



Memorandum

July 12, 2007

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report/
April - June, 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 City Council and 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 on the 2007 Comprehensive Plan amendments.
- Support to the City Council on Warehouse Distribution Center zoning code amendments.
- Support to the advisory committee on the Wayfinding Sign Master Plan Project.
- Support to City Council in preparing a Request for Qualifications to solicit qualifications from consulting firms to assist in the preparation of a Strategic Plan and new Economic Development Plan.
- Support to TRPC staff regarding the Commute Trip Reduction Plan update.

Annexations

- 70th Avenue-Littlerock Road Annexation (1600 acres, 2500 residents)

PLANNING AND FACILITIES DEPARTMENT

- Work on Boundary Review Board packet
- Tumwater/Black Lake Fire District transition plan workgroup participation
- Black Lake Elementary School Annexation – Boundary Review Board packet work

Mapping

- Provided mapping support a total of 85 times: 83 interdepartmental, 1 public, and 1 intergovernmental (Port of Olympia)

Other

- Support to the Citywide Eden implementation project.
- City population estimate completed and submitted to Washington State Office of Financial Management-Population Forecasting Division.
- Completion of FEMA hazard mitigation benefit/cost analysis training.
- Participated on TRPC's Buildable Lands Sounding Board to discuss and refine assumptions for the 2007 Buildable Lands Report.
- Attended employee recognition training workshop.

Facilities

- Assisted with the Tumwater Farmers Market Opening Day festivities.
- Prepared sports fields for scheduled events.
- Hired and trained Facilities Seasonal Parks Workers.
- Installed new and/or repaired various leaks in existing irrigation systems.
- Replaced and/or repaired benches at Historical Park.
- Prepared Barclift Park for dedication ceremony.
- Removed Tansy throughout Historical Park.
- Repaired picnic tables at Historical Park.
- Planted flowers at City Hall for the Independence Day Celebration.
- Pruned Rhododendrons around City Hall.
- Began preparations for the Crosby House Project.
- Mowed the grass under the BPA power lines.
- Decorated City Hall for the Independence Day Celebration.
- Removed thistle from flowerbeds at the Library.
- Began preparations for the Police Department remodel project.
- 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

- Brewery Oral History Project – recruited and trained volunteers to conduct interviews with former brewery employees, families, etc. Purchased recording equipment for this project.
- 50th Anniversary of I-5 Freeway through Tumwater – Secured funding to research, write and design historical exhibit.
- Photograph Collection – Trained volunteers to scan photos into digital collection and create digital photo log
- Collections Policy – Coordinated Historic Commission committee to develop new collections policy for the Museum. Historic Preservation Commission approved new policy in June.
- Continued Heritage programming on Tumwater TV.
- Distributed PDF digital version of 100 Year Old Brewhouse History exhibit to City of Tumwater and other websites.
- Wrote and was awarded grant from Washington State Arts Commission to support 2007 Tumwater Falls Harvest Festival.
- Began promotion and development of Harvest Festival.
- Scheduled return of collection items to storage at Museum.

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 for Warehouse Distribution Center controls.