

2026 DRAFT CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET					
1	2025 Comprehensive Plan Periodic Update (Ordinance No. O2025-010)	40	State Mandate	1, 2, 3, 5	Complete work started in Fall 2022 by January 2026, on state required ten-year periodic update to the City's Comprehensive Plan, including updates to the Conservation, Housing, Land Use, Lands for Public Purposes, and Utilities Elements as well as the Transportation Plan and the new Climate Element. Work is coordinated with concurrent updates to development regulations. Work with the City Council.
2	Parks, Recreation, and Open Space Plan Update	240	City Staff	1,2	Support the Parks, Recreation, and Facilities Department's update of the 2008 Parks, Recreation, and Open Space Plan that was last amended in 2016. Work with consultant and internal team to update Plan. Work with the Planning Commission, General Government Committee, and City Council.
3	Economic Development Plan Update	120	City Staff	5	Support the Executive's Department's update of the 2019 Economic Development Plan. Work with consultant internal team to update Plan. Work with the Planning Commission, General Government Committee, and City Council.
4	Thurston County Joint Plan Update and County Urban Growth Area Swap Amendment	480	State Mandate and County	1, 2, 5	Update Tumwater Thurston County Joint Plan to address 2025 Comprehensive Plan Periodic Update and proposed County UGA swap amendment. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
Comprehensive Plan Amendment Docket Subtotal		880			
DEVELOPMENT REGULATION AMENDMENT DOCKET					
1. Development Regulation Periodic Update					
a	2025 Development Regulation Periodic Update (Ordinance No. O2025-011)	16	State Mandate	1, 2	Complete work started in Fall 2022 by January 2026, review and update development regulations to address the required state periodic update. Work will be coordinated with concurrent updates to the Comprehensive Plan. Work with City Council.
b	2026 Development Regulation Periodic Update	280	State Mandate	1, 2	Complete work started in Fall 2022 by June 30, 2026, review and update development regulations to address amendments based on the 2025 Comprehensive Plan. Briefings, work sessions, and hearing would occur in the first half of 2026. Preparing the staff reports, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		296			
2. Other Amendments					
a	General Development Code Housekeeping Amendments	120	City Staff	1	Address minor housekeeping amendments as well as amendments that come out of implementation of the Food System Plan. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Multifamily Tax Exemption Program Evaluation and Update	200	City Council	1	Review and update the City's TMC 3.30 Multifamily Housing Tax Exemptions program. According to TMC 3.30.130, applications for the current multifamily housing tax exemption program will not be accepted after December 31, 2026. In order for new projects to be considered for by the program, TMC 3.30 needs to be evaluated and amended. Briefings, work sessions, and hearings. Prepare staff reports, contracts, ordinance, and other materials and work with the General Government Committee and City Council.
c	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	120	State Mandate and County	1, 2	Work with County staff to revise Thurston County Code Title 22 to be consistent with City development codes and meet state requirements. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
		440			
3. Urban Forestry Management Plan Amendments					
a	Landscaping and Buffering Requirements	160	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to landscape buffering and screening regulations (TMC 18.47). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update	160	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with a consultant to prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update	200	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to tree preservation regulations (TMC 16.08). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
Development Regulation Amendment Docket Subtotal		520			
		1,256			

