

# MEMORANDUM

Date: July 25, 2023  
To: Planning Commission  
From: Brad Medrud, Planning Manager



## 2025 Comprehensive Plan Update Work Program

On a ten-year cycle, the City is required to conduct a Growth Management Act periodic update of its Comprehensive Plan and related development regulations. For the current cycle, the City is required to complete work on the periodic update by June 30, 2025. Work on the periodic update started last fall.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate a larger number of state required changes addressing housing, climate change, and other topics.

The intent of the Planning Commission meeting on Tuesday, July 25, 2023, is to present the revised work program and schedule to complete the periodic update and to start the discussion of the state guidance materials.

### Contents

Phase 1 – Community Engagement (Summer 2023 – Fall 2023).....	2
1. Community Outreach.....	2
2. Gap Analysis.....	2
3. Commerce Grant.....	5
4. Data Collection.....	6
5. Format of Updated Comprehensive Plan .....	6
6. Schedule.....	7
7. Specific Topics Addressed as Part of the Update .....	10
Phase 2 – Plan Development (Winter 2024 – Fall 2024) .....	27
1. Community Outreach.....	27
2. Schedule.....	27
Phase 3 – Legislative Process (Fall 2024 – June 30, 2025).....	30
1. Community Outreach.....	30

2. Schedule.....	31
Appendix A – Guidance.....	33
Appendix B – Schedule.....	34

## **Phase 1 – Community Engagement (Summer 2023 – Fall 2023)**

Staff will review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of the Comprehensive Plan and Development Code. The community and stakeholders will be introduced to the periodic update process through a series of communications and asked to prioritize the Comprehensive Plan's vision, goals, and policies through a variety of media outreach methods, including surveys, utility inserts, open houses, informal meetings, presentations, and social media.

### **1. Community Outreach**

- Initial Actions:
  1. Complete Periodic Update Webpage – July 2023
  2. Post final Community Outreach Plan – July 2023
  3. Prepare Email Contact List – July 2023
  4. Prepare News Releases and Media Advertisements – July 2023
  5. Post webpage Survey – August 2023
  6. Schedule Community Open Houses and Coffees – August 2023
  7. Internal and External Stakeholders
    - Establish mailing list – July 2023
    - Schedule meetings – August 2023

### **2. Gap Analysis**

- Start July 2023, finish September 2023
- Process that will be followed:
  1. Prepare gap analysis to review the following in each of the Elements in the current Comprehensive Plan and the Development Code:
    - Current Comprehensive Plan
      - Goals, policies, and actions
      - Technical information

- Maps
- Subarea Plans
- Regulations
  - Title 3 – *Revenue and Finance*
  - Title 14 – *Development Code Administration*
  - Title 16 – *Environment*
  - Title 17 – *Land Division*
  - Title 18 – *Zoning*
  - Citywide Design Guidelines
    - Adopted by TMC 18.43 *Citywide Design Guidelines*
  - Development Guide
    - Adopted by TMC 15.02 *Public Works Construction Standards*
- 2. By using the following materials (details provided below):
  - Commerce Periodic Update Checklist
  - Ecology Critical Areas Checklist
  - Commerce Periodic Update Materials
  - 2022-23 State Legislation
  - Plans Adopted by the City since 2016
  - Specific Plans from Agencies Outside the City
- 3. To identify what needs to be updated or added to the following:
  - Goals, policies, and actions
  - Technical information
  - Maps
  - Appendices
- Materials used in the Gap Analysis:
  - 1. Commerce Checklist
    - *Periodic Update Checklist for Fully Planning Cities* (Commerce, March 2023)
    - *A Guide to the Periodic Update Process Under the Growth Management Act – Fully-Planning Counties & Cities* (Commerce, 2022)
  - 2. Ecology Checklist
    - *Critical Areas Checklist* (Commerce, November 2022)

- *Critical Areas Handbook* (Commerce, 2018, Version 3)
- *Wetland Guidance for Critical Areas Ordinance (CAO) Updates* (Ecology, October 2022)
- Best Available Science (WAC 365-195-900 through -925)
- 3. Commerce Periodic Update Materials, including:
  - Capital Facilities Planning
    - *Capital Facilities Planning Guidebook* (Commerce, October 2014)
  - Climate
    - *Climate Element Planning Guidance* (Commerce, July 2023)
  - Economic Development
    - *Economic Development Element Guide* (PSRC, February 2022)
  - General Update Materials
    - *Quick Guide to Washington State Agencies* (Commerce, 2023)
  - Hazard Mitigation
    - *Washington Plan Integration Resource Guide* (FEMA/Commerce, July 2020)
  - Housing
    - *Establish Housing Targets for Your Community* (Commerce, July 2023)
    - *Guidance to Address Racially Disparate Impacts* (Commerce, April 2023)
    - *Guidance for Updating Your Housing Element* (Commerce, 2022)
    - Missing Middle
      - *Frequently Asked Questions about Middle Housing* (Commerce, May 2023)
      - *Middle Housing in Washington: Fact Sheet for Implementing E2SHB 1110* (Commerce, May 2023)
    - *Planning for Housing in Washington* (Commerce, March 2023)
  - Land Use
    - *Growth Management Act Amendments 1995-2023* (Commerce, 2023)
    - *A Short Course on Local Planning Resource Guide* (Commerce, 2017)
  - Stormwater
    - *Building Cities in the Rain: Watershed Prioritization for Stormwater Retrofits* (September 2016)
  - Transportation

➤ *Your Community's Transportation System* (Commerce, 2012)

4. 2022-23 State Legislation

- Annexations (2SHB 1425)
- Clean Energy Siting (ESHB 1173/E2SHB 1216)
- Climate (E2SHB 1170/E2SHB 1181)
- Housing (HB 1220/ESHB 1042/E2SHB 1110/ESHB 1293/EHB 1337)
  - Missing Middle (E2SHB 1110)
  - Capacity (HB 1220)
  - ADUs (EHB 1337)
  - Design Standards (ESHB 1293)
- Impact Fees for Construction of Smaller Residential Units (SB 5258)
- Impact Fee Study for Bicycle and Pedestrian Facilities (SB 5442)
- Organic Materials Management (E2SHB 1799)
- Project Permit Review (2SSB 5290)
- SEPA (SSB 5818/2SSB 5412)
- Tribal Participation (HB 1717)
- Urban Growth Area Land Swaps (Coordination with Thurston County is Required/SB 5593)

