

**TUMWATER PLANNING COMMISSION  
MINUTES OF MEETING  
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**CONVENE:** 7:00 p.m.

**PRESENT:** Chair Dennis Morr, Jr., and Commissioners Leatta Dahlhoff, Joel Hansen, Jessica Hausman, Terry Kirkpatrick, and Patrick Zitny.

Excused absence: Meghan Sullivan Goldenberger and Nancy Stevenson.

Staff: Planning Manager Brad Medrud, Senior Planner David Ginther, and Recording Secretary Tom Gow.

**APPROVAL OF  
PLANNING  
COMMISSION MINUTES  
– DECEMBER 12, 2017:**

**MOTION:** **Commissioner Hansen moved, seconded by Commissioner Kirkpatrick, to approve the minutes of December 12, 2017 as published. Motion carried unanimously.**

**NEXT PLANNING  
COMMISSION MEETING  
DATE:** The next regular meeting is scheduled on January 23, 2018.

**COMMISSIONER  
REPORTS:** Commissioner Hansen reported on his attendance to a Thurston Conservation District meeting. The District has scheduled elections on February 5 with the deadline for candidates to apply by January 26, 2018. Thurston County voters have the option of downloading absentee ballots on February 5 or voting in person at the District's plant sale on March 3.

Chair Morr advised of three interviews for the vacant Commission position. The Mayor extended an offer to one of the candidates, which was accepted. One of the candidates was considered for a position on the Civil Service Commission and was extended an offer of appointment to the Civil Service Commission.

**MANAGER'S REPORT:** Manager Medrud referred to the email from the City inviting Commissioners to attend open government training on January 30.

The Tree Board met with stakeholders and the consultant on the Urban Forestry Management Plan. The focus at this stage is identifying survey questions to include in a web-based survey to the community in February. Other efforts are identifying elements to include in the tree survey and data collection and documentation. Discussion was initiated on the plan's vision. All information will

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be included on the Tree Board's webpage. Commissioner Hausman is serving as the liaison for the Planning Commission.

**DISCUSSION:**

**INTERCITY TRANSIT  
PRESENTATION:**

Eric Phillips, Development Director, Intercity Transit, introduced Rob LaFontaine, Intercity Transit Planning Manager, and Ann Freeman-Manzanares, Intercity Transit General Manager.

Mr. Phillips provided an overview of Intercity Transit, services, and planning for future services.

Intercity Transit was established as a Public Transportation Benefit Area (PTBA) municipal organization with a governing body (Authority) comprised of elected officials from Thurston County and the four major cities, as well as citizen representatives and a labor representative. Intercity Transit established a Citizens Advisory Committee of 20 citizen members who advise the Authority.

The PTBA encompasses 100 square miles of service area to two-thirds of the population in Thurston County with service concentrated in the urban areas. Intercity Transit also provides federally mandated paratransit service. The agency provides Dial-A-Lift (DAL) service (complimentary paratransit service) within 3/4 mile of a fixed route and 1-1/2 miles in the Yelm area.

Mr. Phillips shared some of the historical history of public transportation service in the region. Intercity Transit initiated countywide service in January 1981 with funding from 3/10<sup>th</sup> of one percent sales tax. In 2002, reductions in revenue required Intercity Transit to reduce the service boundary and increase revenue by assessing another increase in sales tax. In 2010, other economic issues prompted Intercity Transit to request an increase in sales tax versus reducing services. Voters approved an additional 2/10<sup>th</sup> of one percent increase.

Intercity Transit operates a fleet of 71 buses, 37 DAL vans, and approximately 400 vanpool vans. The agency employs over 300 employees with 280 employees dedicated to operations and maintenance. Intercity Transit operates 300,000 scheduled trips annually or 210,000 service hours with the average number of passengers of 20 per hour. In addition to the fleet, Intercity Transit operates park and ride lots and bus stops with and without shelters.

Today, ridership is approximately 5 million trips per year with most within the fixed route system. DAL service continues to increase

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because of changing population demographics. Vanpool provides services to commuters with trips to areas outside and within the county.

Intercity Transit sponsors youth education programs, such as the school's Rock n' Roll program and youth bicycle programs, as well as the annual Bicycle Commuter Challenge, travel training, and donation of used and surplus vans to nonprofit community groups.

Mr. Phillips reviewed current Intercity Transit facilities:

- Pattison Street Headquarters
- Olympia Transit Center
- Lacey Transit Center
- Centennial Station (Amtrak)
- 3 Park & Ride Lots
- 947 Active Bus Stops
- Tumwater Square (undergoing improvements)

Intercity Transit is currently upgrading the Pattison Maintenance & Operations facility at an estimated cost of \$35 million. The project has been scheduled over two phases.

Mr. Phillips reviewed capital versus operating budgets and the source of revenue. Approximately 66% of the agency's revenue is generated from sales tax with grants, fares, and other miscellaneous sources accounting for the remaining revenue. The increase in sales tax revenue has not generated any significant ability for Intercity Transit to change service levels at this time.

Mr. Phillips described the agency's fixed route system, ridership, fuel cost, and frequency of service (headway). Approximately 22.8% of scheduled services are for routes in Tumwater. Tumwater's main trunk route is #13. Additionally, Tumwater is served by three local routes and one circulator route.

Intercity Transit's community outreach efforts have been stepped up from a typical six-year plan to forecasting service needs in the next 25 years. The agency launched the "Road Trip," a public participation process in anticipation of gathering data and pursuing some short-range alternatives to serve as corrections to the current system. Intercity Transit's planning is closely aligned with community partners to include local comprehensive plans within the context of the Regional Metropolitan Organization and seeking active engagement so transit can support long-term growth of communities.

