

STAFF REPORT

Date: January 10, 2024

To: General Government Committee

From: Brad Medrud, Planning Manager



2024 Long Range Planning Work Program

The City Council approves an annual long range planning work program at the beginning of every year. The annual work program will guide all long range planning projects during 2024. The City Council and Planning Commission discussed the draft 2024 work program at a joint work session on December 12, 2023 as well as general topics related to their roles on a range of community development issues. The City Council is expected to approve the 2024 work program on January 16, 2024.

The City Council, Planning Commission, community members, and City staff can propose projects for the annual work program.

The draft 2024 work program consists of projects budgeted for 3.10 FTEs.

Almost half of the staff time budgeted for the proposed 2024 work program will be spent on the City's 2025 Comprehensive Plan and Development Code periodic update, which is discussed in more detail below. Ongoing work on the Bush Prairie Habitat Conservation Plan and with the Regional Housing Council on homelessness and affordable housing issues will take more than one quarter of long range planning staff time in 2024.

Contents

2023 Accomplishments.....	2
Proposed 2024 Long Range Work Program.....	3
Growth Management Act and the Periodic Update	4
Tumwater Comprehensive Plan.....	5
Tumwater Development Regulations	5
2025 Periodic Update	5
Periodic Update Schedule and Action Items	6
Phase 1 – Project Start (Summer 2023 – Winter 2024).....	6
Phase 2 – Plan Development (Winter 2024 – Spring 2024).....	6

Phase 3 – Legislative Process (Summer 2024 – June 30, 2025).....	7
Periodic Update Process and Schedule	7
Comprehensive Plan Periodic Update	7
Phase I –Community Engagement – <i>Fall 2022 – Summer 2025</i>	7
Phase II – Plan Development – Winter 2024 – Fall 2024.....	7
Phase III – Legislative Process – Fall 2024 – June 30, 2025	8
Capital Facilities Plan Update – 2025.....	8
Development Code Periodic Update Process – 2024/2025	8
Resources Needed	8
Staff	8
Consultants	9
Funding	9
Comments and Contact information	10

2023 Accomplishments

The Community Development Department was able to bring on Erika Smith-Erickson as our new Land Use and Housing Planner.

The following items were completed from the 2023 long range work program:

- Housing Action Plan – Rental Registration (Ordinance No. O2022-014) – Adopted February 2023.

The following items are still ongoing from the 2023 long range work program:

- 2023 Comprehensive Plan Amendments (Ordinance No. O2023-002) – Expected approval February 2024.
- General Development Code Housekeeping Amendments (Ordinance No. O2023-012) – Expected approval February 2024.
- 2025 Comprehensive Plan and Development Code Periodic Update – Expected approval June 2025.
- Bush Prairie Habitat Conservation Plan – Work is ongoing.
- Regional Housing Council – Work is ongoing.
- Hazard Mitigation Plan for the Thurston Region Update – Expected approval March 2024.

- Urban Forestry Management Plan – Landscaping and Buffering Requirements Update – Expected to be able to restart work on the project in March 2024.
- Urban Forestry Management Plan – Street Tree Standards Update – Expected to be able to restart work on the project in March 2024.
- Urban Forestry Management Plan – Tree and Vegetation Preservation Regulation Update – Expected to be able to restart work on the project in March 2024.
- Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning Update – Schedule is dependent on County work program.
- Equity Toolbox – Expected to be complete in 2024.

Proposed 2024 Long Range Work Program

Attachments B1 – B3 are the draft 2024 long range planning work program. The 2024 work program is divided into five parts:

1. Comprehensive Plan Amendment Docket
2. Development Regulation Amendment Docket
3. Other Planning Projects
4. General Management and Coordination
5. Below the Line Projects – Projects that would be considered if the projects in the first four parts are completed and staff time is available.

Under each of the five parts, individual projects are identified with an estimate of staff time needed to complete, who proposed the project, how they address City Council strategic priorities, and detail on the work required. For more details on individual projects, please see Attachments B1 – B3 *Draft 2024 Long Range Planning Work Program*.

1. **Comprehensive Plan Amendment Docket** – Discussed further below.

Approximately 33% of all budgeted staff time.

- a. 2025 Comprehensive Plan Periodic Update (Continued from 2022-23)

2. **Development Regulation Amendment Docket**

Approximately 22% of all budgeted staff time. 2025 Development Code Periodic Update is approximately 10% of all budgeted staff time.

- a. 2025 Development Code Periodic Update – Discussed further below (Continued from 2022-23)
- b. Urban Forestry Management Plan Amendments – Landscaping, Street Tree Standards, and Tree and Vegetation Preservation (Continued from 2022-23)

- c. Other Amendments – 2024 Development Code Housekeeping Amendments and Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning (Continued from 2022)

3. Other Planning Projects

Approximately 25% of all budgeted staff time. The Habitat Conservation Plan is approximately 11% of all budgeted staff time.

