



CITY OF  
**TUMWATER**

**PLANNING COMMISSION  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater Fire Department  
Headquarters, Training Room, 311 Israel  
Rd. SW, Tumwater, WA 98501**

**Tuesday, February 10, 2026  
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - [a.](#) Planning Commission Minutes June 24, 2025
  - [b.](#) Planning Commission Minutes January 27, 2026
5. Commissioner's Reports
6. Deputy Director's Report
7. Public Comment
- [8.](#) 2026 Parks, Recreation and Open Space Comprehensive Plan Amendments
- [9.](#) 2026 Comprehensive Plan Amendment - Economic Development Plan
- [10.](#) Planning Commission Rules of Procedure
11. Next Meeting Date - 02/24/2026
12. Adjourn

**Meeting Information**

The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

Go to <http://www.zoom.us/join> and enter the Webinar ID 828 1170 8806 and Passcode 109118.

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 828 1170 8806 and Passcode 109118.

**Public Comment**

The public is invited to attend the hearing and offer comment. The public may register in advance for this webinar to provide comment:

[https://us02web.zoom.us/webinar/register/WN\\_CmQKXIh0SimTUf4Qn4jFgA](https://us02web.zoom.us/webinar/register/WN_CmQKXIh0SimTUf4Qn4jFgA)

After registering, you will receive a confirmation email containing information about joining the webinar.

The public may also submit comments prior to the meeting by sending an email to: [cdd@ci.tumwater.wa.us](mailto:cdd@ci.tumwater.wa.us). Please send the comments by 1:00 p.m. on the date of the meeting. Comments are submitted directly to the Commission/Board Members and will not be read individually into the record of the meeting.

If you have any questions, please contact Deputy Community Development Director, Sharon Lumbantobing at (360) 754-4180 or [slumbantobing@ci.tumwater.wa.us](mailto:slumbantobing@ci.tumwater.wa.us).

### **Post Meeting**

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

### **Accommodations**

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us). For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

### **What is the Planning Commission?**

*The Tumwater Planning Commission is a citizen advisory commission that is appointed by and advisory to the City Council on the preparation and amendment of land use plans and implementing ordinances such as zoning. Actions by the Planning Commission are not final decisions; they are Commission recommendations to the City Council who must ultimately make the final decision. If you have any questions or suggestions on ways the Commission can serve you better, please contact the Community Development Department at (360) 754-4180.*

### **Decorum Statement**

Welcome to the Planning Commission meeting. We thank you for attending.

The City Council encourages community engagement in local government and provides a variety of ways to participate.

The Chair of the Planning Commission will be responsible for conducting orderly and efficient meetings within the scheduled time. To accomplish that, the Chair will maintain order and decorum and can regulate inappropriate debate, repetitious discussion, and disruptive behavior when needed.

The Chair will recognize those that wish to speak and may limit the time allowed for individual comments. City staff will record questions and comments during the meeting. If an issue or question cannot be addressed during the meeting, City staff will address the issue or respond to the question by following up with the individual.

We respectfully request that attendees refrain from disruptions during the meeting and comply with decorum rules.

Thank you for participating.

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MINUTES OF HYBRID MEETING  
JUNE 24, 2025 Page 1**

**CONVENE:** 7:01 p.m.

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

Excused: Commissioner Nelida Daniels.

Staff: Housing and Land Use Planner Erika Smith-Erickson and Associate Planner Dana Bowers.

**CHANGES TO AGENDA:** The Director’s Report was changed to a Staff Report. Approval of minutes was removed from the agenda.

**COMMISSIONER’S REPORTS:** There were no reports or updates.

**STAFF REPORT:** Planner Bowers reported on the status of filling the Economic Development Coordinator position. Interviews are scheduled in early July. Interviews are also scheduled for the Deputy Director position within the Community Development Department in late July.

The Commission’s August 12, 2025 meeting has been cancelled.

The July 22, 2025 meeting tentatively includes a briefing and discussion on the Land Use Element and the Housing Element.

Planner Bowers referred to a letter copied to the Commission from the Olympia Master Builders. The comments pertained to a prior draft of the Housing Element. Representatives are reviewing the current draft of the Housing Element and plan to submit recommendations for any changes. However, the organization believes its letter warrants discussion by the Commission.

Staff has communicated with Tom Schrader, who is preparing a proposal for a client to submit a proposed amendment. However, amendments were closed until the adoption of the Comprehensive Plan because of changes in the plan that might impact the proposed amendment. Tom Schrader is a local developer.

**PUBLIC COMMENT:** There were no public comments.

**2025 COMPREHENSIVE PLAN PERIODIC UPDATE – LAND USE ELEMENT:** Planner Bowers described the importance of the Land Use Element as it oversees all land use activities, especially conservation of lands. Additionally, transportation and housing are connected to the Land Use Element as all elements within the Comprehensive

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Plan are intertwined. Development is dependent upon environmental constraints, such as steep slopes, wetlands, or buffers, etc. Environmental constraints are supported by zoning through the development code. Current land use is another important consideration, as development of a heavy industrial use should not be placed adjacent to residential or public institution zones. The goal is to enable development with a right balance of uses. Market factors are a major component of what guides or leads new development. The City is not allowed to over regulate or over zone to limit economic capacity or create a ‘taking’. It is important City regulations acknowledge that land is economically viable for some type of use.