5. Plans Adopted by the City since 2016

- NPDES Stormwater Permit Update
- Thurston Climate Mitigation Plan
- Tumwater Housing Action Plan
- Urban Forestry Management Plan

6. Specific Plans and Agencies Outside the City

- 5-Year Homeless Crisis Response Plan
- Regional Housing Council

### 3. Commerce Grant

- Apply for Grant – July 2023
- Expected grant amount is \$125,000
- Grant Contract Approval – Fall 2023

1. State
2. City
- Consultant Selection and Contracting – Fall 2023
  1. Transportation Consultant
    - Update Transportation Plan
    - Prepare and Issue RFP
    - Consultant Selection
    - Contract Approval
  2. Economic Development Consultant
    - Economic Development Plan Data Workbook Update
    - Prepare and Issue RFP
    - Consultant Selection
    - Contract Approval

#### 4. Data Collection

- Start July 2023, finish Spring 2024
- TRPC Population Projections – Likely ready by December 2023
- TRPC Housing Projections – Likely ready by December 2023
- Transportation Data – Consultant derived once Commerce grant applied for, awarded, and contract and work completed – 2024
- Economic Data – Consultant derived once Commerce grant applied for, awarded, and contract and work completed – 2024
- Mapping – Schedule time to meet and discuss with GIS Team – August 2023

#### 5. Format of Updated Comprehensive Plan

- Start July 2023, finish September 2023
- The updated Comprehensive Plan will be shorter, leaner, and more user friendly. It will consist of shorter individual Elements and Plans with appendices that contain the required technical information. At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.
  1. Brief outline of how the current Comprehensive Plan is structured

## 2. Prepare Template for Updated Comprehensive Plan

- Updated Comprehensive Plan will consist of shorter Individual Elements and Plans Focused on Goals and Policies with More Technical Appendices
- Each Element would consist of the following
  - Goal, Policy, and Action Document
  - Technical Document
  - Appendix, as needed
- Create a Goal and Policy book for Policymakers containing all Comprehensive Plan goals, policies, and actions, cross referenced
- Create a User Guide

## 6. Schedule

- Initial Community Outreach
  - July 2023 – December 2023
- Data Collection
  - July 2023 – Spring 2024
- Gap Analysis
  - July 2023 – September 2023
- Commerce Grant and Contracting
  - July 2023 – Fall 2023
- Internal Coordination Meetings
  1. City Administrator
    - Starting August 2023
  2. Community Development
    - Starting August 2023
  3. Transportation & Engineering
    - Starting September 2023
  4. Water Resources & Sustainability
    - Starting September 2023
- General Comprehensive Plan and Development Code Meetings
  1. Work Program and Schedule

- Planning Commission Worksession
  - July 25, 2023
- General Government Committee Briefing
  - August 9, 2023
- 2. Update Check In
  - Joint City Council – Planning Commission Meeting
    - December 12, 2023
- Initial Comprehensive Plan Element Meetings – Goals, Policies, and Actions
  - 1. Climate Element
    - Planning Commission Worksession
      - October 24, 2023
    - General Government Committee Briefing
      - November 8, 2023
  - 2. Conservation Element
    - Planning Commission Worksession
      - October 24, 2023
    - General Government Committee Briefing
      - November 8, 2023
  - 3. Economic Development Plan
    - Planning Commission Worksession
      - November 14, 2023
    - General Government Committee Briefing
      - December 13, 2023
  - 4. Housing Element
    - Planning Commission Worksessions
      - August 22, 2023
      - September 26, 2023
    - General Government Committee Briefing
      - September 13, 2023
  - 5. Land Use Element
    - Includes Appendices, Maps, and Subarea Plans



- Planning Commission Worksessions
  - August 8, 2023
  - September 12, 2023
- General Government Committee Briefing
  - September 13, 2023
- 6. Lands for Public Purposes Element
  - Planning Commission Worksession
    - November 28, 2023
  - General Government Committee Briefing
    - December 13, 2023
  - Public Works Committee Briefing
    - January 18, 2024
- 7. Transportation Plan
  - Planning Commission Worksession
    - January 9, 2024
  - General Government Committee Briefing
    - January 10, 2024
  - Public Works Committee Briefing
    - January 18, 2024
- 8. Utilities Element
  - Planning Commission Worksession
    - November 28, 2023
  - General Government Committee Briefing
    - December 13, 2023
- Initial Development Code Amendment Meetings
  - Planning Commission Worksession
    - October 10, 2023
  - General Government Committee Briefing
    - October 11, 2023
- Coordination with Other Jurisdictions and Agencies
  - 1. Thurston County

- Starting September 2023
- 2. City of Olympia
  - Starting September 2023
- 3. Intercity Transit
  - Starting September 2023
- 4. LOTT
  - Starting September 2023
- 5. Port of Olympia
  - Starting September 2023
- 6. Thurston Regional Planning Council
  - Starting September 2023

## 7. Specific Topics Addressed as Part of the Update

- Incorporate consideration of Diversity, Equity, and Inclusion throughout
  - 1. Environmental Justice
    - Special consideration for environmental justice in goals and policies (E2SHB 1181)
- Comprehensive Plan Update
  - 1. General
    - Create a new format for the Comprehensive Plan that will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information.
    - Use the new Community Outreach Plan for the periodic update process.
    - Create a new Comprehensive Plan Goal and Policy Guide for use by staff and policymakers.
    - Create a new User Guide to the Comprehensive Plan.
    - Create a new Glossary for the Comprehensive Plan.
    - The County-Wide Planning Policies (2015) will not be revised for the 2025 periodic update.
    - Ensure that the updated Comprehensive Plan is internally consistent.

- Ensure that all the Comprehensive Plan Elements and Plans are consistent with County-Wide Planning policies, the Growth Management Act, coordinated with the Plans of adjacent jurisdictions, individual Comprehensive Plan Elements and Plans, and the future land use map.
  - Update all maps that are a part of the Comprehensive Plan, including the City-Wide Land Use Map and all maps in the individual Comprehensive Plan Elements and Plans.
  - Update all the appendices in the Comprehensive Plan.
  - Review entire Plan to address the use of terms such as “neighborhood character,” stability, and similar terms in support of the Tumwater Housing Action Plan as part of Planning Commission’s 2022 Comprehensive Plan amendment cycle recommendations.
  - Provide for a mutually agreeable Memorandum of Agreement between the City and tribes about collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period.
  - Provide for consideration for preserving property rights. The City must evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property
  - Update list of all adopted Plans.
  - Update City strategic priorities.
  - Revise planning period to 2025 – 2045.
  - Update discussion of Growth Management Act goals.
  - Add references to the updated Shoreline Master Program (2019) and Economic Development Plan (2019) and the new Tumwater Housing Action Plan (2021), Thurston Climate Mitigation Plan (2021), and Urban Forestry Management Plan (2021).
  - Simplify, reduce, and update goals, policies, and actions.
2. Capital Facility Plan
- Include green infrastructure (E2SHB 1181)
  - Identify all public entities that own capital facilities make a good faith effort to gather info from them (E2SHB 1181)
  - Prepare an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities.
  - Prepare a forecast of the future needs for such capital facilities.
  - Show the proposed locations and capacities of expanded or new capital facilities.

