



CITY OF
TUMWATER

**PLANNING COMMISSION
MEETING AGENDA**

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

**Tuesday, February 27, 2024
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Commissioner's Reports
5. Manager's Report
 - a. Draft 2024 Planning Commission Meeting Schedule
6. Public Comment
7. 2025 Comprehensive Plan Periodic Update – Community Outreach
8. Next Meeting Date - 03/12/2024
9. 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_qLfaZ4QyRf660yEXsNVvbq

Listen by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 889 9890 7781 and Passcode 426618.

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_qLfaZ4QyRf660yEXsNVvbq

After registering, you will receive a confirmation email containing information about joining the webinar.

The public may also submit comments prior to the meeting by sending an email to:

cdd@ci.tumwater.wa.us. Please send the comments by 1:00 p.m. on the date of the meeting.

Comments are submitted directly to the Commission Members and will not be read individually into the record of the meeting.

If you have any questions, please contact Planning Manager, Brad Medrud at (360) 754-4180 or bmedrud@ci.tumwater.wa.us.

Post Meeting

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

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

What is the Planning Commission?

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

Decorum Statement

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

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

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

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

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

Thank you for participating.

DRAFT TUMWATER PLANNING COMMISSION - 2024 MEETING SCHEDULE

Note: Schedule is tentative and subject to change; Updated 2/13/24

<u>MEETINGS</u>	<u>AGENDA ITEMS</u>
January 9, 2024	<u>Briefing</u> : FP – Floodplain Overlay Amendments (O2023-017) – Erika <u>Work Session</u> : 2025 Comprehensive Plan Update Transportation– Brad/Erika <u>Work Session</u> : 2024 Hazards Mitigation Plan (R2024-001) – Brad/Erika
January 23, 2024	<u>Hearing</u> : 2024 Hazards Mitigation Plan (R2024-001) – Brad/Erika <u>Work Session</u> : FP – Floodplain Overlay Amendments (O2023-017) – Erika <u>Discussion</u> : Attorney General’s Advisory Memorandum – Brad
February 13, 2024	<u>Hearing</u> : FP – Floodplain Overlay Amendments (O2023-017) – Erika <u>Discussion</u> : 2025 Comprehensive Plan Update Approaches to Joint Meetings – Brad
February 27, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Open House Summary – Brad/Erika
March 12, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Community Survey Summary – Brad/Erika
March 26, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Document Format – Brad/Erika
April 9, 2024	<u>Joint Tour with City Council</u> : 2025 Comprehensive Plan Update Housing – Brad/Erika
April 23, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Housing – Brad/Erika
May 14, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Conservation – Brad/Alex
May 28, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Land Use – Brad/Erika
June 11, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Lands for Public Purposes/Utilities – Brad/Erika
June 25, 2024	<u>Joint Work Session with City Council</u> : 2025 Comprehensive Plan Update Development Code – Brad/Erika
July 9, 2024	<u>Joint Work Session with City Council</u> : 2025 Comprehensive Plan Update Climate – Brad/Alyssa
July 23, 2024	<u>Joint Work Session with City Council</u> : 2025 Comprehensive Plan Update Economic Development – Brad/Austin
August 13, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Housing – Brad/Erika
August 27, 2024	<u>Joint Tour with City Council</u> : 2025 Comprehensive Plan Update Transportation – Brad/Mary Heather
September 10, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Transportation – Brad/Mary Heather
September 24, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Development Code – Brad/Erika
October 8, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Conservation – Brad/Alex
October 22, 2024	<u>Joint Work Session with City Council</u> : 2025 Comprehensive Plan Update Land Use and Development Code – Brad/Erika
November 12, 2024	<u>Work Session</u> : 2025 Comprehensive Plan Update Climate – Brad/Alyssa <u>Work Session</u> : 2025 Comprehensive Plan Update Lands for Public Purposes/Utilities – Brad/Erika <u>Discussion</u> : Election of New Planning Commission Chair and Vice Chair
November 26, 2024	<u>Discussion</u> : 2025 Work Program <u>Work Session</u> : 2025 Comprehensive Plan Update Economic Development Plan – Brad/Austin
December 10, 2024	<u>Joint Work Session with City Council</u> : 2025 Work Program – Brad/Erika
December 24, 2024	[May Cancel Meeting]

Notes:

January 14, 2025 – Work Session: 2025 Comprehensive Plan Update Land Use – Brad/Erika
 January 28, 2025 – Work Session: 2025 Comprehensive Plan Update Housing – Brad/Erika
 February 11, 2025 – Work Session: 2025 Comprehensive Plan Update Climate – Brad/Alyssa
Work Session: 2025 Comprehensive Plan Update Development Code – Brad/Erika
 February 25, 2025 – Work Session: 2025 Comprehensive Plan Update Transportation – Brad/Mary Heather
Work Session: 2025 Comprehensive Plan Update Development Code – Brad/Erika
 March 11, 2025 – Work Session: 2025 Comprehensive Plan Update User Guide – Brad/Erika
 March 25, 2025 – Briefing: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 April 8, 2025 – Briefing: 2025 Development Code Update (Ordinance No. O2025-0XX) – Brad/Erika
 April 22, 2025 – Joint Work Session with City Council: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 May 13, 2025 – Joint Work Session with City Council: 2025 Development Code Update (Ordinance No. O2025-0XX) – Brad/Erika
 May 27, 2025 – Work Session: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 June 10, 2025 – Work Session: 2025 Development Code Update (Ordinance No. O2025-0XX) – Brad/Erika
 June 24, 2025 – Work Session: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 July 8, 2025 – Hearing 1: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 July 22, 2025 – Hearing 1: 2025 Development Code Update (Ordinance No. O2025-0XX) – Brad/Erika
 August 12, 2025 – Hearing 2: 2025 Comprehensive Plan Update (Ordinance No. O2025-0XX) – Brad/Erika
 August 26, 2025 – Hearing 2: 2025 Development Code Update (Ordinance No. O2025-0XX) – Brad/Erika
 September 9, 2025 –
 September 23, 2025 –
 October 14, 2025 –
 October 28, 2025 –
 November 11, 2025 – Discussion: Election of New Planning Commission Chair and Vice Chair
 November 25, 2025 – Discussion: 2026 Work Program
 December 9, 2025 – Joint Work Session with City Council: 2026 Work Program