Chair Robbins asked whether the City considers the amount of tax revenue the City would receive based on the zoning. Planner Bowers advised that the City does not consider that specifically, but does envision a certain amount of economic development to support the community as well as supporting other goals of walkable neighborhoods and access to reduce vehicle miles traveled (VMT) to meet daily needs.

The City is prioritizing urban growth within the City. Growth should be compact to enable the efficient use of existing systems, e.g. transportation and utility systems. Urban growth limits pressure on habitat and other areas the City desires to conserve while also increasing the walkability of neighborhoods.

The 2023 update of the Growth Management Act (GMA) directed communities to plan for housing for all income levels. The City’s zoning includes different density levels to ensure land capacity for future growth.

Planner Smith-Erickson noted that the City is changing some zones to increase density, which also creates more revenue for a developer. The City’s mixed use zoning requires development to include a mix of uses within the development to avoid previous experience of many high density multifamily developments within General Commercial zone districts. The City is proposing to change the code to protect that zoning because of the limitation of space for other commercial uses. The potential for economic development has subsequently improved while also ensuring the protection of critical areas and open spaces.

Planner Bowers advised of another mandate by the GMA to reduce VMT to increase physical activity and protect the environment. The City is identifying open space corridors to connect conservation areas to other rural and conservation sites. Another

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mandate is reviewing drainage to meet drainage guidelines as required by the Flood Chapter within the Conservation Element.

Commissioner Nelson commented on the lack of visioning in terms of what constitutes open space existing within a development. For example, a strip of grass is not usable for families or individuals. Planner Smith-Erickson explained that open space is a broad use category because it can be private space not available for public use or it could be unfenced backyard corridors serving as recreational areas that are undeveloped. The City has requirements for new development comprised of shared use tracts and tree retention as part of the development. The City also has zoning districts of open space, such as Pioneer Park and other City parks. Many of those areas are located in a floodplain that is incompatible to accommodate housing uses.

Planner Bowers reported the City is considering allowing organic material facilities. Typically, those types of facilities are located within the county, such as solid waste facilities. The new use category would be considered an Essential Public Services use.

The update also considers wildfires to ensure against wildfires affecting homes by avoiding the placement of homes in highly wooded areas. Staff continues to work on recommended language.

Planner Bowers referred to the City's lack of space to accommodate households with an area median income (AMI) of 80% or lower. Some strategies studied by Thurston Regional Planning Council include an analysis of three alternatives of (1) no change, (2) slight change to accommodate needed housing, and (3) more change. The analysis in the study provides the City with a pathway forward to increase densities to accommodate future housing needs. She offered to provide a copy of the data analysis to the Commission.

The neighborhood section documents existing development, identifies future needs, anticipates changes, and provides recommendations for zoning those areas.

Planner Bowers presented and reviewed a zoning map of the City with land densities identified by different colors. Commissioners and staff discussed potential zoning districts for undeveloped properties to accommodate future housing needs. Planner Bowers noted that the Airport Overlay at the Olympia Regional Airport limits housing development near the airport.

Discussion ensued on desired land uses along the City's major

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corridors, retail uses, recreational opportunities, and ensuring walkability to services. Desired development scenarios are supported by the City's Transportation Plan Element.

Several Commissioners recommended increasing targeted outreach to several neighborhood districts along the City's major corridors to receive feedback from those communities.

Commissioner Staff advocated for planning for both infrastructure and services supporting future autonomous cars and localized aerial transportation (electric helicopters and air transit) opportunities by supporting the construction of parking garages that can support both ground and aerial transportation alternatives.

Several Commissioners recommended considering ways to increase parking for residents of multi-storied apartment complexes to reduce parking issues residents often encounter because of the limited number of parking spaces. Staff pointed out that the City cannot require a specific amount of additional parking based on state requirements and that developers can add parking but that much is dependent upon available space, market costs, and infrastructure requirements, such as drainage and additional impervious surface created by more parking.

Due to meeting time constraints, Commissioners agreed to limit its review of goals to GOAL LU-2: Ensure development takes place in an orderly and cost-efficient manner in order to best utilize available land and public services, conserve natural resources, protect critical areas, preserve open space, and reduce sprawl. One policy in support of the goal is to consider revision of the City's development standards to encourage innovative land use management techniques.

Planner Smith-Erickson added that the City is required by the state to complete development reviews in a specific timeframe. The City has implemented new policies to meet the new requirement. The City submitted information to the state on the City's development processing timeframes. The City is required to report review timelines to the state.

Commissioner Kirkpatrick noted that timelines can also be affected by lack of staff resources. Planner Smith-Erickson replied that once the City implements a new permitting system, application processes will be easier to track. When revisions are required for an application, staff has the ability to pause the processing clock to forward a request for revisions to the developer. The process will improve transparency of the application review process, which will

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be easier to manage and track to meet the required timelines.

Planner Bowers reviewed another implementation action to “Prepare annual reports on the number, type, and review times for development permits and post them on Tumwater’s website.” She asked for feedback explaining that the table information in “orange” is draft language.

