



**CITY OF FIRCREST  
PLANNING COMMISSION  
A G E N D A**

March 6, 2018  
6:00 p.m.

City Hall  
115 Ramsdell Street

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**1) Roll Call**

**2) Approval of the January 2, 2018 Minutes**

**3) Citizen Comments (For Items Not On The Agenda)**

**4) Public Hearing**

a) None

**5) Unfinished Business**

a) None

**6) New Business**

a) 18-01 Approval of extension – Golf Course Preliminary Site Plan Approval

- Staff Report
- Public Comments
- Commission Discussion
- Commission Action

b) 18-03 2018 Comprehensive Plan Schedule

- Staff Report
- Public Comments
- Commission Discussion
- Commission Action

c) Proposed Amendments to Type II-A Public Notice (not on for action)

- Staff Report
- Public Comments
- Commission Discussion

d) Proposed Amendments to Accessory Structures Through-lot Setbacks (not on for action)

- Staff Report
- Public Comments
- Commission Discussion

**7) Adjournment**

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

January 2, 2018  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Administrator Angelie Stahlnecker called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m.

**ROLL CALL**

Commissioners Kathy L. McVay, Cameron McGinnis, Karen Patjens, and Kenneth Halgren were present. Absent: None. Excused: Arne Michaelsen. Staff present: Planning and Building Administrator Angelie Stahlnecker.

**ELECTION OF CHAIR AND VICE-CHAIR**

**Moved by McVay and seconded by Halgren that Karen Patjens continue as chair for 2018. Ayes: Kathy L. McVay, Cameron McGinnis, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.**

**Moved by McVay and seconded by Halgren that Kathy McVay continue as Vice-Chair for 2018. Ayes: Kathy L. McVay, Cameron McGinnis, Karen Patjens, and Kenneth Halgren. Noes: None. Absent: Arne Michaelsen. Excused: None. Motion Carried.**

**APPROVAL OF MINUTES**

The minutes for the meeting of October 3, 2017 were presented for approval.

**Moved by McVay and seconded by McGinnis to approve the minutes as amended. Upon vote, motion carried unanimously.**

**NEW BUSINESS**

Case No. 16-12 – Approval of Extension – Sunrise Center Parking Lot Expansion

Planning and Building Administrator Angelie Stahlnecker presented the staff report detailing the application by 2101 Mildred LLC to grant an extension of the approval of the major site plan amendment that was approved on January 26, 2017. FMC 22.72.014 permits the Planning Commission to grant a one-time extension of one year if the approval criteria has been met.

**Moved by McVay and seconded by Halgren to adopt Resolution No. 18-01, a resolution of the Planning Commission of the City of Fircrest, Washington granting an extension to Resolution 17-01, a major site plan amendment for Sunrise Center. Ayes: Kathy L. McVay, Cameron McGinnis, Karen Patjens and Kenneth Halgren. Excused: Arne Michaelsen.**

2018 Work Plan – Joint Meeting Discussion

Planning and Building Administrator Angelie Stahlnecker presented the 2018 draft work plan, which includes review of both commercial districts, study of the hearing examiner process, review of code compliance procedures, and annual comprehensive plan and development code update.

Discussion included:

- Work plan would help set the agenda for the February joint meeting between the City Council and Planning Commission
- The work plan could be adopted after the joint meeting
- Questions on if the current council still has interest in a hearing examiner
- The goal of the code compliance review is to bring consistency to all the enforcement procedures and study other model jurisdictions.

**Moved by McVay and seconded by McGinnis to accept the 2018 Work Plan for the Planning Commission as presented by staff. Upon vote, Ayes: Kathy L. McVay, Cameron McGinnis, Karen Patjens and Kenneth Halgren. Excused: Arne Michaelsen.**

**ADJOURNMENT**

**Moved by McVay and seconded by Halgren to adjourn the meeting at 6:23 p.m. Upon vote, motion carried unanimously.**

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Karen Patjens  
Planning Commission Chair

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Angelie Stahlnecker  
Planning/Building Administrator



## THE CITY OF FIRCREST

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### FIRCREST PLANNING/BUILDING DEPARTMENT STAFF REPORT CASE # 18-01 – Preliminary Major Site Plan - *Extension*

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**APPLICANT:** Oakridge Homes II LTD

**PROPOSAL:** The applicant has requested an extension to Resolution 17-03 which granted a preliminary site plan approval to construct a condominium development consisting of 34 attached and detached single-family units.

