

2023 <u>DRAFT</u> CITY OF TUMWATER LONG RANGE PLANNING WORK PROGRAM				
	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT DOCKET				
1	2025 Comprehensive Plan Periodic Update	780	City Staff	Starting in Fall 2022 through June 30, 2025, prepare 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 Parks, Recreation, and Open Space Plan and Transportation Plan. Work in 2023 will primarily be focused on community engagement, applying for a grant from the Department of Commerce, working with other City departments and consultants on draft elements and plans. Will involve updates to Littlerock Subarea Plan, Town Center Plan, and Mixed Use land use designation. Work with Planning Commission, Parks and Recreation Commission, General Government Committee, and City Council.
2	2023 Comprehensive Plan Amendments	160	City Staff	Review at least two public amendments through preliminary and final docket process. Includes two City proposed amendments: 1) 2024 - 2030 Six-Year Capital Facilities Plan Update [See also Development Code Regulation Amendment Docket, Other Planning Projects #8.] and Old Highway 99 Corridor Study. Preliminary docket briefings and worksessions. Final docket informal meetings, briefings, worksessions, and hearing. Prepare preliminary docket summary, staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
Subtotal		940		
DEVELOPMENT REGULATION AMENDMENT DOCKET				
1. Tumwater Housing Action Plan Amendments				
a	Housing Action Plan - Rental Housing Registration (O2022-014)	80	City Council	Ongoing from 2018. Part of Resolution No. O2018-016 Homelessness and Housing Affordability response and addressing 2021 Tumwater Housing Action Plan actions. Started in 2022. Complete City Council worksessions and hearing. Update staff report, ordinance, and other materials and work with other City staff and City Council.
		80		
2. Urban Forestry Management Plan Amendments				
a	Landscaping and Buffering Requirements (O2022-007)	160	City Staff	Ongoing from 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). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
b	Street Tree Standards Update (O2021-016)	160	City Staff	Ongoing from 2021. After completion of the Urban Forestry Management Plan update in 2021, prepare update to street tree regulations (TMC 12.24), a Street Tree Plan, and guidelines throughout the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
c	Tree Preservation Regulation Update (O2022-008)	200	City Staff	Ongoing from 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). Consultant management. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Tree Board, Planning Commission, General Government Committee, and City Council.
		520		
3. Other Amendments				
a	General Development Code Housekeeping Amendments	140	City Staff	Address minor housekeeping amendments from 2022 and 2023, including updating code that addresses underground utilities, recycling, compost handling facilities, and open space in manufactured home parks. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	Development Regulation Periodic Update	40	City Staff	Start process of reviewing and updating the development code to address the required state periodic update. Review Commerce checklist and Ecology checklist for critical areas. Will involve updates to SEPA, Littlerock Subarea regulations, Town Center regualtions, and Mixed Use zone district. Briefings, worksessions, and hearing would occur in 2024-25, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
d	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	160	City Staff	After completion of the Joint Plan update in 2021, start work with County staff to revise Thurston County Code Title 22 and City development codes as needed to be consistent in the Urban Growth Areas. Schedule will depend on County work plan. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with City and County Planning Commissions, General Government Committee, and City Council.
		340		
Subtotal		940		

