



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, June 27, 2023
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) Planning Commission February 28, 2023 Minutes
 - [b.](#) Planning Commission Minutes March 14, 2023
 - [c.](#) Joint Planning Commission - Tree Board May 9, 2023 Minutes
5. Commissioner's Reports
6. Manager's Report
7. Public Comment
- [8.](#) Preliminary Docket for 2023 Annual Housekeeping Amendments
- [9.](#) 2025 Comprehensive Plan Periodic Update Process – Community Engagement Plan
10. Next Meeting Date - 07/11/2023 Joint Worksession with Tree Board
11. 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_LltJrr3aRsOh7D5LxUIUsQ

Listen by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 859 0123 7372 and Passcode 614484.

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_LltJrr3aRsOh7D5LxUIUsQ

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.

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MINUTES OF HYBRID MEETING
February 28, 2023 Page 1**

CONVENE: 7:00 p.m.

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

Excused: Commissioner Anthony Varela.

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

CHANGES TO AGENDA: A discussion on the role between the Planning Commission and the Tree Board was added to the agenda.

**NOVEMBER 8, 2022
PLANNING
COMMISSION
MEETING
MINUTES:**

**JANUARY 24, 2023
PLANNING
COMMISSION
MEETING
MINUTES:**

MOTION: Commissioner Tobias moved, seconded by Commissioner Von Holtz, to approve the minutes of November 8, 2022 and January 24, 2023 as published. A voice vote approved the motion unanimously.

COMMISSIONER’S REPORTS: There were no reports.

MANAGER’S REPORT: Manager Medrud introduced the department’s new Associate Planner, Erika Smith-Erickson who recently joined the City.

Manager Medrud reported on the recent community conversation on the Street Tree Plan. A second community conversation is scheduled on Monday, March 20, 2023. A community conversation on the landscape code update is scheduled on April 13, 2023. All meetings are in-person and virtual. In-person meetings will be held at the Tumwater Fire Department Training Room.

PUBLIC COMMENT: Amy Tousley said she serves as the Local Manager with Puget Sound Energy and is engaging with local cities and Thurston County on the periodic update of the comprehensive plan.

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Jerome Tuano said he is representing the *JOLT* and had no additional comments.

**2025
COMPREHENSIVE
PLAN PERIODIC
UPDATE PROCESS
– DRAFT
COMMUNITY
OUTREACH PLAN:**

Manager Medrud reported the briefing is to review and discuss the Draft Community Outreach Plan for the Comprehensive Plan periodic update.

State law mandates a periodic update of the Tumwater Comprehensive Plan and development regulations every ten years. The last update was completed in 2016. The next update is due on June 30, 2025. Direction from the Mayor and the Council was not to pursue a wholesale revision of the Comprehensive Plan but to account for all changes in state requirements and the growth of the City through annexations and population growth.

The update process also includes outreach beyond the Planning Commission and the City Council. The purpose of the discussion is to identify ways of seeking input from residents, workers in the City, and others to engage with them on the update process. A draft of the outreach plan identifies some audiences to reach and the methods for outreaching those audiences, as well as a draft outreach schedule.

Because of new legislation, the City’s Housing Element will substantially change requiring a more extensive update than in the past. The City receives a population projection from the state requiring the cities and the county to allocate growth across the county. The City must also account for housing for each economic strata. The City is required to identify the number of housing units necessary to meet each income level and how many housing units are over or under the targeted level. Staff identified the need to identify areas where the City is underperforming and establish realistic policies to achieve the targets. In some cases, it may entail considering the broader picture. The City has development density to enable the development of housing to support different populations. Areas to explore are identifying areas served by transit, exploring the probability of extending transit service in other areas, and considering some level of expanding development incentives for building affordable housing. Previously, the Council adopted a resolution in 2018 outlining a series of actions to address homelessness and affordable housing. The City has progressed on many of the goals to address homelessness through its work with the other jurisdictions under the Regional Housing Council. The City enacted changes to Chapter 18 in the Tumwater Municipal Code to reduce parking requirements, expanded zoning districts allowing duplexes, added specific incentives for developers to construct affordable housing by increasing height and density, and adjusted the City’s fee structure to offer property tax exemptions for multifamily development meeting specific goals for affordable housing. Housing will be a primary driver of the periodic update.

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Commissioner Kirkpatrick asked how the update will account for people living in Tumwater but working in another community and those who work in Tumwater but live in other communities. An examination of the population in Tumwater will likely result in a dysfunctional figure because people who need to live in affordable and low-cost housing are not living in the City because of the lack of low-cost housing. Manager Medrud advised that it is an issue addressed to Department of Commerce staff because it speaks to a closed border approach. It is difficult to address; however, the structure directed by the Council focuses on the current population of Tumwater and ways to account for different income populations in the future. Staff is working on a number of background issues, such as the issue of allocating the countywide population forecast as Thurston County receives one forecast for the entire county. Staff continues to work with Thurston Regional Planning Council (TRPC) to allocate the forecast across the jurisdictions to enable the City to plan for the future. Also under discussion is how the forecast will affect affordable housing because each jurisdiction is now required to provide housing for different income levels.

Commissioner Von Holtz commented that another source for data is through the Department of Social and Health Services (DSHS), which collects data either by county or local jurisdiction on the households eligible to receive different types of services. The information is available online. She offered to follow-up with some information.

Chair Robbins suggested inviting a staff member from TRPC to provide the Commission with a synopsis of its analysis, particularly the recent 2020 Census, as well as information on previous trends. Manager Medrud said he would follow-up with TRPC staff. However, it is important to note that TRPC is not the final decision-maker on the allocation of future population. Manager Medrud recommended scheduling a TRPC briefing following a discussion on the larger issue of the countywide population allocation.

Commissioner Von Holtz added that the Department of Commerce administers the Housing Essential Needs Program and has data on individuals who are eligible for housing assistance.

Manager Medrud reported staff is working closely with the City's communications staff for assistance with the outreach process. Staff is working on developing the work program over the next several months for approval in April. The plan will include all forms of public outreach. The current Land Use Element within the Comprehensive Plan includes a section on public engagement and coordination. Staff plans to utilize a similar approach. Additionally, staff will seek opportunities to engage with the City's other boards and commissions. The update process is similar to the City's regular ordinance process except that the process will be broader. The review structure begins with the general topics followed by the elements

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within plan with the Commission reviewing each element and providing feedback. Another goal is producing a much shorter and user-friendly document.

Manager Medrud shared information on the transition of the new City Administrator and whether it might affect any of the update parameters established under City Administrator Doan and the City Council in terms of a shorter, leaner, and more user friendly Comprehensive Plan.

Manager Medrud said one favorable example of a comprehensive plan staff reviewed is the City of SeaTac Comprehensive Plan comprised of two elements with one focusing on policies and objectives and the second containing technical information and supporting documentation.

The role of the Commission is to consider the bigger picture with specific reviews of each element within the plan and its affect on the overall plan. Following the Commission's review of the elements and plans, the formal ordinance adoption will begin with one hearing scheduled for the entire plan, which may include multiple hearings dependent upon the issues and community input. Following the conclusion of the public hearing and any additional review and deliberation, the Commission forwards a recommendation to the City Council.

Manager Medrud outlined goals for the periodic update community outreach effort.

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

Not included within the list of goals is the larger equity issue that will be incorporated within all discussions as part of the update in addition to climate resiliency.

Manager Medrud referred members to Appendix A, a preliminary list of all

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stakeholders identified to date. He encouraged members to review the list and offer any additional information on other stakeholders to include.

The Commission will review the information again in March to consider feedback and comments prior to finalization of the outreach plan.

The Community Outreach Plan will include a number of ways to engage the community. Media used in the periodic update process includes email contact list, City Council and Planning Commission discussions, surveys, an updated webpage with materials associated with the periodic update, social media updates, notice of community meetings, press releases and media advertisements, open houses to discuss the periodic update with the community prior to the start of and during the legislative process, Planning Commission public hearing, worksessions, and briefings, City Council, General Government, and Public Works Committee briefings, and City Council public hearing and worksessions.

The timeline for community outreach is in three phases. The first phase of community outreach begins in winter 2023 and runs through summer 2023. The second phase is plan development beginning in summer 2023 through spring of 2024. The third phase is the legislative process beginning in summer 2024 through June 30, 2025 to complete a draft of the Comprehensive Plan Elements and Plans. The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans followed by a public hearing to receive community comments on the draft Comprehensive Plan before developing findings of fact, conclusions, and forming a recommendation to the City Council.

Chair Robbins commented on the principle of “meeting people where they are” and asked for additional information on available platforms to contact the community as a variety of platforms are necessary to reach the community. Manager Medrud affirmed the intent of utilizing a variety of social media platforms, as well as meeting with community members. During the previous update, staff scheduled a series of coffee chats around the community with staff available to answer questions. Staff supports a similar approach for this update with appropriate advertising to the community in addition to other community meetings and person-to-person contacts.

Chair Robbins recommended contacting local schools, colleges, and universities, as well large employers who publish newsletters for possible inclusion of information on the periodic update of the Comprehensive Plan and ways to become involved.

Commissioner Edwards recommended including an explanation in any public information as to why people should care about becoming involved in

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the periodic update in terms of personnel or community impacts.

Commissioner Sullivan suggested offering an opportunity to compete for a prize by contributing their email address to add to the email list.

The Commission supported offering surveys, as many people are unable to attend meetings for a variety of reasons. Commissioners suggested sharing information on the update during movie nights in the park or other community events and working with larger organizations and academic institutions on ways to convey City messaging to assist in overcoming trust issues.

Commissioner Schumacher requested information on the breakdown of the square footage cost for different types of housing excluding land.

Chair Robbins commented that a schematic of the update timeline, community outreach and engagement, and the legislative process would be helpful to track the many moving parts of the update. Manager Medrud said the request is appropriate because staff has developed schematics of other large projects as a way to track progress.

Commissioner Edwards suggested following up with people at the end of the process and thanking them for their feedback. It would also be important to share how their feedback was considered or incorporated within the document. Manager Medrud responded on ways staff can follow-up with community members based on previous processes.

