

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, NOVEMBER 27, 2018
7:00 P.M.**

**COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Community Center and Pool Project
- 5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please sign the **Public Attendance Roster/Public Hearing Sign-Up Sheet** if you wish to speak during the meeting.)
- 6. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Parks & Recreation
 - B. Pierce County Regional Council
 - C. Public Safety, Court
 - D. Street, Water, Sewer, and Storm Drain
 - E. Other Liaison Reports
- 7. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Liquor License Renewal: [Spring Lake Café](#)
- 8. PUBLIC HEARING 7:15 P.M.**
 - A. [Fircrest Comprehensive Plan Amendments](#)
 - B. [FMC Title 22 Relating to the Use of a Hearing Examiner](#)
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Ordinance: Petty Cash Fund Increase](#)
 - B. [Ordinance: Budget Amendment, 1st Reading](#)
 - C. [Resolution: ARC Architects Contract Amendment #1](#)
 - D. [Resolution: Summit Law Group Contract Amendment](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
 - A. To discuss labor agreement pursuant to RCW 42.30.140
- 15. ADJOURNMENT**

COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON AGENDA

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17953	11/27/2018	11/27/2018	4298	AWC Employee Benefit	631.64 December 2018 Retired Medical
	521 22 20 01	LEOFF I Medical Premium	001 000 521 General Fund	631.64	12/2018 Retired Medical
17971	11/27/2018	11/27/2018	6811	Alarm Works NW LLC	412.13 Labor And Supplies To Install 3 Hard Lines In Public Safety Building Basement
	521 22 48 00	Rep & Maint - Police	001 000 521 General Fund	412.13	Labor And Supplies To Install 3 Hard Lines In PSB Basement
17960	11/27/2018	11/27/2018	3572	CED	1,291.69 LED Street Lights - 3 Units
	595 63 63 00	Street Light - Other Improv	101 000 542 City Street Fun	1,291.69	LED Street Lights - 3 Units
17975	11/27/2018	11/27/2018	3572	CED	28.30 2 Ballasts For Public Works Lighting
	518 30 31 03	Oper Sup/PWF	001 000 518 General Fund	28.30	2 Ballasts For PW Lighting
Total CED				1,319.99	
18003	11/27/2018	11/27/2018	6018	Canon Financial Services Inc	13.63 Police Faxboard November 2018
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	13.63	11/2018
18004	11/27/2018	11/27/2018	6018	Canon Financial Services Inc	244.61 Police Copier November 2018
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	244.61	11/2018
18005	11/27/2018	11/27/2018	6018	Canon Financial Services Inc	563.79 Copier Rental November 2018 - City Hall, Public Works, Parks/Rec, Court
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512 General Fund	140.95	11/2018
	518 10 45 00	Oper Rentals - Copier - No	001 000 518 General Fund	140.95	11/2018
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	35.24	11/2018
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	35.23	11/2018
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	35.24	11/2018
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542 City Street Fun	35.24	11/2018
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	126.85	11/2018
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	14.09	11/2018
Total Canon Financial Services Inc				822.03	
17982	11/27/2018	11/27/2018	4290	Cascade Recreation Inc	237.38 Dog Waste Bags For Parks
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	237.38	Dog Waste Bags For Parks
17988	11/15/2018	11/27/2018	7592	Cavanaugh, Larry	116.74 02-03350.1 - 1151 GARDEN CIRCLE

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-35.51	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-81.23	
18007	11/27/2018	11/27/2018	3994 CenturyLink	66.70	Parks Primary 911 November 2018
576 80 42 00	Communication - Parks		001 000 576 General Fund	66.70	11/2018
18008	11/27/2018	11/27/2018	3994 CenturyLink	63.13	Public Works Fax November 2018
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	15.78	11/2018
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	15.78	11/2018
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	15.78	11/2018
542 30 42 00	Communication - Street		101 000 542 City Street Fun	15.79	11/2018
18009	11/27/2018	11/27/2018	3994 CenturyLink	129.81	Police BA Machine / Modem November 2018
521 22 42 00	Communication - Police		001 000 521 General Fund	129.81	11/2018
18010	11/27/2018	11/27/2018	3994 CenturyLink	149.71	Direct Inward Dial November 2018
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	149.71	11/2018
			Total CenturyLink	409.35	
18011	11/27/2018	11/27/2018	5805 CenturyLink	38.21	Long Distance Access & Usage Line November 2018
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	38.21	11/2018
17972	11/27/2018	11/27/2018	4313 Chuckals Inc	55.39	Employee Folders For Payroll
514 23 31 00	Office & Oper Sup-Finance		001 000 514 General Fund	55.39	Employee Folders For Payroll
17955	11/27/2018	11/27/2018	4324 City Treasurer-City of Tacoma	53,478.00	Fire / EMS December 2018
522 20 50 00	Tacoma Contract - Fire		001 000 522 General Fund	26,303.58	Fire / EMS 12/2018
522 20 51 00	Tacoma Contract - EMS		001 000 522 General Fund	27,174.42	Fire / EMS 12/2018
17969	11/27/2018	11/27/2018	4322 City of Tacoma - Utilities	9,536.97	Power - Various Locations October 2018
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	578.73	Time/Temp, CH 10/2018
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	101.27	PW Main Building 10/2018
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	101.27	PW Main Building 10/2018
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	3,462.76	Well #4, #9 And Golf Tank 10/2018
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	101.27	PW Main Building 10/2018
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,272.70	Drake Pump, Harvard Lift & Lift Pump #1 10/2018
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	101.27	PW Main Building 10/2018
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	77.86	Alameda & Regents Traffic Signals 10/2018

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
	542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	2,163.44	Street Lights 10/2018
	548 65 47 00	Utilities ShopGarage	501 000 548	Equipment Ren	22.82	F&E Garage 10/2018
	576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	1,553.58	Parks Buildings & Field Lights 10/2018
17996	11/27/2018	11/27/2018	3565	Comfort Davies & Smith	8,315.00	October 2018
	515 30 41 01	City Attorney	001 000 515	General Fund	3,177.20	10/2018
	515 30 41 03	City Prosecutor	001 000 515	General Fund	5,137.80	10/2018
17956	11/27/2018	11/27/2018	7918	Contreras, Alejandra	120.00	Spanish Interpreting (2 Hrs)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	120.00	Spanish Interpreting (2 Hrs)
17991	11/27/2018	11/27/2018	3573	Copiers Northwest Inc	19.35	10/04/18 - 11/03/18 Police
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	19.35	10/04/18 - 11/03/18 Police
17985	11/27/2018	11/27/2018	6995	Endicott, Cynthia J.	301.00	Silver Sneakers And Chair Yoga October 2018
	571 20 49 06	Instructor Fees	001 000 571	General Fund	301.00	10/2018
17993	11/27/2018	11/27/2018	8340	Excel Electric of Tacoma	1,439.01	Lighting Wire Replacement At Whittier Park
	576 80 48 00	Rep & Maint - Parks	001 000 576	General Fund	1,439.01	Lighting Wire Replacement At Whittier Park
17978	11/27/2018	11/27/2018	8046	Goncharova, Natalya	137.44	Russian Interpreting 2 Hours Plus Mileage
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	137.44	Russian Interpreting 2 Hours Plus Mileage
18006	11/19/2018	11/27/2018	1670	Jennings, Katherine	43.44	03-00320.2 - 737 REGENTS BLVD
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-17.37	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-18.10	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-7.97	
17970	11/27/2018	11/27/2018	7392	Lambert, David Loyd	59.00	Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
17964	11/27/2018	11/27/2018	3776	Lemay Mobile Shredding	25.50	Shredding October 2018 - Public Works
	531 50 49 00	Miscellaneous - Storm	415 000 531	Storm Drain	8.50	10/2018 - PW
	534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	8.50	10/2018 - PW
	535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	8.50	10/2018 - PW
18002	11/27/2018	11/27/2018	3776	Lemay Mobile Shredding	45.70	Shredding October 2018 - Police
	521 22 49 00	Miscellaneous - Police	001 000 521	General Fund	45.70	10/2018 - Police

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Lemay Mobile Shredding	71.20	
17967	11/27/2018	11/27/2018	3791	4.45	Foam Gap Filler
	518 30 31 00 Oper Sup/Facilities		001 000 518 General Fund	4.45	Foam Gap Filler
17977	11/27/2018	11/27/2018	3791	94.11	Trim Boards And Post For City Hall, Vinyl Tile Glue For Rec
	518 30 31 01 Oper Sup/Rec Bldg		001 000 518 General Fund	12.51	Vinyl Tile Glue - Rec
	518 30 31 04 Oper Sup/CH		001 000 518 General Fund	81.60	Trim Boards And Post - CH
			Total Lowe's Company-#338954	98.56	
17983	11/15/2018	11/27/2018	7825	104.68	01-00960.0 - 349 GOLDEN GATE AV
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-23.35	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-24.74	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-56.59	
17999	11/27/2018	11/27/2018	3910	109.85	Office Supplies For Pool
	576 20 31 00 Office Supplies - Pool		001 000 576 General Fund	109.85	Thermal Paper, Open/Closed Sign & Hook, Pens
17987	11/27/2018	11/27/2018	3937	260,819.68	P#50 Drake St Liftstation Monthly Progress Billing Through 10/31/18
	594 35 63 01 Other Improvements Sewer		432 000 594 Sewer Improve	260,819.68	P#50 Monthly Progress Through 10/31/18
18000	11/27/2018	11/27/2018	3955	405.16	Gas / Fuel November 2018
	548 65 31 12 Street Gas		501 000 548 Equipment Ren	106.33	11/2018
	548 65 31 13 Storm Gas		501 000 548 Equipment Ren	211.49	11/2018
	548 65 31 14 Wtr/Swr Gas		501 000 548 Equipment Ren	87.34	11/2018
17995	11/27/2018	11/27/2018	3956	47.49	Reimburse November 2018
	521 10 49 00 Miscellaneous - Civil Svc		001 000 521 General Fund	19.43	Supplies For Oral Boards
	571 10 41 00 Senior Trips		001 000 571 General Fund	28.06	Parking And Lunch G. Stevens
17966	11/27/2018	11/27/2018	7315	59.00	Library Reimbursement 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
17986	11/27/2018	11/27/2018	4004	2,000.00	#15690704 Meter Refill (Pitney Bowes)
	518 10 42 01 Postage - Non-Dept		001 000 518 General Fund	2,000.00	#15690704 Meter Refill 11/2018
18001	11/27/2018	11/27/2018	2941	59.00	Library Reimbursement 1 Year
			Rohner, Douglas		

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 5

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			572 21 49 00 Library Services	001 000 572 General Fund	59.00 Library Reimbursement 1 Year
17954	11/27/2018	11/27/2018	8334 Rosemount Inc	217.77	Sensor Fill #4 Solution And Membrane Retainer
			534 80 31 02 Oper Supplies - Water	425 000 534 Water Fund (de	217.77 Sensor Fill #4 Solution, Membrane Retainer
17980	11/27/2018	11/27/2018	4018 Rosen Supply Company Inc	20.84	Whittier Park Bathroom Repair Supplies
			576 80 31 02 Oper Supplies - Parks	001 000 576 General Fund	20.84 Basket Strainer, PVC Tube, Clear Silicone, P-trap
17962	11/27/2018	11/27/2018	4035 Sarco Supply	186.06	Toilet Paper, Urinal Screens, Garbage Bags - Rec Center, Urinal Screens - Public Works, Paper Towels - Public Safety Building
			518 30 31 01 Oper Sup/Rec Bldg	001 000 518 General Fund	122.81 Toilet Paper, Urinal Screens, Garbage Bags - Rec
			518 30 31 02 Oper Sup/PSB Bldg	001 000 518 General Fund	38.41 Paper Towels - PSB
			518 30 31 03 Oper Sup/PWF	001 000 518 General Fund	24.84 Urinal Screens - PW
17965	11/27/2018	11/27/2018	6350 Sevier, Maria	2,314.00	On-Call GIS Support October 2018
			531 50 41 00 Prof Svcs - Storm	415 000 531 Storm Drain	462.80 On-Call GIS Support 10/2018
			534 10 41 00 Prof Svcs - Water	425 000 534 Water Fund (de	462.80 On-Call GIS Support 10/2018
			535 10 41 00 Prof Svcs - Sewer	430 000 535 Sewer Fund (de	462.80 On-Call GIS Support 10/2018
			542 30 41 00 Prof Svcs - Street	101 000 542 City Street Fun	462.80 On-Call GIS Support 10/2018
			558 60 41 00 Prof Svcs - Planning	001 000 558 General Fund	462.80 On-Call GIS Support 10/2018
17952	11/27/2018	11/27/2018	4856 Spa Vita Bella	462.44	Refund Of Over-Payment For Utilities
			343 40 00 00 Sale Of Water	425 000 340 Water Fund (de	-148.56 Refund Of Over-Payment
			343 50 00 00 Sewer Revenues	430 000 340 Sewer Fund (de	-313.88 Refund Of Over-Payment
17997	11/27/2018	11/27/2018	4086 Star Ice & Fuel Inc	728.94	Diesel Fuel For Generators - Public Works & Police
			548 65 31 08 Police Gas	501 000 548 Equipment Ren	542.17 Diesel Fuel For PSB Generator
			548 65 31 12 Street Gas	501 000 548 Equipment Ren	46.69 Diesel Fuel For PW Generator
			548 65 31 13 Storm Gas	501 000 548 Equipment Ren	46.69 Diesel Fuel For PW Generator
			548 65 31 14 Wtr/Swr Gas	501 000 548 Equipment Ren	93.39 Diesel Fuel For PW Generator
17976	11/27/2018	11/27/2018	4088 State Auditor's Office	22,111.36	Audit No. 44127 - Accountability And Financial (2015-2017)
			518 10 41 01 Biennial Audit - Non Dept	001 000 518 General Fund	22,111.36 Audit No. 44127 10/2018 237.2 Hrs
17958	11/27/2018	11/27/2018	4328 Systems for Public Safety Inc	487.43	#52951D Oil Change, Replace 2 Tires & Rotation
			548 65 48 08 O & M - Police	501 000 548 Equipment Ren	487.43 #52951D Oil Change, Replace 2 Tires & Rotation

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17959	11/27/2018	11/27/2018	4328		Systems for Public Safety Inc
				2,060.19	#49844D (2009) Replace Rear Axle Shaft Assemblies, Replace Front & Rear Brake Pads / Rotors
548 65 48 08	O & M - Police		501 000 548	Equipment Ren	2,060.19 #49844D (2009) Replace Rear Axle Shaft Assemblies, Replace Front & Rear Brake Pads / Rotors
Total Systems for Public Safety Inc				2,547.62	
17989	11/27/2018	11/27/2018	4120		Tacoma Daily Index
				161.56	Env. Det & Public Hearing - Amendment To Title 22 And Comp Plan - Published October 2018
558 60 41 01	Advertising - Planning		001 000 558	General Fund	161.56 Environmental Determination & Public Hearing
17990	11/27/2018	11/27/2018	4120		Tacoma Daily Index
				180.47	Ordinances 1624, 1619, 1621, 1623 And 1625 Passed, Special Meeting 10/29/18 Notice
511 60 41 01	Advertising - Legislative		001 000 511	General Fund	180.47 Ordinances Passed 10/9 & 10/23, Special Meeting 10/29/18 Notice
Total Tacoma Daily Index				342.03	
17957	11/27/2018	11/27/2018	4139		Tapco Visa Card
				232.63	Koala Kare Baby Changing Station For Rec Center Mens Restroom
576 80 31 02	Oper Supplies - Parks		001 000 576	General Fund	232.63 Koala Kare Baby Changing Station For Rec Center Mens Restroom
17963	11/27/2018	11/27/2018	4139		Tapco Visa Card
				50.00	SS Funders Forum Registration Fee - J. Ryan
513 10 49 02	Dues,Memberships,Subscri		001 000 513	General Fund	50.00 SS Funders Forum Registration Fee - J. Ryan
17973	11/27/2018	11/27/2018	4139		Tapco Visa Card
				109.81	SAA# 1665 24" Monitor For Additional Security Monitoring At Rec Center
571 10 35 00	Small Tools & Equip - Rec		001 000 571	General Fund	109.81 SAA# 1665 24" Monitor For Additional Security Monitoring At Rec Center
17974	11/27/2018	11/27/2018	4139		Tapco Visa Card
				69.95	1 Year Software For Managing Scanned Documents
518 81 49 01	Software Licenses		001 000 518	General Fund	69.95 1 Year Software For Managing Scanned Documents
17981	11/27/2018	11/27/2018	4139		Tapco Visa Card
				98.91	Halloween Candy For Pumpkin Patch
573 90 49 01	Community Events		001 000 573	General Fund	98.91 Halloween Candy For Pumpkin Patch

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17992	11/27/2018	11/27/2018	4139	Tapco Visa Card	119.77 SAA#1666 Replacement Phone For Admin Assistant
513 10 35 00	Small Tools & Equip - Adr	001 000 513	General Fund	119.77	SAA#1666 Replacement Phone For Admin Assistant
Total Tapco Visa Card				681.07	
17979	11/27/2018	11/27/2018	5918	Titus Will	62.09 #62855D Oil Change Service And Tire Rotation
548 65 48 11	O & M - Parks/Rec	501 000 548	Equipment Ren	62.09	
17951	11/27/2018	11/27/2018	4188	Verizon Wireless LLC	276.41 Public Works 9 Phones & GPS Air Card November 2018 (Usage October 2018)
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	69.11	PW Phones 11/2018 & Usage 10/2018
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	69.10	PW Phones 11/2018 & Usage 10/2018
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	69.10	PW Phones 11/2018 & Usage 10/2018
542 30 42 00	Communication - Street	101 000 542	City Street Fun	69.10	PW Phones 11/2018 & Usage 10/2018
17968	11/27/2018	11/27/2018	4188	Verizon Wireless LLC	440.11 11/02-12/01 Air Cards (11) - Police Laptops
521 22 42 00	Communication - Police	001 000 521	General Fund	440.11	11/2018 Air Cards (11) - Police
Total Verizon Wireless LLC				716.52	
17961	11/27/2018	11/27/2018	4231	Water Mgmt Labs Inc	1,149.00 Testing October 2018 - Inorganic, Nitrate Nitro, Coliform, Fluoride, Trihalomethane, Haloacetic Acid
534 80 41 00	Water Testing	425 000 534	Water Fund (de	734.00	Testing 10/2018 - Inorganic, Nitrate Nitro, Coliform, Fluoride
534 80 41 00	Water Testing	425 000 534	Water Fund (de	415.00	Testing 10/2018 - Trihalomethane, Haloacetic Acid
17994	11/27/2018	11/27/2018	1847	Wescott, Derek	59.00 Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
17984	11/27/2018	11/27/2018	4256	Winning Seasons	98.91 Summer Basketball Mens League Champion Shirts (6)
571 20 49 08	Adult Basketball	001 000 571	General Fund	98.91	Summer Basketball Mens League Champion Shirts

Report Total: 372,964.34

Fund

001 General Fund	95,253.24
101 City Street Fund	4,217.19

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 11/27/2018

Time: 09:53:59 Date: 11/20/2018
Page: 8

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			415 Storm Drain	733.42	
			425 Water Fund (department)	5,749.12	
			430 Sewer Fund (department)	2,425.06	
			432 Sewer Improvement Fund	260,819.68	
			501 Equipment Rental Fund	3,766.63	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

**CONSENT CALENDAR:
ITEM: 7B****Liquor License Renewal: Spring Lake Café**

PROPOSAL: The Council is being asked to register no objections to the liquor license renewal for Spring Lake Cafe located at 616 Regents Boulevard. There were no problems regarding liquor sales at this establishment. Finance, Planning and Building, and Police departments have expressed no concerns regarding renewing the license.

FISCAL IMPACT: None.

ADVANTAGE: Allows Council input on the liquor license renewal.

DISADVANTAGES: None known.

ALTERNATIVES: Council could object to renewing the liquor license renewal.

HISTORY: The Washington State Liquor and Cannabis Control Board sent notification of the liquor license application. This allows the City the opportunity to make comments and recommendations regarding approval or disapproval to the Board. Unless Council has objections, the license will be issued.

ATTACHMENTS: [Liquor License Renewal Notification](#)
[Staff Response Form](#)

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 11/06/2018

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20190228

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. REGENTS CAFE LLC	SPRING LAKE CAFE 616 REGENTS BLVD FIRCREST WA 98466 7043	421622	BEER/WINE REST - BEER/WINE

CITY OF FIRCREST

NOV 08 2018

RECEIVED



**Washington State
Liquor and Cannabis Board**

PO Box 43098, 3000 Pacific Ave. SE, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

November 06, 2018

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at wslcb@liq.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name:	Regents Café LLC
Establishment Name:	Spring Lake Café
Address:	616 Regents Boulevard
License Number:	421622
Request Received:	11/06/2018
Expiration Date:	02/28/2019

Department Comments

Finance

No Concerns

Planning and Building

Zoned Neighborhood Commercial (NC). This is a permitted use subject to the performance standards listed in FMC 22.58.029. Planning and Building has no objections to the license.

Police

We have no concerns with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

11/9/18

Date

Angelia Stahlwecker

Director Signature

November 8, 2018

Date

JOHN CHEESMAN

Director Signature

11/09/2018

Date

PUBLIC HEARING: Amendments to the City's Comprehensive Plan incorporating the newly annexed area and updating the 6-year Capital Facilities Improvements Plan
ITEM: 8A

FROM: Angelie Stahlnecker, Planning and Building Administrator

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The City of Fircrest proposes to amend the City's Comprehensive Plan by incorporating the newly annexed area and updating the 6-year Capital Facilities Improvements Plan.

FISCAL IMPACT: The proposed amendments will have no direct fiscal impact as it is for planning purposes and does not commit the City to fund the proposed projects. However, the amended six-year capital improvement schedules identify projected timing and possible funding sources for specific capital projects during 2019-2024. Inclusion in the 6-year schedule is required for many grants and loans.

ADVANTAGE: The proposed amendments will update the Comprehensive Plan to ensure consistency with the Growth Management Act as amended, the Puget Sound Regional Council VISION 2040 growth strategy and multicounty planning policies, and the updated Pierce County Countywide Planning Policies. Inclusion of projects in the 6-year Capital Improvement Program is a requirement for several federal, state and regional funding grants and loans.

DISADVANTAGES: None.

ALTERNATIVES: The City Council could choose to not approve the amendments which would leave the document and the Capital Facilities Improvement Plan outdated.

HISTORY: The City conducted a major revision and update of the Comprehensive Plan in 2015 as required by the Growth Management Act. The City is allowed to amend the Comprehensive Plan once a year and has done that primarily to update the 6-year Capital Facilities Improvement Plan.

In 2017, the City of Fircrest completed the annexation of "the chair," the City's last potential annexation area.

The City prepared an Environmental Checklist and issued a Determination of Nonsignificance/Adoption of Existing Environmental Documents for the 2018 Amendments to the Fircrest Comprehensive Plan on October 1, 2018. The environmental determination was issued with a 14-day comment/appeal period ending on October 15, 2018. There were no appeals.

The City submitted a 60-day Notice of Intent to Adopt a Plan Amendment to the Washington State Department of Commerce on October 1, 2018. The state agency comment period will end on November 30, 2018 prior to the City Council's projected adoption date of December 11, 2018. As of the date this report was issued, the City had not received any comment. If comments are received prior to the hearing, they will be provided to the Council for consideration.

SUMMARY OF PROPOSED AMENDMENTS: Provided below is a section-by-section summary of the amendments:

- Chapter 1, Introduction
 - Pages I-1, I-3, I-4, I-6, I-8, and I-10
 - Figures I-1 and I-2
- Chapter 2, Community Character Element
 - *no changes*
- Chapter 3, Land Use Element
 - Pages LU-29, LU-40, LU-43, and LU-44
 - Figures LU-1 through LU-5
- Chapter 4, Housing Element
 - *no changes*
- Chapter 5, Transportation Element
 - Figure T-3
- Chapter 6, Parks, Recreation and Open Space Element
 - Figure P-1
- Chapter 7, Capital Facilities Element
 - Pages CF-12, CF-16, CF-22
 - 6-year Capital Facilities Improvement Plan, pages CF-38 through CF-42
- Chapter 8, Utilities Element
 - Pages U-1, U-2, U-3, U-8, U-12, U-13, U-14, U-19, U-20, U-22, and U-25
 - Figures U-4, U-6, and U-8

ATTACHMENTS: [Planning Commission Recommendation - Resolution](#)
[Fircrest Comprehensive Plan Draft Amendments \(redlined\)](#)

- 1 b) The proposed capital facility amendments address capital improvements that are
2 fully contained within Fircrest jurisdiction and are not inconsistent with plans for
3 adjacent jurisdictions or countywide planning policies.
- 4 c) The proposed text amendments do not conflict with existing elements or policies.
- 5 d) The proposed amendments support a continuation of existing policies and
6 provides consistency with other planning documents.
- 7 e) The proposed amendments address future projections, are consist with Fircrest
citizens' vision for the future, and will be in the public interest.

8 **THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Fircrest hereby
9 recommends to the City Council the following:

10 **Section 1.** Amend the Fircrest Comprehensive Plan by incorporating the revisions as
11 identified in Exhibit "A".

12 **MOVED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 16th
day of October, 2018 by the following vote:

13 YES: (5) McVay, McGinnis, Patjens, Hamel, and Carpenter

14 NOES: (0)

15 APPROVED:

16
17 *Karen Patjens*

18 Karen Patjens
19 Chair, Fircrest Planning Commission

20 ATTEST:

21
22 *Angelie Stahlnecker*

23 Angelie Stahlnecker
24 Planning/Building Administrator

October 16, 2018

Date

CHAPTER 1

INTRODUCTION



INTRODUCTION - TABLE OF CONTENTS

About Fircrest.....	I-1
Mission Statement.....	I-3
Purpose of the Plan.....	I-3
Fircrest's Planning Area	I-4
Profile of Fircrest	I-6
State Planning Context.....	I-7
Growth Management Act	I-7
Periodic Update	I-8
Regional Planning Context.....	I-8
VISION 2040 Multicounty Planning Policies	I-8
Pierce County Countywide Planning Policies.....	I-8
Citizen Involvement – Who Plans and Why?.....	I-9
Plan Summary.....	I-10
How the Plan Will Be Implemented and Amended	I-11
Annual Review and Amendments	I-12
Emergency Amendment Types and Procedures.....	I-12
Disaster Response Amendment	I-12
Noncompliance Response Amendment.....	I-12
Emergency Amendment Procedures	I-13
Consistency and Coordination	I-13

ABOUT FIRCREST

In 1907, financiers from San Francisco, including Major Edward J. Bowes of the "Original Amateur Hour" fame, had a vision of a 'residential park, an enchanting spot to enjoy life and raise a family.' With this in mind, the Narrows Land Company purchased a parcel of land to the west of Tacoma and named the subdivision they platted *Regents Park*. The influence of the developers is reflected in the streets named after their California backgrounds and their value of higher education.

With its curved, aesthetically designed streets, sidewalks, and sewers, Regents Park offered quiet living with a strong sense of community. The first store was established in 1919 on Farallone Avenue. The Fircrest Golf Club was incorporated in 1923.

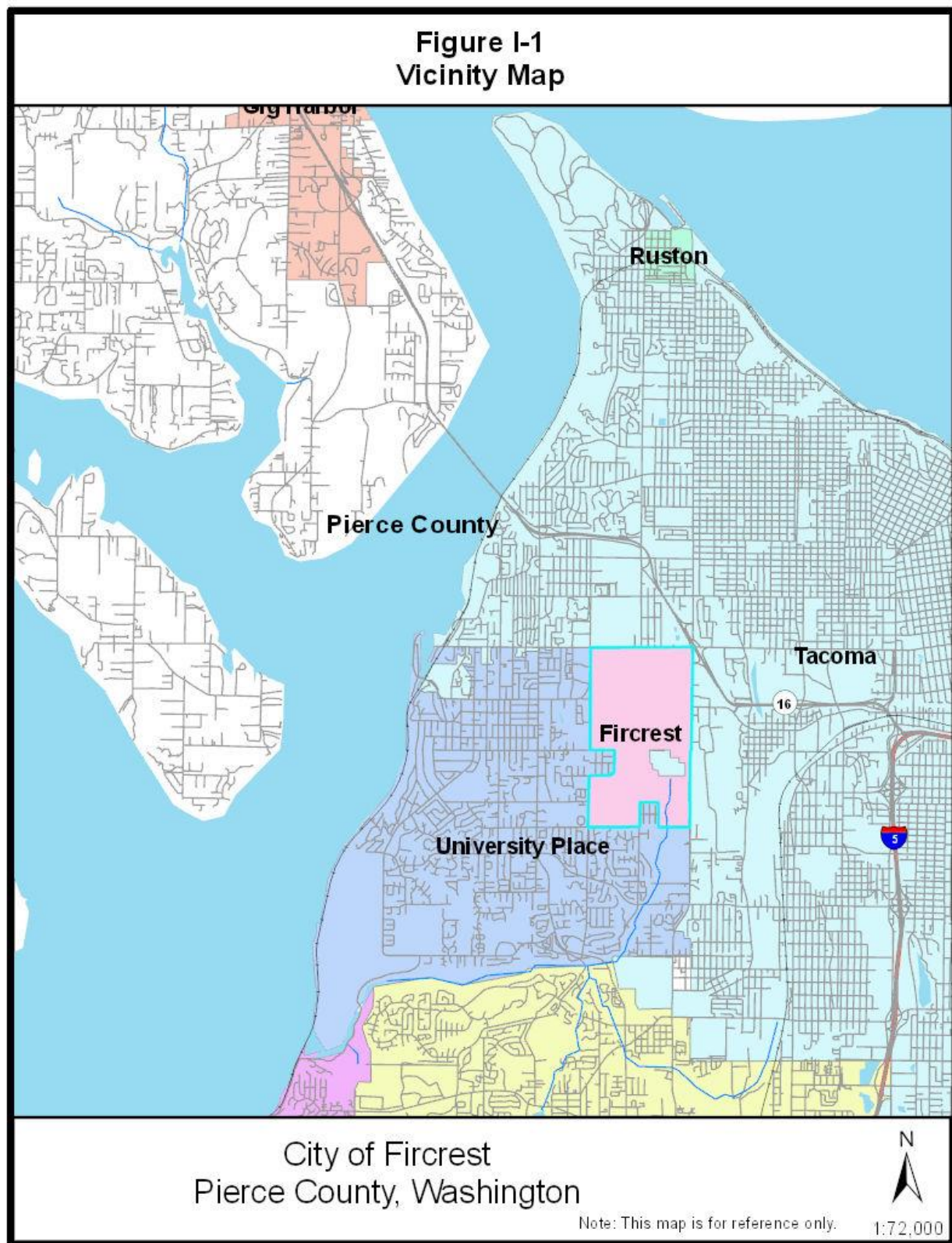
In September 1925, Regents Park and its 306 residents incorporated as the Town of Fircrest in an effort to jumpstart the development and reenergize the community. Incorporation gave them the financial stability and control to repair and develop needed infrastructure and services.

Beginning in the 1950s, the community grew through numerous annexations and experienced much more rapid residential development. In 1960, Fircrest constructed the Community Center, which was followed by the construction of the community's swimming pool at Fircrest Park and the dedication of Masko Park. Fircrest continues to provide exceptional recreational resources, facilities and programs and is home to the Fircrest Golf Club.

Fircrest constructed its Public Safety Building in 1979. In 1988, Fircrest changed to a Council-Manager form of government, and in 1990, the town that had started as an early example of a planned development became the City of Fircrest, having grown in size and population. The 1990s saw the end of the volunteer fire department's 52 years of service to the community, and a contract was signed with the Tacoma Fire Department for emergency services. Fircrest constructed its Public Works Facility in 1993 and built a new City Hall in 1999.

Today, Fircrest, with a population of 6,575~~6,710~~ (in ~~2015~~2018), has lived up to the dream of a residential park. Fircrest continues to work hard to keep its reputation of a quiet, residential community with attractive, livable neighborhoods and fine recreational facilities. Looking to the future, Fircrest will be supportive of carefully planned economic development that provides a foundation for continued prosperity for the community.

Figure I-1 shows Fircrest's location within the southern Puget Sound region.



MISSION STATEMENT

This Comprehensive Plan exists to ensure that Fircrest remains a predominantly residential community with vibrant commercial ~~mixed use~~mixed-use centers that:

- *Remains an attractive and distinctive place to live*
- *Maintains a land use balance that serves residents' needs*
- *Ensures that the basic needs for nutritional food, adequate shelter, and community-centered recreation that provides outlets for physical activity are met for all of Fircrest's residents*
- *Has a sound economic base that ensures basic utilities and urban services are available as needed*
- *Provides a safe, healthy environment in which to live, work, and play*
- *Has complete streets that are designed for the safety and ease of pedestrians, transit patrons and bicyclists as well as motorists*
- *Encourages the increased availability and integration of housing and transportation to support flexibility, mobility, independent living, and services for all age groups and those with special needs*
- *Considers the needs of future citizens as well as current citizens*
- *Provides ample opportunities for all citizens to become involved with community life and participatory government.*

PURPOSE OF THE PLAN

The Comprehensive Plan is a broad statement of the community's vision for the future and contains policies primarily to guide the physical development of the city, as well as certain aspects of its social and economic character. The Plan steers regulations, implementation actions and services in a direction that supports the vision. The Plan reflects the long-term values and aspirations of the community as a whole and shows how various aspects, such as land use, housing, transportation, capital facilities and services work together to achieve the desired vision.

While the Comprehensive Plan is meant to provide a strong and constant vision for the future, it is also a living document that must be able to accommodate change, such as a new technology, an unforeseen impact or an innovative method of achieving a component of the vision. It is therefore regularly updated to account for changing issues or opportunities facing Fircrest, while still maintaining the core values of the community. Fircrest's Comprehensive Plan considers mandatory elements of the Growth Management Act (GMA), PSRC's VISION 2040 Regional Growth Strategy, Pierce County County-Wide Planning Policies, factors affecting land use, assumptions about future trends, and public opinion.

Fircrest's Comprehensive Plan was initially developed and then updated through a public involvement process conducted by the Planning Commission. The Plan reflects a community vision of how Fircrest should grow and develop over a ~~20-20~~-year planning horizon. The Plan aims to protect residents' high quality of life and equitably share the public and private costs and benefits of growth. The Plan establishes overall direction for residential, commercial and industrial growth in a pattern that maintains and enhances the character of existing neighborhoods.

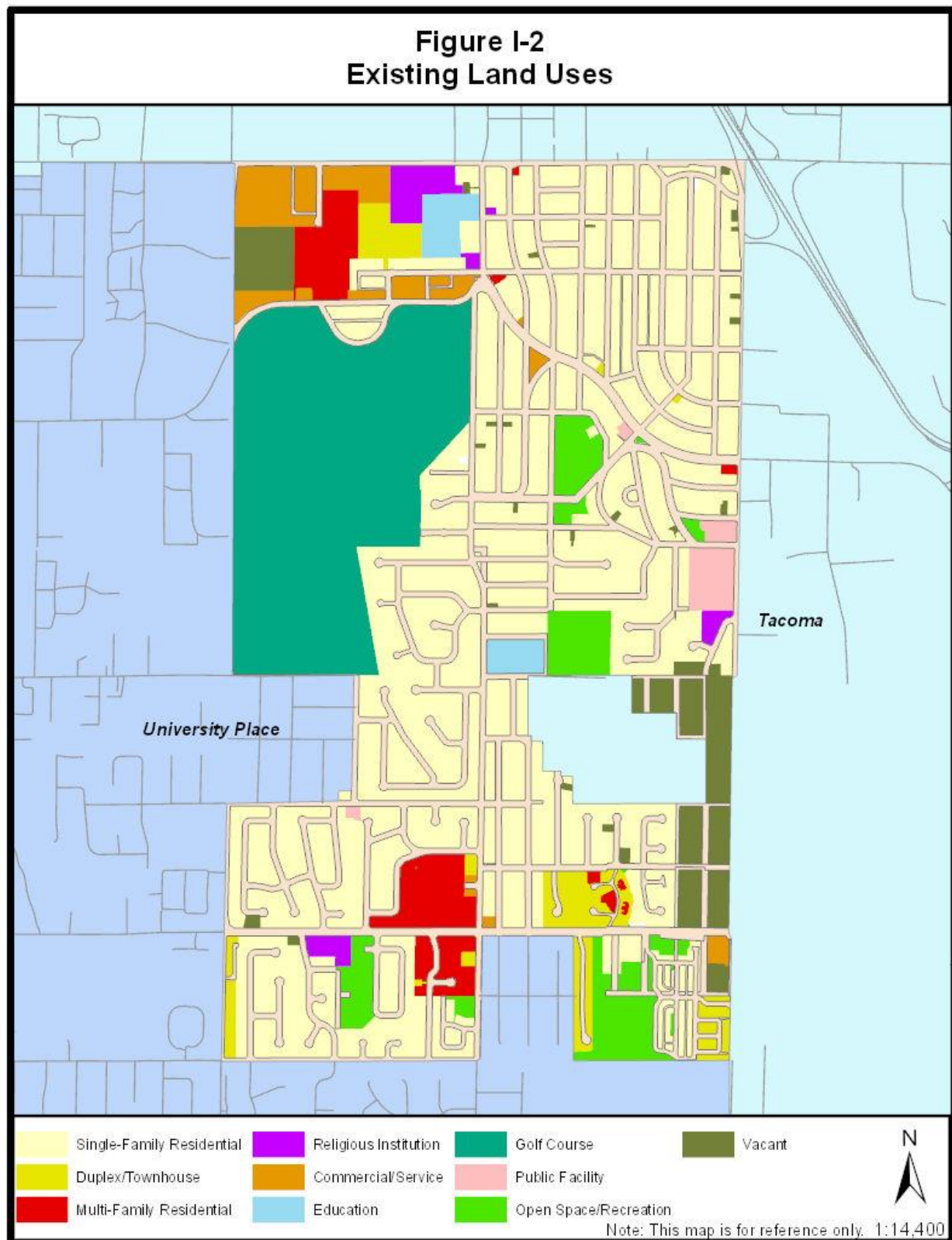
The Plan comprehensively integrates "health and well-being" into its goals and policies. It protects public health and safety, while enhancing community character, natural beauty, environmental quality and economic vitality. The Plan guides Fircrest's efforts to achieve these ends by indicating where new housing, services, and commercial ~~mixed~~ ~~mixed~~-use development should be encouraged and where open space should be protected. It emphasizes growth where adequate public facilities and services can be provided in a timely and ~~cost-cost~~-effective manner. Finally, the Plan conserves open space, protects wildlife habitat and sensitive areas, maintains and improves the quality of air, water, and land resources.

FIRCREST'S PLANNING AREA

This Plan includes planning information for incorporated Fircrest ~~and an area outside of Fircrest's corporate boundaries~~. The GMA requires that counties designate urban growth areas (UGAs) within which urban levels of development shall be encouraged. Outside of these UGAs, development can occur only if it is rural in nature. ~~All of the unincorporated Pierce County area adjacent to Fircrest has been designated by Pierce County as part of the County's Comprehensive Urban Growth Area (CUGA).~~

The Pierce County *Countywide Planning Policies* elaborate on GMA requirements concerning the provision of urban services. In addition, the *Comprehensive Plan* for *Pierce County, Washington* may specify for municipalities a potential annexation area (PAA), formerly known as an urban service area. The PAA represents the geographic area within which the city may anticipate providing urban services in the future, either prior to or subsequent to annexation. Delineation of each city's PAA is based on input from the municipalities and on evidence that the city is capable of providing urban services to the area. The City of Fircrest annexed its PAA in 2018 as outlined in the Countywide Planning Policies and the Fircrest Comprehensive Plan.

~~Fircrest's Comprehensive Plan includes urban service information for the adjacent 62nd Avenue West area that has been designated as a Fircrest PAA. Throughout this Comprehensive Plan, this adjacent planning area is referred to as Fircrest's PAA. Figure I-2 shows Fircrest and its PAA.~~ Existing land uses within the community are also shown in **Figure I-2**.



**Table I-1
PROFILE OF FIRCREST**

Population	
2010 Population*	6,497
2015-2018 Population Estimate**	6,710 6,
Median Age*	41.2 years
Population Under 20*	25.4%
Population 55 and Older*	29.6%
Population 65 and Older***	17.3%
Sex Female***	53.9%
Sex Male***	46.1%
Race / Ethnicity*	
White	78.9%
Black/African-American	7.0%
American Indian and Alaska Native	0.7%
Asian	5.1%
Native Hawaiian and Other Pacific Islander	0.5%
Other	0.8%
Other – Two or More	7.0%
Hispanic or Latino of Any Race	4.6%
Income***	
Median Household Income****	\$63,750
Median Family Income*****	\$79,375
Housing Characteristics***	
Number of Dwelling Units	2,847
Single Family Units (attached and detached)	80.6%
Multifamily Units	19.0%
Mobile Homes	0.4%
Owner Occupied Units	67.5%
Renter Occupied Units	32.5%
Average Household Size****	2.39 persons
Average Family Size*****	2.93 persons
Median Home Value	\$309,400
Median Rent	\$1,165
Geography	
Land Area in Square Miles	1.58

* U.S. Census 2010

** Washington State Office of Financial Management

*** U.S. Census American Community Survey 5-Year Estimates 2008-2012

**** A household consists of all people who occupy a housing unit regardless of relationship. A household may consist of a person living alone or multiple unrelated individuals or families living together.

***** A family consists of two or more people (one of whom is the householder) related by birth, marriage, or adoption residing in the same housing unit.

STATE PLANNING CONTEXT

GROWTH MANAGEMENT ACT

In 1990 Washington's Legislature passed the Growth Management Act (GMA), which established 13 planning goals and a system of planning for cities and counties that have experienced rapid growth. A 14th goal, shorelines of the state, was subsequently added. These goals, which guide development of the City's Comprehensive Plan, are listed below:

- Urban Growth - Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
- Reduce Sprawl - Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
- Transportation - Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.
- Housing - Encourage the availability of affordable housing 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.
- Economic Development - Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, and encourage growth in areas experiencing insufficient economic growth, all within the capabilities of the state's natural resources, public services, and public facilities.
- Property Rights - Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
- Permits - Applications for both state and local governmental permits should be processed in a timely and fair manner to ensure predictability.
- Natural Resource Industries - Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forestlands and productive agricultural lands, and discourage incompatible uses.
- Open Space and Recreation - Encourage the retention of open space and development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks.
- Environment - Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.
- Citizen Participation and Coordination - Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
- Public Facilities and Services - Ensure that those public facilities and services necessary to support development shall be adequate to serve the development, at the time the development is available for occupancy and use, without decreasing current service levels below locally established minimum standards.

- Historic Preservation - Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.
- Shorelines of the State. The goals and policies of the Shoreline Management Act as set forth in RCW 98.58.020.

PERIODIC UPDATE

Cities and counties are required to periodically update their plans to comply with updates in regional and state requirements, as well as changes in local conditions. The Fircrest Comprehensive Plan satisfies the 2015 GMA Periodic Update requirement and addresses planning issues throughout a 20-year planning horizon ending in 2035. This Comprehensive Plan ensures compliance with Washington State, regional, and Pierce County requirements for comprehensive planning. Minor amendments have occurred each subsequent year.

REGIONAL PLANNING CONTEXT

VISION 2040 MULTICOUNTY PLANNING POLICIES (MPPs)

The Puget Sound Regional Council (PSRC) is the designated forum for collaborative work on regional growth management and transportation planning in Pierce, King, Kitsap, and Snohomish counties. *VISION 2040*, adopted in 2008 by the PSRC, promotes an environmentally friendly growth pattern that will contain the expansion of urban growth areas, conserve farm and forest lands, support compact communities where people may both live and work, and focus new employment and housing in vibrant urban centers.

VISION 2040 includes a set of multicounty planning policies that provide an integrated framework for addressing land use, economic development, transportation, public facilities, and environmental issues. Under the GMA, consistency between regional transportation plans, countywide planning policies and the transportation elements of local comprehensive plans is required. MPPs serve as the regional guidelines and principles used for the Regional Council's consistency certification of policies and plans within the four-county area.

VISION 2040 provides clear and specific guidance for the distribution of population and employment growth into types of places defined as "regional geographies." Fircrest is assigned to the small cities geography, which obligates the City to accommodate an assigned share of regional growth envisioned for this particular geography. Population, housing and employment targets for individual cities within each geography are set by Pierce County in consultation with municipalities.

PIERCE COUNTY COUNTYWIDE PLANNING POLICIES (CPPs)

In accordance with the GMA, Pierce County adopted, and the cities within the county endorsed, the Pierce County Countywide Planning Policies (CPP). The CPP addresses issues that transcend city boundaries, such as setting Urban Growth Areas, accommodating housing and job demand, supporting health and wellness, and addressing capital facilities that are regional in nature. The CPP provides a framework

to promote consistency among a multitude of municipal comprehensive plans within Pierce County.