- a. Bush Prairie Habitat Conservation Plan (Continued from 2016)
- b. Equity Toolbox (Continued from 2022-23)
- c. Food System Plan (New in 2024)
- d. Hazard Mitigation Plan Update (Continued from 2022-23)
- e. Managing Multifamily Tax Exemption Program (Ongoing)
- f. Code Enforcement (Ongoing)
- g. As well as Permit Review Support, Public Inquiries, and other items (Ongoing)

4. General Management and Coordination

Approximately 20% of all budgeted staff time. Regional Housing Council is approximately 10% of all budgeted staff time.

- a. General Coordination with Other Departments – Code Compliance Team, Traffic Team, Green Team, Stormwater Team, GIS Team, and other items (Ongoing)
- b. General Coordination with Other Jurisdictions
 - 1) Regional Housing Council (minimum 0.25 FTE per Memorandum of Understanding) (Ongoing)
 - 2) Work with the Port of Olympia, other cities, County, State, Tribes, Thurston Regional Planning Council, and Intercity Transit among others (Ongoing)
 - 3) Department Management (Ongoing)
 - 4) Training (Ongoing)

Growth Management Act and the Periodic Update

In Washington State, the Growth Management Act requires fast-growing cities and counties to manage their population growth by developing a comprehensive plan and keeping it updated.

Every ten years under the Growth Management Act, the City must conduct a periodic update of its Comprehensive Plan and related development regulations to ensure they comply with the

Growth Management Act and respond to changes in the City since the last periodic update in 2016.

Tumwater Comprehensive Plan

The Comprehensive Plan establishes the outline for managing the City's policymaking and investment decisions for the next 20 years from 2025 to 2045.

The Comprehensive Plan's goals, policies, and implementation actions are the foundation for how the City addresses future public and private development, directs spending for capital facilities improvements, and collects development impact fees and other development charges.

The Comprehensive Plan addresses where development will occur, at what intensities, and concurrent with required infrastructure improvements.

Tumwater Development Regulations

The City's development regulations translate the goals and policies of the Comprehensive Plan into the zoning, land division, and environmental codes that private and public landowners must follow to develop property in the City. Zoning is a planning practice of classifying land as regulated zones for designated purposes to create suitable land use patterns, by various types of similar uses, or by design standards, e.g., form-based codes, to meet the goals and vision identified in the City's Comprehensive Plan.

The City's development regulations adopt the City's Zoning Map which establishes the location and boundaries of the zoning districts that allow for specific uses and intensities. The City's Zoning Map is based in turn on the land uses and intensities identified in the Citywide Future Land Use Map in the Comprehensive Plan.

2025 Periodic Update

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

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate many state-required changes addressing affordable housing, climate change, transportation, and other topics.

The City is expected to grow in population from 27,100 in 2023 to 37,380 by 2045 with an additional 6,000 people in the City's urban growth area. Note that these numbers may be an undercount of likely growth based on projected and actual growth since the last Comprehensive Plan periodic update in 2016. The projected housing need from 2025-45 is 6,664 new dwelling units with the majority being multifamily. The Comprehensive Plan is required to show how and where the new population and housing will be accommodated.

The addition of more people, housing, and jobs will result in a greater need for public services maintained by the City from roads, sidewalks, and bike lanes, to police and fire services, to water, sanitary sewer, and stormwater facilities, parks and recreation facilities, as well as the staff required to maintain those services.

It is expected that the periodic update will result in increased density throughout the City to meet state requirements for housing, climate mitigation, and conservation of state and federally protected species. In turn, this will require revisions to how transportation, public utilities, and park and recreation facilities will be funded through impact fees and Capital Facilities Plan projects to meet state concurrency requirements.

Under state law, the periodic update process is the time where the City Council and the community have the greatest ability to provide input on how and where development of the City occurs.

Periodic Update Schedule and Action Items

The periodic update process will require resources from all City departments to complete. Attachment C *Schedule* identifies the lead and supporting departments for each Element and Plan in the Comprehensive Plan, funding, and the likelihood of consultant support. Funding for the periodic update will be a mixture of general government and state grant funds.

Phase 1 – Project Start (Summer 2023 – Winter 2024)

City staff is completing review of the visions, goals, and policies in the existing Comprehensive Plan and preparing gap analyses for 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.

A community survey is available now on the [Comprehensive Plan periodic update website](#). Postcards were mailed to residents on December 4, 2023 to let them know about the survey.

Phase 2 – Plan Development (Winter 2024 – Spring 2024)

Feedback gathered through the community outreach process will be incorporated into the draft Comprehensive Plan and Development Code. City staff will present the drafts of the Elements and Plan 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 and comment.

Phase 3 – Legislative Process (Summer 2024 – June 30, 2025)

City staff will complete a draft version of the Comprehensive Plan and the Development Code amendments during Phase III. City 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 several work sessions to discuss the Comprehensive Plan and the Development Code amendments and then conduct a public hearing or hearings 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 consider the recommendation forwarded by the Planning Commission and will hold several work sessions to discuss the Comprehensive Plan and the Development Code amendments.

