

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Mayor Pete Kmet and Councilmembers Michael Althausen, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, Debbie Sullivan, and Charlie Schneider.

Planning Commission: Elizabeth Robbins, Chair, and Commissioners Grace Edwards, Joel Hansen, Terry Kirkpatrick, Nam Duc Nguyen, Meghan Sullivan, and Michael Tobias.

Excused: Commissioners Doty Catlin and Nathan Peters.

Staff: City Administrator John Doan, Planning Manager Brad Medrud, Communications Manager Ann Cook, and City Clerk Melody Valiant.

**2022 LONG RANGE
PLANNING WORK
PROGRAM:**

Manager Medrud explained how the zoning code establishes a process for the Planning Commission and the City Council to propose text amendments to the City's development code, as well as Comprehensive Plan Map and Text Amendments. The code requires an annual work program for review and approval by the Planning Commission and the City Council identifying work items for the year. The review of the 2022 plan affords an opportunity for members to provide input and offer additional work items for consideration as part of the work program or additional details of work programs included in the work program. Following approval of the work program, staff schedules the work over the year.

The work program is categorized into four areas:

1. Comprehensive Plan Amendment Docket
2. Development Regulation Amendment Docket
3. Other Planning Projects
4. General Management and Coordination

Manager Medrud reviewed some of the proposed 2022 Long Range Planning Work Program:

COMPREHENSIVE PLAN AMENDMENT DOCKET

1. 2025 Comprehensive Plan Update Process - Starting in fall 2022 through June 2025, the required eight-year update to the City's Comprehensive Plan would involve updates to the Conservation, Housing, Land Use, Lands for Public Purposes, Utilities, Parks, Recreation and Open Space Plan, and Transportation Plan, and possibly the Economic Development Plan. Work in 2022 will primarily include preparing the scope

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 2**

and schedule for the periodic update with other City departments in the second half of 2022.

2. 2022 Annual Comprehensive Plan Amendments – The City submitted four Map and Text Amendments and received two private applications for property located off Littlerock Road to change from Low-Density Residential to High-Density Resident and for property located at the corner of Littlerock Road and Israel Road to change from Mixed Use to General Commercial.

DEVELOPMENT REGULATION AMENDMENT DOCKET

1. Housing Action Plan - Development Code Amendments – Following acceptance of Tumwater Housing Action Plan in 2021, the work program includes proposed updates to development regulations to respond to Plan actions.
2. Housing Action Plan - Rental Housing Amendments (Ordinance No. O2021-023). Part of Resolution No. O2018-016 Homelessness and Housing Affordability response and addressing 2021 Tumwater Housing Action Plan actions.
3. Urban Forestry Management Plan Amendments - Landscaping and Buffering Requirements, Street Tree Regulation update, and Tree Preservation Regulation update. The Tree Board recommended pursuing a grant from the Department of Natural Resources to contract with a consultant with expertise to assist in the development of an updated Street Plan to address proper planting of trees during new development, identifying ways to work with neighborhood associations for maintenance and upkeep of subdivisions, and working with homeowners on maintenance of street trees.

Councilmember Cathey asked whether the update of tree preservation regulations includes an update for tree protection. Manager Medrud said the landscaping and buffering requirements update focuses on Chapter 18.47 in the zoning code. Street tree standards are in Chapter 12.24 and in the development guidelines. The update on tree preservation regulations in Chapter 16.08 will examine how the provisions might interact with other regulations, such as habitat protection. The focus is revamping regulations with the assistance of a consultant to ensure the best protection under the Urban Forestry Management Plan and eliminating the need for the City to issue waivers for specific development situations. The update of all chapters will be concurrent to the extent possible to ensure changes are incorporated within all applicable sections. The intent is to pursue a separate process for review and approval of any regulatory changes for each category.

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 3**

Councilmember Cathey advocated for moving the update in priority because provisions are outdated and development activity continues at a fast pace in the City.

Councilmember Cathey inquired about code enforcement when trees are removed without a permit. Manager Medrud said tree protection violations are the responsibility of the department for code enforcement for tree protection violations. The City is pursuing a number of cases involving illegal removal of trees. He anticipates the department will work with Police Department Code Enforcement to improve the process and to ensure all requirements are clear to all parties.

