

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MEETING MINUTES**

March 1, 2016  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Chair Karen Patjens called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m.

**ROLL CALL**

Commissioners Kathy L. McVay, Karen Patjens, Kenneth Halgren, and Arne Michaelsen were present. Absent: None. Excused: Jerry Foss. Staff present: Principal Planner Jeff Boers and Planning and Building Administrator Angelie Stahlnecker.

**APPROVAL OF MINUTES**

The minutes for the meeting of November 3, 2015 were presented for approval.

**Moved by McVay and seconded by Michaelsen to approve the minutes. Ayes: Kathy L. McVay, Karen Patjens, Kenneth Halgren, and Arne Michaelsen. Noes: None. Absent: None. Excused: Jerry Foss. Motion carried.**

**NEW BUSINESS**

**Public Hearing – Case 15-12**

Karen Patjens opened the public hearing for Case 15-12, an amendment to existing Conditional Use Permit for Whittier Elementary traffic at 6:02 p.m.

Principal Planner Jeff Boers presented the staff report for the proposal which would revise the previously approved student drop-off and pick-up facilities, specifically the bus and parent/student staging areas. The Tacoma Public Schools proposal would:

- Designate the south side of Elm Tree Lane as a school bus zone during school hours (8am-4pm, excluding Saturdays, Sundays and holidays)
- Repurpose the existing bus access lane, from Elm Tree Lane to Annapolis, as a staging area for parents/guardians to pick up and drop off students.
- Have drivers enter the access lane from Annapolis and exit the lane onto Elm Tree Lane.
- Signage in the vicinity would be modified to identify these changes.

The city recommends approval of the proposal subject to the following conditions:

1. Final improvements that are constructed and designed in substantial conformance with plans provided.
2. Applicant be responsible for covering costs of required signage.
3. Respond to Public Works and Police on their recommendation to post on east side of Alameda a no parking or loading zone from 8-4 except for Saturdays, Sundays and holidays.

Ken Wilson, Tacoma Public School Safety & Environmental Manager, stated the proposal would address congestion on Elm Tree Lane, safety issues with children crossing the street, and neighborhood issues with blocking driveways. The proposal would institute a valet system, dispersing children to cars as they come through in a more organized, safer fashion.

Patjens invited public comments.

No comments were made.

Discussion included the following:

- Assessor's Notice per HB 2567 that is listed at the bottom of the resolution is language required by state law.
- Loading a bus takes about 10 minutes in the afternoon and unloading takes about 3 minutes in the morning. There is a no idle policy with the school busses.
- The Fircrest Police Department will continue to monitor the no parking areas.
- The two schools will be staggered for departure.
- The school district anticipates beginning after Spring Break or the beginning of next school year.
- Currently, parking is allowed on the north side of Elm Tree Lane. The south side is posted no parking during the school hours, but cars are allowed to stop and load.

Patjens closed the public hearing at 6:13 p.m.

**Moved by McVay and seconded by Halgren to adopt Resolution No. 16-01, approving Amendment to existing Conditional Use Permit CUP #02-03 to revise the previously approved student drop-off and pick-up facilities, specifically including bus and parent/student staging areas at Whittier Elementary. Ayes: Kathy L. McVay, Karen Patjens, Kenneth Halgren and Arne Michaelsen. Noes: None. Absent: None. Excused: Jerry Foss. Motion carried.**

#### Study session on Title 22 Land Development Code – Housekeeping amendments

Principal Planner Jeff Boers introduced draft development regulations identified by staff that could improve code administration and/or benefit the community if adopted. Most are housekeeping in nature.

Discussion included the following:

- Changes to the submission requirements for a boundary line adjustment, short plat, final plat, and plat alteration
- Adoption of Streetscape Elements Design Standards by reference
- Modification of sidewalk and planter strip guidelines
- Changes to the Golf Course District requirement of a master plan approval
- Changes to floor area limits for attached accessory dwelling unit on a single floor  
Allowance of temporary, portable moving containers on private property for 21 days
- Design Standards and guidelines for streetscape elements would be adopted as reference.
- Third category such as De Minimis Variance to provide a minimal deviation for lot area such as height and setback
- Addition of a definition for city engineer

### **OTHER**

April Planning Commission meeting will be rescheduled for March 29<sup>th</sup>, 2016 at 6pm.

**Moved by Foss and seconded by Michaelsen to adjourn the meeting at 7:00p.m. Ayes: Kathy L. McVay, Karen Patjens, Kenneth Halgren, and Arne Michaelsen. Noes: None. Absent: None. Excused: Jerry Foss. Motion carried.**

  
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Karen Patjens, Planning Commission Chair

  
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Jeff Boers, Principal Planner