



# Memorandum

July 9, 2008

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report/  
April - June, 2008

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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.
- Support to the City Council, Berk & Associates and Michael Pendleton on the development of a Strategic Plan.
- Support to the Planning Commission on zoning code amendments related to automobile sales (briefings).
- Support to the Planning Commission on zoning code amendments dealing with crematories, driveway lengths, auto repair facilities, and medical clinics (briefings and hearings).
- Support to the Public Works Committee and sign consultant Ilium Associates, Inc. on the wayfinding signage program.
- Support to the General Government Committee and subcommittee on Manufactured Home Park Zoning District regulations and Comp Plan amendments.
- Met with applicants for site specific rezones to discuss proposals.
- Attended monthly Shoreline Master Program Work Group meetings.
- Attended a meeting of the Shoreline Master Program Technical Advisory Group.
- Worked on Floodplain issues.
- Began amendments and updates to the Hazard Mitigation Plan.

**PLANNING AND FACILITIES DEPARTMENT**

## Annexations

- Completed the census for the 70<sup>th</sup> Avenue-Littlerock Road Annexation (2553 residents).

## Mapping

- Prepared aerial maps of the Historic District for display at Tumwater historic programs and events.
- Worked on 45 mapping requests by various City departments.

## Other

- Attended a CTED audioconference on community-based brownfields redevelopment.

## *Facilities*

- Assisted with the Tumwater Farmers Market Opening Day festivities.
- Prepared sports fields for scheduled events.
- Hired and trained Facilities Seasonal Parks Workers.
- Prepared and opened sports fields at Pioneer and Tumwater Hill Parks.
- Assisted with the annual Arbor Day Celebration.
- Installed new cabinets at the Library.
- Installed new counter tops at Finance and Public Works Operations.
- Installed new light poles in front of City Hall.
- Powder coated the ballards in front of City Hall.
- Installed new television in the main conference room.
- Designed and constructed name plate organizer in Council Chambers.
- Coordinated parking lot restriping throughout City.
- Put all irrigation systems in service for the season.
- Investigated and repaired broken head stones at Union Cemetery.
- Continued work on the Police Department expansion project.
- Crown cleaned trees at the north end Fire Station and Loette Court.
- Limbed trees behind the Library.
- Mowed under BPA power lines.
- Repaired landscape around the Crosby House.
- Completed over 300 work orders.
- Responded to numerous citizen concerns and requests.
- Performed regular annual maintenance of facilities, equipment and grounds.
- Continued support to the Tree Board and Parks Board.

## *Historic Programs*

### Museum Outreach Programs

- Coordinated, promoted and held 30<sup>th</sup> anniversary celebration of the Tumwater Historic District on May 18<sup>th</sup>, including activities in 3 historic houses and 2 parks in the District.
- Continuing funding search for 50<sup>th</sup> anniversary of the I-5 freeway through Tumwater.
- Began planning for 2008 Falls Harvest Festival, including budget development; recruitment of performers, vendors and sponsors; and grant application.
- Scheduled monthly Heritage Series programs on Tumwater TV.
- Continued history talks and public tours at the Henderson House Museum.

### History research, Museum Collection projects and Historic Sites work

- Continued work on the Brewery Oral History project, with volunteers interviewing former brewery employees and others.
- Supervised cataloging and scanning of items for the Museum's collection.
- Completed inventory of Museum artifacts in offsite rental storage.
- Assessed vandalism damage at Pioneer Cemetery, including taking digital images of damaged headstones and fences.
- Discussed condition of Pioneer Log Cabin and options for repair.

### Staff Development

- Interviewed and selected the new Festival Coordinator and Consultant; position funded by LTAC grant from December 2007.
- Continuing training of temporary Museum Assistant.
- Completed emergency planning training required by the City.

## *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 Planning Commission on riparian buffer amendments.
- Support to Planning Commission on Industrial Design guidelines.