




Memorandum

April 12, 2005

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director 

RE: **Planning and Facilities** Quarterly Report /
January – March, 2005

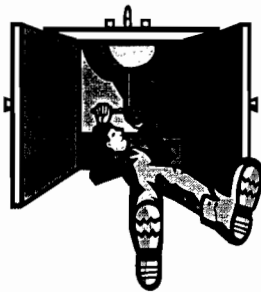
The **Long Range Planning, Facilities, and Historic Programs** divisions of our department would like to report:



LONG RANGE PLANNING

- Support to City Council on 2004 amendments to the Comprehensive Plan.
- Support to Planning Commission and City Council on the 2005 Docket of Comprehensive Plan Amendments.
- Support to Planning Commission and City Council on the 2005 Docket of Development Regulations Amendments.
- Support to Planning Commission on zoning code amendments specific to the Town Center Zone District.
- Support to City Council on the Economic Development Plan update work program.
- Support to City Council on the Gateway Sign Design Project. Planning staff coordinated with the City Attorney and sign consultant Ilium Associates to prepare a Service Provider/Professional Services Agreement and Scope of Work for City Council approval.

- **Completed 2 annexations totaling 39 acres:**
 - 13 acre Oliver-Pioneer Street Annexation
 - 26 acre Airborne Properties LLC-85th Avenue Annexation
- **Currently working on 5 more annexations totaling 341 acres:**
 - 310 acre Stickley-93rd Avenue Annexation
 - 10 acre Echols-Sapp Road Annexation
 - 9 acre Clark-Delta Lane Annexation
 - 10 acre D&W Development/Old Highway 99 Annexation
 - 2 acre 1537 Trospen Road Annexation
- Updated the zoning maps for Tumwater and the Urban Growth Area (both the large color map and the sectional maps). Updates included annexations, airport overlay and rezones approved during the 2004 Comprehensive Plan amendment process.
- Responded to 59 requests for maps and/or mail lists from the following:
 - Public
 - Administration
 - City Council
 - Development Services
 - Public Works
 - Parks and Recreation
 - Finance
 - Fire
- Began work on Zoning Code amendments dealing with manufactured housing.
- Support to the Thurston Regional Population and Employment Forecast Advisory Committee.
- Attended a quarterly land use planners' meeting in February to discuss regional and local planning issues in Thurston County and the cities.

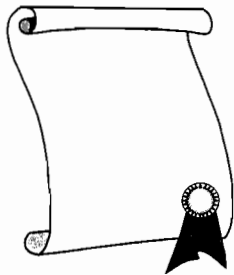


FACILITIES DIVISION



- Removed holiday decorations and returned to storage area.
- Prepared the Facilities building for use as a Cold Weather Overflow Shelter.

- Attended a flower and garden show.
- Installed a cement pad for the installation of a drive up book drop at the Library.
- Prepared and opened sports fields at Pioneer and Tumwater Hill Parks.
- Coordinated annual service and maintenance to all emergency generators.
- Removed and replaced HVAC air filters at all buildings.
- Completed the new General Services office project.
- Attended an emergency preparedness seminar (ATC-20).
- Conducted annual pressure vessel inspections with Labor and Industries.
- Compiled and submitted documents for continued recognition as a “Tree City USA” city.
- Replaced the Historical Park picnic shelter roof.
- Made repairs to the electrical system at Historical Park.
- Began application process for a grant that is offered through DNR.
- Drafted specifications for the City Hall basement project.
- Installed door for security upgrade in operations buildings.
- Completed over 300 work orders.
- Responded to numerous citizen concerns and requests.
- Performed regular annual maintenance of facilities and equipment.
- Continued support to the Tree Board and Parks Board.



HISTORIC PROGRAMS

History Talk Series

- Conducted Winter History Talks at Museum.
- Planned for, coordinated speakers, and distributed promotional materials for Spring History Talks.

Heritage Programming on Tumwater TV

- 85 hours of History Talk programming on TV this quarter.
- 83 hours of Heritage Series programming, prime time on weekends, this quarter.

Museum Exhibits

- Developed and installed new exhibit “Quilts Across the Oregon Trail”, and “Ancient Good Luck Symbol” reflected on quilts.

Museum Projects and Research

- Produced public workshop about quilts on January 6th.
- Held Women’s History Day quilting event on Sunday, March 20th.

- Held a celebration for the 75th anniversary of the Daughters of the Pioneers on March 20th.
- Coordinated and hosted out of town tour group to Henderson House and Crosby House on March 24th.
- Created and set up “Portraits of Tumwater” glass case exhibit (of images of Tumwater Falls) at the Tumwater Library for its 10th anniversary celebration on March 11th.
- Filled requests for photo reproductions for the public and businesses.
- Continued research on each family who lived in the Henderson House.
- Interviewed and videotaped Jim Henderson.
- Recruited intern to photograph all descendents and residents of the Henderson House since 1905.
- Recruited 2 interns for spring quarter to develop Pioneer Log Cabin as interpretive site for children.
- Recruited intern for spring quarter to photograph Museum collections items.
- Researched and purchased equipment and supplies for Museum projects.
- Attended 17th Annual Washington Heritage Conference February 7-8.
- Attended and reported at Tumwater Historic Preservation monthly meetings.
- Attended monthly South Sound Heritage Association meetings.
- Researched and selected historic wallpaper for Henderson House.
- Provided list to Facilities of necessary exterior repairs to Henderson House.
- Researched estimates for new storm windows for Henderson House.



ADMINISTRATION

- Staff support to Thurston Regional Planning Council (TRPC).
- Attended Capitol Lake Adaptive Management Plan meetings.
- Support to staff on various land use matters.
- Staff support to historic programs.
- Staff support to the Tree Board.
- Staff support on Old Brewhouse preservation and rehabilitation.
- Coordinated field tests of several wetlands to compare the current and proposed wetland rating systems.
- Attended a Planning Law conference.
- Presented the Critical Areas Ordinance amendments to General Government Committee.
- Assisted the City Attorney with the GMA appeal.

MM:kj