OTHER PLANNING PROJECTS					
1	Annexations	120	Private Application / City Council	1	Assumption that there will be one annexation application in 2026. Briefings, work sessions, and hearings. Prepare staff reports, ordinance, and other materials and work with Thurston County, other agencies as needed, Office of Financial Management, Boundary Review Board, General Government Committee, and City Council.
2	Brewery Redevelopment/Planned Action EIS and Ordinance	160	City Staff	1, 5	Support work on Planned Action EIS and Ordinance in support of the Brewery Redevelopment Project led by the Executive Department. Includes work with subject matter experts on technical and policy matters.
3	Code Enforcement Process	80	City Staff	1, 4	Code Enforcement process improvements. Staff meetings and discussion.
4	Comprehensive Plan Monitoring Scoping	48	City Staff	1	Determine information to be tracked and how it will be gathered for state reporting.
5	Current Planning Projects	80	City Staff	1	Support permit staff on permitting projects.
6	Food System Plan Implementation	95	City Council	1	Implementation actions related to the Food System Plan adopted in 2025. See Food System Work Program worksheet for specific projects.
7	Grant Funding	20	City Staff	1, 2	Research grant funding opportunities that support long range planning goals. Senior housing support and programs that support affordable housing are potential grant areas.
8	Habitat Conservation Plan	600	City Council	1, 2	Ongoing from 2016. Phase III and IV work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Complete public draft of the HCP. Develop implementation tools. Briefings, work sessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management. Include work on purchasing conservation property.
9	Hazard Mitigation Plan Implementation	20	City Staff	2, 4	Following adoption of the Hazard Mitigation Plan for the Thurston Region in 2024, take part in a multi-agency planning and interdepartment workgroups to implement Plan. Work with other City departments and external stakeholder team.
10	Housing Element Implementation	940	City Council	1	Specific items identified in the attached Housing Work Program. Includes work with the Regional Housing Council. See Housing Work Program worksheet for specific projects.
11	Permit System Transition	120	City Council	1	Support transition from Eden to the new permit system.
12	Public Engagement	160	City Staff	1	Support for ongoing general community engagement and relationship maintenance for efficiency and interdepartmental coordination.
13	Public Inquiries and General City Council and Interdepartmental Support	240	City Staff	1, 2, 4	Support on unspecified projects, inquiries, and requests.
Other Planning Projects Subtotal		2,683			
GENERAL MANAGEMENT AND COORDINATION					
1	General Coordination with Other City Departments	106	City Staff		Various.
a	All City Staff Meetings	20	City Staff	6	Ongoing quarterly meetings.
b	Code Compliance Team	24	City Staff	2, 4	Ongoing monthly meetings.
c	GIS Team	10	City Staff	6	Ongoing meetings.
d	Green Team	16	City Staff	2	Ongoing meetings.
e	Stormwater Interdisciplinary Team	8	City Staff	2	Ongoing meetings.
f	Traffic Team	20	City Staff	3	Ongoing meetings.
g	Web Team	8	City Staff	6	Ongoing meetings.
2	General Coordination with Other Jurisdictions	257	City Staff		Various.
a	Port of Olympia	36	City Staff	1	Quarterly Meetings and other coordination.
b	City of Olympia	4	City Staff	1	Review proposed Comprehensive amendments and other coordination outside of housing.
c	Intercity Transit	12	City Staff	3	Coordination with staff.
d	Olympia School District	1	City Staff	1	Coordination with staff.
e	State of Washington	80	City Staff	1, 2	Coordination with Association of Washington Cities on legislative actions.
f	Thurston County	32	City Staff	1, 2	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions.
g	Thurston County TDR Program	0	City Staff	1, 2	Coordination with Council and other City staffs on updating TDR program.
h	Thurston Regional Planning Council	48	City Staff	1	Regional planner meetings/jurisdiction meetings.
i	Tribal Governments	24	City Staff	1, 2	Coordination with staff.
j	Tumwater School District	20	City Staff	1	Review Capital Facilities Plan and other coordination.
3	Department Management	500	City Staff		Various.
a	General Management	120	City Staff	6	Staff review and development. Managing staff.
b	Planning Commission Support	90	City Staff	6	Ongoing coordination with chair. Zoom meeting management. Interviews and training. Meeting Minutes.
c	Standard Operating Procedures - Planning Division	36	City Staff	6	Develop internal processes and templates.
d	Website Updates - Planning Division	24	City Staff	6	Ongoing review and updates of long range planning portions of the City website.
e	Weekly Department Management Team Meetings	50	City Staff	6	Ongoing weekly meetings of Community Development Department managers.
f	Weekly Department Meeting	180	City Staff	6	Ongoing weekly meetings of department staff.
4	Training	60	City Staff	6	AICP certificate maintenance. Conferences.
General Management and Coordination Subtotal		923			

TOTAL HOURS: 5,742
TOTAL REQUIRED PLANNERS (FTEs): 3.30
TOTAL AVAILABLE PLANNERS (FTEs): 3.30
TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 5,743
PLANNER TIME DIFFERENCE (Hours X FTEs): 1

Approved by the City Council on January 20, 2026

Note: Staff hours for items that include briefings, work sessions, and ordinances include a minimum number of public meetings (5) and hours for the public meeting process (40).

