

DRAFT 2022 CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM				
	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET				
1	2025 Comprehensive Plan Update Process	80	City Staff	Starting in Fall 2022 through June 2025, prepare required eight-year periodic update to the City's Comprehensive Plan, including updates to the Conservation, Housing, Land Use, Lands for Public Purposes, and Utilities Elements as well as the Parks, Recreation, and Open Space Plan and Transportation Plan. Work in 2022 will primarily be preparing the scope and schedule for the periodic update with other City departments and it is expected to start in the second half of 2022. Work with Planning Commission, General Government Committee, and City Council.
2	2022 Comprehensive Plan Amendments	320	City and Public	Review at least six public and private amendments through preliminary and final docket process. Includes four City proposed amendments: 1) Neighborhood Character, 2) Update greenhouse gas emission (GHG) targets in Environment Element to address HB 2311; 3) Essential Public Facilities amendments; and 4) Comprehensive Plan map amendment to change SFM to MFH Triangle west of the Dennis Street SW and Linderson Way SW intersection. Two private applications were submitted before the December 6, 2021 deadline 1) Wells Littlerock and 2) Littlerock Boulevard SW and Israel Road SW. Preliminary docket briefings and worksessions. Final docket briefings, worksessions, and hearing. Prepare preliminary docket summary, staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
Subtotal		400		
DEVELOPMENT REGULATION AMENDMENT DOCKET				
1. Tumwater Housing Action Plan Amendments				
a	Housing Action Plan - Development Code Amendments	120	City Staff	After acceptance of Tumwater Housing Action Plan in 2021, associated updates to development regulations to respond to Plan actions. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Housing Action Plan - Rental Housing Amendments (Ordinance No. O2021-023)	160	City Council	Ongoing from 2018. Part of Resolution No. O2018-016 Homelessness and Housing Affordability response and addressing 2021 Tumwater Housing Action Plan actions. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with other City staff, General Government Committee, and City Council.
		280		
2. Urban Forestry Management Plan Amendments				
a	Landscaping and Buffering Requirements	120	City Staff	Delayed until 2022 by reduced staff in 2021. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to prepare update to landscape buffering and screening regulations (TMC 18.47). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update (Ordinance No. O2021-016)	60	City Staff	Ongoing from 2021. After completion of the Urban Forestry Management Plan update in 2021, prepare update to street tree regulations (TMC 12.24), Street Tree Plan, and guidelines throughout the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update	120	City Staff	Delayed until 2022 by reduced staff. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to prepare update to tree preservation regulations (TMC 16.08). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		300		
3. Other Amendments				
a	Binding Site Plan Amendments	120	City Staff	Prepare update to binding site plan regulations in Title 17 to provide clarity to requirements. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Emergency Shelters and Housing (Ordinance No. O2021-019)	40	City Staff	Ongoing from 2021. Update regulations to reflect changes to address changes in state laws in 2020 and 2021 that require local governments to allow certain housing types in certain locations. The amended state laws were adopted by Engrossed Substitute House Bill (ESHB) 1023 (2020), Engrossed Second Substitute House Bill (E2SHB) 1220 (2021), and Engrossed Substitute Senate Bill (ESSB) 5235 (2021). City Council worksession and consideration.
c	General Development Code Housekeeping Amendments	140	City Staff	Delayed until 2022 by reduced staff in 2021. Address minor housekeeping amendments from 2020 and 2021, including updating Dedication Certificate language and references to Public Works Director in Title 17; clarifying the intent of TMC 18.33 MUO Mixed Use Overlay to require commercial or office uses along primary roadways rather than 20% of every building; addressing nonconforming signs; addressing ADU primary entrance language; adding “residential mechanical equipment” in SF zone districts setback; addressing driveway surface for storage sheds; adding “carwash” to General Commercial uses; looking at difference between “personal and professional and services” and “personal and professional and services and sales” (NC and TC zone districts only); matching the permitted and conditional uses in TMC 18.07 Summary Tables of Uses and zone districts with those in TMC 18.53 Housing for the Functionally Disabled; clarifying whether residential uses require one long term bike storage spot per unit (18.50.120.C.3) or one per four units as shown in the table (18.40.120.(A)) at the end of the parking section; look at when a staff report is needed for a hearing examiner hearing; and addressing sidewalk maintenance issue at the request of permitting staff to clarify which owners are responsible for maintenance of sidewalks. Currently there is not a section of the TMC or Development Guide that addresses this issue. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
d	Planned Unit Development Chapter Update	120	City Staff	Review and update TMC 18.36 Planned Unit Development Overlay. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
e	Thurston Climate Mitigation Plan - Related Development Code Amendments	80	City Council	After acceptance of Thurston Climate Mitigation Plan in 2021 and the start of Phase 4 implementation, associated updates to development regulations. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
f	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	160	City Staff	Start work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Urban Growth Areas. Schedule will depend on County work plan. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
Subtotal		660 1,240		