Commissioner Schumacher recommended sending a letter to all homeowner associations inviting their participation and feedback and encouraging them to include information on the update on their HOA website or Facebook page.

Commissioner Tobias added that another possibility is including information on NextDoor. Commissioners acknowledged that posting information on numerous platforms would be unrealistic for staff to monitor, which speaks to the importance of not only providing the notice but also including a link to the City. Other suggestions included placing ads about the update on some social media platforms.

Manager Medrud reported that as part of the process, the City is also updating development regulations, which for the most part, have been largely updated. Depending upon the extent of changes to the Comprehensive Plan, an opportunity exists to update comparable development regulations. Several updates were also deferred from the previous amendment cycle that will be included in this update cycle such as Essential Public Facilities.

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Manager Medrud requested submittal of comments and feedback on the materials presented in the agenda packet by March 13, 2023.

**ROLE OF TREE
BOARD AND
PLANNING
COMMISSION:**

Manager Medrud reported on discussions with some Commissioners and Councilmembers concerning the larger update process for the Urban Forestry Management Plan and various regulations in support of the plan. One question addressed was the role of various board and commissions during the update process. Some concerns conveyed by some Commissioners and Councilmembers was the expertise represented on the Tree Board and that some were uncomfortable asking some questions. The Tree Board structure is specifically defined in the City's code similar to the Historic Preservation Commission with some seats to be filled by professionals pertinent to the mission of the body. The Tree Board's structure includes four such positions to be filled by landscape architects or arborists/foresters. The Planning Commission's role is responsible for the broader vision of the community pertaining to development policies and codes for land use and transportation affecting the community's functions and aesthetics. The role of a Commissioner is that of a broader generalist position. Tree Board members are experts in the function of trees and individual situations whereas the Planning Commission is responsible for offering recommendations to the City Council on ordinances or regulatory changes. Commissioners who are uncomfortable because of the lack of understanding a particular issue but need to ask questions can do so through a variety of methods either directly or through staff. Staff can provide information and assistance to Commissioners to ensure they have the necessary information and are comfortable in those situations.

Chair Robbins encouraged Commissioners to actively participate, ask questions, or share specific situations during meetings.

Commissioner Tobias commented that during joint meetings, some individuals contribute information much more than others that can often affect the equilibrium of the meeting environment. In those instances, other members are less likely to contribute to avoid prolonging either the topic or the length of the meeting. It is important for all members to have an opportunity to share or offer information, such as encouraging comments from members who have not contributed to the conversation.

Commissioner Kirkpatrick referred to the housing discussion. The City of Tumwater recently modified zoning to enable duplexes in other zoning districts with some limitations in terms of the number. The Legislature is considering legislation to allow duplexes in zoning districts with no limitations. Manager Medrud replied that staff is currently in a holding pattern in terms of action by the Legislature as it is likely some housing bills will pass. Staff continues to track those bills. One bill under consideration is affording a tree fund bank for tree protection to promote more affordable

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housing. The bills have since been amended. Staff is also monitoring the timelines for some of the legislation that might pass.

NEXT MEETING: The next meeting is a joint meeting with the Tree Board on March 14, 2023.

ADJOURNMENT: **Commissioner Tobias moved, seconded by Commissioner Sullivan, to adjourn the meeting at 8:19 p.m. A voice vote approved the motion unanimously.**

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

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CONVENE: 7:00 p.m.

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

Excused: Commissioner Kelly Von Holtz.

Staff: Planning Manager Brad Medrud and Land Use and Housing Planner Erika Smith-Erickson.

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

COMMISSIONER'S REPORTS: There were no reports.

MANAGER'S REPORT: Manager Medrud introduced Housing and Land Use Planner Erika Smith-Erickson.

Staff is working on the public participation plan comments submitted by the Commission. Staff anticipates presenting the plan to the Commission in April. The Commission's March 28, 2023 meeting has been cancelled.

The second Community Conversation on the update of tree and vegetation preservation regulations is scheduled on April 3, 2023 at 7 p.m. at the Tumwater Fire Station Training Room and by remote access. All homeowner associations with contact information on file with the City were contacted for the street tree regulations update and for the tree preservation update.

Commissioner Schumacher arrived at the meeting at 7:03 p.m.

Manager Medrud referred to the Attorney General's memorandum on takings which was forwarded to the Commission prior to the meeting. He suggested reviewing the memorandum at a future meeting as it serves as the foundation for the Commission's work involving land use issues.

PUBLIC COMMENT: **Amy Tousley, Puget Sound Energy (PSE)**, reported she serves as the Local Manager for PSE and is looking forward to hearing the briefing on the Habitat Conservation Plan (HCP).

Kyle Lucas said she has multiple interests to include the Growth Management Act update, as she was involved in the Growth

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Management Act when it was first enacted. She is interested as a citizen and as a resident and homeowner in Tumwater on the updates to the Tumwater Comprehensive Plan and the City's decisions on housing densities and addressing socio-economic issues. She lives in a senior manufactured housing community and serves as the spokesperson for the community's new group, Tenants United at Western Plaza Mobile Home Park. The group was formed because the manufactured park was purchased by out-of-state investors from Arizona. The situation affects seniors living on fixed low incomes. The seniors had hoped that the Legislature would have addressed some of the issues with rent stabilization, which did not occur. Consequently, the group will be reaching out to the Planning Commission regarding the issue. The group appreciates the work of the Commission. The group will also contact the City Council. Residents are deeply concerned about the update of the Growth Management Act and changes expected in terms of housing densities, potential rezoning, and its affect to the safety and wellbeing of the community. Residents are grateful for the City of Tumwater's manufactured housing zoning, which should be protected. She looks forward to learning more about the HCP, as she is interested in the public process that is unfolding. She urged reconsideration of scheduling more than one public meeting as the Commission moves forward to review the Comprehensive Plan. The Planning Commission should have more input from the public especially as staff indicated that the document would be abbreviated. Many seniors are members of Tenants United who are very vulnerable elders living within the community.

Manager Medrud advised that the City has established an email for the Comprehensive Plan update process. He asked Ms. Lucas to send an email with a summary of her comments on the manufactured home park purchase, the HCP, and the Comprehensive Plan update. The email address is compplan@ci.tumwater.wa.us. He will add her name to the mailing list as part of the Comprehensive Plan update process. Staff is completing the public participation plan outlining all the opportunities for discussions with the community as well as through the City's advisory boards and commissions. The one meeting of note is likely the one public hearing as part of the Comprehensive Plan adoption process. Other multiple public meetings will provide opportunities for public input and comments.

Ms. Lucas thanked Manager Medrud for his explanation on the public process.

**BUSH PRAIRIE
HABITAT
CONSERVATION**

Manager Medrud briefed members on the purpose of the Bush Prairie Habitat Conservation Plan (HCP), habitat and protected species, the Endangered Species Act (ESA), and the public engagement process.

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**PLAN (HCP) – STATUS
UPDATE:**

The City of Tumwater is located in the middle of South Puget Sound prairies. The prairies provide unique habitat, are not heavily forested, and have supported many unique species over time. The area has been extensively developed over time because land is flat and conducive to development. Conflicts often occur between development, the environment, and species. One of the prairie species is the Olympia Pocket Gopher, a subspecies of the larger Mazama Pocket Gopher. The U.S. Fish and Wildlife Service (USFWS) listed the species as endangered in 2014 with each of the subspecies listed individually. The local area is home to the subspecies found in Tenino, Yelm, and Tumwater. Gophers are the most widespread of the protected species existing within the City. Other species included in the HCP are the Streaked Horned Lark, Oregon Spotted Frog, and the Oregon Vesper Sparrow (soon to be listed).

The Streaked Horned Lark is only found at the Olympia Regional Airport because of open space habitat for ground nesting. The Streaked Horned Lark is often located at airports in Oregon and Washington. Another species listed at the same time is the Oregon Spotted Frog. It is primarily found in wetlands and streams located in the western half of the City near the Black Lake drainage system. The ESA listing protects both the species and its habitat. The range of the Olympia Pocket Gopher overlaps into the City of Tumwater and an equivalent area in Thurston County located to the south of Tumwater. The City of Tumwater is the prime location for prime habitat for the species. Most of the habitat for Oregon Spotted Frog is located south of Tumwater in Thurston County in both the Salmon Creek and Black Lake Drainage Systems.

Many activities can potentially harm or affect the species. Any development activity ranging from operations, maintenance, and development can potentially harm the species. If an action could potentially harm the species, a federal permit must be obtained. The permit is a federal Take Permit granted under Section 10 of the ESA, giving permission for the developer or owner to kill, maim, or harm the species.

Without the benefit of the HCP at the City level, any development or maintenance activity within the City must obtain a federal take permit. The Citywide scope of the HCP covers all activities within the City. The Port of Olympia is the largest landowner in the City and is most impacted by ESA species. The Port of Olympia and the City of Tumwater developed an interlocal agreement to develop the HCP. The HCP is essential because it guides how development impacts are mitigated when an Incidental Take Permit is issued allowing

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development activities within habitat of protected species, The HCP details mitigation actions and is part of the larger Incidental Take Permit the federal government issues when the HCP is approved by USFWS.

Taking of ESA habitat or species is a very long and costly permitting process. The City has been working on the HCP since 2016. Individual federal permits can take some time as USFWS has prioritized the City's HCP while other permit requests have been placed on hold. A number of larger projects both public and private are pending until the City completes the HCP.

Commissioner Schumacher asked whether the acceptance of the City's HCP would absolve a landowner from independently seeking an Incidental Take Permit for a development activity. Manager Medrud affirmed the approach because an individual landowner who wishes to renovate or develop a project would be required to complete a difficult permitting process.

Commissioner Varela joined the meeting at 7:23 p.m.

Manager Medrud reported another advantage of the HCP is enabling higher quality and more efficient long-term species protection. For example, a project located on a 10-acre parcel that impacts gopher habitat on eight of the acres requires the owner to mitigate for those impacts on an equivalent-sized parcel somewhere in the range of the habitat. As individual HCPs continue to move forward (up to five have been approved), it can become a patchwork quilt of mitigation lands. Small patches located far apart are not conducive for the recovery of the species. A Citywide HCP is beneficial as the plan includes identifying larger properties for purchase to provide for the long-term recovery of the species.

