




# Memorandum

October 11, 2006

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director 

RE: *Planning and Facilities* Quarterly Report/  
July - September, 2006

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

### *Long Range Planning*

- Support to the City Council on the Littlerock Road Subarea Plan update and related zoning code and zoning map amendments.
- Support to the City Council on the Tumwater Town Center Gateway Sign Design project.
- Support to the City Council and Planning Commission on amendments to the Airport Overlay Zone and on zoning amendments related to senior housing, off-street parking, and off premise signs.
- Support to the Planning Commission on Tumwater Town Center zoning amendments.
- Support to City administration on preparation of environmental review documents and public participation notices for annual amendments to the City's Capital Facilities Plan.
- Currently working with Department of Fish and Wildlife on zoning code amendments dealing with fish hatcheries within the floodplain.
- Completed 2 annexations covering 90 acres:
  - 10 acre Lawrence-Highway 99 Annexation
  - 80 acre Henderson-Tumwater Boulevard Annexation
- Currently working on 2 annexations covering 300+ acres:
  - 70<sup>th</sup> Avenue-Littlerock Road Annexation (300+ acres)
  - Davis-Littlerock Road Annexation (3 acres, 4 properties)

**PLANNING AND FACILITIES DEPARTMENT**

- Provided interdepartmental mapping support a total of 56 times.
- Support to Thurston Regional Planning Council (TRPC) staff on residential density assumptions for the 2007 Buildable Lands Report and on draft 2030 City and Urban Growth Area employment allocations.

### *Facilities*

- Decorated City Hall for the Independence Day events.
- Assisted with annual/semi annual fire equipment inspections.
- Coordinated the re-sealing and re-stripping of parking lots at T-2 and the Library.
- Coordinated spraying for weed control at several City owned properties.
- Facilitated the carpet cleaning at Old Town Center and T-1.
- Researched and hired a company to repair, and/or replace, storm windows at the Henderson House Museum.
- Cleared brush, re-leveled and spread crushed rock along the walking trails at Pioneer Park.
- Investigated and repaired dishwasher at Old Town Center.
- Removed cooler and installed new unit at Old Town Center.
- Attended a flower and garden show in Oregon.
- Assisted with the weekly Tumwater Farmers Market as needed.
- Attended a Cold Weather Overflow Shelter Meeting at the Olympia Community Center.
- Installed shelving and storage units in a City vehicle for ER&R.
- Supervised court ordered community service workers.
- Continued work with the Tree Board members and the City's Contract Forester on issues relating to the revision of Ordinance 16.08.
- Conducted pressure reducing backflow devise testing.
- 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*

- Held the Tumwater Falls Harvest Festival on Sunday, October 1<sup>st</sup> and:
  - Raised approximately \$4,600 for Harvest Festival expenses.
  - Recruited new vendors, and new programming ideas including a celebration of the 100<sup>th</sup> anniversary of the Old Brewhouse.
  - Recruited high school, Museum, and City volunteers to work during festival and hired part time staff.

- Developed and distributed 10,000 promotional materials and contacted media
- Advertised Harvest Festival in September on TCTV channels
- Purchased festival supplies, including tents.
- Recruited Facilities staff to assist in creating concrete weights for all tents.
- Broadcast History Talks on Tumwater TV – 8 hours per week for 3 months and the Heritage Series - 10 hours per week for 3 months.
- Held “The Old Brewhouse: Celebrating 100 Years” exhibits at the Tumwater Timberland Library and at the Department of Natural Resources lobby.
- Coordinated a float in the Tumwater 4<sup>th</sup> of July Parade – celebrating the 100<sup>th</sup> anniversary of the Old Brewhouse and promotion of the 6<sup>th</sup> annual Tumwater Falls Harvest Festival.
- Developed Old Brewhouse 100<sup>th</sup> anniversary logo for use on mugs and bags to sell at the Harvest Festival. Created sales items. II.
- Hired former intern, Sam Smallidge, to scan remaining photographs in Museum’s collection. Scans were transferred to CDs and backed up on external hard drive.
- Solicited a volunteer to transcribe brewery oral history interviews.
- Coordinated the appraisal and donation of the copper kettle formerly in the Visitor Center at the Olympia Brewing Company.
- Directed detailed production of a large mural photograph print of old brewhouse for purchase by Museum patron.
- Attended Washington Museums Association Conference at the Museum of Flight in Seattle in June.
- Recruited and directed the re-wallpapering of Museum’s upstairs bedroom.
- Had Pioneer Log Cabin screen door repaired and new locks installed.
- Cleared out half of lower back storage area behind Museum for Harvest Festival storage.
- Purchased shelving and organized Harvest Festival supplies in new space.

### *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.
- Attended the annual Washington State City and County Planning Directors conference.