Notes:

The following will need to be scheduled on the Planning Commission meeting schedule:

- Urban Forestry Amendments – Tree and Vegetation Preservation Regulation Update (O2023-006) – Brad
- Urban Forestry Amendments – Street Tree Plan (O2023-005) – Brad
- Urban Forestry Amendments – Landscaping Regulation Update (O2023-004) – Brad
- Joint work sessions with the City Council on the Comprehensive Plan Update for Economic Development, Housing, Land Use, and Transportation – Brad
- Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning – The City completed a draft review of what needs to be updated in Title 22 and it is waiting for Thurston County to schedule it in its work program – Brad
- Planning Commissioner Training – Brad
- Mayor Sullivan Meet and Greet and Q&A with Advisory Boards and Commissions – Brad

TO: Planning Commission
FROM: Erika Smith-Erickson, Housing and Land Use Planner and Brad Medrud, Planning Manager
DATE: February 27, 2024
SUBJECT: 2025 Comprehensive Plan Periodic Update – Community Outreach

1) Recommended Action:

This is a discussion item about community outreach for the 2025 Comprehensive Plan periodic update.

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.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan. [2025 Comprehensive Plan Update | City of Tumwater, WA](#) contains links to guidance material and information about the update.

The intent of this work session is to give the Planning Commission a status report on community outreach activities for the Update as guided by the Community Engagement Plan.

3) Alternatives:

☐ None.

4) Attachments:

A. Presentation

Status of Community Outreach for the 2025 Comprehensive Plan Update

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



Planning Commission – February 27, 2024

Intent

- Present a status report on community outreach activities for the update process
- Outline activities that will be coming up in 2024



Community Outreach

Guided by the Community Engagement Plan, City staff has started the process of engaging and consulting with the community and stakeholders about the 2025 Comprehensive Plan periodic update



Community Engagement Process

The objective of the community engagement process is to provide the community and stakeholders with meaningful opportunities to participate in the Comprehensive Plan periodic update throughout the process

The Community Engagement Plan identifies tactics, strategies, and platforms to inform and consult the community and stakeholders throughout the periodic update

The community engagement process is flexible and will change to take advantage of events and opportunities that may arise



Periodic Update Process



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	+

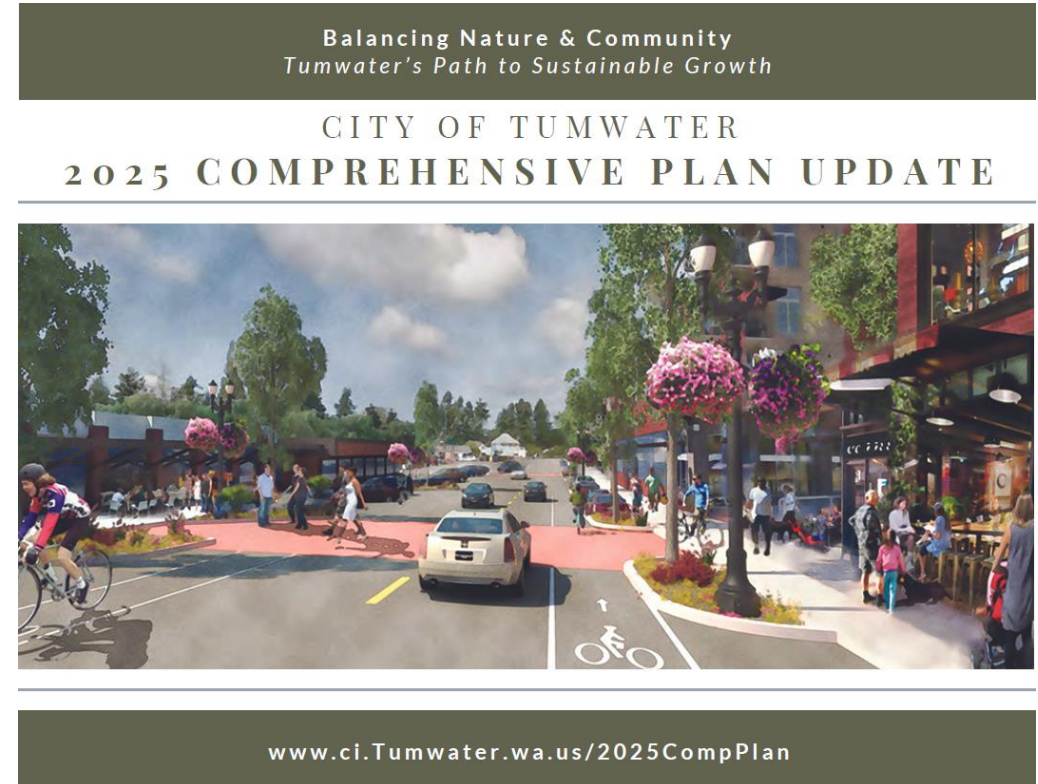
All documents related to the periodic update are located on the [City's periodic update webpage](#), including:

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



First Community Survey

- The first online survey was made available in November 2023
- Over 22,000 postcards were mailed out, in addition to notices on the City's webpage and social media platforms
- Over 800 responses have been received so far
- The first survey closed February 14, 2024, and staff is evaluating the results



Open Houses and Community Conversations



- Open houses and community conversations allow City staff to engage and consult with the community
- The first hybrid community open house was held January 31, 2024, at 7:00 p.m.