CITIZEN INVOLVEMENT -- WHO PLANS AND HOW?

City of Fircrest residents, business owners, employees of businesses located in Fircrest, owners of property in Fircrest, or just about anyone who is affected by the Plan are invited to help develop and update the Comprehensive Plan. Generally, planning begins with identification of the issues and of the stakeholders. Planning may be focused on refining the overall vision of the city, or for neighborhoods, or may be related to particular subjects such as parks, recreation and open space -- or community character. Participants may vary depending upon the scope of the particular issue.

The Planning Commission is charged with the responsibility for initially developing, and then reviewing proposed changes to, the Comprehensive Plan – taking into account the community vision. The Commission meets regularly and addresses planning issues on an ongoing basis. It is the Planning Commission’s job to hold public hearings, discuss updates and make recommendations to the City Council. At times, Council has established ad hoc advisory committees to focus on specific topics within a limited scope or time frame. These temporary committees may provide recommendations on planning matters to the Planning Commission.

Over the years, the City has used a number of methods to encourage community participation in planning. These methods have included community meetings for citywide visioning, neighborhood meetings for smaller planning areas, and stakeholder meetings for topical interests. Community forums, open houses and design charrettes have been, or may be, held to present ideas and to discover new ones. The Fircrest *Town Topics* newsletter, surveys and questionnaires have been used to reach those who may not be able to make meetings.

Fircrest’s website and a variety of communication technologies will increasingly provide, a way to advertise meetings and also to seek ideas on planning questions. Ultimately, all major planning decisions fall to the City Council, which is responsible for establishing regulations, programs and planning policies, and also for adopting the City budget.

Major planning highlights for the community are summarized in **Table I-2**.

**Table I-2
Planning for Fircrest – Major Highlights**

Year	Highlight
1907	Regents Park Plat I and II Recorded
1925	Incorporation of City of Fircrest
1957	This is Fircrest 1907-1957 -- First Comprehensive Population Survey
1975	Adoption of Comprehensive Bikeway Plan
1988	Adoption of Town of Fircrest Comprehensive Plan 1987 to 1997
1992	Adoption of Interim Critical Area Regulations
1993	Adoption of Interim Design Guidelines
1995	Publication of Draft Environmental Impact Statement for Comprehensive Plan
1996	Publication of Final Environmental Impact Statement for Comprehensive Plan
1996	Adoption of GMA Comprehensive Plan
2000	Adoption of unified Land Development Code (Zoning, Subdivision, Design Guidelines, Permit Processing, Critical Area, and other regulations)
2005	Adoption of Critical Area Amendments incorporating Best Available Science
2014-2015	Adoption of GMA Periodic Update Amendments to Comprehensive Plan
2015	Adoption of GMA Periodic Update Amendments to Development Regulations
<u>2018</u>	<u>Annexation of Potential Annexation Area</u>

PLAN SUMMARY

The Comprehensive Plan contains an introduction chapter and seven elements -- community character, land use, housing, transportation, utilities, capital facilities, and park, recreation and open space.

Each element typically contains goals, policies, explanatory text and, in some cases, charts, tables and maps. The goals and policies are the guiding principles – the heart of the Plan; however, they are often preceded by explanatory text that describes the context of the goal or policy, or the reasoning behind it. Each element presents part of the picture for managing change and guiding Fircrest's growth. The Land Use Element provides the overall community vision and interconnections among the other elements. Certain planning objectives, such as health and well-being, are addressed in the goals and policies of multiple elements. Elements typically include the components listed in **Table I-2**, subject to variation as appropriate:

**Table I-3
ELEMENT COMPONENTS**

Components	Intent and Purpose
Introduction	Provides a local planning context for major planning issues and challenges
State Planning Context	Provides an overview of GMA goals and objectives as they relate to planning issues and challenges
Regional Planning Context	Provides an overview of PSRC and PCRC goals, policies and objectives as they relate to planning issues and challenges
Local Planning Context	Looking ahead 20 years, illustrates a vision of where the community would like to be positioned in responding to major planning issues and challenges
Goals	Define what the community wishes to achieve over a 20-year planning horizon
Policies	Provide guidance for creating and implementing development regulations and taking other actions to achieve the goals
Discussion	Clarifies the intent of the goals and policies and provides policy-specific context and explanation
Background Information	Provides factual data that help inform the statements, goals and policies

HOW THE PLAN WILL BE IMPLEMENTED AND AMENDED

The Comprehensive Plan documents Fircrest's vision for the future and provides goals and policies that will facilitate achieving that vision. Goals and policies must be implemented in the city's regulatory documents and operational procedures. Plan implementation involves a variety of activities. New controls may be placed on development or land use activities through revisions or additions to municipal code. More detailed plans may be developed for specific areas. Decisions about the allocation of funds to various projects and programs must be tested against plan goals and policies to ensure consistency.

ANNUAL REVIEW AND AMENDMENTS

Amendments to the Comprehensive Plan are necessary, from time to time, to respond to changing conditions and needs of Fircrest citizens. The Growth Management Act requires that amendments to a comprehensive plan be considered no more frequently than once per year. Proposed amendments to the Comprehensive Plan shall be considered concurrently so that the cumulative effect of various proposals can be ascertained. In considering proposed amendments to the Comprehensive Plan, proposals will be evaluated for the extent to which they support the public interest, their intent and consistency with the Comprehensive Plan, the need for particular land uses, and the availability of land for specific uses. Amendments to the plan are reviewed by the Planning Commission, which makes recommendations to the City Council.

Implementation is monitored through an annual review process during which the success of implementation is evaluated, changes to implementation strategies are developed as necessary, and proposed amendments to the plan are reviewed and potentially adopted. The annual update cycle for addressing amendments to this plan ordinarily will coincide with the City's budget process in the fall of each year. More frequent amendments may be made only under emergency conditions. Any emergency amendment shall be made in addition to, and shall not count as, the annual review and amendment process.

Procedures for amending the plan will be in accord with Fircrest Municipal Code as it may be revised to conform to the goals and policies of this plan. Amendments and procedures will be consistent with the requirements of the GMA, *VISION 2040*, CPP, and applicable environmental laws.

EMERGENCY AMENDMENT TYPES AND PROCEDURES

There are two types of emergency amendments, *disaster response amendment* and *noncompliance response amendment*. Emergency amendments are in addition to, and do not replace, the annual review and amendment process.

Disaster Response Amendment

When a disaster as defined in an adopted disaster recovery plan occurs, the Comprehensive Plan may be temporarily amended to enable the City to conduct disaster management and recovery procedures specified in the adopted disaster recovery plan. If a disaster recovery plan has not been adopted when a disaster occurs or if the plan's provisions are inadequate to respond to the disaster appropriately, procedures may be specified through a resolution adopted by the City Council.

Noncompliance Response Amendment

The City Manager may request by staff report that the Planning Commission and City Council consider an emergency amendment if noncompliance of the Comprehensive Plan with the GMA, *VISION 2040*, or CPP occurs. This request may result from a noncompliance issue that was not detected at the time of adoption of the Comprehensive Plan and subsequent amendments, or it may be a result of amendments to the GMA, CPP, or *VISION 2040*. Under most circumstances, the annual

review and amendment process will be sufficient to handle these situations. However, the City Manager may determine that the need for an amendment is urgent. The City Manager must explicitly identify the noncompliance issue, amendment contents, and reason for urgency in the staff report.

Emergency Amendment Procedures

An emergency Comprehensive Plan amendment procedure shall be incorporated into Fircrest Municipal Code. This procedure shall enable a timely response to disasters and urgent noncompliance issues and shall, as much as possible, allow for public input to the emergency amendment process. Emergency amendments shall be considered temporary and shall be revoked after the urgency of the emergency situation declines. Emergency amendment procedures shall identify the conditions under which emergency amendments will be revoked. Authorities for initiating, adopting, and revoking emergency amendments shall be identified in the emergency amendment procedure. If appropriate, temporary emergency amendments may be proposed as standard amendments during the next annual review process.

CONSISTENCY AND COORDINATION

The GMA requires that each comprehensive plan be consistent and coordinated with comprehensive plans adopted by neighboring jurisdictions. To ensure this consistency and coordination, Fircrest:

- Drafted goals, policies, and land use designations consistent with the goals and policies of the GMA;
- Consulted the regional growth strategy documented in *VISION 2040*; and
- Ratified the Pierce County CPP on July 28, 1992 and subsequent amendments thereto, and considered the policies of the CPPs during the development of, and updates to, this plan

Conformance to the GMA, CPPs, and *VISION 2040* facilitates the consistency and coordination of Fircrest's Comprehensive Plan with plans of other jurisdictions. In addition, Fircrest's plan identifies those areas for which interlocal planning and cooperation are desirable or essential during plan implementation. Fircrest has laid the foundation for interlocal planning within the context of the GMA through its participation in the Pierce County Growth Management Coordinating Committee (GMCC), a staff level committee that provides technical assistance to the Pierce County Regional Council (PCRC).

CHAPTER 3

LAND USE ELEMENT



LAND USE ELEMENT - TABLE OF CONTENTS

Introduction	LU-1
Organization of the Land Use Element	LU-1
State Planning Context.....	LU-2
Growth Management Act	LU-2
Regional Planning Context.....	LU-2
<i>VISION 2040</i> Multicounty Planning Policies.....	LU-2
Pierce County Countywide Planning Policies.....	LU-3
Local Planning Context	LU-3
Land Use Vision.....	LU-3
Goals and Policies.....	LU-4
Growth Management	LU-5
Land Use Compatibility	LU-6
Community Facilities and Services	LU-8
Land Use Designations.....	LU-8
Residential Uses	LU-10
Commercial Uses.....	LU-12
Essential Public Facilities and Services	LU-15
Light Industrial Uses.....	LU-17
Centers of Local Importance	LU-18
Environmental Quality	LU-18
Water Resources	LU-22
Development Regulations and Permit Processing	LU-24
Interjurisdictional Planning	LU-25
Economic Development	LU-26
Land Use Designations	LU-27
Low Density Residential.....	LU-29
Low Density Residential - Conservation	LU-30
Medium Density Residential.....	LU-31
Medium Density Residential - Traditional Community Design.....	LU-32
High Density Residential.....	LU-33
Parks, Recreation, and Open Space.....	LU-34
Neighborhood Commercial	LU-35
Commercial Mixed Use	LU-35
Public and Quasi-Public Facilities	LU-36
Lands Useful for Public Purposes	LU-36
Population, Housing and Employment Targets	LU-38
Critical Areas and Natural Resource Lands	LU-40
Potential Annexation Area.....	LU-40
Planned Land Use in Adjacent Jurisdictions	LU-43
Major Characteristics of Adjacent Land Use Designations	LU-44
Pierce County Land Use Designation in Fircrest's PAA	LU-44

INTRODUCTION

The Land Use Element is designed to help Fircrest achieve its vision for a city that has gracefully accommodated growth and change, while ensuring that the community's high quality of life, cherished natural features, distinct places and character are retained. The Land Use Element provides the basis for planning for anticipated growth, including needs for transportation, parks and open space, and other public facilities and services to serve future growth. The pattern of uses that make up Fircrest helps support the community's long-term vision and goals by describing locations where development is appropriate and what the desired intensity and general character should be. The Land Use Element is intended to ensure the land use pattern in Fircrest meets the following Fircrest objectives:

- Takes into account the land's characteristics and directs development away from environmentally sensitive areas and important natural resources;
- Provides for attractive, affordable, high-quality and stable residential neighborhoods that include a variety of housing choices;
- Supports a healthy community by encouraging physical activity, promoting social and mental wellness, and maintaining and enhancing its reputation as a destination for recreation, and special community events and festivals;
- Encourages redevelopment of properties that are underutilized or being used in a way that is inconsistent with the Comprehensive Plan designation;
- Focuses and promotes employment growth and retail, office and housing development along the Mildred and 19th Street corridors;
- Enhances the economic vibrancy of historic neighborhood-serving commercial areas centered on Regents Boulevard;
- Supports creation and enhancement of community gathering places, including public parks and recreation facilities that accommodate special events, and privately developed venues.
- Provides opportunities to meet daily shopping or service needs close to residences and work places;
- Maintains and enhances an extensive system of parks, trails and open space that meets local residents' needs; and
- Advances best management practices, multimodal travel, a high-quality natural environment, and sustainable development.

ORGANIZATION OF THE LAND USE ELEMENT

The Land Use Element is divided into ten sections. The Introduction section summarizes the intent of the Element and its organization. The second and third sections describe the state and regional planning contexts, respectively. The fourth section provides a local planning context and articulates a land use vision statement for

a 20-year planning horizon. The fifth section lists goals and policies that shape how the Fircrest community lives on the land and how Fircrest's citizens and government officials will manage the processes of making land use decisions. The goals and policies also respond to the requirements, goals, and planning principles of the GMA while providing for the protection and enhancement of Fircrest's community character. The sixth section of the Element identifies and defines land use designations and contains required information such as population density and building intensity. Information concerning lands useful for public purposes is provided in the seventh section. The eighth section summarizes mandated population, housing unit and employment targets and the provisions of the buildable lands program that are used to demonstrate Comprehensive Plan consistency with these targets. Information concerning critical areas and natural resource lands is covered in the ninth section. The final section examines planned land use in adjacent jurisdictions to ensure consistency.

STATE PLANNING CONTEXT

GROWTH MANAGEMENT ACT

The Washington State Growth Management Act identifies that for cities such as Fircrest that are required to plan under RCW 36.70A.070, a comprehensive plan must include a map or maps, and descriptive text covering objectives, principles, and standards used to develop the comprehensive plan. The plan shall be an internally consistent document and all elements shall be consistent with the future land use map. Each comprehensive plan shall include:

"A land use element designating the proposed general distribution and general location and extent of the uses of land, where appropriate, for agriculture, timber production, housing, commerce, industry, recreation, open spaces, public utilities, public facilities, and other land uses. The land use element shall include population densities, building intensities, and estimates of future population growth. The land use element shall provide for protection of the quality and quantity of ground water used for public water supplies. Where applicable, the land use element shall review drainage, flooding, and storm water runoff in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state, including Puget Sound or waters entering Puget Sound."

REGIONAL PLANNING CONTEXT

VISION 2040 MULTICOUNTY PLANNING POLICIES (MPPs)

Under the Growth Management Act, multicounty planning policies provide a common region-wide framework for countywide and local planning in the central Puget Sound region, particularly in the area of transportation planning and its relationship to land use. The unified structure established by the MPPs has both practical and substantive

effects on the development and implementation of comprehensive plans, including land use elements.

The MPPs provide guidance for implementing Puget Sound Regional Council's *VISION 2040* Regional Growth Strategy. This strategy is a preferred pattern for accommodating a significant share of the region's residential and employment growth within a number of regional centers. It is designed to minimize environmental impacts, support economic prosperity, improve mobility, and make efficient use of existing infrastructure. The strategy promotes infill and redevelopment within urban areas to create more compact, walkable, and transit-friendly communities.

PIERCE COUNTY COUNTYWIDE PLANNING POLICIES (CPPs)

The Pierce County Countywide Planning Policies is a written policy statement that establishes a countywide framework from which county and municipal comprehensive plans are developed and adopted. The framework is intended to ensure that municipal and county comprehensive plans are consistent.

The CPPs are intended to provide the guiding goals, objectives, policies and strategies for the subsequent adoption of comprehensive plans. CPPs that offer guidance for development of the Land Use Element include ones that address *Buildable Lands, Community and Urban Design, Economic Development and Employment, Health and Well-Being, Urban Growth Areas, and Promotion of Contiguous and Orderly Development and Provision of Urban Services*.

LOCAL PLANNING CONTEXT

LAND USE VISION

Looking ahead 20 years...

In the 2030s, Fircrest is treasured for its character, natural assets, friendly and welcoming atmosphere, diversity, safety and quiet settings.

Fircrest includes a broad choice of housing types at a range of prices, including affordable homes. During the past 20 years, there has been more variety in the types and prices of newly constructed homes, including more cottages, accessory dwelling units, attached homes, live-work units and other smaller single-family homes. New homes blend with existing homes and the natural environment, retaining valued characteristics of neighborhoods as they continue to evolve. While single-family neighborhoods have remained stable, the number and variety of multifamily housing choices, including units oriented towards seniors, have increased significantly, especially within mixed-use developments along Mildred Street and 19th Street. Through careful planning and community involvement, changes and innovation in housing styles and development have been embraced by the community. Residents enjoy a feeling of connection to their neighborhoods and to the community as a whole.

Fircrest has acted to create and maintain a strong economy and a more diverse employment base.

Fircrest is the home to many small, medium-size and locally owned businesses and services. Businesses are proud to be partners in the community. The city provides a positive business climate that supports innovation and attracts sustainable development, while retaining existing businesses.

Fircrest's commercial mixed use neighborhoods fronting on Mildred and 19th Streets are thriving centers of commercial activity supported by a mix of newly constructed housing. Historic neighborhood commercial centers on Regents Boulevard are outstanding places, at a smaller scale, to work, shop, live and recreate. Attractive offices, stores, services and residential developments have contributed to a new level of vibrancy in the community, while retaining a comfortable, connected feel that appeals to residents, business and visitors.

During the past 20 years, redevelopment of the Mildred and 19th Street corridors has brought retail storefronts closer to the street and improvements to streetscapes to reflect the green character of Fircrest, making the area more hospitable to transit, pedestrians and bicyclists. This portion of Fircrest has also become much more distinct in character, featuring a variety of housing choices, small-scale shopping and services to serve employees and residents, and connections to a network of parks, sidewalks, and transit services.

Fircrest in the 2030s has enhanced and maintained a very green character.

Citizens benefit from its livability, which contributes to the general quality of life. An abundance of trees continues to define Fircrest's physical appearance, including those within the Fircrest Golf Club and the forested hillsides above Leach Creek and the Tacoma Holding Basin. A system of interconnected open spaces provides habitat for a variety of wildlife. The city prides itself for its environmental stewardship, including an emphasis on sustainable land use and development patterns, landscaping that requires little watering, and other techniques to protect and conserve the natural environment, while flourishing as a successful small, yet urban, community. Fircrest maintains an extraordinary park, recreation and open space system that serves all age groups and a wide variety of interests.

GOALS AND POLICIES

This Element contains the land use goals and policies for the City of Fircrest. The following goals establish broad direction for land use, while the policies provide more detail about the outline steps needed to meet the intent of each goal. Goals may be preceded by an initial statement that provides an intent or purpose for the goal. Discussion text may follow policies to provide background information, offer typical examples and help clarify intent.

The land use goals contained in this Comprehensive Plan are:

- Growth management
- Land use compatibility
- Community facilities and services
- Land use designations
- Residential uses
- Commercial uses
- Essential public facilities and other public facilities
- Industrial uses
- Centers of local importance
- Environmental quality
- Water resources
- Development regulations and permit processing
- Interjurisdictional planning

GROWTH MANAGEMENT

The goals that are the foundation of Washington's Growth Management Act are consistent with the hopes for the community expressed by people who live or work in Fircrest. These goals include encouraging efficient development in urban areas to retain open space, providing a variety of housing types and sustainable economic growth, focusing population and employment growth in cities, ensuring that public facilities and services are adequate, and investing in transportation to support planned land use and to provide travel choices.

VISION 2040 calls for compact communities and centers with densities that support transit service and walking. It also calls for each city to identify one or more central places for compact, mixed-use development that will reinforce effective use of urban land.

GOAL LU1

Provide sufficient land area and densities to meet Fircrest's projected needs for housing, employment and public facilities while focusing growth in appropriate locations.

Policy LU1.1

The city should ensure that development regulations, including the allowed density, uses and site requirements, provide for achievement of Fircrest's preferred land use pattern.

Policy LU1.2

The city should manage growth so that delivery of public facilities and services will occur in a fiscally responsible manner to support development and redevelopment. Allow new development only where adequate public facilities and services can be provided.

Policy LU1.3

The city should encourage development of both public and private lands in Fircrest that provides long-term benefit to the community through the use of techniques, such as green building and green infrastructure.

Policy LU1.4

The city should provide an appropriate level of flexibility through development regulations to promote efficient use of buildable land. Balance this flexibility with other community goals and the need for predictability in decision making. Achieve this through measures such as clustering that preserve open space and administrative variances for minor variations.

Policy LU1.5

The city should encourage infill development on suitable vacant parcels and redevelopment of underutilized parcels. Ensure that the height, bulk and design of infill and redevelopment projects are compatible with their surroundings.

Policy LU1.6

The city should support opportunities for shops, services, recreation and access to healthy food sources within walking or bicycling distance of homes, work places and other gathering places.

Policy LU1.7

The city should encourage project designs to encourage access by modes of travel other than driving alone, such as walking, bicycling and transit, and to provide connections to the nonmotorized system.

LAND USE COMPATIBILITY

Retaining and enhancing Fircrest's high quality of life and special character is very important to Fircrest citizens. A variety of mechanisms is used to protect and enhance the city's quality of life and character as the community continues to grow. For example, height and bulk regulations are used to ensure that buildings within various areas of the city fit those locations and are compatible in scale with adjacent structures. Intensity or density regulations control the amount of a particular use that is allowed and are used to achieve compatibility between uses, protect environmentally sensitive areas, and ensure that public facilities are not overloaded. Performance standards limit and often prohibit pollution discharges to the environment, stormwater drainage and sanitary sewers to ensure that uses are compatible and safe and that Fircrest's commercial mixed use and neighborhood commercial areas remain desirable places for business.

Fircrest's preferred land use pattern recognizes that many uses can be good neighbors if designed and developed well. Some activities such as noise or fumes may create impacts which adversely affect other uses. Fircrest's overall policy is to minimize adverse impacts on sensitive, lower-intensity uses, such as residences.

GOAL LU2

Ensure that future growth and development protect and enhance the City's quality of life and character, and are compatible with existing community fabric.

Policy LU2.1

The city should refine and maintain development regulations to promote compatibility between uses; retain and enhance desired neighborhood character; ensure adequate light, air and open space; protect and improve environmental quality; and manage potential impacts on public facilities and services. Through these regulations address features, including but not limited to:

- Impervious surface area and lot coverage;
- Building height, bulk, placement and separation;
- Development intensity;
- Access and connections for walking and bicycling; and
- Landscaping.

Policy LU2.2

The city should apply design standards and guidelines for residential development to:

- Provide variety in building and site design and visually appealing streetscapes in residential developments of several dwellings or more;
- Minimize significant impacts, such as loss of light or privacy, from large residential infill buildings on adjacent residents;
- Promote compatibility with Fircrest's residential neighborhoods and avoid an appearance of overcrowding when rezones will increase residential development capacity or when density bonuses or flexibility in site standards are utilized; and
- Emphasize features typical of detached single detached dwellings, such as pitched roofs, single points of entry and substantial window trim, as part of residential structures containing two or more dwelling units.

Policy LU2.3

The City should promote compatibility between land uses and minimize land use conflicts when there is potential for adverse impacts on lower-intensity or more sensitive uses by:

- Ensuring that uses or structures meet performance standards that limit adverse impacts, such as noise, vibration, smoke and fumes; and
- Creating an effective transition between land uses through building and site design, use of buffers and landscaping, or other techniques.

COMMUNITY FACILITIES AND SERVICES

A well-functioning community depends on the availability of and equitable access to a variety of community facilities and services. Schools, libraries and facilities for enjoying recreation and art are essential to the social and cultural vibrancy of the community. The health of the community depends on the availability of safe drinking water, adequate wastewater collection, sustainable stormwater management, a coordinated public safety system, access to healthy food, and opportunities for active living.

GOAL LU3

Ensure the provision of community facilities and services commensurate with the needs of the community.

Policy LU3.1

The city should encourage the provision of needed facilities that serve the general public, such as facilities for education, libraries, parks, culture and recreation, police and fire, transportation and utilities. Ensure that these facilities are located in a manner that is compatible with the City's preferred land use pattern. When facilities are not provided within the community, provide alternative means of support for their services.

Policy LU3.2

The city should incorporate consideration of physical health and well-being into local decision making by locating, designing and operating public facilities and services in a manner that:

- Uses building and development practices that provide long-term benefit to the community;
- Encourages walking and bicycling access to public facilities;
- Supports creation of community gardens on public open space in accessible locations throughout Fircrest; and
- Provides tools such as educational and demonstration programs that help foster a healthy environment, physical activity and well-being, and public safety.

LAND USE DESIGNATIONS

The Land Use Designation Map (**Figure LU-1**), also referred to as the Plan Map, graphically displays the City's preferred land use pattern. The different areas on the Plan Map are referred to as land use designations. These designations provide a framework for guiding development consistent with the City's vision, goals, objectives and policies. The Plan Map divides the city into areas where different types and intensities of land uses are allowed. The designations serve to protect areas from incompatible development, maintain property values and support development consistent with each designation. The purpose and intent of each designation, and the general types of uses allowed in each designation, are provided in the section of the Land Use Element following the goals and policies.

GOAL LU4

Ensure that decisions on land use designations and zoning are consistent with the City's vision, goals, objectives and policies as articulated in the Comprehensive Plan and take into account GMA goals regarding urban growth, sprawl, property rights, permits, economic development, and open space and recreation.

Policy LU4.1

The city should consider the following when making decisions on land use designations and zoning:

- Land use and community character objectives;
- Whether development will be directed away from environmentally sensitive areas and other important natural resources and in a way that minimizes impacts on natural resources;
- The adequacy of the existing and planned transportation system and other public facilities and services;
- Projected need and demand for housing types and commercial space;
- The balance between the amount and type of employment in Fircrest and the amount and type of housing in Fircrest;
- Suitability of an area for the proposed designation or zone; and
- Opportunities to separate potentially incompatible uses by topography, buffers, zoning transitions or other techniques.

Policy LU4.2

The city should apply zone classifications and overlays consistent with the Plan Map land use designations, as shown in **Table LU-1**.

Table LU-1

Plan Map Land Use Designation	Consistent Zone Classifications and Overlays
Low Density Residential	Residential-4; Residential-6;
Low Density Residential – Conservation	Residential-4-C
Medium Density Residential	Residential-8
Medium Density Residential – Traditional Community Design	Residential-10-TCD
High Density Residential	Residential-20; Residential-30
Parks, Recreation and Open Space	Park, Recreation and Open Space; Golf Course
Neighborhood Commercial	Neighborhood Commercial; Neighborhood Office
Commercial Mixed Use	Commercial Mixed Use
Public and Quasi Public Facilities	All districts

RESIDENTIAL LAND USE

Fircrest residents treasure their neighborhoods. Each neighborhood has characteristics that are unique and make it special. There are also qualities that many residents throughout Fircrest Place frequently cite as ones they value about their neighborhoods. These qualities include safety, quiet, friendliness, attractiveness and a feeling of connection to their neighborhoods and to the community as a whole.

Residents also value being near to open space, parks, trees and other greenery, and having good transportation connections that enable easy access to stores and services. They are appreciative of the importance of having a diverse range of housing choices in Fircrest. There is recognition of the value of having a community in which people of a wide range of ages and needs can live and be able to remain in Fircrest through changes in age or household size. Housing types that can help address current and future needs include additional smaller starter homes, cottages, accessory dwelling units, live-work units, attached homes, senior housing, and housing for families. In thinking about the future, citizens also emphasize that new development needs to be well designed and fit well with the surrounding area.

The following residential policies in the Land Use Element provide general guidance for development in residential areas, including density, allowed uses and development standards. This Element is complementary to the Housing Element and Community Character Element. The Housing Element addresses a range of housing topics, including neighborhood preservation, housing choice, housing affordability and special needs housing. The Community Character Element addresses residential neighborhood compatibility issues and concerns.

GOAL LU5

Achieve a mix of housing types and densities, maintain attractive and healthy residential neighborhoods, and guide new housing development into appropriate areas.

Policy LU5.1

Development regulations should accommodate and encourage a wide range of housing types to meet the needs of residents through various life stages. Housing choice should be expanded to enable residents to remain living in the community as their housing needs or preferences change over time, and to attract new residents to the community.

Policy LU5.2

The mix of housing within the community should include detached and attached single-family dwellings, cottage housing, live-work units, multi-family dwellings, including townhomes and units located within vertical mixed use buildings, accessory dwelling units, residential care facilities for those who are unable to maintain independent living arrangements, and other innovative housing that is compatible with the type, scale and character of surrounding residential development.

Policy LU5.3

Manufactured homes shall be allowed in low density residential areas, subject to applicable federal and state siting requirements and local health and safety regulations.

Policy LU5.4

A range of residential densities shall be provided for based on existing development patterns, community needs and values, proximity to facilities and services, immediate surrounding densities, and protection of natural environmental features.

Policy LU5.5

Innovation in site and building design shall be encouraged in and adjacent to critical areas in accord with Comprehensive Plan goals and policies. For example, clustering of units outside of critical areas and associated buffers may be permitted provided that *overall* density of a site does not exceed the maximum allowable dwelling units per acre. Appropriate buffering, design features, and amenities must be included in all innovative designs.

Policy LU5.6

The character of existing single-family residential neighborhoods should be preserved and enhanced.

Discussion: Established residential neighborhoods are the foundation of the community. They provide a sense of well-being for local residents and enhance the stability of the entire City. Single family neighborhoods should be protected from negative impacts of conflicting or inappropriate nearby land uses.

Policy LU5.7

Greater residential density and building height should be allowed in existing commercial mixed use and multifamily areas along or close to major arterial and transit routes, for example 19th Street and Mildred Street, to accommodate expected population and employment growth.

Discussion: Puget Sound Regional Council projections anticipate a significant amount of growth occurring through Fircrest's 2035 planning horizon, and the Pierce County Regional Council has allocated a comparable amount of population and housing growth for 2030. To protect the character of existing single family neighborhoods from increased, and incompatible, infill development, to provide greater housing choice, and to encourage the use of alternative transportation modes, housing units needed to accommodate the allocated growth targets should be located primarily in the Mildred and 19th Street areas where multi-family housing is already established and allowed to expand and where mixed use development will be encouraged.

Policy LU5.8

Residential infill development shall be compatible with surrounding development in terms of scale, form, relationship to the street and other design elements.

Discussion: Residential uses in multifamily and commercial mixed-use zones should be designed to provide a harmonious transition into nearby single-family neighborhoods. Buffers, landscaping, and building design and placement that blend with the neighboring community enhance the transition between different densities and land uses. Multifamily design standards and guidelines should be adopted to support this objective.

Policy LU5.9

To expand local economic opportunities for Fircrest's residents, home occupations that are compatible with the surrounding residential area shall be encouraged.

COMMERCIAL LAND USE

Commercial areas provide for the development and operation of retail and service businesses in support of community needs. The design and location of commercial areas are important to residents and businesses. Well-designed and -located commercial developments enable people to walk to a nearby restaurant or to park once and shop at several businesses. Good design and location are also important to providing transit service, avoiding conflicts with nearby uses, reducing traffic problems, and providing for easy delivery and pickup of goods. Allowing small-scale commercial areas near homes can reduce the distance people have to travel for frequently purchased goods and services. Neighborhood commercial areas also help provide for small-scale gathering places that are accessible from neighborhoods, help promote walkability and bikeability, and support many aspects of Fircrest's long-term vision and goals, including economic vitality.

GOAL LU6

Achieve a mix of commercial land uses that serve the needs of the City's residents, businesses and visitors while protecting and enhancing the unique character of Fircrest's residential neighborhoods.

Policy LU6.1

New and redeveloped commercial and mixed use buildings should be designed to achieve community goals for attractive streets, public spaces, and pedestrian amenities.

Discussion: Most of the City's development in commercial mixed use areas occurred prior to annexation to Fircrest, without the guidance of a plan that was consistent with GMA goals. Many land uses are auto-oriented, and building design and site planning are generally uncoordinated. Additionally, building orientation and parking lot locations vary considerably, with parking often being a highly visible component. Similarly, most development that has occurred in the City's neighborhood commercial areas predates adoption of this Comprehensive Plan and the City's land development code. Improved functionality and appearance of commercial mixed use and neighborhood commercial areas could attract new business to the City and enhance the quality of life for Fircrest residents.

Encouraging an appropriate mix of land uses, and adopting and implementing design standards and guidelines for new construction and redevelopment will achieve economic development goals while supporting the protection of nearby residential neighborhoods from incompatible commercial use.

Policy LU6.2

Fircrest should encourage development of new businesses and expansion of existing businesses to help meet the retail and service needs of Fircrest's residents. New businesses should be recruited to the City to expand and diversify the City's employment base.

Policy LU6.3

Environmentally clean, non-polluting businesses shall be encouraged in Fircrest through the implementation of performance standards that mitigate potential impacts. Commercial uses that have minimal impact on adjacent areas shall be preferred over higher-impact uses when located immediately adjacent to residential land uses.

Policy LU6.4

The expansion of linear commercial "strips" should be discouraged and pedestrian-oriented development should be supported.

Discussion: Buildings and off-street parking should be sited so that the streetscape is enhanced and pedestrian orientation encouraged. Parking should be located to the rear or side of buildings. Buildings should have an obvious pedestrian entrance, pedestrian-level windows, weather protection, and architectural details and pedestrian-scale signage on the street.

Policy LU6.5

Additional automobile-oriented businesses such as restaurants with drive-up windows should be prohibited in neighborhood commercial areas. Businesses providing delivery services may be permitted in these areas subject to compliance with performance standards that ensure there will be no negative impact on the surrounding neighborhood and streets.

Policy LU6.6

Automobile-oriented businesses such as restaurants with drive-up windows may be permitted in commercial mixed use areas subject to compliance with screening and other site development standards intended to minimize impacts on neighboring properties. Site design for such businesses should ensure safe and convenient pedestrian access separate from drive-up access and that does not require the pedestrian to cross drive-up facilities to reach the pedestrian entry. Site design shall consider the safety of motorists, bicyclists, and pedestrians on the streets, shoulders, and sidewalks adjacent to the business driveways.

Policy LU6.7

The visual appearance of commercial areas should be improved through public and private measures for beautification, implementation of design strategies, maintenance, and streetscape improvements. Commercial and mixed use buildings should conform to design guidelines to ensure architectural compatibility with surrounding neighborhoods. Where commercial rehabilitation, development, or redevelopment occurs in an area with historic significance, it should be sensitive to

the historic fabric of the area. New commercial and mixed use development should incorporate landscaping, seating, and other pedestrian-supportive amenities to provide pleasant and comfortable resting, socializing, and picnicking areas for employees and shoppers.

Policy LU6.8

Commercial and mixed use development should include high quality, safe, and contiguous facilities for pedestrians, bicyclists, disabled persons, and users of the public transit services. Fircrest should work with public transit providers to improve transit service to commercial mixed use and neighborhood commercial areas. Commercial and mixed use development should be designed to take into consideration the connections, both vehicular and pedestrian, to adjoining sites to reduce personal automobile trips. Sidewalks and internal pathways should be incorporated to enhance pedestrian circulation.

Policy LU6.9

Maximum automobile parking standards should be implemented for various types of commercial development. Shared parking facilities should be encouraged. Parking areas shall include plantings of vegetation that reduce its visual impact through effective screening and the establishment of a substantial tree canopy. Design standards that strongly encourage the placement of parking to the side or rear of buildings should be implemented. Parking facilities should conform to the parking-related policies of the Transportation Element.

Policy LU6.10

Commercial uses should be concentrated in locations that best serve the community, complement stable residential areas, and are attractive to private investment.

Discussion: The City's commercial base is expected to grow, but little undeveloped land remains. To accommodate future growth, an adequate supply of land must be preserved in areas where future redevelopment will not be detrimental to residential neighborhoods and other sensitive land uses. Growth should be encouraged in areas where adequate public facilities exist or can be efficiently provided.

Policy LU6.11

A mix of retail, office, service, and residential uses should be encouraged in commercial mixed use and neighborhood commercial areas.

Discussion: Traditional zoning typically segregates various land uses, such as commercial and residential, into different locations. In some locations, however, it may be more beneficial and appropriate for land uses to be "mixed" together. A vertical "mixed-use" building provides different uses within a structure or site – typically, retail uses on the first floor with office and/or residential on the upper floors. This type of development may promote a more economically vibrant and pedestrian-friendly environment. Mixed use zoning may also accommodate a variety of uses within a site but in separate buildings. For example, sites on Mildred Street with deep dimensions when measured from the street may be developed with retail uses near the front of the site and residential or office uses toward

the rear. Where mixed use development succeeds it is often due to its attraction to residents who want to be within easy walking distance of shops, restaurants and other services – and its attraction to businesses that benefit from a relatively large number of nearby residents with disposable income.

Policy LU6.12

Redevelopment of vacant and underutilized sites should be encouraged.

Discussion: A number of properties in the City's commercial mixed use and neighborhood commercial areas are vacant or underutilized. The City should encourage and assist the landowners of these properties to develop or redevelop their properties to the highest and best use allowed under the City's plan policies and development regulations.

The limited amount of land zoned to accommodate commercial uses dictates that maximum utility should be derived from what is available. Efficient use of commercial mixed use properties should be achieved by redeveloping and consolidating existing underdeveloped commercial properties. Infill development and expansion of existing facilities is of prime importance.

Policy LU6.13

Culturally enriching uses such as libraries, bookstores, galleries, museums, and theaters, should be encouraged in commercial and mixed use areas.

Policy LU6.14

Residential areas and public gathering places such as parks, schools and churches, and neighborhood commercial areas shall be protected from the negative impacts of "adult" business and entertainment establishments.

Discussion: Cities may regulate adult entertainment businesses as long as a "reasonable opportunity" is provided to operate such a business within the municipal boundaries. To limit the negative impacts of these establishments in the City, adult entertainment businesses shall be regulated in a manner that protects residential, public, and other business uses from the negative impacts of these businesses.

ESSENTIAL PUBLIC FACILITIES

Essential public facilities of a local, statewide, or regional nature may range from schools and fire stations to jails, work release facilities, state prisons, airports, and sewage treatment facilities. Some public facilities are controversial and difficult to site because of real and/or perceived impacts. The GMA requires that local comprehensive plans include a process for identifying and siting essential public facilities.

GOAL 7

Essential public facilities shall be allowed in locations appropriate for the services provided and the people served. Essential public facilities shall harmonize with the surrounding development and with the natural features of the surrounding land and vegetation.

Policy LU7.1

The city shall administer a process to site essential public facilities that is consistent with the Growth Management Act and Countywide Planning Policies and that adequately considers impacts of specific uses.

Policy LU7.2

Small public facilities intended to serve a few neighborhoods may be located within a neighborhood. Examples of these facilities include neighborhood parks, drainage facilities, and electrical transformer boxes.

Policy LU7.3

Public facilities intended to serve the entire city should be located to provide convenient access for residents who must frequent them. Examples of such facilities include community parks, schools, government offices, and similar facilities. Large facilities that serve the entire city and are not frequented by citizens should be located where they will not disrupt the urban landscape or disturb residential and commercial areas with noise, glare, dust, or other pollution. Examples of such facilities include power substations, water wells, and sewer lift stations.

Policy LU7.4

Public facilities that have service areas extending substantially beyond the city boundaries should be sited at a location appropriate to meet the transportation needs of the users of the facilities. Facilities that generate a significant amount of truck, automobile, or foot traffic should be located along arterial streets and convenient to public transit facilities. School facilities should be given flexibility to locate on non-arterial streets. Developers of these facilities should be required to make infrastructure improvements to support the facilities. These improvements may include, but are not limited to, street construction, signage, sidewalks, streetlights, bus shelters, benches, parking, bicycle racks, utility lines, and similar improvements.

Policy LU7.5

The city recognizes that some federal, state, regional, and county facilities may impose detrimental effects on the Fircrest community if located within the city. Such facilities shall be packaged with accompanying facilities or programs having clear benefits for the community. The city shall seek mitigation of disproportionate financial burdens resulting from the siting of essential public facilities in Fircrest.

Policy LU7.6

Siting proposals by federal, state, regional, and county agencies shall include clear justification for the need for the facility and for its location within Fircrest. Alternate sites not in Fircrest shall be explored through a cooperative interjurisdictional approach. If the final site selected is within Fircrest, the site shall be consistent with the provisions of all of Fircrest's Comprehensive Plan elements.

Policy LU7.7

All public facilities should be sited, designed, and buffered to fit in harmoniously with the surrounding neighborhood. Facility design and buffering should conform to the

provisions of the urban landscaping and environmental goals and policies of this Comprehensive Plan. In addition, special attention should be given to minimizing the noise, light, glare, dust, and traffic associated with essential public facilities.

Policy LU7.8

Proposals for public facilities that are not difficult to site should be processed using the minimum permitting procedures required to ensure the facilities conform with the goals and policies of this Comprehensive Plan while providing adequate opportunity for public input.

LIGHT INDUSTRIAL LAND USE

Light industrial businesses can supply employment opportunities and services for the greater Fircrest community and region. Historically, few properties in Fircrest have supported industrial uses, with the notable exceptions being two sites that hosted industrial activities on Mildred Street. Today, few if any opportunities exist to accommodate light industrial uses on a moderate- to large-scale.

On a smaller scale, however, opportunities exist within Fircrest to support the *maker movement*, an umbrella term for independent inventors, designers and tinkerers. Typical interests enjoyed by individuals who consider themselves to be part of the maker culture include engineering-oriented pursuits such as electronics, robotics, 3-D printing, and the use of computer numerical control (CNC) tools, as well as more traditional activities such as metalworking, woodworking, and traditional arts and crafts. The movement stresses new and unique applications of technologies, and encourages invention and prototyping. Some of these examples, which may not be highly visible to or have any measurable impact on surrounding land uses, may be integrated into the community in live-work units and other appropriate locations. Small-scale production, where individuals are making items in limited quantities for retail or wholesale markets, can be a key to a stronger local economy.

GOAL LU8

Provide for limited light industrial land uses within appropriate locations.

Policy LU8.1

The city should support incubator or start-up small-scale light industrial uses in appropriate locations within the Commercial Mixed Use areas. Support activities pursued by individuals that fit under the *maker movement* umbrella in appropriate locations while ensuring that sensitive land uses located in close proximity to such businesses are protected from potential impacts.

Policy LU8.2

The city should prohibit heavy manufacturing uses, which generally require large parcels of land and separation from sensitive land uses such as parks, schools and housing.

Policy LU8.3

The city should separate manufacturing uses that create impacts from incompatible uses through techniques, such as creation of buffers or zoning that enables transitions from more intensive to less intensive uses. Take into account during site plan review potential adverse impacts on nearby uses due to manufacturing operations.

CENTERS OF LOCAL IMPORTANCE (CoLI)

The northwest corner of Fircrest contains the community's most intensively developed concentration of land uses, including commercial retail, office, service and restaurant uses, multifamily neighborhoods, and a public intermediate school. The city's largest undeveloped tract of land planned and zoned for commercial mixed use development is located within this center, as is the Fircrest Golf Club. The Northwest Fircrest CoLI is bordered by three arterial streets – 19th Street West, Mildred Street West, and Alameda Avenue. The center is bisected by Regents Boulevard, Fircrest's historic arterial, which provides access to the city's neighborhood business districts. The center is immediately south of Tacoma Community College, east of the Narrows Plaza, which is part of University Place's Regional Growth Center, and southeast of James Center, a Tacoma mixed use center. The Northwest Fircrest CoLI will complement these neighboring activity centers and accommodate much of the community's planned commercial and residential growth over the next 20 years.

GOAL LU9

Designate Northwest Fircrest as a Center of Local Importance under *VISION 2040* and the Pierce County Countywide Planning Policies.

Policy LU9.1

Ensure that development standards, design guidelines, level of service standards, public facility plans and funding strategies support focused development within the Northwest Fircrest CoLI.

Policy LU9.2

Recognize the Northwest Fircrest CoLI in all relevant local, regional policy, planning and programming forums.

Policy LU9.3

Leverage local, regional, state and federal agency funding for needed public facilities and services within the Northwest Fircrest CoLI. Give priority to this center for multimodal transportation projects that will increase mobility to, from and within this center.

ENVIRONMENTAL QUALITY

Sensitive management of land uses and development and redevelopment projects is essential for preserving and improving the natural, as well as built, environment.

GOAL LU10

Land uses and development and redevelopment projects shall be managed to preserve and improve the natural environment as well as the built environment.

Policy LU10.1

The city should support development of green infrastructure in order to improve the capacity of, and complement the services provided by, the city's natural systems as future land use becomes more intense to accommodate growth. Recognize green infrastructure as a capital/public asset. Support efforts to preserve, enhance and expand the community's inventory of green infrastructure, including but not limited to:

- Natural areas, such as critical areas and portions of public lands that are monitored and maintained by citizen stewards;
- Community gardens;
- Rain gardens and other natural stormwater management facilities; and
- Native habitat areas.