**LOCATION:** Regents Boulevard and Arondale Avenue abutting Fircrest Golf Course

**PARCEL ID:** Assessor Parcel Number 0220113003

**CRITERIA FOR EXTENSION APPROVAL:** FMC 22.72.014 provides the following approval criteria that must be met in order for the Commission to grant an extension.

(1) *The application must be received 45 days prior to the date of expiration;*

(2) *Written findings must show the following circumstances exist:*

- a. *The proposal approved under the terms of the site plan review application originally granted remains in conformance with current development standards or design guidelines contained or referenced in this title.*
- b. *The findings adopted in support of the original site plan review application approval remain valid and supportive of the time extension request.*

**ANALYSIS:** The application was received on January 12, 2018. The proposal remains in conformance with current development code standards. The findings adopted in support of the original application remain valid and supportive.

**RECOMMENDATION:** Staff recommends the Planning Commission grant a one-time, one-year extension, ending March 8, 2019, of the preliminary site plan approval with conditions as stated in Resolution 17-03.

*Angelie Stahlnecker*  
Angelie Stahlnecker  
Planning & Building Administrator

March 6, 2018  
Date

**Exhibits:**

1. Application
2. Draft Resolution

**CITY OF FIRCREST PLANNING COMMISSION**  
**Notice of Decision / Resolution No. 18-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF FIRCREST, WASHINGTON, APPROVING AN EXTENSION FOR A PRELIMINARY SITE PLAN FOR THE GOLF COURSE CONDO PROJECT**

**WHEREAS**, an application was made on September 19, 2016 for a preliminary site plan approval to construct a condominium development consisting of 34 attached and detached single-family units; and

**WHEREAS**, on March 1, 2017, the Planning Commission passed Resolution 17-03 approving the application with conditions; and

**WHEREAS**, the Planning Commission may grant a one-time extension of one year if an extension request is filed with the department no less than 45 days prior to the date of expiration for a major site plan approval; and

**WHEREAS**, on January 12, 2018, an application for an extension was received; and

**WHEREAS**, the Commission has made the following Findings of Fact and Conclusions of Law:

- (a) The proposal approved under the terms of the site plan review application originally granted remains in conformance with current development standards or design guidelines contained or referenced in this title.
- (b) The findings adopted in support of the original site plan review application approval remain valid and supportive of the time extension request.

**THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Fircrest hereby approves a one year extension (ending March 8, 2019) to Resolution 17-03, a preliminary site plan approval for Case 16-14, with the following conditions:

1. The applicant shall obtain site development permit approval from the City of Fircrest prior to commencing work on site improvements and other new construction.
2. The applicant shall obtain administrative design review approval prior to issuance of building permits, installation of landscaping, and initiation of other site improvements -- other than utility facilities and other site work that will be authorized through the site development permit review process.
3. Plans submitted for final design review shall be designed in substantial conformance with the preliminary site plan approved pursuant to Case 16-14.

4. The proposal shall comply with all development standards specified for the GC District in accordance with FMC 22.56.007.
5. The proposal shall be designed and constructed in accordance with all applicable performance standards in FMC 22.58.008.
6. The proposal shall be designed and constructed in accordance with all applicable design standards in FMC 22.64.
7. The final design for the front unit patios shall ensure the patios can be accessed directly from the nearby sidewalk or driveway – consistent with the intent of FMC 22.64.028(c).
8. Outdoor lighting shall be designed in accordance with FMC 22.58.018. An outdoor lighting plan shall be submitted to and approved by the City prior to installation of outdoor lighting and the City's approval of occupancy.
9. Landscaping shall be designed, installed and maintained in accordance with FMC 22.62 or as authorized through the administrative design review process. A final landscape plan shall be submitted to and approved by the City prior to installation of landscaping.
10. Tree retention, protection, and replacement shall generally be in accordance with the Sound Urban Forestry Amended Tree Retention Plan, dated December 17, 2016, and the applicant's conceptual landscape plan dated February 14, 2017. Trees located with the greenbelt and buffer shall be reexamined to ensure their stability after new exposure that may occur from site grading and other development activities.
11. Street trees shall be planted within the right-of-way along the southeasterly side of Arondale abutting the project site, and on Regents Boulevard if locations exist where new trees would not conflict with existing infrastructure or mature trees, in accordance with FMC 22.62.006 and the City's Design Standards and Guidelines for Streetscape Elements.
12. The final design for the tree buffer abutting the 11<sup>th</sup> fairway shall ensure the pedestrian pathway is safely located and conveniently accessible to residents.
13. New sidewalk sections to be installed on Regents Boulevard shall have a minimum width of seven feet when located at the curb and not separated from the travel lane by a curbside parking zone. Alternatively, sidewalk width may be reduced to 5 feet in these areas if the sidewalk is separated by a planter strip sufficiently wide to provide adequate protection for sidewalk users.
14. A walkway shall be installed on the southeasterly side of Arondale between the existing sidewalk at Regents Boulevard and the proposed intersection of Arondale and the new internal project roadway. The walkway location and design shall avoid

conflicting with existing infrastructure and large trees to the extent possible. Inclusion of a publicly accessible walkway on private property may satisfy this condition, provided the pedestrian design standards as set forth in FMC 22.60.013 are incorporated.