Commissioner Nelson noted the confusion of the different colored drafts as the information contained in the “blue” draft lacks implementation actions regardless of the title depicting *Policies and Implementation Actions*. Planner Bowers acknowledged the oversight and that it would be changed and improved for clarity.

Planner Bowers reviewed implementation action LU-2.2 Use innovative land use techniques, such as 15-minute neighborhoods, to create and maintain vibrant centers, corridors, and neighborhoods while accommodating growth, discouraging displacement, and protecting and enhancing critical areas. Specifically, the action promotes the permitting of duplexes, cottages, and townhouses, which is also included within the Housing Element. Increasing densities creates more options.

Planner Smith-Erickson added that staff is exploring changing land use and zoning designations to provide more options for different housing types. The intent of the proposed changes is ensuring language speaks more to density rather than the type of structure.

Planner Bowers reviewed a table of *Land Use Designation with Implementing Zone District & Minimum & Maximum Net Dwelling Units per Acre* reflecting minimum and maximum densities by zoning district.

Commissioner Kirkpatrick commented that it appears the plan, as presented, is to transform the City by 2040 to a place for people to live with jobs located elsewhere. He questioned whether that is the goal of being a neighborhood community. The plan is setting a goal to accommodate new growth by ensuring there are places to live rather than focusing on whether jobs are available in the community. Today, the City is high in terms of the number of state employees, which afford employees the ability to purchase housing. The biggest reduction between today and 2040 will be state employees because of the City’s anticipated forecasting as those state jobs would not be located in Tumwater. The City is not accounting for the additional population to have jobs in the City.

Planner Bowers acknowledged that much of new legislation

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focuses on housing and ways to account for more housing. New legislation has consumed many City resources and more focus, which speaks to whether current efforts are considering the repercussions tied to changes in zoning and how it might impact the economy of the City.

Planner Smith-Erickson added that the City is conducting interviews for the Economic Development Coordinator position. Some data surrounding jobs in the City were provided by a consultant who explored demographics and current and future trends. She asked for feedback on whether the proposed designations and land use are providing enough opportunity for creation of jobs.

Commissioner Kirkpatrick responded that his concern involves the Land Use Element as it speaks to changing the City to only a neighborhood community. The forecast speaks to a reduction in jobs between now and 2040 in the City and a doubling of the population. The projectory of the Land Use Element is toward a neighborhood community for the City of Tumwater.

Commissioner Staff agreed and added that it speaks to the discussion surrounding the zoning map as there is no sense of community where people can come together in a downtown area. It is possible to meet at Tumwater Falls Park (Brewery Park at Tumwater Falls), however, people visit Olympia for its waterfront, downtown, and other features creating different types of jobs supporting tourism and visitors. Without that foresight or thought, he agreed with the bedroom community concept, which he imagines Lacey served as for some time. However, Lacey is beginning to attract new businesses.

Chair Robbins spoke to the importance of the Economic Development Plan as it would address many of the concerns. It is important to identify the demographics and where the City anticipates people will find a job within their neighborhood. That is the purpose for development of an economic development plan. The plan will help address many of those questions. If the intent is to continue moving forward on the same path, it is important to recognize that change will be necessary if the goal is to change the outcome.

Discussion ensued on the amount of land in the City consumed by the airport. Planner Bowers noted that zoning maps versus future land use maps establishes the zoning with land uses following the zoning. Land use maps may not match current zoning, especially for mixed uses that allow both residential and commercial uses

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with uses split dependent upon the type of development. In some residential areas, some commercial uses are also allowed. A current land use map would be helpful as changes occur often and quickly.

Planner Smith-Erickson added that it is possible to identify land uses during the update of the development code as it will identify allowed uses by each zone district.

Commissioner Staff commented that the zoning map was beneficial as it sparked much conversation. Having a visual representation was helpful as it identifies residential uses within the City.

Commissioner Kirkpatrick noted that some of the information speaks to a reduction in the number of state employees. The state is the largest employer providing employees with affordable incomes. Other information speaks to a rise in ‘other services’. However, there is uncertainty as to the definition of ‘other services’.

Commissioner Edwards agreed it was important to step back and examine holistically the draft language and if it sufficiently addresses the City’s desired future outcome.

Commissioner Staff asked why the City has not pursued creating a Public Facilities District (PFD) (special taxing district) as previously created by Olympia and Lacey to fund the Lacey Regional Athletic Complex and the Olympia Hands On Children’s Museum. A PFD is a municipal corporation with independent taxing authority to fund larger projects.

**2025 COMPREHENSIVE  
PLAN PERIODIC UPDATE –  
DRAFT USER GUIDE:**

Planner Smith-Erickson presented a draft User Guide. The User Guide is intended to provide information on how to utilize and navigate the Comprehensive Plan. She requested feedback on the development of a document to provide guidance to the public on the purpose and components of the Comprehensive Plan. Each of the elements in Parts 1 and 2 include descriptive introductions on how to utilize both parts. Information is included guiding the public on how to read each Element of the Comprehensive Plan. The document could convey information to the public on how to navigate the Comprehensive Plan with a focus on graphics rather than by long sentences and paragraphs. The intended user of the User Guide is anyone as the intent of the guide is to provide instructions to anyone on how to read and understand the entire Comprehensive Plan.