- Prepare a six-year Capital Facilities Plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.
  - Include a requirement to reassess the Land Use Element if probable funding falls short of meeting existing needs and to ensure that the Land Use Element, Capital Facilities Plan, and financing plan within the Capital Facilities Plan are coordinated and consistent.
  - Include park and recreation facilities in the Capital Facilities Plan.
  - Update policies or procedures to ensure capital budget decisions are in conformity with the Comprehensive Plan.
  - Update the inventory of existing capital facilities owned by public entities.
  - Update the forecast of needed capital facilities based on projected population and adopted levels of service over the planning period.
  - Update the proposed locations and capacities of expanded or new capital facilities. Infrastructure investments should consider equity and plan for any potential displacement impacts.
  - If impact fees are collected, identify the public facilities on which money is to be spent.
3. Climate Element
- New state requirement
  - Based on the following
    - Sustainable Thurston
    - Thurston Climate Adaptation Plan
    - Thurston Climate Mitigation Plan
  - Greenhouse gas emissions reduction subelement consistent with Commerce guidelines to reduce greenhouse gas emissions and per capita vehicle miles traveled, prioritizing reductions that benefit overburdened communities (E2SHB 1181)
    - Adoption and implementation of this subelement not subject to SEPA appeal (E2SHB 1181)
    - Greenhouse gas subelement may be submitted to Commerce for approval, with 120-day advance notice of intent. If approved, Commerce may be subject to GMHB appeal rather than the city (E2SHB 1181)
  - Resiliency subelement to avoid or reduce adverse impacts of climate change consistent with best available science, prioritizing actions that benefit overburdened communities (E2SHB 1181)

- Goals and policies must include: natural areas to foster resiliency and protect vital habitat for species migration
- Social, economic and built environment factors (E2SHB 1181)
- Address natural hazards aggravated by climate change (E2SHB 1181)

#### 4. Conservation Element

- Update to address City's intent to develop a Habitat Conservation Plan for the effective management of affected listed species and prairie eco-systems across private and public lands in the City.
- Update policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas, and geologically hazardous areas. In developing these policies, the city must have included the best available science to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries.
- If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Review updating greenhouse gas emission targets in the Conservation Element to address HB 2311 as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations.
- Urban Forestry Management Plan
- Update Maps

#### 5. Economic Development Plan

- Update the data workbook for the Plan.
- Add new initiatives.

#### 6. Housing Element

- Update goals, policies, and actions for the preservation, improvement, and development of housing.
- Revise to consider of housing locations in relation to employment locations and the role of accessory dwelling units.
- Revise inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by the State Department of Commerce.
- Revise to include adequate provisions for existing and projected housing needs for all economic segments of the community.

- Revise identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing.
  - Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.
  - Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, Plans, and actions.
  - Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.
  - Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.
  - Update information on federal, State, and local financing programs.
  - Update housing services provided by public and private service agencies.
  - Update information on housing needs gap.
  - Consider policies to support rental and residential inspections programs.
  - Update regulatory barrier assessment, citywide housing needs, and existing and future housing needs to year 2045.
  - Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
  - Address Regional Housing Council and Five-Year Thurston County Homeless Plan
7. Land Use Element
- Update the following:
    - Tumwater Community Profile from Thurston Regional Planning Council.
    - 20-year population projection for the City and its urban growth area throughout the Plan, which should be consistent with Thurston County's sub-county allocation of that forecast and housing needs.

- Estimates of population densities and building intensities based on future land uses and housing needs.
- City land use patterns and distribution information.
- City-Wide Future Land Use Map.
- Buildable Lands:
  - Existing land use and existing residential density charts.
  - Commercial/industrial vacant land supply analysis.
  - Net buildable industrial land table.
  - Total dwelling units buildout table.
  - Address current and future Habitat Conservation Plan conservation areas.
- Strategic Priorities – City Council
- Update Land Use Maps
- Review and Update Subarea Plans
  - At the City Council's direction on March 1, 2022, review of the Littlerock Subarea Plan area and revisions to mixed use land designation citywide.
  - Update Littlerock Road Subarea Plan to address land use changes since adoption.
  - Update Black Hills Subarea Transportation Plan to address land use changes since adoption.
  - Update Brewery District and Capitol Boulevard Corridor Plan as needed.
- Update Neighborhood Appendix to incorporate current information describing existing development patterns.
- Specific Topics
  - Airport
    - Update policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to the Olympia Regional Airport.
    - The Plan and associated regulations must be filed with the State Department of Transportation for review.
  - Definitions
    - New definitions (E2SHB 1181)
  - Essential Public Facilities (From 2022 Comprehensive Plan Amendments)
    - Shorten, remove regulations in Element

- Clean energy and treatment program facilities amendments to essential public facilities per E2SSB 5536
- Forest or Agricultural Lands of Long-Term Commercial Significance
  - If forest or agricultural lands of long-term commercial significance are designated inside City, update the program authorizing transfer or purchase of development rights in coordination with the County.
- Green Spaces and Urban Forests
  - Designate greenspaces and urban forests (E2SHB 1181)
- Growth Management Goals
  - Address new Growth Management Goals (E2SHB 1181)
- Habitat Conservation Plan
  - Remove existing conservation lands from land capacity
  - Policy for removing new conservation lands from land capacity
- Manufactured Home Parks
  - MHP Manufacture Home Park land use designation and zone district expansion
- Missing Middle
  - Two housing units allowed on every lot, independent of allowed densities.
  - Need to determine how densities will work in this situation now.
  - Does this mean “lots per acre” is the measure?
  - See guidance for how this will work with accessory dwelling units requirements
- Mixed Use/Neighborhood Commercial
  - Review the “neighborhood center” concept.
  - Look at 88th and Old Highway 99 as a mixed use center, as it has General Commercial and Mixed Use land use designations.
  - Look at 79th and Old Highway 99 as the area is currently designated Light Industrial but the informal Warehouse District functions as a General Commercial and Light Industrial land use designation hybrid.
- Natural Hazard Mitigation
  - Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.



