with services, utility upgrades, or converting parks from septic to sewer service and from well to City water.

As part of its state legislative agenda, the City may work with other jurisdictions to amend the Manufactured/Mobile Home Landlord-Tenant Act (Chapter 59.20 RCW), as was done with HB 2610 and E2SSB 5198, to provide additional protections for tenants.

The Housing Action Plan includes a requirement for funding in the City budget for staff to develop and run such a program and time for staff to manage the annual reporting for projects.

Councilmember Dahlhoff questioned the timeline for short-term assistance for two manufactured home parks currently coordinating with the Dispute Resolution Center. Tenants have been asked to sign contracts for rental increases. Additionally, some parks are no longer providing repairs and instead remove carports or stairs requiring repairs. She spoke to efforts to assist in providing food for seniors. She has met with several who are desperate and scared because they have been informed of a rental increase.

Chair Althausen thanked Councilmember Dahlhoff for outreaching to the community. For the short-term, some options could include a program or enforcement of the notice period for rent increases as landlords have the ability to raise rental rates.

Councilmember Dahlhoff commented that some manufactured parks previously provided tenants with maintenance services and utilities and are now withdrawing those services. Seniors lack the income to cover those costs. There are many elements complicating the situation as many seniors are embarrassed and feel ashamed to ask for help.

Chair Althausen noted the City's utility assistance program is currently underutilized likely because most in the community are not aware of the program and some people do not want to receive assistance that they perceive as a "handout." However, the programs exist to help people. He understands the situation where a senior, for the first time in their life, has to apply for help. It is possible the City could explore other ways to increase accessibility to those types of programs.

Discussion ensued on the City's utility assistance program administered through Community Action Council and issues associated with underutilization of the program.

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Chair Althausen suggested pursuing actions to ensure all mobile home parks are subject to the City protection ordinance given the swiftness of redevelopment of mobile home parks.

Manager Medrud advised that the action would require a Comprehensive Plan amendment and rezone and could be included as part of the major update of the Comprehensive Plan.

The committee discussed the state's prohibition of rent control, Section 8 vouchers, and exploring the percentage of households in the City that have been issued Section 8 vouchers. Chair Althausen said it is possible to contact the Thurston County Housing Authority to determine the number of vouchers issued within the City. The state bans discrimination against people who receive Section 8 vouchers or any other housing voucher. He is uncertain as to whether a Section 8 voucher could be used for rent in a mobile home park. As a City, a program could be created for people to apply for rental assistance for a mobile home space. The City budgeted \$100,000 over the biennium for housing issues, which has been fully utilized.

Councilmember Cathey supported exploring how individuals access the City's utility assistance program and consider some alternatives, such as having the City administer the program rather than the Community Action Council.

Councilmember Dahlhoff questioned whether the RHC has considered any programs or projects focusing on ensuring people remain housed, and if the needs of seniors has been considered as well as issues surrounding manufactured home parks. She suggested the RHC should explore those types of issues as the City contributes funds to the RHC.

Manager Medrud explained that the RHC is considering a work program moving forward. The work program is supported from many different sources including the City's Housing Action Plan and the Homeless Services Plan. It is possible to include preservation of existing housing as part of the work program; however, the decision is up to the RHC.

Chair Althausen noted that the RHC establishes the overall goals to achieve, which could include preservation. The community submits funding applications proposing actions to achieve the goals.

Councilmember Dahlhoff said that often too much time is spent being reactive rather than proactive. Her concern is keeping people in their homes in addition to the housing crisis. It should be possible to pursue both objectives.

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Chair Althausen offered that he and Councilmember Cathey could address the issues with the RHC with staff addressing the comments with the staff technical team.

Manager Medrud added that the team has also had similar discussions and he would convey information on the committee's discussion.

**GRANT AMENDMENT #3
FOR BUSH PRAIRIE
HABITAT
CONSERVATION PLAN
PHASE 2:**

Manager Medrud reported the request is to review and schedule Grant Amendment #3 for the Habitat Conservation Plan for consideration by the City Council on the consent calendar on July 18, 2023 with a recommendation for approval.

