



Memorandum

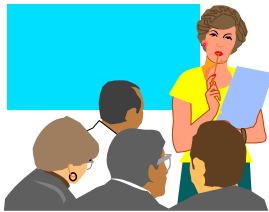
October 13, 2005

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report /
July - September, 2005

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



LONG RANGE PLANNING

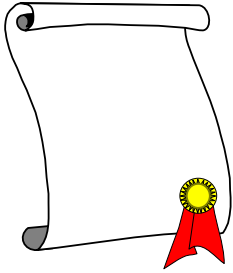
- Support to Planning Commission on 2005 amendments to the Comprehensive Plan.
- Support to Planning Commission on the Gateway Sign Design Project.
- Support to City Council on State Preferred Leasing Area boundary expansion request.
- Support to City Council on zoning code amendments regarding manufactured homes
- Attended a quarterly advance planners' meeting in July to discuss regional and local planning issues in Thurston County and the cities.
- Currently working on 10 annexations covering 607 acres:
 - 160 acre 54th Avenue Annexation
 - 62 acre Dysart-93rd Avenue Annexation
 - 53 acre Western Sapp Road Annexation
 - 7 acre Lambert LLC-85th Avenue Annexation
 - "V" Street City Limit Adjustment Annexation
 - Kautsky/Foley/Delta Lane City Limit Adjustment Annexation
 - 310 acre Stickleby-93rd Avenue Annexation
 - 5 acre Armstrong-93rd Avenue Annexation
 - Yelm Highway/Delta Lane City Limit Adjustment Annexation
 - 10 acre Echols-Sapp Road Annexation

- Responded to 34 requests for maps and/or mail lists from the following:
 - Development Services
 - Public Works
 - City Council
 - Planning Commission
- Prepared 1st draft of 2006-2011 Capital Facilities Plan for Planning Commission “brown bag lunches” and Planning Commission workshop.



FACILITIES DIVISION

- Decorated City Hall for the Independence Day events.
- Assisted with annual/semi annual fire equipment inspections.
- Investigated and repaired various irrigation leaks.
- Facilitated the carpet removal and installation at the Library.
- Coordinated the water damaged wallpaper and floor repairs, at the Henderson House Museum.
- Cleared and disposed of brush and debris from the Franco House property.
- Facilitated re-stripping parking lots at parks and museums.
- Trimmed the hedges and vegetation on the slope behind OTC.
- Removed and properly disposed of hazardous materials from the Henderson House Museum.
- Removed a fallen tree from the parking area at T-2 and consulted with the City’s Forester on other potentially hazardous trees.
- Researched and facilitated the purchase and installation of blinds at the Library.
- Prepared fields as needed per scheduled sporting events.
- Supervised court ordered community service workers on grounds maintenance.
- Assisted with the set up and removal of equipment for the annual Harvest Festival.
- Coordinated the construction of a fence at Historical 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.
- Facilitation of Henderson House exterior painting.



HISTORIC PROGRAMS

Museum Programs and Exhibits:

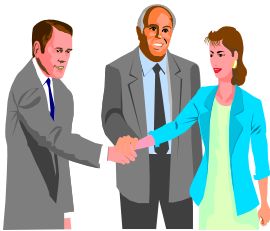
- Tumwater TV Heritage programming ran History Talks and the Heritage Series.
- Continued planning and coordination of performers for the Tumwater Falls Harvest Festival at Tumwater Falls Park on October 2nd.

Museum Research and Education:

- 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 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



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.
- Support to Planning Commission on Littlerock Road Sub Area Plan amendments.
- Support to City Attorney on growth Hearings Board appeal.
- Support to Tree Board on Tree & Vegetation Protection amendments.

MM:kj