

2025 DRAFT CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET					
1	2025 Comprehensive Plan Periodic Update	1,800	State Mandate	1, 2, 3, 5	Complete work started in Fall 2022 by December 31, 2025, prepare state required ten-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 Transportation Plan and the creation of a new Climate Element. Manage community engagement process and project website. Work will be coordinated with concurrent updates to development regulations. Consultant and grant management. Work with the community, internal and external stakeholders, other agencies, Planning Commission, Public Works Committee, General Government Committee, and City Council.
2	Parks, Recreation, and Open Space Plan Update	100	City Staff	1,2	Support the Parks, Recreation, and Facilities Department's update of the 2008 Parks, Recreation, and Open Space Plan that was last amended in 2016. Work with consultant and internal team to update Plan in coordination with the 2025 Comprehensive Plan Periodic Update. Work with the Planning Commission, General Government Committee, and City Council.
3	Economic Development Plan Update	60	City Staff	5	Support the Executive's Department's update of the 2019 Economic Development Plan. Work with consultant internal team to update Plan in coordination with the 2025 Comprehensive Plan Periodic Update. Work with the Planning Commission, General Government Committee, and City Council.
4	Thurston County Joint Plan Update and County Urban Growth Area Swap Amendment	360	State Mandate and County	1, 2, 5	Update Tumwater Thurston County Joint Plan to address 2025 Comprehensive Plan Periodic Update and proposed County UGA swap amendment. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
Comprehensive Plan Amendment Docket Subtotal		2,320			
DEVELOPMENT REGULATION AMENDMENT DOCKET					
1. Development Regulation Periodic Update					
a	2025 Development Regulation Periodic Update	580	State Mandate	1, 2	Complete work started in Fall 2022 by December 31, 2025, review and update development regulations to address the required state periodic update. Review Commerce checklist and Ecology checklist for critical areas. Will involve updates to Titles 14, 15, 16, 17, and 18. Work will be coordinated with concurrent updates to the Comprehensive Plan. Consultant and grant management. Briefings, work sessions, and hearing would occur in 2025, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		580			
2. Other Amendments					
a	General Commercial Mixed Use Residential Amendments (O2024-008)	12	City Staff	1	Complete work started in 2024. Amendments to add high intensity mixed use residential uses to the General Commercial zone district. Briefing and consideration. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
b	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	120	State Mandate and County	1, 2	After completion of the Joint Plan update in 2021, work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Tumwater Urban Growth Area and meet 2025 state periodic update requirements. Schedule will depend on County work plan. Briefings, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
c	Tree Preservation Regulation Update	160	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to tree preservation regulations (TMC 16.08). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		292			
Development Regulation Amendment Docket Subtotal		872			