First Open House Agenda

7:00 p.m. – Introductions to the open house process and staff

7:05 p.m. – First poll and presentation by staff on the update process

7:40 p.m. – Second poll and start of the community conversation with questions in person and online

8:50 p.m. – Summary and close



Attendees

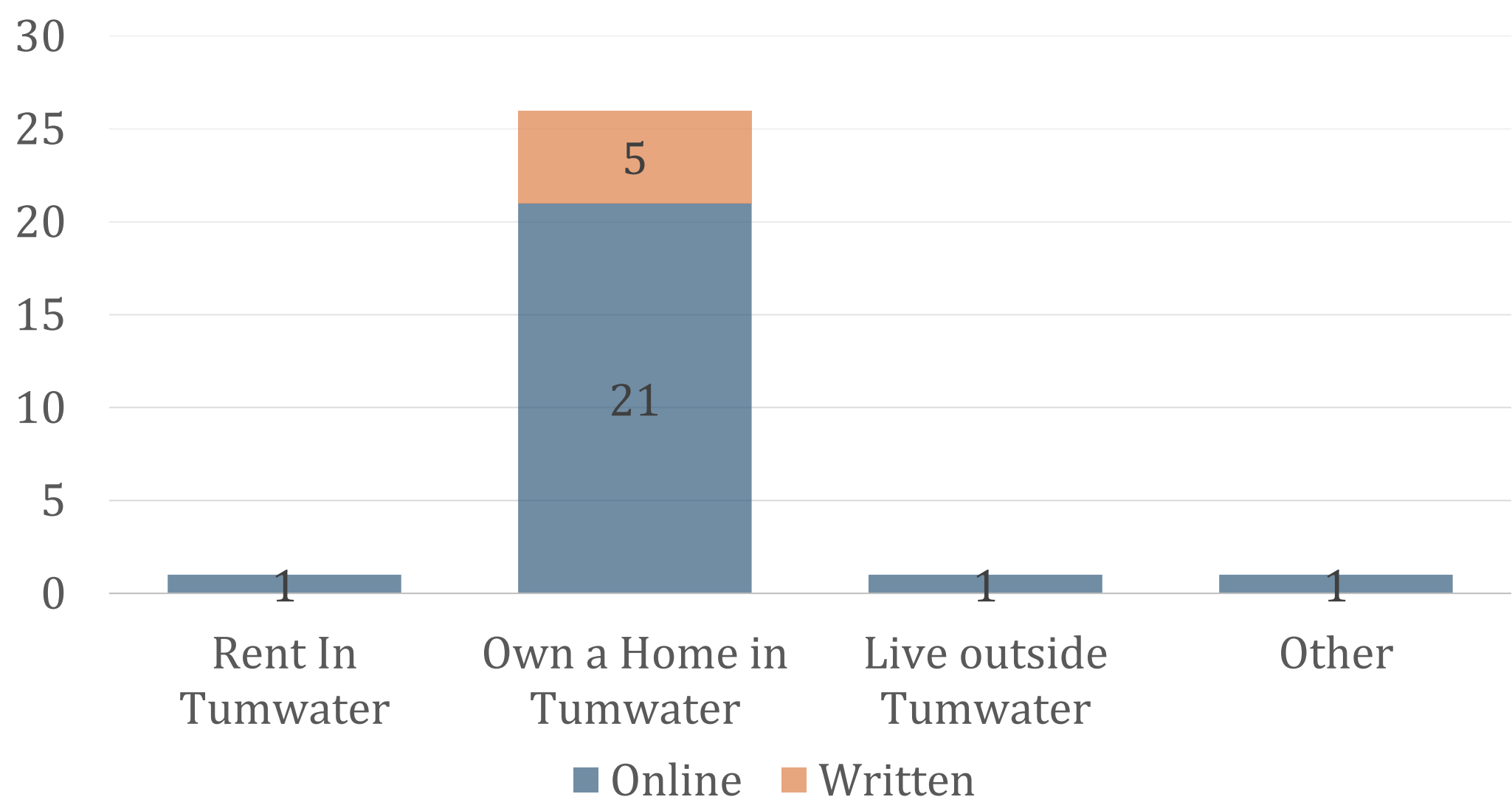
16 community members virtual

43 community members in person

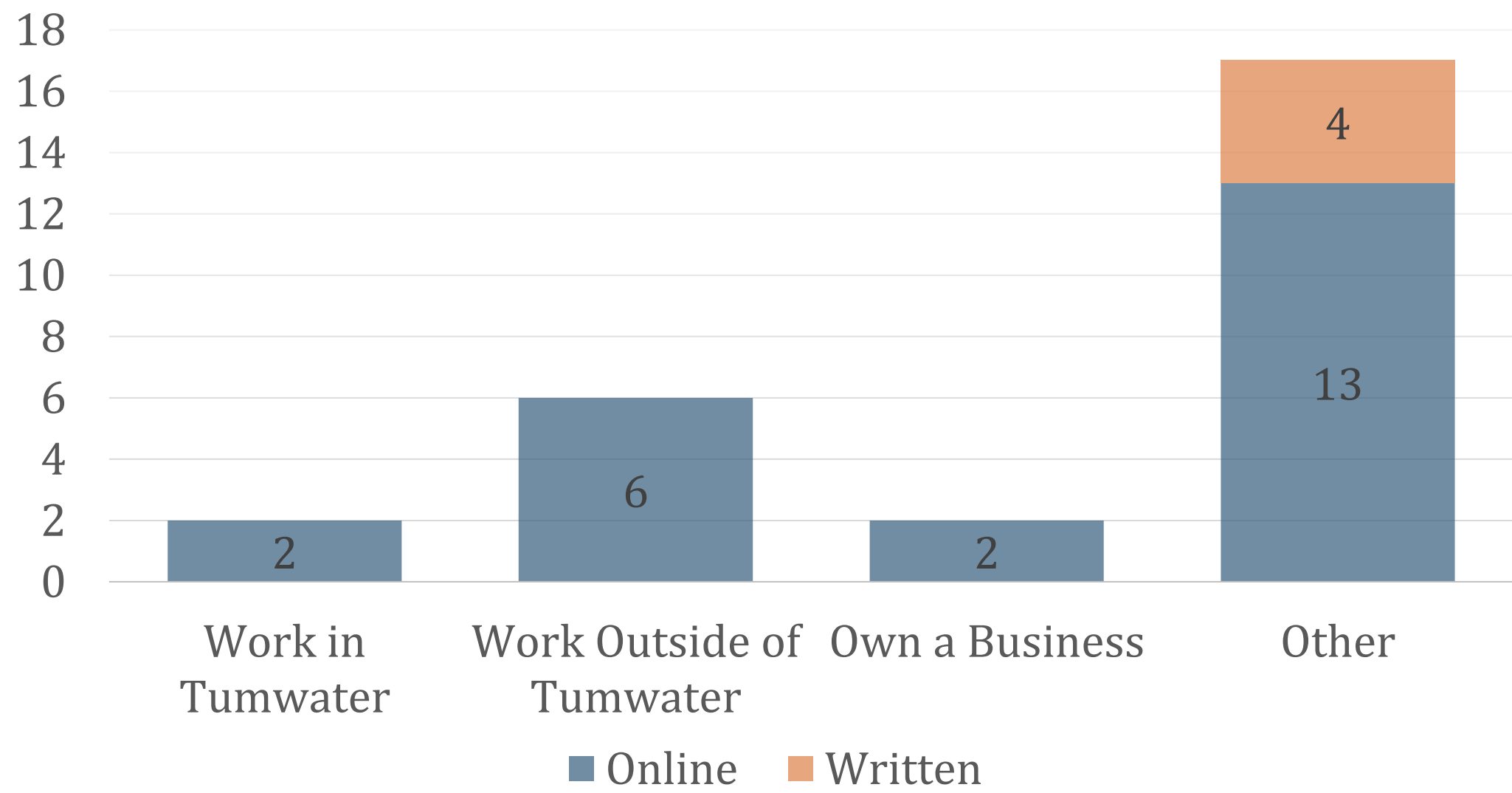
7 staff



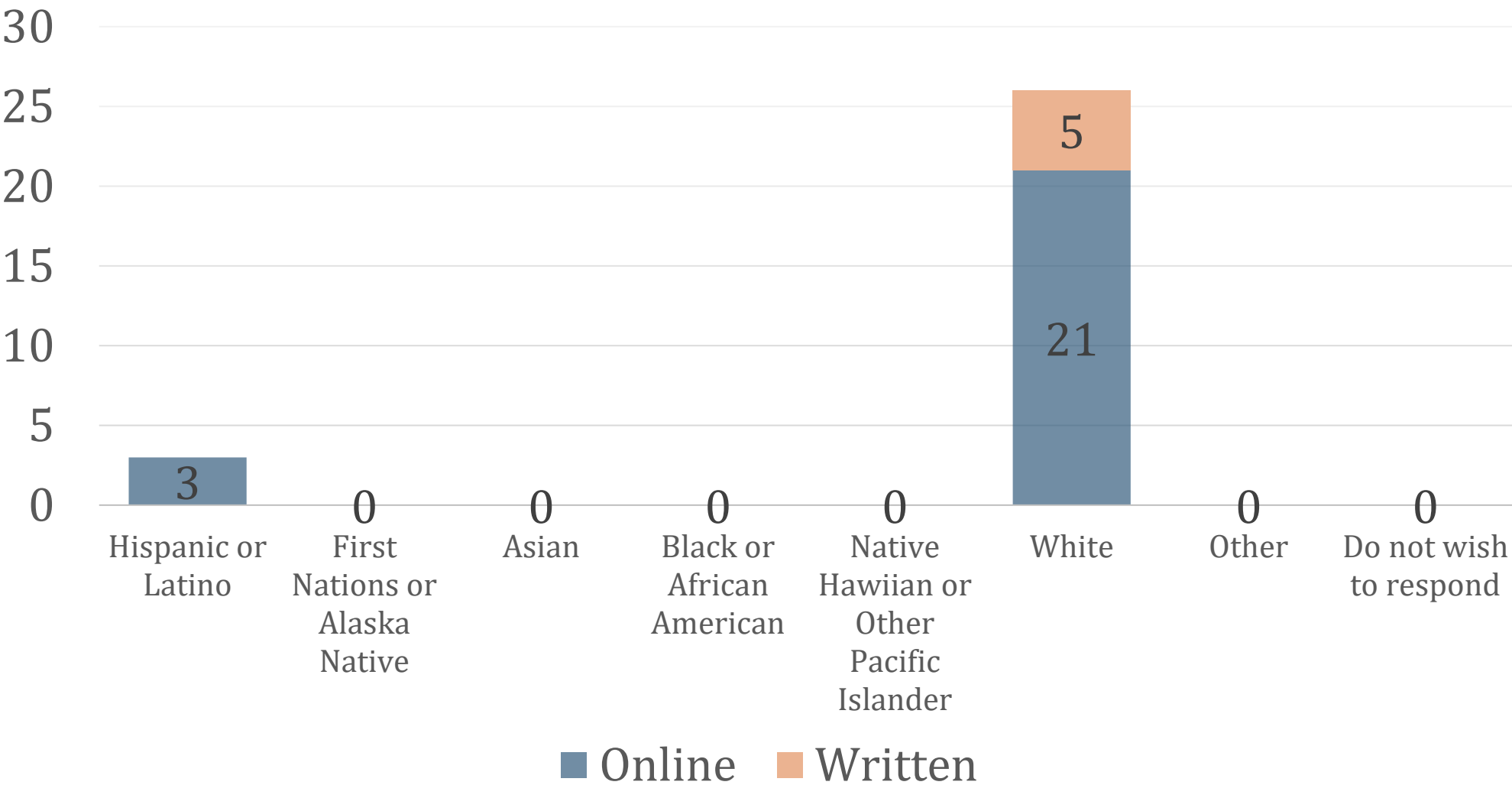
Where Do You live?