OTHER PLANNING PROJECTS				
1	Annexations - Island Annexation Process	160	City Staff	Ongoing from 2020 and 2021. After approval of ILA with County for island annexations scheduled for January 2022, coordinate with consultant and City Attorney as in needed in support of two annexation ordinances. Briefings, worksessions, and hearing. Prepare staff report, ordinances, and other materials and work with General Government Committee and City Council. Includes consultant management.
2	Equity Toolbox	80	City Staff	At request of City Administrator, work with consultant to prepare equity toolbox. Meetings with City staff and research.
3	GIS / GIS Support	100	City Staff	Support on unspecified projects, inquiries, and requests
4	Grant Funding	20	City Staff	Delayed until 2022 by reduced staff. Research grant funding opportunities that support long range planning goals. Senior housing support is one potential grant area.
5	Habitat Conservation Plan	500	City Council	Ongoing from 2016. Phase II work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. 2022 grant extension with WDFW and USFWS. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management.
6	Hazard Mitigation Plan for the Thurston Region	120	City Staff	Update the City of Tumwater 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 our region’s plan. The plan update process is expected to launch in November 2021 and take approximately 12 to 15 months to complete. Participation in a multi-agency planning workgroup. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Planning Commission, General Government Committee, and City Council.
7	Housing - Affordability and Homelessness	48	City Council	Ongoing from 2020 and 2021. Work outside of development regulation amendments above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies. Marketing.
8	Housing Affordability Amendments - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9)	60	City Council	Part of Housing Affordability Fee Work Plan approved May 28, 2019. Work with the Public Works Department to make infrastructure investments for infill areas needing upgrades with follow-up by City staff to develop potential scenarios with emphasis on areas where housing affordability is most likely to occur. Public meetings, briefings, worksessions, hearing, and ordinance.
9	Long Range Planning Website Updates	12	City Staff	Ongoing.
10	Public Inquiries and General City Council and Interdepartmental Support	280	Various	Support on unspecified projects, inquiries, and requests.
11	Thurston Climate Mitigation Plan, Phases 3 and 4	120	City Council	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. Associated updates to the development regulations in 2022 addressed above. Monthly jurisdictional staff meetings and steering committee meetings. Public meetings, briefings, and worksessions. Work with other City departments, Planning Commission, General Government Committee, and City Council. Expected transition of work to new Sustainability Coordinator position in Water Resources and Sustainability Department at some point.
12	US Census - Thurston County Jail	120	City Staff	As part of the 2021 adjustments to OFM's 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 staff thought that the City has a case to submit to the Count Question Resolution (CQR) program. If successful, the city population would be adjusted upwards through a Corrected Federal Census count, potentially increasing Tumwater’s population by 200-400. OFM suspects that this might be a geocoding error and the Census Bureau may have placed the GQ population at the mailing address rather than the actual location. Correcting this error with the Census Bureau will update the population that federal funding is based on, impacting the City's federal funding for the decade. Once the Census Bureau posts a correction, staff will work with OFM to adjust the base numbers that our annual estimates are based on for this decade. The CQR program will begin accepting submissions beginning in January of 2022.
13	Urban Forestry Management Plan Implementation	80	City Council	Ongoing from 2021. Plan implementation and annual Directors and Tree Board coordination on Actions.
Subtotal		1,700		
GENERAL MANAGEMENT AND COORDINATION				
1	General Coordination with Other City Departments	96	City Staff	Various
a	All City Staff Meetings	8	City Staff	Quarterly meetings
b	Brewery Project Team	8	City Staff	Ongoing meetings
c	Code Compliance Team	16	City Staff	Ongoing monthly meetings
d	GIS Team	8	City Staff	Ongoing meetings
e	Green Team	12	City Staff	Ongoing meetings
f	Stormwater Interdisciplinary Team	12	City Staff	Ongoing meetings
g	Traffic Team	24	City Staff	Ongoing meetings
h	Web Team	8	City Staff	Ongoing meetings
2	General Coordination with Other Jurisdictions	409	City Staff	Various
a	Port of Olympia	24	City Staff	Quarterly Meetings and other coordination
b	City of Olympia	8	City Staff	Review proposed Comprehensive amendments and other coordination outside of housing
c	Intercity Transit	8	City Staff	Coordination with staff
d	Olympia School District	1	City Staff	Coordination with staff
e	Regional Housing Council	280	City Staff	Ongoing from 2020 and 2021. Monthly RHC meetings, monthly City Staff RHC prep meetings, weekly technical team meetings, annual grant review, and monthly workgroup meetings (siting, common understanding, eviction, funding). 0.25 FTE annual commitment.
f	State of Washington	4	City Staff	Coordination with staff
g	Thurston County	24	City Staff	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions
h	Thurston Regional Planning Council	28	City Staff	Regional planner meetings/jurisdiction meetings
i	Thurston Thrives - Housing Action Team	24	City Staff	Attend monthly regional coordination meetings
j	Tribal Governments	4	City Staff	Coordination with staff
k	Tumwater School District	4	City Staff	Review Capital Facilities Plan and other coordination
3	Department Management	312	City Staff	Various
a	General Management	120	City Staff	Ongoing from 2021. Staff review and development. Managing staff: daily calls, weekly meetings with permit manager, biweekly and monthly meetings, and tracking.
b	Management Team Meetings	120	City Staff	Ongoing Weekly Meetings
c	Planning Commission Support	48	City Staff	Ongoing coordination with chair. Zoom meeting management.
d	Tree Board Support	24	City Staff	Ongoing coordination with chair. Zoom meeting management. 2022 Arbor Day. “Tree City” DNR annual application in fall 2022.
4	Training	60	City Staff	AICP certificate maintenance. Conferences.
Subtotal		877		
TOTAL HOURS:		4,217		