- Adopt Natural Hazard Mitigation Plan that addresses entire subelement by reference (E2SHB 1181)
  - May be eligible to request a timeline extension of 48 months to update a FEMA Natural Hazard Mitigation Plan (E2SHB 1181)
  - Permanently Affordable Housing
    - Address actions from the Housing Action Plan
  - Physical Activity
    - Consider utilizing urban planning approaches that promote physical activity.
  - Residential Densities
    - Update minimum and maximum residential densities
    - Review 2020 Comprehensive Plan Amendment residential up zone criteria and apply to 2025 Update
  - Schools
    - Review land use designations and zone districts for schools.
  - Single Family and Multifamily Land Use Designations
    - Replace single family and multifamily land use designations with a range of residential intensities (R1, R2, R3, etc.) in text and maps
  - Transfer of Development Rights
    - Remove transfer of development rights requirement for maximum densities in residential land use designations.
    - Example SFL would become 4 minimum, 7 maximum with needing a TDR (Tumwater Housing Action Plan)
    - Coordinate with County
  - Tree Canopy
    - Canopy coverage evaluation (E2SHB 1181)
  - Urban Growth Area
    - Coordinate with Thurston County on new 2021-2022 legislation regarding urban growth area size, patterns of development, suitability, and infrastructure.
  - Vehicle Miles traveled
    - Consider approaches to reduce per capita vehicle miles travel (E2SHB 1181)
  - Wildfires
-

- Reduce and mitigate the risk of wildfires (E2SHB 1181)

#### 8. Lands for Public Purposes Element

- Update inventory and projected needs for public buildings, facilities and services over the 20-year planning period.
- Use the updated City and urban growth area 20-Year population forecasts.
- Update provisions for protection of the quality and quantity of groundwater used for public water supplies.
- Update chart of zone districts that allow essential public facilities.
- Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
- Update to include regional transit authority facilities in the list of essential public facilities.
- Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.
- Update the identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses.
- Where applicable, update the review of drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the State.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address Organics Management Facility Siting (ESSHB 1799).
- Water Plan
  - Group A water system plans must include climate resilience element if initiated after June 30, 2024
- Sewer Plan
- Stormwater update
  - NPDES Stormwater Permit

- Update Maps
- 9. Parks, Recreation, and Open Space Plan
  - Not part of update (City Administrator and Mayor 2022)
- 10. Shoreline Master Program
  - Update Complete, next update 2030 (HB 1544)
- 11. Transportation Plan
  - Update Maps
  - Update existing conditions and operations.
  - Update planned improvements and future operations to 2045.
  - Update transportation improvement program.
  - Update financial analysis.
  - Update traffic impact fees.
  - Update land use assumptions used in estimating travel.
  - Update estimated traffic impacts to state-owned transportation facilities resulting from land use assumptions to assist the State Department of Transportation in monitoring the performance of State facilities, to plan improvements for the facilities, and to assess the impact of land-use decisions on state-owned transportation facilities.
  - Update facilities and services needs, including:
    - An inventory of air, water, and ground transportation facilities and services, including transit alignments and general aviation airport facilities, to define existing capital facilities and travel levels as a basis for future planning. This inventory must include state-owned transportation facilities within the city or county's jurisdictional boundaries.
    - Level of service standards for all locally owned arterials and transit routes to serve as a gauge to judge performance of the system. These standards should be regionally coordinated.
    - For state-owned transportation facilities, include the level of service standards for highways to gauge the performance of the system.
    - Specific actions and requirements for bringing into compliance locally owned transportation facilities or services that are below an established level of service standard.
    - Forecasts of traffic for at least ten years based on the adopted Land Use Element to provide information on the location, timing, and capacity needs of future growth.

- Identification of State and local system needs to meet current and future demands. Identified needs on state-owned transportation facilities must be consistent with the statewide multimodal transportation plan.
- Update financial analysis, including:
  - An analysis of funding capability to judge needs against probable funding resources.
  - A multiyear financing plan based on the needs identified in the Comprehensive Plan, the appropriate parts of which shall serve as the basis for the six-year street, road, or transit program required for cities and for public transportation systems. The multiyear financing plan should be coordinated with the ten-year investment program developed by the office of financial management.
  - If probable funding falls short of meeting identified needs, a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.
- The Transportation Plan, the six-year Capital Facilities Plans for cities and for public transportation systems, and the ten-year investment program for the State, must be consistent.
- Provide a projection of State and local system needs to meet current and future demand.
- Provide a pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles. Consider urban planning approaches that increase physical activity.
- Describe any existing and planned transportation demand management strategies, such as high occupancy vehicle lanes or subsidy programs, parking policies, etc.
- Provide an analysis of future funding capability to judge needs against probable funding resources.
- Provide a multi-year financing plan based on needs identified in the Comprehensive Plan, the appropriate parts of which serve as the basis for the six-year street, road or transit program.
- If probable funding falls short of meeting identified needs, provide a discussion of how additional funds will be raised, or how land use assumptions will be reassessed to ensure that level of service standards will be met.
- Describe intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan, land use assumptions on the

transportation systems of adjacent jurisdictions, and how the Plan is consistent with the regional transportation plan.

- Identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses.
- Identify open space corridors within and between urban growth areas, including lands useful for trails.
- Update, as needed, the process or criteria for identifying and siting essential public facilities in coordination with the periodic update of the Lands for Public Purposes Element.
- Update information on intergovernmental coordination efforts, including an assessment of the impacts of the Transportation Plan and land use assumptions on the transportation systems of adjacent jurisdictions.
- Update demand-management strategies.
- Update information on pedestrian and bicycle component to include collaborative efforts to identify and designate planned improvements for pedestrian and bicycle facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Revisions to allow for some form of Intercity Transit turnarounds on Littlerock and Highway 99 to allow for future transit service.
- Update to include work done on the Thurston Thrives walkability work, Intercity Transit work, and the Old Highway 99 Corridor Study.
- Allow active transportation facilities, TDM, or public transportation services to meet concurrency (E2SHB 1181)
- Equitable implementation (E2SHB 1181)
- Estimate multimodal LOS impacts to state transportation facilities (E2SHB 1181)
- Impact fee revenue for bike and pedestrian facilities (SB 5442)
- Multimodal LOS and needs forecasts for arterials, transit routes, and active transportation facilities (E2SHB 1181)
- Priority to the greatest multimodal safety benefit to each category of roadway users (E2SHB 1181)
- Include ADA transition plan (E2SHB 1181)
- Funding analysis that includes state transportation facilities (E2SHB 1181)