Councilmember Dahlhoff shared that during recent tree trimming at her home, she sought bids from tree companies that advised her it was her responsibility to secure the appropriate permits. She suggested emphasizing an educational component targeting tree companies that provide services in Tumwater, as well as engaging with companies doing business in Tumwater to receive feedback. Manager Medrud affirmed it would be appropriate to include tree service companies, as well as landscape architects and others that provide landscape plans for new development. He anticipates contacting Puget Sound Energy as the company has a program for maintaining power lines, which often interacts with street trees. Staff plans to work with the consultant to design a process for receiving input from a wide range of industry stakeholders, local homeowner associations, and homeowners.

Councilmember Schneider asked about the possibility of the City regulating the sale of invasive tree species in the City. Manager Medrud advised that Thurston County has regulations on invasive species and that staff would need to follow up to determine how those regulations might affect the City's tree ordinances. Councilmember Schneider added that he recently reviewed information that spoke to Bartlett pear trees as invasive trees because they alter native plant communities and displace native tree species. In many locations, the tree is banned because of the difficulty of eradicating the trees. Another invasive species is holly trees.

OTHER AMENDMENTS

- a. Binding Site Plan Amendments - Update to binding site plan regulations in Title 17
- b. General Development Code Housekeeping Amendments - Delayed until 2022 by staff reductions in 2021. Minor housekeeping amendments from 2020 and 2021
- c. Emergency Shelters and Housing (Ordinance No. O2021-019) to address recent changes in state law

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 4**

- d. Planned Unit Development Chapter Update for commercial, industrial, and residential uses
- e. Thurston Climate Mitigation Plan - Related Development Code Amendments
- f. Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning

Mayor Kmet noted that during discussions with the Port of Olympia on the development agreement, Chapter 12 was mentioned as outdated. He is unsure as to the extent of any required updates other than Director Hicks was examining potential issues in the event a Port development proposal became vested. In terms of the update to the Planned Unit Development process, his concerns surround the proliferation of private streets within subdivisions. Private streets are the responsibility of homeowner associations (HOA) to maintain; however, HOAs often ask the City to assume maintenance responsibility. His concern is the number of private streets in the City and the appropriateness of the City continuing to authorize private streets.

Councilmember Althaus mentioned the City of Lacey's process for exploring a better understanding of housing and homelessness issues within the community by sponsoring several public worksessions. He asked staff about a public process for emergency shelters to ensure a comprehensive conversation occurs with the community to avoid negative reactions from community members. Manager Medrud explained the update is driven by new state laws dictating new requirements by the City. Typically, those types of updates are processed through the standard review process through the Planning Commission, General Government Committee, and the City Council. Other community outreach opportunities are inherent as part of the implementation of the Housing Action Plan. The City of Lacey's process was a robust and wide-ranging community discussion about homelessness and appropriate responses. He offered to flag the update for staff to consider an approach for a broader community conversation. Councilmember Althaus agreed because new funding streams will become available at the county level through the Countywide Home Fund. Should the measure pass, it will increase sales tax countywide ensuring Tumwater is involved in funding decisions. It will be important to ensure the community is informed. He also agreed that since state law requires the update, the normal process would likely suffice recognizing the City has not pursued a more robust community engagement process on the issue of homelessness and housing challenges other than two community surveys and information shared during Tumwater University sessions. He emphasized the importance of a process to assist the City in understanding community concerns, desires, and the types of services to offer. Having a process of engaging

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 5**

the community would be worthwhile to afford a better understanding by the City.

Councilmember Schneider asked about the City's process when an individual has been identified by law enforcement as needing emergency shelter. City Administrator Doan responded that dependent upon the shelter need, 24-hour access is available through Coordinated Entry, which completes an initial screening of the individual in need of shelter. Coordinated Entry has access to shelter space availability dependent upon the situation and whether it involves a family, youths, or single adults. The Tumwater Police Department also has access to hotel vouchers for shelter space.

Councilmember Schneider asked whether the Old Town Center has been used as a warming center. City Administrator Doan said the facility was used on a limited basis. The library has generally served as the City's warming center during inclement weather prior to pandemic. The challenge during COVID is achieving social distancing in any facility. Last year, the Old Town Center leased space to a private daycare center, which required additional space to achieve distancing. The Old Town Center was not available last year for serving as a warming center.

Manager Medrud continued the review of the work program:

OTHER PLANNING PROJECTS

1. Annexations - Island Annexation Process - Ongoing from 2020 and 2021. After approval of Interlocal Agreement with Thurston County for island annexations scheduled for January 2022, coordinate with consultant and City Attorney to support two annexation ordinances.
2. Equity Toolbox - Staff will work with consultant to prepare equity toolbox.
3. GIS Support - Support on unspecified projects, inquiries, and requests.
4. Grant Funding - Research grant funding opportunities supporting long range planning goals.
5. Habitat Conservation Plan (HCP) - Ongoing from 2016. Phase II work. Includes consultant management and coordination with Port of Olympia and US Fish and Wildlife Service (USFWS), NEPA/SEPA EIS support as state SEPA lead agency. 2022 grant extension with Washington State Department of Fish and Wildlife and USFWS. The City plans to hire a coordinator whose duties would include overseeing the development and implementation of the HCP.

