



# Memorandum

Date: December 13, 2022

To: City Council and Planning Commission

From: Brad Medrud, Planning Manager

Subject: 2023 Long Range Planning Work Program

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## I. Issue

The City Council approves an annual Long Range Planning Work Program at the beginning of each year. The work program will guide all Long Range Planning work during 2023. The City Council and Planning Commission will discuss the draft work program at a joint worksession on December 13, 2022. City Council is expected to approve the 2023 work program on January 17, 2023.

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

The draft 2023 work program consists of work items budgeted for 2.40 FTEs. Since the beginning of April 2022, the Long Range Planning Division has had 1.4 FTEs and is actively trying to recruit to fill the open long range planner position (1.0 FTE).

A substantial component of 2023 through 2025 annual work programs will be the City's 2023-2025 Comprehensive Plan and Development Code periodic update, which is discussed in more detail below. In addition, there will be a limited annual docket of Comprehensive Plan Amendments during these years. The ongoing work on the Bush Prairie Habitat Conservation Plan and with the Regional Housing Council will take more than one quarter of all fully staffed long range planning staff time in 2023.

The joint worksession is an opportunity for the City Council and Planning Commission to discuss the proposed annual work program as well as general topics related to their roles on a range of community development issues.

## II. Role of the City Council

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.

### **III. 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.

### **IV. Suggested Discussion Topics**

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

- What would the City Council like to see as an outcome of the 2023-25 Comprehensive Plan periodic update process?
- What went well with the 2022 work program and what could be improved?
- If adjustments to the 2023 work program are needed because of lack of staffing, what work items have less of a priority?
- How has coordination between the City Council and Planning Commission gone in 2022 and what can be improved in 2023?

### **V. 2022 Accomplishments**

The following items were completed from the 2022 Long Range Work Program:

- Emergency Shelters and Housing (Ordinance No. O2021-019)
- Trosper Lake Island (Ordinance No. O2022-002) and Eleven Islands Annexations (Ordinance No. O2022-001)
- 2022 Comprehensive Plan Amendments (Ordinance No. O2022-003)

- Binding Site Plan Amendments (Ordinance No. O2022-004)
- Planned Unit Development Chapter Update (Ordinance No. O2022-006)
- Housing Action Plan – Tenant Protections (Ordinance Nos. O2022-010 and O2022-012)
- General Development Code Housekeeping Amendments (Ordinance Nos. O2022-013 and O2022-015)
- US Census Population Adjustment

The following items are still ongoing from the 2022 Long Range Work Program

- 2022-2025 Comprehensive Plan Periodic Update
- Bush Prairie Habitat Conservation Plan
- Regional Housing Council
- Hazard Mitigation Plan for the Thurston Region Update
- Housing Action Plan – Rental Registration (Ordinance No. O2022-014)
- 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
- Code Compliance Team

## **VI. 2023 Long Range Work Program**

For more details on individual projects and estimated staff hours, please see Attachment B *Draft 2023 Long Range Planning Work Program*.

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

*Approximately 22% of all staff time*

- a. 2023-2025 Comprehensive Plan Periodic Update (Continued from 2022)
- b. 2023 Comprehensive Plan Amendments (New)

### **2. Development Regulation Amendment Docket**

*Approximately 22% of all staff time*

- a. Tumwater Housing Action Plan Amendments – Rental Registration (Continued from 2022)
- b. Urban Forestry Management Plan Amendments – Landscaping, Street Tree Standards, and Tree and Vegetation Preservation (Continued from 2022)
- c. Other Amendments – 2023 Housekeeping (New), Development Regulation Periodic Update (New), and Thurston County Code Title 22 – Tumwater Urban Growth Area Zoning (Continued from 2022)

### **3. Other Planning Projects**

*Approximately 33% of all staff time, HCP approximately 14% of all staff time*

- a. Bush Prairie Habitat Conservation Plan (Continued from 2022)
- b. Equity Toolbox (Continued from 2022)
- c. Hazard Mitigation Plan Update (Continued from 2022)
- d. Managing MFTE Program (Continued from 2022)
- e. As well as Permit Review Support, FEMA Flood Studies, Public Inquiries, and other items (New and continued from 2022)

