

MEMORANDUM

Date: November 28, 2023
 To: Planning Commission
 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 will discuss the draft 2024 work program at a joint work session on December 12, 2023. 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 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.

The joint work session in December will be an opportunity for the City Council and Planning Commission to discuss the draft 2024 work program as well as general topics related to their roles on a range of community development issues.

Contents

Role of the Planning Commission	3
Role of the City Council and Mayor	3
Suggested Joint Work Session Discussion Topics	3
2023 Accomplishments.....	4
Proposed 2024 Long Range Work Program.....	4
Growth Management Act and the Periodic Update	6
Tumwater Comprehensive Plan.....	6

Tumwater Development Regulations	6
2025 Periodic Update	7
Periodic Update Schedule and Action Items	7
Phase 1 – Project Start (Summer 2023 – Winter 2024).....	8
Phase 2 – Plan Development (Winter 2024 – Spring 2024).....	8
Phase 3 – Legislative Process (Summer 2024 – June 30, 2025).....	8
Periodic Update Process and Schedule	8
Comprehensive Plan Periodic Update	8
Phase I –Community Engagement – <i>Fall 2022 – Summer 2025</i>	8
Phase II – Plan Development – Winter 2024 – Fall 2024.....	9
Phase III – Legislative Process – Fall 2024 – June 30, 2025	9
Capital Facilities Plan Update – 2025.....	9
Development Code Periodic Update Process – 2024/2025	9
Resources Needed	10
Staff	10
Consultants	10
Funding	11
Appendix A – Topics Addressed by the Update.....	12
General.....	12
Specific Elements and Plans.....	12
A. Capital Facility Plan (2026-27)	12
B. Climate Element.....	12
C. Conservation Element.....	13
D. Economic Development Plan.....	13
E. Housing Element	13
F. Land Use Element.....	14
G. Lands for Public Purposes Element	16
H. Parks, Recreation, and Open Space Plan.....	17
I. Shoreline Master Program	17

J. Transportation Plan	17
K. Utilities Element.....	20
L. Development Regulation Update.....	20
Appendix B - Guidance.....	25

Role of the Planning Commission

The Planning Commission is an advisory body to the City Council with a wide remit. TMC 2.56.030 establishes the powers of the Planning Commission as set forth in Chapter 35.63 RCW.

The Planning Commission proposes and develops policy recommendations for consideration by the City Council, which includes work on the Comprehensive Plan and subarea plans, as well as special plans such as the Thurston Climate Mitigation Plan, Tumwater Housing Action Plan, and Urban Forestry Management Plan.

In addition, the Planning Commission is involved in developing recommendations for amendments to regulations related to development, which includes the development code (TMC Title 16 *Environment*, Title 17 *Land Division*, and Title 18 *Zoning*). In the recent past, the Planning Commission has also reviewed amendments to sections of TMC Title 2 *Administration and Personnel*, Title 8 *Health and Safety*, Title 11 *Telecommunications and Telecommunications Facilities*, Title 12 *Streets, Sidewalks and Public Places*, Title 14 *Development Code Administration*, and Title 15 *Buildings and Construction* in support of the development code.

Role of the City Council and Mayor

The City Council serves as the City's legislative body. This separation of powers is based on the traditional federal and state models in the United States. The City Council has the authority to formulate and adopt city policies and the Mayor is responsible for carrying them out. The City Council also has the authority to adopt budgets, approve contracts, and amend the Tumwater Municipal Code. The City Council relies on a number of advisory commissions and boards for support in making decisions. The General Government Committee considers recommendations from the Planning Commission before they go to the full City Council.

Suggested Joint Work Session Discussion Topics

A short list of discussion topics to consider during the joint work session is listed below.

- What went well with the 2023 long range work program and what could be improved?
- If adjustments to the 2024 long range work program are needed, what projects have less priority?

- How has coordination between the City Council and Planning Commission gone in 2023 and what can be improved in 2024?
- Are there additional projects in 2024 to be considered? If so, what projects currently proposed can be delayed?

If the Planning Commission has additional topics to consider, please let staff know.

2023 Accomplishments

We were 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)

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

- 2023 Comprehensive Plan Amendments (Ordinance No. O2023-002)
- General Development Code Housekeeping Amendments (Ordinance No. O2023-012)
- 2025 Comprehensive Plan and Development Code Periodic Update
- Bush Prairie Habitat Conservation Plan
- Regional Housing Council
- Hazard Mitigation Plan for the Thurston Region Update
- Urban Forestry Management Plan – Landscaping and Buffering Requirements Update
- Urban Forestry Management Plan – Street Tree Standards Update
- Urban Forestry Management Plan – Tree and Vegetation Preservation Regulation Update
- Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning Update
- Equity Toolbox

Proposed 2024 Long Range Work Program

Attachment B is 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 Attachment B *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. 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 build on and 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 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 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. The attached schedule (Attachment C) 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 will review the visions, goals, and policies in the existing Comprehensive Plan and prepare 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.