OTHER PLANNING PROJECTS					
1	Annexations	60	Private Application / City Council	1	Assumption that there will be one annexation application in 2025. Briefings, work sessions, and hearings. Prepare staff reports, ordinance, and other materials and work with County, Office of Financial Management, Boundary Review Board, General Government Committee and City Council.
2	Brewery Redevelopment/Planned Action EIS and Ordinance	240	City Staff	1, 5	Planned Action EIS and Ordinance in support of the Brewery Redevelopment Project led by the Executive Department. Includes work with subject matter experts. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
3	Code Enforcement Process	20	City Staff	1, 4	Code Enforcement process improvements. Staff meetings and discussion.
4	Current Planning Projects	40	City Staff	1	Support permit staff on permitting projects.
5	Equity Toolbox	32	City Staff	6	Ongoing from 2021. Complete work with consultant to prepare equity toolbox. Meetings with City staff and research.
6	Food System Plan	60	City Council	1	Complete work started in 2024. Work with consultant to prepare a City Food System Plan that would focus on how to provide healthy food to the community, reduce food waste, support local food processing, eliminate barriers, address gaps in the current system, produce solutions to implement at appropriate scale, and identify how to maintain and update resource materials through jurisdictional and community partners. Briefings, work sessions, and hearing. Prepare staff report, plan, resolution, and other materials and work with Planning Commissions, General Government Committee, and City Council.
7	Grant Funding	20	City Staff	1, 2	Research grant funding opportunities that support long range planning goals. Senior housing support and programs that support affordable housing are potential grant areas.
8	Habitat Conservation Plan	600	City Council	1, 2	Ongoing from 2016. Phase III and IV work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Complete public draft of the HCP. Develop implementation tools. Briefings, work sessions, 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. Include work on purchasing conservation property.
9	Hazard Mitigation Plan for the Thurston Region	12	City Staff	2, 4	Following adoption of the Hazard Mitigation Plan for the Thurston Region in 2024, take part in a multi-agency planning and interdepartment workgroups to implement Plan. Work with other City departments and external stakeholder team.
10	Homeless Shelter/Emergency/Transitional Housing Assessment and Feasibility Study	60	City Council	1	Support a study that is intended to begin the process of helping the City determine what is needed for emergency housing-type facilities to be located in Tumwater beyond the state mandated regulatory amendments of 2022. Coordinate and manage consultant.
11	Housing – Affordability and Homeless	36	City Council	1	Work outside of Comprehensive Plan and development regulation periodic update above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies.
12	Long Range Planning Website Updates	12	City Staff	1	Ongoing.
13	Managing Multifamily Tax Exemption Program	80	City Staff	1	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, work sessions, and hearings. Prepare staff reports, contracts, and other materials and work with the General Government Committee and City Council.
14	Public Inquiries and General City Council and Interdepartmental Support	240	City Staff	1, 2, 4	Support on unspecified projects, inquiries, and requests.
15	Rental Housing and Registration Program	20	City Council	1	Manage implementation of Title 5 tenant protections and rental registration programs.
Other Planning Projects Subtotal		1,532			
GENERAL MANAGEMENT AND COORDINATION					
1	General Coordination with Other City Departments	68	City Staff		Various.
<i>a</i>	<i>All City Staff Meetings</i>	<i>8</i>	<i>City Staff</i>	<i>6</i>	<i>Ongoing quarterly meetings.</i>
<i>b</i>	<i>Code Compliance Team</i>	<i>0</i>	<i>City Staff</i>	<i>2, 4</i>	<i>Ongoing monthly meetings.</i>
<i>c</i>	<i>GIS Team</i>	<i>8</i>	<i>City Staff</i>	<i>6</i>	<i>Ongoing meetings.</i>
<i>d</i>	<i>Green Team</i>	<i>16</i>	<i>City Staff</i>	<i>2</i>	<i>Ongoing meetings.</i>
<i>e</i>	<i>Stormwater Interdisciplinary Team</i>	<i>8</i>	<i>City Staff</i>	<i>2</i>	<i>Ongoing meetings.</i>
<i>f</i>	<i>Traffic Team</i>	<i>20</i>	<i>City Staff</i>	<i>3</i>	<i>Ongoing meetings.</i>
<i>g</i>	<i>Web Team</i>	<i>8</i>	<i>City Staff</i>	<i>6</i>	<i>Ongoing meetings.</i>
2	General Coordination with Other Jurisdictions	645	City Staff		Various.
<i>a</i>	<i>Port of Olympia</i>	<i>12</i>	<i>City Staff</i>	<i>1</i>	<i>Quarterly Meetings and other coordination.</i>
<i>b</i>	<i>City of Olympia</i>	<i>4</i>	<i>City Staff</i>	<i>1</i>	<i>Review proposed Comprehensive amendments and other coordination outside of housing.</i>
<i>c</i>	<i>Intercity Transit</i>	<i>8</i>	<i>City Staff</i>	<i>3</i>	<i>Coordination with staff.</i>
<i>d</i>	<i>Olympia School District</i>	<i>1</i>	<i>City Staff</i>	<i>1</i>	<i>Coordination with staff.</i>
<i>e</i>	<i>Regional Housing Council</i>	<i>520</i>	<i>City Council</i>	<i>1</i>	<i>Ongoing from 2020. Bimonthly Regional Housing Council meetings, monthly City Staff Regional Housing Council prep meetings, weekly technical team meetings, and other workgroup meetings. 0.25 FTE annual commitment per Regional Housing Council Interlocal Agreement.</i>
<i>f</i>	<i>State of Washington</i>	<i>40</i>	<i>City Staff</i>	<i>1, 2</i>	<i>Coordination with Association of Washington Cities on legislative actions.</i>
<i>g</i>	<i>Thurston County</i>	<i>24</i>	<i>City Staff</i>	<i>1, 2</i>	<i>Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions.</i>
<i>h</i>	<i>Thurston County TDR Program</i>	<i>0</i>	<i>City Staff</i>	<i>1, 2</i>	<i>Coordination with Council and other City staffs on updating TDR program.</i>
<i>i</i>	<i>Thurston Regional Planning Council</i>	<i>28</i>	<i>City Staff</i>	<i>1</i>	<i>Regional planner meetings/jurisdiction meetings.</i>
<i>j</i>	<i>Thurston Thrives - Housing Action Team</i>	<i>0</i>	<i>City Staff</i>	<i>1</i>	<i>Attend monthly regional coordination meetings.</i>
<i>k</i>	<i>Tribal Governments</i>	<i>4</i>	<i>City Staff</i>	<i>1, 2</i>	<i>Coordination with staff.</i>
<i>l</i>	<i>Tumwater School District</i>	<i>4</i>	<i>City Staff</i>	<i>1</i>	<i>Review Capital Facilities Plan and other coordination.</i>
3	Department Management	248	City Staff		Various.
<i>a</i>	<i>General Management</i>	<i>40</i>	<i>City Staff</i>	<i>6</i>	<i>Staff review and development. Managing staff.</i>
<i>b</i>	<i>Management Team Meetings</i>	<i>148</i>	<i>City Staff</i>	<i>6</i>	<i>Ongoing weekly meetings.</i>
<i>c</i>	<i>Planning Commission Support</i>	<i>60</i>	<i>City Staff</i>	<i>1</i>	<i>Ongoing coordination with chair. Zoom meeting management. Interviews and training.</i>
4	Training	60	City Staff	6	AICP certificate maintenance. Conferences.
General Management and Coordination Subtotal		1,021			