## 12. Utilities Element

- Include all electrical, telecommunication, and natural gas systems and make a good faith effort to gather information from them (E2SHB 1181)
- Update general location, proposed location and capacity of all existing and proposed gas, electric, cable television, and telecommunications to year 2045.
- Update wireless telecommunication facilities information as needed.
- Update the general location, proposed location, and capacity of all existing and proposed utilities.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Update Maps
- Development Regulation Update
  1. Accessory Dwelling Units (EHB 1337)
    - Expanding housing options by easing barriers to the construction and use of accessory dwelling units
    - Ensure accessory dwelling unit development regulations:
      - Impact fees may not be more than 50% of single family homes
      - Allow two accessory dwelling units per lot
      - Maximum size no less than 1,000 sf
      - No development or design standards more restrictive than on the principal home
      - Must allow conversion of existing building even if nonconforming
    - Chapter 18.42 *General Land Use Regulations* for accessory dwelling units
    - Actions to implement this bill are exempt from appeal under SEPA and to GMHB
  2. Affordable Housing
    - Update as needed to address the requirements for allowing for affordable housing as needed according to State law.
    - Update as needed to address limitations on regulating outdoor encampments, safe parking efforts, indoor overnight shelters, and temporary small houses on property owned or controlled by a religious organization.
  3. Brewery District
    - Chapter 18.27 *BD Brewery District Zone District* update

4. Citywide Design Guidelines
  - Chapter 18.43 *Citywide Design Guidelines* (ESHB 1293)
5. Concurrency and Transportation Demand Management
  - Update as needed to address State law.
6. Critical Areas
  - Address updates required in the State Department of Ecology's Critical Areas Checklist.
7. Cultural Resources
  - Update regulations as needed to address procedures to identify, preserve, and/or monitor historical or archaeological resources according to State law.
8. Design Review Standards
  - Update as needed (ESHB 1293)
9. Electric Vehicles
  - Update as needed to address that electric vehicle infrastructure adjacent to Interstate 5 and other criteria must be allowed as a use in all areas except those zoned for residential, resource use, or critical areas.
10. Energy, Sustainability, and Design
  - Add development regulations needed to implement Comprehensive Plan policies such as energy, sustainability, or design.
11. Essential Public Facilities
  - Update the process or criteria for identifying and siting essential public facilities including the reentry and rehabilitation facilities as defined in State law.
  - Update to include regional transit authority facilities in the list of essential public facilities.
  - Update to allow an expansion of the area in the City that would allow for essential public facilities such as inpatient facilities including substance abuse facilities as part of Planning Commission's 2022 Comprehensive Plan amendment cycle recommendations. These essential public facilities uses include, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.
  - Drug treatment program facilities Clean energy and treatment program facilities amendments to essential public facilities per E2SSB 5536 (2022 CPA)
  - Clean energy facility siting (ESHB 1173/E2SHB 1216)
  - Chapter 18.56 *Conditional Use Permits*

## 12. Existing Buildings for Housing

- Updates to multiple chapters of Title 15 Buildings and Construction and TMC 18 Zoning for use of existing buildings for residential purposes, including Chapter 15.48 Transportation Concurrency Requirements (ESHB 1042)

## 13. Family Day Care

- Update as needed to address the requirement that family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial. Update definition as needed according to State law.

## 14. Floodplain Overlay

- Update based on Ecology 2023 review
- Chapter 18.38 *FP Floodplain Overlay*

## 15. Impact Fees

- Ensure that impact fees are applied consistent with State law.
- Ensure that the City's collection of impact fees follows and maintains a system for the deferred collection of impact fees for single-family detached and attached residential construction required by State law.
- Ensure that the State law's limitations on impact fees for early learning facilities are followed.
- Ensure that the State law exemptions of impact fees for low-income and emergency housing development are followed and definitions are updated.
- Chapter 3.50 *Impact Fees* includes bike and pedestrian impact fees (SB 5452)
- Chapter 3.52 Tumwater Park Impact Fees
- Updates to impact fees for smaller residential units (SSB 5258)
- Updates to impact fees for accessory dwelling units (EHB 1337)

## 16. MHP Manufacture Home Park zone district expansion

## 17. Missing Middle (E2SHB 1110)

- Increasing middle housing in areas traditionally dedicated to single-family detached housing
- Amendments to allow:
  - At least two units per lot in residential zones, except on lots less than 1,000 sf, unless higher-density zoning applies
  - At least four units per lot in residential zones, except lots less than 1,000 sf, unless higher-density zoning applies, if at least one unit is affordable housing



- Need to confirm Tumwater does not have any major transit stops by the bill's definition
  - As an alternative to first two bullets above, meet their density requirements on 75% of city lots that are primarily dedicated to single-family. Also, meet criteria for the other 25%.
  - Allow at least six of the nine types of middle housing in residential zones
  - Allow zero lot line short plats
  - Limit design review for middle housing to administrative process, and not apply any development standards that do not apply to single-family houses
  - Limit parking requirements for middle housing to one space on lots less than 6,000 SF and two spaces on lots less than 6,000 SF. Option to submit transportation safety study to Commerce.
  - Updates to multiple chapters of Title 18 *Zoning*
  - Actions on all the above bullets are exempt from appeal under SEPA
  - Option for Commerce approval of 'substantially similar' plans and regulations to those required in this bill
  - Option for Commerce to provide extension of timeline if will result in displacement or overburdened infrastructure
  - CFP update can also be delayed if extension granted
  - Actions to remove parking requirements for infill development in a UGA categorically exempt from SEPA
  - Common Interest Communities (e.g., condo or homeowners associations) cannot prohibit implementation of this bill
18. Mixed Use Zone District
- Review Mixed Use zone district locations and standards.
  - Chapter 18.20 *MU Mixed Use Zone District* update
  - Chapter 18.33 *MUO Mixed Use Overlay* update
19. Multifamily Tax Exemptions
20. Organic Materials Management (E2SHB 1799)
- Chapter 18.04 *Definitions* for compost handling facilities
21. Parking
- Review limitations on the amount of parking the City can require for low-income, senior, disabled, and market-rate housing units located near high-quality transit service.

22. Parks Concurrency

- The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.