Discussion: Green infrastructure refers to services that natural systems provide Fircrest, including:

- Cleaning the water in streams, wetlands and ponds;
- Reducing flooding;
- Improving air quality; and
- Providing wildlife habitat.

In addition, green infrastructure provides benefits to Fircrest, such as:

- Making the city more beautiful;
- Providing peaceful, restful places;
- Increasing recreational opportunities; and
- Improving the health of members of the community.

Many elements of green infrastructure are natural places within Fircrest -- places such as forests, parks, protected open spaces, streams and wetlands. Fircrest should, when possible, build or support the building of facilities that mimic natural systems to improve the capacity of, and complement the services provided by, the city's natural systems.

These facilities can also be considered green infrastructure and include such structures as constructed wetlands, rain gardens and green roofs. The city and the community may support green infrastructure through a combination of green development techniques and preserving environmental assets into the future as land use becomes more intense to accommodate growth.

Policy LU10.2

The city shall enforce standards that will achieve environmentally sensitive development when it occurs within and adjoining critical areas, natural buffers, and areas designated as open space.

Policy LU10.3

Wetlands shall be sized and categorized with respect to their natural features rather than with respect to city boundaries. Wetlands that are contiguous across jurisdictional boundaries shall be treated according to their total size and characteristics.

Policy LU10.4

To allow reasonable use of property while protecting the environment, reduction or variation of residential lot sizes, density bonuses, planned developments, clustering of housing, and innovative development techniques shall be considered when designed to preserve open space, protect critical areas, or provide vegetative buffers.

Policy LU10.5

Performance standards shall be considered as a regulatory alternative to fixed zoning regulations in and around environmentally sensitive areas.

Policy LU10.6

City facility projects, maintenance and operating procedures, and programs should be structured to minimize and mitigate environmental damage, restore and improve the environment if possible, and increase the environmental education and awareness of city employees and citizens.

Policy LU10.7

To minimize maintenance costs, conserve water, and provide vegetation with the maximum usefulness as wildlife habitat, urban landscaping should emphasize the use of indigenous plants that are drought tolerant during the summer months. Landscaping may also include non-native plant species that are well adapted to growing and providing wildlife habitat with minimal human intervention in the local climate and soils.

Policy LU10.8

The city should seek to protect wildlife habitat resources by preventing the indiscriminate and unnecessary removal of native trees, shrubs, and ground covers; by promoting the protection of areas that provide food, cover, resting, and nesting areas for wildlife; and by protecting and enhancing the quality of Leach Creek waters.

Policy LU10.9

The city should preserve, protect and, where possible, restore natural habitat critical for the conservation of salmonid species listed under the Federal Endangered Species Act. Aquatic ecosystems, associated habitats and aquifers should be protected and maintained or restored through the use of management zones, development regulations, incentives for voluntary efforts of private landowners and developers, land use designations, habitat acquisition programs or habitat restoration projects. The city should support efforts to remove invasive species and re-plant cleared areas with native plants.

Policy LU10.10

The city should protect the natural habitat critical for the conservation of salmonid species listed under the federal Endangered Species Act, through the use of planning activities or study techniques that are capable of determining changes in stream hydrology and water quality under different land use scenarios at full build-out of designated land use classifications.

Policy LU10.11

In the event that a species listed under the federal Endangered Species Act is determined to be located within Fircrest, the city should establish a monitoring and evaluation method that is designed to determine the effectiveness of enhancement and recovery strategies for the species. The methodology should be developed with technical assistance from appropriate state or federal resource agencies.

Policy LU10.12

The city recognizes that the best available science to address listed species recovery issues is evolving. The city should apply an adaptive management strategy to determine how well the objectives of listed species recovery and critical habitat preservation/restoration are being achieved. The city should incorporate the results of pilot developments into land use regulations, zoning, and technical standards.

Policy LU10.13

The city should ensure that there is “no net loss” of wetlands by function and values.

Policy LU10.14

The city shall ensure that development is properly located and constructed with respect to the limitations of the underlying soils, geological hazards, and areas subject to flooding.

Policy LU10.15

City facilities, services, programs, and procedures should be designed and managed to conserve resources and to reduce demand for facilities with significant environmental impacts. Similarly, procedures, programs, and rate structures should encourage citizens to conserve resources and to minimize the negative environmental impacts of their use of facilities and services.

Policy LU10.16

Development activities and land uses within the city should be managed to minimize noise; light and glare; and water, soil, and air pollution. The city shall work with adjacent jurisdictions and property owners to minimize transmission of pollutants from development activities and industrial, commercial, and public facility land uses near the city's boundary.

Policy LU10.17

Fircrest should consider the adoption of new development controls and guidelines designed to avoid or mitigate adverse cumulative air quality impacts prior to project approval. Fircrest should require air quality impact analyses for major new

developments that could adversely impact the air quality levels in the vicinity. Such analyses should address the policies listed in Transportation Goal 3 that are intended to promote the reduction of criteria pollutants for mobile sources (WAC 173-420-080). In Fircrest, criteria pollutants include ozone (HC and NO_x) and carbon monoxide (CO).

WATER RESOURCES

GOAL LU11

Surface, ground, storm, waste, and creek waters shall be managed in an ecologically responsible manner and as interconnected components of the region's watershed.

Policy LU11.1

Private and public development and redevelopment projects should be conducted in a way that preserves or improves the viability of each component of the water ecosystem and of the entire ecosystem.

Policy LU11.2

The quality of stormwater runoff should be improved, flooding due to stormwater runoff should be minimized, and the erosion of land by stormwater runoff should be minimized, in order to maintain natural aquatic communities and beneficial uses. Development regulations shall be enforced to minimize stormwater runoff as a result of development projects by limiting grading and clearing of a development site only to the extent reasonably needed to accommodate the development project, minimizing roadways and other impervious surfaces in the completed project, and encouraging the use of natural vegetation and ground covers during development and in the completed project.

Policy LU11.3

Where removal of trees or other vegetation may result in runoff and erosion, the city should require effective erosion control during and after the tree or vegetation removal. Where extensive removal of trees or other vegetation occurs, the city may require restoration and replanting consistent with urban landscaping guidelines and significant tree retention and protection standards.

Policy LU11.4

All new development and redevelopment shall be required to use the sanitary sewer system. Development currently using septic systems shall be required to convert to sanitary sewer when any portion of the on-site system fails, functions improperly, or needs replacement, or whenever a community or neighborhood sewer system is extended by local improvement methods or becomes reasonably available by other means. Where property is adjacent to presently existing accessible sewer mains, connections shall be made within a specified time period established by city ordinance.

Policy LU11.5

City procedures and programs should be structured to minimize pollutants entering storm, surface, ground, and creek waters from city-owned and city-maintained properties. City procedures and programs should encourage the city's citizens to minimize non-point pollutants contributed from buildings, landscapes, automobiles, and similar sources.

Policy LU11.6

The quality of ground water shall be monitored closely and protective measures maintained or increased to ensure an uncontaminated water supply. Regulations should be implemented with regard to installation, inspection, maintenance, and removal of above ground and below ground tanks designed to store potentially contaminating materials such as heating oil and industrial chemicals. Regulations should be developed and implemented as necessary to ensure management of potentially contaminating wastes from commercial and industrial operations. Other protective regulations should be developed as appropriate to protect ground water.

Policy LU11.7

City procedures, programs, and water rates should be structured to minimize the city's consumption of water and to improve the water conservation habits of Fircrest's citizens.

Policy LU11.8

In accordance with EPA Phase II Western Washington Municipal Stormwater Permit directives, the city shall require Low Impact Development (LID) in areas where soils and geology support it.

Discussion: The goal of low impact development is to mimic the predevelopment hydrology of a site using a combination of site planning and structural design strategies to control runoff rate and volumes. Achieving this goal will help to prevent physical, chemical and biological degradation to streams, lakes, wetlands and other natural aquatic systems from commercial, residential or industrial development sites.

Low impact development can provide many environmental and economic benefits:

- **Improved Water Quality.** Stormwater runoff can pick up pollutants such as oil, bacteria, sediments, metals, hydrocarbons and some nutrients from impervious surfaces and discharge these to surface waters. Using LID practices will reduce pollutant-laden stormwater reaching local waters. Better water quality increases property values and lowers government clean-up costs;
- **Reduced Number of Costly Flooding Events.** In communities that rely on ditches and drains to divert runoff to local waterways, flooding can occur when large volumes of stormwater enter surface waters very quickly. Incorporating LID practices reduces the volume and speed of stormwater runoff and decreases costly flooding and property damage;
- **Restored Aquatic Habitat.** Rapidly moving stormwater erodes stream banks and scours stream channels, obliterating habitat for fish and other aquatic life. Using LID practices

reduces the amount of stormwater reaching a surface water system and helps to maintain natural stream channel functions and habitat;

- Improved Groundwater Recharge. Runoff that is quickly shunted through ditches and drains into surface waters cannot soak into the ground. LID practices retain more rainfall on-site, allowing it to enter the ground and be filtered by soil as it seeps down to the water table; and
- Enhanced Neighborhood Beauty. Traditional stormwater management infrastructure may include unsightly pipes, outfalls, concrete channels and fenced basins. Using LID broadly can increase property values and enhance communities by making them more beautiful, sustainable and wildlife friendly.

To more fully support the use of LID where feasible, the city should review and revise its development policies and regulations, as warranted, to improve their effectiveness. The city should consider adoption of the Low Impact Development Technical Guidance Manual for Puget Sound. This manual was prepared by the Washington State University Extension and Puget Sound Partnership with the participation and support of a broad range of stakeholders.

Policy LU11.9

The city should promote use of techniques, such as current use taxation programs, stormwater utility funds, conservation easements, sensitive site planning, best land management practices and flexible regulations, to help retain and protect open space, environmentally sensitive areas, and unique natural features.

Policy LU11.10

The city should adopt and implement the latest version of the Department of Ecology Stormwater Management Manual for Western Washington.

DEVELOPMENT REGULATIONS AND PERMIT PROCESSING

GOAL LU12

Fircrest should continue to refine its permit process for development and other local government approvals, as needed, to ensure that it is timely and fair to all affected parties.

Policy LU12.1

Development regulations shall be periodically reviewed and revised to ensure that they are consistent with and relate directly to implementation of the Comprehensive Plan and other state and federal mandates. Duplicate and unnecessary regulations should be eliminated.

Policy LU12.2

In the event of conflict between development regulations and this Comprehensive Plan, the provisions of this Comprehensive Plan take precedence. This policy applies immediately upon adoption of this Comprehensive Plan and amendments

thereto. Development regulations that are significantly inconsistent with this Comprehensive Plan shall be given high priority for rapid revision.

Policy LU12.3

Procedures for processing permits shall be periodically reviewed and modified to improve interdepartmental coordination, ensure uniform processing for all permit applications, enhance communication with applicants, combine and simplify processing steps, and minimize processing time.

Policy LU12.4

Inputs from developers, business proprietors, residents, and other interested parties should be solicited concerning updates to regulations and permit processing procedures.

Policy LU12.5

Permit applications for minor projects of a routine nature should be processed at the staff level and should not require public hearings. However, the streamlining of permit processing procedures should not be done at the expense of public input concerning permit applications of a non-routine, major, or controversial nature. The public should be given ample opportunity to review and comment on major, non-routine, or controversial development permit applications.

Policy LU12.6

The city should maintain adequate staff and equipment to ensure meaningful revision and enforcement of development regulations and timely processing of permits.

Policy LU12.7

The city should consider the impact of land use ordinances and policies on the rights of private property owners. The city should take steps to ensure the rights of private property owners are protected through a cost effective and timely appeal process.

Policy LU12.8

The city should support local community groups in critical habitat restoration and enhancement efforts through reduced or waiver of permit fees and streamlined permitting procedures.

INTERJURISDICTIONAL PLANNING**GOAL LU13**

The city should take steps to ensure that decisions, policies, and activities of other governmental and advisory agencies that may affect Fircrest are consistent with the goals and policies of the Comprehensive Plan. Fircrest shall encourage cooperative, coordinated inter-jurisdictional efforts consistent with this goal.

Policy LU13.1

The city shall participate in various county and regional organizations concerned with the implementation of the Growth Management Act and the planning and funding of transportation projects.

Policy LU13.2

The city shall support the development of interjurisdictional programs that address regional problems and issues that affect the city and the Puget Sound region. Examples of regional issues include affordable housing, transportation, health care, open space corridors, and economic growth.

Policy LU13.3

The city shall seek to develop and adopt interlocal agreements to address concerns relating to land use, new development, and redevelopment. The city shall attempt to reach agreements with adjacent jurisdictions to ensure that land uses adjacent to Fircrest are compatible with Fircrest land uses. The city shall also seek agreements with adjacent jurisdictions to minimize and mitigate the negative impacts to Fircrest of land uses and development in adjacent jurisdictions.

Policy LU13.4

The city shall work with adjacent jurisdictions to identify and protect natural habitat networks that cross jurisdictional boundaries. Networks should link large, protected, or significant blocks of fish and wildlife habitats within and between jurisdictions to achieve a continuous county-wide network. The city should establish informational sharing workshops or present information at established coordinating committees. Whenever possible, the city should utilize watershed boundaries instead of jurisdictional boundaries for plans and studies.

Policy LU13.5

The city shall work with adjacent jurisdictions to coordinate watershed/aquatic restoration planning and implementation activities within a watershed.

ECONOMIC DEVELOPMENT

Fircrest and the surrounding region will have a prospering and sustainable regional economy by supporting businesses and job creation, investing in all people, sustaining environmental quality, and creating great central places, diverse communities, and high quality of life.

GOAL LU14

Support small and locally owned businesses, recognizing their importance in both job growth and promoting sustainable economic development. Support key employment sectors in the region including established and emerging industry clusters that create wealth by selling products or services to outside markets, industries involved in trade-related activities, startups, and new businesses that provide family-wage jobs.

Policy LU14.1

Foster a supportive environment for business startups, small businesses, and locally owned businesses to help them continue to prosper.

Policy LU14.2

Encourage the private, public, and non-profit sectors to incorporate environmental and social responsibility into their practices.

Policy LU14.3

Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family wage jobs for Fircrest's residents.

Policy LU14.4

Sustain and enhance arts and cultural institutions to foster an active and vibrant community life.

Policy LU14.5

Ensure that economic development sustains and respects Fircrest's environmental quality.

Policy LU14.6

Utilize urban design strategies and approaches to ensure that changes to the built environment preserve and enhance Fircrest's unique attributes and distinctive identity in recognition of the economic value of sense of place.

Policy LU14.7

Concentrate economic growth in Fircrest's Commercial Mixed Use District in a manner that is coordinated with economic growth and infrastructure development within the adjacent University Place Regional Growth Center, Tacoma's James Center Mixed Use Center and Tacoma Community College in order to strengthen the local and regional economy and promote economic opportunity.

LAND USE DESIGNATIONS

Land use designations for this Comprehensive Plan have been determined largely by existing land uses and development opportunity. Fircrest is extensively developed and provides limited infill development opportunities. Much of the development in Fircrest is recent enough that redevelopment opportunities are also limited. Thus, goals and policies, while addressing infill development and redevelopment, also focus on the ongoing maintenance, refinement, and improvement of the existing community. This Comprehensive Plan emphasizes maintaining and enhancing Fircrest's unique community character through land use designations and goals and policies that cultivate the presence of desirable features in existing neighborhoods and through development and redevelopment.

**Figure LU-1
Land Use Designations**

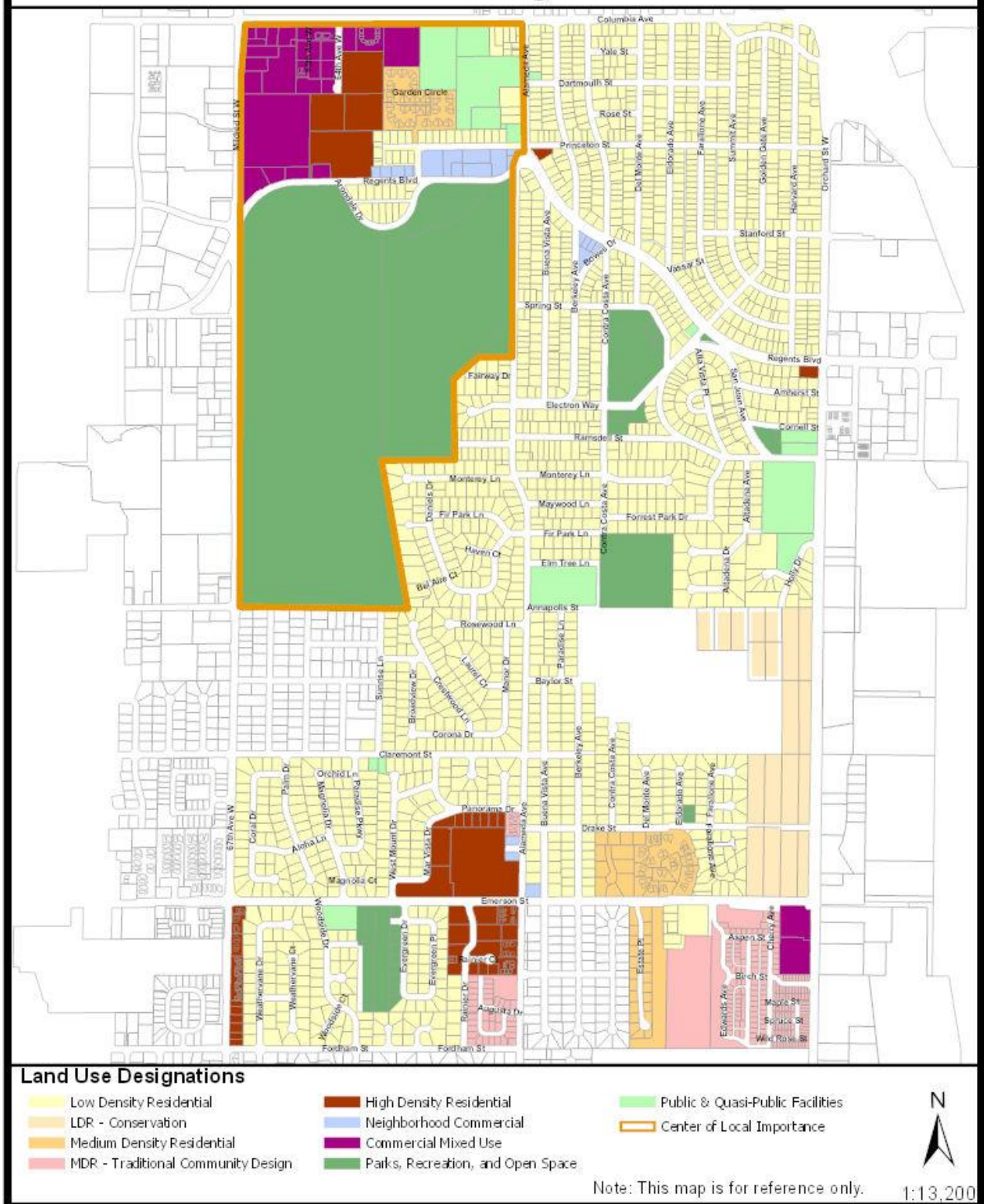


Figure LU-1 shows Fircrest's land use designations, which include:

- Low Density Residential
- Low Density Residential - Conservation
- Medium Density Residential
- Medium Density Residential - Traditional Community Design
- High Density Residential
- Parks, Recreation, and Open Space
- Neighborhood Commercial
- Commercial Mixed Use
- Public and Quasi-Public Facilities

The remainder of this section defines each land use designation for Fircrest ~~and its Potential Annexation Area~~.

LOW DENSITY RESIDENTIAL

Allowable Uses

The Low Density Residential designation generally applies to areas of the community that were platted and developed for single family dwellings prior to 2000. These areas may include the following housing types:

- Single family dwelling units
- Attached and detached accessory dwelling units
- Group family homes, including adult family homes
- Assisted living facilities, congregate care facilities, convalescent homes, hospice care centers, residential care facilities and residential treatment facilities in accord with the applicable goals and policies of this Comprehensive Plan
- *Existing* duplex or multifamily dwelling units, which may be renovated or redeveloped as duplex or multifamily dwelling units in accord with the applicable goals and policies of this Comprehensive Plan

Additional uses in Low Density Residential areas include public facilities that support residential neighborhoods. For example, streets, sidewalks and other pedestrian facilities, bike paths and associated facilities, transit facilities including stops, shelters and benches, neighborhood parks, and utilities will be allowed. Infrastructure for utilities may include, but is not limited to, storm drainage, power, water, sewer, natural gas, and telecommunications facilities. In addition, other small public facilities compatible with the surrounding neighborhood will be allowed. Home occupations that are compatible with the surrounding neighborhood will be allowed.

Building Intensity

A building intensity of four to six dwelling units per acre may be achieved in Low Density Residential areas, depending on the zoning classification and development pattern. Allowable building intensity is limited by bulk regulations, impervious surface coverage

limits, and other provisions specified in the city's Land Development Code (Title 22 FMC).

LOW DENSITY RESIDENTIAL -- CONSERVATION

Allowable Uses

The Low Density Residential – Conservation designation generally applies to undeveloped environmentally-sensitive tracts of land. These areas may include the following housing types:

- Single family dwelling units, including cottage housing and small lot developments
- Attached and detached accessory dwelling units
- Group family homes, including adult family homes
- Assisted living facilities, including congregate care facilities, convalescent homes, hospice care centers, residential care facilities, and residential treatment facilities in accord with the applicable goals and policies of this Comprehensive Plan

Additional uses in Low Density Residential -- Conservation areas include public facilities that support residential neighborhoods. For example, streets, sidewalks and other pedestrian facilities, bike paths and associated facilities, transit facilities including stops, shelters and benches, neighborhood parks, and utilities will be allowed. Infrastructure for utilities may include, but is not limited to, storm drainage, power, water, sewer, natural gas, and telecommunications facilities. In addition, other small public facilities compatible with the surrounding neighborhood will be allowed. Home occupations that are compatible with the surrounding neighborhood will be allowed.

Building Intensity

Low Density Residential -- Conservation areas contain significant physical constraints, which place practical limitations on building intensity. Physical constraints include wetlands, frequently flooded areas and steep slopes. Properties located within these areas are subject to the city's critical area regulations, which may further limit building intensities. New development in these areas shall be clustered to: provide for the retention of substantial portions of the properties as undeveloped open space; avoid critical areas; and generally, avoid steep slopes. In consideration of these physical site constraints and regulatory constraints, a base density of four dwelling units per acre may be achieved in Low Density Residential -- Conservation areas. This density may be increased to a maximum of five to eight dwelling units per acre when innovative designs, including small lot development or cottage housing, are used.

Allowable building intensity is limited by bulk regulations, impervious surface coverage limits, and other provisions specified in the city's Land Development Code (Title 22 FMC). Innovation in site and building design will be encouraged in accord with Comprehensive Plan goals and policies; appropriate buffering, design features, and amenities must be provided.

MEDIUM DENSITY RESIDENTIAL

Allowable Uses

The Medium Density Residential designation generally applies to areas previously developed for single family attached and duplex housing. These areas may include the following housing types:

- Single family attached dwelling units
- Attached and detached accessory dwelling units
- Group family homes, including adult family homes
- Duplex dwelling units
- Assisted living facilities, including congregate care facilities, convalescent homes, hospice care centers, residential care facilities and residential treatment facilities in accord with the applicable goals and policies of this Comprehensive Plan
- *Existing* multifamily dwelling units, which may be renovated or redeveloped as multifamily dwelling units in accord with the applicable goals and policies of this Comprehensive Plan
- *New* multifamily dwelling units in tracts containing critical areas or significant open space, when clustered to avoid critical areas or to retain significant open space, and provided that overall density does not exceed ten dwelling units per acre. In such cases, innovation in site and building design will be encouraged in accord with Comprehensive Plan goals and policies; appropriate buffering, design features, and amenities must be provided; and no more than four dwelling units per building will be allowed.

Additional uses in Medium Density Residential areas include public facilities that support residential neighborhoods. For example, streets, sidewalks and other pedestrian facilities, bike paths and associated facilities, transit facilities including stops, shelters and benches, neighborhood parks, and utilities will be allowed. Infrastructure for utilities may include, but is not limited to, storm drainage, power, water, sewer, natural gas, and telecommunications facilities. In addition, other small public facilities compatible with the surrounding neighborhood will be allowed. Home occupations that are compatible with the surrounding neighborhood will be allowed.

Building Intensity

A maximum building intensity of eight dwelling units per acre may be achieved in Medium Density Residential areas. Allowable building intensity is limited by bulk regulations impervious surface limits, and other provisions specified in the city's Land Development Code (Title 22 FMC).

MEDIUM DENSITY RESIDENTIAL - TRADITIONAL COMMUNITY DESIGN

Allowable Uses

Medium Density Residential -- Traditional Community Design designations apply to The Commons and Fircrest Greens neighborhoods and other smaller sites. These areas may include the following housing types:

- Single family attached and detached dwelling units, including cottage housing and small lot developments
- Attached and detached accessory dwelling units
- Group family homes, including adult family homes
- Duplex dwelling units
- Assisted living facilities including congregate care facilities, convalescent homes, hospice care centers, residential care facilities, and residential treatment facilities in accord with the applicable goals and policies of this Comprehensive Plan
- Multifamily dwelling units within a structure containing no more than eight dwelling units, when clustered to avoid critical areas or to retain significant open space

Additional uses in Medium Density Residential -- Traditional Community Design areas include public facilities that support residential neighborhoods. For example, streets, sidewalks and other pedestrian facilities, bike paths and associated facilities, transit facilities including stops, shelters and benches, and utilities will be allowed.

Infrastructure for utilities may include, but is not limited to, storm drainage, power, water, sewer, natural gas, and telecommunications facilities. In addition, other small public facilities compatible with the surrounding neighborhood will be allowed. Home occupations that are compatible with the surrounding neighborhood will be allowed.

Building Intensity

Medium Density Residential -- Traditional Community Design areas may contain physical constraints, such as wetlands, which place practical limitations on building intensity within portions of an area. Property located within such areas is subject to the city's critical area regulations, which may further limit building intensities. In consideration of these physical site constraints and regulatory constraints, a maximum building intensity of ten dwelling units per acre may be achieved in Medium Density Residential -- Traditional Community Design areas. Allowable building intensity is limited by bulk regulations, impervious surface limits and other provisions specified in the city's Land Development Code (Title 22 FMC).

Development Guidelines

Development and redevelopment of Medium Density Residential -- Traditional Community Design areas shall be designed to incorporate, at a minimum, the following elements:

- Alleys, sidewalks, street trees and human-scaled architectural design elements
- Housing types designed to maintain the look of conventional single-family neighborhoods in terms of scale, orientation to street, style and appearance
- Dwelling units that face the street and sidewalk or common open space areas with entries, balconies, porches, and other architectural features, which create a safe, pleasant walking environment
- Residential building setbacks from public streets that are minimized while maintaining privacy
- Building facades that are varied and articulated to provide visual interest to pedestrians
- Building intensities, orientation, and massing which support transit and reinforce public open spaces
- Parking which is placed to the rear of building where feasible with access from alleys
- A variety of architectural building styles and architectural features such as dormers, gables, porches, bay windows, and other detailing
- A mix of housing types, including single family residences, cottage housing, duplexes, row homes, townhomes, and multi-family designs to help meet the community's demand for a variety of affordable housing types. Multi-family dwellings are limited to no more than 50% of the total number of units in these areas to ensure compatibility with the surrounding neighborhood.

HIGH DENSITY RESIDENTIAL

Allowable Uses

High Density Residential designations generally apply to areas developed primarily for multifamily housing, and to a lesser extent duplex housing. These areas may include the following housing types:

- Duplex dwelling units
- Group family homes, including adult family homes
- Multifamily dwelling units
- Assisted living facilities, including congregate care facilities, convalescent homes, hospice care centers, residential care facilities and residential treatment facilities in accord with the applicable goals and policies of this Comprehensive Plan

Additional uses in High Density Residential areas include public facilities that support residential neighborhoods. For example, streets, sidewalks and other pedestrian facilities, bike paths and associated facilities, transit facilities including stops, shelters and benches, neighborhood parks, and utilities will be allowed. Infrastructure for utilities may include, but is not limited to, storm drainage, power, water, sewer, natural gas, and telecommunications facilities. In addition, other public facilities compatible with the surrounding neighborhood will be allowed. Home occupations that are compatible with the surrounding neighborhood will be allowed.

Building Intensity

A building intensity of 20 to 30 dwelling units per acre may be achieved in High Density Residential areas, depending on the zoning classification and development pattern. Rehabilitation or redevelopment of existing development will be in accord with the goals and policies of this Comprehensive Plan and applicable design standards and guidelines. Allowable building intensity is limited by bulk regulations impervious surface limits and other provisions specified in the city's Land Development Code (Title 22 FMC).

PARKS, RECREATION, AND OPEN SPACE

Allowable Uses

Lands designated as Parks, Recreation, and Open Space include tracts that are publicly and privately owned. Allowed uses in Parks, Recreation and Open Space areas, subject to restrictions of the critical areas ordinance where applicable, include:

- Neighborhood parks designed to meet the needs of residents and employees in the immediate area
- Community parks designed to meet the needs of the entire Fircrest community
- Recreational buildings including facilities such as gymnasiums, basketball courts, community kitchens, banquet halls, indoor stages, meeting rooms, etc.
- Outdoor recreational facilities such as swings, climbing toys, picnic areas, swimming pools, golf courses, disc golf courses, baseball diamonds, volleyball courts, bocce ball courts, lawn bowling lanes, outdoor stages, etc.
- Trails and paths for pedestrians and bicyclists
- Transit facilities including stops, shelters and benches which serve the park, recreation facility, open space site or adjacent uses
- Preserved natural areas characterized by native vegetation and wildlife
- Residences may be developed on private property that is designated as park, recreation or open space but that has not been permanently dedicated as park, recreation, or open space, provided significant tracts are permanently dedicated for parks, recreation, or open space at the time of development approval

Building Intensity

Building intensity for Parks, Recreation, and Open Space areas will vary widely. There will be no building intensity in preserved natural areas. For other park and recreation facilities, building intensity will be determined by the purpose of the facility. Because park and recreation facilities may occur in conjunction with other land uses, any park or recreation facility that is proposed must harmonize with surrounding development and must not exceed the building intensity of the surrounding area. Ideally, park and recreation facilities will provide visual relief in the urban landscape by having a significantly lower building intensity than the surrounding development.

NEIGHBORHOOD COMMERCIAL

Allowable Uses

Neighborhood commercial areas will allow retail businesses and offices for which the primary clientele will most likely be Fircrest residents and local employees. Examples of such businesses include appropriately sized grocery stores, health care and other professional offices, pharmacies, gift shops, delicatessens, small bakeries, clothiers, beauty shops, coffee shops, small restaurants, small financial institutions, etc. Businesses and organizations that are culturally enriching will also be allowed. Examples of such businesses and organizations include art galleries, bookstores, dance studios, museums, live theaters, etc. Additional automobile-oriented businesses such as restaurants with drive-up windows are prohibited in Neighborhood Commercial areas. Businesses providing delivery services may be permitted provided they are compatible with the goals and policies of this Comprehensive Plan.

In addition, residential uses may be allowed on upper floors of vertical mixed use buildings subject to compliance with design guidelines. Residential uses must complement commercial uses and avoid impacting the commercial viability or functional operation of the commercial area. Public facilities, including transit facilities such as stops, shelters and benches that support development in the commercial areas, will be allowed, as will quasi-public facilities that are compatible with the surrounding development. Commercial uses must continue to be the predominant use in Neighborhood Commercial areas. Any noncommercial development should not cause a practical restriction on continued commercial use of the area.

Building Intensity

Allowable building intensity for new development, rehabilitation, and redevelopment in neighborhood Commercial areas is limited by bulk regulations, impervious surface limits and other provisions specified in the city's Land Development Code (Title 22 FMC).

COMMERCIAL MIXED USE

Allowable Uses

Commercial Mixed Use areas will allow the same types of retail businesses, offices, and organizations that are allowed in neighborhood commercial areas. In addition, community commercial areas may include businesses that serve a clientele that will most likely be drawn equally from the Fircrest community and the surrounding University Place and Tacoma area. Examples of such businesses include large grocery stores and other retail outlets, consolidated medical and professional centers, major financial institutions, movie theaters, etc. Automobile-oriented businesses such as restaurants with drive-up windows and businesses providing delivery services may only be permitted when they are compatible with the goals and policies of this Comprehensive Plan.

Residential uses are allowed on upper floors of vertical mixed use buildings. In addition, stand-alone residential buildings may be permitted when located toward the rear of a

site when separated from a public street by one or more intervening commercial or mixed use buildings. In such instances, the development plan should achieve a predominantly commercial orientation at the ground floor level in areas located between the stand-alone residential building(s) and the street. Any noncommercial development should not cause a practical restriction on continued commercial activities within a commercial mixed use area.

Public facilities, including transit facilities such as stops, shelters and benches that support development in the commercial areas, will be allowed, as will quasi-public facilities that are compatible with the surrounding development.

Building Intensity

Allowable building intensity for new development, rehabilitation, and redevelopment in commercial Mixed Use areas is limited by bulk regulations, impervious surface limits and other provisions specified in the city's Land Development Code (Title 22 FMC).

PUBLIC AND QUASI-PUBLIC FACILITIES

Allowable Uses

Areas designated for Public and Quasi-Public Facilities are now used for, or could be used for, public facilities such as schools, libraries, parks, major utilities and other government-owned facilities. Designated areas are also suitable for quasi-public facilities such as privately-owned utility facilities, religious institutions, private recreational facilities, and private organizations offering services complementing or supplementing services typically offered by government agencies.

To improve visual clarity on the land use map, public facilities that occur throughout the city, such as paths and utilities, are not shown on the land use map. Such facilities are discussed in the Transportation, Utilities, and Capital Facilities Elements of this Comprehensive Plan.

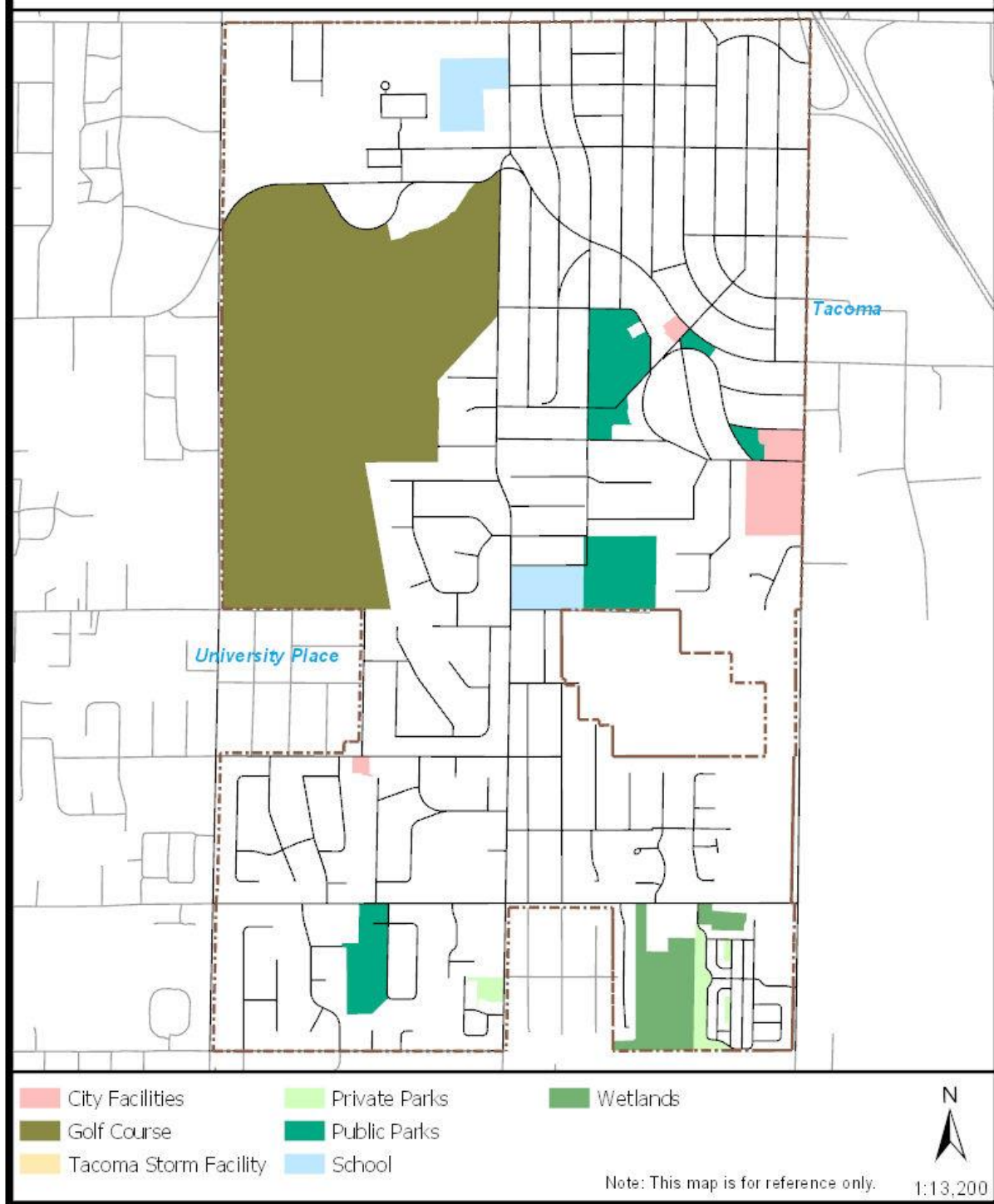
Building Intensity

Building intensity for a public or quasi-public facility depends upon the purpose of the facility. Because public facilities may occur in conjunction with other land uses, any public facility that is proposed must harmonize with surrounding development and must not exceed the building intensity of the surrounding area.

LANDS USEFUL FOR PUBLIC PURPOSES

Figure LU-2 indicates lands useful for public purposes. Lands useful for parks, recreation, and open space are, by definition, useful for public purposes. In addition, lands that may be useful for public purposes include those designated Public and Quasi-Public Facilities, Commercial Mixed Use, and Neighborhood Commercial. These designations are shown in **Figure LU-1**. Public or quasi-public facilities are considered a secondary use in commercial areas and must be compatible with surrounding development. All public and quasi-public facilities must be appropriately sited and buffered in accord with the goals and policies of this Comprehensive Plan.

**Figure LU-2
Lands Useful for Public Purposes**



POPULATION, HOUSING UNIT AND EMPLOYMENT TARGETS

The Growth Management Act requires Pierce County to designate urban growth areas based upon the urban growth management population projection made for the County by the Office of Financial Management. Counties have the authority, as regional governments, to allocate population and employment to the cities within their boundaries. In addition, *VISION 2040* requires Pierce County and its cities and towns to adopt housing unit and employment targets, taking into account PSRC's Regional Growth Strategy regional geographies and their respective growth shares for population and employment.

Fircrest must plan for a 20-year planning horizon under the GMA and therefore must show it can accommodate projected growth for a 20-year period – 2015 through 2035. Pursuant to Pierce County Ordinance No. 2011-36s, however, the Pierce County Council has established population, housing unit, and employment targets for 2030 -- rather than for 2035. In recognition that the Pierce County 2030 targets represent a build-out condition for Fircrest, no additional growth is anticipated, or will need to be accommodated, for 2035. The adopted Pierce County targets for Fircrest and 2035 projections are summarized in **Table LU-2**.

Table LU-2

GMA Population, Housing Unit and Employment Estimates, Targets and Needs				
Population	Estimated 2008 Population (OFM)	2030 Total Population Target	2008-2030 Population Growth	2035 Population Projection
	6,315	6,950	635	6,950
Housing Units	2010 Housing Units (US Census)	2030 Total Housing Unit Target	2030 Additional Housing Units Needed	2035 Housing Units Projection
	2,847	3,351	544	3,351
Employment	2010 Total Employment Estimate	2030 Total Employment Target	2030 Additional Employment Needs	2035 Employment Projection
	1,369	1,544	206	1,544

The Pierce County Buildable Lands Report (July 2014) identifies the extent to which Fircrest can achieve the adopted targets identified in **Table LU-2**. Pierce County has assigned Fircrest a housing target of 3,351 units for 2030. According to the US Census Bureau, the city had a total of 2,847 housing units in 2010. The difference between

existing units and the 2030 target represents 504 additional units over a two decade period. The Buildable Lands report identifies that an additional 40 displaced units need to be factored in to recognize that some of the city's underutilized parcels will be unavailable for redevelopment due to site-specific circumstances. As a result, the report states that Fircrest's 2030 housing need is 544 additional units.

The Buildable Lands Report also states that current residential land capacity is 254 units. This capacity is 290 fewer units than needed to meet the 2030 housing target. Therefore, the city will need to apply a variety of approaches that can, collectively, increase its residential development capacity by at least 290 units.

Since adoption of its first GMA Comprehensive Plan in 1996 and Land Development Code in 2000, Fircrest's development policies and regulations have reflected the community's strong preference to maintain existing housing character and densities within its single-family residential neighborhoods. In order to accommodate additional growth consistent with the city's 2030 population and housing targets – without significantly increasing densities and changing housing types in these single-family neighborhoods, Fircrest has taken the following reasonable measures:

- Increased the maximum density from 20 units per acre to 30 units per acre for a portion of the High Density Residential designation area
- Rezoned R-20 zoned properties located in the Northwest Fircrest CoLI to an R-30 zoning classification that will accommodate a higher 30 units per acre density;
- Increased the maximum density in the Commercial Mixed Use designation (formerly Community Commercial) from a range of 6 to 10 units per acre to 35 units per acre;
- Increased the maximum density in the Commercial Mixed Use zone (formerly Community Commercial) from 10 units per acre to 35 units per acre;
- Rezoned Community Office zoned properties (6 units per acre) to Commercial Mixed Use (35 units per acre);
- Increased the maximum density for the Low Density Residential – Conservation designation and R-4C zoned properties from 4 units per acre to a range of 5 to 8 units per acre for innovative housing designs.

The combination of these amendments will increase Fircrest's residential land capacity by an estimated 303 units, thereby satisfying the housing (and population) growth targets.

In terms of employment capacity, Fircrest has been assigned a 2030 employment target of 1,544. The Buildable Lands Report estimates Fircrest's 2010 employment to be 1,369 – implying the City would need to accommodate employment growth of 175. Technical adjustments summarized in the report, however, result in additional employment needs of 206. Employment capacity based on Fircrest zoning in effect at the time of buildable lands analysis was 222, which exceeds by 16 the minimum additional capacity needed to meet the 2030 target. Therefore, the City is not required to increase employment capacity for this purpose.

CRITICAL AREAS AND NATURAL RESOURCE LANDS

The GMA includes a requirement to designate, classify, and enact development standards for critical areas. Critical areas are defined as the following areas and ecosystems: wetlands, areas with a critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas.

Figure LU-3 identifies lands for which the presence of wetlands, fish and wildlife habitat conservation areas, and frequently flooded areas is indicated. **Figure LU-4** identifies lands for which the presence of geologically hazardous areas is indicated. Areas with a critical recharging effect on aquifers used for potable water are not illustrated because the entire city is within the Clover-Chambers Creek Groundwater Management Area, which has a critical recharging effect on the Tacoma and Clover-Chambers Creek Aquifers. The inclusion of these maps in the Land Use Element does not preclude the designation of additional critical areas that may be identified subsequent to the adoption of this plan.

