



# Memorandum

January 11, 2007

TO: Doug Baker, City Administrator

FROM: Michael Matlock, Planning and Facilities Director

RE: ***Planning and Facilities*** Quarterly Report/  
October - December, 2006

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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 Planning Commission on Tumwater Town Center zoning amendments.
- Coordinated with applicants and City departments in the preparation of the 2007 preliminary docket of annual Comprehensive Plan amendments.
- Began work on background information in preparation for the upcoming update to the City's Economic Development Plan.
- Completion and adoption of the 2007 – 2012 Capital Facilities Plan update.

### Annexation

- Currently working on the largest annexation in the history of Tumwater – 70<sup>th</sup> Avenue-Littlerock Road Annexation (1500 acres, 2500 residents).
- Continuing to work on the Davis-Littlerock Road Annexation (3 acres, 4 properties); Staff represented the City in the Boundary Review Board Hearing in November.

### Mapping

- Provided interdepartmental mapping support a total of 67 times.

## Other

- Support to Thurston Regional Planning Council (TRPC) staff on land use assumptions for the 2007 Buildable Lands Report .
- Participated on TRPC's Buildable Lands Sounding Board to discuss and refine assumptions for the 2007 Buildable Lands Report.
- Attended a quarterly advance planners' meeting to discuss regional and local planning issues .
- Attended a meeting with TRPC and Olympia staff to discuss future updates to the regional Shoreline Master Program.

## *Facilities*

- Facilitated the carpet cleaning at City Hall and the Headquarters Fire Station.
- Replaced the boiler in the HVAC unit at Old Town Center.
- Coordinated the floor replacement at Old Town Center.
- Assisted with the Tumwater Farmers Market as needed.
- Prepared the Facilities Building for use as the Temporary Cold Weather Overflow Shelter if needed.
- Coordinated the purchase and installation of cabinets at the Library.
- Located and distributed holiday decorations and supplies.
- Decorated the exterior of City Hall for the holidays.
- Closed sports fields for the winter.
- Facilitated the installation of updated security access systems at T-1 and the computer server room at City Hall.
- Installed a new counter in the break room at the Public Works building.
- Researched and hired a Contractor to resolve the drainage issue on the Library grounds.
- Purchased some new chairs for the Library.
- Ensured that all generators were in operation during the storm and subsequent power outage.
- Cleaned up and disposed of storm debris.
- Installed a water line and assisted the Library Staff with alterations/adjustments for the new "Café" area at the Library.
- Assisted with the annual tree lighting ceremony and celebration.
- Investigated and repair leaks at various City owned properties.
- 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*

- Produced and held 2006 Tumwater Falls Harvest Festival on October 1<sup>st</sup>, with an estimated 5,000 people in attendance.
- Developed and mailed out Festival evaluation forms.
- Held Festival evaluation meeting on October 24<sup>th</sup>.
- History Talks continued on Tumwater TV – 8 hours /week for 3 months.
- Heritage Series continued on Tumwater TV – 10 hours/week for 3 months.
- Prepared programming for January 2007, including development of History Talks for Winter 2007.
- Continued promotion of the Old Brewhouse History – 100 years:
  - a. Created table-top display of Old Brewhouse 100 Years exhibit for showing at Harvest Festival and a Tumwater Library.
  - b. Planned for and researched locations for exhibit to tour in 2007.
  - c. Sold Old Brewhouse History – 100 years items at various functions.
  - d. Assembled panel of experts to speak about future of Old Brewhouse at Heritage Conference in February 2007. Mayor Osgood will be a speaker.
- Worked with Historic Preservation staff on promotional enhancements to Historic District (banners, signage, etc.)
- Finalized appraisal and donation of the Olympia Brewing Company's Copper Kettle. Research is ongoing for possible storage locations for the Kettle.
- Worked on securing new contract for offsite collection storage.

### *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 Facilities staff on Crosby House restoration.
- Staff support for the 70<sup>th</sup> Avenue – Littlerock Road annexation.
- Began research on Warehouse Distribution Center zoning provisions.
- Support to Tree Board on Tree & Vegetation Protection amendments.