23. Project Permit Review (2SSB 5290)

- Title 14 *Development Code Administration*

24. Residential Zoning

- Update permitted residential uses
- Replace single family and multifamily zone districts with a range of residential intensities (R1, R2, R3, etc.) in text and maps

25. SEPA amendments to Chapter 16.04 Environmental Policy (2SSB 5412)

26. Short Plat

- Updates to Chapter 17.14 *Preliminary Land Divisions* short plat regulations to allow unit lot (condo) divisions (SSB 5258)

27. Single-Family/Multifamily Zone Districts now Residential 1/2/3/4 Zone Districts

28. Town Center Zone District

- Chapter 18.23 *TC Town Center Zone District* update

29. Transfer of Development Rights

- Remove the transfer of development rights requirement for maximum density in residential zone districts.

30. Transportation Concurrency

- Update regulations to address the transportation concurrency requirement that prohibits development when level of service standards for transportation facilities cannot be met.
- Update regulations to address measures to bring into compliance locally owned transportation facilities or services that are below the levels of service established in the Comprehensive Plan. Levels of service can be established for automobiles, pedestrians, and bicycles.
- Ensure that highways of statewide significance are exempt from the concurrency ordinance.
- Ensure that traffic demand management requirements are consistent with the Comprehensive Plan. Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail

networks. State law recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.

- Ensure if required by state law, a commute trip reduction ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with Comprehensive Plan policies for commute trip reduction and Department of Transportation rules.
- Other Amendments
  1. Maps
- Appendices
  1. Glossary
  2. Other

## **Phase 2 – Plan Development (Winter 2024 – Fall 2024)**

Feedback gathered through the community outreach process will be incorporated into the draft Comprehensive Plan and Development Code. Staff will present the drafts to the Planning Commission and General Government Committee as well as external and internal stakeholders and focus groups comprised of subject-area experts for review.

### **1. Community Outreach**

- Intermediate Actions:
  - To be determined based the results of Phase 1 and the Community Outreach Plan.

### **2. Schedule**

- Continuing Community Outreach – January 2024 –June 2024
- Comprehensive Plan Individual Element Development Meetings
  1. User Guide
    - Planning Commission Worksession
      - September 10, 2024
    - General Government Committee Briefings
      - September 11, 2024
  2. Climate Element
    - Planning Commission Worksessions

- January 23, 2024
- July 25, 2024
- General Government Committee Briefings
  - February 14, 2024
- 3. Conservation Element
  - Planning Commission Worksessions
    - February 13, 2024
    - July 2024
  - General Government Committee Briefings
    - March 13, 2024
- 4. Economic Development Plan
  - Planning Commission Worksessions
    - May 14, 2024
    - July 23, 2024
  - General Government Committee Briefings
    - July 10, 2024
- 5. Housing Element
  - Planning Commission Worksessions
    - March 12, 2024
    - April 23, 2024
    - September 24, 2024
  - General Government Committee Briefings
    - May 8, 2024
    - November 13, 2024
- 6. Land Use Element
  - Includes Appendices, Maps, and Subarea Plans
  - Planning Commission Worksessions
    - February 27, 2024
    - April 9, 2024
    - September 10, 2024
  - General Government Committee Briefings

- April 10, 2024
- October 9, 2024

7. Lands for Public Purposes Element

- Planning Commission Worksessions
  - May 28, 2024
  - August 13, 2024
- General Government Committee Briefings
  - August 14, 2024
- Public Works Committee Briefings
  - August 8, 2024

8. Transportation Plan

- Planning Commission Worksessions
  - June 11, 2024
  - August 27, 2024
- General Government Committee Briefings
  - August 14, 2024
- Public Works Committee Briefings
  - September 19, 2024

9. Utilities Element

- Planning Commission Worksessions
  - May 28, 2024
  - August 13, 2024
- General Government Committee Briefings
  - August 14, 2024
- Public Works Committee
  - August 8, 2024

▪ Development Code Update Worksessions

- Planning Commission Worksessions
  - March 26, 2024
  - July 9, 2024
  - October 8, 2024

- General Government Committee Briefings
  - April 10, 2023
  - November 13, 2024
- Commerce Preliminary Review
  - Review of Comprehensive Plan Format
    - March 2024
- Complete Draft of Comprehensive Plan
  - All Elements, Maps, and Appendices
  - July 2024 – October 2024
- Complete Draft of Development Code Update
  - Amendments to Titles 3, 14, 16, 17, and 18
  - July 2024 – October 2024

### **Phase 3 – Legislative Process (Fall 2024 – June 30, 2025)**

Staff will complete a draft version of the Comprehensive Plan and the Development Code amendments during Phase III. Staff will present the drafts to the Planning Commission and General Government Committee as well as external and internal stakeholders for review.

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan and the Development Code amendments and then conduct a public hearing to gather formal public comment on the draft Comprehensive Plan before developing findings of fact, conclusions, and recommendations that will be forwarded to City Council.

The City Council will hold a number of worksessions to discuss the Comprehensive Plan and the Development Code amendments. The City Council will consider the recommendation forwarded by the Planning Commission.

The process will culminate in the adoption of an updated Comprehensive Plan and amended Development Code by the Growth Management Act deadline of June 30, 2025.

## **1. Community Outreach**

- Final Actions:
  - To be determined based the results of Phase 2 and the Community Outreach Plan.

## 2. Schedule

- Commerce Review
  - Fall 2024 – Winter 2025
- Prepare Ordinances
  1. Comprehensive Plan Update Ordinance
    - October 2024
  2. Development Code Update Ordinance
    - October 2024
- SEPA Review
  1. Both Ordinances
  2. Note if SEPA is updated at the same time, allow for 60-day review by Tribes, WSDOT, and State
  3. November 2024 – December 2024
- Commerce Notice of Intent
  1. Both Ordinances
  2. November 2024 - December 2024
- Public Adoption Meetings
  1. Planning Commission
    - Briefing for Both Ordinances
      - November 26, 2024
    - Worksession for Comprehensive Plan Update Ordinance
      - December 10, 2024 (Joint with City Council)
      - January 14, 2025
      - February 11, 2025
    - Worksessions for Development Code Amendment Ordinance
      - December 10, 2024 (Joint with City Council)
      - January 28, 2025
    - Public Hearing for Both Ordinances
      - February 25, 2025
  2. General Government Committee
    - Briefing for Comprehensive Plan Update Ordinance