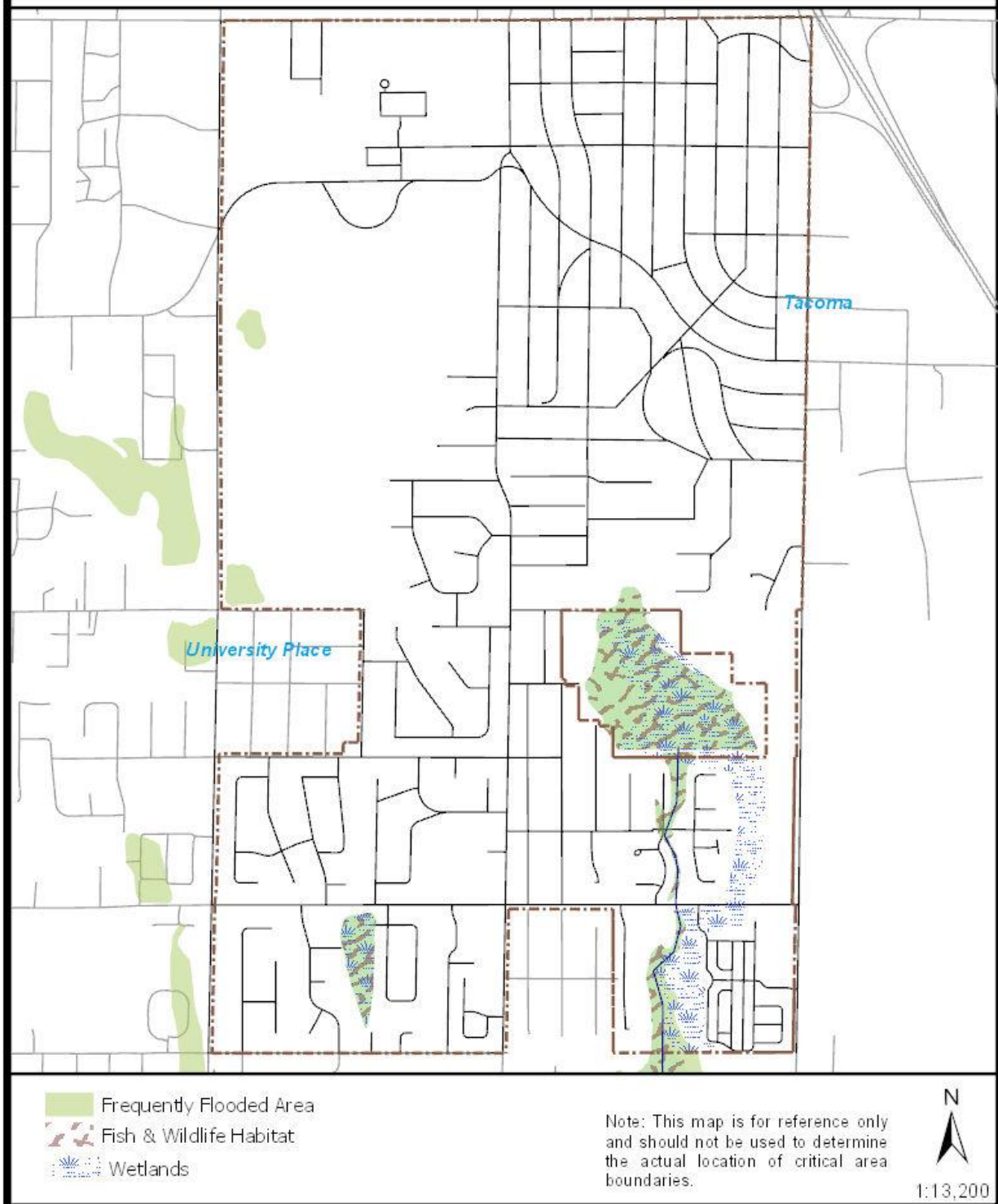
The City of Fircrest adopted interim development regulations for critical areas in February 1993. These regulations were updated in 2005 to incorporate the best available science and special consideration for anadromous fisheries as required by RCW 36.70A.172. The city subsequently updated these regulations in 2015 to ensure consistency with state law as part of the mandatory GMA Update for comprehensive plans and development regulations.

The GMA also requires the designation of natural resource lands of long-term commercial significance. These areas include forest, agriculture, and mineral resource lands. Natural resource lands are not found within the City of ~~Fircrest or its Potential Annexation Area~~.

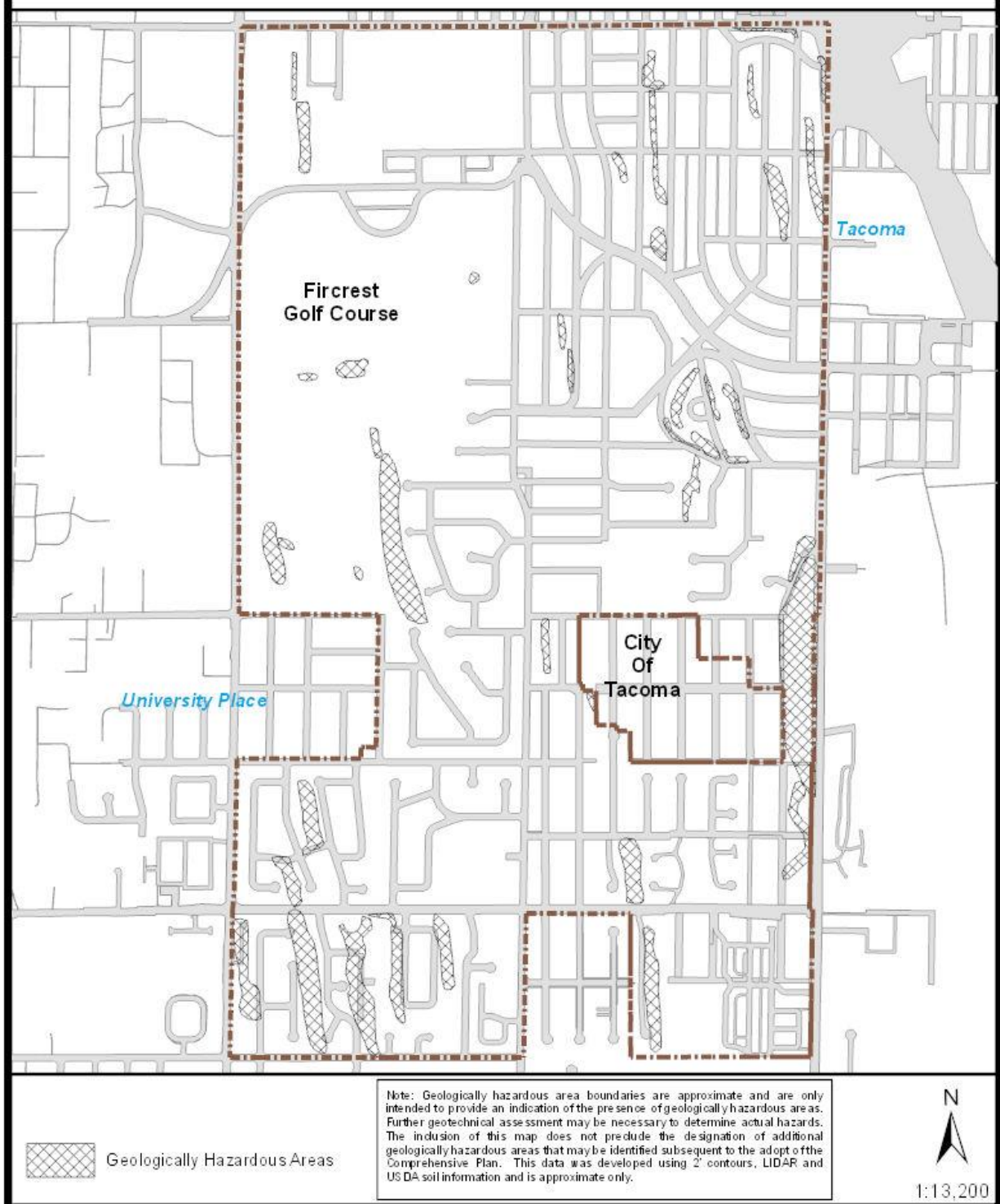
~~POTENTIAL ANNEXATION AREA~~

~~The Growth Management Act requires that counties coordinate with cities to establish urban growth areas (UGA), which are lands currently developed or planned to be developed to urban densities with urban services. Pierce County, through the Pierce County Countywide Planning Policies, has identified potential annexation areas for cities within the urban growth areas. Fircrest's potential annexation area (PAA) is located on the southern boundary of the city, 62nd Avenue West and 44th Street West. The area is identified on **Figure LU-1** as PAA and designated Low Density Residential.~~

Figure LU-3
Wetlands, Fish & Wildlife Habitat, Frequently Flooded Areas



**Figure LU-4
Geologically Hazardous Areas**



PLANNED LAND USE IN ADJACENT JURISDICTIONS

Figure LU-5 shows planned land use in areas adjacent to Fircrest. Future land use designations for adjacent lands west and south of Fircrest ~~and its Potential Annexation Area~~ are based on those indicated in the *Pierce County Comprehensive Plan* and the *University Place Comprehensive Plan*. Designations for the areas east and north of Fircrest are based on the *City of Tacoma Generalized Land Use Plan*.

Adjacent land use designations are summarized in this Comprehensive Plan to identify potential inconsistencies and incompatibilities with Fircrest land uses. Fircrest will coordinate with other jurisdictions as appropriate to address consistency and compatibility issues.

MAJOR CHARACTERISTICS -- ADJACENT LAND USE DESIGNATIONS

Table LU-3 summarizes the primary permitted uses for each land use designation shown on **Figure LU-5** and identifies the most similar land use designation in Fircrest.

Table LU-3

Permitted by Pierce County and City of University Place (UP) Designations	Permitted by City of Tacoma Designations	Permitted by City of Fircrest Designations
Pierce County Moderate Density Single Family: -- Single family dwellings, accessory dwelling units, and duplexes -- up to 4 dwelling units/acre in areas without sewer, up to 6 dwelling units/acre in areas with sewer UP Low Density Residential: -- Base density of 4 to 6 single-family dwelling units/acre, with range of 6 to 9 dwelling units/acre allowed through small lot development process	Single Family Detached Housing Areas: -- Single family dwellings; accessory dwelling units and limited duplex, triplex, or small-scale multifamily with a maximum density of 8 dwelling units/acre Low Intensity: -- Same uses as above with a maximum density of 15 dwellings/acre	Low Density Residential: -- Single family dwellings, accessory dwelling units, and existing duplexes and multifamily – 4 to 6 dwelling units/acre depending on zoning classification Medium Density Residential: -- Single family dwellings, accessory dwelling units, duplexes, and multifamily – 8 to 10 dwelling units/acre depending on zoning classification
UP Moderate Density Residential: -- Base density of 35-55 multifamily dwelling units/acre -- Density bonus to 40-60 dwelling units/acre with affordable housing component	Medium Intensity: -- Multifamily dwellings with a maximum density of 45 dwelling units/acre	High Density Residential: -- Multifamily dwellings – 20 to 30 dwelling units/acre depending on zoning classification

Permitted by Pierce County and City of University Place (UP) Designations	Permitted by City of Tacoma Designations	Permitted by City of Fircrest Designations
UP Mixed Use, Mixed Use Office, Neighborhood Commercial, Community Commercial, and Town Center: -- Mix of retail, office, service and multifamily residential uses	Community Center: -- Concentration of commercial and/or institutional development that serves many neighborhoods and includes a unique attraction that draws people from throughout the city. -- Not directly equivalent in that it is intended to accommodate Tacoma Community College.	Commercial Mixed Use: -- Mix of retail, office, service and multifamily residential uses Neighborhood Commercial: -- Mix of neighborhood-scale retail, office, service and multifamily residential uses
	Low Intensity: -- Neighborhood-serving public and quasi-public facilities such as parks, schools, fire stations, libraries, and churches plus open spaces such as the Tacoma Holding Basin	Public and quasi-public facility: -- Neighborhood- and community-serving public and quasi-public facilities such as parks, schools, government buildings, and churches permitted if compatible with surrounding development
UP Light Industrial – Business Park: -- Light and clean industries, storage and warehousing, auto repair, limited retail, offices, and entertainment uses	Medium Intensity: -- Commercial and industrial uses	Commercial Mixed Use: -- small-scale light industrial uses within mixed use development

~~PIERCE COUNTY LAND USE DESIGNATION IN FIRCREST'S POTENTIAL ANNEXATION AREA~~

~~Fircrest's Potential Annexation Area located at 62nd Avenue West and 44th Street West is shown in **Figure LU-1**. Pierce County has jurisdiction over the land use designation for this area and regulatory authority over development. The County's Moderate Density Single Family designation applied to this Potential Annexation Area is generally comparable to Fircrest's Low Density Residential designation.~~

**Figure LU-5
Adjacent Land Use Designations**

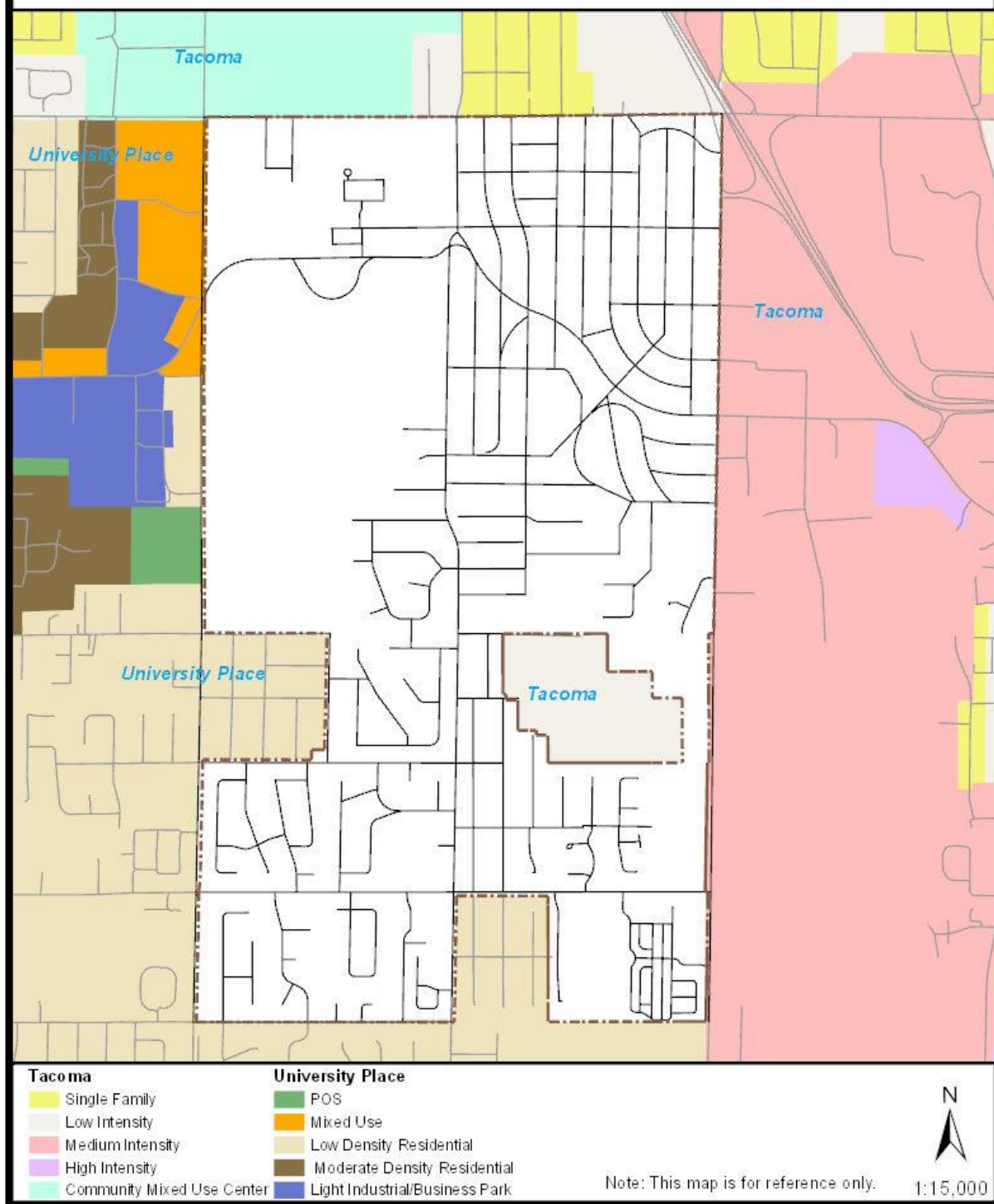
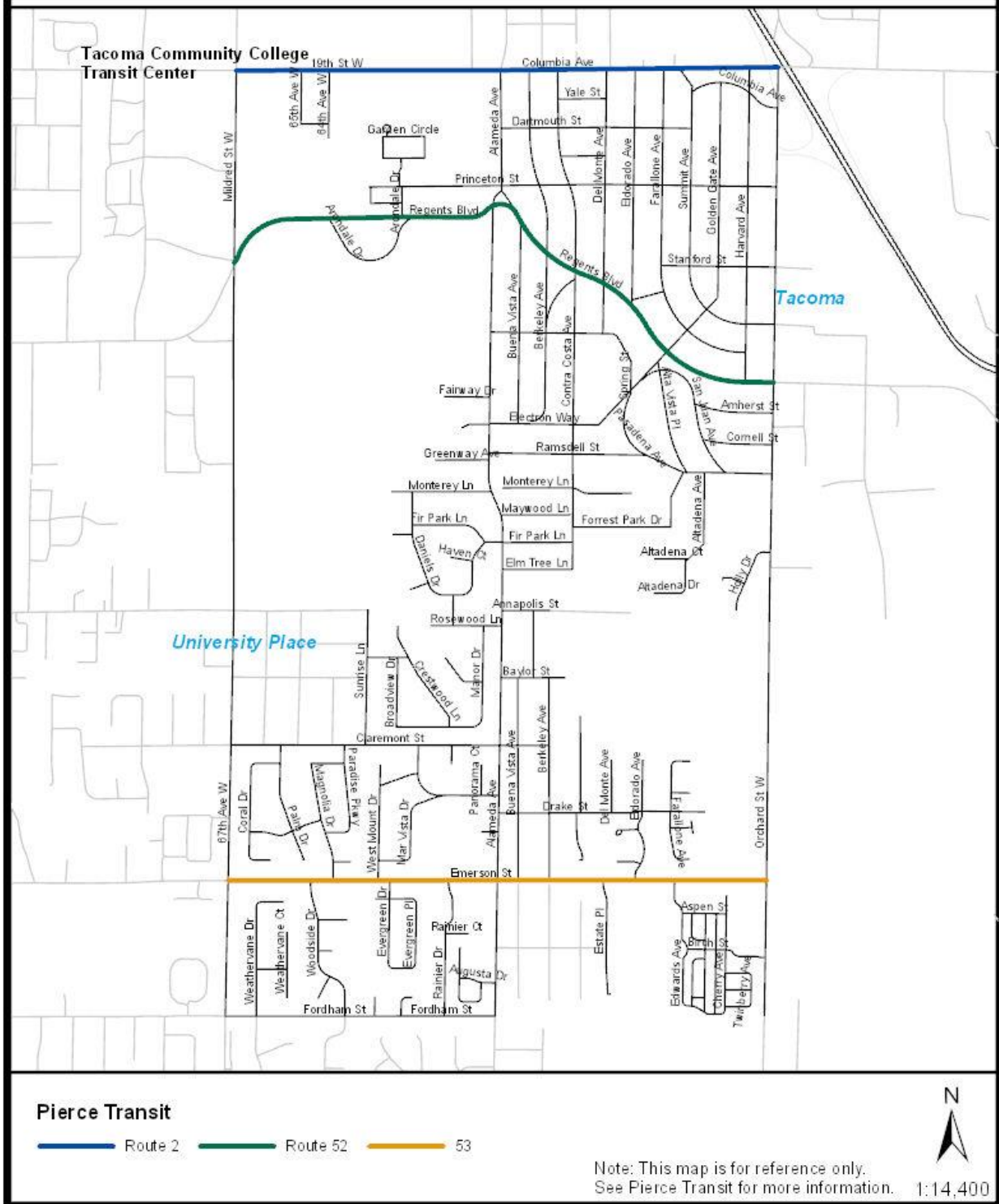
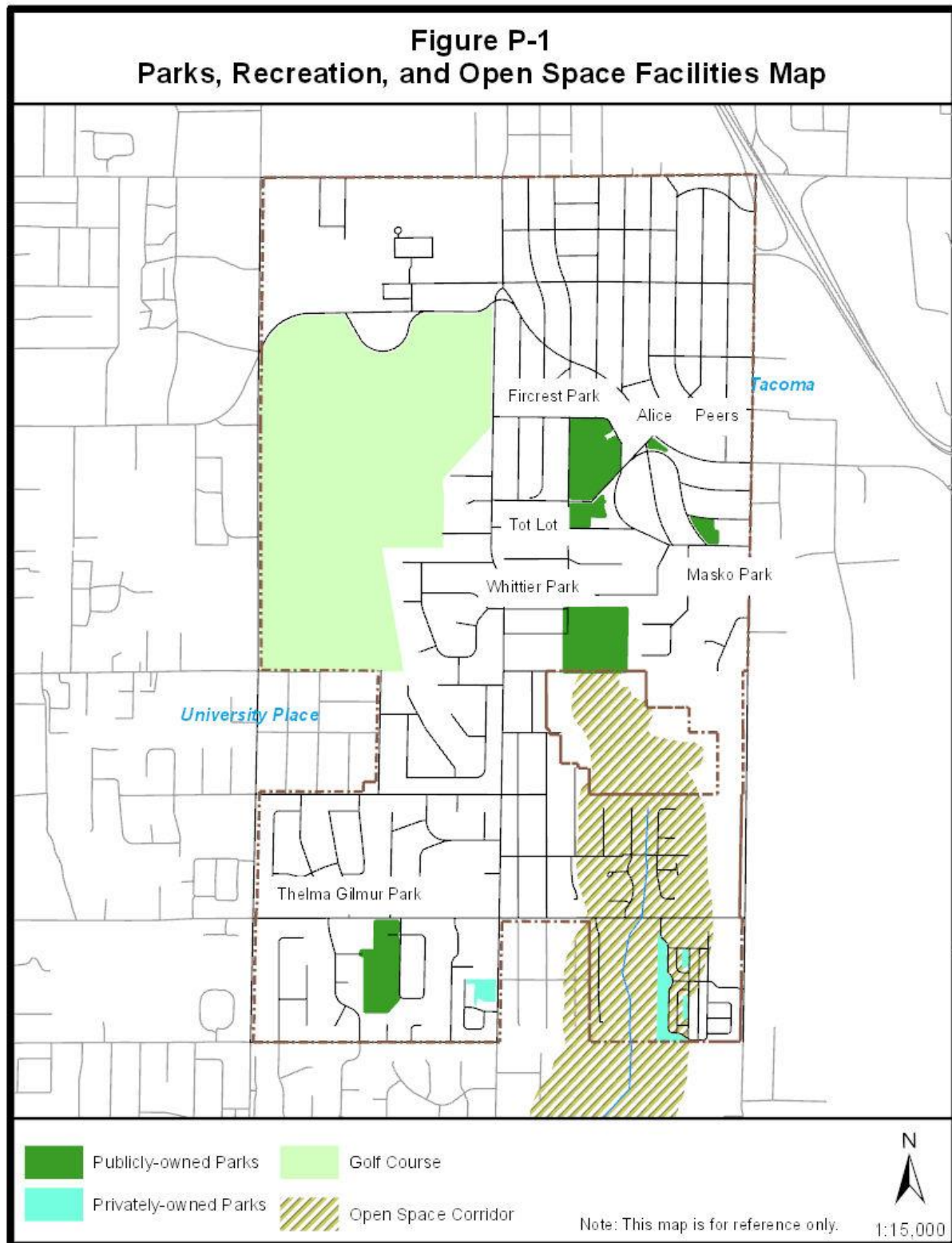


Figure T-3 Bus Routes





CHAPTER 7

CAPITAL FACILITIES ELEMENT



CAPITAL FACILITIES ELEMENT – TABLE OF CONTENTS

Introduction	CF-1
Organization of the Capital Facilities Element	CF-2
Relationship to Other Elements and Facility Plans	CF-2
State Planning Context	CF-3
Local Planning Context	CF-3
Capital Facilities Vision	CF-3
Public Schools, Land, and Buildings	CF-5
Public Schools	CF-5
Fircrest-Owned Land and Buildings	CF-8
Goals and Policies	CF-9
Level of Service and Concurrency	CF-10
Environmental Impacts	CF-12
Facility and Service Providers	CF-13
Financial Feasibility	CF-13
Potential Annexation Areas	CF-15
Coordination with the Comprehensive Plan, other Plans and other Policies	CF-15
Siting Facilities	CF-17
Essential Public Facilities	CF-18
Level of Service Standards	CF-19
Current and Possible Funding Sources	CF-21
Possible Funding Sources	CF-23
Six-Year Capital Improvement Program	CF-27
Transportation Facility Improvements	CF-28
Sewer Facility Improvements	CF-30
Stormwater Management Facility Improvements	CF-31
Water Facility Improvements	CF-32
Park and Recreation Improvements	CF-33

INTRODUCTION

The purpose of the Capital Facilities Element is to set policy direction for determining capital improvement needs and for evaluating proposed capital facilities projects. The Element also establishes funding priorities and a strategy for utilizing various funding alternatives. It represents the City's policy plan for the financing of public facilities for a 20-year planning horizon, and includes a six year financing plan for capital facilities.

The Capital Facilities Element promotes efficiency by requiring the City to prioritize capital improvements for a longer period of time than a single budget year. It also requires coordination between other government bodies to ensure that all levels of government are working together to help the City achieve its community vision. Long range financial planning presents the opportunity to schedule projects so that various steps in development logically follow one another, with regard to relative need, economic feasibility, and community benefit. In addition, the identification of funding sources results in the prioritization of needs and requires that the benefits and costs of projects are evaluated explicitly.

The Capital Facilities Element is concerned with needed improvements that are of relatively large scale, are generally nonrecurring high cost, and may require multi-year financing. Day to day operating items such as paper, desks, and shovels are not included. The list of facilities and improvements has been limited to major components in order to analyze community needs at a level of detail that is both manageable and reasonably accurate.

For purposes of this Capital Facilities Element, capital improvements are those major facilities or items which cost \$10,000 or more and which require the expenditure of public funds over and above annual operating expenses. These facilities and items will generally have a life or use expectancy of more than ten years and will result in an addition to the City's fixed assets and/or extend the life or usefulness of existing capital improvements. The cost of capital improvements may include design, engineering, permitting, environmental work, land acquisition, construction, landscaping, initial furnishings, and equipment.

Facilities and improvements which cost less than \$10,000, routine maintenance (e.g. painting and reroofing), and the City's rolling stock (e.g. police cars, public works trucks) will be addressed in the City's annual budget and not within this

Capital Facilities Element. The Element will also not include the capital expenditures or improvements of private or nonprofit organizations that provide services or facilities to the public.

ORGANIZATION OF THE CAPITAL FACILITIES ELEMENT

The Capital Facilities Element is organized into the following sections:

- Introduction
- State planning context
- Local planning context
- Public schools, land, and buildings
- Goals and policies
- Level of service standards
- Current and possible funding sources
- Six-year capital improvements program

RELATIONSHIP TO OTHER ELEMENTS AND FACILITY PLANS

Most information about facilities is contained in other elements and documents. To avoid redundancy, this Capital Facilities Element provides references to information contained in other elements and documents instead of repeating information.

Utilities and Transportation Elements

The Utilities, Transportation, and Park, Recreation and Open Space (PROS) Elements of the Comprehensive Plan are concerned with many of the same public facilities as the Capital Facilities Element. To improve readability of the Comprehensive Plan, all topics related to Fircrest-owned public utilities, other than the 6-year CIP, are consolidated in the Utilities Element. Likewise, topics related to transportation are consolidated in the Transportation Element, and park, recreation and open space facility topics are consolidated in the PROS Element. . Specifically, those elements contain facility inventories, existing demand and capacities, levels of service, and future needs for water, sanitary sewer, stormwater, transportation, and park, recreation and open space facilities. Where an improvement will result in capacity changes in a utility, capacity information for the improvement is included in the Utilities Element. The Utilities Element contains additional references to other utility or facility plans as necessary for more detailed information. Detailed project descriptions are available for future projects in the Fircrest Public Works Department.

Park, Recreation, and Open Space Plan

The PROS Element of this Comprehensive Plan incorporates by reference the *City of Fircrest Comprehensive Park, Recreation and Open Space (PROS) Plan*. The PROS plan contains facility inventories, existing demand and capacity, levels of service, future needs, and project information for Fircrest's park, recreation and open space facilities. The PROS Plan will be updated periodically during the implementation of this Comprehensive Plan to reflect changing facility needs and preferences, capacities, and desired improvements. If there are conflicts between the PROS Plan and this Comprehensive Plan, the information in this Comprehensive Plan will supersede that in the PROS Plan. All capital improvement program revisions in the PROS Plan will be included in amendments to this Capital Facilities Element during the Comprehensive Plan amendment process.

STATE PLANNING CONTEXT

Section RCW 36.70A.070 (3) of the *Washington State Growth Management Act* (GMA) requires that all comprehensive plans contain:

"A capital facilities element consisting of:

- (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- (b) A forecast of the future needs for such capital facilities;
- (c) The proposed locations and capacities of expanded or new capital facilities;
- (d) At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- (e) A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

Additionally, the GMA contains a planning goal that states that comprehensive plans and their associated development regulations must:

"Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards."

LOCAL PLANNING CONTEXT

CAPITAL FACILITIES VISION

Looking ahead 20 years...

In the 2030s, infrastructure and services meet the needs of a growing, aging and diverse population and promote a safe and healthy environment.

Fircrest provides high-quality public safety services and well-maintained and dependable public facilities.

The community continues to enjoy excellent fire and emergency response times, professional police services, beautiful parks, clean drinking water, and effective wastewater and stormwater management because the capital facilities needed to provide these services were, and still are, planned and maintained for the long term.

An efficient multimodal transportation system has taken shape and is continually improved. The City's arterials have been redeveloped as complete streets to enable safe and convenient access for all road users, while accommodating the movement of freight and goods where appropriate. Pedestrians, bicyclists, motorists, and transit riders of all ages and abilities can safely move along and across these complete streets.

The design for each of these streets is unique and responds to its community context. Complete streets in Fircrest include a mix of design elements including sidewalks, bike lanes, special bus lanes, comfortable and accessible public transportation stops frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, and narrower travel lanes.

Complete streets have improved safety and created efficient connections for all users, and eliminated barriers to achieve neighborhood-level walking routes, within and between residential and business areas, parks and other public facilities. They have increased capacity, avoided the need for expensive retrofits, encouraged physical activity, and helped created a more walkable community. Capital improvements have supported increased street life and community vibrancy. Fircrest residents also embrace and support the high-quality educational, cultural and recreational facilities in the community.

Expansion of park, open space and recreation facilities and services has been achieved through cooperative efforts of the City, school districts, and citizen volunteers. Residents enjoy enhanced neighborhood parks and public spaces, a community center, and a variety of recreation programs and activities for children, youth, adults, and senior citizens.

Long-term planning for services and facilities.

Long-term planning carries out the Comprehensive Plan goals and policies, such that new development and new services and facilities arrive concurrently.

The cost of providing and maintaining Fircrest's quality services and facilities is borne equitably, balancing the needs of the community with those of the individual.

Fircrest continues to draw from diverse revenue streams to finance capital facility projects. Additionally, maintenance of new facilities is anticipated well in advance as part of the capital planning program to ensure facility maintenance costs can be effectively incorporated into the City's operating budget. The public facility costs associated with new growth are recovered in part using impact fees that reflect up-to-date costs, including those related to land acquisition and construction. In addition, Fircrest continues to seek grants and other outside funding to maintain its high quality of life.

PUBLIC SCHOOLS, LAND, AND BUILDINGS

Capital facilities in Fircrest that are not associated with utilities, transportation, or parks, recreation and open space consist of public schools and Fircrest-owned land and buildings. This section provides basic information about those facilities. All of the facilities discussed in this Element are owned and operated by Fircrest except school facilities. Information about school facilities is included to ensure that all capital facilities owned by public entities are addressed. Information about school facilities is based on school district capital facilities plans and other documentation.

PUBLIC SCHOOLS

Tacoma Schools

, The Tacoma School District serves a large portion of the City of Fircrest. Whittier Elementary, located at 777 Elm Tree Lane, provides classrooms and other facilities for grades kindergarten through 5. A second elementary school, Wainwright Elementary, was closed by the District several years ago and is scheduled to be replaced by a new grade 4-8 facility in 2016.

The Tacoma School District determines level of service (LOS) standards for the three school types in the district: 1) elementary schools; 2) middle schools; and, 3) high schools. The Tacoma School District's 2014-2019 Capital Facilities Plan (CFP), dated June 10, 2014, identifies for each type of school, student capacity (with and without portables), existing LOS standards (with and without portables), as well as a recommended LOS for each school type. Six-year needs, six-year funding and projects, a rolling capacity balance sheet, and operating and maintenance costs for both the current inventory and proposed projects are all included.

Existing Inventory

An inventory of Tacoma schools is contained within the Tacoma School District 2014-2019 CFP. The CFP indicates that the District operates 35 elementary schools, nine middle schools and eight high schools. For detailed information about these schools, refer to the Tacoma School District CFP.

Future Needs

The Tacoma School District CFP has calculated six-year capacity needs for each school type based on recommended LOS. These are summarized in **Table CF-1**.

Table CF-1
Tacoma School District Projected Capacity Needs

School Type	Year 2019 (Demand)	Square Feet Required
Elementary School (1)	15,834	1,425,060
Middle School (2)	6,375	658,570
High School (3)	7,589	936,970

- (1) Recommended LOS of 90 sq. ft. per student (K-5)
- (2) Recommended LOS of 90 sq. ft. per student (grade 6), 110 sq. ft. (grades 7-8)
- (3) Recommended LOS of 110 sq. ft. per student (grade 9), 130 sq. ft. (grades 10-12)

Proposed Location and Capacities

The Tacoma School District's 2014-2019 CFP identifies proposed projects over a six year period for each school type. Nine elementary school (ES) replacement projects are planned as well as the replacement of Fircrest's Wainwright Elementary School with an elementary/middle school (4-8 grades), historic modernization of McCarver ES, historic modernization and additions to Stewart Middle School (MS), and replacement of Hunt MS, modernization and additions to Wilson High School (HS), and modernizations and additions to SAMI HS. Completion of these projects should leave a net reserve of 766,648 square feet.

The District proposes the development of no new middle schools. However, as noted above, a new elementary/middle school would be established on the site of Wainwright ES, and two existing middle schools, Stewart and Hunt, would be replaced. Completion of these projects would result in a year 2019 net reserve of 427,903 square feet.

The Tacoma School District's capacity balance sheet for high schools indicates that with Wilson and SAMI High School modernizations, a net reserve of 492,924 square feet is projected for the year 2019.

Six-Year Funding Plan

Six-year funding plans are included in the Tacoma School District's CFP for each school type. Six-year operation and maintenance cost schedules by school type have also been prepared. The District will rely upon State matching funds, remaining levy funds, 2013 Capital bond funds, impact fees through voluntary agreements, and impact fees by ordinance, to fund school improvements. For elementary schools, the District anticipates an approximate total of \$307,800,000 from funding sources, \$118,500,000 for middle schools, and \$81,500,000 for high schools.

University Place Schools

University Place School District has no facilities within Fircrest ~~or its Potential Annexation Area~~. The district has completed a series of capital improvements district-wide that were designed to meet projected build-out demand as well as current demand at the district's recommended levels of service. Fircrest ~~and Potential Annexation Area~~ students who attend University Place schools typically attend the neighborhood schools listed in the following table. Each school's capacity and the district's levels of service are provided in **Table CF-2**.

Table CF-2

Capacity and Level of Service

Facility	Capacity and Recommended Level of Service
Evergreen Primary Grades kindergarten through 4	Evergreen School capacity is 572 students. The district's recommended level of service is 20-24 students per classroom in Kindergarten to 4 th grade.
Narrows View Intermediate Grades 5 through 7	Narrows View School capacity is 702 students. The district's recommended level of service is 24-26 students per classroom.
Curtis Junior High Grades 8 through 9	Curtis Junior High School capacity is 1,000 students. The district's recommended level of service is 26-28 students per classroom and 1,000 students on a 20-acre site.
Curtis Senior High Grades 10 through 12	Curtis Senior High School capacity is 1,600 students. The district's recommended level of service is 26-28 students per classroom.

FIRCREST-OWNED LAND AND BUILDINGS

Fircrest owns a number of tracts of land for the purpose of delivering urban services. The table below summarizes information about Fircrest's land, buildings and other facilities. Park, recreation, and open space facilities are noted in **Table CF-3** and described in greater detail in the *City of Fircrest PROS Plan*.

Table CF-3
Park, Recreation and Open Space Facilities

Location, Size, and Use	Improvements
302 Regents Blvd. Approximately 0.5 acres Public Safety Building	Existing: This 9,750 sq. ft. building was completed in 1979 and is shared by the Fircrest Police Department and Tacoma Fire Department. The first floor (5760 sq. ft.) is mostly dedicated for fire purposes including 3 bays for fire apparatus, with the exception of the Police Department offices. The basement area (3,176 sq. ft.) is mostly dedicated to police uses, including a four-stall parking

Location, Size, and Use	Improvements
	<p>garage. Parking for employees and visitors is provided on site. The Tacoma Fire portion was remodeled in 1995.</p> <p>Planned: There are no plans to remodel or add facilities to the Public Safety Building at this time.</p>
<p>115 Ramsdell Street Approx. 1.44 acres City Hall</p>	<p>Existing: The building, which is approximately 7,800 sq. ft., serves as City Hall, Municipal Court, and Administrative Offices. It was built in 1998 and replaced the prior City hall building on the site. Parking for employees and visitors is provided on the building site and the south side of Ramsdell Street.</p> <p>Planned: There are no plans to remodel or add facilities to the City Hall at this time.</p>
<p>120 Ramsdell Street 7.07 acres Public Works Building, 2 water wells (wells 4 and 5)</p>	<p>Existing: The 3,600 sq. ft. public works building with offices, meeting rooms, showers, and shared office facilities was completed in 1993. Associated with the building are two 2,400 sq. ft. enclosed vehicle/equipment storage bays and four 4,800 sq. ft. open bays.</p> <p>Planned: There are no plans to remodel or add facilities to the Public Works Building at this time.</p>
<p>Pierce County Parcel 668000-001 (Paradise Parkway Lot 1, Block 1)</p> <p>Pierce County Parcel 0220143-008 (1500 block of Alameda Ave)</p> <p>Pierce County Parcel 0220113-001 (Property owned by Fircrest Golf Club)</p>	<p>These tracts are improved as described:</p> <p>Contains water wells 6 and 7</p> <p>Contains water well 8</p> <p>Contains one water tank</p> <p>Contains two water tanks (one high, one low)</p>

Location, Size, and Use	Improvements
<p>Orchard and 25th Street (Located outside of City boundaries; Access to site is via 25th Street).</p> <p>Pierce County Parcel 7160200370</p>	<p>Contains water well 9 (located in Masko Park)</p>
<p>805 San Juan Avenue 1.2 acres Masko Park Special Use Area</p>	<p>Existing: Veterans Memorial Garden, Rhododendron Garden, and Seabrook Specialty Garden. Planned: See PROS Plan.</p>
<p>601 San Juan Avenue 0.2 acres Alice Peers Park Pocket Park</p>	<p>Existing: City of Fircrest flag pole, rose garden, and community message board. Planned: See PROS Plan.</p>
<p>611 Contra Costa Avenue 1.4 acres Gene Goodwin Tot Lot Neighborhood Park</p>	<p>Existing: Tot Lot contains children's play area with pre-school play opportunities, playground equipment, large sand area, restrooms, lawn and picnic area. The park also has three tennis courts with fencing separation between the children's playground area and the active courts. Planned: See PROS Plan.</p>
<p>555 Contra Costa Avenue 7.8 acres Fircrest Park Community Park</p>	<p>Existing: Community Center, seasonal swimming pool and wading pool, Ron Russo Pavilion group picnic shelter and outdoor basketball court, sports fields for soccer and ball games, and open space for annual community events. The park maintenance center is located onsite, as is limited parking. Planned: See PROS Plan.</p>
<p>921 Contra Costa Avenue 10.0 acres Whittier Park Community Park</p>	<p>Existing: Baseball field, softball field, two soccer fields, three outdoor tennis courts, basketball court, group picnic shelter, restrooms, Bocce courts and nature trail. Planned: See PROS Plan.</p>

Location, Size, and Use	Improvements
921 Contra Costa Avenue 6.5 acres Thelma Gilmur Park Natural Open Space	Existing: Mostly undeveloped with a designated wetland. Nature trails bisect the forested hillside on the eastern edge of the site and the native plant-dominated upland area abutting the centrally located wetland. Planned: See PROS Plan.

GOALS AND POLICIES

This section contains the goals and policies that will guide the design, construction, operation, maintenance, renovation, removal, cost management, and financing of capital facilities in Fircrest for a 20-year planning horizon following adoption of the Comprehensive Plan and amendments thereto. The following goals reflect the general direction of the City, while the policies provide more detail about the steps needed to meet the intent of each goal. Discussions provide background information, may offer typical examples, and clarify intent. Goals and policies are organized into the following categories:

- Level of service and concurrency
- Environmental impacts
- Facility and service providers
- Financial feasibility
- ~~Potential Annexation Areas~~
- Coordination with the Comprehensive Plan, other Plans, and other Policies
- Siting facilities
- Essential public facilities

LEVEL OF SERVICE AND CONCURRENCY

GOAL CF1:

Provide and maintain adequate public facilities to meet the needs of existing and new development. Establish level of service (LOS) standards and identify capital improvements needed to achieve and maintain these standards.

Policy CF1.1

Establish level of service (LOS) standards for certain City owned and operated public facilities. The City shall work with owners and operators of non-City owned and operated facilities to establish levels of service standards necessary to provide for growth and achieve the City's vision. Levels of service should be established in interlocal or contractual agreements between the City and the service provider. Where Fircrest's service area for a particular facility or service extends beyond Fircrest's boundaries, extensions shall be planned and built to a master plan that will ensure adequacy for the entire service area.

Discussion: Level of service (LOS) standards are benchmarks for measuring the amount of a public facility and/or services provided to the community. Level of service means an established minimum capacity of public facilities or services that must be provided per unit of demand or other appropriate measure of need (WAC 365-195-210). Level of service standards will be a determining factor for when and where development will occur. This is because level of service is intricately tied to concurrency. (See Policy CF1.2.)

Policy CF1.2

Require transportation, storm water, sewer, and water facilities concurrent with development. Other public facilities such as schools and parks will be provided based on adopted plans and development schedules.

Discussion: GMA Goal 12 states that public facilities and services necessary to support development shall be adequate to serve the development at the time of development without decreasing current service level standards below locally established minimums (RCW 36.70A.020(12)). The GMA requires concurrency for transportation facilities. (The City's level of service for transportation facilities is established in the Transportation Element.) In addition, water and sewer concurrency is highly recommended by the Department of Commerce.

Policy CF1.3

Issue no development permits (such as a building permit or a land use approval associated with a building permit) unless sufficient capacity for facilities exists or is developed concurrently to meet the minimum level of service for both existing and proposed development.

Discussion: New development must not cause the level of service to drop below the City's adopted minimums. If a development causes the level of service to drop below an adopted minimum, a permit will not be issued allowing the new development until the City has assurances that the level of service will be maintained. Other public facilities will be monitored by the City as development occurs. Provision of these public facilities will be evaluated against applicable codes and levels of service per local, state, and federal requirements.

Policy CF1.4

If necessary public facilities are not already provided at the level of service for facilities identified in CF1.2, or if the development proposal would decrease the level of service below the locally established minimum, the applicant may:

1. Provide the public facilities and improvements;
2. Delay development until public facilities and improvements are available; or
3. Modify the proposal to eliminate the need for public facilities and improvements. (Modification may include reduction in the number of lots and/or project scope.)

Discussion: Should a development cause level of service to go below the established minimum, then options do exist that may allow development to proceed at some point in time.

Policy CF1.5

Exempt the following development from concurrency requirements:

1. Development “vested” in accordance with RCW 19.26.095, 58.17.033, or 58.17.170;
2. Expansions of existing development that were disclosed and tested for concurrency as part of the original application; and,
3. Development that creates no additional impact to public facilities.

Discussion: Concurrency requirements do not apply to vested developments. (Vested developments are those projects entitled to develop under the regulations that were in effect when application was made. Washington State courts and the legislature have defined “vested rights” and these continue to evolve.) Additionally, phased developments can be tested once for all phases, allowing construction to proceed thereafter without the need to revisit concurrency.

Policy CF1.6

Evaluate needed improvements to the City’s public facilities on an annual basis.

Discussion: Public facilities must be kept in good repair and need to be maintained or expanded as the City grows. Well-maintained facilities with appropriate capacity contribute to quality of life. The City should evaluate the condition of public facilities and determine needed repairs (non-capacity projects). Additionally, the City should annually assess expansion needs based on projected growth (capacity projects). This will assist in the timely identification of improvements needed to achieve minimum LOS standards.

Policy CF1 When prioritizing improvement projects, Fircrest should consider if the project is needed to correct existing deficiencies, replace needed facilities, or extend the life or usefulness of facilities; increase public health and safety; reduce long-term maintenance and operating costs; coordinate with other providers' projects; meet state facility requirements; and improve the environment. Financial feasibility and the impact on Fircrest's budget should also be considered.

Policy CF1.7

Fircrest shall apply its concurrency management regulations to new development to support the implementation of this Comprehensive Plan.