15. The applicant shall purchase a transit shelter package from Pierce Transit in accordance with FMC 22.60.014 to mitigate and respond to increased demand for transit service resulting from this project. Pierce Transit will install this shelter on the south side of Regents Boulevard at an existing bus stop.
16. The applicant shall comply with Tacoma Power requirements as outlined in their Land Use Action Referral comments.

#### Public Works Recommended Conditions

17. All improvements must have final design plans (including applicable notes and details) and the Preliminary Stormwater Site Plan/Report approved by the City Engineer prior to construction. The plans must be prepared by a licensed engineer in the State of Washington and contain all information required by the Fircrest Municipal Code to the satisfaction of Public Works.
18. All utilities shall be designed to meet the requirements provided in the respective utility comprehensive plans. If a comprehensive utility plan does not exist, all utilities shall be designed to meet the requirements of the Fircrest Municipal Code and Public Works.
19. The water system design shall connect to the water main on Regents Boulevard. The connection can be made across Regents at the entrance or further east along Regents Boulevard.
20. Fire hydrant locations shall be determined by the fire marshal.
21. Each dwelling unit shall have its own water meter and side sewer.
22. The project stormwater design shall comply with the 2012 Washington State Department of Ecology's Stormwater Management Manual for Western Washington, as amended in December 2014, and follow the conceptual designs previously provided to the City for initial review.
23. Conceptual storm plans call for bioswales in planter strips for treatment. Street trees should not be installed in bioswales areas..
24. The applicant shall provide recorded easements for all utilities (15 feet wide minimum for single utility; as determined by the City for multiple utilities) that are to be owned by the City of Fircrest across all private properties.

25. The applicant shall provide the City with Bills of Sales for all utilities that will be in the ownership of the City of Fircrest upon completion of construction.
26. Coverage under the National Pollution Discharge Elimination System (NPDES) and State Waste Discharge General Permit for Stormwater Discharges Associated with Construction Activities (SWDGPSDACA) is required for construction sites that disturb an area of one acre or more and have or will have a discharge of storm water to surface water or a storm sewer. Any required permits shall be obtained prior to the start of clearing, grading or construction on the site.
27. Clearing limits shall be identified and marked in the field, through the use of staking and flagging or high visibility fencing, prior to the start of any clearing, grading or construction.
28. Additional right-of-way shall be dedicated along the south side of Regents Boulevard, including the southwest quadrant of the intersection of Regents and Alameda, to allow sidewalk and utility construction to be within the right-of-way.
29. No staging or storing of construction materials or equipment will be allowed on Arondale Drive. Any damage to existing improvements along Arondale Drive during construction shall be repaired and/or replaced as required by the City.

#### SEPA Mitigation Measure Conditions

30. According to the Department of Ecology's ASARCO Smelter Plume Search Map, the project site is located within an area that may have arsenic contamination in the 40.1 to 100 ppm range. Per Ecology direction, the applicant shall conduct a soil sampling analysis for areas of the site that will be disturbed by construction activities and submit this analysis to the City of Fircrest and the Department of Ecology for their review and recommendations. If soils are found to be contaminated with arsenic, lead or other contaminants in concentrations above the Model Toxics Control Act (MCTA) cleanup levels (Chapter 173-340 WAC) the applicant shall notify owners, potential buyers, construction workers and others of their occurrence. The MCTA cleanup level for arsenic is 20 ppm and lead is 250 ppm.
31. If lead, arsenic, and/or other contaminants are found at concentrations above MTCA cleanup levels, the applicant shall develop a soil remediation plan and enter into a Voluntary Cleanup Program with Ecology. The applicant shall obtain an opinion letter from Ecology stating that the proposed soil remediation plan will likely result in no further action under MTCA – and provide this letter to the City of Fircrest. Prior to the City issuing a site development permit, the applicant shall provide the City with a "No Further Action" determination from Ecology indicating that the remediation plans were successfully implemented under MTCA.
32. If soils are found to be contaminated with arsenic, lead or other contaminants, extra precautions shall be taken to avoid escaping dust, soil erosion and water pollution during grading and site construction. Site design shall include protective measures

to isolate or remove contaminated soils from publicly accessible spaces. Any contaminated soils generated during site construction shall be managed and disposed of in accordance with state and local regulations, including the Solid Waste Handling Standards regulations (Chapter 173-350 WAC).

