

2024 FINAL 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	City Staff	1, 2, 3, 5	Starting in Fall 2022 through June 30, 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 Climate Element. Manage community engagement process and project website. Work in 2024 will primarily be focused on community engagement and working with other City departments and consultants on preparing the draft elements and plans. 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.
		Subtotal	1,800		
DEVELOPMENT REGULATION AMENDMENT DOCKET					
1. Development Regulation Periodic Update					
a	2025 Development Regulation Periodic Update	560	City Staff	1, 2	Starting in Fall 2022 through June 30, 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 3, 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 2024-25, as well as preparing the staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		560			
2. Urban Forestry Management Plan Amendments					
a	Landscaping and Buffering Requirements (O2023-004)	100	City Staff	2	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). Work was paused to address issues with the Washington State Wildland-Urban Interface Code. 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 (O2023-005)	120	City Staff	2	Ongoing from 2021. 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. 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.
c	Tree Preservation Regulation Update (O2023-006)	160	City Staff	2	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). Work was paused to address issues with the Washington State Wildland-Urban Interface Code. 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. Work includes resolving issues with the adoption of the Washington State Wildland-Urban Interface Code.
		380			
3. Other Amendments					
a	FP Floodplain Regulations Amendments	80	City Staff	1	Update TMC 18.38 FP Floodplain Overlay to address FEMA update requirements before May 8, 2024 deadline following the guidance from the State Department of Ecology's Community Assistance Visit in the spring of 2023. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
b	General Development Code Housekeeping Amendments	80	City Staff	1	Address minor housekeeping amendments from 2023 and 2024, including updating code that addresses signs. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
c	Thurston County Code Title 22 - Tumwater Urban Growth Area Zoning	160	City Staff	1, 2	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, 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.
		240			
		Subtotal	1,180		