The grant amendment extends the length of the grant from a due date of 2023 to 2024. The amendment is important because of remaining funds from Phase 2 that were intended for environmental review required for the HCP. The amendment would enable staff to utilize the funds for that purpose.

MOTION:

Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to schedule Grant Amendment #3 for the Bush Prairie Habitat Conservation Plan Phase 2 for the July 18, 2023 City Council consent calendar with a recommendation of approval. A voice vote approved the motion unanimously.

ADJOURNMENT:

With there being no further business, Chair Althausen adjourned the meeting at 9:21 a.m.

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

TO: General Government Committee
 FROM: Brad Medrud, Planning Manager
 DATE: July 12, 2023
 SUBJECT: Service Provider Agreement Amendment Two for Tree and Vegetation Preservation Code Update

1) Recommended Action:

Review and schedule the attached Amendment Two to the Service Provider Agreement for the July 18, 2023 City Council consent calendar with a recommendation of approval.

2) Background:

The next step in the implementation of the *Urban Forestry Management Plan* is the preparation of an update to the City's tree preservation regulations found in TMC 16.08 *Protection of Trees and Vegetation*.

The update process involved hiring a consultant, DCG/Watershed, to work with staff, stakeholders, and the Tree Board, Planning Commission, and City Council to update the City's tree and vegetation preservation regulations, as well as review and update other relevant City development guides, plans, and manuals.

The project started in October 2022 with the development of the Public Engagement Plan for the project. Public engagement efforts were launched in the fall of 2022. They included a project website, community survey, and external stakeholder meetings called Community Conversations. The project team also developed a Gap Analysis that looked at the City's current tree preservation regulations.

In the fall of 2022 and winter of 2023, the community survey, community conversation and internal stakeholder meetings, and initial worksessions with the Planning Commission and Tree Board were completed. Based on the information gathered as part of that process, DCG/Watershed and staff developed draft amendments to TMC 16.08 for review by the Planning Commission and Tree Board.

The focus of this briefing will be presenting Amendment Two to the service provider agreement to cover additional services with a cost of \$17,928.00 and extend the term of the agreement until June 28, 2024.

3) Policy Support:

Conservation Element Policy C-1.1: Protect the ecological integrity of the natural environment while allowing for compatible growth and development.

Conservation Element Policy C-1.5: Maximize retention of a healthy tree cover and native vegetation and encourage restoration, replacement, and enhancement of unhealthy trees and disturbed vegetation.

Land Use Element Implementation Policy 16: Implement the Urban Forestry Management Plan through the municipal code, Development Guidelines, City employee processes, and

community education and engagement.

4) Alternatives:

☐ None

5) Fiscal Notes:

Internally funded.

6) Attachments:

- A. Tree and Vegetation Preservation Code Update Service Provider Agreement Amendment Two
- B. Tree and Vegetation Preservation Code Update Service Provider Agreement Amendment Two Exhibit

**SECOND AMENDMENT
TO
CITY OF TUMWATER
SERVICE PROVIDER AGREEMENT**

2022-23 TREE AND VEGETATION PRESERVATION AMENDMENTS

This Second Amendment ("Amendment") is dated effective this _____ day of _____, 2023, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and DCG/Watershed, a Washington corporation ("SERVICE PROVIDER").

A. The CITY and the SERVICE PROVIDER entered into a Service Provider Agreement dated effective June 28, 2022, amended by the first amendment dated effective February 8, 2023, whereby the SERVICE PROVIDER agreed to provide tree and vegetation preservation amendment services ("Agreement").

B. Section 14 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

C. The CITY and the SERVICE PROVIDER desire to amend the Agreement to add additional services, extend the term, and increase the compensation paid to the SERVICE PROVIDER for providing the additional services during the extended term of the Agreement.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. SCOPE OF SERVICES.

Section 1 of the Agreement is amended to provide for additional services as more particularly described and detailed in Exhibit "A-1," attached hereto and incorporated herein.

2. TERM.

Section 2 of the Agreement is amended to extend the term of the Agreement until June 28, 2024.