Policy CF1.8

Re-evaluation of total cumulative future demand for capital facilities shall be a requirement prior to issuance of any permits for large-scale residential development on the Fircrest golf club property. No development permits shall be issued if such development will cause levels of service to fall below standards established in this Comprehensive Plan, unless the developer provides the compensating facilities and improvements at the time of development or provides funds to Fircrest to make the necessary facilities improvements when they become necessary to maintain levels of service.

ENVIRONMENTAL IMPACTS

GOAL CF2

Capital facilities and services shall be designed and managed to minimize and mitigate adverse environmental impacts resulting from construction, use, operation, maintenance, renovation, and removal of the facilities.

Policy CF2.1

Facilities, services, programs, and procedures should be structured to prevent or minimize pollutants entering the air, water, and soil and to protect the environmental integrity of critical areas.

Policy CF2.2

During facility planning and implementation, the cumulative adverse environmental impacts of all projects should be considered as well as immediate adverse impacts.

Policy CF2.3

Facilities, services, programs, and procedures should be designed and managed to conserve resources and reduce demand for facilities with significant adverse environmental impacts. Similarly, procedures, programs, and rate structures should encourage citizens to conserve resources and to minimize the negative environmental impacts of their use of facilities and services.

FACILITY AND SERVICE PROVIDERS**GOAL CF3**

Fircrest may contract with other facility and service providers to ensure adequate urban facilities and services. All providers serving Fircrest should conform to Fircrest's service standards.

Policy CF3.1

When selecting facility and service providers, potential providers should be evaluated with respect to cost, Fircrest's service standards, and environmental responsibility. Additional evaluation criteria may be established as appropriate. Fircrest should select the provider offering optimum conformance with evaluation criteria.

Policy CF3.2

Existing facility and service providers that do not conform to Fircrest's service standards should be informed in writing of nonconformance issues.

FINANCIAL FEASIBILITY**GOAL CF4**

Provide needed public facilities within the City's ability to fund or within the City's authority to require others to provide.

Policy CF4.1

Require new development to fund a fair share of costs to provide services for growth generated by that development.

Discussion: New development creates impacts upon public facilities and should be responsible for bearing its fair share of costs. Impact fees are one possible source to fund certain public facilities for new growth. However, impact fees cannot be used to pay for existing deficiencies. Other funding sources must be used to pay for existing system deficiencies.

Policy CF4.2

Review project costs scheduled in the Capital Improvements Program so that expected revenues are not exceeded.

Discussion: Financial feasibility is required for scheduled capital improvements that support new developments. Revenue estimates and amounts must be realistic and probable. Revenues for transportation improvements must be “financial commitments” as required by the GMA. A financial commitment is one sufficient to finance the public facility and to provide reasonable assurance that the funds will be used for that purpose.

Policy CF4.3

Consider life cycle costs when making capital facilities purchases.

Discussion: Capital facilities acquisition often focuses on purchase cost. However, a need also exists to focus on facility maintenance and operation costs and/or depreciation. Capital facility purchases commit the City to an operation and maintenance program. Sound financial practices are necessary when considering capital facility purchases, especially given other existing or anticipated long-term life cycle cost commitments.

Policy CF4.4

Provide public facilities and services that the City can most effectively deliver, and contract for those best provided by other public entities and the private sector.

Discussion: Certain public facilities and services are provided to the City by other public entities through contracts or other agreements. The City should regularly evaluate and monitor each service provider’s quality of service and rates. The City may study the feasibility of directly owning and operating these public facilities and services should concerns arise.

Policy CF4.5

Help residents develop Local Improvement Districts (LIDs) and Utility Local Improvement Districts (ULIDs) and consolidate them to save administrative costs.

Discussion: A process exists, mandated by state law, to approve and implement LIDs and ULIDs. This process is often lengthy and consumes considerable staff time and resources. Rather than supporting numerous separate LIDs and ULIDs within a

geographic area, the City should anticipate other LID and ULID improvements in the area and help residents implement them under one LID formation process.

Policy CF4.6

Aggressively seek conventional and innovative funding sources necessary to achieve the City's capital facilities goals, policies, and service standards. Fircrest should make efforts to secure grants and similar sources of funding and should explore other funding mechanisms when such sources will provide needed funding for capital improvements.

Policy CF4.7

If proposed facility plans, projects, operating procedures, and maintenance procedures will cause cumulative adverse impacts to the natural environment, future costs of mitigating cumulative adverse impacts should be estimated. When decisions are made to implement such plans, projects, or procedures, funding programs should be established concurrently to ensure funds sufficient for future restoration and mitigation programs. Funding programs should be designed to ensure availability of funds when restoration or mitigation programs are expected to be needed.

POTENTIAL ANNEXATION AREAS***GOAL CF5***

Fircrest shall take steps to ensure smooth and efficient post-annexation transitions for provision of urban facilities and services in areas that may eventually be annexed.

Policy CF5.1

Fircrest should assume an active role in facility planning for existing and new development and for redevelopment within its Potential Annexation Area. Fircrest should encourage and, where possible, require adherence to its goals, policies, and service standards for all development within its Potential Annexation Area.

Policy CF5.2

During annexation processing or within two years of annexation, Fircrest should revise facility plans as necessary to describe in detail the approach to achieving Fircrest's levels of service throughout the annexed area within 20 years of the annexation. Revisions shall be consistent with this Comprehensive Plan.

COORDINATION WITH THE COMPREHENSIVE PLAN, OTHER PLANS, AND OTHER POLICIES

GOAL CF6

Implement the Capital Facilities Element in a manner that is consistent with other applicable plans, policies, and regulations. This includes, but is not limited to, the Growth Management Act (GMA), VISION 2040, Pierce County County-Wide Planning Policies (CPPs), other Comprehensive Plan Elements, and plans of other regional entities, Pierce County, and municipalities.

Policy CF6.1

Ensure that public facility improvements are consistent with the adopted land use plan map and other Comprehensive Plan Elements.

Discussion: The GMA requires internal consistency between the Capital Facilities Element (CFE) and other Comprehensive Plan Elements. Consistency is essential because the cost and long life of capital facilities sets precedent for location and intensity of future development. Consistency is also important because the CFE implements other Comprehensive Plan Elements. The CFE serves as a catalyst for financing key proposed projects, and establishes a process to balance competing requests for funds.

Policy CF6.2

Reassess the Land Use Element if funding for concurrent capital facilities is insufficient to meet existing needs.

Discussion: The Comprehensive Plan needs to continually be reassessed to determine whether or not projected capital facilities funding is sufficient to meet existing needs. If probable funding for capital facilities is insufficient to meet existing needs, then Plan Elements will be reassessed. At a minimum, this includes reassessment of the Land Use Element to evaluate whether the growth projected in the Land Use Element can realistically be achieved given expected capital facilities funding. Additional options include re-evaluating projected funding, alternative sources of funding, and level of service standards.

Policy CF6.3

Amend the six-year Capital Improvements Plan (CIP) on an annual basis.

Discussion: The six-year CIP should be amended on a relatively short-term basis so that financial planning remains current with changing conditions, development trends, and the economy.

Policy CF6.4

Implement the Capital Facilities Element consistent with the requirements of the adopted Pierce County County-Wide Planning Policies (CPPs), Puget Sound Regional Council (PSRC) VISION 2040, the GMA, and other relevant plans.

Discussion: The CPPs, VISION 2040 and the GMA represent region-wide visions for growth. Inter-jurisdictional consistency for capital projects within these regional visions is important in achieving the goal of managed growth. Fircrest should participate in project coordination efforts and joint planning with other jurisdictions to ensure achievement of capital facilities goals, policies, and service standards and to ensure consistency among jurisdictions.

Policy CF6.5 Seek inter-jurisdictional agreements allocating costs equitably for improvements, operations, and maintenance of facilities that are shared by other jurisdictions.

Policy CF6.6

Explore opportunities to share facilities and services with nearby jurisdictions to achieve mutually beneficial increases in services or overall reduction in costs to the citizens of Fircrest and those of other jurisdictions.

Policy CF6.7

Inform affected school districts early in the permit application review process for any residential developments that will significantly increase demand for school facilities. Permit applications may be denied if the school district is unable to provide educational services at the time that development is available for occupancy. Impact fees may be imposed to compensate for the school facilities impact of new developments.

Policy CF6.8

Plans and projects described in other elements shall be consistent with the financial plan of the Capital Facilities Element and with the capacity of the City to fund facility operations and maintenance. If probable funding falls short of meeting needs, affected elements and the Capital Facilities Element shall be reassessed and revised as necessary to ensure an achievable Comprehensive Plan. Levels of service may be adjusted if other reconciliation measures do not achieve consistency.

SITING FACILITIES

GOAL CF7

Locate capital facilities for maximum public benefit while minimizing negative impacts.

Policy CF7.1

Site public facilities to encourage physical activity, and minimize impacts on residential neighborhoods and sensitive environmental areas.

Discussion: Like other development, public facilities may impact surrounding land uses and environmentally sensitive areas. Techniques to minimize negative impacts include: completing the environmental review process, conforming to code requirements related to landscaping, setbacks, buffering etc., and avoiding sensitive areas whenever reasonably possible (e.g., designing public roads to avoid sensitive areas).

Policy CF7.2

Acquire and locate public facilities to create multiple use opportunities and support business areas where appropriate.

Discussion: Certain public facilities support multiple uses. For instance, public facilities may have meeting rooms available for use by community groups and private parties. Accessible areas should be considered when acquiring and siting public facilities. Further, certain public facilities attract people to an area and promote adjacent business development. This provides a convenience to the public while also fostering economic development.

Policy CF7.3

Encourage adaptive reuse of existing buildings as community facilities when possible.

Discussion: Where feasible and if appropriate, the City will consider adaptive reuse of existing buildings as community facilities. Certain buildings may become notable community landmarks. In such cases, adaptive reuse should at least initially be considered as an alternative to demolition.

Policy CF7.4

Coordinate capital facility siting with the plans of surrounding jurisdictions and regional and State agencies as required and as appropriate for each facility.

Discussion: Inter-jurisdictional coordination is a fundamental GMA concept. Certain capital facilities are linear in nature and pass through more than one jurisdiction. These facilities often require significant inter-jurisdictional coordination. Other capital facilities may be site specific but regional in nature. These capital facilities serve a population beyond City limits and may have a disproportionate financial burden on the jurisdiction where sited. These facilities also require considerable coordination and may have specific siting criteria.

ESSENTIAL PUBLIC FACILITIES

GOAL CF8

Permit the siting of essential public facilities in accordance with state requirements and City codes.

Policy CF8.1

Use the City-adopted process and approval criteria when siting listed State-wide, County-wide, and local essential public facilities.

Discussion: Essential public facilities are capital facilities typically difficult to site. The GMA requires that no local comprehensive plan may preclude the siting of essential public facilities. Essential public facilities may be drawn from three sources:

- a) the State list,
- b) the County-wide list; and
- c) the City list.

Fircrest will identify essential public facilities of a State-wide nature as defined by the Washington State Office of Financial Management (OFM) list. The Pierce County County-Wide Planning Policies (CPPs) and the Pierce County Comprehensive Plan policies will be used as guidance to identify County-wide essential public facilities. City essential public facilities will be identified using, at a minimum, criteria recommended in WAC 365-195-340 (2)(ii)(C).

Policy CF8.2

Adaptively manage the process for siting and permitting essential public facilities to insure the public is protected from adverse impacts.

Discussion: Adaptive management involves the monitoring of processes and outcomes to determine if they are achieving their purpose and to modify the process if necessary to achieve the desired outcome. By definition, essential public facilities are difficult and controversial to site due to negative impacts associated with these facilities. An intensive public involvement process, analysis and appropriate mitigation are needed before an essential public facility can be sited. The process needs to be dynamic in order to adapt to changing conditions and technologies.

Policy CF8.3

Actively monitor and participate in siting of essential public facilities in other parts of the County that may have an impact on Fircrest.

Discussion: The siting of essential public facilities in a neighboring jurisdiction or in the County may have an adverse impact on facilities and services and the citizens of Fircrest. By monitoring proposals to site essential public facilities, the City will be better prepared to mitigate and seek mitigation for any associated impacts.

LEVEL OF SERVICE STANDARDS

In order to determine existing capacity and future capital improvement needs, level of service standards are required. Level of service (LOS) standards are an indicator of the extent or degree of service provided by, or proposed to be provided by a facility or improvement. These levels of service, the land use vision, or the capital facilities program may need to be modified in the future in response to changing community expectations or vision, revenue shortfalls, or unforeseen or emergency expenditures.

It is important to note that the level of service standards listed below should be considered minimums. Future capital improvements are not limited to meeting these standards, and in some cases the City may choose to exceed these standards.

The City's adopted 2014 Comprehensive Water System Plan Update, 2002 Comprehensive Sewer System Plan, and 2014 PROS Plan contain capital and non-capital improvements that exceed the level of service standards. These plans contain additional projects and improvements that although desirable for the community are not essential to the day-to-day operation of the City. **Figure CF-1** identifies level of service standards that are used to determine what capital improvements are essential to the community.

Figure CF-1 - Summary of LOS Standards

<u>Facility/Improvement</u>	<u>Level of Service Standard</u>
Fire/EMS	4-minute response time
Law Enforcement	1.33 uniformed commissioned officers/1000 population
Parks/Open Space	See PROS Plan for each type of facility
Power (electric)	Undergrounding for new facilities; National Electric Code and Washington State Electric Code; LOS as adopted by Tacoma Power
Schools	LOS as adopted by Tacoma Public School and University Place School Districts
Sanitary Sewer	220 gpd/eru
Stormwater	Department of Ecology Stormwater Management Manual for Western Washington – Latest Adopted Version
Streets (arterial)	LOS “D”
Streets (collector/local)	FMC Chapters 22.22 and 22.64
Water (supply service)	173 gpd/eru
Water (fire flow)	1000 gpm @ 20 psi for residential; 2500 gpm @ 20 psi for non-residential

Note: For additional detailed information on existing and proposed levels of service and LOS standards, please see the Transportation, Utilities, and Park, Recreation and Open Space Elements, and specific facility plans referenced in this Comprehensive Plan.

CURRENT AND POSSIBLE FUNDING SOURCES

This section of the Capital Facilities Element describes the current budgeted sources of City revenue for the General Fund. The possible funding sources listed within this Element are subject to change and should be periodically reviewed for applicability and appropriateness for the City. Additional sources in other funds will also be used in the Six-Year Capital Improvement Program.

Figure CF-2 - 2015 Sources of Revenue

TAXES

General Property Taxes	\$1,502,174		
E.M.S. Taxes	311,478		
Retail Sales & Use Tax	280,000		
Zoo Tax	50,000		
Sales Tax - Criminal Justice	92,000		
Franchise Fee Cable TV	103,000		
Gas Utility Tax	132,000		
Garbage/Solid Waste Tax	91,000		
Television Cable Tax	130,000		
Telephone/Telegraph Tax	200,000		
Water Utility Tax	68,000		
Water Franchise Fee	5,100		
Sewage Utility Tax	120,000		
Gambling Excise Tax	4,000		
		TOTAL TAXES	3,088,752

LICENSES & PERMITS

Business Licenses & Permits	\$45,000		
Home Occupation Permit	2,500		
Building/Structures/Equipment	99,630		
Mechanical Permit	17,000		
Plumbing Permit	14,600		
Excavation Permit	100		
Sign Permit	270		
Other/Miscellaneous Fees	950		
90,050		TOTAL LICENSES & PERMITS	

INTERGOVERNMENTAL REVENUE

Reimbursements – State of WA	\$5,000		
------------------------------	---------	--	--

Planning Grant – State of WA	9,000
City Assistance	73,500
MVET/CJF/Violent Crimes/Pop	1,600
MVET/CJ/Special Programs	5,830
DUI – Cities	1,200
Liquor Excise Tax	12,520
Liquor Board Profits	45,860
Liquor Control Board	11,630
TOTAL INTERGOVERNMENT REVENUES	166,140

OTHER SERVICES AND CHARGES

Passport Fees	\$7,500	
Plan Checking Fees	63,000	
Planning Permit	14,990	
Site Development	5,800	
Swimming Pool Fees	31,000	
Swim Team Fees	3,500	
Swimming Instructions	32,000	
Recreation Fees	6,000	
Basketball Registration	12,250	
Baseball Registration	17,500	
Indoor Soccer	1,500	
Police Reimbursement & Special Inspection	2,000	
5K Race Registration	2,500	
Flag Football	800	
Instructor Based Revenue	17,000	
RCO Grant	36,500	
Interdepartmental Service Charges	430,876	
CHARGES	684,716	TOTAL OTHER SERVICES &

FINES & FORFEITS

Municipal Court	\$220,000
Investigative Fund	4,500
DUI Invest	3,500
TOTAL FINES & FORFEITS	228,000

MISCELLANEOUS REVENUE

Investment Interest	5,000
Interest - Utility Deposits	100
Sales Interest	75
Interest on General Property Taxes	100
Interest on EMS Property Taxes	50
Space & Facility Rental	17,000
Land Rental	85,070
Parks Donations	10,500
Police Donations	5,000
Fireworks Donations	1,000
Beautification Donations	10,000
Other Miscellaneous Revenue	1,000
Non-Competition Charge	210,000
TOTAL MISCELLANEOUS REVENUE	344,895

TOTAL ESTIMATED REVENUE	\$4,374,553
--------------------------------	--------------------

POSSIBLE FUNDING SOURCES

The following are major sources of funding that could be explored to meet existing and projected capital improvement needs. These funding sources are divided into the following categories, with the more common funding sources within each of these categories described in greater detail in the following pages.

- Debt Financing
- Local Multi-Purpose Levies
- Local Single Purpose Levies
- Local Non-Levy Financing Mechanisms
- State Grants and Loans
- Federal Grants and Loans
- Utility Rates

Debt Financing

Short-Term Borrowing: The extremely high cost of many capital improvements requires local governments to occasionally utilize short-term financing through local banks.

Revenue Bonds: Bonds financed directly by those benefiting from the capital improvement. Revenue obtained from these bonds is used to finance publicly owned facilities. The debt is retired using charges collected from the users of these facilities. In this respect, the capital project is self-supporting. Interest rates tend to be higher than for general obligation bonds, and issuance of the bonds may be approved without a voter referendum.

General Obligation Bonds: Bonds backed by the value of the property within the jurisdiction. Voter-approved bonds increase property tax rates and dedicate the increased revenue to repay bondholders. Councilmanic bonds do not increase taxes and are repaid with general revenues. Revenue may be used for new capital facilities, or maintenance and operations at existing facilities. These bonds should be used for projects that benefit the city as a whole.

Local Multipurpose Levies

Ad Valorem Property Taxes: (Tax rate in mills (1/10 cent per dollar of taxable value). The maximum rate is \$3.75 per \$1,000 assessed valuation. The city is prohibited from raising its levy more than 1% of the highest amount levied in the previous year, before adjustments for new construction and annexation. A temporary or permanent excess levy may be

assessed with voter approval. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities.

Local Option Sales Tax: Retail sales and use tax of up to 1%.

Real Estate Excise Tax (REET): REET 1 authorizes a 0.25% tax on each sale of real property and the Growth Management Act authorized another 0.25%. Revenues must be used solely to finance new capital facilities, or maintenance and operations of existing facilities, as specified in the Capital Facilities Element.

Utility Tax: A tax assessed on the gross receipts of electric, gas, telephone, water, sewer, stormwater utilities, cable TV and solid waste services. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities.

Local Single Purpose Levies

Emergency Medical Services Tax: Property tax level of \$0.50/1,000 assessed valuation for emergency medical services. Revenue may be used to offset the costs of emergency medical services provided by the Tacoma Fire Department.

Motor Vehicle Fuel Tax: Tax paid by gasoline distributors. Local jurisdiction receives a percentage of total tax receipts. Shared revenue is distributed by the State of Washington. Revenues must be spent for highway construction, maintenance, or operation; policing of local roads; or related activities.

Zoo Tax: A Countywide voter approved tax equivalent to one-tenth of 1% sales and use tax to provide funds for capital and operating costs for parks and nationally accredited zoos, aquariums and wildlife preserves pursuant to RCW 82.14.400. Fifty percent is authorized for Point Defiance Zoo and Northwest Trek. The remainder is distributed on a per-capita basis for parks to Pierce County (with a required match), Tacoma Metropolitan Park District, and each city and town in the county (except Tacoma).

Local Non-Levy Financing Mechanisms

Fines, Forfeitures, and Charges for Services: This includes various administrative fees and user charges for services and facilities operated by the jurisdiction. Examples are franchise fees, sales of public documents, permits, sale of public property, and all private contributions to the city. Revenue from these sources may be restricted in use.

Impact Fees: These fees are paid by new development based upon its impact to the delivery of services. Impact fees must be used for capital facilities needed by growth, not for current deficiencies in levels of service, and cannot be used for operating expenses. These fees must be equitably allocated to the specific entities that will directly benefit from the capital improvement, and the assessment levied must fairly reflect the true costs of these improvements. Impact fees may be imposed for public streets, parks, open space, recreational facilities, school facilities, and fire protection facilities.

Reserve Funds: Revenue that is accumulated in advance. Sources of funds can be surplus revenues, funds in depreciation reserves, or funds resulting from the sale of capital assets.

Special Assessment District: District created to service entities completely or partially outside of the jurisdiction. Special assessments are levied against those who directly benefit from the new service or facility. Includes Local Improvement Districts (LIDs), Road Improvement Districts, Utility Improvement Districts, and the collection of development fees. Funds must be used solely to finance the purpose for which special assessment district was created.

Special Purpose District: District created to provide a specified service. Often the district will encompass more than one jurisdiction. Includes districts for fire facilities, hospitals, libraries, metropolitan parks, airports, ferries, parks and recreation facilities, cultural art/stadiums/ convention centers, sewers, water flood control, irrigation, and cemeteries. Voter approval required for airports, parks and recreation facilities, and cultural art/ stadiums/convention center districts. The district has authority to impose levies or charges. Funds must be used solely to finance the purpose of which the district was created.

User Fees, Program Fees, and Tipping Fees: Fees or charges for using park and recreational facilities, solid waste disposal facilities, sewer and water services, surface water drainage facilities. Fee may be based on measure of usage, flat rate, or design features. Revenue may be used for new capital facilities, or maintenance and operations of existing facilities.

State Grants and Loans

Community Development Block Grants: Grant funds available for public facilities, economic development, housing, and infrastructure projects that benefit low and moderate income household. Grants distributed by the Department of Community, Trade and Economic Development primarily to applicants who indicate prior commitment to a project. Revenue restricted in type of project and may not be used for maintenance and operations.

Drinking Water State Revolving Fund (DWSRF): The Drinking Water State Revolving Fund loan is an agreement entered into between the City and the State of Washington, and the Public Works Board, acting through the Department of

Community Trade & Economic Development. Funds for the loan are provided by the United States Environmental Protection Agency, CFDA No. 66.468, Title: Safe Drinking Water State Revolving Fund. The loan funds local improvement projects that further the goals and objectives of the Washington State Drinking Water State Revolving Loan Fund Program.

Recreation and Conservation Office: Administers several grant programs for outdoor recreation and habitat conservation purposes. Each grant program requires that monies be spent for specific types of projects. The program requires sponsors to complete a systematic planning process prior to seeking IAC funding. IAC has grant limits on most of its programs, and also encourages and often requires sponsors to share in the project's cost. Grants are awarded by the Committee based on a public, competitive process that weighs the merits of proposed projects against established program criteria.

Public Works Trust Fund: Low interest loans to finance capital facility construction, public works emergency planning, and capital improvement planning. To apply for the loans, the city must have a Capital Facilities Element in place and must be levying the original .25% REET authorized for capital facilities. Funds are distributed by the Department of Commerce. Loans for construction projects require matching funds generated only from local revenues or state shared entitlement revenues.

Transportation Improvement Account: Revenue available for projects to alleviate and prevent traffic congestion caused by economic development or growth. Entitlement funds are distributed by the State Transportation Improvement Board subject to a percentage match. Revenue may be used for capital facility projects that are multimodal and involve more than one agency.

Water Pollution Control State Revolving Fund: Low interest loans and loan guarantees for water pollution control projects. Loans distributed by the Department of Ecology. Applicant must show water quality need, have a facility plan for treatment, and show a dedicated source of funding for repayment.

Federal Grants and Loans

Congestion Mitigation/Air Quality: Established under the ISTEA Section 1009. The purpose of the program is to fund transportation projects and programs that will contribute to attainment of National Ambient Air Quality Standards. Federal participation for most CM/AQ projects is 80 percent, which increased to 86.50 percent due to public lands adjustments. Federal participation can be 90 percent for some activities that are on the Interstate system. Pedestrian and bicycle activities are limited to 80 percent federal participation.

Utility Rates

Utility Rates: Revenues for replacement and repair of existing capital improvements and for new capital improvements can be collected through utility rates.

SIX-YEAR CAPITAL IMPROVEMENT PROGRAM

This section of the Capital Facilities Element determines whether sufficient revenue will be available under the current budgeting assumptions to fund needed capital improvements. It provides an analysis of revenue sources available for capital improvements and balances these revenues against anticipated expenditures for capital improvements. Using this process, the City can estimate annual revenue surpluses and shortfalls. Proposed funding sources for currently unfunded capital projects have also been provided.

The improvements schedules provided in the following pages set forth each capital project that the City intends to construct over the next six years and presents estimates of the resources needed to finance the projects. The schedules will reflect the goals and policies of the Capital Facilities Element and the other elements of the Comprehensive Plan. The first year of the schedules will be included within the annual capital budget, while the remaining five-year programs will provide long-term planning. The Six-Year Capital Improvement Program is a rolling plan that will be revised and extended annually to reflect changing needs and aspirations of the community, revenue projections, implementation of utility, transportation, and park, recreation and open space plans, and changing circumstances. Improvement schedules are included for the following facilities:

- Transportation
- Sanitary sewer
- Stormwater management
- Water
- Parks, recreation, and open space

The Transportation schedule extends through 2035, Fircrest's 20-year planning horizon, to provide additional information required under RCW 36.70A.070(6) for the City's multi-year transportation financing plan.

Transportation Facility Improvements

Revenues	2018	2019	2020	2021	2022	2023	2024	TOTAL	2024-2036	20 Year Total
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified</i>										
Light Funds from the sale of the Light Utility		50,000		0	0	0		50,000	0	50,000
Property Tax								0		0
Real Estate Excise Tax- To be used as deemed necessary by the City Council to fund improvements		50,000	50,000	50,000	50,000	50,000	50,000	300,000	700,000	1,000,000
State/Federal Grant		200,000	560,000	1,047,580	926,340	664,000	972,000	4,369,920	1,760,000	6,129,920
Local Match Funds for Grants – From REET or Rate Revenue		30,000	115,000	391,894	231,582	166,000	243,000	1,177,476	440,000	1,617,476
Utility Funds for grind and overlay with utility work								0	500,000	500,000
Developer Contributions								0	1,000,000	1,000,000
Total Revenues	0	330,000	725,000	1,489,474	1,207,922	880,000	1,265,000	5,897,396	4,400,000	10,297,396

Capital Appropriations	2018	2019	2020	2021	2022	2023	2024	TOTAL	2024-2036	20 Year Total
1. Major Pavement Patching: Citywide		50,000	50,000	50,000	50,000	50,000	50,000	300,000	700,000	1,000,000
2. Alameda Avenue: Regents Blvd to Columbia St/South 19 th		230,000						230,000		230,000
3. Alameda Avenue: Regents Blvd to Spring Street (sidewalks on one side and reconstruction roadway)				1,009,474				1,009,474		1,009,474
4. Alameda Avenue: Spring Street to Greenway (sidewalks on one side and reconstruction of roadway)					1,157,922			1,157,922		1,157,922
5. Alameda Avenue: Emerson to Rosewood Ln (<i>curb, gutter, sidewalk on east side, bike lane designation</i>)			450,000					450,000		450,000
6. Alameda Avenue: 44th to Emerson (<i>curb, gutter, and sidewalk on both side, and bike lane designation</i>)				300,000				300,000		300,000
7. 44th Street: 67th Ave to 62nd Ave (<i>curb gutter and sidewalk on north side</i>)						450,000		450,000		450,000
8. Regents: Alameda Ave to 67 th Ave (<i>grind and overlay</i>)							750,000	750,000		750,000
9. Emerson Street: Alameda Avenue to Woodside Drive (<i>planter strip and sidewalk on south side</i>)						380,000		380,000		380,000
10. Emerson – Woodside to 67 th (<i>Retaining walls and entry islands</i>)							465,000	465,000		465,000
11. Berkeley Ave: 1300 Block (curb/gutter and overlay)				65,000				65,000		65,000
11. Buena Vista Ave. 1300 block (curb/gutter and overlay)				65,000				65,000		65,000
11. LED Street Light Replacement		50,000						50,000		50,000
12. Grind and Overlay: Various City Streets			225,000					225,000	1,500,000	1,725,000
13. Sidewalk Gap Completion and Replacement								0	950,000	950,000
14. Regents Blvd. and Alameda Avenue (<i>channelization and restriping for bike lanes shared facilities</i>)								0	250,000	250,000
15. New development roadway improvements								0	1,000,000	1,000,000
Total Capital Appropriations	0	330,000	725,000	1,489,474	1,207,922	880,000	1,265,000	5,897,396	4,400,000	10,297,396

Sewer Facility Improvements

Revenues	2018	2019	2020	2021	2022	2023	2024	TOTAL
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Sewer Rate Revenue		135,000	340,000	470,000	270,000	445,000	324,550	1,984,550
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
Public Works Trust Fund Loan								0
Washington State Department of Ecology Loan								0
Capital Contributions - Tap Fees		15,000	5,000	5,000	5,000	5,000	5,000	40,000
Bond Issue								
Total Revenues	0	150,000	345,000	475,000	275,000	450,000	329,550	2,024,550

Capital Appropriations	2018	2019	2020	2021	2022	2023	2024	TOTAL
3. 44 th (Fordham) lift station upgrades			75,000					75,000
4. Estate Place Lift station roadway/generator/control panel			100,000					100,000
3. backyard sewer replacement between 114 and 116 Farallone Ave.		150,000						150,000
6. Crestwood Lane (Cond 4)								0
7. 200 Block Alameda; 45th St Ct (Cond. 4)			170,000					170,000
8. 1000 Block Fairway/Electron (Cond. 4)				475,000				475,000
9. 900 Block Alameda (Cond. 4)					275,000			275,000
10. 400 Block Contra Costa (Cond. 4)						450,000		450,000
11. 300 Block Contra Costa (Cond. 4)							175,000	175,000
12. 200 Block Contra Costa (Cond. 4)							154,550	154,550
Total Capital Appropriations	0	150,000	345,000	475,000	275,000	450,000	329,550	2,024,550

Stormwater Management Facility Improvements

Revenues	2018	2019	2020	2021	2022	2023	2024	TOTAL
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues		50,000	40,000	30,000	20,000	20,000	20,000	180,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
WSDOE grants monies			225,000	225,000	225,000	112,500	112,500	900,000
Local Match Funds for Grants – From REET or Rate Revenue			75,000	75,000	75,000	37,500	37,500	300,000
Total Revenues	0	50,000	340,000	330,000	320,000	170,000	170,000	1,380,000

Capital Appropriations	2018	2019	2020	2021	2022	2023	2024	TOTAL
1. Upgrades to existing stormwater conveyance and treatment system		50,000	40,000	30,000	20,000	20,000	20,000	180,000
2. Storm Water Quality outfall projects, SQ1 to SQ11 (2 per yr.)			300,000	300,000	300,000	150,000	150,000	1,200,000
Total Capital Appropriations	0	50,000	340,000	330,000	320,000	170,000	170,000	1,380,000

Water Facility Improvements

Revenues	2018	2019	2020	2021	2022	2023	2024	TOTAL
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues		329,100	595,600	535,600	40,600	40,600	40,600	1,582,100
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
Capital Contributions - Tap Fees		13,200	4,400	4,400	4,400	4,400	4,400	35,200
Bond Issue								0
Local Match Funds for Grants – From REET or Rate Revenue								
Total Revenues	0	342,300	600,000	540,000	45,000	45,000	45,000	1,617,300

Capital Appropriations	2018	2019	2020	2021	2022	2023	2024	TOTAL
1. Recoat exterior of the "High Tank" reservoir and high tank and security fencing work		197,300						197,300

2. Water main connections along 600 block Contra Costa		75,000						75,000
3. 12" Water Main on Summit Ave from Princeton St to Columbia St		70,000						70,000
4. Upgrade water meters and software for meter readying changes			450000	450000				900,000
5. 8" Water Main on Farallone from Stanford Street to Golden Gate Avenue			75,000					75,000
6. 8" Water Main on Eldorado Avenue from Princeton St to Columbia St			75,000					75,000
7. 8" Water Main Replacement of Old & Undersized Mains				90,000	45,000	45,000	45,000	225,000
Total Capital Appropriations	0	342,300	600,000	540,000	45,000	45,000	45,000	1,617,300

Parks and Recreation Improvements

Revenues	2018	2019	2020	2021	2022	2023	2024	TOTAL
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
State/Federal Grants								\$0
General Fund								\$0
General Obligation Bonds		\$6,485,000	\$11,900,000					\$18,385,000
Donations								\$0
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								\$0
Local Match Funds for Grants (44 th & Alameda fund)		\$500,000		\$60,000	\$50,000			\$610,000
Total Revenues	\$0	\$6,985,000	\$11,900,000	\$60,000	\$50,000	\$0	\$0	\$18,995,000

Capital Appropriations	2018	2019	2020	2021	2022	2023	2024	TOTAL
Fircrest Park Pool Replacement		\$5,625,000						\$5,625,000
Recreation Center Replacement			10,070,000					\$10,070,000
Whittier Park Irrigation Improvements		40,000						\$40,000
Fircrest Park Storage Garage/Restroom			30,000					\$30,000
Fircrest Park Sports Fields Improvements		1,320,000						\$1,320,000
Whittier Park Drainage Improvements			1,800,000					\$1,800,000
Alice Peers Park Reader Board				60,000				\$60,000
Fox Property Development					50,000			\$50,000
Renovation of Whittier Park Restrooms		30,000						
Whittier Park Basketball Court Resurface and Landscaping		30,000						
New electrical panel Whittier Park		7500						
New electrical panel Fircrest Park		2500						
Ron Russo Pavillion Roof		5000						
Fircrest Park Storage Garage		\$35,000						
Resurface Fircrest Park tennis courts		\$15,000						
Total Capital Appropriations	\$0	\$6,985,000	\$11,900,000	\$60,000	\$50,000	\$0	\$0	\$18,995,000

CHAPTER 8

UTILITIES ELEMENT



UTILITIES ELEMENT - TABLE OF CONTENTS

Introduction	U-1
Information Included in this Element.....	U-1
Organization of the Utilities Element.....	U-1
Relationship to the Capital Facilities Element.....	U-1
State Planning Context.....	U-2
Regional Planning Context.....	U-2
Local Planning Context	U-3
Goals and Policies.....	U-3
Utility Services and Facilities	U-8
Water	U-8
Summary of Services and Facilities.....	U-8
Facilities Inventory.....	U-8
Tacoma Facilities Inventory in Fircrest Area.....	U-8
Service Levels and Current Demand and Adequacy	U-11
Future Demand and Adequacy.....	U-12
Water Facility Issues.....	U-12
Water Facility Projects	U-12
Sanitary Sewer.....	U-13
Summary of Services and Facilities.....	U-13
Service Agreements	U-13
Alternative Service.....	U-15
Facilities Inventory.....	U-15
Service Levels and Standards	U-17
Demand and Adequacy	U-17
Stormwater Management.....	U-18
Summary of Services and Facilities.....	U-18
Facilities Inventory.....	U-20
Service Levels and Standards	U-21
Stormwater Management Issues and Projects	U-23
Electric	U-23
Summary of Services and Facilities.....	U-23
Natural Gas.....	U-24
Company Overview	U-24
Regulatory Environment	U-24
Integrated Resource Plan	U-26
Natural Gas Supply.....	U-26
System Overview.....	U-26
Future Projects	U-27
Telecommunications	U-27
Land-Based Telephone Service	U-27
Cellular Telephone Service.....	U-28
Cable Service	U-29
Solid Waste	U-31

INTRODUCTION

The purpose of this element is to ensure utilities: (1) are provided at appropriate levels to accommodate projected growth at a reasonable cost; (2) facilitate reliable service; (3) ensure public health and safety; and (4) maintain an attractive community.

INFORMATION INCLUDED IN THIS ELEMENT

To ensure that all urban services necessary for the health and well-being of the community are available in the future, this element discusses both public utilities and private (investor-owned) utilities. The City of Fircrest currently owns and operates, water, sanitary sewer, and stormwater management utilities within its corporate boundaries. A few areas adjacent to Fircrest are also served by some of Fircrest's utilities. Other public entities such as Pierce County and the City of Tacoma provide some public utilities in Fircrest ~~and its PAA. As Fircrest contemplates the potential expansion of its corporate boundaries to the boundaries of the PAA, it must plan how these utilities' services will be provided throughout Fircrest and its PAA under Fircrest's governance.~~

Private utilities in Fircrest ~~and its PAA~~ provide natural gas and telecommunications services. In addition, solid waste services are provided by a private vendor, although there are no facilities located within Fircrest ~~or its PAA~~. Information provided to Fircrest by the private utilities is included in this element.

ORGANIZATION OF THE UTILITIES ELEMENT

This Utilities Element contains the following sections:

- Introduction
- Goals and policies
- Water
- Sanitary sewer
- Stormwater management
- Electric
- Natural gas
- Telecommunications
- Solid waste

RELATIONSHIP TO THE CAPITAL FACILITIES ELEMENT

The Capital Facilities Element is concerned with the same public utilities as the Utilities Element. To improve readability of the Comprehensive Plan, all topics related to public utilities are consolidated in the Utilities Element except the capital improvement program. Cross-references between the Capital Facilities Element and Utilities Element are provided as necessary to meet GMA requirements.

STATE PLANNING CONTEXT

Section RCW 36.70A.070 (4) of the *Washington State Growth Management Act* (GMA) requires that all comprehensive plans contain:

"A utilities element consisting of the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunications lines, and natural gas lines."

Additionally, the GMA contains the following planning goal relating to public facilities and services. This goal affects utilities planning and states that the comprehensive plan must:

"Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards."

Finally, the Section RCW 36.70A.110 (3) states:

". . . it is appropriate that urban government services be provided by cities. . ."

REGIONAL PLANNING CONTEXT

The Pierce County *Countywide Planning Policies* relating to urban growth areas and urban services elaborate on these and other GMA requirements. In addition, the *Comprehensive Plan for Pierce County, Washington* may specify for municipalities a potential annexation area (PAA), formerly known as an urban service area. The PAA represents the geographic area within which the city may anticipate providing urban services in the future, either prior to or subsequent to annexation. Each city's PAA is based on input from the municipalities and on the evidence that the city is capable of providing urban services to the area.

~~This element includes urban service information for the 62nd Avenue West area, which was designated by the County in 1996. Fircrest's PAA is included within the Pierce County Comprehensive Urban Growth Area (CUGA) and is already characterized by urban development was annexed in 2018.~~

LOCAL PLANNING CONTEXT

UTILITIES VISION

Looking ahead 20 years...

Through the 2030s, the planning and placement of utilities in Fircrest has supported the community's vision for the preferred location and amount of growth.

Utility planning for higher growth areas such as the Mildred and 19th Street corridors has advanced the vision. For those utilities provided by public entities and private companies, the City has ensured sufficient area is available to locate such facilities and provided a reasonable regulatory climate.

Utility planning has contributed to a high quality of life for Fircrest residents and businesses by ensuring efficient utility delivery.

Communications facilities are keeping up with changes in technology. Conservation and protection of existing resources has ensured a continued supply of clean water and energy.

Proper utility planning has also protected Fircrest's natural environment and resources.

Upgrades to the sanitary sewer system have eliminated septic systems, thereby controlling contaminants released into the environment. The City has protected the natural environment by developing stormwater systems to prevent or reduce excess stormwater runoff that eventually makes it way to Puget Sound, by designing and upgrading systems and plans to prevent damage to the environment, by fostering conservation operationally and by implementing low-impact development practices.

GOALS AND POLICIES

This Element contains the Utilities goals and policies for the City of Fircrest. These goals reflect the general direction of the City, while the policies provide more detail about the steps needed to meet the intent of each goal. The goals and policies address the following utilities challenges:

- Ensuring that adequate public utilities and facilities are planned for, extended, and sized in a ~~cost effective~~cost-effective manner consistent with planned population and economic growth described in the Land Use Element and other provisions of the Comprehensive Plan;

- Locating utilities to minimize impacts on public health and safety, surrounding development, the environment and interference with other public facilities; and
- Reducing demand for new resources through support of conservation policies and strategies and the use of innovative technologies.

GOAL U1

Ensure that adequate public utilities and facilities are planned for, extended, and sized in a cost-effective manner consistent with planned population and economic growth described in the Land Use Element and other provisions of the Comprehensive Plan.

Policy U1.1

Work with providers to appropriately site new utility facilities to maintain a reliable level of service, accommodate growth, minimize adverse impacts to the City, maximize efficiency, and preserve neighborhood character.

Policy U1.2

Support efforts by utilities to employ new technology to make operations and work practices safer, increase reliability, facilitate permitting, and minimize rate increases. Consider allowing utilities to develop pilot projects for innovative utility programs in Fircrest that may benefit the City's residents and businesses. Facilitate access to state-of-the-art technology.

Policy U1.3

Work with utility providers and policy makers to improve service while maintaining the lowest possible utility rates. Actively monitor services provided by each utility provider and assess these services against the applicable rate structure. Utilize the franchise negotiation process to ensure provision of quality services to residents. Support reduced service rates for low income senior and disabled householders.

Policy U1.4

Process utility permits in a fair and timely manner, consistent with development and environmental regulations, to minimize the time and cost required for a utility to provide needed services to local residents and businesses. Consider utility providers' concerns about regulations during periodic code updates and strive to balance concerns for the public health, safety, welfare, and environment with utility providers' needs.

Policy U1.5

Assist utilities with the development of accurate, long-term system facility plans that will ensure provision of adequate service capacity by sharing land use planning and growth projections and other information.

Policy U1.6

Ensure reasonable access to rights-of-way for all providers consistent with federal and state laws. Utilize the franchise negotiation process to ensure that utilities have reasonable access to use the public right-of-way while guaranteeing that utility use will not degrade the roadway or overly disrupt the traveling public.

Policy U1.7

Require proponents of development to pay for or construct the growth-related portion of utility infrastructure needs in order for utility service providers to balance capital expenditures with revenues and still maintain established service standards. Support the use of reimbursement agreements, such as latecomer agreements, as a method of employing equitable cost sharing for development costs among the original developer and subsequent developers who benefit from the increased capacity provided by the original developer.

GOAL U2

Locate utilities to minimize impacts on public health and safety, surrounding development, the environment and interference with other public facilities.

Policy U2.1

Encourage sharing of utility corridors to save time and expense associated with the cost of utility installation and repairs to the City right-of-way, reduce traffic disruptions, extend pavement life, and minimize required monitoring of repair quality. When permits are requested, the City should require the utility to notify other providers for possible coordination.

Policy U2.2

Coordinate the design and timing of utilities siting, installation and repair with street improvements whenever possible. The City should share plans for street construction or overlay with utilities in order to identify opportunities for simultaneous construction projects and provide timely resolution of conflicts.

Policy U2.3

Promote high quality designs for utility facilities to minimize aesthetic impacts and integrate these facilities into neighborhoods. Use architecturally compatible designs for above ground utilities, landscape screening, buffers, setbacks, and other design and siting techniques to minimize impacts. Mitigate the visual impact of transformers and associated vaults through measures such as the use of varied and interesting materials, use of color, additions of artwork, and superior landscape design.

Policy U2.4

Minimize negative siting impacts associated with siting personal wireless telecommunication facilities through the administration of regulations consistent with applicable State and federal laws. Regulate the placement, construction and maintenance of such facilities to minimize their obtrusiveness by ensuring

appropriate screening of facilities and encouraging collocation to lessen the number of towers or structures needed to support telecommunications equipment.

Policy U2.5

Apply regulations and franchise agreement provisions that encourage the use of smaller telecommunication facilities that are less obtrusive and can be attached to existing utility poles or other structures without increasing their visual impact.

Policy U2.6

Design, locate and construct facilities to minimize adverse impacts to the environment and to protect environmentally sensitive areas, including critical areas. When no viable alternative exists to constructing facilities in critical areas, the environmental review process and critical areas regulations should identify and, if appropriate, mitigate negative impacts. Mitigation should take into account both individual and cumulative impacts. Impacts should be minimized through actions such as:

- Using construction methods and materials to prevent or minimize the risk of overflows into watercourses and water bodies;
- Locating utility corridors in existing cleared areas;
- Locating utility facilities and corridors outside of wetlands;
- Minimizing crossings of fish-bearing watercourses;
- Using biostabilization, riprap or other engineering techniques to prevent erosion where lines may need to follow steep slopes; and
- Minimizing corridor widths.