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BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)					
1. General Amendments					
a	Annexation Policy Development	80	City Staff	1	Develop a City Annexation Policy for future annexations in Tumwater's urban growth area, including development of an Interlocal Agreement with the County.
b	AP Airport Overlay Amendments	240	City Staff	1	Review TMC 18.32 AP Airport Overlay and propose amendments as needed. Coordinate with Port of Olympia and WSDOT Aviation on community engagement process involving all property owners and community members within the potential areas of effect through public meetings, social media engagement, and stakeholder meetings. Work with Thurston County to update airport overlay within the County concurrently. Evaluate impact of proposed amendments on affordable housing, economic development, and conforming uses. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
c	Aquifer Protection Standards Amendments	80	City Staff	2	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, work sessions, hearing, and ordinance.
d	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types)	120	City Staff	2	Thurston County and Thurston Regional Planning Council led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City's Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
e	Citywide Design Guidelines Update	80	City Staff	1	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini storage uses (TMC 18.43). Briefings, work sessions, hearing, and ordinance.
f	Essential Public Facilities	120	City Staff	1	Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, work sessions, hearing, and ordinance.
g	Food System Plan Implementation	195	City Staff	1	See the Below the Line Projects in Food System Plan Implementation.
h	Housing Element Implementation	224	City Staff	1	See the Below the Line Projects in Housing Element Implementation.
i	Pipeline - Land Use Review	80	City Staff	2	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with Thurston County for Urban Growth Area issues as needed. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		TOTAL HOURS:	1,219		

NOTE

Projects are not listed in order of priority. Numbering is to allow for ease of reference.

2026 DRAFT CITY OF TUMWATER HOUSING IMPLEMENTATION

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
1	Regional Housing Council	520	City Staff	1	Ongoing from 2020. Bimonthly Regional Housing Council meetings, monthly City Staff Regional Housing Council prep meetings, weekly technical team meetings, and other workgroup meetings. 0.25 FTE annual commitment per Regional Housing Council Interlocal Agreement. Work with regional partners to address funding for a regional approach to housing projects, collaborate on addressing the root causes of the housing crisis and homelessness, and assist with grants.
2	Affordable Housing Project Coordinator	48	City Staff	1	Work with Permit Division to act as the project coordinator for all permanently affordable housing projects. Following up with applicant and reviewers to ensure that review and comment responses on development applications are completed in a timely manner.
3	Black Home Initiative Partnership	24	City Staff	1	Ongoing from 2024. Participate in ongoing Black Home Initiative meetings, partner summits, and other activities that support expansion of home ownership opportunities.
4	Homeless Shelter, Emergency, and Transitional Housing Assessment and Feasibility Study	120	City Staff	1	Study intended to help the City understand the specific needs in Tumwater for emergency and transitional housing facilities beyond the state mandated regulatory amendments of 2022. Work with consultant to conduct an existing conditions analysis during the first phase of this project and then develop action plan to address. Briefings, work sessions, and hearings. Prepare staff reports, contracts, and other materials and work with the Planning Commission, General Government Committee, and City Council.
5	Managing Multifamily Tax Exemption Program	100	City Staff	1	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, work sessions, and hearings. Prepare staff reports, contracts, and other materials and work with the General Government Committee and City Council.
6	Manufactured Home Parks Support	40	City Staff	1	Ongoing from 2018. Work with manufactured home parks on ways to keep existing residents housed, include inventorying existing manufactured home parks in the City to develop a list of specific needs and working toward resident-owned parks through mechanisms such as land trusts.
7	Point in Time Count Support	12	City Staff	1	Provide support for annual the Point in Time count of homeless individuals, which occurs every January.
8	Rental Housing and Registration Program	36	City Council	1	Manage implementation of Title 5 tenant protections and rental registration programs.
9	Tumwater Housing Stakeholder Workgroup	40	City Staff	1, 5	Hold biannual meetings with the City's housing stakeholder workgroup established through the Comprehensive Plan Update process. Meet to discuss housing related topics, issues, financing, development review, advancements, and trends. This group includes realtors, housing and affordable housing developers, Olympia Master Builders, social service providers, and the Tumwater School District.
Housing Work Program Total		940			