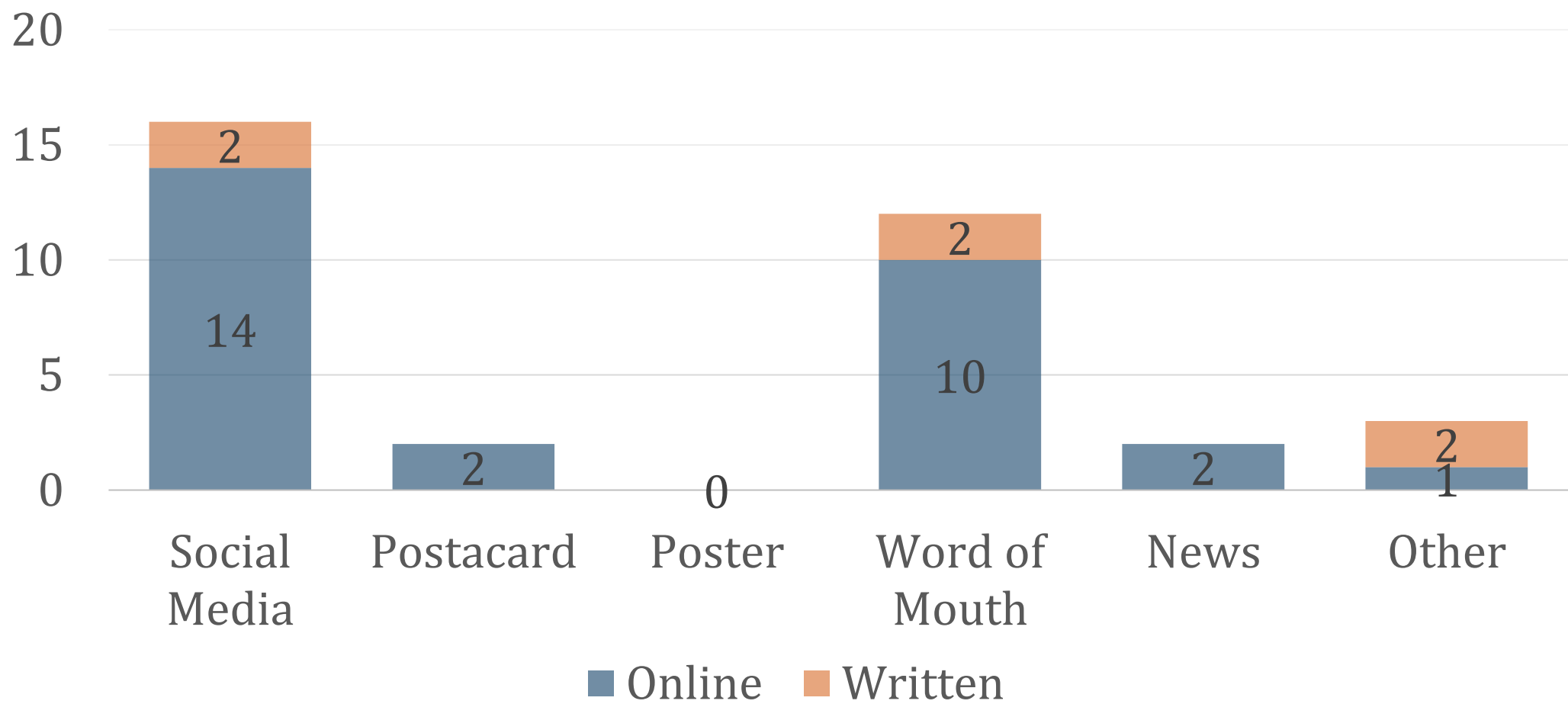
Where Do You Work?



What is Your Race and Ethnicity?



How Did You Hear About This Event?



Other responses included next-door app, a schoolteacher, senior center, and City staff



Questions Asked by Attendees

Are more essential facilities like schools and social services being proposed?

When will the survey results be posted?

Is the City trying to attract specific businesses or identify any that are lacking?

How will affordable housing be provided for future generations?

How can I be more involved with the housing challenges in our community?

How were housing projections determined?



Questions Asked by Attendees

How will density, land use, and zoning designations change?

How will the E-Street extension project be addressed?

Will old or unused sites be considered for redevelopment?

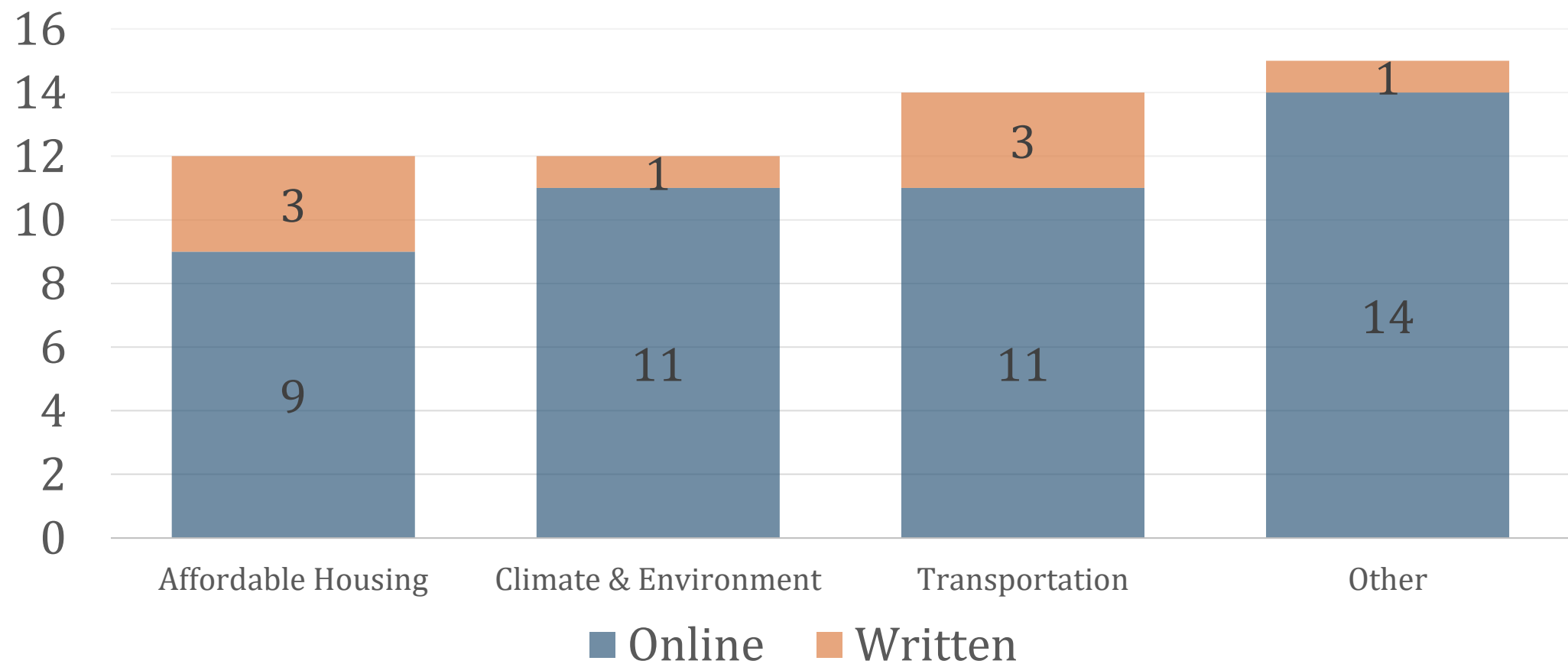
What are steps can be taken to address the housing crisis?