3. COMPENSATION.

In consideration of the SERVICE PROVIDER providing the additional services described in Exhibit "A-1", during the extended term of the Agreement, Section 4.C. shall be amended to increase the compensation paid to the SERVICE PROVIDER by

an additional amount of SEVENTEEN THOUSAND NINE HUNDRED TWENTY-EIGHT DOLLARS (\$17,928.00). The total amount payable to the SERVICE PROVIDER pursuant to the original Agreement, the First Amendment, and this Second Amendment shall be an amount not to exceed ONE HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED FORTY-NINE DOLLARS AND SEVENTY-EIGHT CENTS (\$113,849.78).

4. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501

APPROVED AS TO FORM:

DEBBIE SULLIVAN
Mayor

KAREN KIRKPATRICK
City Attorney

SERVICE PROVIDER:

DCG/WATERSHED
750 6th Street
Kirkland, WA 98033
Tax ID: 91-1364393
Phone: (425) 822-8242

Signature (Notarized – see below)
Printed Name: Hugh Mortensen
Title: President

STATE OF WASHINGTON

COUNTY OF _____

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she)
signed this instrument, on oath stated that (he/she) was authorized to execute the
instrument and acknowledged it as the _____ of _____
_____ to be the free and voluntary act of such party for the uses and purposes
mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Exhibit “A-1”

(Contract Amendment (A-2), June 20, 2023)



Attachment B

6/20/2023

Brad Medrud, AICP
 Long Range Planning Manager
 City of Tumwater
 555 Israel Road SW
 Tumwater, WA 98501
 Via email: BMedrud@ci.tumwater.wa.us

**Re: Contract Amendment (A-2) for Continued Consulting Services – TMC 16.08
 Tree and Vegetation Preservation Amendments (DCG/Watershed Project #220421)**

Dear Brad,

Thank you for requesting a proposal for continued consulting and a contract extension for updates to Tumwater Municipal Code (TMC) 16.08 *Preservation of trees and vegetation*. We look forward to the opportunity to continue supporting the City with this effort.

Due to a shift in the schedule for City Council worksessions and consideration coupled with the additional time needed to address TMC 16.08 amendments, it is our understanding that the City would like to extend the contract through February 28, 2024. The following Scope of Services includes the list of tasks associated with extending the contract, new deliverables, and proposal assumptions. This amendment would be billed at our 2023 billing rates (see attachment).

Task 1. Project Administration

The extension of the contract dates and meeting attendance will also require additional project administration for general coordination and billing. We have added hours and budget to extend project management through February 2024.

Task 4. Prepare Ordinance Update

To date, DCG/Watershed staff provided two drafts of amendments to TMC 16.08 and provided feedback on revisions to the proposed amendments completed by the City. This contract amendment will cover time needed to address outstanding issues including discussion of the impact of the International Wildland Urban Interface Code, adopted by the State Building Code Council in April 2023. This deliverable includes the following:

- Review background documentation and International Wildland Urban Interface Code

- Participate in one two-hour meeting with City staff to discuss code review and implications for TMC 16.08.
- Review and comments on a 5th draft of amendments to TMC 16.08 prepared by City staff and final draft ordinance developed by City staff.

Task 5. Formal amendment approval process

The original contract will cover attendance and City staff support for the Joint Tree Board and Planning Commission work sessions through October of 2023 for a total of eight (8) meetings – five (5) of which have already been accomplished to date. This contract amendment will provide support virtually attending up to five (5) additional meetings as outlined in your email dated 6/7/2023. We recognize that the exact dates are subject to change:

- October 24, 2023 – Planning Commission hearing
- January 10, 2024 – General Government Committee (GGC) briefing
- January 23, 2024 – City Council worksession
- February 13, 2024 – City Council worksession
- February 20, 2024 – City Council consideration

The cost of each additional work session and the Planning Commission hearing is based on attendance by two DCG/Watershed staff for most meetings and support to develop and/or review content for agenda packets and presentations. We are assuming only one DCG/Watershed staff member would be needed for the GGC briefing and City Council consideration.

Our fees for this Scope of Services are detailed in the enclosed budget. We look forward to working with you to move this project forward. If you have any questions about this proposal, please do not hesitate to call.