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 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 Element and Conservation Element 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.

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. 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.

Appendix A – Topics Addressed by the Update

General

- A. Diversity, equity, inclusion, and environmental justice will be considered throughout the Comprehensive Plan.
- B. All elements, plans, and maps will be updated and be internally consistent.
- C. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with a focus on simplified and updated goals, policies, and implementation actions with appendices that contain the required technical information.
- D. A new Comprehensive Plan Goal and Policy Guide will be created for use by staff and policymakers as well as a new User Guide for community members.
- E. Mutually agreeable Memorandum of Agreements between the City and tribes about collaboration and participation in the planning process will be discussed.

Specific Elements and Plans

A. Capital Facility Plan (2026-27)

- Address green infrastructure.
- Inventory existing capital facilities owned by public entities in the City.
- Forecast future needs for such capital facilities.
- Update the proposed locations and capacities of expanded or new capital facilities.
- Consider equity for any infrastructure investments and plan for any potential displacement impacts.
- Forecast need for capital facilities based on projected population and adopted levels of service over the planning period. Note the changes to housing types and density provisions in the Housing and Land Use Elements below.
- Establish financing of such capital facilities within projected funding capacities and sources of public money for such purposes.
- 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.
- Establish procedures to ensure capital budget decisions are in conformity with the Comprehensive Plan.
- If impact fees are collected, identify the public facilities on which money is to be spent.

B. Climate Element

- New state requirement in 2023.

- Build on work done for Sustainable Thurston, the Thurston Climate Adaptation Plan, and the Thurston Climate Mitigation Plan.
- Develop a 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.
- Development a resiliency subelement to avoid or reduce adverse impacts of climate change consistent with best available science, prioritizing actions that benefit overburdened communities.
- Goals and policies must include natural areas to foster resiliency and protect vital habitat for species migration; social, economic, and built environment factors; and addressing natural hazards aggravated by climate change.
- Adopt Natural Hazard Mitigation Plan that addresses entire resiliency subelement by reference.

C. Conservation Element

- Update policies to designate and protect critical areas.
- Use 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.
- Address how the Bush Prairie Habitat Conservation Plan will manage affected listed species and prairie eco-systems across private and public lands in the City.
- Update greenhouse gas emission targets in the coordination with Climate Element work.
- Address Urban Forestry Management Plan.
- Update Maps.

D. Economic Development Plan

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

E. Housing Element

- Update goals, policies, and implementation actions for the preservation, improvement, and development of housing.
- Consider housing locations in relation to employment locations and the role of middle housing and 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.
- 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, and 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.
- 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.
- Address Regional Housing Council and Five-Year Thurston County Homeless Plan.

F. Land Use Element

- Use 20-year population projection for the City and its urban growth area throughout the Plan, update estimates of population densities and building intensities based on future land uses and housing needs.
- Update City land use patterns and distribution information.
- Update City-Wide Future Land Use Map.

- Update Capitol Boulevard Corridor, Brewery District, Littlerock Road, and Town Center Subarea Plans.
- Update Neighborhood Appendix to incorporate current information describing existing development patterns.
- Address specific topics:
 - Airport.
 - Update policies, land use designations, and zoning to discourage location of incompatible uses adjacent to the Olympia Regional Airport.
 - Definitions.
 - Add new definitions.
 - Essential Public Facilities.
 - Shorten and remove regulations in Element.
 - Address clean energy and treatment program facilities amendments to essential public facilities.
 - Green Spaces and Urban Forests.
 - Designate greenspaces and urban forests.
 - Growth Management Goals.
 - Address updated and new Growth Management Goals.
 - Habitat Conservation Plan.
 - Remove existing conservation lands from land capacity.
 - Establish policy for removing new conservation lands from land capacity.
 - Manufactured Home Parks.
 - Expand location of MHP Manufacture Home Park land use designation.
 - Middle Housing.
 - Allow two housing units on every lot, independent of allowed land use densities.
 - Determine how land use densities will work with this and in turn how to plan for capital facilities.
 - 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 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.
- Permanently Affordable Housing.
 - Incorporate implementation actions from the Tumwater Housing Action Plan.
- Physical Activity.
 - Use urban planning approaches that promote physical activity.
- Residential Densities.
 - Update minimum and maximum residential densities.
- 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 in text and maps.
- Transfer of Development Rights.
 - Remove transfer of development rights requirement for maximum densities in residential land use designations.
- Tree Canopy.
 - Evaluate canopy coverage.
- Urban Growth Area.
 - Coordinate with Thurston County regarding urban growth area size, patterns of development, suitability, and infrastructure.
- Vehicle Miles Traveled.
 - Consider land use approaches to reduce per capita vehicle miles travel.