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Commissioner Staff suggested consideration of an animated video. Animated videos are great tools to deliver information, visuals, and pictures.

Commissioner Nelson offered that people are often more inclined to watch something rather than read information. She agreed with the suggestion.

Other suggestions included seeking other examples from other jurisdictions and considering what the user guide should highlight and convey because, often, the public avoids reading detailed information.

Planner Smith-Erickson said it might also be possible to include the information within the introduction. She shared an example of another City's user guide that was incorporated within the introduction to the Comprehensive Plan.

Commissioners discussed options of preparing a stand-alone introductory guide conveying to the public what information they need to know, e.g., how will the plan affect them, when will it affect them, and what they can expect? Commissioner Edwards recommended incorporating the user guide within the introduction as it an automatic source for many users to obtain information on what is included and the purpose of the plan. Commissioner Kirkpatrick added that another important aspect is to consider that the user guide is intended to attract interest in all Elements of the Comprehensive Plan. A user guide would speak to not isolating some parts of the Comprehensive Plan as all the elements are interconnected.

Planner Smith-Erickson shared and described the format of several examples of other user guides from several jurisdictions.

**NEXT MEETING DATE:** The next meeting is scheduled on July 8, 2025.

**ADJOURNMENT:** **Commissioner Staff moved, seconded by Commissioner Kotek, to adjourn the meeting at 9:00 p.m. Motion carried unanimously.**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services @ psmoly@earthlink.net

# MEETING MINUTES

TUMWATER PLANNING COMMISSION  
January 27, 2026



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

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

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

**CHANGES TO THE AGENDA:** Deputy Director Lumbantobing informed the Commission the Mayor may attend tonight’s meeting.

**APPROVAL OF THE MINUTES:** **Commissioner Nelson moved, seconded by Commissioner Vice Chair Staff, to approve the minutes of June 10, 2025, and January 13, 2026. The minutes of the January 13, 2026, meeting were approved as corrected. An amendment was made on page 1, under 'Deputy Director’s Report,' changing the word 'that' to 'the' in the first sentence. A voice vote approved the motion unanimously.**

**COMMISSIONERS’ REPORT:** No reports.

**DEPUTY DIRECTOR’S REPORT:** Deputy Director Lumbantobing notified the Commissioners that:

- Rules of Procedure will be included in the next meeting packet
- Staff were in the process of awarding a contract for a consultant to assist with the Urban Forestry Code Updates
- Two Comprehensive Plan Elements will be presented at the next meeting
- There will be three code update ordinances in 2026

**PUBLIC COMMENT:** There was no public comment.

**PRELIMINARY DOCKET FOR 2026 COMPREHENSIVE PLAN AMENDMENTS:** Deputy Director presented the Preliminary Docket for 2026 Comprehensive Plan Amendments and explained Comprehensive Plans and Maps can be amended once a year. The Elements being amended in 2026 are:

- Economic Development Plan
- Parks and Recreation Open Space Plan
- Thurston County Joint Plan Update and Development Code

Commissioner Kirkpatrick commented that the updates needed to the plans are substantial and stated the plans should be more detailed and forward looking.

Deputy Director Lumbantobing asked the Planning Commission to forward a recommendation on the Preliminary Docket for the 2026 Comprehensive Plan Amendment to City Council.

**MOTION:** **Vice Chair Staff moved, seconded by Commissioner Kirkpatrick to forward a recommendation to the City Council to approve the Preliminary Docket for the 2026 Comprehensive Plan Amendments. A voice vote approved the motion unanimously.**

**FOOD SYSTEM PLAN IMPLEMENTATION:** Planner Bowers presented implementation actions for the Tumwater Food System Plan. Items discussed were:

- The goals of the Food System Plan
- The implementation strategy for the Plan
- The nine projects that have been prioritized for 2026 to implement the plan The projected timeline and expected updates

**2026 MULTIFAMILY HOUSING TAX EXEMPTION PROGRAM EVALUATION:** Planner Smith-Erickson presented details about 2026 Multifamily Housing Tax Exemption Program evaluation. Topics presented included:

- An overview of the Multifamily Housing Tax Exemption program
- Tumwater’s current program options
- The goals of the evaluation
- The projected timeline

Commissioners discussed:

- What should be included in a financial analysis of the program
- Converting rental units in the program to homeownership opportunities
- Whether the City program is clear and transparent
- The different types of program options
- Concerns with the affordability requirements

**NEXT MEETING DATE:** The next meeting is scheduled for Tuesday, February 10, 2026.

**ADJOURNMENT:** **With no further business, Chair Robbins adjourned the meeting at 8:37 p.m.**

Prepared by Erika Smith-Erickson, Associate Planner

TO: Planning Commission  
FROM: Chuck Denney, Parks and Recreation Director  
DATE: February 10, 2026  
SUBJECT: 2026 Parks, Recreation and Open Space Comprehensive Plan Amendments

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1) Recommended Action:

Discussion item only. No action requested.