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 6**

6. Hazard Mitigation Plan for the Thurston Region - Update of the City of Tumwater's chapter of the Hazard Mitigation Plan for the Thurston Region. The current plan is due for an update by August 2022. Thurston County Emergency Management and Thurston Regional Planning Council (TRPC) secured a FEMA Pre-Disaster Mitigation grant to update region's plan.
7. Housing - Affordability and Homelessness - Ongoing from 2020 and 2021.
8. Housing Affordability Amendments - Infrastructure - Part of Housing Affordability Fee Work Plan approved on May 28, 2019. Work with the Public Works Department on infrastructure investments for infill areas needing upgrades with follow-up by staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur.
9. Long Range Planning Website Updates
10. Public Inquiries and General City Council and Interdepartmental Support.
11. Thurston Climate Mitigation Plan - Phase 4 Ongoing from 2020 and 2021. Work with other jurisdictions on Phase 4 of the Thurston Climate Mitigation Plan: addressing equity and implementation of strategies and action with Commerce grant. Transition of the work to the new Sustainability Coordinator position in Water Resources and Sustainability Department is anticipated at some point.
12. US Census - Thurston County Jail - As part of the 2021 adjustments to Office of Financial Management's (OFM) Preliminary Population Estimate Review for Tumwater, OFM staff noted that the 2020 Census block where Thurston County Jail is located did not have any general quarters population counted. OFM believes the City has a case to submit to the Count Question Resolution (CQR) program. If successful, an adjustment of the city population through a Corrected Federal Census count could potentially increase Tumwater's population by 200-400 individuals.
13. Urban Forestry Management Plan - Ongoing from 2021. Plan implementation and annual coordination with department directors and Tree Board.

GENERAL MANAGEMENT AND COORDINATION

- General Coordination with Other City Departments, such as the Brewery Project Team, Code Compliance Team, GIS Team, Green Team through Water Resources and Sustainability for climate mitigation at the City level, Stormwater Interdisciplinary Team, Traffic Team, and Web Team.
- General Coordination with Other Jurisdictions:

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 7**

- Quarterly meetings with City of Olympia staff on projects and long range planning projects
- Intercity Transit discussions and coordination for expansion of transit services
- Staff support to Regional Housing Council
- Thurston County coordination on Habitat Conservations Plans, urban growth area issues, and efforts on the countywide application of transfer of development rights
- Coordination and support to Thurston Regional Planning Council
- Participation in the Housing Action Team meetings
- Coordination with the Tumwater School District
- Department Management

Chair Robbins asked about the possibility of including efforts to reach out for coordination with tribes and state or federal agencies residing within Tumwater. Manager Medrud explained that during planning of individual projects, the City has coordinated with the tribes and state agencies. However, the suggestion is a good reminder to include coordination within the work program process. Some tribes are engaged more than others. However, it is important coordination occurs at the planning level rather than on an individual project basis.

Mayor Kmet added that discussions might occur at a different level as the City is striving to reach an agreement with the Chehalis and Squaxin Island Tribes because both tribes have land interests in the City and it is important the tribes comply with the City's development standards and codes. There may need to be a higher level of government-to-government communications.

Manager Medrud noted that the work program is reflective of an estimate of required staff hours and available capacity. The Commission and Council are requested to offer any questions on the proposed work program and any suggestions for additional work items to consider. At the department management level, staff also provides support to the Planning Commission and the Tree Board. Staff support to the Tree Board will likely transition to the Sustainability Coordinator.

The proposed scheduled adoption of the 2022 Work Program includes a review by the General Government Committee at its January meeting followed by the committee's recommendation to the Council for adoption on January 18, 2022.

**TUMWATER CITY COUNCIL &
PLANNING COMMISSION JOINT SPECIAL MEETING
MINUTES OF VIRTUAL MEETING
December 14, 2021 Page 8**

Mayor Kmet noted the meeting is his last Council meeting and joint meeting with the Commission as Mayor. He thanked Commissioners for their work and support serving as the voice of the community.

ADJOURNMENT: **With there being no further business, Mayor Kmet adjourned the meeting at 6:33 p.m.**

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