Sincerely,



Kimberly Frappier
Environmental Planner / Urban Forester



Dan Nickel
Executive Vice President/Director of Planning

Enclosures:
Budget Addendum
2023 Billing Rates

Proposal Assumptions

1. *This proposal includes general coordination with the project team via email and phone. In-person meetings with the project team and/or jurisdictional agencies are not included.*
2. *Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.*
3. *This proposal assumes that City staff will be responsible for developing the final ordinance for City Council consideration.*

Budget Addendum Breakout by Staff Member and Task

			Dan Nickel, MSc	Kim Frappier	Devin Melville	Debra Klein		
Task	Subtask	Description	\$220	\$167	\$130	\$120	Total Cost	
			DN	KF	DM	DK		
1	Project Administration and Coordination							
	1.A-2	General Project Administration and Coordination, Billing and Monthly Progress Reports	2.00	3.00		1.00	\$1,063	
Task Subtotal							\$	1,063
2	Public Engagement Plan Development							N/A
3	Implement Public Engagement Plan							N/A
4	Prepare Ordinance Update							
	4.A-2	Review and Comments on Draft 5 and Final Version of Amendments; Wildland Urban Interface Code Review; One work session with City staff to discuss Draft 5 amendments.	2.00	30.00	30.00		\$9,369	
Task Subtotal							\$	9,369
5	Formal amendment approval process							
	5.A-2	Attend and support an additional five virtual public briefings and work sessions with Tree Board, Planning Commission, City Council, and General Govt Committee. (Assumes 3-hr meetings)		15.00	9.00		\$3,683	
		Assist with Staff Reports and Presentation Decks		10.00	5.00		\$2,325	
		Assist staff in responding to comments		5.00	5.00		\$1,488	
Task Subtotal							\$	7,496
CONTRACT AMMENDMENT TOTAL							\$	17,928

DCG/Watershed 2023 Staff Billing Rates

INITIALS	STAFF NAME	TITLE	HOURLY RATE
DN	Dan Nickel, MSc	Environmental Engineer	\$220.22
HM	Hugh Mortensen, PWS	Senior Ecologist	\$220.22
JKB	J. Kenny Booth, AICP	Senior Planner	\$220.22
AW	Al Wald, LHg	Senior Hydrogeologist	\$205.20
AMC	Amber Mikluscak Champoux, PLA, GISP	Senior Landscape Architect/GIS Manager	\$194.40
GJ	Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$183.60
NL	Nell Lund, PWS	Ecologist	\$183.60
RK	Ryan Kahlo, PWS	Ecologist	\$183.60
MD	Mark Daniel, AICP	Associate Planner/GIS Specialist	\$183.60
MF	Marina French, PLA	Landscape Architect	\$175.12
KF	Kim Frappier	Environmental Planner/Arborist	\$167.40
CM	Colin Macdonald	Restoration Biologist	\$167.40
CM	Clover McInalls, PWS	Environmental Planner	\$162.00
PH	Peter Heltzel	Fisheries Biologist	\$162.00
KC	Katy Crandall	Ecologist/Arborist	\$162.00
KB	Kyle Braun	Landscape Architect/Arborist	\$155.27
AC	Alex Capron, AICP	Planner/GIS Specialist	\$151.20
AAM	April Mulcahy	Ecological Designer/Arborist	\$150.13
RH	Roan Hohlfeld	Landscape Designer/Ecologist	\$145.80
DSP	Dawn Spilsbury	GIS Analyst / FAA Licensed Drone Pilot	\$140.40
SEP	Sam E. Payne	Ecologist	\$140.40
AP	Alex Plumb	Environmental Planner	\$125.00
DF	Drew Foster	Arborist	\$135.38
AS	Amanda Sanelli	Landscape Designer	\$130.22
LFW	Lars Freeman-Wood	Arborist	\$125.17
EE	Evan Earhart	Arborist	\$118.00
DM	Devin Melville	Environmental Planner	\$130.22
FH	Fern Huynh	Landscape Designer	\$118.22
NB	Nathan Burroughs	GIS Analyst/Environmental Scientist	\$127.72
GB	Grace Brennan	Ecologist	\$124.20
BH	Brianna Hines	Environmental Planner	\$124.20
DJ	David Jackson	Environmental Planner	\$121.06
HC	Hui Cao	Landscape Designer	\$120.96
BM	Betsy Mann	Marketing Manager	\$115.04
DK	Debra Klein	Accountant	\$120.22
BT	Brooke Taylor	Project Administrator	\$115.04
LO	Lexi Ochoa	Arborist	\$120.15
ARM	Angela R. Mele	Interpretive Planner	\$121.23
SY	Sage Yuasa	Ecologist	\$113.40
JK	Justin Kay	Ecologist	\$108.18
AKM	Anna Murphy	Ecologist	\$105.10
LK	Laura Keil	Landscape Designer	\$113.40
JER	Jesse Rogers	Arborist	\$97.20
AT	Anna Tono	Marketing Coordinator	\$81.00

