

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 1**

**CONVENE:** 7:00 p.m.

**PRESENT:** Chair Elizabeth Robbins and Commissioners Terry Kirkpatrick, Meghan Sullivan, Michael Tobias, Kelly Von Holtz, and Anthony Varela.

Excused: Commissioner Grace Edwards and Brian Schumacher.

Staff: Planning Manager Brad Medrud.

**CHANGES TO THE AGENDA:** There were no changes to the agenda.

**COMMISSIONER'S REPORTS:** Commissioner Tobias reported on a dangerous tree located at Isabella Bush Park. The tree is leaning against another tree and could fall and injure someone. Manager Medrud asked for an email to forward to appropriate staff to address the situation.

**MANAGER'S REPORT:** Manager Medrud reported on a staff kick-off meeting for the landscape ordinance which officially initiates efforts to update three urban forestry ordinances on tree preservation and vegetation, landscaping, street trees. Between April and August 2023, Commission meetings will include a minimum of two items related to the updates. The Commission is scheduled to review the 2023 work program at the next meeting.

The General Government Committee agreed to forward the rental protection ordinances to the Council worksession on November 22, 2022. The committee recommended one minor change.

Nine firms submitted consultant proposals to assist the City on work involving the equity toolbox. An internal staff team is reviewing the proposals and anticipates contacting interview panelists. The Commission will be contacted to check on availability to participate as a member of the interview panel.

**DRAFT TUMWATER PLANNING COMMISSION - 2022 MEETING SCHEDULE:** Manager Medrud advised that staff is recommending the cancellation of the November 22, 2022 meeting because of the lack of agenda topics. The election of officers for the Commission is scheduled at the November 8, 2022 meeting. Additionally, staff recommends cancelling the December 27, 2022 meeting with formal action required by the Commission.

**PUBLIC COMMENT:** **Mr. Spencer** said he works in construction and has some extra time for volunteering his services. He is looking at various committees in the community to learn about participation options.

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 2**

**2022-25**  
**COMPREHENSIVE**  
**PLAN PERIODIC**  
**UPDATE PROCESS**  
**WORK PROGRAM:**

Manager Medrud advised that staff is working on the schedule for the Comprehensive Plan Update and topics to be addressed. The staff report includes a draft of the work program. Staff planned to meet with the Mayor and the City Administrator earlier in the day to review the work program, but the meeting was rescheduled. City Administrator Doan reviewed the work program and provided some comments for review by the Commission as part of its discussion.

New issues surrounding climate mitigation, housing action plan, and equity discussions will be integrated within the update process.

Every 10 years, the City is required under the Growth Management Act (GMA) to complete an update of the City's Comprehensive Plan and related development regulations. The City is required to complete work on the periodic update by June 30, 2025. At the direction of City Administration, the updated Comprehensive Plan will be a shorter and user-friendly document comprised of individual elements and plans with appendices containing required technical information. The state released some guidance on the update under some new rules. Discussions are occurring to determine whether a regional approach is necessary for collection of housing data similar to the approach for the Climate Mitigation Plan and the Housing Action Plan by contracting with Thurston Regional Planning Council (TRPC) to assist local jurisdictions and Thurston County complete the work.

Chair Robbins asked how the regional approach might affect the timing and the City's process for updating the plan. Manager Medrud said the update can be completed within the proposed timeframe as described. Regional discussions were initiated earlier in the day as well as discussions with TRPC about scheduling the work. The jurisdictions plan to draft a memorandum of understanding and a contract with TRPC. Next year, the schedule includes sufficient time for discussions, community engagement, and fact-finding in conjunction with working with TRPC without affecting the City's update schedule. In terms of the regional work, it entails agreement on mechanisms for allocating various requirements. However, the solutions for accommodating those various requirements will be the responsibility of the City.

Manager Medrud recommended the Commission review City Council priorities (established each year) to integrate within the Comprehensive Plan to the extent possible without conflicting with any GMA requirements. He referred to two appendices. One is a detailed program identified by different plan elements and subarea plans, etc. He encouraged the Commission to identify any topics that were not included. The information reflects a first attempt of identifying issues that should be addressed as part of the update. The second appendix is a list of

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 3**

stakeholders comprised of both individuals and organizations. He asked for feedback on other stakeholders to include. As part of the update process, staff is meeting with Communications staff to review public engagement processes. Some information was included from the 2016 update on 10 community outreach goals. He requested feedback on the elements, which will be used as the guiding document for community outreach.