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2) Background:

The current Parks, Recreation and Open Space Plan (PROS) was adopted in 2016 and is out of date and does not meet requirements for park land acquisition or park development grant funding. The 2016 PROS plan update was an extension of the 2008 plan with an addendum to identify additional goals, objectives and needed improvements.

Updating the PROS plan in 2026 will be a major restructuring of the document to make it more user friendly, readable and useful for staff and the general public. Many of the same elements will be included in addition to new elements related to parks, programs, facilities and the Metropolitan Parks District. We will also be conducting an analysis of park impact fees which have not been updated since 2008.

Working with a consultant, staff will be evaluating methods for public outreach and data collection related to services, costs, needs and future actions. This will likely include community workshops, social media, print media, survey work and Parks and Recreation Commission participation.

The plan update is funded for completion in 2026. Parks and Recreation staff will be working with Community Development Department staff to maintain a schedule for adoption.

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3) Alternatives:

None

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4) Attachments:

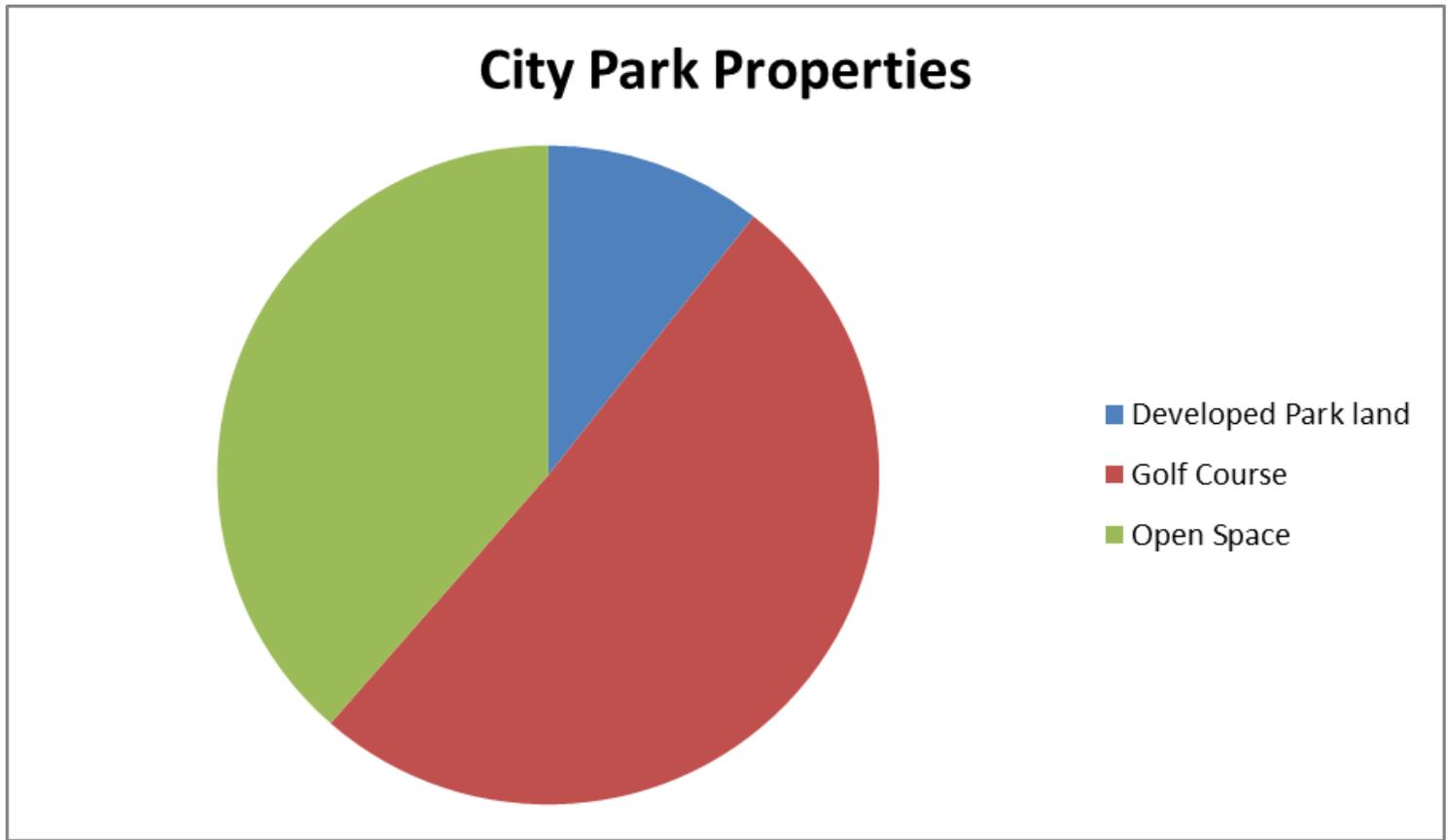
A. Presentation



# Parks, Recreation, and Open Space Plan

Planning Commission – February 2026

# What do we have?



18 park sites - 398.6 acres

42 acres - developed and maintained parks

200-acres - golf course

156.6 acres - undeveloped, natural and open space

# What has changed – Programs and Facilities

## PARKS

- Kindred Park
- Trails End Park Master Plan
- SW Neighborhood Park Master Plan
- Expansion of Tumwater Hill Trail System

