



# Memorandum

April 13, 2006

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: *Planning and Facilities* Quarterly Report/  
January – March, 2006

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

## *Long Range Planning*

- Support to the Planning Commission on the Littlerock Road Subarea Plan update process, including a public open house held at Tumwater Middle School on January 10th, a public hearing on draft plan revisions on March 28th and four worksessions in January, February and March.
- Support to the City Council on areas to be studied for potential adjustments to the Tumwater Urban Growth Area.
- Support to the Planning Commission and City Council on the 2006 Comprehensive Plan and Development Regulation amendment dockets.
- Completed 1 annexation covering 40 acres:
  - 40 acre Kirsop-54<sup>th</sup> Avenue Annexation

Currently working on 3 annexations covering 197 acres:

- 75 acre Henderson-Tumwater Boulevard Annexation
- 120 acre 54<sup>th</sup> Avenue Annexation

**PLANNING AND FACILITIES DEPARTMENT**

- 2 acre Leach-Highway 99 Annexation
- Responded to 49 requests for maps and/or mail lists from the following:
  - Development Services
  - Public Works
  - Planning Commission
  - Administration and City Council
  - Parks and Recreation
- Attended FEMA digital floodplain mapping meeting.
- Met with DOE in regards to floodplain regulations evaluation.

### ***Facilities***

- Removed holiday decorations and returned to storage area.
- Prepared the Facilities Building for use as a Cold Weather Overflow Shelter.
- Attended the annual Flower and Garden Show in Seattle.
- Prepared and opened sports fields at Pioneer and Tumwater Hill Parks.
- Removed and replaced the HVAC air filters in all buildings.
- Compiled and submitted the required documents for continued recognition as a Tree City USA city.
- Inspected damage and facilitated the repairs of flood damaged asphalt at Pioneer Park.
- Installed new power supply circuit for the Information Service Department.
- Contracted with Cascadia Woodworks for work on the Henderson House Museum.
- Constructed and installed new counter top in Building #2.
- Finalized the details for the annual Arbor Day Celebration.
- Continued work with the Tree Board members and the City's Contract Forester on issues relating to the revision of Ordinance 16.08.
- Facilitated the installation of drinking water at City Hall.
- Hired and trained new Seasonal Parks Workers.
- Conducted research and began discussions on the Tumwater Farmers Market project.
- Attended an A.W.C. sponsored, Supervisor Drug and Alcohol Awareness Training.
- 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*

- Tumwater TV Heritage programming ran weekly History Talks and the weekend Heritage Series.
- Designed exhibits and prepared for the 100<sup>th</sup> anniversary of the Old Brewhouse on May 6<sup>th</sup>.
- Continued work with intern and volunteers on photographing and inventory of museum collections.
- Continued work on the Brewery History Research project.

## *Administration*

- Staff support to Thurston Regional Planning Council.
- Attended Capitol Lake Adaptive Management Plan meetings.
- Support to staff on various land use matters.
- Staff support to historic programs.
- Staff support on Old Brewhouse preservation and rehabilitation.
- Support to Planning Commission on Littlerock Road Sub Area Plan amendments.
- Support to City Attorney on Community Values Ordinance.
- Support to Tree Board on Tree & Vegetation Protection amendments.

MM:kj