OTHER PLANNING PROJECTS				
1	Annexations	0	City Staff	Briefings, worksessions, and hearings. Prepare staff reports, ordinances, and other materials and work with County, Office of Financial Management, Boundary Review Board, General Government Committee and City Council.
2	Current Planning Projects	48	City Staff	Advise permit staff on large permitting projects.
3	Deschutes Flood Reduction Study/Thurston and Olympia Lakes Flood Map Study	60	City Staff	Support Deschutes Flood Reduction Study and Thurston and Olympia Lakes Flood Map Study work.
4	Equity Toolbox	120	City Staff	Ongoing from 2021. At request of City Administrator, work with consultant to prepare equity toolbox. Meetings with City staff and research.
5	GIS / GIS Support	80	City Staff	Support on unspecified projects, inquiries, and requests
6	Grant Funding	20	City Staff	Research grant funding opportunities that support long range planning goals. Senior housing support is one potential grant area.
7	Habitat Conservation Plan	600	City Council	Ongoing from 2016. Phase II and III work. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Port staff, USFWS, WDFW, Planning Commission, General Government Committee, and City Council. Includes consultant management and grant management.
8	Hazard Mitigation Plan for the Thurston Region	160	City Staff	Ongoing from 2021. Update the City of Tumwater chapter of the Hazard Mitigation Plan for the Thurston Region. The current plan is due for an update in 2023. Thurston County Emergency Management and Thurston Regional Planning Council (TRPC) secured a FEMA Pre-Disaster Mitigation grant to update our region’s plan. The plan update process is expected to launch in November 2021 and take approximately 18 months to complete. Participation in a multi-agency planning workgroup. Briefings, worksessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Planning Commission, General Government Committee, and City Council.
9	Housing - Affordability and Homelessness	48	City Council	Ongoing from 2020. Work outside of development regulation amendments above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies. Marketing.
10	Housing Action Plan - Infrastructure (Housing Affordability Fee Work Plan Ordinance #9/Housing Action Plan Action 1.m.)	60	City Council	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. [See also Comprehensive Plan Amendment Docket, 2023 Comprehensive Plan Amendments, #2]. Public meetings, briefings, worksessions, hearing, and ordinance.
11	Long Range Planning Website Updates	12	City Staff	Ongoing.
12	Managing Multifamily Tax Exemption Program	100	City Staff	Manage new applications and annual reporting to the State for the City's TMC 3.30 Multifamily Housing Tax Exemptions programs. Briefings, worksessions, and hearings. Prepare staff reports, contracts, and other materials and work with General Government Committee and City Council.
13	Public Inquiries and General City Council and Interdepartmental Support	260	Various	Support on unspecified projects, inquiries, and requests.
Subtotal		1,460		
GENERAL MANAGEMENT AND COORDINATION				
1	General Coordination with Other City Departments	92	City Staff	Various
a	All City Staff Meetings	8	City Staff	Quarterly meetings
b	Code Compliance Team	16	City Staff	Ongoing monthly meetings
c	GIS Team	8	City Staff	Ongoing meetings
d	Green Team	16	City Staff	Ongoing meetings
e	Stormwater Interdisciplinary Team	12	City Staff	Ongoing meetings
f	Traffic Team	24	City Staff	Ongoing meetings
g	Web Team	8	City Staff	Ongoing meetings
2	General Coordination with Other Jurisdictions	673	City Staff	Various
a	Port of Olympia	24	City Staff	Quarterly Meetings and other coordination
b	City of Olympia	8	City Staff	Review proposed Comprehensive amendments and other coordination outside of housing
c	Intercity Transit	8	City Staff	Coordination with staff
d	Olympia School District	1	City Staff	Coordination with staff
e	Regional Housing Council	520	City Staff	Ongoing from 2020. Bimonthly RHC meetings, monthly City Staff RHC prep meetings, weekly technical team meetings, annual grant review, and other workgroup meetings. 0.25 FTE annual commitment per MOU.
f	State of Washington	4	City Staff	Coordination with staff
g	Thurston County	24	City Staff	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions
h	Thurston County TDR Program	24	City Staff	Coordination with Council and other City staffs on updating TDR program
i	Thurston Regional Planning Council	28	City Staff	Regional planner meetings/jurisdiction meetings
j	Thurston Thrives - Housing Action Team	24	City Staff	Attend monthly regional coordination meetings
k	Tribal Governments	4	City Staff	Coordination with staff
l	Tumwater School District	4	City Staff	Review Capital Facilities Plan and other coordination
3	Department Management	188	City Staff	Various
a	General Management	60	City Staff	Staff review and development. Managing staff.
b	Management Team Meetings	80	City Staff	Ongoing Weekly Meetings
c	Planning Commission Support	48	City Staff	Ongoing coordination with chair. Zoom meeting management.
4	Training	60	City Staff	AICP certificate maintenance. Conferences.
Subtotal		1,013		