TO: General Government Committee
FROM: Erika Smith-Erickson, Land Use and Housing Planner, and Brad Medrud, Planning Manager
DATE: July 12, 2023
SUBJECT: 2025 Comprehensive Plan Periodic Update Process – Community Engagement Plan

1) Recommended Action:

This is a discussion item about the final draft of the Community Engagement Plan for the 2025 Comprehensive Plan periodic update. Please review the attached memorandum and be prepared to discuss.

2) Background:

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

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

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

The current Comprehensive Plan does not reflect the increases in City population, the growth of City through annexations, and the transformation of semi-rural areas to urban development. Most importantly, it does not reflect the current needs of City residents.

The intent of this briefing is to present and discuss the final draft of the Community Engagement Plan Memorandum for the periodic update.

3) Policy Support:

Goal LPP-1: Provide sufficient and efficient services to Tumwater and the Urban Growth Area.

Goal LU-1: Ensure the Land Use Element is implementable and coordinated with all applicable City plans and the plans of other jurisdictions in the Thurston region.

4) Alternatives:

☐ None.

5) Fiscal Notes:

This is primarily an internally funded work program task. Application for a Washington State Department of Commerce grant funding to support the periodic update of \$125,000 were made available July 1, 2023.

6) Attachments:

- ☐ Community Engagement Plan
- ☐ Presentation



Memorandum

Date: July 12, 2023

To: General Government Committee

From: Erika Smith-Erickson, Land Use and Housing Planner

Subject: City of Tumwater 2025 Comprehensive Plan Periodic Update Process
Final Community Engagement Plan

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

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

The City has created a slogan for the update, “Balancing Nature and Community: Tumwater's Path to Sustainable Growth.”

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

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

1. Incorporating new community input
2. Updating population, housing, and employment forecasts
3. Reflecting changes in state law
4. Consolidating and refining goals and policies

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

II. Contents

- I. What is Tumwater’s Comprehensive Plan Update 2025? 1

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III. Community Engagement

The objective of the community engagement process is to establish how the City will engage the community and stakeholders throughout the Comprehensive Plan periodic update. Staff will utilize the IAP2 process to identify target audiences and stakeholders

The community engagement process will be flexible and may be changed to take advantage of events and opportunities that may arise. The Community Engagement Plan utilizes identified tactics, strategies, and platforms to inform and consult the community and stakeholders in the periodic update. Staff will work with the City Communications Team to issue the final Community Engagement Plan that will guide this process.

A. Community Engagement Plan

The final Community Engagement Plan will incorporate the timeline for engagement below and the following elements:

1. The City Council approval of the periodic update work program.
2. The community participation and intergovernmental coordination procedures contained in Section 1.8.2 *Public Participation and Intergovernmental Coordination Procedures* of the Comprehensive Plan Land Use Element.
3. Coordination with the City Communications Team on Community Engagement Plan implementation.
4. Facilitation of review and discussion of the Comprehensive Plan Elements by the Parks & Recreation Commission, the Planning Commission, the General Government Committee, the Public Works Committee, and the City Council throughout the periodic update process.

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5. A public hearing by the Planning Commission on the updated Comprehensive Plan Elements.
6. Adoption by the City Council of the ordinances to complete the periodic update process by June 30, 2025.