OTHER PLANNING PROJECTS					
1	Annexations	0	City Staff	1	Briefings, work sessions, 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	Code Enforcement Process	20	City Staff	4	Code Enforcement process improvements. Staff meetings and discussion.
3	Current Planning Projects	48	City Staff	1	Advise permit staff on permitting projects.
4	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.
5	Equity Toolbox	80	City Staff	6	Ongoing from 2021. Complete work with consultant to prepare equity toolbox. Meetings with City staff and research.
6	Food System Plan	80	City Council	1	Prepare a City Food System Plan to address community concerns with food insecurity on the local level. Work with a consultant to prepare a Plan that focuses on supporting ways to access food more effectively and consider the role of local and community based agriculture activities, such as community gardens and local producers and processors to build a more resilient food system. The Plan 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/2024 CDGB	60	City Staff	1, 2	Research grant funding opportunities that support long range planning goals. Senior housing support is one potential grant area. Will be addressing the City of Tumwater 2024 CDBG grant application process.
8	Habitat Conservation Plan	600	City Council	2	Ongoing from 2016. Phase II and III work and potential Phase IV. Includes consultant management and coordination with Port and USFWS. NEPA/SEPA EIS support as state SEPA lead agency. Complete public draft of the HCP. Development 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.
9	Hazard Mitigation Plan for the Thurston Region	40	City Staff	2, 4	Ongoing from 2021. Complete the 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, work sessions, stakeholder meetings, and community meetings. Work with other City departments, internal stakeholder team, Planning Commission, General Government Committee, and City Council.
10	Housing – Affordability and Homeless	40	City Staff	1	Work outside of Comprehensive Plan and development regulation periodic update above above and specific Regional Housing Council management and coordination meetings below on other housing affordability and homelessness strategies.
11	Long Range Planning Website Updates	12	City Staff	1	Ongoing.
12	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 General Government Committee and City Council.
13	Public Inquiries and General City Council and Interdepartmental Support	280	Various	1	Support on unspecified projects, inquiries, and requests.
Subtotal		1,344			
GENERAL MANAGEMENT AND COORDINATION					
1	General Coordination with Other City Departments	72	City Staff		Various
a	All City Staff Meetings	8	City Staff	6	Quarterly meetings
b	Code Compliance Team	0	City Staff	2, 4	Ongoing monthly meetings
c	GIS Team	8	City Staff	6	Ongoing meetings
d	Green Team	16	City Staff	2	Ongoing meetings
e	Stormwater Interdisciplinary Team	12	City Staff	2	Ongoing meetings
f	Traffic Team	20	City Staff	3	Ongoing meetings
g	Web Team	8	City Staff	1	Ongoing meetings
2	General Coordination with Other Jurisdictions	669	City Staff		Various
a	Port of Olympia	24	City Staff	1	Quarterly Meetings and other coordination
b	City of Olympia	8	City Staff	1	Review proposed Comprehensive amendments and other coordination outside of housing
c	Intercity Transit	8	City Staff	3	Coordination with staff
d	Olympia School District	1	City Staff	1	Coordination with staff
e	Regional Housing Council	520	City Staff	1	Ongoing from 2020. Bimonthly RHC meetings, monthly City Staff RHC prep meetings, weekly technical team meetings, and other workgroup meetings. 0.25 FTE annual commitment per MOU.
f	State of Washington	4	City Staff	1	Coordination with staff
g	Thurston County	24	City Staff	1	Ongoing coordination not associated with a specific project, includes long range planning coordination with four jurisdictions
h	Thurston County TDR Program	24	City Staff	1	Coordination with Council and other City staffs on updating TDR program
i	Thurston Regional Planning Council	28	City Staff	1	Regional planner meetings/jurisdiction meetings
j	Thurston Thrives - Housing Action Team	20	City Staff	1	Attend monthly regional coordination meetings
k	Tribal Governments	4	City Staff	1	Coordination with staff
l	Tumwater School District	4	City Staff	1	Review Capital Facilities Plan and other coordination
3	Department Management	268	City Staff		Various
a	General Management	48	City Staff	1	Staff review and development. Managing staff.
b	Management Team Meetings	160	City Staff	1	Ongoing Weekly Meetings
c	Planning Commission Support	60	City Staff	1	Ongoing coordination with chair. Zoom meeting management. Interviews and training.
4	Training	60	City Staff	1	AICP certificate maintenance. Conferences.
Subtotal		1,069			

TOTAL HOURS: 5,393

TOTAL REQUIRED PLANNERS (FTEs): 3.00

TOTAL AVAILABLE PLANNERS (FTEs): 3.10

TOTAL AVAILABLE PLANNER TIME (Hours X FTEs): 5,395

PLANNER TIME DIFFERENCE (Hours X FTEs): 2

Approved by the City Council on January 16, 2024

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)					
→	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.
→	Autonomous Vehicles	80	City Staff	3	See TVW series on transportation 2019 per John Doan. Prepare update to regulations. Briefings, work sessions, 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	2	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	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.
→	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, work sessions, and hearing. Prepare staff report, ordinance, and other materials and work with General Government Committee and City Council.
→	Electric Vehicle Infrastructure	80	City Staff	3	Work with Building Official on electric vehicle charging infrastructure requirements for new commercial buildings per WAC 51-50-0427. Prepare update to regulations. Briefings, work sessions, 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, work sessions, hearing, and ordinance.
→	Housing - Affordability and Homelessness	48	City Council	1	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.
→	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.
→	Multifamily Tax Exemption Update	160	City Staff	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.
→	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.
→	Thurston Climate Mitigation Plan - Related Development Code Amendments	120	City Council	2	After acceptance of Thurston Climate Mitigation Plan in 2021 and the start of Phase 4 implementation, work on associated updates to development regulations. Briefings, work sessions, 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	2	Review TMC 13.22 - Zero Effect Drainage Discharge after a 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, work sessions, and hearings. Prepare staff report, ordinance, and other materials and work with Planning Commission, General Government Committee, and City Council.
		TOTAL HOURS:	1,208		