The HCP reduces uncertainties and costs as part of the development and redevelopment process, it enables development to occur as forecasted in the Tumwater Comprehensive Plan, enables developers to construct needed housing in the City to accommodate population growth, and it enables the City to perform ongoing operations and maintenance activities. The HCP also covers temporary events, such as the Olympic Air Show or the City's fireworks show on the 4th of July.

Development of the HCP was funded from the federal government through a series of Section 6 grants. The grants are from USFWS and administered by the Washington State Department of Fish and Wildlife (WDFW). The City received three grants. The Phase 1 grant covered the scoping process for the HCP. The Phase 2 grant was received in 2018 and covers the preparation of the HCP draft and completing the

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environmental process. The City recently received a grant for Phase 3 covering additional costs incurred from preparing the plan and the environmental review as well as supporting the cost of implementation.

Receiving an Incidental Take Permit is only one element of the process because the City must manage the process requiring training of staff to process permit applications, engage with owners and developers to ensure they are informed as to the process, and establish a long-term monitoring program. The term of the HCP is 30 years. The City will develop a process to manage the lands or work with consultants to manage the lands followed by reporting on an annual basis to USFWS on the number of acres impacted and conserved to ensure active continuation of the HCP.

The permit is intended to cover all areas within the City and all Port-controlled lands in the City. The HCP also covers all lands located outside the City within the urban growth area with the expectation that over the next 30 years, many of those areas will be annexed to the City. The 30-year term is initiated when the City issues the first permit.

Chair Robbins asked about the location of large parcels of prime habitat in the urban growth area. Manager Medrud said the land is divided among many owners. The City's Economic Development Manager is identifying and recommending the purchase of land if available on the market or securing conservation easements. Staff is also exploring options of what other HCPs might have in terms of extra mitigation credits the City could purchase. However, each HCP calculates conservation values differently.

Manager Medrud identified the HCP Plan Area, which designates the extent of the Olympia Pocket Gopher range. The area is separated into the Permit Area and the Plan Area. The Permit Area is all land within the City and its urban growth area located west of the Deschutes River. The Permit Area includes all development activities that are covered by the HCP. The larger Plan Area is an area the City is seeking habitat conservation opportunities. The area includes some City land and areas south of the City in Thurston County. Coordination will be necessary with Thurston County as the county's plan also includes some of the same areas.

The Permit Area for the Streaked Horned Lark was recently expanded and covers all South Puget Sound lowlands from the islands north of Portland along the Columbia River to the north of the City. The City is constrained in terms of mitigation lands for the species since the species tend to favor large open areas, such as the airport. The HCP has some restraints on what can occur at the airport because of FAA rules. The

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FAA does not want habitat conservation lands established at the airport.

Commissioner Tobias asked whether the bird is a migratory bird or a local area bird. Manager Medrud said he believes the Streaked Horned Lark is a migratory bird as its range extends to the south area of the Willamette River. Chair Robbins said according to information on the internet, the bird breeds and winters in the local area.

Manager Medrud identified the four species covered in the HCP. All the species are federally threatened except the Oregon Vesper Sparrow, which is under review. Within the state listing, the gopher is threatened and the other species are endangered. Although the HCP is a federal plan, it is also intended to meet state requirements.

Manager Medrud displayed a flow chart describing the model used to estimate habitat in the City for the Olympia Pocket Gopher. The model used previous surveys of land that identified the presence of gophers from either mound activity or sightings of gophers. The first threshold is whether the area has both shrub cover and suitable soils that essentially is located in the southern two-thirds of the City. Areas not suitable for gophers were excluded. If the areas are known to be occupied by gophers, the area is considered occupied habitat. If the area is occupied and recent survey data demonstrates such, the area is rated at Level 1. Level 2 are areas within 200 meters of occupied habitat or contiguous with habitat that is within 200 meters of occupied habitat. As a second tier level, the plan includes those areas immediately adjacent or within 200 meters of known occupied habitat.

Manager Medrud identified areas on a map of known occupancy (Level 1) and areas of grass shrub cover located within 200 meters of known habitat (Level 2). Some areas in the City lack sufficient data but are located beyond the 200-meter threshold. Those areas are anticipated for conservation within the City's Permit Area. Areas located outside of the City will be targeted for opportunities for conservation; however, the City is not required to protect those areas under the HCP. Those areas are likely protected in Thurston County's HCP.

Commissioner Kirkpatrick asked whether a property owner would need to hire a contractor to certify whether the land included species habitat. Manager Medrud said the City's process was intended to focus only on habitat within the gopher soil areas. If the property has gopher soils, it is assumed the area contains gopher habitat. The City's HCP under state law does not limit landowner options. If the landowner elects to complete a HCP after the City's HCP is adopted, the landowner has the right to pursue a separate HCP and participate in the federal permitting process rather than follow the City's HCP process.

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Manager Medrud displayed a map of habitat for the Oregon Spotted Frog. The primary habitat areas are in wetlands. During the winter the frog may live in those areas whereas during drier months, the frog may move to other locations. Some areas extending beyond wetlands will be accounted for as part of the plan to include a major area in the western area of the City. For the most part, existing critical areas regulations address the protection of wetlands and buffers that apply to the area. If there is a need to develop within a wetland or buffer in those areas, some level of conservation mitigation would be required to mitigate impacts.

Commissioner Tobias asked whether the City has designated any conservation areas in the Permit and Plan Areas. Manager Medrud said the City has no conservation areas either owned or operated by City or the Port. Several other HCPs have assigned conservation lands within the City. In some cases, excess credits could be available in those areas that might become available for purchase; however, the process is complicated as conservation values are different for each HCP.

Chair Robbins inquired about the expiration of other HCPs and permits and whether it might be possible to synchronize those HCPs with the City's HCP. Manager Medrud said the other HCPs were completed as an individual project HCP requiring the owner to mitigate for impacts. The City's HCP is a programmatic HCP and covers multiple projects.

Manager Medrud displayed a map of habitat for the Streaked Horned Lark at the airport and areas immediately adjacent to the airport.

The City has not had any recent sightings of the Oregon Vesper Sparrow. However, the bird may be present at the airport or in other adjacent grassland areas. The bird's habitat is a smaller requirement than the Streaked Horned Lark. The City's search for larger parcels would likely serve as good habitat for the Oregon Vesper Sparrow.

HCP covered activities must meet six criteria:

1. Control: City or Port will perform or issue a permit for the activity
2. Location: Activity is within Permit Area
3. Timing: Activity is during 30-year permit term
4. Impact: There is a reasonable risk of take
5. Definition: Activity is defined well enough to assess its impacts on the species
6. Practicable: More feasible to include the activity in the HCP than to not do so

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City activities covered include:

- Urban development projects
- Recurring activities (public events)
- Facilities operations and maintenance
- Conservation strategy implementation

Port activities covered include:

- Aeronautical activities under the authority of Federal Aviation Administration (FAA)
- Operations and maintenance
- Capital improvements identified in Olympia Regional Airport Master Plan

The effects analysis considers the immediate effect on the covered species as well as other impacts over time from other actions that need to be accounted for. Impacts include mortality, injury, or removal or degradation of habitat over time, such as a dog park adjacent to a habitat preserve.

Chair Robbins asked whether the HCP covers the potential expansion of the airport as a capital improvement. Manager Medrud advised that it likely would not cover an airport expansion as the HCP covers only those activities occurring within the existing fence line of the airport. Should the Port expand beyond the specifications contained within the Master Plan, the activity would not be covered within the HCP. However, the City's HCP covers development activities within the New Market Industrial Park.

Future development effects over the 30 years considered the following:

- Estimates of urban growth from the Thurston Regional Planning Council
- Estimates of development under the Port of Olympia Master Plan
- Removed areas that are unlikely to develop (e.g. development underway, mitigation lands)
- Compared areas likely to develop with assumptions about species habitat potential

Manager Medrud referred to several tables within the plan of the modeled habitat types (occupied, higher likelihood of occupancy, lower likelihood of occupancy, occupied wetlands, suitable habitat, and modeled habitat for each species) and the amount of acres required for habitat in Permit Areas, maximum amount removed by covered activities, habitat remaining in Permit Area following loss from covered activities, and the percentage lost during permit term. The amounts do

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not include habitat added as part of conservation efforts. Calculations were completed for the four species. The numbers may change because the HCP has not been finalized.

Chair Robbins inquired as to the amount of loss allowable by USFWS. Manager Medrud explained that any loss incurred must be mitigated, such as identifying 1,500 acres of mitigation land to offset intended development activities. The loss is not capped; however, all loss must be mitigated.

Conservation strategies are intended to identify actions necessary to mitigate impacts:

- Designed to address ESA requirement to minimize and mitigate the impacts of the taking on the covered species to the maximum extent practicable
- Mitigation program fully offsets the taking impacts of each of the covered species that may result from covered activities
- Mitigate the impacts in the effects analysis, including direct, indirect, temporary, and permanent effects
- Based on the best scientific data available at the time of its preparation
- Identifies the amount of mitigation land needed, the criteria for selecting it, and the location requirements
- Creates biological goals and objectives for covered species
- Outlines the management activities on mitigation lands that will improve habitat conditions
- Describes a monitoring program to track progress

Chair Robbins asked whether the plan include strategies to address if progress is not occurring or recovery has not occurred. Manager Medrud explained that the HCP is not responsible for the recovery of the species. USFWS developed species recovery plans for each listed species. USFWS issued a recovery plan for the gopher and the spotted frog. The HCP includes measures to ascertain whether land has been set-aside for conservation. If not, the issuance of permits would cease until the City secures conservation lands. The City files a report to USFWS annually on the status of impacts and mitigation measures. If the City is not achieving the proper level of mitigation, the City has one year to rectify the situation. The HCP includes ongoing monitoring and reporting of the conservation values of the lands. After a certain level of prairie has been preserved, the City is required to maintain the value requiring annual activities.