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BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)					
1	Affordable Housing Demonstration Projects, Grants, and Funding Opportunities	60	City Staff	1, 5	Develop a process for a demonstration project process specifically for an innovative permanently affordable housing project that might need specific development and design standards waived to be feasible. Examples of such projects may include cooperative living, work share housing, and manufactured home park tenant opportunity to purchase and resident owned communities. Look for grants and funding opportunities for the City to obtain funds to support innovative projects, purchase properties, reduce impact fees, and provide financial assistance.
2	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	1, 3	Part of Housing Affordability Fee Work Plan approved May 28, 2019, and Housing Action Plan approved 2021. Work with the Public Works Department to make infrastructure investments for infill areas needing upgrades with follow-up by City staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur. Public meetings, briefings, work sessions, hearing, and ordinance.
3	Middle Housing Project Coordinator	48	City Staff	1	Support the Permit Division by updating applications and fee schedules, and assisting with middle housing reviews and Development Review Committee meetings to help facilitate middle housing, achieve timely project review timelines, and to help staff and public navigate new middle housing development codes and incentives as part of the implementation of Housing Element goals and policies.
4	Networking, Outreach, Training, and Conferences	40	City Staff	1, 5	Attend housing conferences, APA trainings, State Department of Commerce training, work with other jurisdictions outside Regional Housing Council and network, and attend public events for affordable housing to expand the City knowledge base.
5	Thurston Thrives - Housing Action Team	16	City Staff	1	Attend monthly regional coordination meetings.
TOTAL HOURS:		224			

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2026 DRAFT CITY OF TUMWATER FOOD SYSTEM PLAN IMPLEMENTATION WORK PROGRAM

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
1	Community Garden and Neighborhood Matching Grants and Local Grants	10	City Staff	1	Review grant guidelines to determine if changes are needed to make the grants more accessible to programs that support the Food System Plan.
2	Internal Collaboration	20	City Staff	1	Work with the Parks and Recreation, Water Resources & Sustainability, and Transportation & Engineering Departments on the Food System Plan actions that impact their departments.
3	Food Distribution Code Amendments	40	City Staff	1	Review codes related to food distribution sites and propose amendments to accommodate small scale distribution sites. Process with 2026 Development Code Amendments.
4	GIS Map	5	City Staff	1	Develop maps with GIS Team to show existing food pantries, neighborhood based food distribution sites, food bank satellites and other free food distribution, food production, and cold storage, etc.
5	Partnership Building	20	City Staff	1	Connect with local partners to communicate 2026 Work Program priorities and determine their interest in participating. Determine best way for coordinating City efforts with the Food System Plan stakeholders.
Food System Work Program Total		95			

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)					
1	<i>Current City Facilities Composting System Audit</i>	10	<i>City Staff</i>	1	<i>Work with Water Resources & Sustainability Department to audit existing composting system and determine gaps or process improvements.</i>
2	<i>Food Waste Reduction and Local Food Benefits Programs Research</i>	20	<i>City Staff</i>	1	<i>Research other municipalities and determine what food support programs they provide or will provide in the future. Determine Tumwater's need for such programs, how they would be utilized, and who they would benefit.</i>
3	<i>Food System Plan Intern</i>	5	<i>City Staff</i>	1	<i>Support Food System Plan Goals seasonally with an intern who can assist with compost collection or landscaping at Parks facilities where food production is occurring.</i>
4	<i>Food System Plan Code Amendments</i>	120	<i>City Staff</i>	1	<i>Assess Food System Plan policies and actions to determine additional code amendments.</i>
5	<i>Communications Campaign</i>	40	<i>City Staff</i>	1	<i>Work with Communications Team to develop a communications campaign focused around local food access, food waste, and food production. Create regular updates on the work and partnerships through existing channels.</i>

TOTAL HOURS: 195

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