



Memorandum

April 10, 2008

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report/
January – March, 2008

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

Long Range Planning

Plan / Code Amendment Projects

- Support to the Economic Development Advisory Committee and consultant Berk & Associates on the preparation of a new Economic Development Plan.
- Coordinated and attended an Economic Development Plan Community Open House.
- Coordinated and attended a City Council Strategic Planning Retreat.
- Support to the City Council and City staff from various departments on the 2007 Comprehensive Plan Amendments.
- Attended monthly Shoreline Master Program Update Work Group meetings.
- Coordinated and attended a Shoreline Master Program Update Community Meeting with the Tumwater Planning Commission.
- Support to TRPC with interviews and selection of a consulting firm to assist with the Shoreline Master Program Update.
- Support to the Planning Commission and City Council on the 2008 Docket of Comprehensive Plan and Development Regulation Amendments.
- Support to the City Council and sign consultant Ilium Associates, Inc. on the development of a budget and scope of work for the wayfinding and gateway signage programs.
- Researched zoning code amendments dealing with crematories, RV parks, auto repair facilities, and medical clinics.
- Researched Manufactured Home Park Zoning District regulations.

PLANNING AND FACILITIES DEPARTMENT

- Coordinated with Thurston County on Urban Growth Area sizing issues.
- Met with applicants for site specific rezones to discuss proposals.

Annexations

- Completed the 70th Avenue-Littlerock Road Annexation (~1600 acres and ~2500 residents).
- Completed the Black Lake Elementary School Annexation.
- Completed the Black Hills High School Annexation.
- Completed the Century Dlvpt-Hwy99 City Limit Adjustment.
- Ongoing work with census for Littlerock-70th Ave. annexation.

Mapping

- Adjusted the sectional, large color, and medium color zoning maps to reflect recent annexations and rezones.
- Produced 83 maps at the request of numerous City departments.
- Updated maps for the Land Use Plan.

Other

- Worked on three new *DE-ANNEXATIONS*:
 - South Puget Sound Community College *EAST PARCEL*
 - South Puget Sound Community College *WEST PARCEL*
 - North Street (Carlyon) Neighborhood
- Attended a forum on the availability of spatial data from the Washington State Department of Fish and Wildlife.

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 for the annual Arbor Day Celebration.
- Hired and trained new Seasonal Grounds Workers.
- Top-dressed soccer fields at Pioneer Park.
- Prepared sports fields (lined, raked, etc.) for scheduled games/practice.
- Began implementing the new G.B.A. system.
- Limbed up the Fir Trees on property behind the Library.
- Trimmed brush on hillside at Historical Park.
- Removed dead Cherry Tree from Crosby House grounds.

- Replaced brick walkway on Crosby House grounds.
- Hauled in dirt, leveled and seeded lawn at Crosby House property.
- Attended pesticide recertification classes.
- Began weekly mowing season at all City properties.
- Continued work on the Police Department expansion project.
- Finalized emergency generator package for City Hall.
- Partnered with General Administration and Washington State University Energy Extension to develop a Resource Conservation Management Program for the City.
- Began preliminary studies of restoring the staircase at Old Town Center.
- Attended a “Green Buildings” seminar in Seattle.
- 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

Museum Outreach Programs

- Scheduled and worked on producing 30th anniversary of Tumwater Historic District on Sunday, May 18th, including activities in 3 historic houses and 2 parks.
- Searched for funding for graphics of exhibit on the 50th anniversary of the I-5 freeway through Tumwater.
- Scheduled History Talks on Tumwater TV through June, 2008, and monthly Heritage Series programs on TV for January – March. Scheduled History Talks at the Museum.
- Conducted public tours at the Henderson House Museum.

History Research and Museum Collection Projects

- Continued work on the Brewery Oral History Project.
- Supervised and worked on cataloging and scanning photographic collections for the Museum.
- Created photo inventory of artifacts that do not fit within guidelines of collection.

Museum Repair Projects

- Continued with rental of off-site storage facility. Purchased replacement of historical back storage door that will be installed in the future.
- Follow-up with Facilities on repair projects list for 2008.

Staff Development

- Developed and published an RFQ for a Festival Coordinator and Consultant position. Interviewed and hired a new Museum Assistant for 18 hours per week.

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.
- Completed Warehouse Distribution Center zoning standards.
- Completed Homeless Encampment Zoning Code standards.
- Assisted with Fire Master Plan consultant interviews.
- Assisted with the Interlocal Planning Agreement with Thurston County for the Littlerock / 70th Ave annexation area.
- Gave a presentation on growth management planning to an Evergreen State College class.
- Assisted with Finance Director interviews.