Commissioner Kirkpatrick questioned the outcome of the City's HCP if the pocket gopher is removed from ESA listing in the next 20 years.

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Manager Medrud replied that language in the HCP addresses partners withdrawing from the HCP (Port or City) over time for whatever reason. However, each agency would still need to meet obligations in terms of established conservation lands and ongoing maintenance in perpetuity. Provisions within the HCP also address delisting of species. Conservation lands created by the City would remain as it addressed past impacts; however, the City has the ability to remove a species that has been delisted. The City would no longer need to account for the species within the 30-year term.

Manager Medrud reported the conservation strategy addresses all impacts in terms of different levels of impacts for each species and the estimated protected habitat and total maximum temporary impacts.

The HCP guidelines address changes occurring during the 30-year permit term and adaptability within a limited framework. During the initial years of implementation, the City will evaluate its compliance with the HCP, assess the status of covered species habitat within the Reserve System (conservation areas), and evaluate the effects of management actions on species as the conservation strategy is implemented over time.

The section on Implementation includes:

- City and the Port's roles and responsibilities as HCP Permittees
- Covered activity application process
- Process for assembling the Reserve System and other mitigation options
- Annual compliance and reporting
- The City will be the primary responsible party for HCP implementation

The HCP accounts for a number of uncertainties:

- Total amount of development that occurs
- Frequency of operations and maintenance activities
- Amount of onsite mitigation
- Number of project proponents who seek ESA coverage through the HCP

HCP Cost Centers include:

- Implementation of conservation strategy
- Mitigation land acquisition
- Land management, monitoring, and administration costs
- Adaptive management
- Funding to manage mitigation lands in perpetuity
- Contingency funds to cover uncertainties

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The HCP includes a total per acre charge. For example, total acres impacted for the gopher is 1,529 with a cost per acre impact of \$58,816 (\$52,000 two years ago), which speaks to the importance of receiving approval of the HCP. The costs are handled similar to impact fees for transportation, parks, and schools, etc. Developers have the option of working under the HCP and paying the one-time fee or pursuing a separate HCP with USFWS. The first calculation for a development site is the amount of gopher soils present on the site followed by the level of total acres of impact on the site.

Chair Robbins asked about the status of the endowment after 30 years. Manager Medrud said contributions to the endowment would no longer occur; however, the endowment (trust fund) would remain. The HCP is applicable only to the identified boundary and if extended in the future for other reasons, the City would need to seek an amendment from the U.S. Fish and Wildlife Service to extend the boundary.

Chair Robbins inquired about the possibility of USFWS grants to help cover costs for land acquisition. Manager Medrud advised that for mitigation purposes, no funds from USFWS are available. If the City incurs impacts, the federal government does not pay for those impacts. Conservation grants are available to purchase lands if the City improves the lands to a specific level that could result in excess conservation capacity for mitigation.

Commissioner Schumacher conveyed support for mitigating the habitat conversion fee through land acquisition to improve conservation capacity. Manager Medrud said provisions within the HCP address extending beyond the fee collection. If an owner of 100 acres of prime gopher habitat agreed to provide the City with two, 20-acre parcels as conservation land, the HCP includes the ability to evaluate those types of circumstances rather than assessing a fee.

Commissioner Kirkpatrick asked whether any of the fees collected by the City are provided to USFWS or WDFW. Manager Medrud said all fees collected are allocated to the cost categories identified in the HCP.

Fees are collected when the City issues a grading or building permit or whenever a final permit is issued.

Discussion ensued on the property value loss when land is placed in a conservation status.

Manager Medrud noted that unfortunately, despite staff efforts, the U.S. Fish and Wildlife Service indicated the City is required to impose a

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permit for a homeowner to add a patio to their home.

Commissioner Schumacher commented on the importance of public education on the HCP because it will affect some homeowners. Manager Medrud said the educational component will be included in the implementation process for both staff and for applicants. Since the HCP process commenced, the City conducted five stakeholder meetings prior to the pandemic. Stakeholders represented approximately 35 organizations including the Audubon Society, Master Builders, state agencies, Thurston County, developers, and others. Additionally, staff has been meeting with smaller groups of stakeholders to focus on particular issues. Stakeholder meeting #6 is scheduled on Friday, March 17, 2023 to introduce the first draft of the HCP. Another meeting is scheduled in April to address questions about the HCP. He anticipates additional stakeholder meetings moving forward.

Staff has coordinated with WDFW and USFWS staff on particular issues involving the HCP. Staff anticipates a larger community meeting later in the year. A community meeting was held in 2019 to share the general outline of the process and present information available at that time. The second meeting may be part of or separate from the required environmental review of the project. The National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA) reviews both have specific processes. NEPA and SEPA may be accomplished using a single document or separate documents. Staff is pursuing an environmental assessment rather than an Environmental Impact Statement (EIS) process because it is a simpler process and covers the same information. The EIS process will require at least two years to complete. All processes require some level of public review and comment. The City serves as the Lead Agency for SEPA and USFWS serves as the Lead Agency for NEPA. Any documentation from the NEPA process will be provided by USFWS.

2023 HCP activities to date include:

- On March 6, 2023, the City issued a working draft of the HCP to USFWS, WDFW, and the project stakeholder group
- March 17, 2023: Stakeholder Meeting #6
- April 21, 2023: Stakeholder Meeting #7
- Staff continues to meet more than once a month with USFWS staff

Next steps include:

- Complete HCP: public draft expected late summer 2023, final HCP and approvals in 2024
- SEPA/NEPA Review expected to start in 2023

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Manager Medrud noted that the City does not control the timeline. The project website includes details of the stakeholder process, links to the working draft, and future meetings. The Project Website address is <http://www.bushprairiehcp.org/>. Manager Medrud invited members to contact him with any questions.

**NEXT MEETING
DATE:**

The Commission's meeting on March 28, 2023 has been cancelled. The next meeting is a joint meeting with the Tree Board on April 11, 2023.

OTHER BUSINESS:

Commissioner Schumacher reported the Legislature took no action to help resolve commercial and residential rent increases. He recommended the Commission discuss the issue because the increase in rents has become a serious issue, especially for low-income households.

Manager Medrud agreed the topic is both important and timely. In 2018, the Council directed staff to begin addressing homelessness and affordable housing. One of the items included exploring ways to preserve manufacturing housing. The City had previously enacted a manufactured home park zone that was subject to a legal challenge to the Washington State Supreme Court. The Court upheld the City's action. A much more difficult issue is the increase in rent for mobile home spaces. Staff is exploring options because the issues are difficult to address at the City level. Additionally, the Commission will receive a briefing on the tenant protections and rental housing registration requirements recently adopted by the Council for all renters and landlords in the City.

ADJOURNMENT:

Commissioner Tobias moved, seconded by Commissioner Schumacher, to adjourn the meeting at 8:49 p.m. A voice vote approved the motion unanimously.

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

**JOINT TUMWATER PLANNING COMMISSION
& TUMWATER TREE BOARD MEETING
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May 9, 2023 Page 1**

CONVENE: 7:00 p.m.

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

Excused: Commissioner Brian Schumacher.

Tree Board Chair Trent Grantham and Commissioners Brodrick Coval, Michael Jackson, and Hannah Ohman.

Excused: Commissioners Brent Chapman, Tanya Nozawa, and Jim Sedore.

Staff: Planning Manager Brad Medrud, Sustainability Coordinator Alyssa Jones Wood, and Housing and Land Use Planner Erika Smith-Erikson.

Others: Kim Frappier, Environmental Planner & Urban Forester, and Devin Melville, Environmental Planner and Certified Arborist, DCG/Watershed.

WELCOME & INTRODUCTIONS: Planning Commission Chair Robbins welcomed everyone to the meeting. A meeting quorum was established. Members provided self-introduction.

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

**DRAFT
PLANNING
COMMISSION
MEETING
MINUTES: APRIL
11, 2023: APRIL 25,
2023, & JANUARY
10, 2023:**

MOTION: Commissioner Kirkpatrick moved, seconded by Commissioner Sullivan, to approve the minutes of January 10, 2023, April 11, 2023, and April 25, 2023 as published. A voice vote approved the motion unanimously.

COMMISSIONER’S REPORTS: Commissioner Tobias advised that as a renter in Tumwater, he recently received a packet of information from the City of Tumwater containing a guide for landlords and tenants and updates to the Tumwater Municipal Code (TMC) including updates to notices to increase rent and notices to vacate. He conveyed appreciation to the City for the outreach and a copy of

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the materials.

Manager Medrud replied that the City Council recently approved several ordinances for tenant protections effective April 8, 2023 requiring all landlords in the City to provide information on the rights and responsibilities for both tenants and landlords. The City also mailed information to all identified rental properties in the City and completed a social media campaign. Many of the calls received by the City were from landlords who were positive with many requesting clarification on their specific responsibilities under the new regulations.

**BOARD
MEMBER'S
REPORTS:**

There were no reports.

**MANAGER'S
REPORT:**

Manager Medrud referred members to a copy of the current meeting schedule and meeting agendas.

**COORDINATOR'S
REPORT:**

Coordinator Jones Wood advised of the Council's recent approval of designating a tree in the City as a Heritage Tree. The City received a \$40,000 grant from the Department of Natural Resources to update the City's street tree inventory, other City-owned properties, and create a maintenance plan with estimated costs. She advised of plans to apply for a federal urban forestry grant to use to implement actions within the Urban Forestry Management Plan. She plans to pursue other grant sources if the City does not receive the federal grant.

The Arbor Day celebration was well attended. Approximately 36% of the trees provided during the event were distributed to Tumwater residents with other residents living in Yelm, Lacey, and Olympia. All trees were distributed to residents who reside in the Deschutes watershed.

**PUBLIC
COMMENT:**

Jerome Tuano said he represents *The Jolt* and is attending the meeting on behalf of the publication.

