

**TUMWATER GENERAL GOVERNMENT COMMITTEE**

**MINUTES OF MEETING**

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**CONVENE:** 3:04 p.m.

**PRESENT:** Chair Debbie Sullivan and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: City Administrator John Doan, Community Development Director Michael Matlock, Planning Manager Brad Medrud, Executive Assistant/Deputy City Clerk Hanna Miles, and Recording Secretary Valerie Gow.

**SELECTION OF COMMITTEE CHAIR:** Chair Cathey welcomed Councilmember Dahlhoff as a new member of the committee.

Chair Cathey opened nominations for Chair.

Councilmembers Sullivan and Cathey offered self-nomination to serve as Chair. Nominees shared their respective interest for serving as the Chair. Following discussion and a vote, Sullivan was appointed to serve as Chair.

The committee scheduled regular meetings for the second Wednesday of each month at 3 p.m.

**BUILD A BUS HOME UPDATE:** City Administrator Doan introduced Lisa Gillotti, Founder & Director of Clean Up Bus, a mobile hygiene service for the homeless lacking sanitation and hygiene facilities.

Ms. Gillotti explained that Clean Up Bus (CUB) is a mobile hygiene bus helping humans meet basic needs. As the founder, she explained that her initial interest was building homes for low-income individuals. However, her focus shifted to developing a hygiene program for those in need. The service provides a shower trailer with 17 stalls. The trailer formerly served as a Department of Natural Resources vehicle. One side of the trailer will be modified to provide ADA accessibility. A water truck collects gray water. A permit with the LOTT Clean Water Alliance allows for the discharge of gray water from the truck at no charge to the organization. The trailer is equipped with a generator. Water is required at each location to serve the trailer. The City of Lacey recently requested the organization participate in the *Point in Time* survey on January 23, 2020. One demonstration of the trailer was held at Westminster Presbyterian Church near the tiny village in Olympia.

Other organizations have been solicited to assist with intake and to provide a space that is comfortable, safe, and healthy. The organization is working with Briotech, a company offering a product that sanitizes and can enhance the healing process. The trailer will be outfitted with

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tanks of the product dispensed as a mist. A small bottle of the product will be offered to each user of the trailer. The product eliminates the need for bleach or other cleaning products that impact the environment. Solar panels will also be added to the vehicles.

Ms. Gillotti asked for the City's support to work together regionally to provide a regional resource for hygiene and health to the homeless. Support from the City can be financial or through staffing resources. She noted that a schedule for the trailers has not been developed at this time. The most urgent need could entail a letter of support from the City or monetary donations. The organization has received two Community Foundation grants. Representative Beth Doglio invited her to meet with her to discuss a funding request after the organization has raised some funds. The trailers also could use supplies. She is developing a supply list that could be forwarded to the City. The next demonstration of the shower trailer is scheduled on January 23, 2020 with the location to be determined by the City of Lacey.

Chair Sullivan recommended contacting the Department of Commerce, which offers grant programs for homelessness and housing. Additionally some federal or state grants could be available through the Department of Commerce. She offered to follow up with some contact names at the Department of Commerce.

Ms. Gillotti advised that a support team was established with the organizers of the tiny house village, which received a grant from the City of Olympia to construct tiny homes. She is working with that community.

Councilmember Dahlhoff asked about the potential to partner with school districts to serve homeless youths. Ms. Gillotti affirmed she has discussed options with North Thurston Public Schools for providing the trailer before or after school hours. She acknowledged that she would follow up with the Tumwater School District about the potential of providing the trailer for homeless students.

Ms. Gillotti shared that Mayor Kmet also suggested contacting the Port of Olympia for possible placement of the trailers. Several committee members suggested contacting Commissioner Zita to discuss options for placing the trailer on Port property.

### **2020 LONG RANGE PLANNING WORK PROGRAM:**

Manager Medrud reported that each year the Council approves a Long Range Planning Work Program. The intent is to ensure the Council is aware and supports the elements of the work program during the year. The 2020 Long Range Planning Work Program is segregated into four main elements of:

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- Comprehensive Plan Amendments
- Development Regulation Code Amendments
- Other Long Range Planning Projects
- General Management and Coordination

Manager Medrud referred to a document depicting work hours assigned to specific items with an emphasis on the three largest items of housing (35%), the Habitat Conservation Plan, and implementation of action items within the Urban Forestry Management Plan.