TOTAL HOURS: 4,353  
TOTAL REQUIRED PLANNERS (FTEs): 3.00  
TOTAL AVAILABLE PLANNERS (FTEs): 2.50  
TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 4,351  
PLANNER TIME DIFFERENCE(Hours X FTEs): -2

Approved by the City Council on \_\_\_\_\_, 2023

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

	PROJECT	STAFF HOURS	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
BELOW THE LINE PROJECTS (To be considered as projects above are completed and staff time is available)				
→	Aquifer Protection Standards Amendments	80	City Staff	Update TMC 16.24 Aquifer Protection Standards and TMC 18.39 AQP Aquifer Protection Overlay to consider extending protections offered by the City system to other water systems in the City per Planning Commission recommendation on April 9, 2019. Briefings, worksessions, hearing, and ordinance.
→	Autonomous Vehicles	80	City Staff	See TVW series on transportation 2019 per John Doan. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Basin Plans – Deschutes and Black Lake (Subdivision Code/Housing Types	120	City Staff	Thurston County and TRPC led basin planning efforts for Black Lake and Deschutes basins. Black Lake Basin Water Resource Protection Study, Final Report was issued June 2015. Study recommended considering removal of portion of UGA on south Black Lake. Consider fire service (Black Lake) and conversion of septic systems to sewer. Appendix E of Study included suggested amendments to the City’s Subdivision code for new subdivisions near wetlands and high groundwater flooding. Deschutes Basin Watershed Land Use Analysis, Scenario Development Report issued November 2016.
→	Citywide Design Standards Update	80	City Staff	Review how the Citywide Design Guidelines (TMC 18.43) have been working since adoption in 2016. Includes addressing corner setbacks for industrial zone district in the Citywide Design Guidelines do not match the standards found in the municipal code (TMC 18.24 and TMC 18.43) and addressing materials of new mini-storage uses (TMC 18.43). Briefings, worksessions, hearing, and ordinance.
→	Code Enforcement Amendments	60	City Staff	Ongoing from 2020. Substantive code revisions to reconcile International Property Maintenance Code (TMC 15.18) and Nuisances Code (TMC 8.04). Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
→	Electric Vehicle Infrastructure	80	City Staff	Work with Building Official on electric vehicle charging infrastructure requirements for new commercial buildings per WAC 51-50-0427. Prepare update to regulations. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Essential Public Facilities	120	City Staff	Separate essential public facilities from the Conditional Use Permit chapter (TMC 18.56) and establish conditions for each of the individual essential public facilities. Briefings, worksessions, hearing, and ordinance.
→	Essential Public Facilities - Treatment Facilities	80	City Staff	Code amendments for essential public facilities related to treatment facilities. Related to Comprehensive Plan Amendments. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Action Plan - Development Code Amendments	120	City Staff	After acceptance of Tumwater Housing Action Plan in 2021, associated updates to development regulations to respond to Plan actions. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Housing Affordability Amendments - Unit Lot Subdivision (Housing Affordability Text Work Plan Ordinance #4)	100	City Staff	Part of Housing Affordability Work Plan approved May 28, 2019. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Multifamily Tax Exemption Update	160	City Staff	Review and update TMC 3.30 Multifamily Housing Tax Exemptions to response to 2021 updates to state law. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Pipeline - Land Use Review	80	City Staff	Review proposed land use and zoning along the Olympic fuel pipeline and Williams natural gas pipeline and propose amendments as needed. Coordinate with County for Urban Growth Area issues as needed. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Thurston Climate Mitigation Plan - Related Development Code Amendments	120	City Council	After acceptance of Thurston Climate Mitigation Plan in 2021 and the start of Phase 4 implementation, work on associated updates to development regulations. Briefings, worksessions, and hearing. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
→	Zero Effect Drainage Discharges	120	City Staff	Review TMC 13.22 - Zero Effect Drainage Discharge after new Drainage and Erosion Control Manual is adopted to see if it is appropriate to revise or remove. From the LID update, look at how TMC 13.22 works with the new City of Tumwater Drainage and Erosion Control Manual and what projects have been built using the code. Briefings, worksessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
TOTAL HOURS:		1,400		