Charlotte Persons reported she lives in northeast Olympia and frequently represents the Black Hills Audubon Society. As a member of the Society, she served as a member of the City's stakeholder group for the update of the Tree and Vegetation Protection regulations update. The Society recognizes the importance of the code update as the Society anticipates Olympia and Lacey updating their ordinances in the same fashion. She noted membership was a good experience and she was pleased with the draft update as the feedback from stakeholders was considered. She has listened to some of the prior joint meetings and believes both bodies are doing a good job on the updates. She recently submitted written comments and hopes that during the discussions on implementing a new system of

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minor permits for homeowners and major permits for developers, higher fines will be considered for illegal removal of trees as it would assist in enforcement. Another consideration for the update centers on incentives for developers. It is important to include firmness in the code while also offering incentives to encourage people to protect trees.

Margaret Fleming said she lives in Olympia and is representing all people and creatures that will follow her. In terms of the update, definitions matter and it is important not to have efforts stymied by a lack of definitions. She has reviewed information about the possibility of categorizing trees in exceptional and significant categories. At this point in time, mature shading and oxygen-generating trees must be saved. She mentioned that in Olympia and Tumwater, companies serving as tree trimmers and cutters should be licensed as well as subject to fines above anything a homeowner would be fined. Tree service companies should be well informed as to the proper care of trees and should be held accountable. She recommended a separation between the deciders versus those removing trees. The deciders should be the professionals, such as the arborists who are assigned at random from a pool of arborists to determine which trees should be removed and whether removal of the trees could also entail any concerns, such as avoiding any conflict of interest in terms of receiving payment for removal of trees. Although she is not familiar with the City’s system, tree replacement should include provisions to guarantee the health of trees over time.

Manager Medrud reported on the receipt of four emails with one email requesting information on how to attend the meeting. The remaining three emails were provided to both bodies earlier in the day.

**JOINT PLANNING
COMMISSION
AND TREE
BOARD BRIEFING
ON THE TREE
AND
VEGETATION
PRESERVATION
REGULATION
UPDATE:**

Manager Medrud briefed members on the status of the update process and the draft documents. He outlined the agenda for the briefing on the proposed amendments.

The City has not updated the tree preservation code since 2006 although a number of actions have occurred since 2006 to include adoption of the Urban Forestry Management Plan in 2021 following a four-year process. The Urban Forestry Management Plan established the importance of the “right tree in the right place” and defined the process and steps to enact the plan. One of the first steps is updating regulations. The purpose of the briefing is to share information on the totality of the update and information on how each element is related and well as identifying important elements of focus.

Manager Medrud asked members to respond to two questions:

1. What were the big takeaways from the Community Conversations

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and public outreach process initiated in November?

2. What is the primary issue to address as part of the code amendments?

Planning Commissioner responses included:

- Commissioner Kirkpatrick said his biggest takeaway is that the update is a complex effort and much is required in the existing codes as current regulations do not account for what should be addressed. There has been a substantial amount of effort to reach the current point in the update process. The public involvement sessions were interesting as the public discussed many different areas with no central target and comments geared in different directions, which leads to the Commission and staff contending with an effort necessary to bring all the different elements together. His primary issue is with unfunded mandates for homeowners, specifically surrounding the payment to arborists as the cost is out of reach from an equity lens perspective for a large portion of the population. It is possible for the City to consider contracting with a group of arborists and allocate hours to individual homeowners when the City mandates owners to provide input from an arborist.
- Commissioner Von Holtz agreed with the comments because it has become a very complex issue and although there is much public interest there is no central area of focus, which will make the update interesting. Her interest is ensuring against any unfair burdens to homeowners from any proposals.
- Commissioner Tobias said most of the messages from the public are concerns surrounding heritage trees or the idea that trees are just more than an obstacle for people to overcome for the sake of development but that trees are part of the common heritage of the City and the people who live within the City and others around the Northwest. The big question is how to measure something as intangible as the common heritage of all mankind within the community of Tumwater. If it is not possible to protect trees for preservation and the City lacks the funds to create another park or nature preserve, the issue is how to maintain a stable level of tree canopy while also keeping open the option for people and industry to grow within Tumwater. The issue is the balance between heritage and development.
- Commissioner Sullivan agreed with Commissioner Kirkpatrick in terms of the complexity of the issues. Some of the public comments from the Community Conservations were balancing equity and environmental justice and environmental preservation with regulations that impact homeowners and how those regulations would be functionally implemented. Some of the issues are how

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the City will measure, quantify, incentivize, and determine the balance between incentives and penalties. There are too many things to consider; however, she is interested in identifying ways to preserve existing trees or replacing trees that have been removed.

- Commissioner Varela said the common theme is how to balance the desire to preserve Tumwater as it is and the need to change and the end result. The City still needs to expand as the population is increasing and it is important to attract business while another goal is not making Tumwater so unrecognizable. The issue is how to balance those goals that achieves both ends. The primary issue surrounds the discussions on incentives and penalties. He believes that neither will assist the City in achieving its goals unless there is a shared vision for everyone to move towards a common direction. Otherwise, penalties and incentives will not be equitable as they essentially attempt to hit moving targets continually.
- Commissioner Edwards said she supports comments from other Commissioners in terms of the complexity of the issues. Her hope is for the process to be forward thinking for both the present and for the future and how the update will impact the community in the future.
- Chair Robbins said she was impressed that the City conducted public outreach. The outreach was effectively offered as it was available online and offered a number of opportunities for people to participate. Her major concern surrounding the update is the holistic approach and that trees are part of the ecosystem that support habitat, corridors, and different values trees play either monetarily or aesthetically. Thinking about how to measure the success of the code, she would like to see that those goals are tied to the vision encapsulated within the Comprehensive Plan or elements within the Comprehensive Plan and the Urban Forestry Management Plan. Shared vision should be articulated and if any measurements are implemented they should be tied to the vision. She is also interested in knowing the costs for implementation of the code amendments and who assumes those costs, e.g., the City, homeowners/property owners, or developers and how those costs would be allocated.

Tree Board member responses included:

- Boardmember Jackson said the consultants handled the complex issues very well during the Community Conversations. Tree companies who operate within the City of Tumwater must understand the code. Previously, a number of individuals did not know the code existed even though the code has been enacted for some time. His primary issue is ensuring definitions are well

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thought out and simple to understand. Currently, the definition for tree professionals is confusing. He has been in the profession for 50 years and yet there are some jurisdictions that he cannot operate within because of provisions in the code. Definitions are most important. Once the code amendments are adopted, the City should publicize and ensure developers and others who work within the City understand the intent of the codes.

- Boardmember Ohman commented that most of the comments pertained to concerns about plants, trees, heritage trees, and a desire for an aesthetically pleasing community while also following the rules. It is important the codes do not penalize people and that the codes represent a balance.
- Boardmember Coval expressed appreciation for the presentation to become familiar with the past, current, and future goals. Overall, he agrees with Boardmember Sedore's comments. The current code includes many avenues to avoid tree retention. Regardless of the intent of the code or the vision of the plan, if the amendments do not include a level of intentionality it would not be possible to close gaps adequately thereby stifling the City's vision or not achieving the vision.
- Chair Grantham said the major messages from public outreach were many community members conveying interest in saving trees and enhancing wildlife habitat. There was a lack of feedback from the opposite perspective, such as the development community. For developers, there should be some incentive to retain trees otherwise developers will not save trees. The code must be readable and understandable. Enforcement is another concern with comments ranging from less enforcement on homeowners because of the costs and affordability while enforcing the code for developers who may or may not be adhering with the code. In many instances, development may appear not to be following the code but likely is more so than a homeowner who might not be aware of the codes and the permitting process. It is a delicate balance of being able to save what is possible and enhance to the degree possible while also enabling large development projects and ways the code can assist developers move through the process. The proposed amendments will also support landscaping code amendments and the Urban Forestry Management Plan.

Boardmember Jackson added that historically, Tumwater was divided into small lots. In some cases, some property owners would own five to six lots containing many trees. Other five-acre parcels were sold and often subdivided into many homes. To meet the code and City rules, the development process is very complex. In those areas of annexation, the issues are different as the parcels are larger with many properties logged

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years ago leaving scotch broom.

Manager Medrud thanked members for their feedback. Staff plans to track how the code update process addresses the concerns. He encouraged members to share other concerns with staff via email.

Manager Medrud reported the City has a history of tree preservation efforts. The City is in an unusual position than other jurisdictions as the intent is preserving existing trees versus adding more trees to replace trees that have been removed. Trees provide many benefits, such as environmental, social, climate mitigation, and aesthetics. Encapsulating all those benefits in the ordinance will be difficult with the intent of including as many as possible. Environmental and equity issues are very important to ensure that those areas of the City that currently lack tree cover have the ability to add trees over time while ensuring no additional regulatory burdens on those communities to retain trees.

The history of the project began with the City Council establishing four major Strategic Priorities. One priority was actions for urban forestry. Community and urban forestry is defined in the Urban Forestry Management Plan as all trees and vegetation on public and private property in the City. The plan measures success over time by an increase in tree canopy. The Council adopted the Urban Forestry Management Plan in 2021. A number of implementation actions are identified in the plan to ensure the urban forest expands. One important goal and action in the plan is ensuring the City's regulations are updated to match the intent of the actions in the Urban Forestry Management Plan.

Other strategic priorities are supported by goals in the Urban Forestry Management Plan to balance the protection of and support of the community urban forest with other City Strategic Priorities to include providing affordable housing, developing a walkable urban community, economic development, addressing climate change, and protecting endangered species.

Another action is reviewing Tree Preservation, Landscaping, and Street Tree regulations regularly to ensure they are working with other strategic priorities, regulations, and responding to changes in climate and in implementing the Urban Forestry Management Plan.

Regulations protecting the City's urban forest do not exist in a vacuum. Regulations support a number of City goals, such as creating a healthy, equitable, and climate-resilient community. However, the proposed amendments could potentially conflict with other priorities, such as reducing sprawl by concentrating growth within the urban area rather than throughout the county. The City is also responsible for allowing the

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creation and maintenance of affordable housing. The City is required to protect endangered species as well as actions for economic development and redevelopment to ensure that those who live in the City have a place of employment and facilities to recreate.

The proposed amendments will likely result in increased costs to property owners, homeowners, and renters as they comply with the regulations, as well as increased costs to the City for enacting and enforcing the regulations.