Since 2016, the City's population and size have increased by approximately 5,000 people through new housing and annexations. According to the census, community makeup has changed as well.

Commissioner Tobias inquired about any plans to offer Tumwater University. Manager Medrud said the City hosted an online session during the pandemic. The next session will feature information on the Comprehensive Plan update; however, he is unsure whether the sessions will be online or offered with an online component.

Commissioner Varela asked whether the growth in population contributed to an increase in City densities. Manager Medrud responded that during the update, that issue would be examined in terms of how the City is achieving densities. The City is required to demonstrate how it is achieving densities established for the City. Some information on density is available from the Buildable Lands Report published by TRPC.

Manager Medrud responded to a question about the purpose of Tumwater University. The university is comprised of a series of meetings sponsored by the City to share information on City government with the community over several three-hour sessions featuring different topics, such as affordable housing and homelessness, sidewalk repair processes, and other information on City services and programs.

Manager Medrud reported the community engagement plan is scheduled for development during winter through summer 2023 with a draft plan scheduled for the Commission's review. Some guidance on community outreach is included within the Land Use Element. He invited the Commission to offer any suggestions on different ways to reach out to the community.

During summer 2023 through spring 2024, formal development of the plan is scheduled by reviewing each element within the plan to include working through all issues prior to completing a final draft. Consultants will assist the City in both the Transportation Plan and the Economic Development Plan updates. Funding and staff capacity is not available to complete a full update of the Parks, Recreation and Open Space Plan. Staff is considering alternative options, as the update of that element is

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 4**

required under the GMA. However, staff recognize the importance of updating the plan.

Chair Robbins asked whether some elements in the plan might not require an extensive update except for review as part of the overall plan update. Manager Medrud replied that periodic amendments have been completed to the plan and some of the most recently completed plans have been incorporated within the plan. Most of the updating efforts will focus on the Housing Element, Land Use Element, and Transportation Element. Less focus will be required for the Utilities Element, Lands for Public Purposes Element (City-owned systems) and some subareas plans.

Commissioner Kirkpatrick questioned the reason for not updating the Parks Plan because it is one of the oldest plans. As the Parks and Recreation Department has recently undergone changes in its organization and operations, the update should be a priority. Manager Medrud acknowledged the validity of the concern. The issue is assessing how to incorporate some changes as part of the update process with the possibility of completing an update of the entire plan following completion of the major Comprehensive Plan update.

Chair Robbins commented on the possibility of updating the Parks Plan as part of the City's regular amendment cycle. She asked whether updating the Parks Plan might spark interest in a regional process. Manager Medrud said the Metropolitan Park District is confined to the City and he does not foresee the district utilizing a regional approach.

Manager Medrud reported on the planned formal adoption process beginning in summer 2024 and concluding in June 2025. That process includes formal reviews by the Commission and public hearings on the plan.

Discussion ensued on the steps entailed during the last major update of the Comprehensive Plan. Commissioner Kirkpatrick said he did not recall a previous plan for the update other than the Commission worked on elements of the Comprehensive Plan during meetings. A timeline was not developed during the last process. Manager Medrud noted that during the last update, staff continuity was an issue as some employees directly involved in the update left the City. He joined the City during the last update process. Additionally, the last update to the Parks, Recreation and Open Space Plan was as an addendum to the 2008 Plan.

Commissioner Sullivan said she also shares similar concerns for not updating the Parks, Recreation and Open Space Plan in part because the Metropolitan Park District (MPD) generates revenue. She asked whether some MPD funds could be allocated to update the plan to ensure a current

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 5**

plan directing the use of MPD resources in alignment with the wishes of voters.

Chair Robbins asked about the possibility requesting an update of the Parks, Recreation and Open Space Plan. Manager Medrud advised that he could share the request with the Mayor during an upcoming meeting. The Commission could also submit a formal request.

Manager Medrud recommended reviewing the stakeholder list, which will be continually updated throughout the update process. Staff and Communications staff will work together on messaging to the public throughout the update process. During the last process, staff developed a citizen's guide to the Comprehensive Plan describing the importance of comprehensive planning and the plan to the community, as well as a roadmap of the Comprehensive Plan.

Manager Medrud described the process for development of the annual work program. Next year the Comprehensive Plan Update will be included in the work program as a major work item in addition to other department work items dependent on staff resources.