- March 12, 2025
  - Briefing for Development Code Amendment Ordinance
    - April 8, 2025
- 3. Public Works Committee
  - Briefing
    - March 27, 2025
- 4. City Council Worksession
  - Worksession for Comprehensive Plan Update Ordinance
    - December 10, 2024 (Joint with Planning Commission)
    - April 15, 2025
    - May 27, 2025
  - Worksessions for Development Code Amendment Ordinance
    - December 10, 2024 (Joint with Planning Commission)
    - May 13, 2025
- 5. City Council
  - Consideration for Both Ordinances
    - June 17, 2025
- Notice of Adoption
  - 1. Submit Notice of Adoption to Commerce
  - 2. June 30, 2025



## **Appendix A – Guidance**

The State Department of Commerce has provided guidance specific to the periodic update on their Periodic Update webpage

*<https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>*

*[www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics](http://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics)*

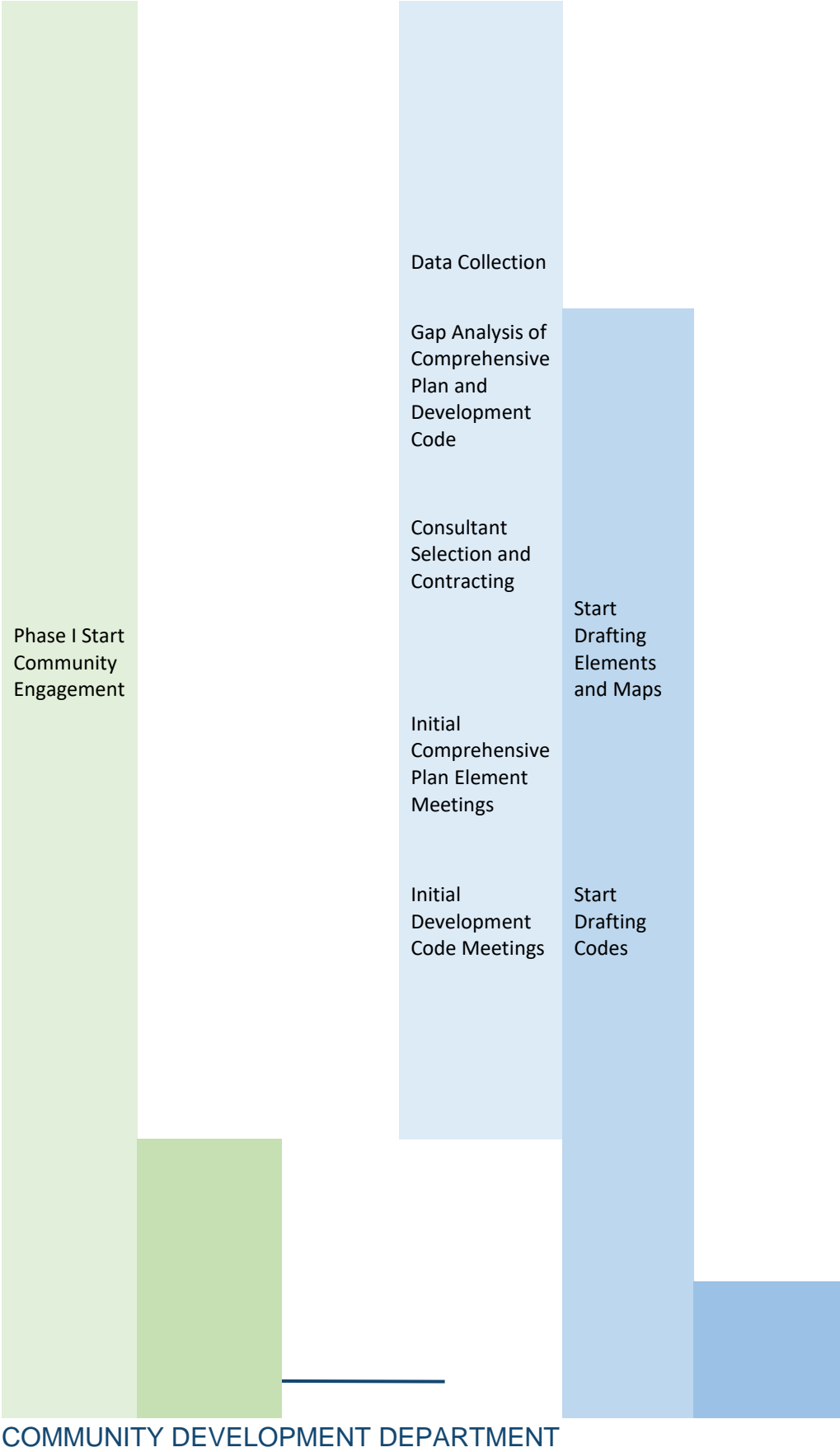
In addition, the Puget Sound Regional Council is conducting a series of workshops on a variety of topics related to the periodic update.

*[www.psrc.org/our-work/passport-2044-comprehensive-plan-workshop-series](http://www.psrc.org/our-work/passport-2044-comprehensive-plan-workshop-series)*)