Policy U2.7

Avoid utility impacts to public health and safety, consistent with current research and scientific consensus. Monitor scientific research and adopt regulatory measures if research concludes that a proven relationship exists between electric utility or wireless communication facilities and adverse health impacts. Monitor improvements in the natural gas industry and require gas pipeline utilities to upgrade their facilities to implement the best available technology with respect to leak detection devices and other components.

Policy U2.8

Protect the City's rights-of-way from unnecessary damage and interference and ensure restoration to pre-construction condition or better. Ensure that trenching for the installation, repair, or maintenance of facilities; installation of poles and streetlights; boring; or patching or restoring streets where work has just been completed are performed in accordance with City standards that apply to construction or repair of utility facilities in the right-of-way. Require bonds or other financial guarantees to ensure that restoration is performed properly and that failed repairs will be corrected.

Policy U2.9

Promote undergrounding of existing utility lines to reduce visual clutter, minimize inappropriate pruning of trees and shrubs to accommodate maintenance of overhead lines, and enhance reliability of power and telecommunication facilities. Consider new technologies, such as wireless transmission, as they become available in order to minimize aboveground utilities.

Policy U2.10

Require undergrounding of utility distribution lines or provisions for future undergrounding as a condition for development projects. Underground existing utility distribution lines or provide for future undergrounding as street projects occur. Fund undergrounding through a capital improvement program or through formation of a local improvement district. Require individual service lines to be underground when significant site improvements are made. Require undergrounding except where underground installation would cause greater environmental harm than alternatives or where it is demonstrated that such installation will be economically infeasible.

Policy U2.11

Support efforts by utility providers to enhance the security of their infrastructure and protect critical systems from natural environmental forces and intentional acts of vandalism and terrorism. Coordinate with utility service providers in advance planning efforts as well as during or following an event that threatens critical infrastructure and public health and safety.

GOAL U3

Reduce demand for new resources through support of conservation policies and strategies and the use of innovative technologies.

Policy U3.1

Encourage resource saving practices and procedures in facilities and services used by the City. Conduct operations in a manner that leads by example through activities such as recycling, water conservation, energy conservation and low- impact development processes whenever possible. Encourage coordination with utility providers to identify and implement resource saving procedures in City facilities and services. Use City facilities as demonstration sites for innovative resource conservation techniques.

Policy U3.2

Cooperate with utility providers and other agencies in encouraging resource conservation by local residents, employees, citizens and businesses. Support efforts to disseminate educational materials and other information regarding resource conservation programs.

Policy U3.3

Encourage the use of innovative technologies to provide and maintain utility services, reduce the negative impacts of additional utility service demands, improve the existing service, and reduce, where appropriate, the overall demand on utility systems.

UTILITY SERVICES AND FACILITIES

Water

SUMMARY OF SERVICES AND FACILITIES

Water services are provided in Fircrest ~~and its PAA~~ within the context of federal, state, regional, and county regulatory acts, plans, and programs. A host of agencies is responsible for implementing and overseeing programs ensuring water quality and supply, allocating rights, controlling distribution, and promoting conservation. The Fircrest Public Works Department, which provides water service within Fircrest, conforms to regulations through the ongoing implementation of its *Comprehensive Water System Plan*. Tacoma Public Utilities, which provides water service to portions of the areas annexed to the City in the 1990s and ~~the PAA~~2018, conforms through the ongoing implementation of its *Water System Plan*. The delineation of service area boundaries is contained in a May 27, 2014 service area agreement as part of the Comprehensive Water System Plan.

FIRCREST FACILITIES INVENTORY

Figure U-1 shows Fircrest's major water facilities and their capacities. Fircrest relies on five existing ground water wells located within its municipal boundaries for its entire water supply. Fircrest has ground water rights and pumping capacity projected to be sufficient to serve a population of 10,000-15,000 (depending on consumption levels). The system also includes reservoir storage capacity of 1.8 million gallons and 26 miles of transmission and distribution piping. Descriptions of the current service area and customer base, consumption patterns, and service levels are provided in Fircrest's *Comprehensive Water System Plan*. The water system plan also contains a detailed inventory of facilities (including locations and capacities), projections of demand through 2033, system adequacy to meet projected demand, and a list of capital improvement projects and costs.

TACOMA FACILITIES INVENTORY IN FIRCREST AREA

Tacoma Public Utilities provides water service to 24 parcels in the northwest corner of the City, properties within the 1300 blocks of Buena Vista Avenue, Berkeley Avenue, and Contra Costa Avenue, the Valley Firs Condominiums and the former 67th Avenue PAA. Tacoma Public Utilities is governed by a five-member board, appointed by the Tacoma City Council.

The primary water supply to this area comes from the Green River in King County and local wells. During high demand periods, mostly in the summer, well water from the south Tacoma aquifer and other local aquifers supplements the river water. Tacoma Water's Green River First Diversion water right can supply up to 73 million gallons of water each day. Tacoma Water's Green River Second Diversion water right can provide up to 65 million gallons of water each day. This second diversion is subject to minimum streamflow standards and is a resource shared with Tacoma Water and its Regional Water Supply System partners. Tacoma Water's share of the second diversion equals 27 million gallons of water per day. In addition to the Green River, Tacoma Water owns

wells located in and around the City of Tacoma. Tacoma Water's wells have a short-term combined pumping capacity of approximately 60 million gallons per day.

**Figure U-1
Existing Water Facilities**

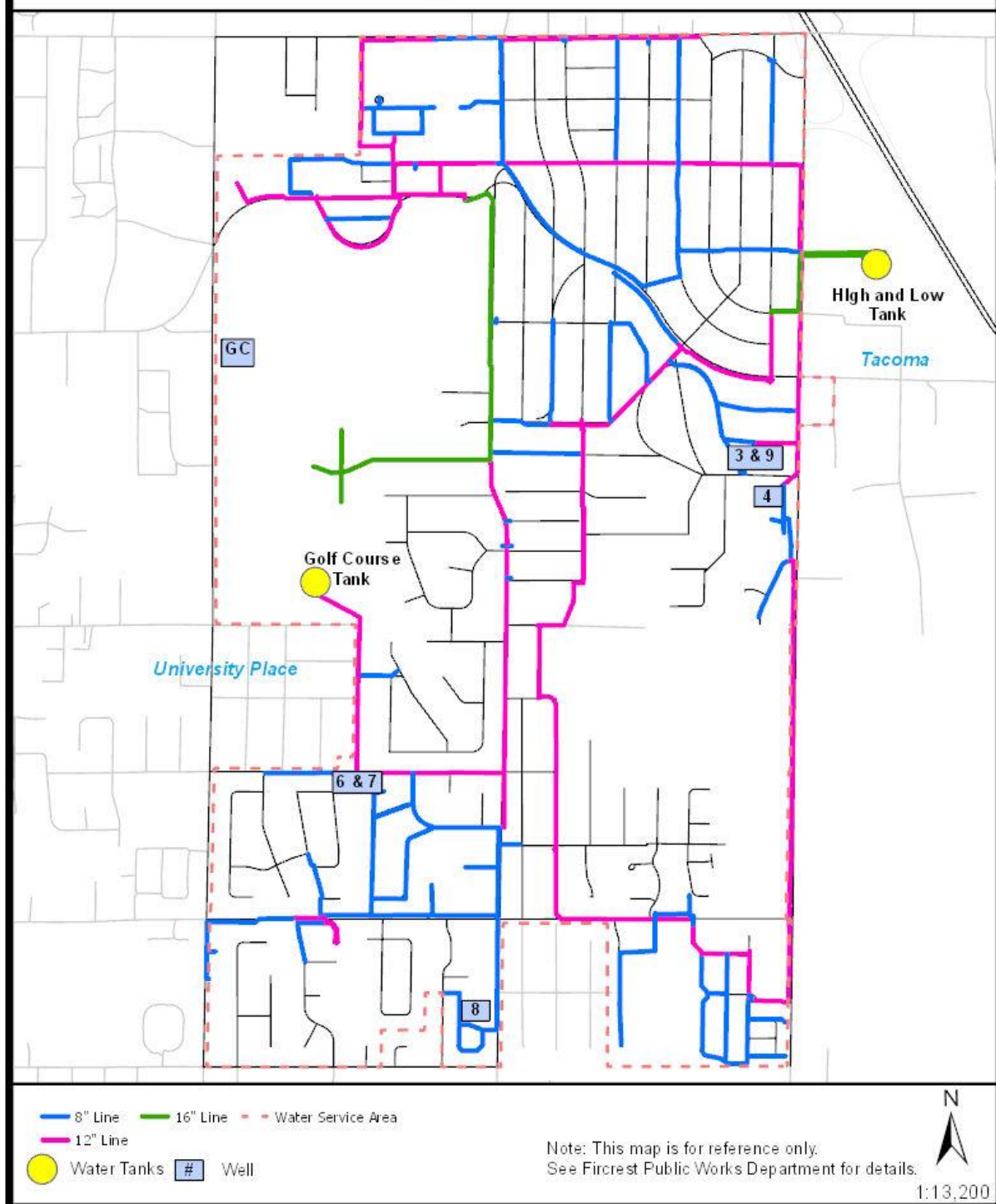
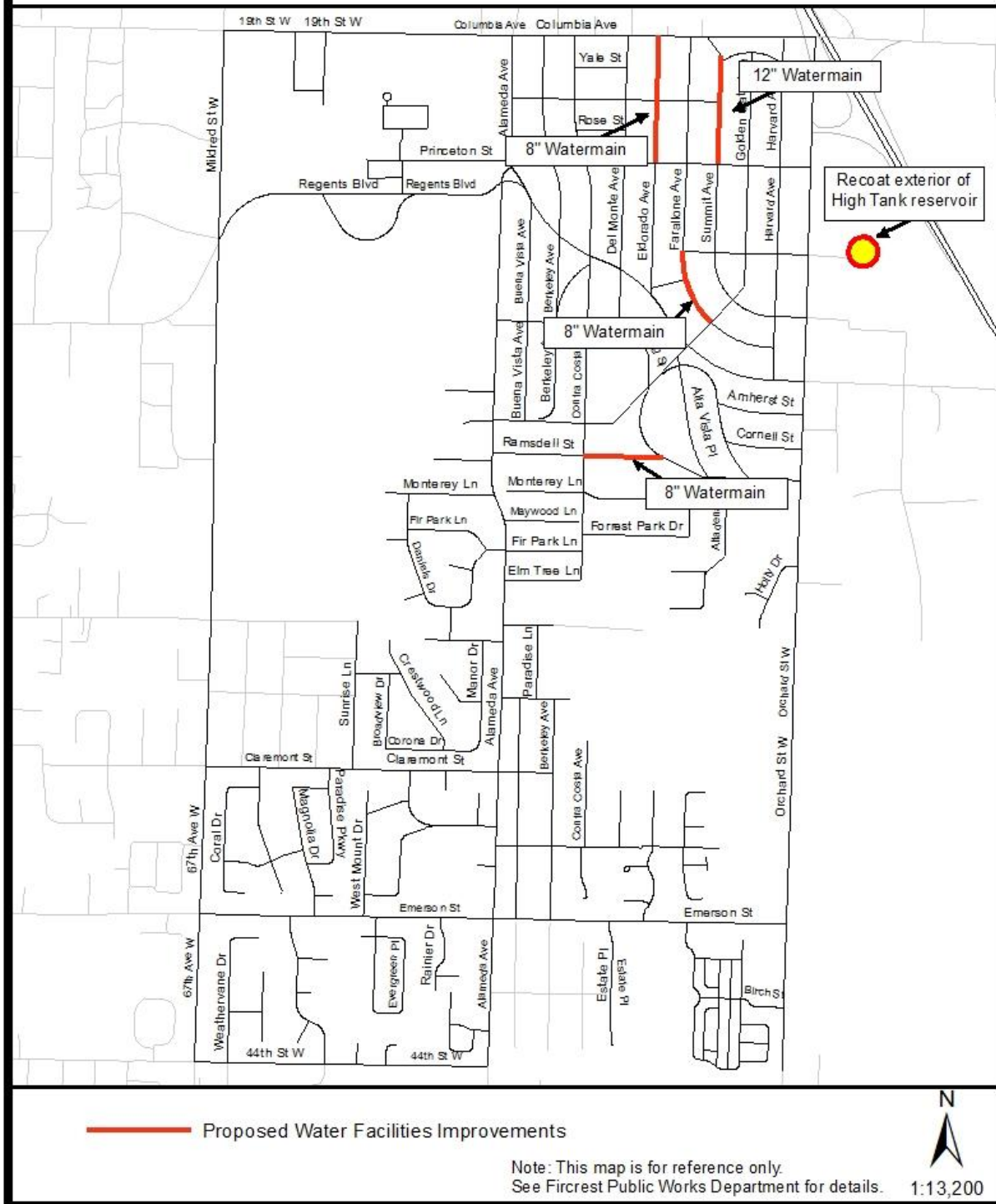


Figure U-2
Water Facilities Improvements



A water system consists of a transmission supply and distribution system made up of various sized mains (transmission and distribution), reservoirs, standpipes, wells, and pump stations. **Figure U-2** identifies Tacoma Water facilities inside the City of Fircrest. Tacoma Water supplies water to Fircrest's 2018 annexed area-PAA, some properties located in the northwestern corner of the city, and a small area in the southeastern corner of the City.

The City of Tacoma Capital Facilities Plan (CFP) establishes a level of service of 442 gallons per day per equivalent residential unit (ERU) and/or as contained in Tacoma Water's current Washington State Department of Health approved water system plan. 442 gallons per day per ERU represents a 4-day peak period demand, with a peak factor of 2.01 times the actual average daily residential water consumption of 220 gpd per ERU. Based on Tacoma Water current demand forecast, Tacoma Water has excess supplies when taking into account peak day requirements looking out to year 2060.

Tacoma Water will complete construction and initiate operations of a new Green River filtration facility in 2015. Filtration of the supply will meet regulatory requirements and provide enhanced reliability for the supply.

SERVICE LEVELS AND CURRENT DEMAND AND ADEQUACY

As with all other aspects of water supply, service levels and standards applicable in Fircrest ~~and the PAA~~ are determined by federal, state, regional, and county regulations. Fircrest's *Comprehensive Water System Plan Update* plan is being implemented in conformance with all applicable regulations.

Supply

Fircrest consumption levels conform to the assumptions used for county-wide long-term planning in Pierce County's *Coordinated Water System Plan (CWSP)*. The CWSP assumes consumption for Fircrest as 180 gallons per capita per day. Fircrest's average consumption is currently 172 gallons per day per equivalent residential unit (ERU), which is the amount consumed by a household in a single-family dwelling unit.

Storage

The available storage for the Fircrest water system is 1.8 million gallons. Based on the hydraulic analysis and the "Source and Storage" analysis in the Fircrest Comprehensive Water System Plan, the Fircrest water system has sufficient storage for the planning period.

Fire Flows

In Fircrest, the standard for fire flow in residential areas has been set at 1,000 gallons per minute and in commercial areas, 2000 gallons per minute. The engineering analysis of areas requiring improved fire flows is contained in Fircrest's *Comprehensive Water System Plan*. Projects to improve fire flows are listed in this plan.

FUTURE DEMAND AND ADEQUACY

Demand and Adequacy in Fircrest's Service Area

Details concerning future demand and facility adequacy in Fircrest's service area are available in the *Comprehensive Water System Plan*. **Table U-1** summarizes the adequacy of Fircrest's facilities to meet future demand.

Table U-1
Demand and Adequacy

Demand Factor	Future Adequacy
Supply	Fircrest has sufficient water rights and well and reservoir capacity to supply up to 3,959 ERUs (approximately 9,461 population). This capacity is well above the Fircrest build-out population, which is projected to be 6,950.
Storage	Adequate based on current consumption levels.
Transmission & distribution	Adequate for fire flows in most areas; older main replacement may be made to provide better flow.
Telemetry	Adequate and in good working order.
Service metering	Adequate; installation of individual service meters at all services was completed in 2001.

Demand and Adequacy in the PAA

~~Current residential demand, based on 14 existing residences in the PAA and 180 gallons per day, is 0.0025 million gallons per day (mgd). Future demand, based on a build-out of approximately 15 residences, is approximately the same. Tacoma's supply and distribution system has ample capacity to meet all current and projected domestic and fire protection requirements.~~

WATER FACILITY ISSUES

Fircrest faces issues concerning transmission and distribution piping, consumption levels, and potential contamination of Fircrest's water supply. A summary of each of these issues is provided in the *Comprehensive Water System Plan*. In the event the Fircrest water system is not capable of meeting system demands due to an emergency or unforeseen circumstance an intertie with the City of Tacoma water system will supply the needed water. This intertie was completed in 1994 and is located on the east side of Orchard Street across from Stanford Street.

WATER FACILITY PROJECTS

The capital improvements program in the 2014 *Comprehensive Water System Plan* identifies the improvements needed for the current planning period. Figure U-2 shows the proposed water system for Fircrest and includes new or updated facilities as well as existing facilities. Project schedules, costs, and financing are summarized in the Capital Facilities Element.

Sanitary Sewer

Fircrest ~~and its PAA~~ are part of the Chambers Creek-Clover Creek Drainage Basin, which is an aquifer recharge area providing ground water for public use. As Pierce County has developed, ensuring wastewater treatment capacity sufficient to handle increasing wastewater volumes and to protect ground water quality has increasingly become a focus of sanitary sewer facilities planning. Septic systems, which dispose of wastewater through percolation into the aquifer, are a known source of ground water pollution. Hence, Fircrest and Pierce County share the long-term goal of eventually connecting all development in the Chambers Creek-Clover Creek Drainage Basin to a sewer system. The sewer system replaces septic tanks and drain fields with wastewater collection and conveyance facilities and percolation of untreated effluent with wastewater treatment and biosolid disposal.

In August 2000, Fircrest hired a consultant to develop a Comprehensive Sewer System Plan. This plan was approved by the City and the Washington State Department of Ecology in 2002.

SUMMARY OF SERVICES AND FACILITIES

Fircrest ~~and portions of the PAA are is~~ provided with wastewater collection services by the City of Fircrest Public Works Department. ~~The portions of the PAA that are not served by Fircrest contain single family dwellings served by private septic systems.~~ Refer to **Figure U-3** for service area boundaries. The majority of Fircrest's service area is on the sewer system, with the primary exceptions being a portion of the West End Addition that was annexed in 1997 and the PAA2018 annexation, where a number of residences use septic systems.

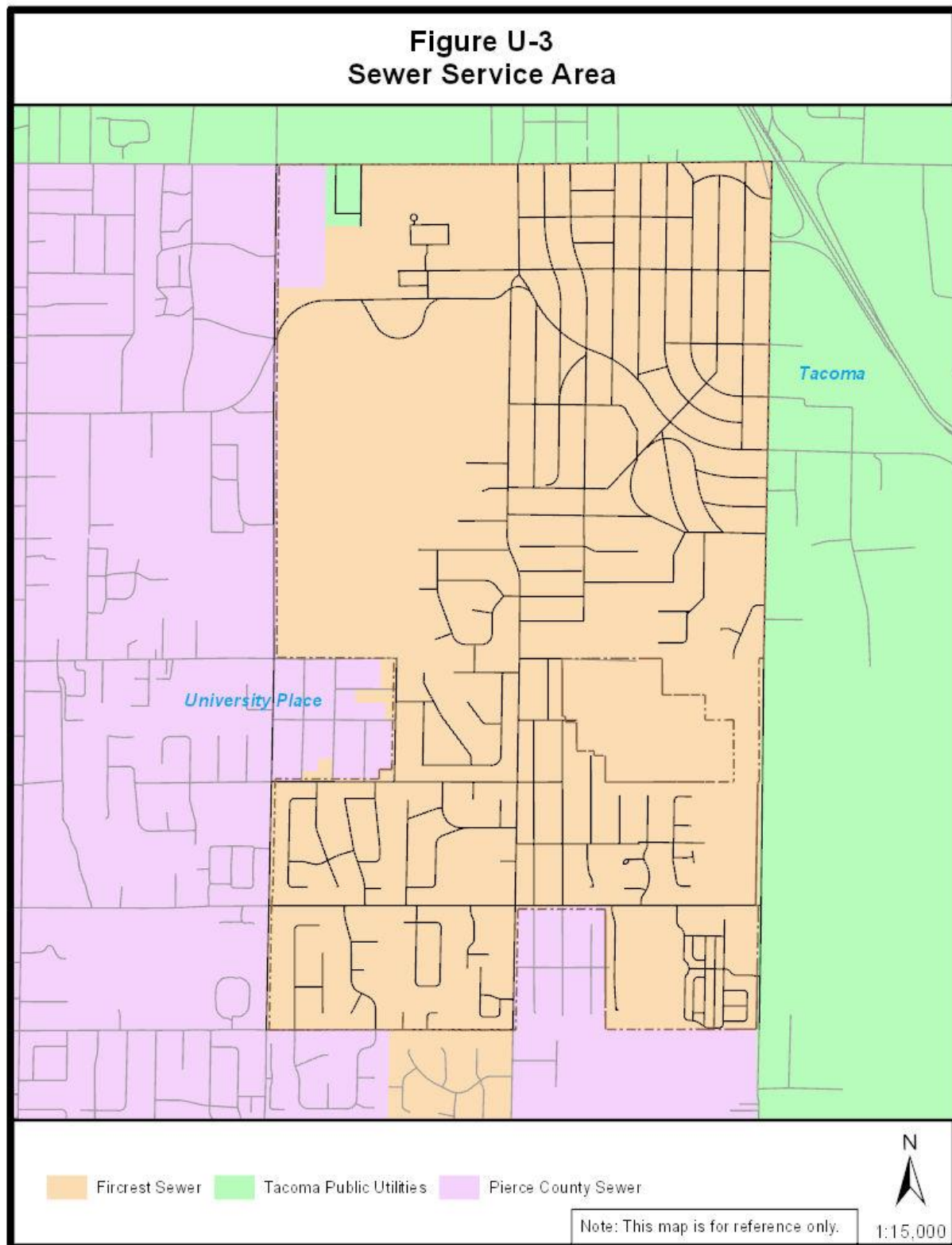
The primary components of Fircrest's sanitary sewer system are 32 miles of sewer main and six lift stations. The lift stations pump wastewater against gravity to overcome elevation gains on the route to a Tacoma Public Utilities treatment plant. Wastewater is conveyed to a Tacoma treatment plant outside of Fircrest ~~and its PAA~~.

Part of the development of the Comprehensive Sewer System Plan included in-line video inspections of the pipes and manholes, which occurred in 2013. Updated and prioritized repair and replacement projects were identified and will be completed by 2016.

SERVICE AGREEMENTS

Fircrest has agreements with other service providers concerning service area boundaries and wastewater treatment. An ongoing agreement with the City of University Place delineates service area boundaries. Under this agreement, Fircrest provides service to specific areas outside of its corporate boundaries.

Wastewater treatment is provided through the *Tacoma-Fircrest Sewer Agreement*, which began in 1979 and was updated in 2014. This agreement provides for treatment of all wastewater from Fircrest at the Tacoma Central Wastewater Treatment Plant.



ALTERNATIVE SERVICE

The Pierce County Sewer Division Unified Sewer Plan was adopted in 2001 and updated in 2010 with final state Department of Ecology approval in 2012. The plan identifies future service needs for the County and makes provision for expansions to meet those needs, including expansion of the Chambers Creek Wastewater Plant (WWTP) to 43-45 MGD (million gallons per day) capacity in the first phase of a five-phase major expansion to be completed in December 2016.

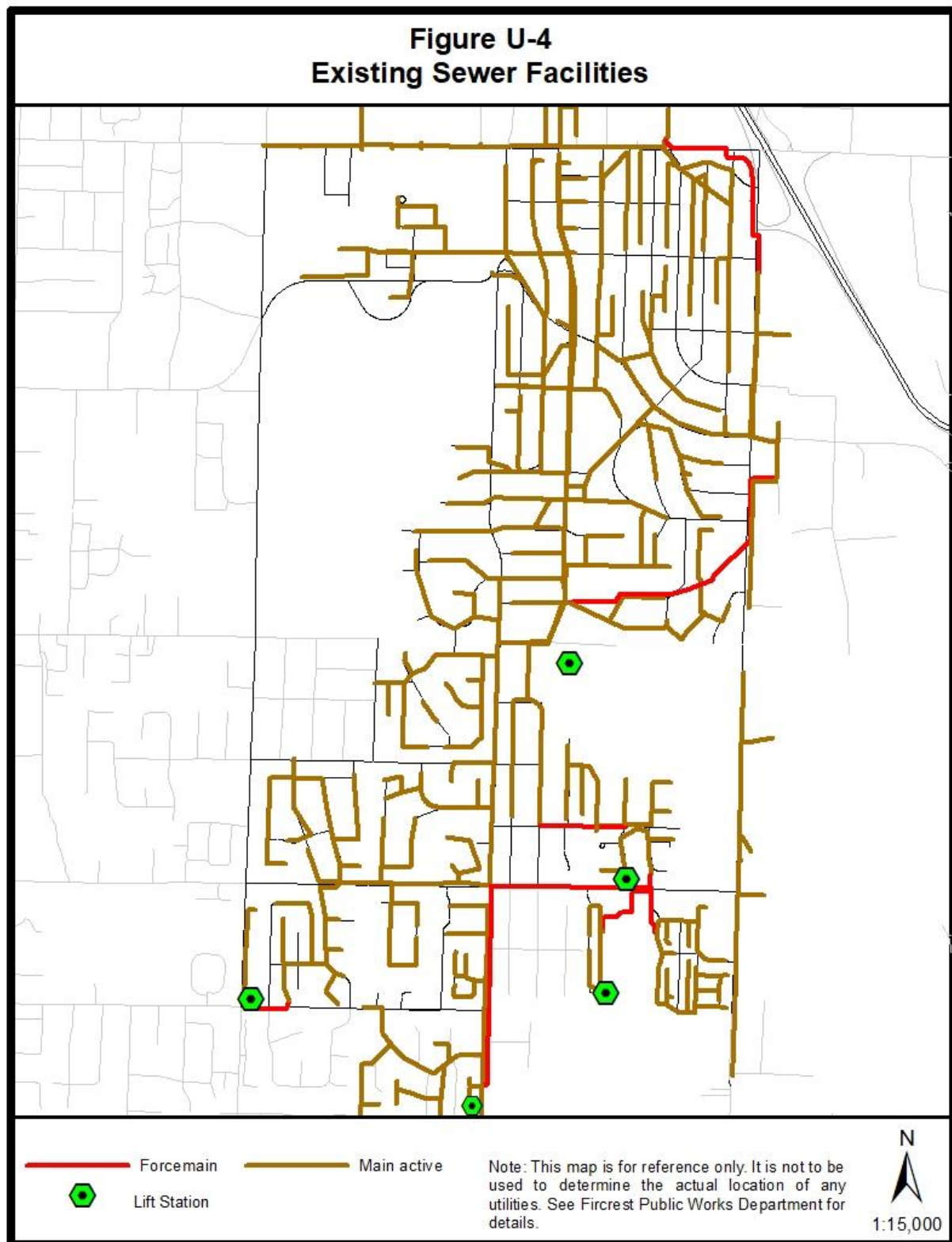
The Unified Sewer Plan identifies one project, the Upper Leach Creek Interceptor, which is on schedule to be completed by 2020. This improvement will enable new service to be provided to areas of eastern University Place not served and could also serve the City of Fircrest in the event its flows were to be transferred to Pierce County. This system component would be generally gravity fed, designed to direct flows downhill to the WWTP. Current treatment capacity is rated at 28.7 MGD and the WWTP operates at an average capacity of 18.0 - 20.0 MGD. Expansion is expected to continue to meet demand, accommodate anticipated growth (including possible flows from Fircrest), and meet increasingly stringent water quality standards over the next 25 years. Total build out is expected to be 60 MGD as outlined in the Unified Sewer Plan.

FACILITIES INVENTORY

Table U-2 summarizes Fircrest's major sewer facilities. **Figure U-4** shows locations of major facilities. Detailed maps showing all sewer lines are available in Fircrest Public Works.

Table U-2
Major Sewer Facilities

Facility Name and Location	Capacity and Condition
Sewer mains: located primarily in road and alley rights-of-way; some are located on private property.	Fircrest's service area has approximately 32 miles of sewer mains ranging in diameter from 4 to 24 inches. The majority of the pipe is 8-inch. Fircrest also uses a 14-inch force main that conveys large amounts of wastewater across extensive geographic areas on the route to a treatment plant. Some sewer mains are force mains through which lift stations pump wastewater to adjacent gravity systems. Lengths of force mains depend on the elevation rise. Sewer main conditions range from failure to excellent depending on the age of the pipe, the quality of the installation, and the quality of ongoing maintenance.
Lift stations (6): <ul style="list-style-type: none"> Contra Costa Av. & Elm Tree Lane Drake & Farallone Alameda & 46th St. 67th Av. & 44th St. Estate Place Princeton Place 	Pump 1: 1,850 gallons per minute (gpm) maximum Pump 2: 1,800 gpm max. Combined capacity: 2,550 100 gpm normal, 234 gpm max. 100 gpm normal, 200 gpm max. 100 gpm normal, 200 gpm max. 172 gpm constant output 150 gpm, two pumps alternating All lift stations are in fair to good condition.
Manholes	Manholes are typically located approximately every 300 feet along sewer mains. Fircrest has approximately 600 manholes, which vary from good to poor.



SERVICE LEVELS AND STANDARDS

Table U-3 summarizes the service levels and standards applicable in Fircrest ~~and the PAA.~~

Table U-3
Service Levels and Standards

Service Parameter	Service Level
Capacity	220 gallons per day (gpd) per single family dwelling, which is referred to as a <i>residential equivalent</i> (one RE); service levels for multifamily dwellings, commercial and industrial businesses, public service organizations, etc. are expressed in numbers of REs; for example, multifamily units are expected to produce .83 RE or 183 gpd.
Average daily and peak flows	Average daily flow in 2014: 482,000 gpd Peak flow in 2014: 790,000 gpd
Wastewater quality	Sewage quality must conform to County Sanitary Sewer Utility Administrative Code and county Pretreatment Code requirements.
Design and construction of facilities	Construction of new facilities and rehabilitation of old facilities must conform to the standards of the wastewater treatment service provider.

DEMAND AND ADEQUACY

This section discusses current and future demand for sanitary sewer services and adequacy of facilities to meet demand.

Current demand from Fircrest's service area was studied by a consulting firm under the supervision of the Fircrest Public Works Department. The system is capable of handling current demand and future projected growth demand.

Future demand is based on assumptions of successful reduction of infiltration and inflow and of decreased residential water consumption. Therefore, a standard effluent rate of 220 gallons/RE has been used for computing future demand.

Table U-4 summarizes future residential demand in Fircrest ~~and its PAA. The table includes all residences in the PAA, as all will eventually be required to connect to a sewer system when septic systems fail and extensions of sewer lines are made.~~

Table U-4
Projected Residential Demand in 2035

Area	Single Family (millions of gallons/day [mgd])	Duplex, Multifamily and ADUs (mgd)	Total (mgd)
Projected residential demand in Fircrest's current corporate boundaries	0.554 (2,520 units)	0.162 (884 units)	0.716 (3,404 units)
Projected residential demand in PAA	0.003 (15 units)	-	0.003 (15 units)
Total projected residential demand	0.558 (2,535 units)	0.162 (884 units)	0.720 (3,419 units)

Stormwater Management

Surface water and stormwater in Fircrest ~~and its PAA~~ originate with precipitation falling in and north, west, and east of Fircrest. Fircrest is located in the approximate center of this drainage area, which is known as the Leach Creek drainage subbasin. The Leach Creek subbasin has a total of 7.18 square miles and is a portion of the larger Chambers Bay drainage basin. This drainage basin is located in the Chambers - Clover Creek Watershed Resource Inventory Area 12 (WRIA 12). A small portion of Fircrest falls within the Tacoma West drainage basin. **Figure U-5** illustrates those portions of the Chambers Bay and Tacoma West drainage basins located in close proximity to Fircrest.

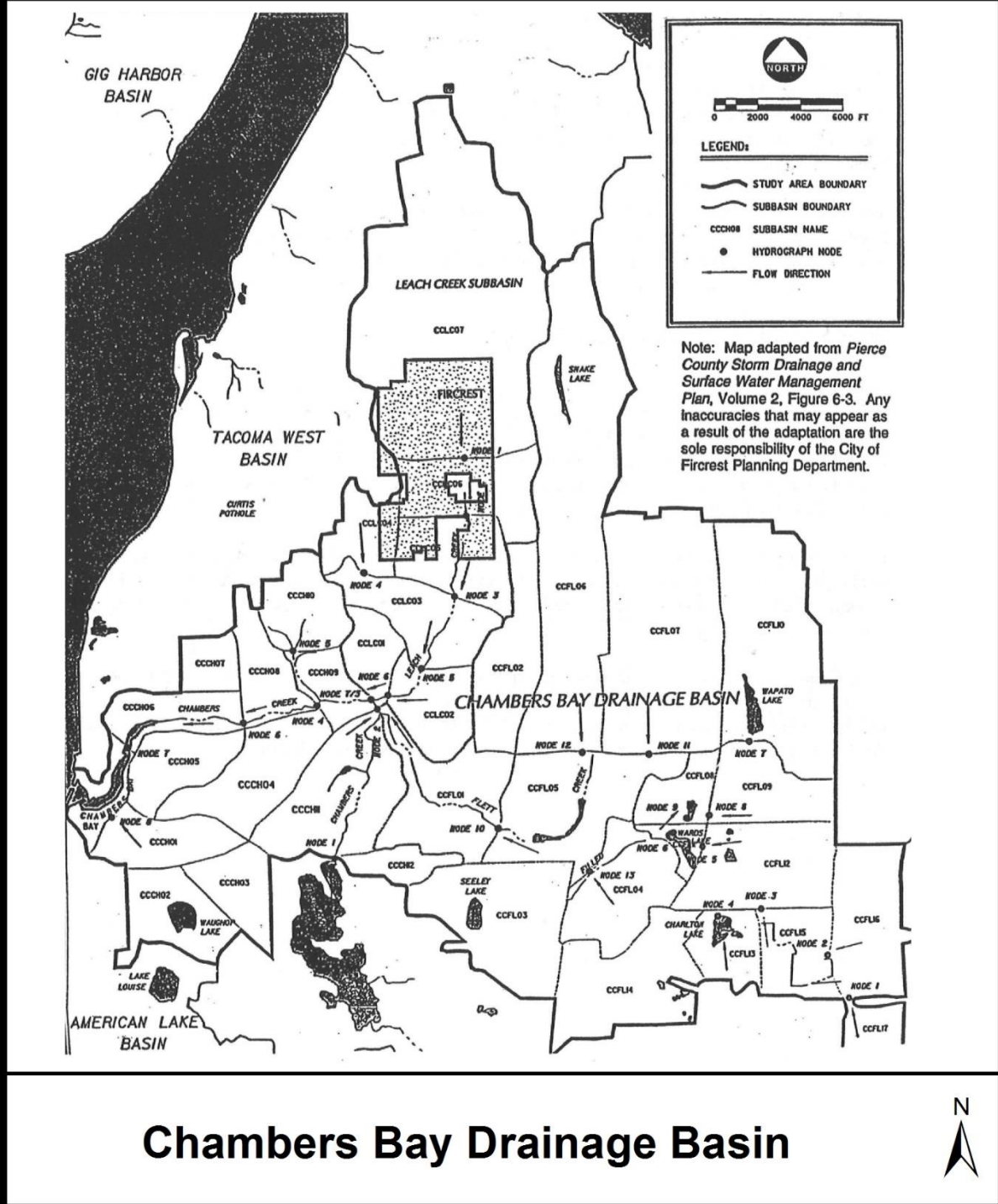
Stormwater within the Leach Creek subbasin, along with stormwater from the entire Chambers Bay basin, eventually reaches Puget Sound via Chambers Bay. The following section provides a general overview of flows in the Leach Creek subbasin.

SUMMARY OF SERVICES AND FACILITIES

Stormwater flows over the surface into dry wells, swales, ponds, and basins where some of it percolates through the soil into ground water. The remainder is conveyed to detention facilities via ditches and subsurface storm drainage pipes. Much of the stormwater originating in the northern portion of the Leach Creek subbasin is collected in the Leach Creek holding basin, which provides sediment removal, infiltration to ground water, peak discharge control, and outflow to Leach Creek. Subsurface water at Fircrest Park, the former site of Spring Lake, also is intercepted and piped to the holding basin.

In the southern portion of Fircrest, a pond within the Thelma Gilmur Park is a collection point for some stormwater. Like the holding basin, this pond provides sediment removal and infiltration. Overflow from Thelma Gilmur Park is conveyed ultimately to Leach Creek. Leach Creek flows into Chambers Creek, which flows into Puget Sound via Chambers Bay.

**Figure U-5
Drainage Basin**



A small amount of stormwater within the western boundary of Fircrest sheds west toward Puget Sound rather than east; this area is part of the Tacoma West drainage basin. The small number of facilities in that area conveys stormwater away from Fircrest and Leach Creek. Stormwater in the Tacoma West drainage basin does not have a significant impact on Fircrest stormwater facilities.

Because stormwater originating in the City of Tacoma, City of University Place and unincorporated Pierce County flows through Fircrest, how stormwater is managed in those jurisdictions directly impacts the stormwater present in Fircrest. Likewise, Fircrest's stormwater management practices affect the water present in Leach and Chambers Creeks.

Fircrest has adopted the *latest version of Department of Ecology (DOE) Stormwater Management Manual for Western Washington* which addresses the standards, procedures, and development practices needed to implement good stormwater management.

FACILITIES INVENTORY

Stormwater facilities in Fircrest ~~and its PAA~~ are owned by the City of Fircrest and the City of Tacoma and are planned, installed, maintained, and operated under the supervision of the respective Public Works Departments. Each jurisdiction assesses properties for stormwater management within its own boundaries. The *DOE Stormwater Management Manual for Western Washington* includes the procedures necessary to facilitate consistency in interlocal planning and implementation of stormwater facilities projects.

Note: In addition to publicly-owned stormwater facilities, there are some privately-owned stormwater facilities. Privately-owned stormwater facilities are not discussed in this document.

Table U-6 lists major stormwater facilities and their owners and capacities. Locations are shown in **Figure U-6**. Jurisdiction-specific maps showing the locations of all facilities listed below are available in the City of Fircrest Public Works Department.

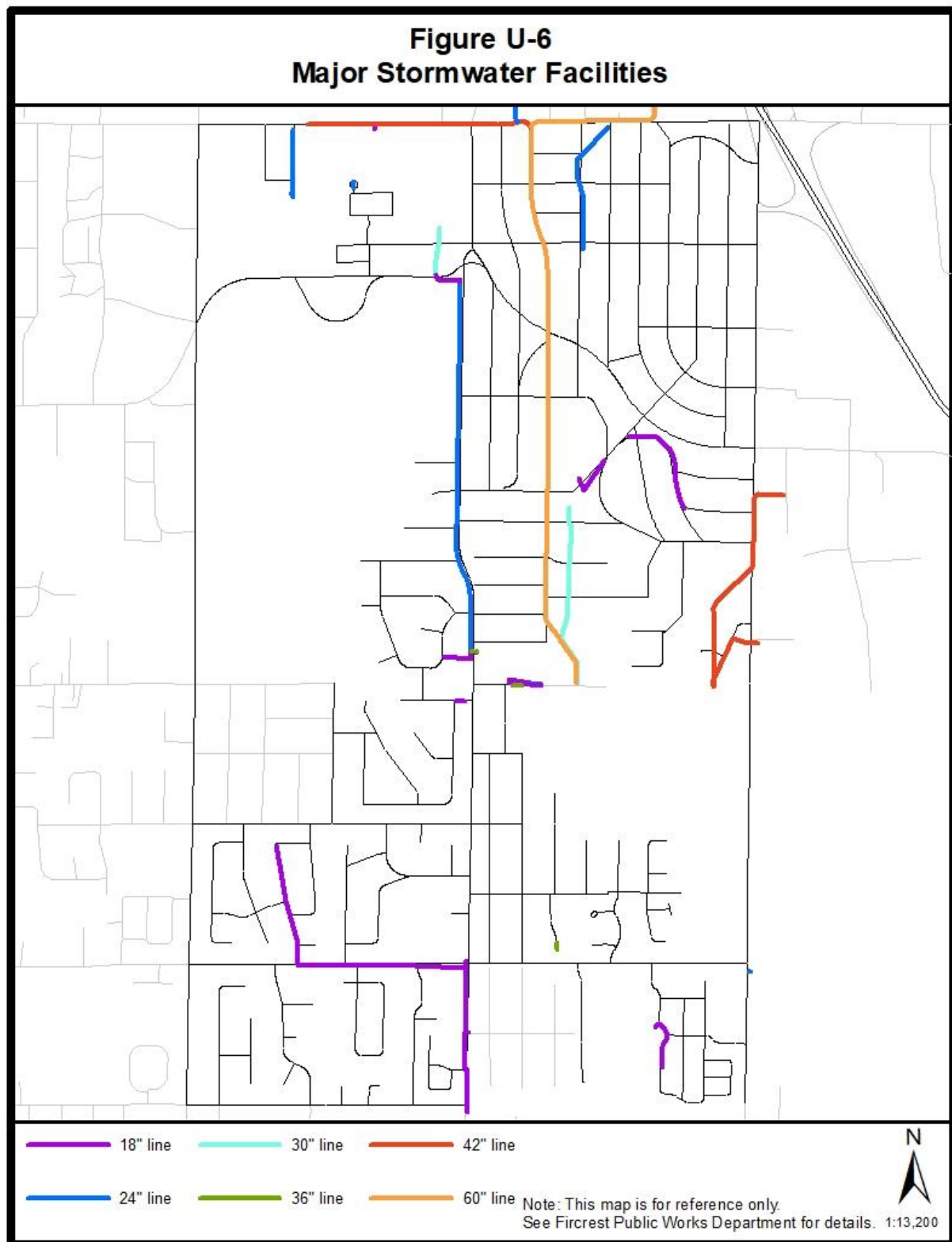
Table U-6

Facility Name (Owner)	Location, Capacity, and Condition
Leach Creek holding basin and pump (Tacoma Public Works)	Located near Fircrest's eastern boundary between 35th Street West and 37th Street West Drainage area: 2,450 acres Storage capacity: 82 acre-feet Pumping capacity: 96 cubic feet per second When stormwater flows discharged from the holding basin exceed a preset level, the pump redirects some of the stormwater to the Thea Foss Waterway in Commencement Bay.
Conveyance system facilities (Tacoma Public Works)	Design event: 10-year, 24-hour storm
Trunk lines (Tacoma Public Works)	Design event: 25-year, 24-hour storm
Detention pond (Fircrest Public Works)	Thelma Gilmur Park contains a natural detention pond south of Emerson St. between Woodside and Evergreen Drives. Capacity data is not available.
Conveyance system facilities and trunk lines (Fircrest Public Works)	Design events: Existing stormwater facilities in Fircrest have been designed in accord with the <i>Standard Plans for Road, Bridge, and Municipal Construction</i> by the Washington State Department of Transportation and the American Public Works Association.

SERVICE LEVELS AND STANDARDS

The primary controls for stormwater quality in Fircrest have been administrative. Administrative techniques are still in use. For example, development projects are controlled through site plan review, conditioned permits, and on-site inspection. Controls also include Public Works maintenance techniques such as street sweeping and cleaning of sedimentation out of catch basins. Operational solutions such as installation of oil/water separators are also employed. Fircrest publishes educational articles in the City's newsletter that encourage the reduction of non-point pollution sources from households and businesses.

Standards, specifications, and best management practices to prevent, control, and treat pollution in stormwater in new development and redevelopment in Fircrest must conform to those defined in the latest version of the *DOE Stormwater Management Manual for Western Washington*.



Fircrest will need to comply with Phase II Western Washington Municipal Stormwater Permit requirements in accordance with the EPA's National Pollutant Discharge Elimination System (NPDES). The City will need to incorporate best management practices during periodic refinement of storm water regulations to address stormwater quality and quantity, erosion prevention, and minimizing downstream impacts of runoff in a manner consistent with NPDES Phase II requirements.