B. Goals for the Periodic Update Community Engagement Effort

The ten goals for the City's 2025 periodic update community engagement are to:

1. Provide information to enhance community understanding of issues.
2. Seek early and continuous involvement from people who care about the Comprehensive Plan and the community.
3. Offer opportunities for the community to provide feedback to staff, and appointed and elected officials.
4. Develop an accessible, equitable, and engaging Plan.
5. Make community-driven planning the priority for the Plan.
6. Highlight projects implemented since the last Comprehensive Plan periodic update.
7. Use a flexible, phased approach.
8. Integrate and consolidate goals from all Elements of this Plan.
9. Develop a Plan that is in an easy to read and understandable format.
10. Rely on multiple communications strategies, tactics, and platforms to share information.

C. Stakeholders

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

D. Media

The Community Engagement Plan is expected to a variety of ways to involve and consult the community. Media to be used in the periodic update process will include:

1. Email Contact List

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

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2. City Council and Planning Commission Discussions

Staff will present information on the update process and community engagement effort during City Council and Planning Commission meetings throughout the periodic update. The community will be notified of key meetings and open houses via the periodic update webpage, social media, Tumwater On-Tap e-newsletter, and City email contact list.

3. Surveys

Online surveys will be available on the periodic update webpage during 2023 to assess community priorities. The visions, goals, and policies in the existing Comprehensive Plan will serve as a starting point when developing the survey questions.

Staff will recreate a survey that was mailed out in 2017, the “Share your vision for Tumwater” to an online platform with a selective mailing list. The survey yielded over ninety responses previously. City staff will take the lead in its development. Community members will be notified of surveys via email, the periodic update webpage, the City’s social media platforms, and other means.

4. Periodic Update Webpage

All materials associated with the periodic update, including a list of frequently asked questions, will be posted on the periodic update webpage on the City website. Additionally, feature stories will be posted on the homepage of the City website. New features proposed to the update webpage include a staff introduction section, an interactive map of meeting location and times, and visuals.

5. Social Media

Updates and notice of community meetings will be posted on the City social media platforms. Staff will work community partners to share updates.

6. News Releases and Media Advertisements

The City will issue news releases and advertise the survey, key open houses, and other parts of the periodic update process. Advertisements will be engaging and informative.

7. Open Houses

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

City staff will create interactive tools to engage involvement and interest. QR or scan codes will be posted at the open houses for easy accessibility to sign up for our email

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notifications. City staff is considering giving pencils or stickers with the new City logo to residents who sign up for the Comprehensive Plan Update mailing list.

City staff will reach out to community groups, schools, and organizations to present why they should be involved with the Comprehensive Plan Update and how it relates to them. The goal of these presentations is to meet people where they are, ensuring equity and diversity. Staff is also working with other City Departments and the Communications Team to identify opportunities for an information booth or presence at City-sponsored events.

8. Planning Commission Public Hearing, Worksessions, and Briefings

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

Public notice of the hearing will be published in accordance with state law and Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through a news release and the City's periodic update webpage, social media platforms, and email contact list.

9. City Council General Government and Public Works Committees

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

10. City Council Public Hearing and Worksessions

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

E. Timeline for Community Engagement

1. Phase I – Community engagement

Summer 2023 – Winter 2024

In Phase I, staff will begin to review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of all its Elements. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media engagement methods, including surveys, , open

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houses, informal meetings, presentations, the City periodic update webpage, social media platforms, and email contact list.

2. Phase II – Plan Development

Winter 2024 – Spring 2024

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

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

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

Contact with the community will continue through a variety of media engagement methods, including surveys, open houses, informal meetings, presentations, the City periodic update webpage, social media platforms, and email contact list.

3. Phase III – Legislative Process

Summer 2024 – June 30, 2025

a. Draft Plan

The City will complete draft versions of the Comprehensive Plan Elements during Phase III. Access to the complete drafts of the Plan will be made available to the community through the City's periodic update webpage, social media platforms, and email contact list.