How do we create walkable neighborhoods and needed sidewalks?

How do we fund housing, services, essential facilities, and social services?

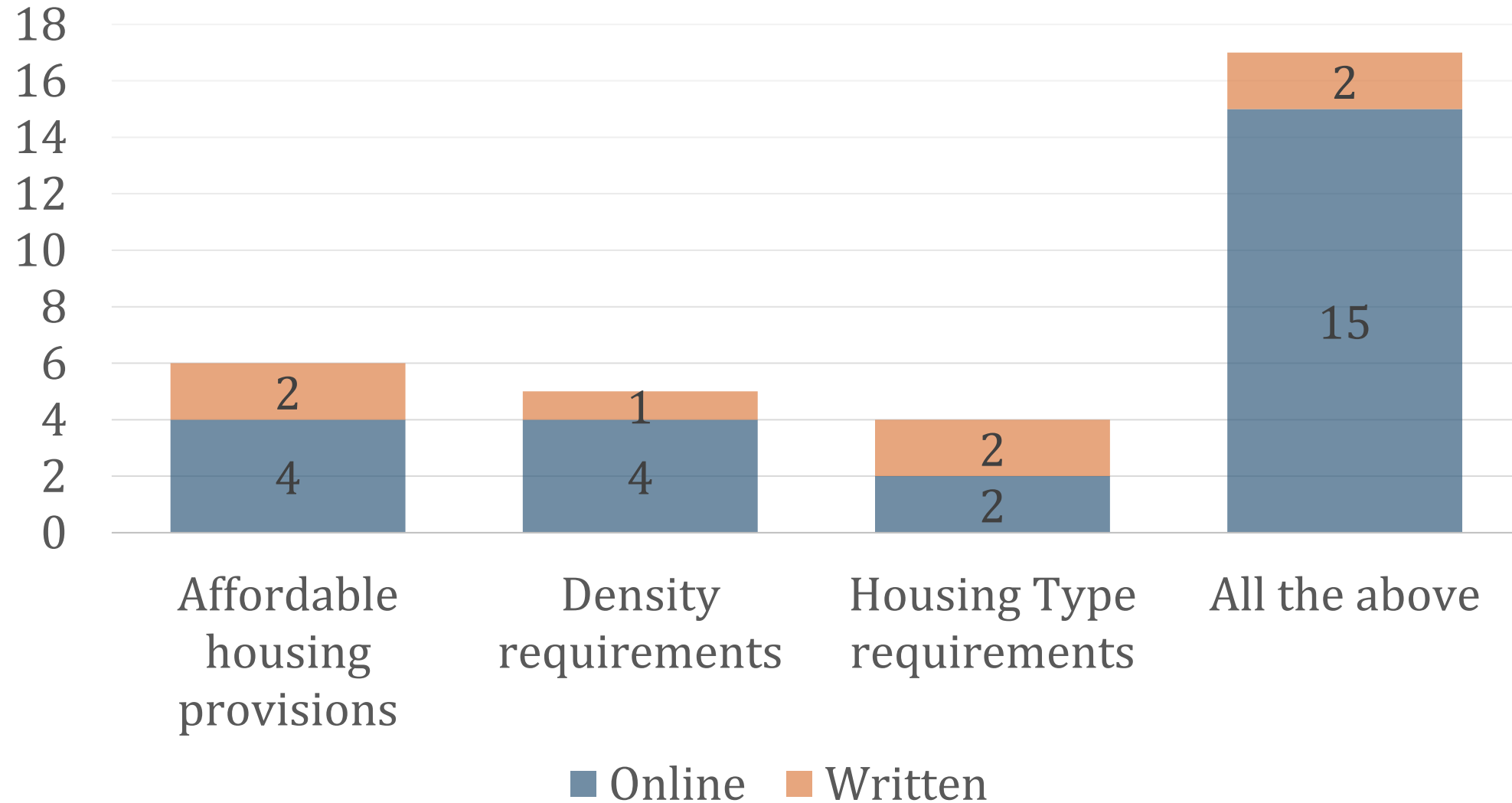


What Topics Do You Want to Learn About?

