



Memorandum

April 15, 2009

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: **Planning and Facilities** Quarterly Report/
January – March, 2009

Following are 2nd quarter work activities for the Administration, Long Range Planning, Facilities, and Historic Programs divisions of our department:

Administration.....

Staff support to:

- Thurston Regional Planning Council;
- Capitol Lake Adaptive Management Plan;
- Various land use matters;
- Historic programs;
- Old Brewhouse preservation and rehabilitation;
- Resource Conservation Measures project;
- Manufactured Home zoning ordinance;
- City Hall Generator project;
- Site specific rezones; and
- Strategic planning and economic development planning.

Long Range Planning

Plan and Code Amendment Projects:

- Support to the City Council on the following 2008 Comprehensive Plan and development regulation amendments, which were adopted in February: 1) Manufactured Home Park goals, policies and zoning regulations; 2) Urban Growth Boundary adjustment south of 93rd Avenue, and 3) Public Participation Program.
- Support to the City Council and consultant Berk & Associates in the development of a Strategic Plan.

- Support to the Planning Commission and City Council in the adoption of the City's 2009 Docket of Comprehensive Plan and Development Regulations Amendments.
- Support to the City Council and consultant Ilium Associates on the Gateway Signage Design Project.
- Participated in monthly Shoreline Master Program Work Group meetings.
- Support to County planning staff in the development of the Thurston County Comprehensive Plan Amendment Docket.
- Continued work with TRPC on updates to the Hazard Mitigation Plan.
- Support to the Planning Commission on outdoor lighting regulations.
- Began preliminary work and research on site-specific rezone applications.
- Began work on 2009 update to the Utilities Plan.

Mapping:

- Worked on 127 mapping requests from Administration, Development Services, Public Works, Parks & Recreation, City Council, Legal, and Police.
- Worked on delineating flooding extent for January 8, 2009 flood event along the Deschutes River.
- Prepared and distributed new Comprehensive Plan and City-wide zoning maps.

Other Projects and Activities:

- Started work on 2010 Census.
- Worked on population forecasts for Washington State Office of Financial Management.
- Staff attended planning management training course.

Facilities.....

- Removed and stored holiday decorations.
- Prepared Facilities Building for use as Cold Weather Overflow Shelter.
- Attended the annual Flower and Garden Show in Seattle.
- Prepared and opened sports fields at Pioneer and Tumwater Hill Parks.
- 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 weekly mowing season at all City properties.
- Finished construction of picnic shelter at Jim Brown Park.
- Completed phase 2 of the Resource Conservation Management Program.
- Continued installation of the emergency generator.
- Continued work on the tree care workshops (D.N.R. Grant).

- Coordinated Eagle Scout Projects at the Library and Union Cemetery.
- Began planning for the 2009 Tumwater Farmers Market.
- Planned for the growing season.
- Cleaned up debris from late winter storm.
- Assembled and installed new bleachers at Pioneer Park.
- 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 Planning and Outreach Programs:

- Developed a 2009 Work Plan.
- 2009 History Talk series started; Tumwater TV Heritage Series and History Talk re-run programs continue, with 90 hours of programming each month.
- Museum program promotion through mail, media and City’s website.
- Organized, promoted, and led tour group for the “History Talk Hits the Road” lecture at Ivar’s Salmon House in Seattle on April 2nd.
- Began planning for a committee to develop tour programs for school and other groups.
- Planning for large school tour program in May covering Tumwater’s early industry on the Deschutes River, including information and activities relating to Salmon.
- During January – February, the Museum displayed Seattle exhibit of artifacts from the 1909 Alaska Yukon Pacific Exposition.
- Scheduled travelling exhibits for installation at the Tumwater Library, beginning in May.

History Research, Museum Collection Projects and Facility Improvements:

- Continued search for interviewer sources for the Brewery Oral History Project.
- Maintained database of interviews, photographs and release forms.
- Supervised weekly database work on Henderson House Museum Collection photographs.
- Received donations of historic Tumwater photographs.
- Evaluation of the Museum’s collection items, based on collection policy, continues.
- Submitted requests to upgrade the storage and work space in the Museum’s basement.
- Information services installed a high speed fiber system to connect the Museum’s computer and phone line to City Hall.