

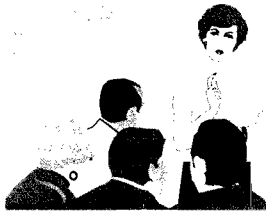


Memorandum

July 12, 2005

TO: Doug Baker, City Administrator
FROM: Michael Matlock, Planning and Facilities Director *T.S for mm*
RE: **Planning and Facilities** Quarterly Report /
April - June, 2005

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



LONG RANGE PLANNING

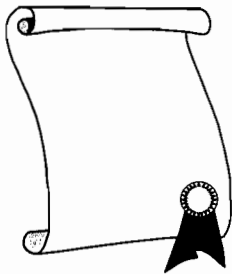
- Support to Planning Commission on 2005 amendments to the Comprehensive Plan.
- Support to City Council on the Economic Development Plan Work Program.
- Support to Town Center Gateway Sign Committee and sign consultant Ilium Associates on the Gateway Sign Design Project.
- Worked with State Department of General Administration to identify potential new sites for state office buildings and determine the capacity for future office space in the Tumwater Town Center area.
- Staff attended a Growth Management Act (GMA) workshop in Napavine and presented an overview of Tumwater's 2004 Comprehensive Plan update process. Workshop participants represented jurisdictions required to update their comprehensive plans by December 2005.
- *Completed 3 annexations totaling 21 acres:*
 - 9 acre Clark-Delta Lane Annexation
 - 10 acre D&W Development/Old Highway 99 Annexation
 - 2 acre 1537 Trospen Road Annexation

- *Currently working on 9 annexations totaling 345 acres:*
 - 10 acre Dysart-93rd Avenue Annexation *(Initial meeting at Council)*
 - 5 acre Armstrong-93rd Avenue Annexation *(Initial meeting at Council)*
 - 8 acre western Sapp Road Annexation *(Initial meeting at Council)*
 - Yelm Highway/Delta Lane City Limit Adjustment Annexation *(Initial meeting at Council)*
 - 2 acre Lambert LLC-85th Avenue Annexation *(Preliminary paperwork begun)*
 - “V” Street City Limit Adjustment Annexation *(Preliminary paperwork begun)*
 - Kautsky/Foley/Delta Lane City Limit Adjustment Annexation *(Preliminary paperwork begun)*
 - 310 acre Stickley-93rd Avenue Annexation *(Pending final CC approval contingent upon Council approval of Salmon Creek dev. stnds)*
 - 10 acre Echols-Sapp Road Annexation *(Pending final CC approval upon completion of County-issued permits)*
- Updated the zoning maps for Tumwater and the Urban Growth Area (both the large color map and the sectional maps) to reflect new annexations.
- Digitized the entire section based Official Zoning Map for Tumwater and the Urban Growth Area (31 sections, vicinity map, and cover) and placed it on the city-wide shared drive so all city departments may have access to an electronic version of the zoning map.
- Continued work on manufactured housing Code amendments. The Planning Commission had two briefings on this subject and held a hearing in late May. The City Council was briefed on this issue in late June and has a hearing scheduled for early July.
- Started research on the 2005 miscellaneous Zoning Code amendments.
- Began 2006 – 2011 Capital Facilities Plan annual update.
- Currently participating on the Thurston Regional Population and Employment Forecast Advisory Committee.
- Completed the 2005 Population worksheet for the Office of Financial Management.
- Responded to 61 requests for maps and/or mail lists from the following:
 1. Public
 2. Development Services
 3. Public Works
 4. Parks and Recreation
 5. Historic division
 6. General Services
 7. Finance
 8. Puget Sound Energy
 9. Sacred Heart Emergency Outreach
 10. Thurston Regional Planning Council



FACILITIES DIVISION

- Facilitated the City Hall basement remodel project.
- Relocated the computer server room.
- Purchased and installed new sewer lift pump at City Hall.
- Coordinated the 2005 Arbor Day celebration at the Library.
- Constructed and installed a counter and “pass through” window in the Public Works building.
- Purchased and installed a new sliding glass door at City Hall.
- Facilitated re-striping parking lots at various locations.
- Coordinated the upholstery cleaning at the Library.
- Spread bark on flower beds throughout parks.
- Removed ivy from the Franco property and 2nd Avenue watershed.
- Removed Scotch Broom at Pioneer Park.
- Coordinated volunteers for the replanting the Dahlia garden at City Hall.
- Prepared sports fields at Pioneer and Tumwater Hill parks.
- Coordinated annual fire extinguisher testing.
- Trimmed brush and cleared debris from under the BPA power lines.
- 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 Programs and Exhibits:

- Presented successful Spring History Talks, April – June
- Tumwater TV Heritage programming ran History Talks and the Heritage Series
- Quilts Across the Oregon Trail and Ancient Good Luck Symbol exhibits continued until June 5

- Produced workshop on the RCW, Unclaimed Property Act for the South Sound Heritage Association
- Continued “Portraits of Tumwater” exhibit at Tumwater Library
- Began programming and researched potential participants for the Falls Harvest Festival.
- Filled requests for reproductions of photographs and research.
- Coordinated tours of the Henderson and Crosby Houses.

Museum Research and Education:

- Continued research into families living in the Henderson House.
- Conducted interviews of descendents of families living in the Henderson House
- Formed committee and conducted meeting between Olympia-Tumwater Foundation and city staff to unify historic markers that will be installed at the historic houses in the Tumwater Historic District.
- Instructed, monitored and evaluated TESC interns’ work to develop furnishing plan for the Pioneer Cabin and interpretive program.
- Obtained material and artifacts to furnish cabin. Worked with craftsman to build pioneer furniture.
- Conducted tours of the cabin for school children from May 31 – June 3rd.
- Continued work with intern and volunteers on photographing and inventory of Museum collections.
- Continued work on the Brewery History Research project, including interviews about the Olympia Brewing Company history and indexing brewery records.
- Continued work of developing a Save Our History grant for 2006.

Staff Development and Museum Maintenance:

- Attended meetings and conferences in Boise, Idaho, and Yakima, Washington.
- Attended and reported at monthly Tumwater Historic Preservation Commission meetings and South Sound Heritage Association meetings.
- Continued work with Facilities staff on exterior and interior repairs and maintenance to Henderson House
- Researched costs for replacement 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.
- Participated in a GMA settlement conference with the petitioners in a GMA appeal.
- Completed the Conservation Plan and critical areas amendments.
- Scoped the work program on Littlerock Road Subarea amendments with GGC and City Council.
- Attended an Active Communities workshop.

MM:kj