TOTAL HOURS: 5,745

TOTAL REQUIRED PLANNERS (FTEs): 3.30

TOTAL AVAILABLE PLANNERS (FTEs): 3.30

Approved by the City Council on January _____, 2025

TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 5,743
PLANNER TIME DIFFERENCE (Hours X FTEs): -2

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

	PROJECT	STAFF HOURS	PROPOSED BY	CITY COUNCIL STRATEGIC PRIORITIES	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)					
1. Urban Forestry Management Plan Amendments					
a	Landscaping and Buffering Requirements	120	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with consultant to complete update to landscape buffering and screening regulations (TMC 18.47). Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, 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	120	City Council	2	Complete work started in 2022. After completion of the Urban Forestry Management Plan update in 2021, work with a consultant to prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Work was paused to address issues with the Washington State Wildland-Urban Interface Code and staffing issues in 2023-24. Consultant management. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		240			
2. General Amendments					
a	Aquifer Protection Standards Amendments	80	City Staff	2	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, work sessions, hearing, and ordinance.
b	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types)	120	City Staff	2	Thurston County and Thurston Regional Planning Council 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.
c	Citywide Design Standards Update	80	City Staff	1	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, work sessions, hearing, and ordinance.
d	Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study	4	City Staff	2	Support Deschutes Flood Reduction Study and Thurston and Olympia Lakes Flood Map Study work.
e	Essential Public Facilities	120	City Staff	1	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, work sessions, hearing, and ordinance.
f	General Development Code Housekeeping Amendments	80	City Staff	1	Address minor housekeeping amendments. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
g	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	1, 3	Part of Housing Affordability Fee Work Plan approved May 28, 2019 and Housing Action Plan approved 2021. 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, work sessions, hearing, and ordinance.
h	Multifamily Tax Exemption Update	160	City Council	1	Review and update TMC 3.30 Multifamily Housing Tax Exemptions in response to 2021 updates to state law. Briefings, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
i	Pipeline - Land Use Review	80	City Staff	2	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, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		784			
TOTAL HOURS:		1,024			

1. Build a Community Recognized for Quality, Compassion, and Humanity

Support and advance intergenerational housing opportunities.

Implement the Tumwater Housing Action Plan.

Work with Regional Housing Authority to support regional programs and affordable housing.

Explore alternative building materials for housing.

Continue to streamline permitting processes for development and construction projects.

Continue to maintain and advance positive Tribal Relations.

Implement Metropolitan Parks District Commitments including planning for and siting a community center.

Develop a citywide trail system.

Develop innovative partnerships and strategies with community human and social services organizations to improve service delivery to people in need, including senior citizens, low-income residents, and others.

Review current water shutoff policies through an equity framework.