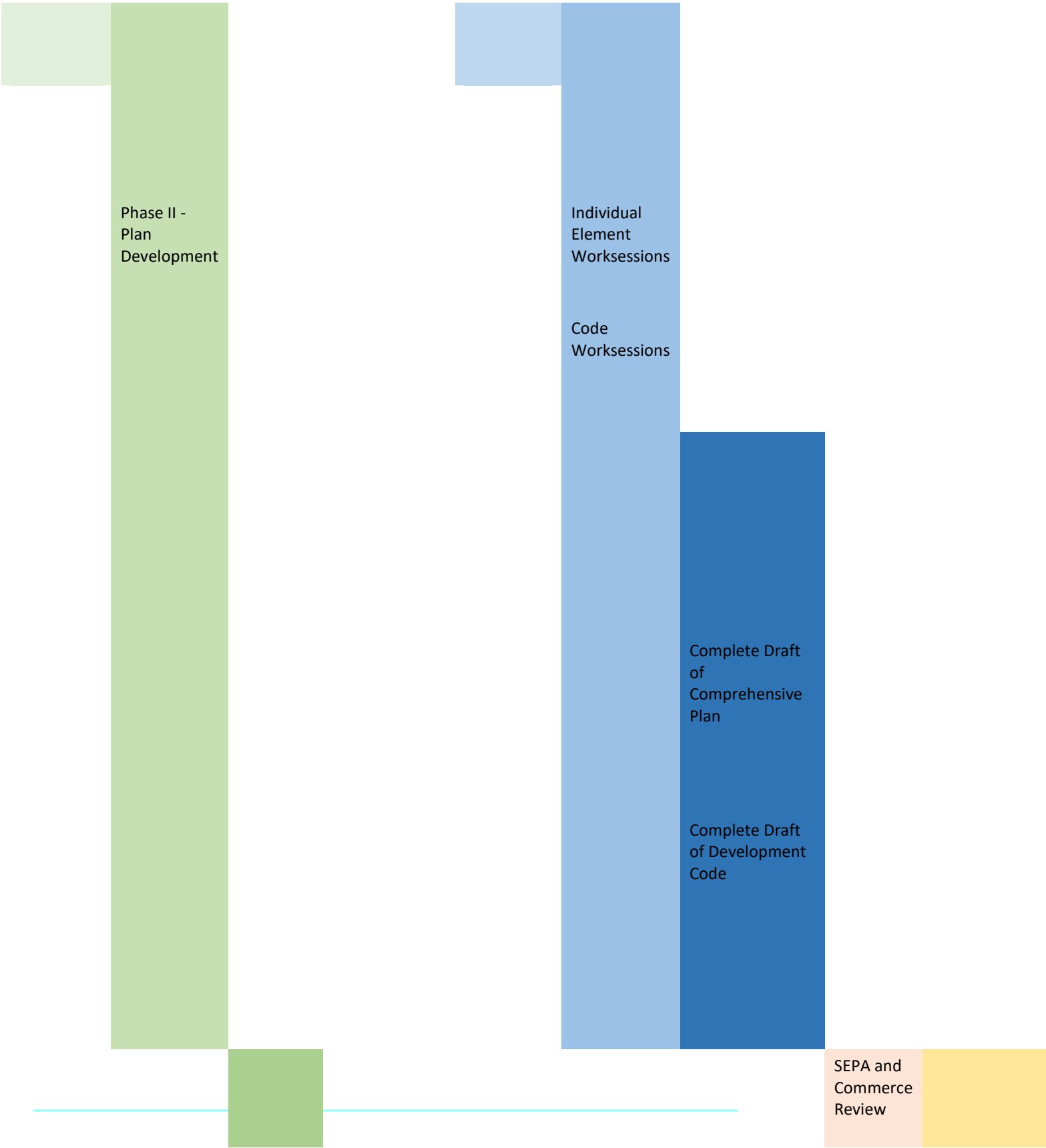
Municipal Research Services Center has a Comprehensive Planning webpage.

*<https://mrsc.org/getdoc/d7964de5-4821-4c4d-8284-488ec30f8605/Comprehensive-Planning.aspx>*

Appendix B – Schedule



	Planning Commission	City Council Worksession	City Council Regular Meeting	General Government Committee	Public Works Committee
Tuesday, July 25, 2023	Work Program and Schedule				
Tuesday, August 08, 2023	Land Use				
Wednesday, August 09, 2023				Work Program and Schedule	
Tuesday, August 22, 2023	Housing				
Tuesday, September 12, 2023	Land Use				
Wednesday, September 13, 2023				Land Use and Housing	
Tuesday, September 26, 2023	Housing				
Tuesday, October 10, 2023	Development Code				
Wednesday, October 11, 2023				Development Code	
Tuesday, October 24, 2023	Climate and Conservation				
Wednesday, November 08, 2023				Climate and Conservation	
Tuesday, November 14, 2023	Economic Development				
Tuesday, November 28, 2023	Lands for Public Purposes and Utilities				
Tuesday, December 12, 2023	Joint Meeting with CC	Joint Meeting with PC			
Wednesday, December 13, 2023				Economic Development and Lands for Public Purposes and Utilities	
Tuesday, January 09, 2024	Transportation				
Wednesday, January 10, 2024				Transportation	
Thursday, January 18, 2024					Lands for Public Purposes and Transportation
Tuesday, January 23, 2024	Climate				
Tuesday, February 13, 2024	Conservation				
Wednesday, February 14, 2024				Climate	
Tuesday, February 27, 2024	Land Use				



	Planning Commission	City Council Worksession	City Council Regular Meeting	General Government Committee	Public Works Committee
Tuesday, March 12, 2024	Housing				
Wednesday, March 13, 2024				Conservation	
Tuesday, March 26, 2024	Development Code				
Tuesday, April 09, 2024	Land Use				
Wednesday, April 10, 2024				Land Use	
Tuesday, April 23, 2024	Housing				
Wednesday, May 08, 2024				Housing	
Tuesday, May 14, 2024	Economic Development				
Tuesday, May 28, 2024	Lands for Public Purposes and Utilities				
Tuesday, June 11, 2024	Transportation				
Wednesday, June 12, 2024				Development Code	
Tuesday, June 25, 2024	Climate				
Tuesday, July 09, 2024	Development Code				
Wednesday, July 10, 2024				Economic Development	
Tuesday, July 23, 2024	Economic Development				
Thursday, August 8, 2024					Lands for Public Proposes and Utilities
Tuesday, August 13, 2024	Lands for Public Purposes and Utilities				
Wednesday, August 14, 2024				Transportation and Lands for Public Proposes and Utilities	
Tuesday, August 27, 2024	Transportation				
Tuesday, September 10, 2024	Land Use				
Wednesday, September 11, 2024				Land Use	
Thursday, September 19, 2024					Transportation
Tuesday, September 24, 2024	Housing				
Tuesday, October 08, 2024	Development Code				
Wednesday, October 09, 2024				Housing	
Wednesday, November 13, 2024				Development Code	
Tuesday, November 26, 2024	Briefings				

Phase II -  
Legislative  
Process

Public  
Adoption  
Meetings

	Planning Commission	City Council Worksession	City Council Regular Meeting	General Government Committee	Public Works Committee
Tuesday, December 10, 2024	Joint Meeting with CC	Joint Meeting with PC			
Tuesday, January 14, 2025	Worksession - Comprehensive Plan				
Tuesday, January 28, 2025	Worksession - Development Code				
Tuesday, February 11, 2025	Worksession - Comprehensive Plan				
Tuesday, February 25, 2025	Hearings				
Wednesday, March 12, 2025				Briefing - Comprehensive Plan	
Thursday, March 27, 2025					Briefing
Tuesday, April 01, 2025					
Tuesday, April 08, 2025				Briefing - Development Code	
Tuesday, April 15, 2025		Worksession			
Tuesday, May 13, 2025		Worksession			
Tuesday, May 27, 2025		Worksession			
Tuesday, June 10, 2025			Consideration		
Tuesday, June 17, 2025			Consideration		