Comprehensive Plan amendments for 2020 include:

- Three private map amendments – staff is evaluating the proposed amendments
- Three City sponsored map and text amendments:
  - Brewery District Plan amendments
  - Housing affordability map amendments
  - Stormwater permit policy review

Staff is participating in discussions with Thurston County staff to update the Tumwater/Thurston County Joint Plan. The last update was 20 years ago. 20 years ago.

Councilmember Dahlhoff asked whether the update with the county is realistic this year. Manager Medrud advised that the update would be initiated, although it might not be completed during the year. City and county staff have discussed the importance of initiating the update and staff is scheduled to meet with county staff on Friday, January 10, 2020 to discuss the schedule. Thurston County is prioritizing the allocation of staff resources to work on the update.

The 2020 Development Regulation code amendments include:

1. Housing affordability amendments – this year the amendments to be addressed include fee reduction amendments for building and permitting and public works fees (impact fees and connection fees for transportation, water, and sewer). Next year, staff anticipates evaluating park impact fees and working with the Tumwater School District on school impact fees. Other amendments include text amendments that would encourage more development of housing in the City, as well as more affordable housing. Finally, rental housing amendments will be considered in terms of tenant protection issues and ensuring affordable housing availability.
2. Urban forestry amendments – this year the amendments include landscaping and buffering requirements, street trees, and tree preservation.

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3. Other code amendments involve code enforcement that are tied to the update of the Building Code, annual general housekeeping amendments, parks and open space, private streets, and Thurston County Code Title 22 governing Tumwater's urban growth area zoning.

### Other planning projects:

- Habitat Conservation Plan
- Housing Action Plan – The City secured a grant from the Department of Commerce to complete a Housing Action Plan in cooperation with the cities of Lacey and Olympia. The first component of the work is data collection followed by a series of local and regional actions. *Councilmember Dahlhoff asked whether there would be any collaboration with or input provided by the Regional Housing Council. Manager Medrud explained that staff members from all the cities are assigned to both the Housing Action Plan and support to the Regional Housing Council. Collaboration and support will be provided between those efforts; however, that process has not been defined at this time. Multiple forms of input will occur as the work progresses. Councilmember Cathey offered that the needs continue to increase while collection of information is ongoing and jurisdictions are striving to decide which body will make the decisions for funds the region has for housing and homelessness.*
- Housing – affordability and homelessness – Much of the other work items are tied to housing affordability and homelessness. Much of the City's regional efforts and the City's efforts will support the work. *Councilmember Cathey asked whether staff is utilizing Thurston County's Five-Year Housing Plan. Manager Medrud affirmed that parts of the plan are important and will be considered as work progresses on the work item.*
- Thurston Climate Mitigation Plan – The Plan is anticipated for completion by summer 2020. The plan includes a list of actions the City will be expected to pursue either independently or jointly with other jurisdictions. It is likely the work will generate more comprehensive plan amendments and development code updates in 2021.
- Urban Forestry Management Plan – The goal is to complete the Urban Forestry Management Plan by the first quarter of this year.
- GIS/GIS support – Continue ongoing support.
- Public inquiries and general support

### General Management and coordination efforts include:

1. Ongoing coordination with other City departments to support:
  - Code Compliance
  - Brewery

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- Traffic Team
- 2. Ongoing coordination with other jurisdictions:
  - Port of Olympia
  - Regional Housing Council
  - Intercity Transit
  - Thurston County
  - Thurston Regional Planning Council
  - Thurston Thrives – Housing Action Team
  - U.S. Census – Effort led by Thurston Regional Planning Council to identify underrepresented populations to ensure they participate in the U.S. Census, as well as City efforts to encourage participation in the U.S. Census through public outreach efforts. *Manager Medrud addressed questions about reaching out to the immigrant community, as many immigrants are afraid to participate in the Census. Part of the outreach efforts will include methods and means to reach those populations to encourage participation.*
- 3. Department management
- 4. Training

Next steps include a review of the Work Program by the Planning Commission on January 14, 2020 followed by a City Council review and consideration on January 21, 2020.

#### **URBAN FORESTRY MANAGEMENT PLAN:**

Manager Medrud briefed the committee on the status of the Urban Forestry Management Plan following two years of effort. Development of the Plan is nearing conclusion. Development of the Plan was at the direction of the City Council under its Strategic Priority:

*“Be a Leader in Environmental Sustainability” with the goal to “Develop new approaches to tree preservation and urban forestry.”*

To achieve that priority and because the 1996 Urban Forestry Management Plan focused primarily on street trees, the Tree Board began drafting the Urban Forestry Management Plan with support from stakeholders and staff to expand the scope of the plan to:

- Guide the maintenance, management, and improvement of the urban forest in the City over time to include all trees and understory plants on public and private property in the City by measuring tree canopy City-wide either at the neighborhood level or zoning district level over time.
- Establish actions to maintain and enhance trees, understory, and forests on public and private land.
- Work to ensure the Plan supports other strategic priorities and goals of the City.

