



Technical Memo

To: City of Tenino Planning Commission
From: Kirsten Peterson, Project Manager
 Malissa Paulsen, Senior Planner
Date: February 12, 2025
Project: 2025 Comprehensive Plan Update
Subject: DRAFT Comprehensive Plan Review & Update Schedule

Capital Facilities & Utilities Elements

- Draft Capital Facilities Element
- Draft Utilities Element
- GMA Checklist for Tenino

Economic Development Element

- Draft Economic Development Element
- GMA Checklist for Tenino

Climate Planning

Next Steps

Additionally, we will start reviewing the draft Comprehensive Plan Elements at each Planning Commission meeting moving forward as generally outlined below, this schedule is subject to change.

Planning Commission Comprehensive Plan Element Review Schedule

Year	Month	Element(s) for Review
2024	December	Land Use Housing
2025	January	Transportation Natural Resources
	February	Capital Facilities & Utilities Economic Development
	March	Climate Resilience Parks and Recreation
	April	Development Regulations
	May - June	Planning Commission Review & City Council Adoption

Growth Management Checklist for Fully Planning Cities

Comprehensive Plan Elements

Capital Facilities Element

	In Current Plan?	If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Action
a.	No		Yes	Work to create policies or procedures that detail processes to ensure capital budget decisions are in conformity with the comprehensive plan.	
b.	Yes	Chapter 5: Capital Facilities (Sections B: Community Buildings; C: City Equipment)	Yes	Update list as needed to ensure accuracy.	
c.	Yes	Table 5.8: Capital Improvement Program	Yes	Update updated Capital Facilities Plan	
d.	Yes	Table 5.8: Capital Improvement Program	Yes	Update list as needed to ensure accuracy.	
e.	Yes	Table 5.8: Capital Improvement Program	Yes	Update updated Capital Facilities Plan	
f.	Yes	Chapter 5: Capital Facilities	No	Consider outlining strategy for projects that cannot be completed due to funding shortfall.	
g.	No		Yes	Identify facilities on which impact fees will be spent.	

Growth Management Checklist for Fully Planning Cities

Comprehensive Plan Elements

Utilities Element

	In Current Plan?	If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	Action
a. The general location, proposed location and capacity of all existing and proposed utilities. RCW 36.70A.070(4) and WAC 365-196-420	No, Chapter 6; Utilities element	No	Yes	The general location, proposed location and capacity of all existing and proposed utilities are not detailed and missing from the comprehensive plan. No details to capacity or maps indicating utilities service or proposed locations for additional services.	