G. Lands for Public Purposes Element

- Update inventory and projected needs for public buildings, facilities, and services over the 20-year planning period.
- 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.
- 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 intensive inpatient facilities, long-term residential drug treatment facilities, and recovery house facilities.
- Update the identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses.
- Where applicable, update the review of drainage, flooding, and stormwater run-off and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute the waters of the state.
- Incorporate provisions of the updated 2023 Hazard Mitigation Plan as appropriate.
- Address organics management facility siting.
- Include climate resilience element in Group A water system plans if initiated after June 30, 2024.
- Update information from Sewer Plan and NPDES Stormwater Permit.
- Update Maps.

H. Parks, Recreation, and Open Space Plan

- Creation of a complete updated plan is not part of update per direction of the City Administrator and Mayor in 2022.
- Update may include limited revisions to support grant funding opportunities.

I. Shoreline Master Program

- Update complete, next required update 2030.

J. 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 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 land use assumptions used in estimating travel.
- Update facilities and service 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.
 - Identify specific actions and requirements for bringing into compliance locally owned transportation facilities or services that are below an established level of service standard.
 - Update 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.
 - Identify 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 state 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 approaches that increase physical activity.
- Describe any existing and planned transportation demand management strategies, such as high occupancy vehicle lanes or subsidy programs and parking policies.
- 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 locating essential public facilities in coordination with the update of the Lands for Public Purposes Element.
- 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.
- Revisions to allow for some form of Intercity Transit turnarounds on Littlerock Road and Old Highway 99 to allow for future transit services.

- Update to include work done on the Thurston Thrives walkability study, Intercity Transit studies, and the Old Highway 99 Corridor Study.
- Allow active transportation facilities, transportation demand management, or public transportation services to meet concurrency.
- Incorporate equitable implementation.
- Estimate multimodal level of service impacts to state transportation facilities.
- Add impact fee revenue for bike and pedestrian facilities.
- Provide multimodal level of service and needs forecasts for arterials, transit routes, and active transportation facilities.
- Give priority to the greatest multimodal safety benefit to each category of roadway users.
- Include Americans with Disabilities Act transition plan.
- Provide funding analysis that includes state transportation facilities.

K. Utilities Element

- Include all electrical, telecommunication, and natural gas systems and make a good faith effort to gather information from them.
- 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.

L. Development Regulation Update

1. Accessory Dwelling Units.

- Expand housing options by reducing barriers to the construction and use of accessory dwelling units.
- Ensure accessory dwelling unit development regulations in Chapter 18.42 *General Land Use Regulations* address the following:
 - Impact fees may not be more than 50% of single family homes.
 - Allow two accessory dwelling units per lot.
 - The maximum size for accessory dwelling units is no less than 1,000 square feet.
 - No development or design standards more restrictive than on the principal home.

- Allow conversion of existing building even if nonconforming.
2. Affordable Housing.
 - Update to address the requirements for allowing for affordable housing as needed according to state law.
 - Update 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.
 - Update Chapter 18.27 *BD Brewery District Zone District*.
 4. Citywide Design Guidelines.
 - Update Chapter 18.43 *Citywide Design Guidelines*.
 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.
 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 in Chapter 18.56 *Conditional Use Permits* 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 including, but not limited to, intensive inpatient facilities; long-term residential drug treatment facilities; recovery house facilities.
- Update to allow clean energy facility location.

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*.

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 Chapter 18.38 *FP Floodplain Overlay* based on Ecology 2023 review.

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.
- Update Chapter 3.50 *Impact Fees* to include bike and pedestrian impact fees
- Update Chapter 3.52 *Tumwater Park Impact Fees*.
- Updates to impact fees for smaller residential units
- Updates impact fees for accessory dwelling units

16. Land Division.

- Update Chapter 17.14 *Preliminary Land Divisions* to allow unit lot (condominium) divisions.

17. Update MHP Manufacture Home Park zone district to address expansion.

18. Middle Housing.

- Increase 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.
 - As an alternative to the 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 State Department of Commerce.
- Updates to multiple chapters of Title 18 *Zoning*.
- Option for State Department of Commerce to provide extension of timeline if will result in displacement or overburdened infrastructure
 - Capital Facilities Plan update can also be delayed if extension granted
- Common Interest Communities (e.g., condominium or homeowner's associations) cannot prohibit implementation of these requirements.

19. Mixed Use Zone District.

- Review Mixed Use zone district locations and standards in Chapter 18.20 *MU Mixed Use Zone District* and Chapter 18.33 *MUO Mixed Use Overlay*.

20. Organic Materials Management.

- Update Chapter 18.04 *Definitions* and TMC 18.56 *Conditional Use Permits* 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.

23. Project Permit Review.

- Update 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 in text and maps.

25. Make SEPA threshold amendments to Chapter 16.04 Environmental Policy.

26. Town Center Zone District.

- Update Chapter 18.23 *TC Town Center Zone District*.

27. Transfer of Development Rights.

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

28. 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 State Department of Transportation rules.

Appendix B - Guidance

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

[Growth Management Act Periodic Update](#)

[Growth Management Planning Topics](#)

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

[Passport to 2044: Comprehensive Plan Workshop Series](#)

The Municipal Research Services Center has a Comprehensive Planning webpage.

[MRSC Comprehensive Planning](#)