



Memorandum

July 13, 2006

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: *Planning and Facilities* Quarterly Report/
April - June, 2006

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 City Council and General Government Committee on the Littlerock Road Subarea Plan update and related zoning code and zoning map amendments
- Support to the Planning Commission on amendments to the Airport Overlay Zone
- Support to the Planning Commission on miscellaneous zoning code amendments
- Began work on the 2007 – 2012 Capital Facilities Plan update.

Annexations:

Completed 2 annexations covering 122 acres:

- 120 acre 54th Avenue Annexation
- 2 acre Leach-Highway 99 Annexation

Currently working on 3 annexations covering 219 acres:

- Henderson-Tumwater Boulevard Annexation (79 acres, 18 properties)
- Lawrence-Hwy99 Annexation (7 acres, 1 property)
- Davis-Littlerock Road Annexation (133 acres, 81 properties)

Mapping:

- Responded to 50 requests for maps and/or mail lists from the following departments: Development Services, Public Works, Finance, Administration and Police

Other:

- Staff support/presentation at the City Council/Port of Olympia joint meeting regarding the Tumwater Town Center

Facilities

- Coordinated the 2006 Arbor Day Celebration at the Library.
- Assisted with the Tumwater Farmers Market Grand Opening festivities.
- Continued weekly meetings with the Tumwater Farmers Market committee and/or board members, on various market issues.
- Prepared sports fields for scheduled events.
- Facilitated the mowing and/or brush clearing under the BPA lines.
- Installed electrical outlets for Tumwater Farmers Market vendors.
- Coordinated the re-stripping of all City parking areas.
- Replaced and/or repair curbs at various City of Tumwater properties.
- Investigated and repaired water leak the Fire Station.
- Coordinated the carpet removal and replacement @ T-1
- Continued work with the Tree Board members and the City's Contract Forester on issues relating to the revision of Ordinance 16.08.
- Installed a "sandbox" at the Facilities Maintenance Building.
- Hired and trained remaining Facilities Seasonal Parks Workers.
- Prepared fields for the annual "Kick in the Grass" soccer tournament.
- Poured the foundation and installed a shed for Parks and Recreation storage.
- Trimmed the trees in front of City Hall, and various locations.
- Installed new and/or repaired various leaks in existing irrigation systems.
- 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

- Coordinated, produced and directed the Celebration of 100 Years of the Old Brewhouse event on Saturday, May 5th. Approximately 1,000 in attendance. This involved solicitation of donations and financial support from community sponsors; development of program with speakers, demonstrations, art show

and a “virtual brewhouse”; media promotion; video and photo documentation; and recruitment and coordination of volunteers and staff.

- Produced 2 Heritage programming series on Tumwater TV: weekly History Talks and Heritage series.
- Coordinated Spring History Talks at the Museum.
- Set up Old Brewhouse exhibit from May 6 – June 22 at Tumwater Library.
- Recruited and trained part-time Museum assistant and, also, an intern from The Evergreen State College.
- Attended Tumwater Historic Preservation Commission meetings; attended Washington Museums Association conference on June 22-23.

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 City Council on Littlerock Road Sub Area Plan amendments.
- Support to Tree Board on Tree & Vegetation Protection amendments.

MM:kj