Staff requests the Commission and the Tree Board focus on the details of the regulatory changes for tree protection as well as how the regulations will affect the overall community in terms housing affordability, etc.

Actions completed to date include working with the Watershed Company beginning in summer 2022 to assist in the update process. The consultant team played an instrumental role in assisting staff in developing the public engagement process, developing the gap analysis, and providing examples of other community processes. The overall public engagement strategy for the project is soliciting broad outreach, engaging a wide and diverse audience, and compiling, distilling, and interpreting feedback into actionable guidance that informs the regulation update process.

The project website at tumwatertreecity.com includes social media promotion, print materials, mailing to all property owners and tenants in the City, posters, Community Conversations, external stakeholder meetings, and direct engagement.

During spring and summer 2023, the update process will require most of the summer to complete draft amendments. Staff anticipates that following the Commission's public hearing on the ordinance and after forwarding a recommendation to the City Council, the Council review process will begin in late fall and conclude in early 2024.

Community Conversations began in November and concluded in January 2023. The three meetings were offered both online and in-person and were facilitated by staff and the Watershed consultant team. Community members provided input on the following:

- Addressing environmental justice and equitable allocation of resources
- Programs and incentives to support the community by tree planting and reforestation on public property
- Preserving and replacing of trees
- Designating special trees and groves
- Allocating tree account funds

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During Community Conversation #2 in December 2022, community members who attended the first Community Conversation were asked if they wanted to participate in specific focus group discussions. Based on stakeholder feedback, five topics were identified for discussion by the focus group:

- Environmental equity and resource allocation
- Protection of large trees and groves
- Tree retention and replacement standards
- Development incentives
- Enforcement and penalties

Community Conversations #3 held in January 2023 included a discussion on the themes shared during the first two Community Conversations. Community members provided input on how to quantify tree retention and incentives for tree preservation.

Overall, Community Conversations themes focused on:

- Protecting large diameter trees
- Considering habitat value of trees, groves, and corridors
- Clear permitting requirements
- Stronger tree retention and replacement requirements
- Incentives for homeowners and developers
- Climate change mitigation and adaptation
- Stricter code enforcement and strong, but fair penalties for violations
- Use a credit system for determining tree retention and replacement

The development of the Gap Analysis by the consultant team identified current regulations and regulatory gaps. The Gap Analysis is posted on the website and includes an Introduction and Methods, Analysis of Existing Ordinance, Additional Recommendations, and Coordination with other City Plans & Policies. The Gap Analysis identified potential changes in five categories of reorganization of code sections, early urban forestry review at pre-submittal, arborist reports/site plan requirements, tree retention and replacement standards, and major/minor permit types. Priority topics identified included:

- Tree retention & replacement requirements
- Tree protection designations for large diameter trees
- Update methodology for quantifying tree retention
- Permit types & requirements
- Incentives for development projects & existing property owners
- Maintenance requirements for tree tracts within HOAs &

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commercial/industrial sites

Manager Medrud addressed questions on whether illustration and graphics would be included as part of the code update. Graphics and examples can be included as long as illustrations or the pictures are accessible and understandable by various electronic devices. The City is required to follow state law to ensure standards are achieved within the code document.

Manager Medrud reported the staff report includes current and proposed versions of the code. Staff and the consultant team developed the proposed version of the code based on the Gap Analysis and feedback from the community through the three Community Conversations, online open house, and written comments, as well as meeting with the Planning Commission, Tree Board, and General Government Committee. Staff and the consultants are reviewing the details of some proposed code sections. The final version of the amendments in Ordinance No. O2023-006 and the June 13, 2023 staff report at the joint worksession may differ from the draft version presented in the staff report for the current presentation.

Based on Gap Analysis Sections 2.3 and 2.4 and community feedback, staff and the consultants reviewed definitions to be clear and easy to understand, removed definitions no longer used, reviewed definitions for consistency, added more definitions of trees, and added other definitions as needed.

Particular definitions for review by the Commission and the Tree Board include:

- Buildable area
- Critical root zone
- Development
- Grove tree
- Hazard , unhealthy trees, and nuisance trees
- Landmark tree
- Project permits
- Significant tree
- Tree
- Vegetation

Chair Robbins noted the definition section appears to lack a definition for the consequences of removal or disruption of a particular tree, grove of trees, or a forested corridor. She suggested including a table describing those types of situations to ensure the public understands what the requirements may be for a permit when certain conditions are present.

Manager Medrud advised that the code includes thresholds for removal with

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specific triggers when certain actions are contemplated.

Chair Robbins said the consequences to the environment should be considered when trees are illegally removed. Manager Medrud advised that the aspect of protecting ecosystem values would be part of a longer discussion in terms of the values assigned in the code to tree groves.

The section on Heritage Trees was updated adding more information on how the City evaluates heritage trees, specificity for the process for heritage tree removal, and a requirement for a written landowner consent form and the notice on title.

A new section on Landmark Trees was added based on the Gap Analysis and community feedback to recognize that larger trees should be retained more than smaller trees because of greater benefits such as carbon sequestration and habitat. Landmark trees are defined in the Definitions section. Size thresholds for a landmark trees vary in the state. Critical habitat protections for animals and vegetation will continue to be addressed in TMC 16.32 Fish and wildlife habitat protection. Greater protections for landmark trees should be balanced with other City strategic priorities and property owner rights and responsibilities.

A new section was added on Tree Credits based on the Gap Analysis and community feedback. Provisions assign values to current and proposed trees. The team explored tree credit and canopy cover approaches. Tree credits are a general indicator of tree size and canopy cover over time. Tree diameter by species is used to correlate canopy, age, and ultimate size when assessing retention values for specific species. Specific land use zone districts or uses will have specific minimum tree density credits that must be met. During permit review, existing tree credits will be calculated based on trees retained versus removed. Tree credits are used because of the ease of data collection regardless of expertise as they do not require aerial imagery, online data sources, and trunk size is easily quantifiable. The tree credit method has cost implications, which vary based on the level of staffing available to review permit applications and the rigor of review requirements.

Manager Medrud cited the City of Burien's code as an example. For a 5,400 square foot single-family residential property, 1 tree credit is required per 1,000 square feet of developable area for 5.4 minimum tree credits. Additionally, existing trees on the site are assigned credits based on tree diameter.

The current version of TMC 16.08 allows for tree removal based on the development proposal. On any parcel of land, 30% of existing trees can be removed within a ten-year period. On sites proposed for development, 20%

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of existing trees or 12 trees per acre must be retained, whichever is greater. Six trees every three years can be removed on developed properties except for heritage trees or in greenbelts or critical areas.

Based on the Gap Analysis and community feedback, the team updated when the Tree Account may be used, especially in support of addressing equity.

A new section on Tree & Vegetation Removal Permits was added:

- Created new permit types that differentiate based on project size and type
- Added more specificity to the permitting types and requirements to streamline the permitting process and more efficiently allocate staff resources for small-scale permit review versus large-scale development projects
- More specificity could also aid in enforcement of TMC 16.08 and monitoring short- and long-term trends in tree removal types and processes
- Updated the types of reports and plans that need to be submitted for a complete application for each permit type, including the level of detail needed for arborist reports
- The proposed version of the code integrates the current land clearing permit process into the proposed minor and major tree removal permit process:
 - Minor tree removal permits would be for tree removal on properties that are not part of a development permit application being reviewed
 - Major tree removal permits would be for tree removal on properties that are a part of a development permit application being reviewed
- Updated the materials required to be submitted with permit applications

A new Tree Removal Not Associated with Development section describes minor tree removal permits based on the Gap Analysis and community feedback:

- Minor tree removal permits would be for removing trees on properties that are not part of a development permit application being reviewed
- Establishes permit application submittal requirements and review process
- Minor tree removal permits are administrative approvals, defines when tree replacement is required, defines how many significant trees can be removed without a permit

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Commissioner Jackson commented that although the section on Tree and Vegetation Removal speaks to vegetation, many of the provisions speak only to trees rather than vegetation. In some circumstances, developers will remove all understory vegetation resulting in damage to root systems of most trees in the area. Manager Medrud responded that the draft is a work in progress and staff continues to quantify vegetation. The issue will be part of the Commission and Board's discussion.

Commissioner Coval suggested that for clarity, terminology for major and minor tree removal should be revised to reflect the intent.

Manager Medrud reported a new section on Tree Removal Associated with Development describes major tree removal permits based on the Gap Analysis and community feedback:

- Major tree removal permits are for removal of trees on properties that are a part of a development permit application being reviewed.
- Establishes permit application submittal requirements and review process.
- Major tree removal permits are submitted with and reviewed in conjunction with project permits and require a tree retention plan and replacement plans if property is below required number of tree credits.

Updated tree retention standards are also included for the number of trees that need to be retained on a property either subject to or not part of a current development. The proposed language includes tree condition rating standards, tree retention priorities and locations, consideration for decreasing the removal allowances on properties without a development permit, establishing tree size, species, and location as criteria for retention, and additional protections for retention of large diameter trees, such as those equal to or greater than 24 inch dimension at standard height.

The proposal updates how retained trees are identified, surveyed, and protected, strengthened tree protections by outlining detailed requirements that are readily enforceable, created standards for tree retention, protection, and replacement plans, arborist reports, and how that information should be shown in a development project's application materials.

The Replacement Tree section includes replacement requirements that are applicable if tree retention does not meet code standards, establishes tree replacement standards and ratios related to tree credits, and updates standards related to tree species, location, and quality.

In the current version of the code on sites without a development proposal, a 1:1 placement ratio is required with trees 24 inches or more in diameter

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equal to two trees. On sites with new development, a 3:1 replacement ratio is required. Replacement trees as required in the existing code must be seedlings at least two years of age of the same or similar species of the trees removed.

Updated Maintenance sections establishes maintenance requirements and a maintenance period of three years to ensure plants survive. Staff continues to work on language for ongoing maintenance requirements beyond the initial three years. The proposal includes a requirement for maintenance agreement between the property owner and the City, tree pruning requirements, maintenance of trees on City property, failure to maintain, and performance and maintenance bonds. Much of the language is from the existing code with new language added.

