



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, September 22, 2026
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Meeting Minutes July 14, 2026
5. Commissioner's Reports
6. Deputy Director's Report
7. Public Comment
8. Ordinance No. O2026-017, Multifamily Housing Tax Exemption Application Deadline Extension
9. Community Development 2026 Work Plan Status Update
10. Next Meeting Date October 13, 2026
11. 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 860 0623 7939 and Passcode 310172.

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 860 0623 7939 and Passcode 310172.

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_6VNublaVStCYt8FJnQ5xOg

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. 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.

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. 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.

MEETING MINUTES

TUMWATER PLANNING COMMISSION

July 14, 2026



CONVENE: 7:00 p.m.

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

Excused: Commissioners Terry Kirkpatrick and Matthew Rounsley.

Staff: Community Development Director Brad Medrud, Associate Planner Spencer McKenna, and Associate Planner Dana Bowers.

CHANGES TO THE AGENDA: No changes.

APPROVAL OF THE MINUTES: Commissioner Nelson moved, seconded by Commissioner Kotek, to approve the minutes of June 23, 2026, as presented. Motion carried unanimously.

COMMISSIONERS' REPORT: No reports.

DIRECTOR'S REPORT: Director Medrud provided an overview of the Urban Forestry Bus Tour scheduled for July 28, 2026, which will be a joint meeting of the City Council, Planning Commission, and Tree Board. He also informed the Commission that the August 11, 2026, Planning Commission meeting is canceled.

PUBLIC COMMENT: No public comment.

PUBLIC HEARING: Chair Robbins opened the public hearing at 7:06 p.m.

**ORDINANCE NO.
O2026-016, 2026
PARKING LOT
LIGHTING CODE
UPDATES:**

Director Medrud presented Ordinance No. 02026-016, which proposes amendments to Chapter 18.50 of the Tumwater Municipal Code to modify parking lot lighting height standards for large, multi-building complexes and multi-tenant buildings adjacent to Interstate 5. Director Medrud requested that the Planning Commission recommend approval of the ordinance to the General Government Committee (GGC) for consideration at their July 15, 2026, meeting.

Chair Robbins opened the public comment portion of the public hearing at 7:12 p.m.

A Commissioner asked whether applicants could apply for a variance for the lighting standards. Director Medrud replied that a variance would not be applicable in this case.

No public comment was given.

Chair Robbins closed the public testimony at 7:14 p.m.

Chair Robbins closed the public hearing at 7:16 p.m.

MOTION

Commissioner Kotek moved, seconded by Commissioner Edwards, to recommend approval of Ordinance No. 02026-016, Parking Lighting Code Updates, and forward the ordinance to the General Government Committee for consideration at its July 15, 2026, meeting. The motion carried unanimously.

NEXT MEETING DATE:

The next meeting is scheduled for Tuesday, July 28, 2026.

ADJOURNMENT:

With no further business, Chair Robbins adjourned the meeting at 7:16 p.m.

Prepared by Spencer McKenna, Associate Planner

TO: Planning Commission
FROM: Brad Medrud, Planning Manager
DATE: September 22, 2026
SUBJECT: Ordinance No. O2026-017, Multifamily Housing Tax Exemption Application Deadline Extension

1) Recommended Action:

This is a briefing on Ordinance No. O2026-017. The Planning Commission will be asked to set a hearing date of October 13, 2026, for the ordinance after discussion.

2) Background:

The intent of the ordinance is to amend Tumwater Municipal Code (TMC) 3.30.130, *Application deadline and program expiration*, of TMC Chapter 3.30, *Multifamily Housing Tax Exemptions*, to extend the program deadlines to allow time for the City Council and staff to complete work on the Multifamily Tax Exemption Program evaluation and update that started earlier this year.

3) Alternatives:

☐ None.

4) Attachments:

- A. Staff Report
- B. Ordinance No. O2026-017
- C. Presentation

STAFF REPORT

Date: September 22, 2026
To: Planning Commission
From: Brad Medrud, Community Development Director



Ordinance No. O2026-017 – MFTE Application Deadline Extension

1. Recommended Action

This is a briefing on Ordinance No. O2026-017. The Planning Commission will be asked to set a hearing date of October 13, 2026, for the ordinance after discussion at the briefing.

2. Background

The intent of the ordinance is to amend Tumwater Municipal Code (TMC) 3.30.130, *Application deadline and program expiration*, of TMC Chapter 3.30, *Multifamily Housing Tax Exemptions*, to extend the program deadlines to allow time for the City Council and staff to complete work on the Multifamily Tax Exemption Program evaluation and update that started earlier this year.