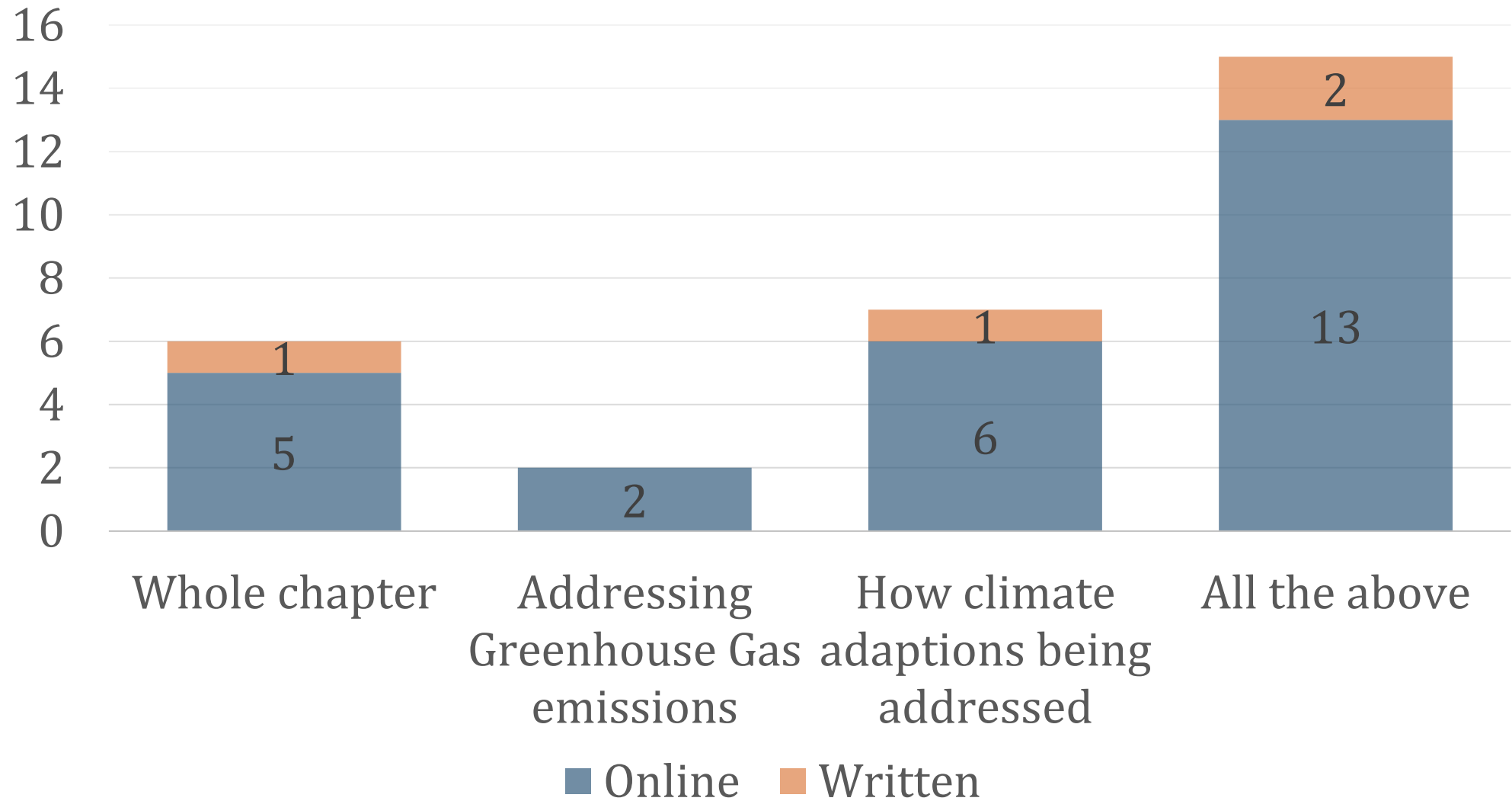


One vote for other specified growth as a topic

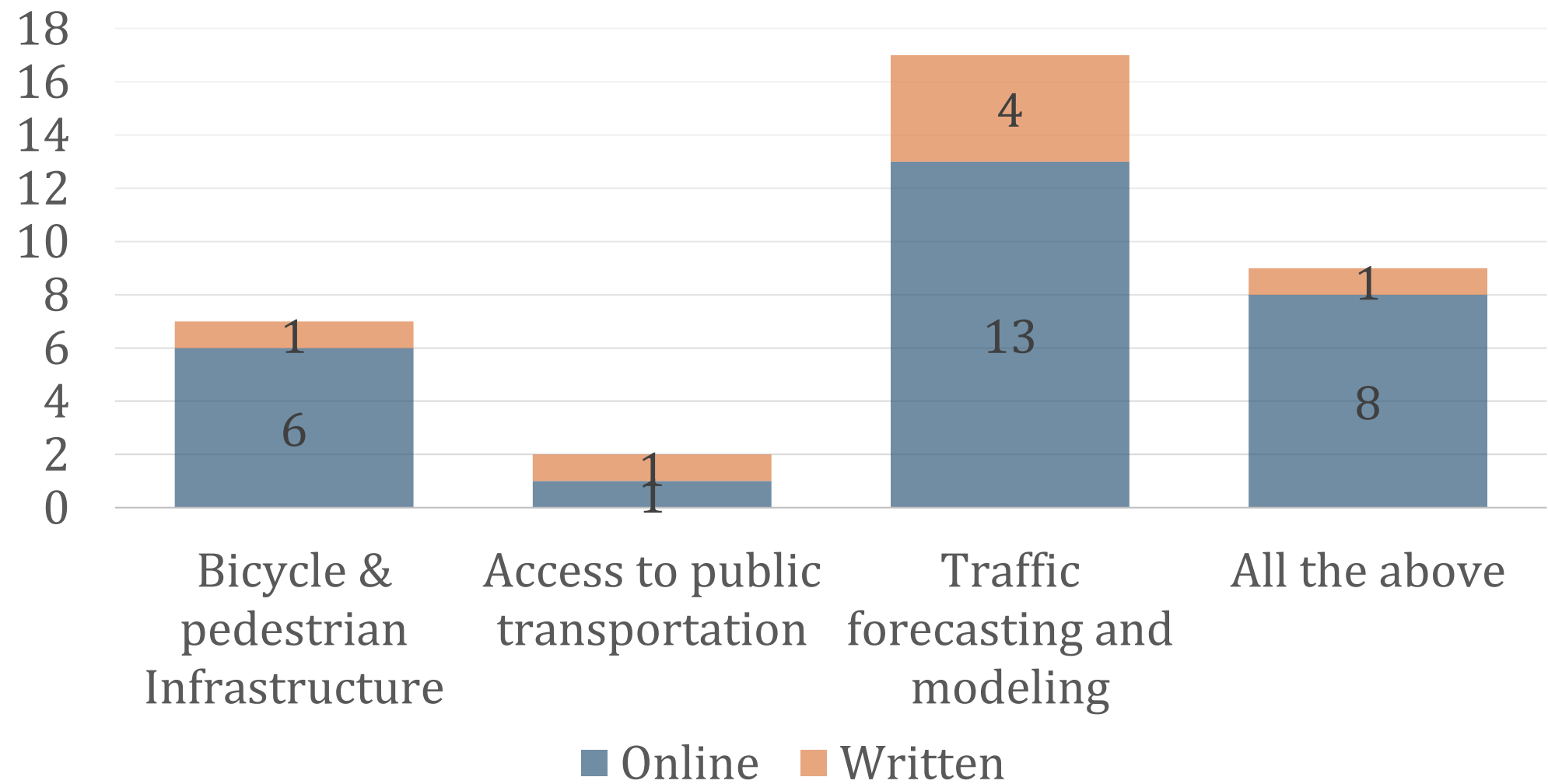
What Housing Issues Do You Want To Learn About?