STORMWATER MANAGEMENT ISSUES AND PROJECTS

The City of Fircrest has been developing a Stormwater Management Program since 2007. The first Stormwater Management Program was adopted in 2009 and an update of the program was completed in April, 2015. The purpose of the program is to reduce the discharge of pollutants to the “maximum extent practicable”, protect water quality and satisfy the appropriate requirements of the Clean Water Act. This program is operated by the City and regulates its surface and storm water facilities. The program includes five permit specific elements:

- Public Education and Outreach;
- Public Involvement and Participation;
- Illicit Discharge Detection and Elimination;
- Controlling Runoff from New Development, Redevelopment and Construction Sites; and
- Pollution Prevention, and Operations and Maintenance for Municipal Operations.

Planned improvements that are consistent with this program are identified in the Capital Facilities Element. These improvements are intended primarily to provide for treatment of existing stormwater facilities.

Electric

Tacoma Power, a division of Tacoma Public Utilities, is the electrical provider to Fircrest ~~and its PAA~~. The utility is governed by a five-member utility board appointed by the Tacoma City Council. Tacoma Power has a 180 square mile service area that includes the cities of Tacoma, Ruston, University Place, Fife, and Fircrest, part of Lakewood, as well as portions of unincorporated Pierce County including Graham, Spanaway, Parkland, Joint Base Lewis McChord, Midland, Summit, Frederickson, Waller, South Hill Puyallup, and Elk Plan

SUMMARY OF SERVICES AND FACILITIES

Tacoma Power operates both transmission and distribution facilities. Tacoma Power has one transmission line that runs through Fircrest. Six distribution substations, each located outside of Fircrest, supply customer load for the city, and the total nameplate capacity is 150 Megavolt Amperes (MVA). Several feeders from these substations ring the area along major arterials. Through these feeders, the substations back one another up in case of substation outage. Of the 3082 customers served by Tacoma Power in Fircrest ~~and its PAA~~, approximately 92.7 percent are residential and 7.3 percent are commercial and other non-residential.

Tacoma Power utilizes forecasts produced by the Puget Sound Regional Council (PSRC) and local municipalities to project future load growth. Tacoma Power uses this information in conjunction with its system planning criteria to prepare a six-year facilities plan. The six-year plan helps Tacoma Power identify those strategic projects that will ensure a safe, reliable, and operable system. Tacoma Power's current level of service is to maintain the standard voltage level within + or - 5% of nominal voltage. All distribution service shall be provided within the acceptable range established by current industry standards.

Pursuant to its six-year plan, Tacoma Power does not anticipate development of new substations or major line replacements within Fircrest. The addition of a large commercial or industrial load in the area may require development of additional new facilities.

Figure U-7 depicts the general location of electrical system facilities in Fircrest and adjoining areas.

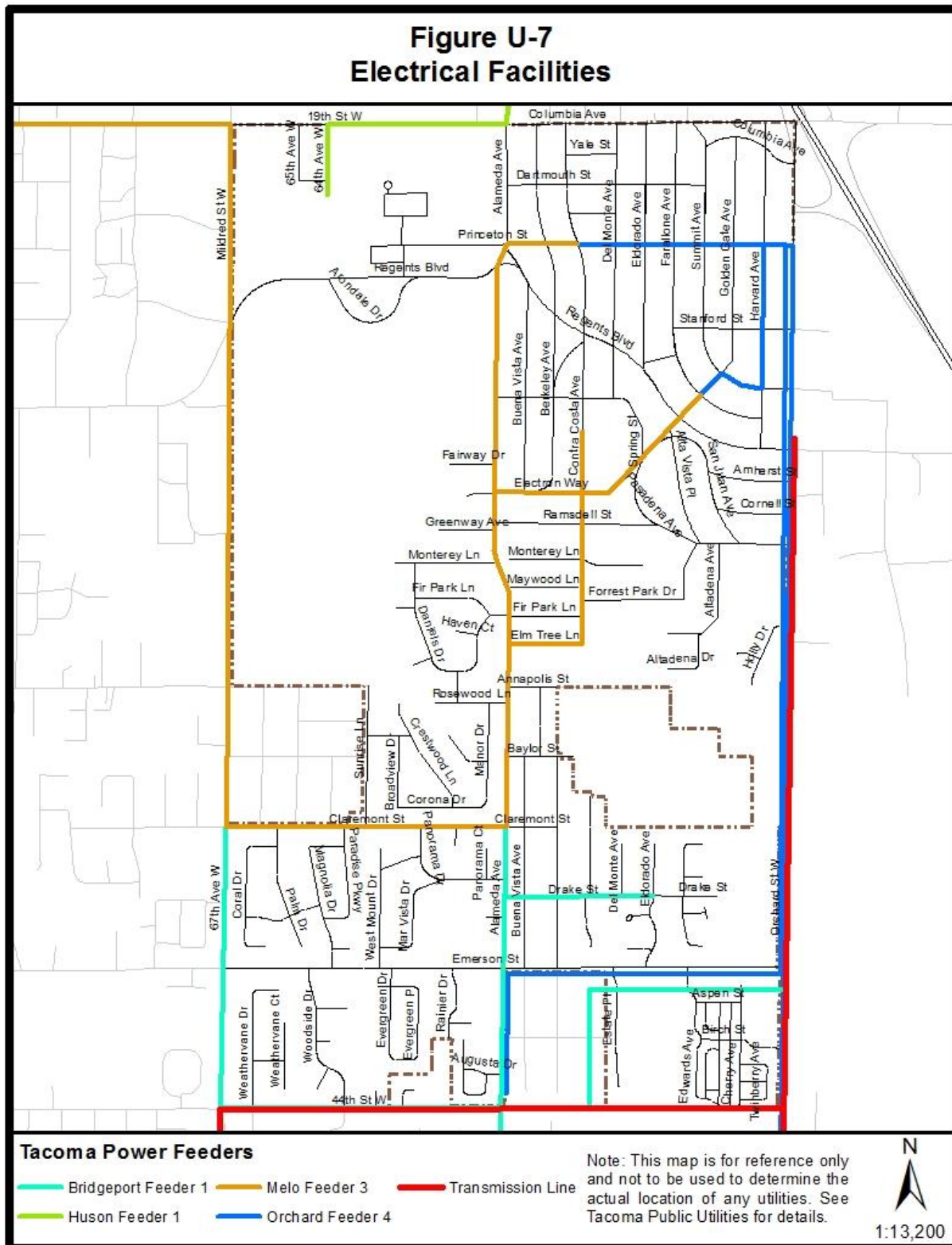
Natural Gas

COMPANY OVERVIEW

Natural gas is provided in Fircrest by Puget Sound Energy (PSE), an investor-owned utility. PSE is a private utility providing natural gas and electric service to homes and businesses in Puget Sound region of Western Washington and portions of Eastern Washington, covering 10 counties and approximately 6,000 square miles. PSE's regional and local natural gas and electric planning efforts are integrated and centered on providing safe, dependable, and efficient energy service. PSE provides natural gas to more than 770,000 customers, throughout six counties, covering approximately 2,900 square-mile area. As of March 2015, PSE provides natural gas service to approximately 1,893 customers within the City of Fircrest.

REGULATORY ENVIRONMENT

PSE's operations and rates are governed by the Washington Utilities and Transportation Commission (WUTC). PSE natural gas utility operations and standards are further regulated by the U.S. Department of Transportation (DOT), including the Pipeline and Hazardous Materials Administration (PHMSA). PHMSA's Pipeline Safety Enforcement Program is designed to monitor and enforce compliance with pipeline safety regulations. This includes confirmation that operators are meeting expectations for safe, reliable, and environmentally sound operation of PSE's pipeline infrastructure. PHMSA and the WUTC update pipeline standards and regulations on an ongoing basis to assure the utmost compliance with standards to ensure public safety. The businesses and residents within the City of Fircrest rely on the coordinated effort between PSE and the City for the adoption and enforcement of ordinances and/or codes to support on the safe, reliable, and environmentally sound construction, operation and maintenance of PSE's natural gas facilities.



INTEGRATED RESOURCE PLAN

In order for PSE to meet its regulatory requirements, it updates and files an Integrated Resource Plan (IRP) with the WUTC every two years. The IRP identifies methods to provide dependable and cost-effective natural gas service that address the needs of retail natural gas customers. Natural gas sales resource need is driven by design peak day demand. The current design standard ensures that supply is planned to meet firm loads on a 13-degree design peak day, which corresponds to a 52 Heating Degree Day (HDD). Currently, PSE's supply/capacity is approximately 970 MDth/Day at peak. This figure will be updated in the fall of 2015. The IRP suggests the use of liquefied natural gas (LNG) for peak day supply and to support the needs of emerging local maritime traffic and truck transport transportation markets.

NATURAL GAS SUPPLY

PSE controls its gas-supply costs by acquiring gas, under contract, from a variety of gas producers and suppliers across the western United States and Canada. PSE purchases 100 percent of its natural-gas supplies needed to serve its customers. About half the natural gas is obtained from producers and marketers in British Columbia and Alberta, and the rest comes from Rocky Mountain States. All the gas PSE acquires is transported into PSE's service area through large interstate pipelines owned and operated by Williams Northwest Pipeline. PSE buys and stores significant amounts of natural gas during the summer months, when wholesale gas prices and customer demand are low, and stores it in large underground facilities and withdraws it in winter when customer usage is highest; ensuring a reliable supply of gas is available.

SYSTEM OVERVIEW

To provide the City of Fircrest and adjacent communities with natural gas, PSE builds, operates, and maintains an extensive system consisting of transmission and distribution natural gas mains, odorizing stations, pressure regulation stations, heaters, corrosion protection systems, above ground appurtenances, and metering systems. When PSE takes possession of the gas from its supplier, it is distributed to customers through more than 21,000 miles of PSE-owned natural gas mains and service lines.

PSE receives natural gas transported by Williams Northwest Pipeline's 36" and 30" high pressure transmission mains at pressures ranging from 500 PSIG to 960 PSIG. The custody change and measurement of the natural gas occurs at locations known as Gate Stations. PSE currently has 39 such locations throughout its service territory. This is also typically where the gas is injected with the odorant mercaptan. Since natural gas is naturally odorless, this odorant is used so that leaks can be detected. The Gate Station is not only a place of custody transfer and measurement but is also a common location of pressure reduction through the use of "pressure regulators". Due to state requirements, the pressure is most commonly reduced to levels at or below 250 PSIG. This reduced pressure gas continues throughout PSE's high-pressure supply system in steel mains ranging in diameter of 2" to 20" until it reaches various other pressure reducing locations. PSE currently has 755 pressure regulating stations throughout its service territory. These locations consist of Limiting Stations, Heaters, District Regulators, and/or high-pressure Meter Set Assemblies.

The most common of these is the intermediate pressure District Regulator. It is at these locations that pressures are reduced to the most common levels ranging from 25 PSIG to 60 PSIG. This reduced pressure gas continues throughout PSE's intermediate pressure distribution system in mains of various materials consisting of polyethylene and wrapped steel that range in diameters from 1-1/4" to 8" (and in a few cases, larger pipe). The gas flows through the intermediate pressure system until it reaches either a low-pressure District Regulator or a customer's Meter Set Assembly.

To safeguard against excessive pressures throughout the supply and distribution systems due to regulator failure, over-pressure protection is installed. This over-pressure protection will release gas to the atmosphere, enact secondary regulation, or completely shut off the supply of gas. To safeguard steel main against corrosion, PSE builds, operates, and maintains corrosion control mitigation systems to prevent damaged pipe as a result of corrosion.

FUTURE PROJECTS

To meet the regional and City of Fircrest's natural gas demand, PSE's delivery system is modified every year to address new or existing customer growth, load changes that require system reinforcement, rights-of-way improvements, and pipeline integrity issues. The system responds differently year to year and PSE is constantly adding or modifying infrastructure to meet gas volume and pressures demands. Ongoing system integrity work includes:

- The replacement of DuPont manufactured polyethylene main and service piping and certain/qualified steel wrapped intermediate pressure main and service piping. There will be ongoing pipe investigations throughout the city to determine the exact location of any DuPont pipe and qualified steel wrapped pipe to be replaced.
- Investigations throughout the City to determine the location of where gas lines have been cross bored through sewer lines and make subsequent repairs.

Telecommunications

Telecommunications services in Fircrest consist of land-based telephone service, cellular telephone service, and cable television service furnished by private providers. The following subsections summarize the information provided to Fircrest by each of the private service providers.

LAND-BASED TELEPHONE SERVICE

CenturyLink, a private for-profit corporation, is certified by the Washington Utilities and Transportation Commission (WUTC) to provide local telephone and other related special services (alarm circuits and data transmittal) throughout Fircrest. The WUTC regulates the provision of telecommunication services, including those provided by local exchange carriers such as CenturyLink. Telephone utilities are considered an essential utility by the WUTC; therefore, CenturyLink has an obligation to serve the public

requirements for communication utilities. CenturyLink is also subject to various federal laws and regulations administered by the Federal Communications Commission (FCC).

Local jurisdictions in Washington fall within a particular Local Access and Transportation Area (LATA). A LATA is a telephone exchange area that services to define the area within which Century Link is permitted to transport telecommunications traffic. Century Link is permitted to carry telephone calls only within LATA boundaries. Calls outside of the LATA require long distance carriers, which Fircrest residents may select for this service.

Hundreds of Central Offices (COs) serve Century Link customers in Washington. A CO is a telecommunications common carrier facility where calls are switched. For local exchange or intra-LATA calls the central office switches calls within and between line exchange groupings.

The transmission facilities that serve Fircrest originate with the Logan Central Office located at 2823 Bridgeport Way, from which main cable routes extend generally north, south, east, and west to serve Fircrest and the surrounding area. From each main cable route are branch feeder routes. Branch feeder routes may be aerial or buried, copper or fiber. Extending from the branch feeder routes are the local loops that provide dial tone to every telephone subscriber. Century Link construction planning is driven by the needs of its customers. As communities grow, facilities are upgraded to ensure adequate service levels. RCW 80.36.090 requires Century Link to provide adequate telecommunications services on demand. To comply with RCW 80.36.090, Century Link regularly evaluates the capacity of its facilities. Century Link's goal is to maintain its routes at 85 percent capacity. When usage exceeds 85 percent, additional facilities are planned, budgeted and installed. Moreover, facilities are upgraded as technology makes additional services available. Capacity is available to serve the area.

CELLULAR SERVICE

There are seven cellular providers licensed by the FCC to serve in the Puget Sound area. With the passage of the Federal Telecommunications Act of 1996, service area competition has increased. Prior to the Act's passage, only two cellular providers would be licensed by the FCC to service a particular area. With the Act's passage, the number of carriers competing in a particular market may conceivably include all seven. In the future, the FCC may also expand the frequency range available to wireless providers, potentially resulting in new providers entering the market.

Where feasible, cellular companies site facilities on existing structures, poles, and buildings. This is where antennas can be mounted on rooftops and electronic equipment located within the building itself. Topography and other engineering constraints influence specific site selection because of the need to "hand off" the signal so that it can be picked up by another facility. The City has adopted telecommunications regulations to address the siting of cellular and other telecommunications facilities inside of the City limits.

There are two cellular transmission facilities in Fircrest. The facilities are located on the City's water tank within the Fircrest Golf Club and the Fircrest water tower located east of the City's Orchard Street boundary across from Stanford Street.

CABLE TELEVISION SERVICE

Click!, a division of Tacoma Public Utilities, and Comcast provide cable service to the City of Fircrest under separate franchise agreements. Fircrest is a member of Rainier Communications Commission, which was created through an inter-local agreement with Pierce County and other cities and towns in the County, in order to establish inter-jurisdictional cooperation on regulation and oversight activities and to build expertise in negotiating with cable companies.

Cable service is delivered to customers through a complex series of electrical components and many miles of cable. Located at the origin of a cable system is the *receive site* where towers with antennae and earth station receivers are located to pick up off-air and satellite signals. From the receive site, signals are sent to the *headend* to be processed for entry onto the *trunk line*, which is the main artery of the cable system. From the trunk, the signals are branched off onto *feeder lines*, which carry the signals through neighborhoods past individual residences. The signals are branched off again from the feeder onto *drop cable* that allows the signal to flow to the subscriber's television set or computer cable modem.

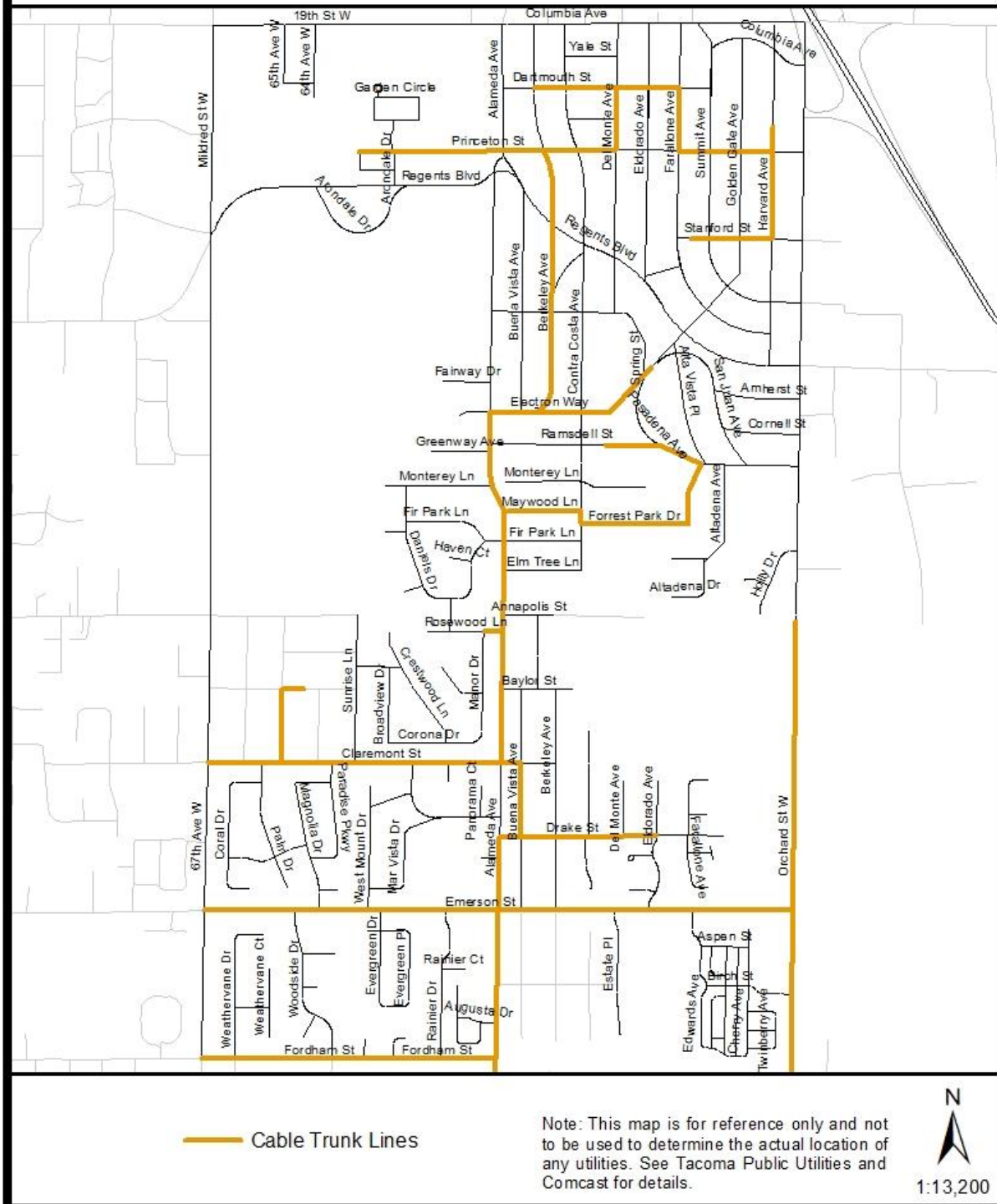
The Comcast headend serving Fircrest is located at S. 56th St. and Orchard St. The trunk line runs north along Orchard St. from the headend. At Emerson Street St. it branches west and follows Emerson west through Fircrest. Figure U-8 shows Comcast trunk line routes in Fircrest. Feeder lines branch off from this trunk line to reach every street in Fircrest. Feeder lines are generally co-located with electric lines. Detailed maps indicating the locations of all facilities in Fircrest are available in the Fircrest Public Works Department.

Click! offers cable television packages for residential and commercial locations in Fircrest. Two internet service providers (ISPs) operate on its network: Advanced Stream and Rainier Connect. These ISPs offer a variety of high-speed internet and phone packages to residential and commercial locations.

Commercial customers in Fircrest have access to custom network solutions through Click's Authorized Service Partners: Integra, Rainier Connect, Optic Fusion and Spectrum Networks. These Authorized Service Partners offer voice and data services, internet, co-location, and local and long-distance phone services. Services can be delivered over SONET Based Line Services or Metro Ethernet Services.

Comcast and Click! make every attempt to provide service to all residents within their franchise areas. Factors considered in extending service include the overall technical integrity, economic feasibility, and franchise agreements. Both Comcast and Click! can serve future growth in Fircrest.

**Figure U-8
Cable Facilities**



Solid Waste

State law requires counties, in coordination with their cities, to adopt comprehensive solid waste plans for the management, handling, and disposal of solid waste for twenty years and to update them every five years. Cities may choose to be joint participants in the plan, delegate planning to the county, or do their own plan. In Pierce County, waste management and recycling activities for all jurisdictions are coordinated under the umbrella of the Tacoma-Pierce County Solid Waste Plan.

There are three separate collection and disposal systems in the County: 1) The County's system includes the unincorporated areas of the county and 19 cities and towns using the County's disposal system; 2) Tacoma, as a joint participant in the plan, has its own collection utility and disposal system and the Town of Ruston operates its own collection utility, but has an inter-local agreement with Tacoma for disposal and an inter-local agreement with the County adopting the Solid Waste Plan; and, 3) Joint Base Lewis McChord use the Fort's disposal system but coordinate with the County on public outreach and educational programs about waste reduction and recycling.

An update of the Solid Waste Plan was adopted in 2008 and the City signed an interlocal agreement with Pierce County pursuant to the plan. Under this agreement, the County has responsibility for overall planning, disposal and waste reduction and recycling education. Cities are responsible for collection and the development of any recycling program specific to their jurisdiction.

Waste is collected in Fircrest by Westside Disposal, a subsidiary of University Place Refuse. Collected waste is handled through the Pierce County disposal system. Westside Disposal has a franchise with the City that runs through 2022. The company offers residents solid waste, recycling, and yard waste collection programs coordinated with the unincorporated areas and 18 other cities and towns. Further, the company coordinates with the City to provide citywide clean-up programs in the spring and fall of each year plus special yard waste pick-up programs each spring and fall. The County provides public outreach and school education programs about waste management, waste reduction, and recycling for all residents of 19 cities and unincorporated areas.

Cities are responsible for collection and the development of any recycling program specific to their jurisdiction.

PUBLIC HEARING: Amendments to Title 22, Land Development and Title 12, Building and Construction, related to adding language to allow the use of a hearing examiner
ITEM: 8B

FROM: Angelie Stahlnecker, Planning and Building Administrator

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The City of Fircrest proposes to amend zoning, subdivision, permit processing, and other development regulations contained in various chapters of Title 22 Land Development and additional regulations in Title 12 Buildings and Construction. The proposed amendments to Title 22 would shift responsibility from the Planning Commission to a professional hearing examiner for reviewing, recommending, and acting on Type III-A, Type III-B and Type IV quasi-judicial project permit applications. The proposed amendments to Title 12 would shift responsibility from the Commission to a hearing examiner to act as a board of appeals for building code appeals and for hearing and deciding on building code variances.

FISCAL IMPACT: There is a financial cost for the use of a hearing examiner which would be paid for by the applicant.

ADVANTAGE: The proposed amendments will reduce the City's liability exposure, ensuring all legal procedures are followed, and free the Council from the constraints of the Appearance of Fairness Doctrine when questioned by constituents on applications undergoing review by the City.

DISADVANTAGES: None.

ALTERNATIVES: Continue to use the Planning Commission for quasi-judicial decisions.

HISTORY: The proposal to use a hearing examiner for quasi-judicial applications was discussed at the February 6, 2018 Joint City Council-Planning Commission meeting and referred to staff for further action at the July 16, 2018 City Council Study Session. The Planning Commission held a study session at its August 16th meeting and a public hearing on October 6, 2018. No comments were received.

The use of a hearing examiner for quasi-judicial permit applications has been recommended by the City's Land Use Attorney, Carol Morris, as a way of reducing the City's liability exposure, ensuring all legal procedures are followed, and freeing both the appointed and elected bodies from the constraints of the Appearance of Fairness Doctrine when questioned by constituents on applications undergoing review by the City.

The City prepared an Environmental Checklist and issued a Determination of Nonsignificance/Adoption of Existing Environmental Documents for the 2018 Amendments to the Fircrest Comprehensive Plan on October 1, 2018. The environmental determination was issued with a 14-day comment/appeal period ending on October 15, 2018. There were no appeals.

The City submitted a 60-day Notice of Intent to Adopt a Plan Amendment to the Washington State Department of Commerce on October 1, 2018. The state agency comment period will end on November 30, 2018 prior to the City Council's projected adoption date of December 11, 2018.

As of the date this report was issued, the City had not received any comment. If comments are received prior to the hearing, they will be provided to the Council for consideration.

SUMMARY OF PROPOSED AMENDMENTS: Most of the amendments would simply replace references to the planning commission with references to hearing examiner. Others would shift some permits from one permit type to another in Table A, thereby changing the review body and process for these permit types. Amendments would also revise pre-application conference requirements and distinguish between quasi-judicial zoning map amendments (rezones) and legislative area-wide map amendments in terms of processing timelines. Provided below is a section-by-section summary of the amendments:

- Amend 22.05.002 by adding reference to hearing examiner.
- Amend the project permit application framework in 22.05.003 by reorganizing the existing Table A -- Classifications and by shifting preliminary plats, plat vacations and alterations, preliminary development plans and amendments thereto -- from Type III-B to Type III-A permit type. This would result in the examiner making the final decision on these applications rather than playing an advisory role, only. In addition, Table B – Procedures would be amended by replacing reference to planning commission with hearing examiner.
- Pre-application provisions in 22.06.001 would be amended to make these conferences optional (but still highly recommended). This amendment responds to case law and vesting of applications and is not directly related to the examiner amendments.
- Amend 22.07.003 to reflect the shift of preliminary plats from Type III-B to Type III-A.
- Amend 22.07.004 to eliminate redundant language.
- Amend 22.07.005 to eliminate a requirement that staff notify the Commission of Type II-A permit decisions.
- Amend 22.12.002 and 22.12.006 by replacing reference to planning commission with hearing examiner for these concurrency management decisions.
- Amend 22.15.002, 22.18.002, 22.18.003, 22.18.004, 22.19.002, 22.19.004, 22.20.002 and 22.20.004 by replacing reference to planning commission with hearing examiner for certain subdivision-related actions.
- Amend 22.24.008, 22.24.011 and 22.24.013 by replacing reference to planning commission with hearing examiner for certain telecommunication facility-related actions.
- Amend 22.46.005 and 22.46.006 by replacing reference to planning commission with hearing examiner for NC zone master plan requirements.
- Amend 22.54.005, 22.56.004 and 22.56.005 by replacing reference to planning commission with hearing examiner for administrative uses and conditional uses.
- Amend 22.58.011 by replacing reference to planning commission with hearing examiner for short-term rental establishments.
- Amend 22.58.020 by replacing reference to planning commission with hearing examiner for development agreements.
- Amend 22.60.003, 22.60.004, 22.60.005, 22.60.006, 22.60.008, 22.60.010, 22.60.011, 22.60.013, and 22.60.015 by replacing references to planning commission with hearing examiner for parking provisions.
- Amend 22.64.005 by replacing reference to planning commission with hearing examiner for street layout design guidelines.
- Amend 22.68.001, 22.68.002, 22.68.003, 22.68.006, 22.68.007 and 22.68.008 by replacing references to planning commission with hearing examiner for conditional use permits.
- Amend 22.72.001, 22.72.002, 22.72.004, 22.72.008, 22.72.012 and 22.72.014 by replacing

- references to planning commission with hearing examiner for site plans.
- Amend 22.74.002 by replacing reference to planning commission with hearing examiner for variances.
 - Amend 22.76.001, 22.76.006, 22.76.007, 22.76.008, and 22.76.011 by replacing references to planning commission with hearing examiner for development plans.
 - Amend 22.78.004 and 22.78.005 by replacing references to planning commission with hearing examiner for zoning map amendments.
 - Add new section 22.78.001 Timing for Processing Zoning Map, Area-Wide Zoning Map, and Comprehensive Plan Map Amendments to distinguish between quasi-judicial zoning map amendments and legislative area-wide zoning map amendments for processing timing.
 - Amend 22.81.060 by adding reference to hearing examiner.
 - Amend 22.86.030 by replacing references to planning commission with hearing examiner for SEPA appeals. (This section is in the wrong location on the draft amendments I sent you and needs to be moved based on numerical order.)
 - Amend 22.92.090, 22.92.100 and 22.92.280 by replacing references to planning commission with hearing examiner for critical area decisions.
 - Amend 22.96.002 and 22.96.003 by replacing references to planning commission with hearing examiner for revocations.
 - Amend definitions in chapter 22.98 for “amendment”, “conditional use permit”, and “variance” by replacing references to planning commission with hearing examiner.
 - Amend 22.99.080 by replacing references to planning commission with hearing examiner for flood regulation variances.
 - Amend 12.04.080, 12.26.020 and 12.28.160 by replacing references to planning commission with hearing examiner for building code appeals, street naming, and building code variances.

ATTACHMENTS: [Planning Commission Recommendation – Resolution Title 22 and Title 12 FMC Draft Amendments \(redlined\)](#)

**CITY OF FIRCREST PLANNING COMMISSION
RESOLUTION NO. 18-03
Case No. 18-08**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
FIRCREST, WASHINGTON, RECOMMENDING ADOPTION OF
AMENDMENTS TO FMC TITLE 22 LAND DEVELOPMENT AND TITLE 12
BUILDING AND CONSTRUCTION, RELATED TO ADDING LANGUAGE TO
ALLOW THE USE OF A HEARING EXAMINER**

WHEREAS, the City has identified the desire to use a hearing examiner for quasi-judicial planning decisions and other actions; and

WHEREAS, the City submitted a *Notice of Proposed Amendment* to the Washington State Department of Commerce on October 1, 2018, which was issued to state agencies for a comment period ending November 30, 2018 as required pursuant to RCW 36A.70 RCW, and no comments were received prior to Planning Commission action on the proposed amendments; and

WHEREAS, the City issued a *SEPA Determination of Nonsignificance* on October 1, 2018 with a 14-day comment period ending October 15, 2018, and no adverse comments were received; and

WHEREAS, the Planning Commission conducted a public hearing on October 16, 2018 to accept public testimony and comment on the proposed amendments; and

WHEREAS, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the criteria listed in FMC 22.78.004, prior to final action:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan;

(b) The proposed amendment will promote, rather than detract from, the public health, safety, morals and general welfare by providing greater public input for projects that may have more impact on the adjacent properties.

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Fircrest hereby recommends to the City Council that it:

1. Amend FMC Title 22 and FMC Title 12 as identified in Exhibit "A."

MOVED AND ADOPTED by the Planning Commission of the City of Fircrest on the 16th day of October 2018 by the following vote:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

YES: (5) McVay, McGinnis, Patjens, Hamel, and Carpenter

NO: (0)

APPROVED:

Karen Patjens
Karen Patjens
Chair, Fircrest Planning Commission

ATTEST:

Angelie Stahlnecker
Angelie Stahlnecker
Planning/Building Administrator

October 16, 2018
Date

HEARING EXAMINER AMENDMENTS

October 16, 2018 Planning Commission Draft

TITLE 22 LAND DEVELOPMENT

22.05.002 Determination of classification.

(a) Determination by Director. The director of the planning/building department or his designee (hereinafter the “director”) shall determine the proper classification for each project permit application. If there is a question as to the appropriate classification, the director shall resolve the question in favor of the higher classification type.

(b) Optional Consolidated Permit Processing. An application that involves two or more classification types may be processed collectively under the highest numbered type required for any part of the application or processed individually under each of the procedures identified by the code. The applicant may determine whether the application shall be processed collectively or individually. If the application is processed individually, the highest numbered type shall be processed prior to the subsequent lower numbered type (RCW [36.70B.060](#)(3), RCW [36.70B.120](#)).

(c) Hearing Bodies. Applications processed in accordance with subsection (b) of this section which involve different hearing bodies shall be heard collectively by the highest-ranking hearing body. The city council is the highest rank, followed by the planning commission and hearing examiner, and then the director. Joint public hearings with other agencies shall be processed according to FMC [22.05.004](#) (RCW [36.70B.060](#)(3), RCW [36.70B.120](#)).

22.05.003 Project permit application framework.

Type-I	Type-II-A	Type-II-B	Type-III-A	Type-III-B	Type-IV	Type-V
Permitted uses not requiring site plan or design review alterations	Minor variances, minor site plans	Short plats, short plat vacations	Major preliminary site plans	Preliminary plats	Final plats	Comprehensive plan amendments
Boundary line adjustments	Administrative use permits	Final site plans and final development plans	Conditional use permits, major variances	Plat vacations and alterations		Development regulation amendments
Minor amendments to development plans and site plans		Design review	Major amendments to site plans and conditional use permits	Preliminary development plans and major amendments to preliminary development plans		Annexations
Temporary accessory structures and uses		Land clearing/grading permits	Home occupations requiring CUP approval	Zoning map amendments		Area-wide rezones
Home occupation permits		Administrative interpretation	Critical areas reasonable use exceptions			
Accessory dwelling units		Critical areas determinations	Detached accessory dwelling units; critical areas public agency and utility exceptions			
De minimis variance		Binding site plan				

Table A – Classifications

<u>Type I-A</u>	<u>Type II-A</u>	<u>Type II-B</u>	<u>Type III-A</u>	<u>Type III-B</u>	<u>Type IV</u>	<u>Type V</u>
<u>Permitted Use Not Requiring Site Plan or Design Review</u>	<u>Minor Variance</u>	<u>Short Plat, Short Plat Vacation or Alteration</u>	<u>Major Variance</u>	<u>Zoning Map Amendment</u>	<u>Final Plat</u>	<u>Comprehensive Plan Amendment</u>
<u>Boundary Line Adjustment</u>	<u>Minor Site Plan</u>	<u>Final Site Plan</u>	<u>Conditional Use Permit</u>			<u>Development Regulation Amendment</u>
<u>Minor Amendment to Type III-A Project Permit</u>	<u>Administrative Use Permit</u>	<u>Final Development Plan</u>	<u>Preliminary Plat, Plat Vacation or Alteration</u>			<u>Area-Wide Rezone</u>
<u>Temporary Accessory Structure and Use</u>		<u>Design Review</u>	<u>Preliminary Site Plan (Major)</u>			<u>Annexation</u>
<u>Home Occupation Permit, not Requiring CUP</u>		<u>Land Clearing/ Grading Permit</u>	<u>Preliminary Development Plan</u>			
<u>Short-term Rental Permit, not Requiring CUP</u>		<u>Administrative Interpretation</u>	<u>Major Amendment to Type III-A Project Permit</u>			
<u>De Minimis Variance</u>		<u>Critical Areas Determination</u>	<u>Critical Areas Reasonable Use Exception and Public Agency and Utility Exception</u>			
		<u>Binding Site Plan</u>	<u>Development Agreement Associated with Project Permit</u>			

Table B – Procedures

Action	Type I	Type II-A	Type II-B	Type III-A	Type III-B	Type IV	Type V
Recommendation made by:	N/A	N/A	N/A	N/A	<u>Hearing Examiner</u> <u>Planning Commission</u>	<u>Hearing Examiner</u> <u>Planning Commission</u>	Planning Commission
Final decision made by:	Director	Director	Director	<u>Hearing Examiner</u> <u>Planning Commission</u>	City Council	City Council	City Council
Notice of complete application/ comment period:	Not required	Not required; see FMC 22.07.004	Not required	Required	Required	Required	Not required
Open record public hearing/ public review	Not required	Not required; see FMC 22.07.005	director <u>Director</u> decision appealed, then hearing before <u>Hearing Examiner</u> <u>planning commission</u>	Hearing required before the <u>Hearing Examiner</u> <u>planning commission</u> , which will render final decision unless appealed to council	Hearing required before <u>Hearing Examiner</u> <u>planning commission</u> , which will forward recommendation to <u>City</u> Council	Public review required before <u>Hearing Examiner</u> <u>planning commission</u> , which will forward recommendation to <u>City</u> <u>eCouncil</u>	Hearing required before p <u>Planning e</u> <u>C</u> ommission and <u>City e</u> <u>C</u> ouncil
Closed record review/ appeal hearing/ decision	Not required	Not required	Not required	<u>Not required</u> Closed record appeal hearing required before council only upon appeal	Closed record review required before <u>City</u> Council, which will render final decision	Closed record review required before <u>City e</u> <u>C</u> ouncil, which will render final decision	N/A
Judicial appeal	Yes	Yes	Yes	Yes	Yes	No	Yes

22.06.001 Pre-application conference.

(a) Pre-application Conference. A pre-application conference may be held with city staff and a potential applicant for a Type II-A, Type II-B, Type III-A, Type III-B or Type IV permit to discuss application submittal requirements and pertinent fees. Applications for project permit Type III-A, Type III-B, and Type IV actions shall not be accepted by the director unless the applicant has requested and attended a pre-application conference. The purpose of the pre-application conference is to acquaint the applicant with the requirements of this code.

~~(b) The conference shall be held within 15 working days of the request.~~

~~(be) At the conference or within five working days of the conference, t~~he applicant may request that the following be provided:

- (1) A form which lists the requirements for a completed application;
- (2) A general summary of the procedures to be used to process the application;
- (3) The references to the relevant code provisions or development standards which may apply to the approval of the application;
- (4) The city's design guidelines.

~~(cd)~~ The conference is not intended to be an exhaustive review of all potential issues. The discussions at the conference or information provided~~the form sent~~ by the city to the applicant under subsection ~~(be)~~ of this section shall not bind or prohibit the city's future application or enforcement of all applicable law.

~~(e) Pre-application conferences for all other types of applications are optional, and requests for conferences will be considered on a time-available basis by the director.~~

22.07.003 Notice of public hearing.

(a) Content of Notice of Public Hearing for All Types of Applications. The notice given of a public hearing required in this chapter shall contain:

- (1) The name and address of the applicant or the applicant's representative;
- (2) Description of the affected property, which may be in the form of either a vicinity location or written description, other than a legal description;
- (3) The date, time and place of the hearing;

(4) A description of the subject property reasonably sufficient to inform the public of its location, including but not limited to the use of a map or postal address and a subdivision lot and block designation;

(5) The nature of the proposed use or development;

(6) A statement that all interested persons may appear and provide testimony;

(7) The sections of the code that are pertinent to the hearing procedure;

(8) When information may be examined, and when and how written comments addressing findings required for a decision by the hearing body may be admitted;

(9) The name of a local government representative to contact and the telephone number where additional information may be obtained;

(10) Advice that a copy of the application, all documents and evidence relied upon by the application and applicable criteria are available for inspection at no cost and will be provided at the city's cost;

(11) Advice that a copy of the staff report will be available for inspection at no cost at least five days prior to the hearing and copies will be provided at the city's cost.

(b) Distribution of Notice of Public Hearing. Notice of the public hearing shall be provided as follows:

(1) Type I, Type II-A and II-B, and Type IV Actions. No public hearing notice is required because no public hearing is held, except on an appeal of a Type II-B action where the notice set forth under subsection (b)(2) of this section is required.

(2) Type III-A and Type III-B Actions and Appeals of Type II-B Actions. The notice of public hearing shall be mailed to:

(A) The applicant;

(B) All owners of property within 300 feet of the subject property, when the project permit application is for a residential proposal;

(C) All owners of property within 500 feet of the subject property, when the project permit application is for a nonresidential proposal;

(D) Any person who submits written or oral comments on an application;

(E) The appellant, if applicable.

(3) Type III-~~AB~~ Preliminary Plat Actions. In addition to the notice for Type III-~~AB~~ actions above for preliminary plats ~~and proposed subdivisions~~, additional notice shall be provided as follows:

(A) Notice of the filing of a preliminary plat of a proposed subdivision adjoining the municipal boundaries shall be given to the appropriate city and county officials of the neighboring jurisdiction.

(B) Special notice of the hearing shall be given to adjacent landowners by any method the city deems reasonable. Adjacent landowners are the owners of real property, as shown by the records of the county assessor, located within 300 feet of any portion of the boundary of the proposed subdivision. If the owner of the real property which is proposed to be subdivided owns another parcel or parcels of real property which lie adjacent to the real property proposed to be subdivided, notice required by RCW [58.17.090](#)(1)(b) shall be given to owners of real property located within 300 feet of any portion of the boundaries of such adjacently located parcels of real property owned by the owner of the real property proposed to be subdivided (Chapter [58.17](#) RCW).

(4) Type V Actions. For Type V legislative actions, the city shall publish notice as described in subsection (d)(2) of this section, and provide any other notice required by RCW [35A.12.160](#).

(c) General Procedure for Mailed Notice of Public Hearing.

(1) The records of the Pierce County assessor's office shall be used for determining the property owner of record. Addresses for a mailed notice required by this code shall be obtained from Pierce County's real property tax records. The director shall issue a sworn certificate of mailing to all persons entitled to notice under this chapter. The director may provide notice to other persons than those required to receive notice under the code.

(2) All public notice shall be deemed to have been provided or received on the date the notice is deposited in the mail or personally delivered, whichever occurs first.

(d) Procedure for Posted or Published Notice of Public Hearing.

(1) Posted notice of the public hearing is required for all Type III-A and III-B project permit applications. The posted notice shall be posted as required by FMC [22.07.001](#).

(2) Published notice is required for all Type III-A, III-B, and V procedures. The published notice shall be published in the city's official newspaper.

(e) Time and Cost of Notice of Public Hearing.

(1) Notice shall be mailed, posted and first published not less than 10 nor more than 30 days prior to the hearing date. Any posted notice shall be removed by the applicant within 15 days following the public hearing.

(2) All costs associated with the public notice shall be borne by the applicant.

22.07.004 Notice of comment period for Type II-A permits.

Upon receipt of a complete application for a Type II-A 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 14 calendar 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.~~

22.07.005 Notice of decision for Type II-A permits.

Upon issuance of a decision on a proposed Type II-A permit, the director shall provide a written notice of this decision to the applicant and any parties who have provided written comment during the comment period, if applicable. ~~The director shall also provide written notice of this decision to the planning commission.~~

22.12.002 Concurrency test.

(a) Application. The city review of all applications for preliminary development permits, unless exempted by FMC [22.12.004](#), shall include a concurrency test. Any final development permits that did not have preceding preliminary development permit approval shall also be subject to this concurrency test, unless exempted by FMC [22.12.004](#).

(b) Procedures. The concurrency test will be performed in the processing of the development permit and conducted by the planning/building department in conjunction with the public works department and other facility and service providers.

(1) The planning/building department shall provide the overall coordination of the concurrency test by notifying the facility and service providers of all applications requiring a concurrency test as set forth in subsection (a) of this section; notifying applicants of the test results; notifying the facility and service providers of the final outcome (approval or denial) of the development permit; and notifying the facility and service providers of any expired development permits or discontinued certificates of capacity.

(2) The facility and service providers shall be responsible for maintaining and monitoring their available and planned capacity by conducting the concurrency test for their individual facility or service for all applications requiring a concurrency test as set forth in subsection (a) of this section; reserving the capacity needed for each application; accounting for the capacity for each exempted application which uses capacity; notifying the planning/building department of the results of the test; and reinstating any capacity for an expired development permit, discontinued

certificate of capacity, or other action resulting in an applicant no longer needing capacity which has been reserved.

(c) Test. Development permits that result in a reduction of a level of service below the minimum level of service standard cannot be approved. For arterial roads, transit, fire/EMS, law enforcement, schools and parks, available and planned capacity will be used in conducting the concurrency test. For water, power, sanitary sewer, fire flow and stormwater management, only available capacity will be used in conducting the concurrency test.

(1) If the capacity of public facilities is equal to or greater than the capacity required to maintain the level of service standard for the impact from the development permit, the concurrency test is passed. A certificate of capacity will be issued according to the provisions of FMC [22.12.003](#).

(2) If the capacity of public facilities is less than the capacity required to maintain the level of service standard for the impact from the development permit, the concurrency test is not passed. The applicant may:

(A) Modify the application to reduce the need for public facilities that do not exist;

(B) Demonstrate to the director's satisfaction that the development will have a lower need for capacity than usual and, therefore, capacity is adequate;

(C) Arrange with the appropriate facility and service provider capacity for the provision of the additional concurrency facilities required; or

(D) Appeal the results of the concurrency test to the ~~hearing examiner planning commission~~ in accordance with the provisions of FMC [22.12.006](#).