3. Public Approval Process

An Environmental Checklist for a non-project action was prepared on August 28, 2026, under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance is expected to be issued in September 2026.

The ordinance was sent to the Washington State Department of Commerce on August 28, 2026, for their required 60-day review before the proposed text amendments are adopted, in accordance with RCW 36.70A.106.

The Planning Commission will receive a briefing on the proposed amendments on September 22, 2026.

A Notice of Public Hearing for the Planning Commission is expected to be issued on September 25, 2026, prior to a public hearing. The notice will be posted, published as a press release, distributed to interested individuals and entities that have requested such notices, and published in The Olympian.

The Planning Commission is expected to hold a public hearing on the proposed amendments on October 13, 2026. Following the public hearing and deliberations, the Planning Commission is expected to recommend that Council consider the proposed amendments.

The General Government Committee is scheduled to review the Planning Commission's recommendation on the proposed amendments on October 21, 2026. The City Council is scheduled to consider the proposed amendments on November 2, 2026.

4. Staff Conclusions

1. The proposed text amendments will need to be consistent with the goals of the Washington State Growth Management Act.
 - a. The ordinance will need to be consistent with Goal 4 of the Growth Management Act which states:

Housing. *Plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.*

The ordinance will address the following goal and policy of the Housing Element:

Goal H-2 *Expand the supply of permanent, income-restricted affordable housing.*

Policy H-2.1 *Support permanent, income-restricted affordable housing in variety of locations, types, and designs that is safe, and near jobs and daily activities.*

- b. This ordinance will need to be consistent with Goal 11 of the Growth Management Act which states:

Citizen participation and coordination. *Encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, and ensure coordination between communities and jurisdictions to reconcile conflicts.*

Consideration of the ordinance will involve the community in the planning process through Planning Commission and City Council meetings to address the following goal of the Comprehensive Plan:

Goal PI-1 *Continuously engage with the community and the region.*

2. Based on the above review and analysis, staff will need to conclude that the proposed text amendments are consistent with the requirements of the Washington State Growth Management Act and the Tumwater Comprehensive Plan.

Staff conclude that the proposed text amendments are consistent with the requirements of the Washington State Growth Management Act and the Tumwater Comprehensive Plan

5. Effects of the Proposed Amendments

The proposed text amendments would necessitate changes to the Tumwater Municipal Code.

6. Staff Contacts

Brad Medrud, Community Development Director
City of Tumwater Community Development Department
360-754-4180
bmedrud@ci.tumwater.wa.us

ORDINANCE NO. O2026-017

AN ORDINANCE of the City Council of the City of Tumwater, Washington, amending Chapter 3.30, *Multifamily Housing Tax Exemptions*, of the Tumwater Municipal Code to extend the program deadlines as more particularly described herein.

WHEREAS, Chapter 84.14 RCW authorizes the City to designate residential targeted areas and adopt standards and guidelines to implement a multifamily housing tax exemption program; and

WHEREAS, the City adopted Chapter 3.30 TMC, Multifamily Housing Tax Exemptions, by Ordinance No. O2017-004 on April 18, 2017, and amended by Ordinance No. O2019-023 adopted January 21, 2020; and

WHEREAS, the City wishes to extend the program to provide time for City Council and staff to complete the work on the Multifamily Tax Exemption Program evaluation and update; and

WHEREAS, the City is required to plan under Chapter 36.70A RCW, the Growth Management Act; and

WHEREAS, this Ordinance meets the goals and requirements of the Growth Management Act; and

WHEREAS, this Ordinance is consistent with the City's Comprehensive Plan; and

WHEREAS, this Ordinance was sent to the Washington State Department of Commerce on August 28, 2026, at least sixty days before the proposed code amendments were adopted, in accordance with RCW 36.70A.106; and

WHEREAS, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act (Chapter 43.21C RCW), pursuant to Chapter 197-11 WAC on August 28, 2026, and a Determination of Non-Significance (DNS) was issued on September _____, 2026; and

WHEREAS, the Attorney General *Advisory Memorandum and Recommended Process for Evaluating Proposed Regulatory or Administrative Actions to Avoid Unconstitutional Takings of Private Property* (October 2024) was reviewed and utilized by the City in objectively evaluating the proposed amendments; and

WHEREAS, the Planning Commission received a briefing on the proposed code amendments on September 22, 2026, and held a public hearing on October 13, 2026; and