## RECREATION

- Falls Fest/Dog Days/Rally in the Valley/Programs
- Volunteer Projects/Arts Program
- Tumwater Metropolitan Parks District
- Historical Services

# Goals and Objectives

- Administration
- Recreation
- Parks and Facilities
- Golf Operations
- Wildlife Resources
- Open Space and Preservation
- Trails
- Historical Resources



# 10 – Year Park Improvements

- Reinvest in park facilities and infrastructure
- Deschutes Valley Trail – 6 million - **18 million**
- SW Neighborhood Park – 1.2 million – **3 million**
- Deschutes Watershed Center support – **Discontinued**
- Land/Future Community Park – 4 million – **15 million**
- Develop a swimming facility 5 – 10 million – **20 million**
- Acquire/Develop parks and trails 250,000 – 2 million
- Develop a community center – 18 million – **40 million**
- Infrastructure at Tumwater Valley Golf Course
- Improved event space

# 10 – Year Recreation Improvements

- Expand recreational programs and activities
- Refine, expand and improve community events
- Evaluate and transform senior services
- Expand community partnerships



# 10 – Year Administrative Improvements

- Develop dedicated funding sources for Parks and Recreation
- Increase staffing to maintain programs and parks
- Continue to seek grant funding and partnerships
- Further development of marketing and promotions



## Additional Goals:



- Analyze and update the park impact fees
- Analyze and create a staffing model based on standards for parks, recreation/special event programs and golf.
- Create a plan that maximizes the ability to solicit grant funding for land acquisition, preservation, trails, development and community use.
- Further development of marketing and promotions

TO: Planning Commission  
 FROM: Gene Angel, Economic Development Coordinator  
 DATE: February 10, 2026  
 SUBJECT: 2026 Comprehensive Plan Amendment - Economic Development Plan

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1) Recommended Action:

Discussion item only. No action requested.

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2) Background:

The City's Economic Development team is updating the Economic Development Plan to better create and encourage a vibrant and robust local economy for the community. This plan is one element of the Comprehensive Plan and will be written to align with the updated plan adopted in December 2025.

The plan provides:

1. Fiscal, Economic and SWOT analysis for the City of Tumwater
2. Summary of public outreach activities
3. Goals, policies and implementation strategies
4. Overall economic development strategies

The process for amending the comprehensive plan includes approval of the Preliminary Docket. A Planning Commission reviewed the proposed docket and provide a recommendation to the City Council on January 27, 2026. General Government Committee is scheduled to review the docket on February 11, 2026 and City Council is scheduled to adopt the Preliminary Docket on consent of February 17, 2026.

The next steps will be the completion of draft one, the beginning of the public outreach process, and a return to the Planning Commission Work Session in April-June 2026.

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3) Alternatives:

None

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4) Attachments:

A. Presentation



# Economic Development Comprehensive Plan Element

Planning Commission Briefing, February 10, 2026

Gene Angel, Economic Development Coordinator

# Economic Development Team



**Kelly Adams**

Assistant City Administrator

[kadams@ci.tumwater.wa.us](mailto:kadams@ci.tumwater.wa.us)



**Gene Angel**

Economic Development Coordinator

[gangel@ci.tumwater.wa.us](mailto:gangel@ci.tumwater.wa.us)