2. Be a Leader in Environmental Health and Sustainability

Engage the community on the benefits of environmentally sustainable practices.

Promote community involvement in environmental programs, including highlighting local career pathways for students.

Decarbonize new and existing City buildings whenever practicable.

Sufficiently resource programs identified in the Thurston Climate Mitigation Plan and Urban Forestry Management Plans and

Evaluate energy savings through resource sharing, recovery, and reuse concepts, including pilot Energy District

Assess climate change vulnerabilities of City infrastructure and resources.

Promote a higher level of environmental and community protection through the integration of ecosystem services and environmental justice for City actions, where feasible.

Continue to fund and promote septic-to-sewer conversions.

Continue to ensure ample drinking water supply and support water reuse opportunities.

Improve overall habitat and water quality by assessing fish passages, removing obstructions, converting urban-density septic systems, and collaborating with area Tribes.

3. Create and Maintain a Transportation System Safe for All Modes of Travel

Continue implementation of the Capitol Boulevard Plan.

Implement transportation components of the Brewery District Plan.

Continue to improve maintenance and interconnectivity of a bicycle and pedestrian system.

Continue implementation of and evaluate new funding sources for the Sidewalk Program.

Update Transportation Impact Fee Program and Transportation Plan.

Provide a safe, efficient, and cost-effective transportation system.

Continue improving the maintenance of the transportation system.

Demonstrate the importance and impact of the Transportation Benefit District.

Explore opportunities to extend multimodal transportation facilities to areas of the City outside the urban core.

4. Provide and Sustain Quality Public Safety Services

Complete and begin implementation of the Law Enforcement Strategic Growth Plan.

Complete and begin implementation of the Fire Department Strategic Plan.

Ensure timely, efficient, and effective public safety response in our community.

Explore and implement partnerships to improve efficiency of service delivery.

Evaluate and promote City programs to reduce risk to life and property throughout our community.

Develop innovative initiatives and programs to address growing service demands.

5. Pursue and Support Targeted Community and Economic Development Opportunities

Update and Implement the City's Economic Development Plan.

Support the Tumwater Craft movement.

Facilitate brownfield revitalization in the Brewery District and Capitol Boulevard Corridor.

Use strategic targeted public investment to leverage private and other sources of investment.

Establish a development climate that stimulates economic development, consistent with the comprehensive plan.
Promote opportunities to implement Town Center/City Square mixed-use concepts.
Promote economic development strategies with a “triple bottom line” – people, planet, and prosperity - sustainability
Complete and implement the Habitat Conservation Plan.

6. Refine and Sustain a Great Organization

Be good stewards of public funds by following sustainable financial strategies.
Update the non-represented employee compensation plan.
Attract, retain, and promote a talented and diverse workforce.
Create a dynamic culture of Diversity, Equity, Inclusion, and Belonging.
Support an environment of continuous learning and improvement, including Council.
Enhance recruitment through new partnerships.
Study compensation for commissions and boards.
Review plans, policies, and documents for potentially racist and biased language.

Working Days Calculation - 2025

	Weekend Days		Weekday Days	
	5.00	4.00	Total	Working
January	0.00	2.00	31.00	23.00
February	0.00	2.00	28.00	20.00
March	2.00	0.00	31.00	21.00
April	0.00	2.00	30.00	22.00
May	1.00	1.00	31.00	22.00
June	1.00	1.00	30.00	21.00
July	1.00	1.00	31.00	22.00
August	2.00	0.00	31.00	21.00
September	0.00	2.00	30.00	22.00
October	0.00	2.00	31.00	23.00
November	2.00	0.00	30.00	20.00
December	0.00	2.00	31.00	23.00
	9.00	15.00		
	45.00	60.00		
Total Days Per Year Per FTE		105.00		260.00
Total Hours Per Year per FTE				2,080.00

FTE Calculations - 2025

Brad Medrud	1.00
Dana Bowers	1.00
Erika Smith-Erickson	0.90
Alex Baruch	0.10
Intern	0.00
Administrative Assistant	0.10
Mike Matlock	0.20
Total FTEs	3.30

Productive Hours Calculation - 2025

	Hours
Total Hours Per Year (X Total FTEs)	6,864
<i>Less</i>	
Holidays (11 days X Total FTEs)	290
Vacations (12 days X Total FTEs)	317
Sick Leave (5 days X Total FTEs)	211
Subtotal	818