WHEREAS, following the public hearing and deliberations, the Planning Commission recommended approval of the proposed code amendments by the City Council; and

WHEREAS, the General Government Committee discussed the Planning Commission's recommendation on the proposed code amendments at a briefing on October 21, 2026; and

WHEREAS, the City Council considered the proposed code amendments on November 2, 2026; and

WHEREAS, the City Council finds that the provisions of this Ordinance are in the best interest of and protect the health, safety, and welfare of the residents of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. TMC 3.30.130, Application deadline and program expiration, of the Tumwater Municipal Code is hereby amended to read as follows:

3.30.130 Application deadline and program expiration.

A. Applications for the multifamily housing tax exemption program will not be accepted after December 31, 202~~6~~⁷. Applications for final certificate of tax exemption will not be accepted after December 31, 20~~29~~³⁰.

B. The multifamily housing tax exemption program, this chapter, shall expire March 31, 204~~2~~³.

(Ord. O2017-004, Added, 04/18/2017)

Section 2. Corrections. The City Clerk and codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 4. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph,

Ordinance No. O2026-017 - Page 2 of 4

subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall become effective thirty days after passage, approval, and publication as provided by law.

ADOPTED this _____ day of _____, 2026.

CITY OF TUMWATER

Leatta Dahlhoff, Mayor

ATTEST:

Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick, City Attorney

Published:_____

Effective Date:_____

Multifamily Housing Tax Exemptions: Extension of Program Deadlines

Ordinance No. O2026-017



Planning Commission Briefing, September 22, 2026

Background

The intent of the ordinance is to amend Chapter 3.30, Multifamily Housing Tax Exemptions, of the Tumwater Municipal Code to extend the program deadlines to provide time for City Council and staff to complete the work on the Multifamily Tax Exemption Program evaluation and update



Background

- The review of the program is expected to be completed in early 2027 and potential amendments to the program are expected in 2027
- The City is currently working with ECONorthwest to review City's existing Multifamily Housing Tax Exemptions program to determine if it is providing its intended outcomes



Background

- Under current regulations, applications for new projects under the Multifamily Housing Tax Exemptions program will no longer be accepted after the end of the year
- Aside from extending deadlines for the program, the ordinance does not make any other changes to the existing program



Amendments to TMC 3.30.130

TMC 3.30.130, *Application deadline and program expiration*, is amended as follows:

- A. *Applications for the multifamily housing tax exemption program will not be accepted after December 31, 2026~~7~~. Applications for final certificate of tax exemption will not be accepted after December 31, 2029~~30~~.*
- B. *The multifamily housing tax exemption program, this chapter, shall expire March 31, 2042~~3~~.*



Recommended Action

The Planning Commission will be asked to set a hearing date of October 13, 2026, for the ordinance after discussion at the briefing



Next Steps

State Environmental Protection Act

- SEPA Checklist was completed August 28, 2026
- Determination of Non-significance is expected to be issued in September 2026
- Determination Appeal Period is expected to end in September 2026

Notice of Intent

- Notice of Intent was submitted to Commerce on August 28, 2026
- Comment Period will end on October 28, 2026

Planning Commission

- Briefing September 22, 2026
- Hearing October 13, 2026

City Council

- General Government Committee October 21, 2026
- Consideration November 2, 2026



TO: Planning Commission
FROM: Sharon Lumbantobing, Deputy Community Development Director
DATE: September 22, 2026
SUBJECT: Community Development 2026 Work Plan Status Update

1) Recommended Action:

Information and discussion only.

2) Background:

The City Council adopted the Community Development Department 2026 Work Plan in January 2026. This presentation provides a mid-year update of work completed, work currently underway, and projects that have been delayed.

Most major work plan initiatives remain on schedule and are progressing toward Planning Commission and City Council consideration at the end of 2026 and early 2027. Several complex projects require additional time to complete technical analysis, public engagement, interdepartmental coordination, and implementation planning to ensure well-informed policy recommendations, such as the Urban Forestry Code Updates and the Housing Code Update.

The Community Development Department continues to manage a significant workload with a small number of staff, balancing long-range planning initiatives, current planning responsibilities, legislative implementation, and four consultant-supported projects. Staff remain focused on delivering high-quality work products and advancing the remaining 2026 Work Plan projects for Council consideration through early 2027.

3) Policy Support:

Goal LU-2: Ensure development occurs in an orderly, effective, and cost-efficient manner to best utilize available land and public services, conserve natural resources, protect and enhance critical areas and open space, address equity and climate change, and reduce sprawl.