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Councilmember Cathey asked about the definition of a forest. Some people have removed stands of trees on properties throughout the City. Her concerns center on the combination of how the urban forest is defined, what is entailed in working with property owners, and how it relates to the concerns of the Tree Board. A recent code violation was issued to a property owner for removing a tree or trees. Manager Medrud said the Plan serves as a policy document outlining the actions moving forward. One of the actions is examining all pertinent codes and regulations to address issues. The emphasis within the Plan is tree canopy rather than individual tree counts as it will serve as the foundation because it will encourage citizens to consider retaining a group of trees to maintain a canopy, which is a much more sustainable long-term goal rather than retaining individual trees.

Manager Medrud described the urban forest as:

- All trees and understory plants on public and private property in the City
- Includes a diverse mix of vegetation
- Managed by individuals and groups
- Located in a range of urban and natural settings including private properties, developed parks, rights-of-way, conservation areas, and other public lands

Councilmember Cathey asked whether enforcement would continue rather than delaying enforcement until the Plan is adopted. Manager Medrud said existing codes enable the enforcement of code violations. City staff has enforced the Tree Protection ordinance when a case is presented to the City. Much like all enforcements actions in the City, tree protection enforcement is driven by a complaint. No changes are proposed to the existing code for enforcement; however, it would be an important area to consider as a discussion topic by the Council.

Councilmember Cathey said she believes the enforcement of the Tumwater Tree Protection ordinance is weak. If the Plan is to save trees to preserve and expand tree canopy, it will be important to be more proactive in the enforcement of the ordinance rather than responding to a complaint. She recommended education efforts should emphasize the importance of trees. Manager Medrud responded that the Plan is a 20-year plan with a list of prioritized actions numbering over 100. Staff and the Tree Board are identifying the highest priority actions to the low priority actions. The Council's discussion would include consideration of what actions should be funded now and what actions could be accomplished that would impact future outcomes.

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Manager Medrud reported the scope of the Plan covers the City of Tumwater with management of the plan delegated to City staff, the Tree Board, and stakeholders. The plan covers a 20-year period with shorter management monitoring horizons established within that timeframe. The Plan is organized around four questions:

*What do we have?*

- Inventory and Assessment

*What do we want?*

- Vision, Concepts, Goals, Objective, and Actions

*How do we get there?*

- Implementation

*How are we doing?*

- Monitoring

Plan concepts include:

- Grow the community and urban forest through new plantings to maximize the social, economic, and environmental benefits of urban trees and vegetation
- Protect the community and urban forest from threats and loss by preserving existing trees and understory in the City
- Manage the community and urban forest through coordinated planning, design, and maintenance to ensure its long-term health and sustainability
- Fund the community and urban forest by establishing a long-term City finance strategy
- Engage resident, public agencies, community groups, and private sector in caring for the community and urban forest and fostering their deeper connection to nature

Councilmember Cathey suggested the concept of growth serves as an impetus for the City to not only maintain existing trees and understory but also planting more to create different understory and trees to improve the canopy of the City. Manager Medrud said the Plan reflects diversity and recognizes the importance of climate change and the change in development patterns.

Next steps include posting of the current version of the Plan on the City's website by the end of the week as part of the Tree Board agenda packet for its January 13, 2020 meeting. The Planning Commission is scheduled to begin the formal hearing and review process. The Commission is scheduled to receive a briefing on the Plan at the end of the month with one joint worksession with the Tree Board and Planning Commission in February. The public hearing before the Planning Commission is scheduled at the beginning of March.

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At the request of Councilmember Cathey, Manager Medrud acknowledged the possibility of a joint worksession prior to the public hearing between the Council and the Tree Board and possibility with the Planning Commission. Staff will follow up with both the Tree Board and the Planning Commission to receive input on a format. The proposed schedule includes a briefing to the Council in April and approval in early May. The schedule has some flexibility for additional meetings. The Planning Commission has received regular briefings on progress of the Plan every six months. Several Planning Commissioners also attended some Tree Board meetings or attended the open houses on the Plan.

**ADJOURNMENT:**           **With there being no further business, Chair Sullivan adjourned the meeting at 4:17 p.m.**

Prepared by Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)