



Memorandum

April 26, 2007

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report/
January – March, 2007

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

Long Range Planning

Plan and Code Amendment Projects

- Support to the Planning Commission on Tumwater Town Center zoning and sign code amendments.
- Support to the Planning Commission on Floodplain–Fish Hatchery Zoning Code amendments.
- Support to the Planning Commission and City Council on the 2007 Docket of Comprehensive Plan amendments.
- Support to the Planning Commission on Warehouse Distribution Center Zoning Code amendments.
- Support to City Council and advisory committee on the Wayfinding Sign Master Plan Project.
- Printing and dissemination of Comprehensive Plan amendments.

Annexation

- 70th Avenue-Littlerock Road annexation (1600 acres, 2500 residents).
- Black Lake Elementary School annexation.
- Briggs-South St. City Limit adjustment.

PLANNING AND FACILITIES DEPARTMENT

Mapping

- Provided interdepartmental mapping support a total of 29 times.
- Provided GIS parcel and zoning spatial data for the City's Eden mapping project.

Other

- Support to the Planning Commission on their tour of the Mill Creek Town Center.
- Support to City Council in preparing a Request for Qualifications to solicit qualifications from consulting firms to assist in the preparation of an economic assessment/market analysis for the Economic Development Plan update.
- Participated on TRPC's Buildable Lands Sounding Board to discuss and refine assumptions for the 2007 Buildable Lands Report.
- Worked with TRPC staff in the preparation of grant applications for funding an update to the Shoreline Master Program.
- Prepared annual City population estimate for the State Office of Financial Management.

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.
- Compiled and submitted the required documents for continued recognition as a Tree City USA city.
- Finalized the details and held the annual Arbor Day Celebration.
- Facilitated repairs to the plaster in the Council Chambers.
- Completed the necessary documents to begin the Crosby House Project.
- Hired and trained new Seasonal Grounds Workers.
- Removed and disposed of debris from area windstorms.
- Top-dressed soccer fields at Pioneer Park.
- Prepared sports fields (lined, raked, etc.) for scheduled games/practice.
- Replaced elements and door seal on oven at Old Town Center.
- Constructed a new office for the Water Quality Tech at Public Works.
- Installed motion censored faucets at several City of Tumwater properties.
- Coordinated the installation of backflow protection devices at the Library and City Hall.
- Leveled the concrete floor at Public Works.
- Programmed the security card access at Public Works building.

- Investigated and repaired the leaking shower stall at T-1.
- Installed new water heaters at the Library and at City Hall.
- Installed temperature and A/C power loss control at City Hall.
- 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

- Planned and completed programming of History Talks for Winter 2007 and the Heritage Series on Tumwater TV.
- Continued promotion of the Old Brewhouse History, including planning for and researching locations for exhibit tour in 2007.
- Attended Heritage Conference in February, including conducting a panel of experts speaking on the future of the Old Brewhouse.
- Worked with Historic Preservation staff on promotional enhancements to Historic District (banners, signage, etc.)
- Arranged for storage of the Brewery's Copper Kettle.

Administration

- Staff support to Thurston Regional Planning Council.
- Staff support to the Capitol Lake Adaptive Management Plan.
- Support to staff on various land use matters.
- Staff support to historic programs.
- Staff support on Old Brewhouse preservation and rehabilitation.
- Support to Facilities staff on Crosby House restoration.
- Staff support for the 70th Avenue – Littlerock Road annexation.
- Support to City Council on Tree & Vegetation Protection amendments.
- Support to City Council for Critical Areas amendments.