**PASSED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 6th day of March, 2018 by the following vote:

AYES:           ()

NOES:           ()

ABSENT:       ()

\_\_\_\_\_  
Karen Patjens, Planning Commission Chair

ATTEST: \_\_\_\_\_  
          Angelie Stahlnecker, Planning & Building Administrator

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**Assessor's Notice per HB 2567:** Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation.  
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### **Information Regarding Appeals**

Appeals of this decision shall be governed by the provisions contained within Fircrest Municipal Code Chapter 22.10. Only parties of record have standing to appeal the Planning Commission's decision. An appeal of this decision must be filed within fourteen (14) calendar days of the date of this Notice of Decision, which is March 6, 2018. Therefore, the appeal deadline for this decision is March 20, 2018 at 5:00 PM. Appeals shall be in writing, accompanied by an appeal fee, and containing the information requested in FMC 22.10.004(A)(4). For more information, contact Angelie Stahlnecker, 115 Ramsdell Street, Fircrest WA 98466, 253-238-4125 or [planning@cityoffircrest.net](mailto:planning@cityoffircrest.net).



## THE CITY OF FIRCREST

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# Memo

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**DATE:** March 6, 2018  
**TO:** Planning Commission  
**FROM:** Angelie Stahlnecker, Planning & Building Administrator  
**SUBJECT:** Proposed Amendments to FMC 22.07.004 and .005, Type II-B Public Notice

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### Introduction

When the City Council approved the amendments to the Commercial Mixed Use zoning district, reclassifying some of the uses from Conditional Use Permit approval to Administrative Use Permit approval, the City Council directed staff to re-examine both the distribution distance and comment time frame relate to the public notice.

### Process

The March 6<sup>th</sup> meeting will introduce the topic referred to the Planning Commission by the City Council. The study session will be a good opportunity for the Commissioners to request any additional information and/or identify preferences and direction for staff. If there is no objections, a public hearing will be held at the April 3<sup>rd</sup> meeting.

### Summary

Type II-B applications include administrative use permits, minor site plan review, minor variances and administrative interpretations. These applications are reviewed at the staff level and do not require a public hearing. They currently require notice to properties within 100 feet with a 10-day comment period.

Based on concerns raised by the City Council, staff recommends maintaining the 100 feet notice area for residential projects, increasing the public notice to 300 feet for commercial projects and extending the comment period to 14 days. The dual public notice distance would parallel the public hearing distribution requirements which are 300 feet for residential and 500 feet for commercial.

### Attachments

Draft Amendments

## Draft Amendments

### **22.07.004 Notice of comment period for ~~administrative use permit, minor site plan review and minor variance~~ Type II-B permits.**

Upon receipt of a complete application for an ~~administrative use permit, minor site plan review, or minor variance~~ Type II-B permit, the director shall send written notice to the owners of property within 100 feet of the subject property for a residential proposal, and within 300 feet of the subject property for a commercial proposal, notifying them of the application and the opportunity to comment on the proposal. Public comments must be received by the director within ~~10-14~~ days of the issuance date of the notice. No public hearing will be conducted for these applications. However, public comments received within the comment period will be considered by the director prior to issuance of a written decision. Administrative interpretations are exempt from this requirement. (Ord. 1245 § 5, 2000).

### **22.07.005 Notice of decision for ~~administrative use permit, minor site plan review, minor variance, and administrative interpretation~~ Type II-B permits.**

Upon issuance of a decision on a proposed ~~administrative use permit, minor site plan review, minor variance, or administrative interpretation~~ Type II-B permit, the director shall provide a written notice of this decision to the applicant and any parties who have provided written comment during the ~~10-day~~ comment period, if applicable. The director shall also provide written notice of this decision to the planning commission. (Ord. 1611 § 2, 2018; Ord. 1512 § 2, 2011; Ord. 1245 § 6, 2000).