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.

Periodic Update Process and Schedule

Comprehensive Plan Periodic Update

Phase I –Community Engagement – Fall 2022 – Summer 2025

- 1) Community Engagement Process – *Through June 30, 2025*
- 2) Consultant Selection and Contracting – Develop and issue request for proposals for consultant and consultant selection and contracting – *Winter and Spring 2024*
- 3) Data Gathering – Staff and consultants gather data and start review of the Elements, Plans, and maps – *Spring and Summer 2024*

Phase II – Plan Development – Winter 2024 – Fall 2024

- 1) Periodic Update Drafts – Staff and consultants start work on the draft Comprehensive Plan Elements, Plans, and maps and the Development Code – *Winter 2024*
- 2) Individual Comprehensive Plan Element and Plan Discussions and Work Sessions – *Winter – Fall 2024*
 - a) Community Stakeholders
 - b) Planning Commission
 - c) General Government Committee and City Council
- 3) Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements, Plans, and maps and the Development Code – *Fall 2024*

Phase III – Legislative Process – Fall 2024 – June 30, 2025

- 1) SEPA and Commerce Review – *Fall 2024*
- 2) Public Adoption Meetings – *Fall 2024 and Winter 2025*
 - a) Community Stakeholders
 - b) Planning Commission
 - c) City Council
- 3) Submit Notice of Adoption to Commerce – *Spring 2025*

Capital Facilities Plan Update – 2025

- 1) Preliminary Docket Process – *Winter 2025*
- 2) Develop Capital Facilities Plan – *Spring and Summer 2025*
- 3) SEPA and Commerce Review – *Summer 2025*
- 4) Final Docket Process – *Fall 2025*

Development Code Periodic Update Process – 2024/2025

- 1) Discussions of Amendments to Development Code Regulations (Titles 16, 17, and 18) and Title 3 – *Spring, Summer and Fall 2024*
- 2) Draft Ordinance – Staff and consultants complete draft ordinance – *Winter 2025*
- 3) SEPA and Commerce Review – *Winter 2025*
- 4) Public Adoption Meetings – *Winter 2025 and Spring 2025*
- 5) Submit Notice of Adoption to Commerce – *June 30, 2025*

Resources Needed

Staff

The periodic update is expected to require the following staff resources:

- 1) Community Development Department
 - a) Planning – The periodic update process is expected to require 1.5 FTE in 2024 and 2025.
 - b) Economic Development – The minor periodic update of the goals and strategies in the Economic Development Plan and coordination with the Economic Development Manager and a consultant to update the data workbook is expected to require 5% of one FTE in 2024 and 2025.

2) Executive Department

- a) Executive – The periodic update will require staff time from the Executive Team to support the periodic update.
- b) Communications Team – The periodic update will require staff time from the Communications Team to support the actions identified in the Public Engagement Plan.

3) Transportation & Engineering Department

- a) Transportation – The major periodic update of the Transportation Plan will require staff time from the Transportation & Engineering Department Director and Transportation Manager and coordination with a consultant to update the Transportation Plan and prepare the Climate Element.
- b) GIS Team – The periodic update will require staff time from the GIS Team to support the periodic update.

4) Water Resources & Sustainability Department – The preparation of the new Climate Element and the periodic update of the Lands for Public Purposes and Conservation Elements will require staff time from the Water Resources & Sustainability Department Director and from the Water Resources & Sustainability staff, including the Sustainability Coordinator.

5) Parks & Recreation Department – Work on a major periodic update of the Parks, Recreation, and Open Space Plan was not funded as part of this periodic update process.

Consultants

The periodic update is expected to require the following consultant resources for the following:

- 1) Economic Development Plan – Minor update of Plan was completed in 2019.
- 2) Transportation Plan – Major update of Plan was completed in 2016.
- 3) Middle Housing Development Code Amendments – Amendments will require consultant assistance.
- 4) Climate Element – New plan will require consultant assistance to develop required subelements.

Funding

The periodic update is primarily an internally funded annual work program task. The City has filed an application for a Washington State Department of Commerce grant for \$125,000 to update the Transportation Plan and Economic Development Plan and is waiting to hear back edits to our proposed scope and budget. The City has been awarded a Washington State Department of Commerce grant for \$75,000 to address the new state middle housing requirements. The City

has filed an application for a Washington State Department of Commerce grant application for \$500,000 to support the development of a Climate Element and supporting implementation actions and is waiting to hear back edits to our proposed scope and budget.

Comments and Contact information

Written comments are welcome at any time during the periodic update process and staff will address and publish all formal comments

City of Tumwater contacts:

- The periodic update email is compplan@ci.tumwater.wa.us.
- All documents related to the periodic update will be located on the [City's periodic update webpage](#).