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Mr. Phillips described the agency's planning process and goals and objectives in the agency's Short- and Long Range Transit Plan. The agency is mid-way through its planning process. The process considers current land use/demographics and projected changes, travel demand toady and forecasted, review of current services and geography of services, review of Market and Rider Surveys, and what the agency should look like in 20 years and ways to achieve the goals.

Key market segmentation & customer satisfactory survey takeaways included:

- Population is more transit dependent
- Market share of Intercity Transit has shrunk
- Customer satisfaction has dropped, especially with on-time performance
- Top desired service improvements:
  - On-time performance
  - Extended evening hours

Intercity Transit's outreach effort that concluded in fall 2016 included a "community conversation" by asking a series of questions in a survey to learn about preferences, as well as sharing ideas for better transportation services. The survey asked about current service use and priorities, near-term improvements, big ideas for the future, and other options. Feedback on service priorities included:

- Service to new areas
- More evening service
- More shelters at bus stops
- Improve lighting
- Weekend frequency
- More weekend service
- Neighborhood circulator service
- More early morning service
- Express service to regional locations
- Real-time info
- More benches
- Improve speed and reliability
- Weekday frequency
- Key corridor frequency
- Park and Ride Lots

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All responses (10,000) were categorized into six focus areas:

1. Customer Experience and Operations
2. Fares, Information and Technology
3. Transit Stations and Stops
4. Existing Routes and scheduling
5. Extended Routes and Commuting
6. Specialized Transit Services

Some of the comments from Tumwater residents centered on a request to add more benches, seats, and stops. Tumwater Square was mentioned, as well as existing routes and schedules in terms of more connections between Tumwater Square and South Puget Sound Community College and other major destinations.

Preferences suggested by the community will be converted to options or alternative packages and incorporated into short- and long-range plans. Draft ideas will be shared with the public in February/March with a goal to develop a preferred package by June.

Commissioner Zitny asked about the average time a person spends on a bus. His interest in using transit could increase if there was an ability to use technology, such as Wi-Fi. Mr. Phillips said most local riders use their cellphones on the bus and utilize the technology available on the bus. Average time on a bus on a local route is approximately 40 minutes or upwards of three hours dependent upon the destination. Typically within the transit industry, if travel time by bus is two to three times more than expected by car, the agency loses choice riders. Most people willing to choose transit have a bandwidth of acceptable time. Anything outside that range creates difficulty in attracting riders.

Commissioner Kirkpatrick asked how the agency allocates cost for buses that provide region-to-region service. Mr. Phillips said Intercity Transit funds all express service with some funding provided by the federal government as the agency provides services outside the metropolitan area. The Authority has expressed interest in pursuing conversations with Pierce Transit about a possible partnership as Intercity Transit currently funds the service to Pierce County with most of the market comprised of Thurston County residents who work in the Pierce County market.

Commissioner Hausman questioned the calculation the agency uses for determining passengers per hour of service. Mr. Phillips replied that the calculation is a system-wide average based on the number of scheduled hours of service and the total number of passengers.

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Mr. Phillips responded to a question about the notation pointing out how Route 411 was 100% ahead of schedule. The route is nightline service to The Evergreen State College in the early hours of the morning to ensure students can safely travel from the downtown area to the campus.

Commissioner Hansen advocated for Intercity Transit to provide service to the south area of Tumwater. On the east side of I-5, more businesses are locating in the Warehouse District. Additionally, a significant number of residences were annexed to Tumwater. At this time, bus service does not extend south of Tumwater Boulevard. The Black Hills High School also needs bus service.

**PUBLIC HEARING:**

**LIGHT INDUSTRIAL  
ZONE DISTRICT  
SETBACKS –  
ORDINANCE O2017-021:**

Chair Morr outlined the public hearing process and rules for public testimony for the benefit of the audience.

Chair Morr opened the public hearing at 8:06 p.m.

Planner Ginther referred to the Commission's previous briefing on the proposed ordinance. The change is minor to acknowledge the City's adoption of the City-Wide Design Guidelines. In some instances, setbacks in the guidelines can vary based on the location of the building.

Planner Ginther advised that the City received no written comments or other forms of communication from the public.

With there being no public testimony, Chair Morr closed the public hearing at 8:08 p.m.

**MOTION:**

**Commissioner Hausman moved, seconded by Commissioner Dahlhoff, to recommend the City Council adopt Ordinance No. O2017-021, Light Industrial Zone District Setbacks. Motion carried unanimously.**

**BRIEFING:**

**AIRPORT RELATED  
INDUSTRY –  
ORDINANCE NO. O2017-  
030:**

Planner Ginther reported on the need for more clarification in the standards for setbacks within the Airport Related Industry zone district. A previous amendment was adopted for plans the Port of Olympia adopted for design guidelines. Subsequently, staff learned the design guidelines were insufficient in details. Until the issues are resolved, the City is proposing to include some standards into

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the code. Staff used the Light Industrial zone district as a template for the standards. “Bubble” comments within the document provide an explanation of the proposed changes. Language for setbacks in section D1 is similar to terminology included in the design guidelines. A hearing is proposed for February 13. Additionally, staff met with Port of Olympia staff. An email from the Port indicated the Port has no issues with the proposal.

The Commission concurred with Manager Medrud’s request to schedule the public hearing on January 23, 2018 rather than February 13.

**ADJOURNMENT:**

**Commissioner Dahlhoff moved, seconded by Commissioner Hausman, to adjourn the meeting at 8:13 p.m. Motion carried unanimously.**

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