### **4. General Management and Coordination**

*Approximately 23% of all staff time, RHC approximately 12% of all staff time*

- a. General Coordination with Other Departments – Code Compliance Team, Traffic Team and other items (Continued from 2022)
- b. General Coordination with Other Jurisdictions
  - i. Regional Housing Council (minimum 0.25 FTE per Memorandum of Understanding) (Continued from 2022)
  - ii. Work Port of Olympia, other cities, County, TRPC, and Intercity Transit among others (Continued from 2022)
  - iii. Department Management (Continued from 2022)
  - iv. Training (Continued from 2022)

## **VII. 2023-25 Comprehensive Plan and Development Code Periodic Update**

Under the Growth Management Act, the City is required to conduct a periodic update of its Comprehensive Plan and related development regulations on a ten-year cycle. The Comprehensive Plan is a legal document adopted by the City Council that establishes policies to guide future development of the City. The City Council, Planning Commission, and the

community use the Comprehensive Plan to inform decisions about land use, housing, environmental protections, capital improvements, and development regulations.

The updated Comprehensive Plan will address diversity, equity, and inclusion throughout the Plan and incorporate climate mitigation, adaptation, and sustainability goals and actions in all the individual Elements and Plans.

The City is required to complete work on the periodic update cycle by June 30, 2025 for a Comprehensive Plan that will cover 2025 to 2045. Work on the periodic update started this fall.

At the direction of the City Administrator, the Comprehensive Plan document that will come out of the periodic update process will be shorter, leaner, and more user friendly. The updated Comprehensive Plan will consist of shorter individual Elements and Plans with appendices that contain the required technical information. The [City of SeaTac Comprehensive Plan](#) is an example of the format.

At the end of the process, there will also be a brief Comprehensive Plan goal and policy guide for use by staff and policymakers.

## **1. Community Engagement**

The objective of the community engagement process is to establish how the City will engage the public and stakeholders throughout the Comprehensive Plan update. Staff will use a range of public participation strategies to encourage and facilitate community involvement in the periodic update process.

The community engagement process will be flexible and will evolve to take advantage of events and opportunities that may arise. The process will employ multiple tools and platforms to inform and involve the community and internal and external stakeholders in the periodic update. Staff will work with the City's Communications Team to prepare a Public Engagement Plan that will guide this process.

### **Timeline for Community Engagement**

#### **Phase I – Start Community Engagement**

*Fall 2022 – Summer 2023*

In Phase I, staff will begin to review the visions, goals, and policies in the existing Comprehensive Plan and prepare gap analyses of all the Comprehensive Plan Elements and Plans. 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 II – Plan Development**

*Summer 2023 – Spring 2024*

In Phase II, feedback gathered through the community engagement process will be incorporated into the draft Comprehensive Plan Elements and Plans. Staff

will present the draft language to city advisory boards and commissions as well as focus groups comprised of subject-area experts for review and response.

In addition to continuing to employ the strategies started in Phase I, Phase II will include consultation with the City Council and the City's advisory boards and commissions that will continue throughout the periodic update process. These groups, as well as external and internal stakeholders, will review and provide feedback on the draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

Focus groups of technical experts will review those Comprehensive Plan Elements and Plans that are not represented through the City's boards or commissions. The focus groups will review and provide input into relevant draft Comprehensive Plan Elements and Plans. Feedback gathered through the community engagement process will also be shared with these groups.

### Phase III – Legislative Process

*Summer 2024 – June 30, 2025*

#### *a. Draft Plan*

The City will complete draft versions of the Comprehensive Plan Elements and Plans during Phase III. Several public open house meetings will provide an opportunity to see the draft Plan prior to the Joint Council - Planning Commission public hearing. Relevant City advisory boards and commissions will develop recommendations that will be forwarded to the Planning Commission. All the focus group members will have an opportunity to review the work, as well.

The process will culminate in the adoption of a new Comprehensive Plan by the Growth Management Act deadline of June 30, 2025.

#### *b. Open Houses*

In addition to continuing to employ the strategies started in Phases I and II, Phase III will include Open Houses to present the draft updated Comprehensive Plan to the public prior to the start of the legislative process. Staff will provide an overview of the periodic update, draft goals, policies, and actions, and next steps in the process. Information about open house dates and other key meeting dates will be widely distributed through media identified in the Community Engagement Plan.

#### *c. Commission Worksessions and Public Hearing*

The Planning Commission will hold a number of worksessions to discuss the Comprehensive Plan Elements and Plans. Opportunities for a joint worksessions will be considered.

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

Public notice of the public hearing will be published in accordance with State law and the Tumwater Municipal Code at least 30 days prior to the date of the hearing. In addition to the required noticing procedures, notice will also be provided through means identified in the Engagement Plan.