The General Government Committee is scheduled to receive a briefing on the update process in November followed by a joint City Council worksession with the Planning Commission on November 13, 2022. The work program and the schedule will be presented to the Council for approval in January 2023. Early next year, development of a formal community engagement plan will commence in addition to a gap analysis of current policies and goals for each element in the Comprehensive Plan. Staff will work with consultants on the Transportation Plan, the Economic Development Plan, and the Housing Plan with staff supporting efforts in data gathering data and working with the GIS team.

Chair Robbins asked about the possibility of using consultant support for community engagement. Manager Medrud advised that the consultants may be involved in a component of community engagement for the Transportation Plan. The development of the public engagement plan and conversations with Communications staff will identify whether additional consultant expertise is required beyond what staff is capable of providing. The City is also seeking applicants to fill vacant department positions with some experience and skills in community engagement.

Commissioner Kirkpatrick offered that the funding allocation for contract assistance of \$125,000 is likely not sufficient to cover the work anticipated to be completed by the consultants. He asked about other sources of funding to fund consultant assistance. Manager Medrud said one reason for deferring the Parks, Recreation and Open Space update

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 6**

was the lack of funding in the final draft budget. Some additional funds have been allocated for the transportation update, as well as funding for updating the Economic Development Plan from the department's budget. Additionally, the update requires coordination with Thurston County and adjacent jurisdictions to include some state agencies, such as the Department of Commerce and the Washington State Department of Transportation.

Manager Medrud reviewed the topic of discussions beginning in 2023 with the Commission, General Government Committee, City Council, stakeholders, and other City boards and commissions. The legislative process is slated to begin in summer 2024. Private applications for map amendments or text amendments will not be accepted by the City during the next three years. The Council suspended those types of proposals during the update process except for some City-related amendments.

In addition to the requirement to update the Comprehensive Plan, the City is required to update the Development Code to meet current standards. Because staff has continued to update the Development Code consistent with state standards, updating will likely include those issues identified during the update process. The update track for the Development Code will follow behind the update of the Comprehensive Plan to ensure both plans are adopted concurrently to enable staff to identify issues in the Comprehensive Plan that might require changes to the Development Code.

Manager Medrud addressed questions about the connection and interconnectivity between the Parks, Recreation and Open Space Plan and parks and recreation projects included in the Capital Facilities Plan (CFP). The Parks, Recreation and Open Space Plan is a long-term plan while the CFP covers a six-year program of specific projects updated every two years. Projects scheduled in the CFP are intended to be completed and may be funded from different funding sources.

Commissioner Kirkpatrick commented on the lack of detail included within the parks and recreation project sheets accompanying the CFP compared to transportation and other types of projects. He recommended having staff expand the level of detail to aid the Commission's discussions on parks and recreation projects.

Commissioner Kirkpatrick asked whether the \$2 million committed by the City for the Capitol Lake project is from the general fund and included in the capital budget. Manager Medrud offered to follow-up with more information on the status of funding for the Capitol Lake project.

**TUMWATER PLANNING COMMISSION**  
**MINUTES OF HYBRID MEETING**  
**October 25, 2022 Page 7**

Manager Medrud shared information on available staff resources for supporting the update process. He encouraged members to visit the Department of Commerce and Municipal Research and Services Center website for more information and examples throughout the state on how other jurisdictions have addressed particular issues.

Chair Robbins cited the \$125,000 the City anticipates receiving for the update from the Department of Commerce and asked about the total budget allocated for the update. Manager Medrud replied that some additional funding is proposed in the 2023/2024 biennial budget comprised of funds for the Transportation Plan update and for consultant assistance.

Commissioner Kirkpatrick cited the addition of revising and updating the Littlerock Road Subarea Plan and the apparent lack of resources available to complete that update. Manager Medrud explained that the Littlerock Road Subarea Plan update would be less intensive with some elements of the Tumwater Town Center Plan updated. Staff has not defined the update approach at this time.

Chair Robbins commented on the complexity of the Comprehensive Plan Update over the next several years and suggested staff explore the possibility of providing a schematic of the work program/timeline. The schedule should be updated and included in each meeting packet for easy reference. Manager Medrud advised that in addition to drafting the 2023 work program, the next task is drafting a critical path of the update process incorporating all meetings and community engagement.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on November 8, 2022.

**ADJOURNMENT:**

**Commissioner Tobias moved, seconded by Commissioner Von Holz, to adjourn the meeting at 8:10 p.m. A voice vote approved the motion unanimously.**