The code includes a section on Exemptions, which will be retained but updated and expanded. The staff and consultant team reviewed current exemptions and determined that the provisions are generally consistent with the exemptions of other recently updated tree preservation codes. Some additional exemptions are proposed based on the City's unique circumstances. As two-thirds of the City includes habitat for endangered prairie species, certain provisions will be included for conservation lands that are part of a federally approved permit. Exemptions would be included in order to create and maintain prairie habitat for conservation.

A section on Alternative Plans enables submission of alternative plans that provide better protections than the existing code. Some language has been included in the the section on permitting criteria for alternative reports or plans submitted in place of the required site plans and arborist report for a development project or land clearing permit.

The appeal procedure section was revised and updated in the proposed version, as well as the Criminal Penalties section.

Other related issues not reflected in the proposal include the process for regulating businesses that prune and remove trees. Staff and the consultant team are reviewing processes for regulating businesses that prune and remove trees. Those processes could include the following:

- Requiring registration and education with penalties if trees are pruned or removed improperly or without a permit.
- Requiring that any arboriculture or forestry professional working within the City be licensed and bonded, obtain a City endorsement to their State Business License, as well as submit a signed statement declaring their understanding of the City's urban forestry regulations.

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Another issue was identified earlier in the year during the update of the Thurston Hazard Mitigation Plan, a FEMA required document that considers all potential natural disasters. Urban wildlife fire has been identified as a risk. The new State Building Code Council adopted the International Wildland Urban Interface Code, which establishes minimum requirements for land use and built environment in designated wildland-urban interface areas, such as limiting the amount and type of trees and vegetation that are near structures. The City will likely adopt the Code as part of its state-required Building Code update to be completed by July 1, 2023. More than half the City will be affected by the new requirements. Staff is evaluating how the adoption of the Code will affect the update to TMC 16.08, as well as the update to the City's landscaping code that may result in changes to the proposed version of TMC 16.08.

The updates to the Street Tree Code and the Street Tree Plan Update follow a similar process. Staff is drafting code amendments to present to the Tree Board and the Commission in the summer with the ordinance scheduled for adoption by the end of the year. A similar schedule has been adopted for the Landscaping Code update.

Next steps include SEPA Review and Notice of Intent in late May or June. Guidance has been developed for the submittal of public comments with written comments submitted at any time. Any comments from the community will be included in the packet for consideration by the Board and the Commission.

Commission/Board worksessions will be hybrid meetings starting at 7 p.m. Meeting agendas include information on how to attend meetings in person or remotely. The Commission is scheduled to meet on May 23, 2023 to review the material and offer additional questions.

The joint Planning Commission and Tree Board worksession on Tuesday, June 13, 2023 initiates the formal review of Ordinance No. O2023-006. Focus of the worksession will be on definitions, landmark trees, tree credits, and tree account. A Planning Commission worksession scheduled on Tuesday, June 27, 2023 will follow up on questions addressed at the June 13, 2023 joint worksession. The next joint Planning Commission and Tree Board worksession is scheduled on Tuesday, July 11, 2023 to review tree retention and replacement, tree and vegetation removal permits system, exemptions, and alternative plans. A joint worksession on Tuesday, August 8, 2023 will focus on remaining sections of the code. Staff proposes scheduling a public hearing on the proposed ordinance at the Commission's meeting on September 26, 2023. At the hearing, the community will have the opportunity to present oral and written comments for consideration by the Commission. After the public hearing and deliberations, the Commission will forward a recommendation on the proposed amendments

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to the City Council for consideration.

The City Council's procedures for public comments are located at <https://www.ci.tumwater.wa.us/departments/city-meetings/attending-a-citycouncil-meeting>. City Council meeting agendas and minutes are available at <https://www.ci.tumwater.wa.us/departments/city-meetings>.

Staff continues to provide updates to the General Government Committee. The next update to the committee is scheduled on May 10, 2023 at 8 a.m.

Manager Medrud addressed questions about any anticipated changes to the current draft prior to the next worksession. Staff does not anticipate any substantial changes to the format or to the sections. Changes will likely occur in areas denoted in red text. Staff will provide additional information to fill in the details. If those details affect other areas of the code, those changes will be noted. The City publishes the next meeting packet by Wednesday before the meeting to afford time for members to review the materials.

NEXT MEETING: The next Planning Commission meeting is on May 23, 2023. The next joint Planning Commission and Tree Board meeting is scheduled on June 13, 2023.

ADJOURNMENT: Councilmember Sullivan moved, seconded by Councilmember Tobias, to adjourn the meeting at 9:02 p.m. A voice vote approved the motion unanimously.

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

TO: Planning Commission
FROM: Erika Smith-Erickson, Land Use and Housing Planner and Brad Medrud, Planning Manager
DATE: June 27, 2023
SUBJECT: Preliminary Docket for 2023 Annual Housekeeping Amendments

1) Recommended Action:

Staff recommends that the Planning Commission forward a recommendation to the General Government Committee that all the items in the 2023 development code housekeeping preliminary docket go forward for review as part of the final docket.

2) Background:

TMC 18.60.025(A) establishes a process by which the preliminary docket of annual development code housekeeping amendments undergoes an initial review by the Planning Commission for recommendation to the City Council. The City Council will make the final determination on which of the proposed amendments will be included in the final docket later in the summer.

Once the docket becomes final, staff will review and analyze the proposed amendments as part of our long range planning work program and come back to the Planning Commission and City Council for the final review and recommendation process in the fall of 2023.

The staff report contains summaries of the four proposed amendments.

3) Alternatives:

- Continue discussion at a Planning Commission's work session on July 25, 2023
-

4) Attachments:

- A. Staff Report
- B. Presentation



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

**2023 DEVELOPMENT CODE HOUSEKEEPING
PRELIMINARY DOCKET
STAFF REPORT
PLANNING COMMISSION BRIEFING**

Issue

During 2022 and 2023, staff gathered information on proposed minor housekeeping amendments to the development code in the Tumwater Municipal Code to be considered collectively in 2023. TMC 18.60.025(A) establishes a process for such development code amendments that is similar to the one the City follows for annual Comprehensive Plan amendments.

A preliminary docket of proposed amendments will be reviewed in the summer for consideration as part of the final docket that would be reviewed by the Planning Commission and approved by the City Council in the fall.

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Summary

The proposed four amendments are intended make minor corrections to the City’s development regulations.

Background

TMC 18.60.025(A) establishes a process by which the preliminary docket of annual development code housekeeping amendments undergoes an initial review by the Planning Commission for recommendation to the City Council. The City Council will then make the final determination on which of the proposed amendments will be included in the final docket.

After the docket is final, staff will review and analyze the proposed amendments and come back to the Planning Commission with a draft ordinance to start the final review and recommendation process on October 24, 2023.

The amendments are a part of the approved 2023 Long Range Planning work program.

Development Code Housekeeping Preliminary Docket

The following is a summary of the proposed amendments that make up the development code housekeeping preliminary docket:

A. Manufactured Home Parks Required Open Space

Clarify the open space requirements for manufactured home parks that are not subject to the land division process under Title 17 *Land Division*.

The intent of Ordinance No. O2020-015, which the City Council approved in 2021, was that new or redeveloped manufactured home parks would provide park and open space. TMC 18.49.060(F) Park and Open Space Area states:

New development in the MHP 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.

If land division were not required pursuant to TMC 17.12.210, then the requirements of TMC 18.42.130 would apply. TMC 18.42.130(A) states:

For new residential developments in which the majority of the dwelling units will be multifamily dwellings or roominghouses, or five or more dwelling units as rowhouses or townhomes, and the land is not being divided, a minimum of fifteen percent of the gross site area shall be set aside for park and open space area.

As the code is written currently, manufactured home parks that are not subject to the land division process under Title 17 *Land Division* would not be required to provide 15% open space.

Code Section to be amended:

- 18.42.130 – General Land Use Regulations – Park and open space area standards for development without divisions of land

B. Undergrounding Utilities Requirements

Clarify the requirement that new and existing electrical power, telephone, cable television, fiber optics and other transmission lines shall be installed underground and establishing an appeals process through the Engineering Services Manager in the Transportation & Engineering Department.

Code Section to be amended:

- TMC 17.12.200 – General Design Standards – Underground Utilities

C. Town Center Mixed Use Subdistrict First Floor Uses

Clarify the uses that would be allowed on the first floor of commercial and residential developments along main streets in the Town Center Mixed Use subdistrict.

The intent of the Town Center Mixed Use subdistrict is to create a pedestrian environment with first floor land uses that generate pedestrian activity which complement the wide sidewalks, street trees, pedestrian-level streetlights, street furniture, and mid-block crossings that characterize the pedestrian-oriented streetscape.

As the code is written currently, it is unclear what uses would be allowed in this situation.

Code Section to be amended:

- TMC 18.23.050 – TC Town Center Zone District – Development and design standards – Specific to properties fronting main streets

D. Building Heights Over Sixty-Five Feet for Specific Industrial Uses

Establish a conditional use permit process for specific industrial uses that exceed sixty-five feet in the LI Light Industrial and HI Heavy Industrial zone districts.

Prior to the approval of Ordinance No. O2017-006 by the City Council in 2017, “buildings or structures over permitted height restrictions” were allowed subject to conditional use permit approval in the GC General Commercial, MU

Mixed Use, LI Light Industrial, and HI Heavy Industrial zone districts. In addition to the general conditional use permit requirements, solar access and articulation conditions had to be addressed.

To partially address the need for taller structures in the LI Light Industrial zone district, the maximum height in the LI Light Industrial zone district was raised by Ordinance No. O2016-037 in 2017 from 50 feet to 65 feet.

Code Section to be amended:

- TMC 18.24.040 – LI Light Industrial Zone District – Conditional uses
- TMC 18.25.040 – HI Heavy Industrial Zone District – Conditional uses
- TMC 18.56.110 – Conditional Use Permits – “B” uses

Public Approval Process

Consistent with TMC 18.60.025, the Planning Commission will hold a briefing on the preliminary docket on June 27, 2023 and will hold a worksession on July 25, 2023. At the end of the worksession, the Planning Commission will send a recommendation to the General Government Committee on the items to go forward to the final docket for more review.