# Major Sections of Economic Development Element



Analysis – Economic, Fiscal, SWOT



Public Engagement



Goals, Policies and Implementation



Economic Development Strategy



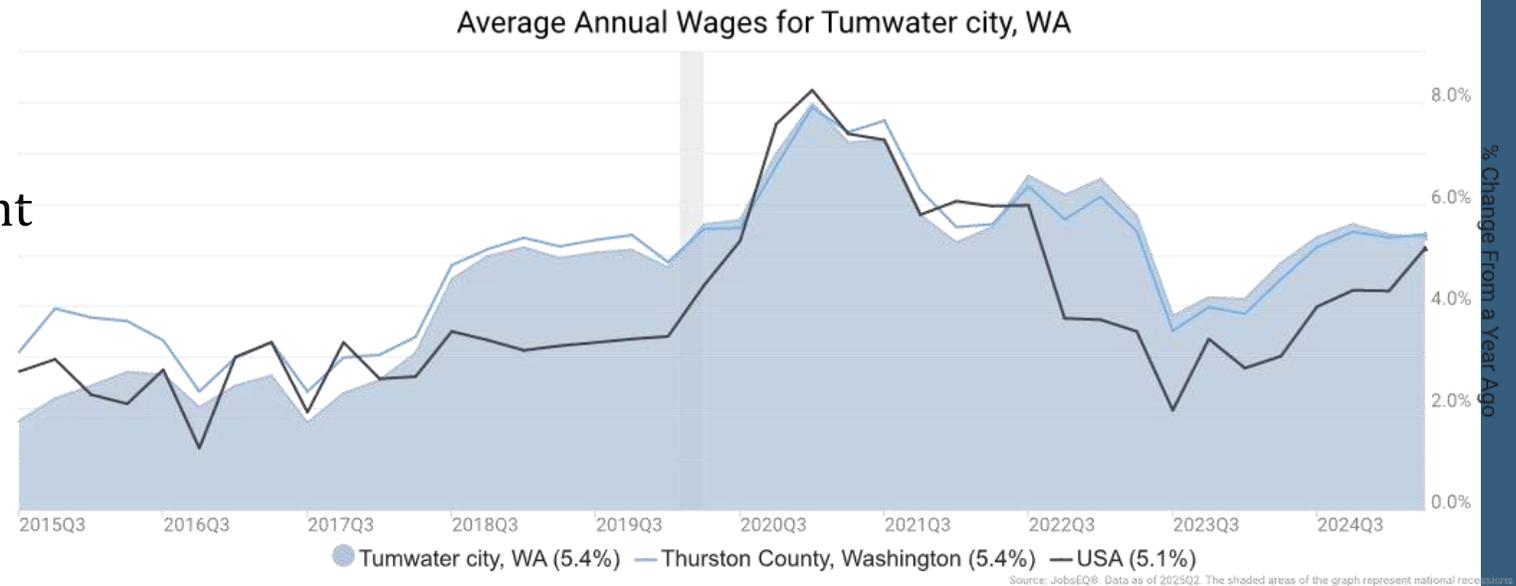
# Analysis – Economic, Fiscal, SWOT

## Economic Analysis

- Demographic
- Workforce and Employment
- Industry
- Supply-Chain

## Fiscal Analysis

- District Analysis
- Revenue Heatmaps



# Digestible, Narrative Focus



# Public Engagement



- Equity Commission
- City Council



# Economic Development Strategy



# Process Timeline (2026)

## Jan-Mar

Preliminary  
Docket

First Draft

## Apr-Jun

Public Outreach and  
Review

Planning Commission  
Work Session

## July-Sep

Commerce Review  
  
SEPA Review

## Oct-Dec

Planning Commission  
Hearing

City Council Adoption



# Thank you!

Comments and questions:

**Kelly Adams**

Assistant City Administrator

[kadams@ci.tumwater.wa.us](mailto:kadams@ci.tumwater.wa.us)

Office: 360-754-5867

**Gene Angel**

Economic Development Coordinator

[gangel@ci.tumwater.wa.us](mailto:gangel@ci.tumwater.wa.us)

Office: 360-252-5447



CITY OF TUMWATER PLANNING COMMISSION  
RULES OF PROCEDURE

We, the members of the Planning Commission of the City of Tumwater, State of Washington, created by Chapter 2.56 *Planning Commission* the Tumwater Municipal Code (TMC) pursuant to Revised Code of Washington (RCW) 35.63 *Planning Commissions*, do hereby adopt, publish, and declare the following Rules of Procedure.

A. NAME

The official name shall be the "City of Tumwater Planning Commission."

B. MEETINGS

1. Regular Meetings – The Planning Commission shall meet regularly on the second and fourth Tuesday of each month at 7:00 p.m. to 9:30 p.m. unless otherwise designated. Continuation of meetings past 9:30 p.m. will require approval of a motion by a majority of the members.
2. Special Meetings – When a special case, questions, or matter of interest arises, the Planning Commission Chair (Chair), or a majority of the Planning Commission, may call a special meeting.
3. Planning Commission meetings will be held at Tumwater City Hall, 555 Israel Road SW, Tumwater, Washington, unless otherwise directed by the Chair and alternative meeting arrangements are approved by the City Attorney.
4. When a regular meeting conflicts with a legal holiday or an election day, the Chair may reschedule or cancel that meeting.
5. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled at the notice of the Chair, and notice shall be posted at the meeting place.
6. Except as may be modified by these rules of procedure, "Roberts Rules of Order, Newly Revised," shall govern the conduct of the meetings.
7. Members should establish a high priority to attend all meetings and to come prepared to contribute to the discussion.

**FINAL – June 9, 2020 and AMENDED November 10, 2020**

## City of Tumwater Planning Commission

## Rules of Procedure

8. Each member of the Planning Commission who cannot attend a scheduled meeting of the Planning Commission shall notify the Chair and the Community Development Department at City Hall at the earliest possible opportunity and, at the, latest, prior to 5:00 P.M. on the Monday prior to the meeting. The Planning Manager shall notify the Chair in the event that the projected absences will produce a lack of a quorum.

**C. ELECTION OF OFFICERS**

1. The officers of the Planning Commission shall be a Chair and a Vice Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
2. The election of officers shall take place each year on the first regular meeting in November each calendar year. The term of each officer shall run until the subsequent election.
3. In the event the position of Chair is vacated, the Vice Chair shall replace the Chair, and the Vice Chair will be replaced by a vote of the members of the Planning Commission.

**D. DUTIES AND POWERS OFFICERS**

1. Chair:
  - a. Preside at all meetings of the Planning Commission.
  - b. Call special meetings of the Planning Commission in accordance with the rules of procedure.
  - c. Sign documents of the Planning Commission.
  - d. See that all actions of the Planning Commission are properly taken.
  - e. The Chair, as a member of the Planning Commission, shall have the full right of his or her own vote.
  - f. The Chair may choose to limit the amount of time given for public testimony at hearings or during general discussions if each speaker is allotted an equal amount of time.
2. Vice Chair:

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- a. During the absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform all duties and be subject to all the responsibilities of the Chair.
- 3. Temporary Chair:
  - a. If the Chair and Vice Chair are both absent, the members present may select for the meeting a temporary Chair who shall exercise the powers of the elected Chair.
- 4. Secretary:
  - a. Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

**E. QUORUM**

As specified in TMC 2.56.040 *Planning Commission – Quorum*, a simple majority of the currently appointed membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Planning Commission.