4) Alternatives:

☐ None.

5) Attachments:

A. Presentation



Community Development 2026 Work Plan Status Update

Tumwater Planning Commission - September 22, 2026

Sharon Lumbantobing, Deputy Community Development Director

Comprehensive Plan Amendment Docket

Project	Status
Parks Recreation and Open Space Plan (Comprehensive Plan) & Park Impact Fee Update	Anticipated Council Adoption: December 2027
Economic Development Plan (Comprehensive Plan)	Anticipated City Council Adoption - December 1, 2026
Joint Plan Tumwater-Thurston County & UGA Swap	- Thurston County leading on this: Dates To Be Determined - UGA Swap application withdrawn by applicant
Urban Growth Area Study	Working on RFP; study to be conducted in 2027



Development Regulations Amendment Docket

Project	Status
2026 Development Regulation Periodic Update (Housing Code Update)	• Anticipated Council Adoption: January 19, 2027
Transportation Impact Fee update	• Anticipated Council Adoption: January 5, 2027
2026 Housekeeping Ordinance (Ord. No. 02026-002)	• City Council Adoption: April 15, 2026
Multi-Family Tax Exemption Code Update (date changes only):	• Anticipated Council Adoption: November 2, 2026
Thurston County Title 22: Tumwater Urban Growth Area Zoning	• Thurston County leading on this: Dates To Be Determined
Urban Forestry Management Plan Amendments (Landscaping, Tree Preservation and Street Tree Codes, and Street Tree Plan)	• Anticipated City Council Adoption - February 2027



Additional Development Regulations

Project	Status
Building Demolition Code Update	• City Council Adoption: July 21, 2026
Parking Lot Lighting Code Update	• City Council Adoption: August 18, 2026
Battery Energy Storage System Code	• Anticipated Council Adoption: Spring 2027



Other Planning Projects

Project	Status
Annexation: 93 rd Avenue SW & Case Road SW Annexation	City Council Adoption: March 17, 2026
Annexation: Black Lake Belmore Annexation	- Boundary Review Board Review July 2026 - Anticipated Council Adoption: October 20, 2026
Brewery Redevelopment/Planned Action EIS and Ordinance	Subject Matter Experts to the Executive Team. Historic knowledge base.
Comprehensive Plan Monitoring Scoping	In progress. Integrated into Enterprise Permitting and Licensing Coordination (EPL) design and Key Performance Indicator development
Code Enforcement	Monthly meetings
Current Planning	.5 FTE
Food System Plan Implementation	Deferred due to staff capacity and competing priorities. Revisit in 2027 Work Plan.
Habitat Conservation Plan (HCP)	Draft HCP/Conservation Property Purchases
Hazard Mitigation Plan Implementation	Deferred due to staff capacity and competing priorities



Housing Projects

Project	Status
Regional Housing Council (RHC)	Ongoing work to improve RHC administrative functions, Tech Team, Encampment Resolution Program, Black Homes Initiative
Housing Element Implementation – Affordable Housing Study	- GGC Work Session: October 21, 2026 - Council Work Session: February 9, 2027
Housing Element Implementation – Multi Family Tax Exemption Evaluation	- Council Work Session: August 25, 2026 - Council Work Session: January 12, 2027
Manufactured Home Parks Support	Deferred due to staff capacity and competing priorities
Point in Time Count	County led: Completed February 2026
Rental Housing and Registration Program	Renting in Tumwater Guide for Landlords and Tenants updated in mid-August
Tumwater Housing Stakeholder workgroup	Deferred due to staff capacity and competing priorities



Other Planning Projects

Project	Status
Permit System Transition (0.5 to Permitting)	Ongoing
Public Engagement	Ongoing social media campaigns for Urban Forestry and Housing
Public Inquiries and General City Council and Interdepartmental Support	Ongoing

Below The Line Projects

Project	<u>Status</u>
Citywide Design Guidelines Update	Anticipated Council Adoption: January 5, 2027



Summary

- ✓ Adopted: 2026 Housekeeping Code Update, Building Demolition Code Update, Parking Lot Lighting Code Update, and 93rd Avenue Annexation
- ✓ Most major projects remain on schedule and are progressing toward Council consideration.
- ✓ Several complex initiatives require additional time to ensure analysis, public engagement, and interdepartmental coordination.
- ✓ Staff continue to manage a significant workload while balancing long-range planning, current planning, and consultant-led projects.
- ✓ The department remains focused on delivering high-quality work products and bringing the remaining projects to Council through early 2027.



Thank you!