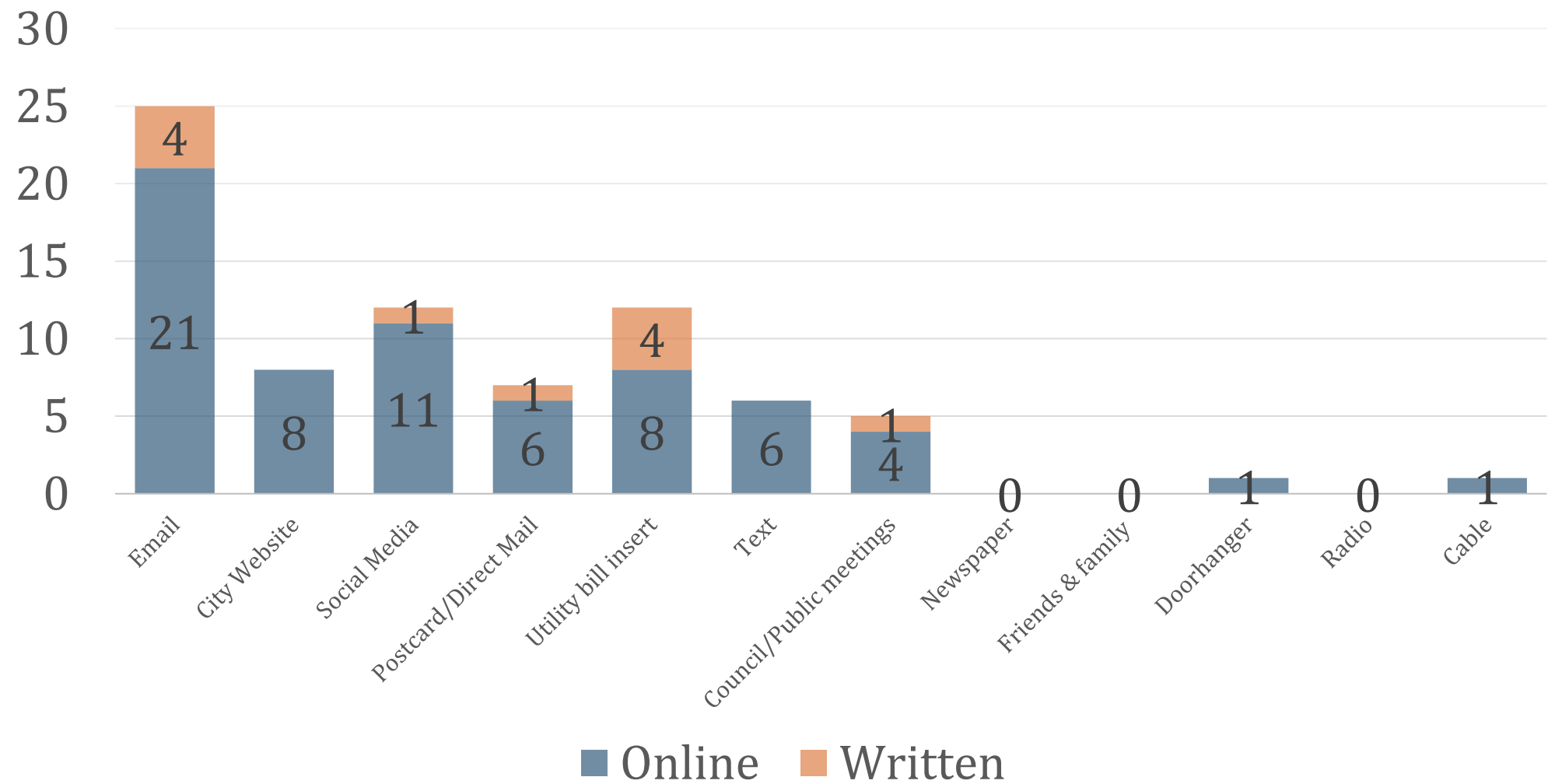
What Climate Issues Do You Want To Learn About?



What Transportation Issues Do You Want To Learn About?



Preferred Way To Find Out About Future Conversations?



Update Phases

Phase 1 – 2024-25 – Community Engagement

- Community Engagement – Website, Social Media, Community Survey, and Community Conversations

Phase 2 – 2024 – Plan Development

- Open Houses on specific topics such as housing, climate, and development code
- Planning Commission and City Council meeting on proposed amendments

Phase 3 – 2025 – Legislative Adoption Process

- Planning Commission review and public hearing(s)
- City Council review and approval



Ongoing Updates

- Staff will update the City Council and Planning Commission on the community engagement effort 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



Joint City Tours with City Council

- Tuesday, April 9, 2024 – Housing
- Tuesday, August 13, 2024 – Transportation



Joint Work Sessions with City Council

- Tuesday, June 25, 2024 – Development Code
- Tuesday, July 9, 2024 – Climate
- Tuesday, July 23, 2024 – Economic Development
- Tuesday, October 22, 2024 – Land Use and Development Code
- Tuesday, December 10, 2024 – 2025 Work Program



Upcoming Open Houses

Each Open House will be in person with a separate online component starting the day of the open house and be active for two weeks

- Wednesday, May 29, 2024 – Housing
- Wednesday, July 31, 2024 - Climate
- Wednesday, October 2, 2024 – Development Code

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
- City of Tumwater Contact:

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Community Development Department
555 Israel Road SW
Tumwater, WA 98501
Phone: 360-754-4180
Email: bmedrud@ci.tumwater.wa.us