**F. ABSENCE OF MEMBERS**

Failure of any member to attend a minimum of seventy-five percent (75%) of all meetings and workshops of the Planning Commission during any calendar year shall result in the member's record being forwarded by the Chair to the Mayor for consideration of asking for the member's resignation. Excused absences shall not be counted as absences in calculating the percentage of attendance.

**G. VACANCIES**

Vacancies on the Planning Commission shall be filled subject to the process in TMC 2.56.020 *Planning Commission – Vacancies*.

**H. CONFLICTS OF INTEREST**

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Any member who has a conflict of interest<sup>1</sup> on any matter that is on the Planning Commission agenda shall recuse themselves from participation and decisions on such a matter. When there is a conflict of interest with an agenda item, the Chair is encouraged to put that item last on the agenda so that the member can participate and then they can be excused.

**I. APPEARANCE OF FAIRNESS**

1. Any member who feels they have an "appearance of fairness"<sup>2</sup> issue on any quasi-judicial action that is on the Planning Commission agenda shall voluntarily excuse themselves, vacate their seat, leave the meeting room, and refrain from discussing and voting on such item as a member.
2. As an alternative, if a member feels that they can impartially participate in an issue may, particularly when there is a question of maintaining a quorum, fully disclose, at the beginning of the discussion of an issue, their "appearance of fairness" situation and ask if anyone on the Planning Commission or in the audience has an objection to the member being involved in discussing and voting on the issue.

**J. COMPENSATION**

As specified in RCW 35.63.030 *Planning Commissions – Commissioners – Number – Tenure - Compensation*, the members of the Planning Commission, including the Chair and Vice Chair, while acting as such, shall serve without compensation.

**K. ORDER OF BUSINESS**


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<sup>1</sup> See Chapter 42.23 RCW *Code of Ethics for Municipal Officers—Contract Interests* and City of Tumwater *Policy Manual – Part 1: Personnel Policies*, Section 8.04 *Prohibited Conduct*. For additional information see the Municipal Research and Services Center website for additional information: <http://mrsc.org/Home/Explore-Topics/Legal/Ethics-Fairness-Conflicts-of-Interest/Conflicts-of-Interest.aspx>

<sup>2</sup> See Chapter 42.36 RCW *Appearance of Fairness Doctrine – Limitations*. See also *Appearance of Fairness Doctrine in Washington State*, Municipal Research and Services Center: <http://mrsc.org/getmedia/04ae5092-48df-4964-91d7-2a9d87cb2b7c/Appearance-Of-Fairness-Doctrine-In-Washington-State.pdf.aspx?ext=.pdf>

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1. Generally, the Planning Commission will follow the following order of business at all meetings:
  - a. Call to order.
    - 1) Roll call.
    - 2) Announcement of agenda.
    - 3) Reading and/or approval of minutes.
    - 4) Commissioner and Planning Manager reports.
    - 5) Comments from the audience on any topic that is not the subject of public hearing. The Chair may limit the length of comments as needed per Section (D)(1)(f).
    - 6) Hearings.
    - 7) Briefings.
    - 8) Worksessions.
    - 9) Discussions.
    - 10) Adjournment.
  - b. The order of business may be changed during the meeting by the Chair by a vote of a majority of the members present.
2. Regular Meetings – Public Hearings
  - c. All Planning Commission recommendations shall be forwarded to the City Council for final action. Cases for which the Planning Commission takes no action shall be forwarded to the City Council for review and recommendation.
  - d. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
  - e. Staff will do presentation of each item of business at the public hearing. Following the public hearing and necessary discussion, the Staff will make a

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recommendation for action to the Planning Commission.

- f. No official action from the Planning Commission will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, if no new conditions or no new information is present.
- g. It shall be the responsibility of the Chair to present to the City Council, through Staff, special information regarding those cases or proposals having unusual significance.

**L. MINUTES AND RECORDING OF MEETINGS**

The purpose of the minutes and recordings of meetings is to provide the City Council, Planning Commission, and the public with a clear understanding the discussion leading to the decision and of what was decided. If recordings are not publicly available for meetings, minutes should be detailed enough for the City Council and public to follow the work of the Planning Commission and for members to use to refresh their memories later. Complete and accessible records of each meeting, including packets and materials submitted before and during the meeting will be maintained by the City Clerk.

**M. AMENDMENT**

A majority of a quorum of the Planning Commission may amend the rules of procedure at any meeting of the Planning Commission, if notice of said amendment(s) is given to each member in writing at least two (2) weeks prior to said meeting.

**APPROVED BY PLANNING COMMISSION ACTION**

June 9, 2020 and Amended November 10, 2020

Meghan Sullivan – Planning Commission Chair

Jessica Hausman – Planning Commission Vice Chair