*d. City Council Adoption Process*

The City Council's General Government Committee and Public Works Committee will periodically review and discuss the updates to the Comprehensive Plan Elements and Plans. All meeting dates and materials will be posted on the city's website and notice will be provided through means identified in the Engagement Plan.

The City Council will hold a number of worksessions to discuss the Plan's Comprehensive Plan Elements and Plans. The City Council will consider the recommendation forwarded by the Planning Commission. In addition to the required noticing procedures, notice of City Council meeting will also be provided through means identified in the Engagement Plan.

**2. Process and Schedule**

**A. Comprehensive Plan Periodic Update**

**Phase I – Start Community Engagement – *Fall 2022 – Summer 2023***

- 1) Develop Periodic Update Work Program – *October through December 2022* – Determine general outline of resources needed for the periodic update, its schedule, and stakeholders
- 2) Develop Community Engagement Plan – *Winter 2023*
- 3) Gap Analysis of Current Comprehensive Plan Goals and Policies – *Winter 2023*
- 4) Start Community Engagement Process – *Winter 2023 through June 30, 2025*
- 5) Consultant Selection and Contracting – Develop and issue request for proposals for consultant and consultant selection and contracting – *Spring and Summer 2023*
- 6) Data Gathering – Staff and consultants gather data and start review of the Elements, Plans, and maps – *Spring and Summer 2023*
- 7) Regional Review Coordination – Coordinate review of the Comprehensive Plan Elements and Plans with other jurisdictions – *Starts Spring 2023*

8) Initial Comprehensive Plan Element and Plan Review Meetings – *Winter to Summer 2023*

- a) Community Stakeholders
- b) Planning Commission
- c) City Council

**Phase II – Plan Development** – *Summer 2023 – Spring 2024*

- 1) Periodic Update Start – Staff and consultants start updates to draft Comprehensive Plan Elements, Plans, and maps – *Summer and Fall 2023*
- 2) Individual Comprehensive Plan Element and Plan Discussions and Worksessions – *Fall 2023 – Spring 2024*
  - a) Community Stakeholders
  - b) Planning Commission
  - c) City Council
- 3) Complete Draft of Periodic Update – Staff and consultants complete draft of the Comprehensive Plan Elements, Plans, and maps – *Spring 2024*

**Phase III – Legislative Process** – *Summer 2024 – June 30, 2025*

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

**B. Capital Facilities Plan Update – 2023**

- 1) Preliminary Docket Process – *Winter 2023* – Expected to also include the Old Highway 99 Corridor Study
- 2) Develop Capital Facilities Plan – *Spring and Summer 2023*
- 3) SEPA and Commerce Review – *Summer 2023*
- 4) Final Docket Process – *Fall 2023* – Expected to also include the Old Highway 99 Corridor Study

**C. 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*

**D. Development Code Periodic Update Process – 2024/2025**

- 1) Gap Analysis of Current Development Code Regulations (Titles 16, 17, and 18) and Title 3 – *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*

**3. Resources Needed**

**A. 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 70% of one FTE in 2023 and 2024.
  - 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 2023 and 2024.
- 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.
  - 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 major 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 – The major periodic update of the Parks, Recreation, and Open Space Plan would require staff time from the Parks & Recreation Department Director and from the Parks & Recreation staff and coordination with a consultant has been identified, but that work is not funded as part of this periodic update process. Some form of minor update to the Parks, Recreation, and Open Space Plan will occur as part of the periodic update and the major periodic update of the Parks, Recreation, and Open Space Plan will occur later.

**B. Consultants**

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

- 1) Economic Development Plan – Minor update of Plan that was updated last in 2019.
- 2) Transportation Plan – Major update of Plan that was updated last in 2016.

**C. Funding**

State funding for the periodic update will be available starting July 1, 2023. The City is expecting State funding to be \$125,000 with the rest of the funding coming from general fund or other grant opportunities.

**4. More Information**

The [State Department of Commerce Periodic Update Guidance](#) contains the state requirements, guidance, and checklists for the periodic update process.

In addition, the Puget Sound Regional Council is conducting a series of [PSRC Comprehensive Plan Workshops](#) on a variety of topics related to the periodic update process.

More information on the periodic update process can be found here:

1. [State Department of Commerce, Growth Management Topics](#)
2. [Municipal Research Services Center, Comprehensive Planning](#)