The General Government Committee will discuss the Planning Commission’s recommendation on the items to go forward to the final docket for more review at their August 9, 2023 meeting. The General Government Committee is expected to recommend that the preliminary docket be placed on the City Council’s consent agenda for their September 5, 2023 meeting.

An Environmental Checklist for a non-project action will be prepared in September 2023 under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance will be issued later in September 2023.

The ordinance will be sent to the Washington State Department of Commerce in September 2023 for the required 60-day review before the proposed text amendments were adopted, in accordance with RCW 36.70A.106.

The Planning Commission is expected to receive a briefing on the final docket of proposed code amendments on October 24, 2023 and hold a worksession on the final docket November 14, 2023.

A Notice of Public Hearing for the Planning Commission is expected to be issued on November 17, 2023 prior to a public hearing. The notice will be posted, published as a press release, distributed to interested individuals and entities that have requested such notices, and published in *The Olympian*.

The Planning Commission is expected to hold a public hearing for the proposed amendments on November 28, 2023. Following the public hearing and deliberations, the Planning Commission will make a recommendation that Council on the proposed amendments.

The General Government Committee is scheduled to review the proposed amendments in a briefing on January 10, 2024 and recommend that the ordinance be discussed at a City Council worksession. The City Council is scheduled to review the amendments at a worksession on January 23, 2024 and consider the amendments on February 6, 2024.

Public Notification

A Notice of Public Hearing for the November 28, 2023 the Planning Commission public hearing is expected to be issued, posted, mailed to interested parties, and published in *The Olympian* on November 17, 2023, after the Planning Commission is expected to set the public hearing date on November 14, 2023.

Staff Conclusions

1. Based on the above review and analysis, staff will need to conclude that the proposed text amendments are consistent with the requirements of the Washington State Growth Management Act and the Tumwater Comprehensive Plan.

Staff Recommendation

Staff recommends that the Planning Commission either schedule a worksession for further discussion or forward a recommendation to the General Government Committee that all the items in the 2023 development code housekeeping preliminary docket go forward for review as part of the final docket.

Effects of the Proposed Amendments

The proposed text amendments would necessitate changes to the Tumwater Municipal Code.

Staff Contacts

Erika Smith-Erickson, Land Use and Housing Planner
City of Tumwater Community Development Department
360-754-4180
esmith-erickson@ci.tumwater.wa.us

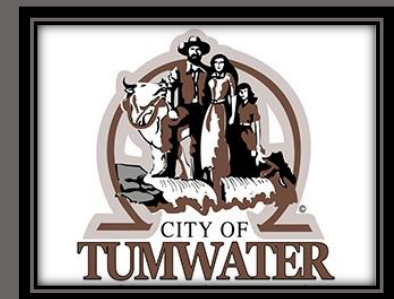
Brad Medrud, Planning Manager
City of Tumwater Community Development Department
360-754-4180
bmedrud@ci.tumwater.wa.us

2023 Annual Development Code Housekeeping Amendments

Preliminary Docket

June 27, 2023

Planning Commission Briefing



Issue

During 2022 and 2023, staff gathered information on proposed minor housekeeping amendments to the Tumwater Municipal Code to be considered collectively in 2023

The proposed amendments are intended make minor corrections to the City's development regulations

Review Process

- TMC 18.60.025(A) establishes a process for such amendments that is similar to the one the City follows for annual Comprehensive Plan amendments
- A **preliminary docket** of proposed amendments will be reviewed by the Planning Commission for a recommendation to City Council on what amendments will be a part of the final docket

Review Process

- Once the City Council approves the contents of the **final docket** of code amendments, staff will prepare an ordinance for consideration by the Planning Commission and City Council in the fall of 2023

General Topics Covered

- A. Manufactured Home Parks Required Open Space
- B. Undergrounding Utilities Requirements
- C. Town Center Mixed Use Subdistrict First Floor Uses
- D. Building Heights Over Sixty-Five Feet for Specific Industrial Uses

Next Steps

Preliminary Docket

Planning Commission

- Briefing – June 27, 2023
- Worksession – July 25, 2023

City Council

- General Government Committee briefing – August 9, 2023
- Consent agenda – September 5, 2023

Next Steps

Final Docket

Planning Commission

- Briefing – October 24, 2023
- Worksession – November 14, 2023
- Hearing – November 28, 2023

Next Steps

Final Docket

City Council

- General Government Committee briefing – January 10, 2024
- City Council worksession – January 23, 2024
- City Council consideration – February 6, 2024

TO: Planning Commission
FROM: Erika Smith-Erickson, Land Use and Housing Planner, and Brad Medrud, Planning Manager
DATE: June 27, 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 2022-25 Comprehensive Plan periodic update. Please review the attached memorandum and be prepared to discuss.

2) Background:

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

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

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

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

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

4) Alternatives:

None.

6) Attachments:

- Community Engagement Plan
- Presentation



Memorandum

Date: June 27, 2023

To: Planning Commission

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

Subject: City of Tumwater 2022 – 25 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*.

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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.

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.

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

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

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.

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

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

City of Tumwater 2022 – 25 Comprehensive Plan Periodic Update Process
Community Engagement Plan
June 27, 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) 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. Eghop
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

- 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 2023-2025 Comprehensive Plan Update

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



What is the 2025 Comprehensive Plan Update?

- Every ten years the City is required to conduct a periodic update of its Comprehensive Plan and development regulations to ensure it complies with the Growth Management Act.
- The last update 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 Comprehensive Plan and related development regulations.



What is a Community Engagement Plan?

- RCW 36.70.035 requires each Washington city and county to establish a public participation program for revisions to comprehensive plans and development regulations.
- The engagement plan will help the City establish how it will engage the community and stakeholders throughout the update using the IAP2 process.
- Community engagement practices creates a means for participatory local democracy by giving members of the public the opportunity to become directly involved in guiding policy decisions that will shape the future of their community.



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



How will the City will engage and consult with the Community?

- Public hearings, worksessions, and briefings will follow state law and Tumwater Municipal Code notification requirements.
- Staff will reach out to initial stakeholders and stakeholder groups, found in Appendix A of the staff report.
- Throughout each element staff will use the IAP2 process to identify target audiences and stakeholders.
- Staff will also utilize an email contact list, the Update webpage, social media, surveys, news releases, and open houses.



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.



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.



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.
- Community members will be notified of surveys via email, the periodic update webpage, the City’s social media platforms, and other means.



Periodic Update Webpage

- All materials associated with the periodic update will be posted on the periodic update webpage located on the City's website.
- The webpage will include: a list of frequently asked questions, Comprehensive Plan Update background and summary, and meeting information.
- New proposals to the update webpage include a staff introduction section, an interactive map of meeting location and times, and visuals.
- A section for the community to sign up for email notifications.



Social Media and News Releases

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



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.
- The goal of these presentations is to meet people where they are, ensuring equity and diversity.
- 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's social media platforms, and the email contact lists.
- City staff will create interactive tools to engage involvement and interest such as charades, pamphlets, displays, and comment forms.



2016 Public Engagement Timeline

Table 1. Timeline of Public Engagement

| Date | Activity |
|------------------------------|---|
| Fall of 2015 | Public opinion surveys delivered to citizens in the City and the Urban Growth Area and an online survey added to the City's website |
| October 15, 2015 | Planning Commission Briefing |
| December 22, 2015 | Planning Commission Briefing |
| January 12, 2016 | Planning Commission Briefing |
| Winter of 2016 | Utility bill insert questionnaires sent out |
| January and February of 2016 | Telephone surveys conducted |
| January 26, 2016 | Planning Commission Work Session |
| January 29, 2016 | School Board Coffee Talk |
| February 2, 2016 | Sustina Home Owners Coffee Talk |
| February 9, 2016 | Black Hills PTA Coffee Talk |
| February 9, 2016 | Planning Commission Work Session |
| February 16, 2016 | Chamber of Commerce Coffee Talk |
| February 23, 2016 | Planning Commission Briefing and Work Session |
| February 29, 2016 | Tumwater University |
| March 8, 2016 | Planning Commission Briefing and Work Session |
| Spring of 2016 | Online public opinion survey closed and results studied |
| March 17, 2016 | Public Works Committee Briefing |
| March 22, 2016 | Planning Commission Briefing and Work Session |
| April 5, 2016 | General Government Committee Briefing |
| April 20, 2016 | Joint Planning Commission and Parks and Recreation Commission Briefing |
| April 26, 2016 | Planning Commission Briefing and Work Session |
| May 3, 2016 | Planning Commission Work Session |
| May 19, 2016 | Joint Planning Commission and Historic Preservation Commission Briefing |



Timeline for Community Engagement

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 the Comprehensive Plan Elements and Plans.
- The community and stakeholders will be introduced to the periodic update process.



Phase I – Community Engagement

- Website launch date: July 2023
- First public outreach meeting: Projected August 2023



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 and Plans.
- 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.



Phase II – Plan Development

Winter 2024 – Spring 2024

- Focus groups of technical experts will review those Comprehensive Plan Elements and Plans that are not represented through the City's boards or commissions.
- Contact and engagement with the community will continue.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Draft Plan

- The City will complete draft versions of the Comprehensive Plan Elements and Plans.
- Complete drafts of the Plan will be 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.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

Commission Worksessions and Public Hearing

- The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans.
- The Planning Commission will then conduct a public hearing.
- 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.



Phase III – Legislative Process

Summer 2024 – June 30, 2025

City Council Adoption Process

- The City Council’s General Government Committee and Public Works Committee will periodically review and discuss the updates to the Comprehensive Plan Elements and Plans.
- The City Council will hold a number of worksessions to discuss the Plan’s Comprehensive Plan Elements and Plans.
- The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.



Comments and Contact information

Written comments are welcome at any time during the periodic update process. 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
Email: bmedrud@ci.tumwater.wa.us

- The periodic update email is compplan@ci.tumwater.wa.us.
- All documents related to the periodic update will be located on the City's periodic update webpage.