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# Memo

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**DATE:** March 6, 2018  
**TO:** Planning Commission  
**FROM:** Angelie Stahlnecker, Planning & Building Administrator  
**SUBJECT:** Proposed Amendments to FMC 22.58.003(a), Accessory Buildings

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## Introduction

Staff is asking the Planning Commission to consider amendments to FMC 22.58.003(a), *Accessory Buildings* as it relates to setbacks for through-lots. The current code establishes the rear setback of a through-lot as the same setback as the required front yard setback for the principal residential structure: 20 feet for R-6 and 25 feet for R-4.

## Process

The March 6<sup>th</sup> meeting will introduce the topic and present two potential options that staff would like the Planning Commission to consider. If there is planning commission support, a public hearing will be held at the April 3<sup>rd</sup> meeting on the preferred draft.

## Summary

Last year, the Planning Commission approved a major variance to construct structure that was no more than 200 square foot in the rear yard setback of a through-lot. The applicant identified many cases where similar sheds have been constructed. Recently, staff has had discussion with a current property owner in a similar situation.

Through-lot regulations were intended to keep “rear” yards of properties fronting on streets such as Claremont Street and Alameda Avenue looking like front yards. From both an aesthetic and functional viewpoint, the requirement was intended to reduce clutter along street frontages and to prevent sight obstructions for pedestrians and vehicles. The idea being that a through-lot backyard could be adjacent to another properties front yard and the intent was not to see large garages lined up along the street. The original regulations included limiting fence heights to four feet, similar to front yards. The code now treats through-lots as rear lots for everything outside of accessory building setbacks.

In addition, accessory structure of 200 square feet or less are exempt from building permits. This creates a situation ripe for confusion and unintentional compliance issues.

Staff is asking the planning commission to consider two possible alterative amendments:

**Current Code:**

**22.58.003 Accessory buildings.**

(a) One or more detached accessory buildings, including, but not limited to, garages, carports, garden sheds, greenhouses and other similar structures, may be constructed on a parcel containing a principal residential structure, subject to the following standards:

Minimum front yard setback	Same as specified for principal residential structure.
Minimum interior side yard setback	3 feet, if located $\geq$ 50 feet from the front property line. 5 feet, if located $<$ 50 feet from the front property line.
Minimum side street side yard setback on a corner lot	Same as specified for principal residential structure.
Minimum rear yard setback	3 feet.
<b>Minimum setback from lot line on either street frontage on a “through lot”</b>	<b>Same as specified for required front yard for principal residential structure</b>
Minimum setback from alley	3 feet...[with] separation of at least 22 feet from the access point to the opposite property line of the alley.
Minimum separation from principal residential structure	5 feet. Note: the building code may require a 6-foot minimum separation based on construction design.

**Option 1:** Set minimum setback of 3 feet if no building permits required. *(Staff Recommended)*

Minimum setback from lot line on either street frontage on a “through lot”	Same as specified for required front yard for principal residential structure, <b>if building permit required, otherwise 3 feet.</b>
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**Option 2:** Remove language referring to “through lot” setbacks, defaulting to the rear setback requirement.

**22.58.003 Accessory buildings.**

Minimum setback from lot line on either street frontage on a “through lot”	Same as specified for required front yard for principal residential structure
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# Memo

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**DATE:** March 6, 2018  
**TO:** Planning Commission  
**FROM:** Angelie Stahlnecker, Planning & Building Administrator  
**SUBJECT:** 2018 Comprehensive Plan Update

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## Introduction

Chapter 23.06 Comprehensive Plan Amendments establishes the process by which the Fircrest Comprehensive Plan can be updated and amended each year. This year's update will incorporate the new annexed area, any state requirements, and updates to the Six-Year Capital Improvement Program.

The Planning Commission is being asked to approve the 2018 review schedule and set the amendment submission time period from April 2 – June 1, 2018.

## Process

The Planning Commission can initiate by a formal motion and approval by the body the 2018 schedule and amendment application window.

**Suggested Motion:** *I move to approve the 2018 Comprehensive Plan update schedule and set the amendment submission period from April 2 – June 1, 2018 as shown in Exhibit A.*

## Attachment

Exhibit A - 2018 Comprehensive Plan Amendments Estimated Schedule

## Exhibit A

### 2018 Comprehensive Plan Amendments

#### Estimated Schedule

**Proposal:** The 2018 Comprehensive Plan Update will incorporate the new annexed area, any state requirements, and updates to the Six-Year Capital Improvement Program.

**Application Window Publication:** March 27, 2018

**Application Window:** April 2 – June 1

**PC Draft Review** July 3, 2018

**PC Public Hearing:** August 21, 2018

**CC Study Session:** September 2018

**CC Public Hearing:** September/October 2018

**CC Action:** October 2018