




Memorandum

January 9, 2006

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director 

RE: ***Planning and Facilities*** Quarterly Report /
October - December, 2005

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



LONG RANGE PLANNING

- Support to the Planning Commission regarding the Town Center Report by Darrell Vange of Ravenhurst Development, Inc.
- Support to the Planning Commission on the Gateway Sign Design Project.
- Support to the Planning Commission on the Littlerock Road Subarea Plan review and update.
- Support to the Planning Commission and City Council on the Western Washington Growth Management Hearings Board decision pertaining to the Thurston County Comprehensive Plan and the Urban Growth Areas.
- Support to the Planning Commission and City Council on an evaluation of the Tumwater Urban Growth Area.
- Support to the Planning Commission and City Council on zoning code amendments related to siting and expansion requirements for churches.
- Staff completed work on the 2006-2011 Capital Facilities Plan.
- Staff attended the annual conference of the Washington State Chapter of the American Planning Association in Bellevue.
- Completed 5 annexations covering 432 acres:
 - 62 acre Dysart-93rd Avenue Annexation
 - 7 acre Lambert LLC-85th Avenue Annexation

- “V” Street City Limit Adjustment Annexation
 - 310 acre Stickley-93rd Avenue Annexation
 - 53 acre Western Sapp Road Annexation
- Currently working on 5 annexations covering 189 acres:
 - 70 acre 54th Avenue Annexation
 - 40 acre Kirsop-54th Avenue Annexation
 - 64 acre Highway 99/93rd Avenue Annexation
 - 5 acre Armstrong-93rd Avenue Annexation
 - 10 acre Echols-Sapp Road Annexation
- Responded to 50 requests for maps and/or mail lists from the following:
 - Development Services
 - Public Works
 - City Council
 - Planning Commission
 - Administration
 - Parks and Recreations
 - Legal Department
- Updated 16 sections of the section zoning map due to annexations and rezones and distributed 11 copies to update the paper versions of the maps located in various city departments.
- Saved entire section based zoning map on the city wide shared drive.
- Created new zoning map on the new 9.0 version of the ArcView/GIS mapping software.
- Saved large color zoning map on the city wide shared drive.

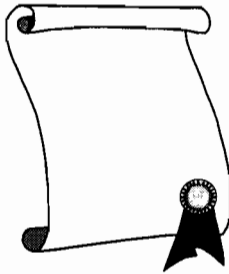
(Note: Staff completed 204 interdepartmental mapping requests in 2005.)



FACILITIES DIVISION

- Facilitated the exterior painting of Henderson House Museum.
- Coordinated carpet and upholstery cleaning at various locations.
- Investigated and repaired various irrigation leaks.
- Facilitated the installation of new flooring in Library restrooms.
- Researched, and facilitated the installation of, a new security system at the Henderson House Museum.
- Repaired and re-installed storm windows at the Henderson House Museum.

- Performed various maintenance/repairs at the Henderson House Museum in preparation for the 100 Year Celebration.
- Consulted with the City's Contract Forester on Hazard Trees.
- Organized the purchase and installation of a Back Flow Pressure Reducer at the Facilities Building.
- Prepared the Facilities Building for use as a cold weather overflow shelter.
- Located and distributed holiday decorations and supplies.
- Decorated the exterior of City Hall for the holidays.
- Performed maintenance on all grounds equipment.
- Closed sports fields for the season.
- Assisted with the annual service of all generators.
- Coordinated the clearing of brush/debris from under BPA power lines.
- Pressure washed the exterior of Old Town Center.
- Supervised court ordered community service workers on grounds maintenance.
- Coordinated the construction of a fence at the Henderson House Museum.
- 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

Museum Programs and Exhibits:

- Tumwater TV Heritage programming ran weekly History Talks and the weekend Heritage Series.
- Coordinated, directed and promoted the annual Tumwater Falls Harvest Festival on October 2nd.
- Coordinated the editing, final production and broadcast of the new video, "Celebrating Heritage and Harvest."
- Prepared interior of Museum for open house 100th anniversary event.
- Prepared 100th anniversary exhibit panels and photographs.
- Produced the Museum Centennial Exhibit & Event on October 16th.
- Completed Museum Historic House Project, including donation of display cases and inventory and storage of collection items.

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 software workshop on Filemaker Pro.
- 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
- Documented all repairs and painting of 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 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