Relevant City advisory boards and commissions will develop recommendations that will be forwarded to the Planning Commission. All the focus group members will have an opportunity to review the work, as well.

b. Commission Worksessions and Public Hearing

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

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

Public notice of the hearing will be published in accordance with state law and the Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through the City's periodic update webpage, social media platforms, and email contact list.

c. City Council Adoption Process

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

The City Council will hold a number of worksessions to discuss the Comprehensive Plan Elements. The City Council will consider the recommendation forwarded by the Planning Commission. In addition to the required noticing procedures, notice of City Council meeting will also be provided through the City's periodic update webpage, social media platforms, and email contact list.

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

IV. Comments

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

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
Fax: 360-754-4138
Email: bmedrud@ci.tumwater.wa.us

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The periodic update email compplan@ci.tumwater.wa.us will be used for project communications.

All documents related to the periodic update are located on the City's periodic update webpage. The address for the periodic update webpage will be ready by the end of June 2023.

V. Process and Schedule

A. Comprehensive Plan Periodic Update

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

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- 1) Community Stakeholders – *For a complete list of stakeholders in the periodic update process, see Appendix A – Stakeholders.*
- 2) Parks & Recreation Commission
- 3) Planning Commission
- 4) Public Works Committee
- 5) General Government Committee
- 6) City Council
- c. Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements and maps – Summer 2024
3. Phase III – Legislative Process – Fall 2024 – June 30, 2025
 - a. SEPA and Commerce Review – Fall 2024
 - b. Public Adoption Meetings – Fall 2024 to Spring 2025
 - 1) Parks and Recreation Commission
 - 2) Planning Commission
 - 3) Public Works Committee
 - 4) General Government Committee
 - 5) City Council
 - c. Submit Notice of Adoption to Commerce – Spring 2025

B. Capital Facilities Plan Update – 2023

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

C. Capital Facilities Plan Update – 2025

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

D. Development Code Periodic Update Process – 2024/2025

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

VI. Appendix A – Stakeholders

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

External Stakeholders

Community Members

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

Regulatory and Advisory Agencies or Bodies

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

Other Governments

1. Chehalis Tribal Nation
2. City of Olympia
3. Nisqually Tribal Nation

4. Olympia School District
5. Squaxin Tribal Nation
6. Thurston County

Other Public Agencies

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

* State agencies located in the City.

Business / Development

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

Environmental / Public Interest

1. Black Hills Audubon Society
2. Friends of Trees
3. League of Women Voters
4. Restoring the Earth Connection
5. Thurston Climate Action Team
6. WSU Thurston County Extension Office

Social Service Agencies

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

Arts / Culture / Hospitality

1. Explore Thurston County
2. Farmers Market

3. Hotels
4. Olympia and Beyond

Other

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

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

Internal Stakeholders

1. Mayor
2. Councils, Commissions, and Boards
 - a. Arts Commission (Not Formed Yet)
 - b. City Council
 - c. General Government Committee
 - d. Public Works Committee
 - e. Historic Preservation Commission
 - f. Parks & Recreation Commission
 - g. Planning Commission

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- h. Tree Board
- 3. Departments
 - a. Communications
 - b. Community Development
 - c. Executive
 - d. Parks & Recreation
 - e. Transportation & Engineering
 - f. Water Resources & Sustainability

Community Engagement Plan for the City of Tumwater's 2025 Comprehensive Plan Update

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



What is the 2025 Comprehensive Plan Update?

- Growth Management Act requires a periodic update of the City's Comprehensive Plan and development regulations every ten years
- Last update completed in 2016
- Plan and development regulations are being updated to reflect the community's vision and state requirements



What is a Community Engagement Plan?

- Growth Management Act requires a public participation program for updates to comprehensive plans and development regulations
- Community engagement plan establishes how the City will engage the community and stakeholders during the update using the IAP2 process
- Community engagement practices create the opportunity for participatory local democracy by giving the public the ability to be directly involved in developing policy decisions shaping the future of their City



Community Engagement Goals

1. Provide information to enhance community understanding of issues
2. Seek early and continuous involvement from people who care about the Plan and the community
3. Offer opportunities for the community to provide feedback to staff, and appointed and elected officials
4. Develop an accessible, equitable, and engaging Plan
5. Make community-driven planning a priority