TOTAL REQUIRED PLANNERS (FTEs): 3.00  
TOTAL AVAILABLE PLANNERS (FTEs): 2.40  
TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 4,213  
PLANNER TIME DIFFERENCE(Hours X FTEs): -4

Approved by the City Council on XXXX, 2022

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

	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)				
→	Aquifer Protection Standards Amendments	80	City Staff	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, worksessions, hearing, and ordinance.
→	Autonomous Vehicles	80	City Staff	See TVW series on transportation 2019 per John Doan. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types	120	City Staff	Thurston County and TRPC led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City's Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
→	Citywide Design Standards Update	80	City Staff	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini-storage uses (TMC 18.43). Briefings, worksessions, hearing, and ordinance.
→	Code Enforcement Amendments	60	City Staff	Ongoing from 2020. Substantive code revisions to reconcile International Property Maintenance Code (TMC 15.18) and Nuisances Code (TMC 8.04). Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
→	Electric Vehicle Infrastructure	80	City Staff	Work with Building Official on electric vehicle charging infrastructure requirements for new commercial buildings per WAC 51-50-0427. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Essential Public Facilities	120	City Staff	Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, worksessions, hearing, and ordinance.
→	Essential Public Facilities - Treatment Facilities	80	City Staff	Code amendments for essential public facilities related to treatment facilities. Related to Comprehensive Plan Amendments. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Affordability Amendments - Unit Lot Subdivision (Housing Affordability Text Work Plan Ordinance #4)	100	City Staff	Part of Housing Affordability Work Plan approved May 28, 2019. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Littlerock Road Subarea Plan and Regulations	160	City Staff	Complete update of the Plan Goals and Actions as part of the 2023 Comprehensive Plan Amendment process. Update Littlerock Road Subarea Plan and regulations, including work on the Comprehensive Plan map designation and text and zone districts. Related to regulations addressing minimum residential density and development standards in TMC 18.20 MU Mixed Use zone district in development regulation amendment docket below. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Mixed Use Zone District – Minimum Residential Density/Development Standards	120	Mayor	Review regulations addressing minimum residential density and development standards in TMC 18.20 MU Mixed Use zone district. Related to work on the Comprehensive Plan map designation and text and zone districts in Comprehensive Plan amendment docket above. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council
→	Multifamily Tax Exemption Update	160	City Staff	Review and update TMC 3.30 Multifamily Housing Tax Exemptions to response to 2021 updates to state law. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Pipeline - Land Use Review	80	City Staff	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with County for Urban Growth Area issues as needed. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Town Center Plan Amendments	160	City Staff	Complete update as part of the 2023 Comprehensive Plan Update process. Work on the Comprehensive Plan map designation and text, zone district, and regulations, including review of residential uses and amendments to TMC 18.23 TC Town Center Zone District. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	WSDOT Site Planning	100	City Staff	Work with WSDOT to potentially plan for the future use of their Capitol Boulevard site. Subject to City and WSDOT agreement.
→	Zero Effect Drainage Discharges	120	City Staff	Review TMC 13.22 - Zero Effect Drainage Discharge after new Drainage and Erosion Control Manual is adopted to see if it is appropriate to revise or remove. From the LID update, look at how TMC 13.22 works with the new City of Tumwater Drainage and Erosion Control Manual and what projects have been built using the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.

TOTAL HOURS: 1,700