

# MEETING MINUTES

TUMWATER PLANNING COMMISSION  
February 24, 2026



**CONVENE:** 7:00 p.m.

**PRESENT:** Chair Elizabeth Robbins, Vice Chair Staff, and Commissioners Sandra Nelson, Terry Kirkpatrick, and Gina Kotek.

Excused: Commissioner Grace Edwards

Staff: Associate Planner Dana Bowers, Associate Planner Erika Smith-Erickson, Deputy Community Development Director Sharon Lumbantobing, and Community Development Director Brad Medrud.

**CHANGES TO THE AGENDA:** Staff informed the Commissioners of two errors on the agenda:

1. Item 8 was inadvertently included; there was no public hearing scheduled.
2. Item 4a contained an incorrect date for the minutes being approved, it should read February 10, 2026.

**APPROVAL OF THE MINUTES:** **Commissioner Nelson moved, seconded by Commissioner Kirkpatrick, to approve the minutes of February 10, 2026, as published. A voice vote approved the motion unanimously.**

**COMMISSIONERS' REPORT:** No reports.

**DEPUTY DIRECTOR'S REPORT:** No report.

**PUBLIC COMMENT:** No public comment was given.

**RULES OF  
PROCEDURE:**

Deputy Director Lumbantobing led a discussion on the proposed amendments to the Planning Commission Rules of Procedure which addressed meeting location and other minor edits.

**MOTION:**

**Vice Chair Staff moved, seconded by Commissioner Kotek, to approve the amendments to the Rules of Procedure. A voice vote approved the motion unanimously.**

**2026  
HOUSEKEEPING  
AMENDMENTS:**

Director Medrud presented the 2026 Housekeeping Amendments scheduled for adoption April 2026. Topics of discussion included:

- The intent of Housekeeping Amendments
- Specific code updates
- Approval process
- Adoption timeline

**NEXT MEETING DATE:**

The next meeting is scheduled for Tuesday, March 10, 2026.

**ADJOURNMENT:**

**With no further business, Chair Robbins adjourned the meeting at 7:33 p.m.**

Prepared by Erika Smith-Erickson, Associate Planner