Community Engagement Goals

6. Highlight projects implemented since the last update
7. Use a flexible, phased approach
8. Integrate and consolidate goals from all elements of the Plan
9. Develop a Plan that is in an easy to read and understandable format
10. Rely on multiple communications strategies, tactics, and platforms to share information



Outline for Engaging the Community

- Throughout the update, staff will use the IAP2 process to identify target audiences and stakeholders
- Staff will reach out to stakeholders and stakeholder groups listed in the staff report
- Staff will utilize an email contact list, the update webpage, social media, surveys, news releases, and open houses
- Community will be notified of all public meetings, including open houses, briefings, worksessions, and hearings



Email Contact List

- Staff will maintain a contact list of interested members of the community and stakeholders
- Those on the contact list will be notified of key meetings and other information related to the update by email



Keeping Informed During the Update

- City Council and Planning Commission will be kept informed about the update and community engagement effort throughout the process
- Community will be notified of key meetings and open houses by the update webpage, social media, Tumwater On-Tap e-newsletter, and City email contact list



Surveys

- Online community surveys will be available on the update webpage during 2023 to assess community priorities
- The vision, goals, and policies in the current Plan are the starting point for the survey questions
- Community members will be notified of surveys via email, the update webpage, the City's social media platforms, and other means

Periodic Update Webpage

- All materials associated with the update will be posted on the update webpage on the City's website
- Update webpage will include the following:
 - List of frequently asked questions
 - Background, summary, and meeting information
 - Staff introductions
 - Interactive map of meeting location and times, and visuals
 - Sign up for email notifications



Social Media and News Releases

- Updates and notice of community meetings will be posted on City social media platforms
- Staff will work with community partners to share updates and surveys
- Staff will issue news releases to advertise surveys, key open houses, and other important information

Open Houses

- Open houses will discuss update topics with the community prior to the start of the adoption process
- Goal of the open houses is to meet people where they are, ensuring equity and diversity
- Information about open house dates and other key meeting dates will be distributed through news releases, social network blog, update webpage, social media platforms, and email contact lists
- City staff will create interactive tools to engage involvement and interest such as pamphlets, displays, and comment forms



Phase I - Community Engagement

Summer 2023 – Winter 2024

- Staff reviews visions, goals, and policies in the current Plan and prepares gap analyses of all its elements
- Staff reviews development regulations and prepares gap analyses of relevant chapters
- Community and stakeholders introduced to the update process
- Website launch date expected July 2023
- First public outreach meeting projected August 2023



Phase II – Plan Development

Winter 2024 – Spring 2024

- Feedback gathered during Phase I incorporated into the draft elements and regulations
- Contact and engagement with community continues
- Consultations with the Historic Preservation Commission, Parks & Recreation Commission, Planning Commission, General Government Committee, Public Works Committee, and City Council
- Focus groups of technical experts reviews elements, such as Transportation and Economic Development



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Draft Plan

- Draft versions of elements and regulations completed
- Drafts will be available to the community through the update webpage, social media platforms, and email contact list
- Boards and Commissions develop recommendations to forward to Planning Commission



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Commission Worksessions and Public Hearing

- Planning Commission will hold a number of worksessions to discuss individual elements and regulations
- Planning Commission will then conduct a public hearing on entire Plan and regulations
- Public notice of the hearing published in accordance with local and state law



Phase III – Legislative Process

Summer 2024 – June 30, 2025

City Council Adoption Process

- General Government Committee and Public Works Committee will hold briefings and worksessions to discuss the Planning Commission recommendation
- City Council will hold worksessions to discuss the Planning Commission recommendation
- Adoption process will culminate in City Council adoption of the updated Plan and development regulations by the state deadline of June 30, 2025



Comments and Contact information

- Written comments welcome any time during the update process
- Staff will address and publish all formal comments on the update webpage
- Project contact:
Brad Medrud, AICP, Planning Manager
City of Tumwater Community Development Department
555 Israel Road SW
Tumwater, WA 98501
Phone: 360-754-4180
Email: bmedrud@ci.tumwater.wa.us
- Update email is compplan@ci.tumwater.wa.us
- All update documents will be posted on the update webpage