(d) SEPA. Nothing in this chapter is intended to limit the application of the State Environmental Policy Act (SEPA) to specific proposals. Each proposal not exempt under SEPA shall be reviewed and may be conditioned or denied under the authority of the State Environmental Policy Act.

22.12.006 Appeals.

Determinations by the director with respect to the applicability of concurrency management to a given development activity or any other determination which the director is authorized to make pursuant to this chapter may be appealed to the ~~hearing examiner planning commission~~ as provided for in Chapter [22.05](#) FMC. Upon receiving an appeal, the director shall notify the appropriate facility or service provider(s) of the appeal. After conducting a public hearing, the ~~hearing examiner planning commission~~ shall issue a determination either upholding the original determination or amending it.

22.15.002 Authority.

The Fircrest city council delegates the responsibility for making final determinations on boundary line adjustments and short plats to the planning/building director (hereinafter the

“director”) or his designee. The ~~hearing examiner planning commission~~ shall have the authority to make recommendations to council on ~~preliminary plats, plat alterations, plat vacations, and final plats~~ and the responsibility for making final determinations on preliminary plats, plat alterations, and plat vacations. The city council shall make the final decision on all ~~preliminary plats, plat alterations, plat vacations and~~ final plats.

22.18.002 Type of application.

A preliminary plat is a Type III ~~A-B~~ application. The ~~hearing examiner planning commission~~ shall make ~~a recommendation to the city council, which shall make a closed record~~ the final decision on all preliminary plats.

22.18.003 Criteria for approval.

The ~~hearing examiner planning commission and city council~~ shall make inquiries into the public use and interest proposed to be served by the establishment of the subdivision and/or dedication, and shall consider:

(a) Whether the preliminary plat conforms to Chapter [22.21](#) FMC, General Requirements for Subdivision Approval;

(b) If appropriate provisions are made for, but not limited to, the public health, safety and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, power, parks and recreation, playgrounds, schools and school grounds, and for sidewalks and other planning features that assure safe walking conditions for students who walk to and from school; and

(c) Whether the public interest will be served by the subdivision and dedication.

22.18.004 Findings and conclusions.

~~The planning commission shall not recommend approval of the preliminary plat, and the city council hearing examiner shall not approve the preliminary plat, unless written findings are made that each of the criteria listed in FMC [22.17.004](#) has been satisfied. The city council shall consider the recommendations of the planning commission and may adopt or reject such recommendations based on the record established at the commission's public hearing. If, after considering the matter at a closed record decision meeting, the city council deems a change in the planning commission's recommendation approving or disapproving a preliminary plat is necessary, the city council shall adopt its own recommendations and approve, with or without modifications, or disapprove the preliminary plat.~~

22.19.002 Type of application.

A final plat is a Type IV application. The ~~hearing examiner planning commission~~ shall make a recommendation to the city council, which shall make a closed record final decision. Applications shall be processed as set forth in Chapter [22.06](#) FMC.

22.19.004 Recommendations and certificates as prerequisites for final plat approval.

Each final plat submitted for approval shall be accompanied by the following written statements:

- (a) A certification from the local health department or other agency furnishing sewage disposal and supplying water as to the adequacy of the proposed means of sewage disposal and water supply;
- (b) A recommendation from the hearing examiner ~~planning commission~~ as to compliance with all of the terms of preliminary approval of the proposed plat or dedication;
- (c) A signed and certified statement from the responsible professional engineer as to compliance with all of the preliminary approval requirements for infrastructure improvements or guarantees thereof and conformance of the final plat with the general requirements for subdivision approval set forth in Chapter [22.21](#) FMC, Chapter [58.17](#) RCW and other applicable state laws;
- (d) A certification from the city engineer that based on evidence presented, required subdivision improvements appear to be constructed to city standards.

22.20.002 Type of approval and criteria for approval of a plat vacation.

(a) Type of Application. A plat vacation is a Type III ~~A-B~~ application. The hearing examiner shall make the final decision on all plat vacations. ~~planning commission shall make a recommendation to the city council, which shall make a closed record final decision.~~ A short plat vacation is Type II application and shall be processed in accordance with Chapter [22.17](#) FMC.

(b) Criteria for Approval. The plat vacation may be approved or denied after a written determination is made whether the public use and interest will be served by the vacation of the subdivision. If any portion of the land contained in the subdivision was dedicated to the public for public use or benefit, such land, if not deeded to the city, shall be deeded to the city unless the city council sets forth findings that the public use and interest would not be served in retaining title to those lands.

(c) Vacation of Streets. When the vacation application is specifically for a city street vacation, the city's street vacation procedures shall be utilized. When the application is for the vacation of a plat together with the streets, the procedure for vacation in this section shall be used, but vacations of streets may not be made that are prohibited under Chapter [35.70](#) RCW or the city's street vacation ordinance. Private rights or potential rights need to be respected in any vacation of existing street dedications.

22.20.004 Type of application and criteria for approval of a plat alteration.

(a) Type of Application. A plat alteration is a Type III ~~A-B~~ application. The hearing examiner shall make the final decision on all plat vacations. ~~planning commission shall make a~~

~~recommendation to the city council, which shall make a closed record final decision.~~ A short plat alteration is a Type II application and shall be processed in accordance with Chapter [22.17](#) FMC.

(b) Criteria for Approval. The plat alteration may be approved or denied after a written determination is made whether the public use and interest will be served by the alteration of the subdivision. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties. A plat alteration must also be consistent with FMC [22.20.002](#)(c).

(c) Revised Plat. After ~~hearing examiner or director~~~~city council~~ approval of the alteration, the ~~hearing examiner or director~~~~council~~ shall direct the applicant to produce a revised drawing of the approved alteration of the final plat which, after ~~city~~ signature ~~of the mayor~~, shall be filed with the county auditor to become the lawful plat of the property.

22.24.008 Siting priority on public property.

(a) Where public property is sought to be utilized by an applicant, priority for the use of city-owned land for wireless antennas and towers will be given to the following entities in descending order:

- (1) City of Fircrest;
- (2) Public safety agencies, including law enforcement, fire and ambulance services, which are not part of the city of Fircrest, and private entities with a public safety agreement with the city of Fircrest;
- (3) Other governmental agencies, for uses which are not related to public safety; and
- (4) Entities providing licensed commercial wireless telecommunication services including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhanced specialized mobilized radio (ESMR), data, internet, paging, and similar services that are marketed to the general public.

(b) Minimum Requirements. The placement of personal wireless service facilities on city-owned property must comply with the following requirements:

- (1) The facilities will not interfere with the purpose for which the city-owned property is intended;
- (2) The facilities will have no significant adverse impact on surrounding private property;
- (3) The applicant shall obtain liability insurance deemed adequate by the city, provide proof of such insurance upon request by the city, and commit to a lease agreement which includes

equitable compensation for the use of public land and other necessary provisions and safeguards. The city shall establish fees after considering comparable rates in other cities, potential expenses, risks to the city, and other appropriate factors;

(4) The applicant will submit a letter of credit, performance bond, or other security acceptable to the city to cover the costs of removing the facilities;

(5) The antennas or tower will not interfere with other users who have a higher priority as discussed in subsection (a) of this section;

(6) The lease shall provide that the applicant must agree that in the case of a declared emergency or documented threat to public health, safety or welfare and following reasonable notice, the city may require the applicant to remove the facilities at the applicant's expense;

(7) The applicant must reimburse the city for any related costs which the city incurs because of the presence of the applicant's facilities;

(8) The applicant must obtain all necessary land use approvals; and

(9) The applicant must cooperate with the city's objective to encourage co-locations and thus limit the number of cell sites requested, or camouflage the site.

(c) Special Requirements for Parks. The use of city-owned parks for personal wireless service facilities brings with it special concerns due to the unique nature of these sites. The placement of personal wireless service facilities in a park will be allowed only when the following additional requirements are met:

(1) The parks and recreation director has reviewed and made a recommendation regarding proposed personal wireless service facilities to be located in the park and this recommendation must be forwarded to the ~~hearing examiner~~planning commission and/or city council, as appropriate, for consideration;

(2) In no case shall personal wireless service facilities be allowed in designated critical areas (except aquifer recharge areas) unless they are co-located on existing facilities;

(3) Before personal wireless service facilities may be located in public parks, consideration shall be given to visual impacts and disruption of normal public use; and

(4) Personal wireless service facilities should be camouflaged and have a ground mount or structure mount design, if possible.

22.24.011 Design criteria.

(a) As provided above, new facilities shall be designed to accommodate co-location, unless the applicant demonstrates why such design is not feasible for economic, technical, or physical reasons.

(b) Facilities shall be architecturally compatible with the surrounding buildings and land uses and screened or otherwise integrated, through location and design, to blend in with the existing characteristics of the site.

(1) Setback. Antennas and associated support structures shall comply with the minimum setback requirements specified in the underlying zone district and shall not be located within the area between the front setback line and the front of the main building(s) on a lot; provided, however, that the city may reduce such requirements if:

(A) There are unusual geographical limitations which preclude the placement of the facilities in full compliance with the specified setback requirement;

(B) The placement of the facilities within the required setback will allow for more effective screening and camouflaging of the facilities; and

(C) There will be no significant adverse impact on adjoining properties resulting from the reduced setback.

The city may, on a case-by-case basis, increase the required setbacks for antennas and associated support facilities if necessary to ensure that potential impacts on adjoining properties are effectively mitigated.

(2) Right-of-Way Setback Exception. The setback requirement may be waived if the antenna and antenna support structure are located in the city right-of-way.

(3) View Corridors. Due consideration shall be given so that placement of towers, antenna, and personal wireless service facilities do not obstruct or significantly diminish views of Mt. Rainier or the Olympic Mountains.

(4) Color. Towers shall have a color generally matching the surroundings or background that minimizes their visibility, unless a different color is required by the FCC or FAA.

(5) Lights, Signals and Signs. No signals, lights, or signs shall be permitted on towers unless required by the FCC or FAA. Should lighting be required, in cases where there are residents located within a distance which is 300 percent of the height of the tower, then dual mode lighting shall be requested from the FAA.

(6) Equipment Structures. Ground level equipment, buildings, and the tower base shall be screened from public view. The standards for the equipment buildings are as follows:

(A) The maximum floor area is 300 square feet and the maximum height is 12 feet. Except in unusual circumstances or for other public policy considerations the equipment building may be located no more than 250 feet from the tower or antenna. Depending upon the aesthetics and other issues, the city, in its sole discretion, may approve multiple equipment structures or one or more larger structures.

(B) Ground level buildings shall be screened from view by landscape plantings, fencing, or other appropriate means, as specified herein or in the city's design guidelines or other applicable standards, unless it can be demonstrated that such screening will create a greater negative visual impact than an unscreened building.

(C) Equipment buildings mounted on a roof shall have a finish similar to the exterior building walls. Equipment for roof-mounted antenna may also be located within the building on which the antenna is mounted.

(D) Equipment buildings shall comply with setback requirements specified in the underlying zone district and shall be designed so as to conform in appearance with nearby residential structures if located within a residential land use designation area.

(E) Equipment buildings, antenna, and related equipment shall occupy no more than 25 percent of the total roof area of the building the facility is mounted on, which may vary in the city's sole discretion if co-location and an adequate screening structure is used.

(7) Federal Requirements. All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal government with the authority to regulate towers and antennas. If those standards and regulations are changed, then personal wireless service providers governed by this chapter shall bring their towers and antennas into compliance with the revised standards and regulations within three months of their effective date or the timelines provided by the revised standards and regulations, whichever time period is longer. The revised standards and regulations are not retroactively applicable to existing providers, unless otherwise provided or permitted by federal law. Failure to bring towers and antennas into compliance with the revised standards and regulations shall constitute grounds for the city to remove a provider's facilities at the provider's expense.

(8) Building Codes, Safety Standards. To ensure the structural integrity of towers, the provider/owner of a tower shall ensure that it is maintained in compliance with standards contained in applicable city building codes and the applicable standards for towers that are published by the EIA, as amended from time to time. If, upon inspection, the city concludes that a tower fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the provider/owner of the tower, the owner shall have 30 days to bring the tower into compliance with such standards. If the provider/owner fails to bring its tower into compliance within 30 days, the city may remove the tower at the provider's/owner's expense.

(9) Structural Design. Towers shall be constructed to the EIA standards, which may be amended from time to time, and to all applicable construction/building codes. Further, any improvements or additions to existing towers shall require submission of plans stamped by a licensed structural engineer which demonstrate compliance with the EIA standards and all other good industry practices. The plans shall be submitted and reviewed at the time building permits are requested.

(10) Fencing. A well-constructed wall or wooden fence not less than six feet in height from the finished grade shall be provided around each personal wireless service facility. Access to the tower shall be through a locked gate. The use of chain link, plastic, vinyl, or wire fencing is prohibited unless it is fully screened from public view by a minimum eight-foot-wide landscaping strip. All landscaping shall comply with the city's design guidelines and other applicable standards.

(11) Landscaping/Screening.

(A) Landscaping, as described herein, shall be required to screen personal wireless service facilities as much as possible, to soften the appearance of the cell site. The city may permit any combination of existing vegetation, topography, walls, decorative fences or other features instead of landscaping, if they achieve the same degree of screening as the required landscaping. If the antenna is mounted flush on an existing building, and other equipment is housed inside an existing structure, landscaping shall not be required.

(B) The visual impacts of a personal wireless service facility shall be mitigated through landscaping or other screening materials at the base of the tower and ancillary structures. The following landscaping and buffering shall be required around the perimeter of the tower and accessory structures, except that the city may waive the standards for those sides of the facility that are not in public view. Landscaping and any irrigation deemed necessary by the city shall be installed on the outside of fences. Further, existing vegetation shall be preserved to the maximum extent practicable and may be used as a substitute for, or as a supplement to, landscaping requirements.

(i) A row of evergreen trees a minimum of six feet tall at planting and a maximum of six feet apart shall be planted around the perimeter of the fence;

(ii) A continuous hedge at least 36 inches high at planting capable of growing to at least 48 inches in height within 18 months shall be planted in front of the tree line referenced above;

(iii) In the event that landscaping is not maintained at the required level, the city after giving 30 days' advance written notice may maintain or establish the landscaping and bill both the owner and lessee for such costs until such costs are paid in full.

(12) Tower and Antenna Height.

(A) The applicant shall demonstrate that the tower and antenna are the minimum height required to function satisfactorily. No tower or antenna that is taller than this minimum height shall be approved. No tower or mount shall exceed 60 feet in low density residential, medium density residential, high density residential and neighborhood commercial land use designation areas or 110 feet in the community commercial or industrial land use designation areas. Towers or mounts shall not exceed 60 feet in areas designated parks, recreation, and open space, and public and quasi-public facilities, if located within 250 feet of a land use designation area with a

60-foot height limit. Otherwise, towers or mounts located in these two land use designation areas shall not exceed 110 feet.

(B) A variance from the height limit may be granted if the applicant can show by clear and convincing evidence that the additional height is necessary to provide adequate service to the residents of the city and no other alternative is available. When granting a variance, the ~~hearing examiner~~planning commission shall require that a significant portion of the tower and related facilities be screened by existing trees or existing structures. Generally, this means that all but the top 15 feet of the tower and related facilities shall be screened by existing trees or existing structures. Variance criteria are listed in FMC [22.24.013](#).

(13) Antenna Support Structure Safety. The applicant shall demonstrate that the proposed antenna and support structure are safe and the surrounding areas will not be negatively affected by support structure failure, falling ice, or other debris or interference. All support structures shall be fitted with anti-climbing devices, as approved by the manufacturers.

(14) Required Parking. If the cell site is fully automated, adequate parking shall be required for maintenance workers. If the site is not automated, arrangements for adequate off-street parking shall be made and documentation thereof provided to the city, unless it can be demonstrated that the use of on-street parking spaces will create less impact on the immediate neighborhood. Security fencing should be colored or of a design which blends into the character of the existing environment consistent with the provisions listed in subsection (b)(10) of this section.

(15) Antenna Criteria. Antenna on or above a structure shall be subject to the following:

(A) The antenna shall be architecturally compatible with the building and wall on which it is mounted, and shall be designed and located so as to minimize any adverse aesthetic impact.

(B) The antenna shall be mounted on a wall of an existing building in a configuration as flush to the wall as technically possible and shall not project above the wall on which it is mounted unless it must be for technical reasons. In no event shall an antenna project more than 16 feet above the roof line including parapets. An antenna may project into a required building setback a distance not to exceed that allowed for architectural projections in the underlying zoning district; provided, that such encroachment is required for technical reasons.

(C) The antenna shall be constructed, painted, or fully screened to match as closely as possible the color and texture of the building and wall on which it is mounted.

(D) The antenna may be attached to an existing conforming mechanical equipment enclosure which projects above the roof of the building, but may not project more than 16 feet above the roof line of the building including parapets but excluding the enclosure.

(E) If an accessory equipment shelter is present, it must blend with the surrounding buildings in architectural character and color.

(F) The structure must be architecturally and visually (color, size, bulk) compatible with surrounding existing buildings, structures, vegetation, and uses. Such facilities will be considered architecturally and visually compatible if they are camouflaged to disguise the facility.

(G) Site location and development shall preserve the pre-existing character of the site as much as possible. Existing vegetation should be preserved or improved, and disturbance of the existing topography of the site should be minimized, unless such disturbance would result in less visual impact of the site on the surrounding area. The effectiveness of visual mitigation techniques must be evaluated in advance by the city, relative to its design guidelines and other applicable standards.

(H) For installations on buildings 30 feet or less in height, the antenna may be mounted on the roof if the following additional criteria are satisfied:

(i) The city finds that it is not technically possible or aesthetically desirable to mount the antenna on a wall.

(ii) No portion of the antenna or base station causes the height of the building to exceed the limitations set forth herein.

(iii) The antenna or antennas and related base stations cover no more than an aggregate total of 25 percent of the roof area of a building, which may vary in the city's sole discretion, if co-locating and an adequate screening structure are used.

(iv) Roof-mounted antenna and related base stations are completely screened from view by materials that are consistent and compatible with the design, color, and materials of the building.

(v) No portion of the antenna exceeds 16 feet above the roof line of the existing building including parapets but excluding mechanical equipment enclosures and other projecting features.

(I) Antennas attached to the roof or sides of a building at least 30 feet in height, an existing tower, a water tank, or a similar structure must be either:

(i) An omnidirectional or whip antenna no more than seven inches in diameter and extending no more than 16 feet above the structure to which they are attached; or

(ii) A panel antenna no more than two feet wide and six feet long, extending above the structure to which they are attached by no more than 10 feet.

(J) Except as set forth herein, no signs, banners or similar devices or materials may be attached to the tower, antenna support structures or antennas.

(K) Antenna, antenna arrays, and support structures not on publicly-owned property shall not extend more than 16 feet above the highest point of the structure on which they are mounted. The antenna, antenna array, and their support structure shall be mounted so as to blend with the structure to which the antenna is attached. The antenna and its support structure shall be designed to withstand a wind force of 100 miles per hour without the use of supporting guy wires. The antenna, antenna array, and their support structure shall be a color that blends with the structure on which they are mounted.

(L) Guy Wires Restricted. No guy or other support wires shall be used in connection with such antenna, antenna array, or its support structure except when used to anchor the antenna, antenna array, or support structure to an existing building to which such antenna, antenna array, or support structure is attached.

(M) To the extent that antenna are attached to electric, phone or light poles and such antenna are no more than two feet in height, administrative use and building permit review will be required, but such antenna shall not be subject to setbacks and screening requirements.

(N) If a proposed antenna is located on a building or a lot subject to a site review, approval is required prior to the issuance of a building permit.

(O) No antenna shall be permitted on property designated as an individual landmark or as a part of a historic district, unless such antenna is camouflaged in accordance with applicable design guidelines.

(P) All personal wireless service providers or lessees or agents thereof shall cooperate in good faith to accommodate co-location with competitors. If a dispute arises about the feasibility of co-locating, the planning/building director may require a third party technical study, at the expense of either or both parties, to resolve the dispute.

(Q) All personal wireless service providers or lessees shall assure that their antenna complies at all times with the current applicable FCC standards. After installation, but prior to putting the antenna in service, each provider shall submit a certification by an independent professional radio frequency (RF) engineer to that effect. In the event that an antenna is co-located with another antenna, the certification must provide assurances that FCC-approved levels of electromagnetic radiation will not be exceeded by the co-location.

(R) No antenna shall cause localized interference with the reception of any other communications signals including, but not limited to, public safety, television, and radio broadcast signals.

(S) No person shall locate an antenna or tower for wireless communications services upon any lot or parcel except as provided in this chapter.

(16) Noise. No equipment shall be operated so as to produce noise in violation of the maximum noise levels set forth in Chapter [173-60](#) WAC.

22.24.013 Variances.

Variances from the provisions of this chapter shall be processed in accordance with this title and may be granted by the ~~hearing examiner~~planning commission upon ~~it~~-making the following findings:

- (a) The granting of the variance will facilitate the installation of facilities which represent a positive design improvement over what would otherwise be permitted by this chapter.
- (b) The granting of the variance is necessary for adequate service to be provided to residents of the city, and no alternative locations or designs are available to provide an adequate level of service to the city.
- (c) Such variance is necessary because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property.
- (d) The granting of the variance will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity in which the subject facilities would be located.

22.46.005 Administrative uses.

Uses permitted subject to administrative use permit approval in accordance with Chapter [22.70 FMC](#):

- (a) Outdoor sidewalk cafe or other food- or beverage-serving facility or establishment, when located on a public sidewalk or other public right-of-way area (subject to compliance with FMC [22.58.017](#)).
- (b) Establishment licensed by the Washington State Liquor and Cannabis Board to serve liquor for on-premises consumption in an outdoor customer seating area (subject to compliance with FMC [22.58.029](#)).
- (c) Uses otherwise subject to site plan or conditional use permit approval which have been authorized by the ~~hearing examiner~~planning commission as part of a master plan pursuant to FMC [22.46.006](#).

22.46.006 Master plans.

Approval of a master plan by the ~~hearing examiner~~planning commission is required for substantial redevelopment or substantial new development within areas designated “special planning areas” on the comprehensive plan’s land use designation map. Each master plan shall contain a pedestrian plaza with landscaping, seating, tables and complementary uses that render the site a pleasant, safe and comfortable resting, socializing and picnicking area for employees and shoppers in accordance with FMC [22.58.016](#). The master plan shall be

processed as a major site plan in accordance with Chapter [22.72](#) FMC. Upon approval of a master plan, specific uses that would otherwise be subject to site plan or conditional use permit approval in Chapter [22.68](#) FMC and determined by the director to be consistent with the approved master plan may be approved in accordance with the administrative use permit review process contained in Chapter [22.70](#) FMC. No additional ~~hearing examiner~~[planning commission](#) approval is required for these previously authorized uses. If a proposed individual use represents a substantial modification to, or departure from, the approved master plan, the proposal shall be processed as a site plan amendment in accordance with FMC [22.72.012](#).

22.54.005 Administrative uses.

Uses permitted subject to administrative use permit approval in accordance with Chapter [22.70](#) FMC:

- (a) Personal wireless service facility (subject to compliance with Chapter [22.24](#) FMC).
- (b) Uses otherwise subject to site plan or conditional use permit approval which have been authorized by the ~~hearing examiner~~[planning commission](#) as part of a master plan pursuant to FMC [22.54.006](#).

22.56.004 Conditional uses.

Uses permitted subject to conditional use permit approval by the ~~hearing examiner~~[planning commission](#) in accordance with Chapter [22.68](#) FMC and administrative design review approval in accordance with Chapter [22.66](#) FMC:

- (a) Personal wireless telecommunications facility which exceeds one or more standards set forth in Chapter [22.24](#) FMC.
- (b) Necessary public or quasi-public structure or equipment greater than 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter [22.62](#) FMC). Includes substations existing on the effective date of this section.
- (c) A use not listed above which: is not listed in another zoning district as a permitted or conditional use; is similar in nature to the above list of permitted and conditional uses; is consistent with the purpose and intent of this zoning district; and is compatible with the uses on adjoining properties.

22.56.005 Administrative uses.

Uses permitted subject to administrative use permit approval in accordance with Chapter [22.70](#) FMC:

- (a) Personal wireless service facility (subject to compliance with Chapter [22.24](#) FMC).

(b) Nonresidential uses otherwise subject to site plan or conditional use permit approval which have been authorized by the ~~hearing examiner~~planning commission as part of a master plan pursuant to FMC [22.56.006](#).

22.58.011 Short-term rental establishments.

(a) Purpose and Intent. The purpose of this section is to:

(1) Provide property owners and residents with an opportunity to use their homes to engage in small-scale business activities.

(2) Protect neighborhood character and stability.

(3) Establish criteria and standards for the use of residential structures as short-term rentals.

(b) Permit Requirements. A short-term rental establishment may be carried on upon the issuance of a business license pursuant to Chapter [5.04](#) FMC and the issuance of a short-term rental permit by the director.

(c) Submittal Requirements. Application for a short-term rental permit shall be made upon forms provided by the director, accompanied by a filing fee in accordance with the planning services fee schedule established by council resolution. The application shall be signed by the owner of the property on which the short-term rental activity will occur. The application shall also be signed by the business operator if that person is different from the property owner. The director may require the submittal of a site plan of the premises, floor plans of the residence or accessory building in which the use or activity will take place, and other documentation deemed necessary to process the application. The plans shall clearly indicate the area where the use or activity will take place and any structural alterations intended to accommodate the use or activity.

(d) Short-Term Rental Types Defined. The following definitions apply to the short-term rental types allowed through the provisions of this section:

(1) "Room rental establishment" means a lodging use, where individual rooms within a single dwelling unit are provided for less than 30 consecutive days for a fee by prearrangement. This shall include bed and breakfast establishments.

(2) "Dwelling unit rental" means a dwelling unit, typically rented in its entirety, for less than 30 consecutive days for a fee by prearrangement.

(e) Processing Requirements.

(1) The director shall approve a proposed short-term rental establishment, which complies with all the performance standards set forth in this section, except as provided in subsection (e)(2) of this section. The director may impose conditions of approval to ensure that the activity is conducted in a manner consistent with the standards and purpose and intent of this section.

(2) A proposed room rental establishment providing more than two bedrooms available for rent is subject to conditional use permit approval in accordance with Chapter [22.68](#) FMC.

(f) Room Rental Establishment Standards.

(1) Room rentals shall be an incidental or secondary use to the primary use, which is considered to be the principal residential dwelling unit.

(2) The owner/lessee of the structure shall operate the establishment and reside on site.

(3) Service shall be limited to the rental of bedrooms. Meal service shall be limited to the provision of breakfast or light snacks for registered guests.

(4) A maximum of four bedrooms or suites may be made available for rent. There shall be no expansion in the number of guest rooms beyond the number approved.

(5) No separate or additional kitchens for guests are permitted. Limited cooking facilities shall be allowed inside guestrooms, or inside other rooms that are used solely by guests, such as small microwaves, and refrigerators.

(6) Receptions, private parties or similar activities, for which a fee is paid or which are allowable as a condition of room rental, may be permitted upon a determination by the [hearing examiner](#)~~planning commission~~ that such activities will not significantly impact the adjoining neighborhood.

(7) One off-street parking space shall be provided on site for each rental bedroom. The number of required off-street spaces may be reduced by the number of spaces available on the street frontage adjoining the parcel upon which the room rental is to be established, if the decision-maker determines that sufficient on-street parking will exist to satisfy parking demand in the neighborhood once the room rental has been established. Any additional off-street parking provided in conjunction with the room rental shall, to the extent possible, be located to the side or rear of the structure housing the room rental in order to minimize visual impacts on the streetscape. Off-street parking shall be designed to reduce impacts on adjoining properties through the installation of vegetative screening and/or fencing. The parking surface and additional driveway surface required to provide access to the parking area shall be constructed of permeable, porous or pervious pavers to achieve low impact development objectives and a superior appearance when compared with conventional asphalt or concrete pavement. For additional off-street parking standards, see Chapter [22.60](#) FMC.

(8) Certification by the building official that the residence complies with fire and life safety aspects is required. Inspection fee may apply.

(g) Dwelling Unit Rental.

(1) The number of persons per sleeping area shall comply with the International Building Code.

- (2) Two off-street parking spaces shall be provided on site.
- (h) Other Regulations.
 - (1) Proof of ownership or approval of property owner is required.
 - (2) The room rental shall be exempt from the home occupation requirements of FMC [22.58.013](#).
 - (3) The exterior appearance of the structure shall maintain its original character.
 - (4) Signage shall comply with Chapter [22.26](#) FMC, Sign Regulations.
 - (5) Permits shall lapse and become void if the establishment ceases operation for 12 consecutive months, applicant named on the permit moves from or sells the site, or the applicant fails to maintain a valid business license.

22.58.020 Development agreement.

(a) ~~Hearing Examiner~~~~Planning Commission~~ and City Council Authority. The ~~hearing examiner~~~~planning commission~~ is hereby authorized to conduct a public hearing for the consideration of a development agreement subject to RCW [36.70B.170](#) through [36.70B.200](#). The ~~hearing examiner~~~~planning commission~~ shall transmit its recommendations on the proposed agreement to the city council. The city council is hereby authorized to approve, approve with conditions, or deny, a proposed development agreement after considering the ~~hearing examiner's~~~~planning commission's~~ recommendations at a closed record hearing.

(b) Application. Development agreement applications must be submitted on forms provided by the director. The director may require any additional information necessary in order for the city to adequately review the proposed agreement.

(c) Required Findings. In addition to any required findings for the underlying action, the city council must be able to find that a development agreement:

- (1) Bears a substantial relationship to the public health, safety, morals and welfare;
- (2) Is consistent with the city's development regulations; and
- (3) Is consistent with the city's comprehensive plan.

22.60.003 Parking space requirements per activity.

The following tables identify the minimum number of parking spaces required to be provided for each activity unless a reduction is authorized in accordance with this chapter. The director or ~~hearing examiner~~~~planning commission~~, as specified in this chapter, shall determine the actual required spaces for a proposed activity based on the tables below, the requirements of this chapter and on actual field experience. If the formula for determining the number of off-street parking spaces results in a fraction, the number of spaces shall be rounded to the nearest whole

number with fractions greater than or equal to one-half rounding up and fractions less than one-half rounding down. In the following tables, “sf” means square feet of gross floor area, and “du” means dwelling unit, unless otherwise noted.

(a) Residential and Lodging Activities.

Use	Required Spaces
Single-family	2 per du.
Duplex and townhouse	1.5 per du.
Cottage housing	1 per du ≤ 800 sf; 1.5 per du > 800 sf. Shared guest parking not to exceed .5 per du.
Multifamily	1.25 per du.
Multifamily – Affordable senior housing*	.6 per du.
Congregate care facility	.5 per du.
Group residences, including hospice care center, residential care facility, and residential treatment facility	.5 per bedroom.
Accessory dwelling unit (ADU)	None, unless additional spaces are determined to be necessary.
Home occupation – Type II	To be determined during processing of CUP application.
Bed and breakfast establishment	1 per guest room, + 1 per facility, unless a lower number is determined to be adequate during processing of CUP application.
Hotel/motel	1 per guest room + 2 per 3 employees.

* “Affordable” means dwelling units priced, rented or leased only to those households earning 80 percent or less of the median household income for Pierce County, Washington. “Senior” means dwelling units specifically designed for and occupied by elderly persons under a federal, state or local government program or occupied solely by persons who are 62 or older or houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older.

(b) Commercial Activities.

Use	Required Spaces
Financial institution, including bank, savings and loan, and credit union	1 per 400 sf.
Administrative or professional office	1 per 400 sf.
Medical or dental office	1 per 350 sf.
Commercial mixed use, including a combination of retail, office, service, recreational and/or residential uses	See subsection (j) of this section, Joint Use.
Laboratory, including medical, dental and optical	1 per 400 sf.
Food-serving establishment	1 per 150 sf of dining/lounge area.
High intensity retail or service shop. See subsection (h) of this section for examples.	Minimum 1 per 400 sf. Maximum 1 per 300 sf.
Low intensity retail or service shop. See subsection (h) of this section for examples.	Minimum 1 per 600 sf. Maximum 1 per 400 sf.
Shopping center which includes a mix of high and low intensity retail or service shops	Minimum 1 per 500 sf. Maximum 1 per 350 sf.
Bulk retail sales/wholesale sales	1 per 350 sf.
Uncovered commercial area, including vehicle lots and plant nursery	1 per 5,000 sf of retail sales + any parking requirements for buildings.
Motor vehicle repair and services	1 per 400 sf (indoor maintenance bays shall not be considered parking spaces).
Child day-care	2 per facility + 1 per 20 children.

Use	Required Spaces
Veterinary clinic	1 per 400 sf.
Mortuary or funeral home	1 per 100 sf of floor area used for services.

(c) Educational Activities.

Use	Required Spaces
Elementary, intermediate, middle or junior high school	1 per classroom + 1 per 50 students.
High school	1 per classroom + 1 per 10 students.
Vocational school	1 per classroom + 1 per 5 students.
Preschool	1 per 6 children.

(d) Industrial Activities.

Use	Required Spaces
Manufacturing	1 per 1,000 sf (less office and display space) + 1 per 400 sf of office space + 1 per 500 sf of display space.
Technological or biotechnological laboratory or testing facility	1 per 1,000 sf (less office space) + 1 per 400 sf of office space.
Speculative light industrial building with multiple use or tenant potential	1 per 1,500 sf for initial 100,000 sf + 1 per 2,000 sf for remainder of building (less office space). 1 per 400 sf of office space.
NOTE: For each new use or tenant the property owner shall submit a scaled parking plan indicating the assigned parking for the applicable building.	NOTE: This is a minimum requirement valid for construction purposes only. Parking requirements shall be based upon actual occupancy.
Outdoor storage area	1 per 5,000 sf of storage area.

(e) Recreational, Amusement and Assembly Activities.

Use	Required Spaces
Auditorium, theater, place of public assembly, stadium or outdoor sports arena	1 per 4 fixed seats or 1 per 175 sf of main auditorium or of principal place of assembly not containing fixed seats + 1 per 300 sf of office.
Bowling alley	3 per lane.
Skating rink	1 per 200 sf.
Golf course	4 per hole, plus as required for associated uses including clubhouse, pro shop and maintenance facility.
Golf driving range	1 per driving station.
Miniature golf course	1 per hole.
Health club, dance studio	1 per 300 sf.

(f) Public, Institutional, Medical and Religious Activities.

Use	Required Spaces
Government facility	1 per 300 sf of office space; 1 per 1,000 sf of indoor storage or repair area associated with public agency yard. Other use areas shall be calculated based on the above requirements and, if applicable, the shared parking facilities provisions in FMC 22.60.005 .
Library, museum, or gallery	1 per 500 sf.
Civic, labor, social or fraternal organization	1 per 300 sf.
Convalescent, nursing or rest home	1 per 3 beds + 5 per employee.
Religious institution	1 per 8 seats in the main sanctuary including balconies and choir lofts. Other use areas shall be calculated based on the above requirements and, if applicable, the shared parking facilities provisions in FMC 22.60.005 .

(g) Other Uses. For uses not specifically identified in this chapter, the amount of parking required shall be based on the requirements for similar uses as determined by the director or [hearing examinerplanning commission](#), as appropriate.

(h) Retail Sales and Service Uses. For the purpose of determining the parking requirements for retail sales and service uses, the following distinctions are made:

(1) High intensity retail sales and service uses include, but are not limited to: barber/beauty shop, laundromat, mini-mart, drugstore, service (fuel) station with retail sales, and supermarket.

(2) Low intensity retail sales and service use include, but are not limited to: antique store, appliance sales, auto sales (building only), equipment repair shop, furniture store, hardware store, photography sales and shoe repair.

(i) Speculative Use. When the city has received an application for a site plan approval or other permits for a building shell without tenant uses being specified, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the site plan or other permit. When the range of possible uses results in different parking requirements, the director or ~~hearing examiner~~planning commission, as appropriate, will establish the amount of parking based on a likely range of uses.

(j) Joint Use. In the case of two or more uses in the same building or on the same lot, for example within a commercial mixed use development that includes retail, residential and other uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use. However, an applicant may request a parking demand reduction credit per FMC [22.60.004](#) and/or a shared parking facilities credit per FMC [22.60.005](#) to reduce the overall parking requirement. The director or ~~hearing examiner~~planning commission, as appropriate, shall be responsible for determining the various uses within a building or on a lot and the resulting parking requirements for each use.

22.60.004 Parking demand reduction credit.

A property owner may request a reduction from the minimum required off-street parking by substantiating that parking demand will be reduced for the life of the project. This request shall be reviewed in conjunction with a site plan, conditional use permit, or preliminary development plan application. In such cases, the ~~hearing examiner~~planning commission may approve a reduction of up to 50 percent of the minimum required number of spaces if a parking demand study prepared by a professional traffic engineer substantiates that:

(a) Because of the unique nature of the use, the characteristics of the site and surrounding neighborhood, the availability of alternative means of transportation, or other relevant local factors, parking demand can be met with a reduced number of spaces; or

(b) A shared parking facility designed in accordance with FMC [22.60.005](#) will effectively reduce parking demand to a level below the minimum required parking; or

(c) A combined parking facility for two or more complementary uses which have similar hours of operation will reduce parking demand to a level below the minimum required parking. The ~~hearing examiner~~[planning commission](#) may authorize a five percent reduction for two complementary uses, a 10 percent reduction for three uses, and a 15 percent reduction for four or more uses; or

(d) An employee-sponsored commute trip reduction program designed in accordance with state law will effectively reduce parking demand below the minimum required parking.

22.60.005 Shared parking facilities.

A property owner may submit a request for a shared parking facility as part of a site plan, conditional use permit, or preliminary development plan application. In such case, the planning commission may reduce the number of required off-street parking spaces when shared parking facilities for two or more uses are proposed, provided:

(a) The total parking area exceeds 5,000 square feet;

(b) The parking facilities are designed and developed as a single on-site common parking facility, or as a system of on-site and off-site facilities, if all parking facilities are connected with improved pedestrian walkways, and no building or use involved is more than 600 feet from the most remote shared facility unless transportation is provided between the parking generator and parking facility;

(c) The amount of the reduction shall not exceed 10 percent for each use, unless:

(1) The normal hours of operation for each use are separated by at least one hour; or

(2) A parking demand study prepared by a professional traffic engineer documents that the hours of actual parking demand for the proposed uses will not conflict and that uses will be served by adequate parking if shared parking reductions are authorized;

(d) The total number of parking spaces in the common parking facility is not less than the minimum required spaces for any single use;

(e) A covenant or other contract for shared parking between the cooperating property owners is approved by the ~~hearing examiner~~[planning commission](#) and city attorney. This covenant or other contract must be recorded with the Pierce County auditor as a deed restriction on both properties and cannot be modified or revoked without the consent of the planning commission and city attorney; and

(f) If any requirements for shared parking are violated, the affected property owners must provide a remedy satisfactory to the ~~hearing examiner~~planning commission and city attorney or provide the full amount of required off-street parking for each use, in accordance with the requirements of this chapter.

22.60.006 Maximum parking space provisions.

For multifamily residential, commercial and industrial uses, the number of off-street parking spaces provided shall not exceed 120 percent of the minimum required number of spaces specified in FMC [22.60.003](#). A property owner may submit a request as part of a site plan, conditional use permit, or preliminary development plan application to provide parking spaces in excess of the maximum allowable number. The ~~hearing examiner~~planning commission may approve an increase of up to 50 percent of the minimum required number of spaces if:

(a) A parking demand study prepared by a professional traffic engineer supports the need for increased parking and demonstrates that:

(1) Shared and combined parking opportunities in FMC [22.60.005](#) have been fully explored and will be utilized to the extent practicable;

(2) On-site park and ride facilities have been fully explored and will be provided to the extent practicable;

(3) Commute trip reduction measures will be implemented, if required by state law, to the extent practicable.

(b) The project has been designed to include the following design elements, facilities and programs to the satisfaction of the ~~hearing examiner~~planning commission. In those instances where site constraints impede compliance with the design requirements, written findings of fact shall be made identifying site and project constraints and included in the final notice of decision. In its findings, the ~~hearing examiner~~planning commission shall determine if a good faith effort has been made in building and site design in order to accommodate the following design elements, facilities and programs.

(1) The excess parking spaces shall be located within an enclosed parking structure or constructed of a permeable surface such as interlocking paving blocks (cement or plastic) or other porous pavement which minimizes impervious surface and achieves a superior appearance when compared with a large expanse of asphalt or concrete paving.

(2) Alternative parking lot designs shall be utilized in order to reduce impervious surface, e.g., one-way instead of two-way access aisles.

(3) The amount of required landscaping within the area of additional parking shall be doubled. This additional landscape area may be dispersed throughout the parking lot.

(4) A minimum of 75 percent of the parking spaces shall be located behind the building, and the remainder shall not be located within the minimum and maximum yard setback areas adjoining a street. Parking lots located along flanking streets shall have added landscape and a superior design to strengthen pedestrian qualities; e.g., low walls, street furniture, seating areas, public art, etc.

(5) Preferential parking shall be located near primary building entrances for employees who rideshare and for high occupancy vehicles, if applicable.

(6) The developer shall create a transit/rideshare information center and place it in a conspicuous location on the premises.

(7) For sites located adjacent to or within 600 feet of a Pierce Transit bus or van route, the developer shall fund the purchase and installation of a transit shelter package, including seating, trash receptacle and related facilities for each side of the street which has a transit route, consistent with Pierce Transit operational needs in accordance with FMC [22.60.014](#).

22.60.008 Parking and driveway design standards.

(a) Parking space and driveway/aisle dimensions. The minimum parking space and aisle dimensions for the most common parking angles are shown in the accompanying table. For parking angles other than those shown on the table, the minimum parking space and aisle dimensions shall be determined by the director or [hearing examiner/planning commission](#), as appropriate. Regardless of the parking angle, one-way aisles shall be at least 12 feet wide, and two-way aisles shall be at least 19 feet wide.

Minimum Space and Driveway/Aisle Dimensions

	<i>Space Angle (degrees)</i>				
	0°(parallel)	30°	45°	60°	90°
<i>Space Width (ft)</i>					
Regular space	8.5	8.5	8.5	8.5	8.5
Compact space	8	8	8	8	8
<i>Space Depth (ft)</i>					
Regular space	22	18	18	18	18
Compact space	19	15	15	15	15

	<i>Space Angle (degrees)</i>				
<i>Driveway/Aisle (ft)</i>					
One-way	12	13	13	17	22
Two-way	19	20	20	20	22
* See FMC 22.60.009 for information on the accessible parking space dimensions.					

(b) Compact Car Space Requirements. The installation of compact spaces is required so that impervious surface coverage associated with parking facilities is minimized and the appearance of sites is enhanced by increasing the proportion of landscaping relative to pavement. No less than 40 percent and no more than 50 percent of the total number of spaces provided for a multifamily residential or nonresidential development shall be sized to accommodate compact cars. Each space shall be clearly identified as a compact car space by painting the word "COMPACT" in capital letters, a minimum of eight inches high, on the pavement at the base of the parking space and centered between the striping. Aisle widths shall conform to the standards set for standard size cars.

(c) Extra Width Adjoining Landscaped Areas. Parking spaces abutting a landscaped area or raised walkway on the drive or passenger side of the vehicle shall provide an additional 18 inches above the minimum space width requirement. This additional space will provide a place to step other than in the landscaped area or allow for easier ingress and egress next to a vehicle. The additional width shall be separated from the adjacent landscaped area by a parking space division stripe.

(d) Parking Space Depth Reduction.

(1) Where parking spaces abut a walkway, parking space depth may be reduced by up to 18 inches and a portion of the walkway utilized for vehicle overhang; provided, that wheelstops or curbs are installed and the remaining walkway provides a minimum of five feet of unimpeded passageway for pedestrians.

(2) To minimize impervious surface and enhance landscaping, parking space pavement depth may be reduced by up to 18 inches when the pavement at the front end of a space is replaced by a landscaped area containing groundcovers which do not exceed a maximum height of six inches above parking space grade. Wheel stops or curbs shall be installed to protect this area from vehicular damage.

(e) Driveway Widths and Locations. Driveways for single-family detached dwellings shall not exceed 20 feet in width unless the director approves an alternative design which uses a permeable surface such as interlocking paving blocks or other porous pavement which minimizes impervious surface. In no case shall the driveway exceed 20 feet within the public

right-of-way or exceed the minimum width necessary to provide reasonable access to the dwelling. No more than one driveway is permitted to provide access to a single-family detached dwelling. Driveways for all other developments may cross required setbacks or landscaped areas in order to provide access between the off-street parking areas and the street; provided, that driveway width does not exceed the minimum necessary to provide safe vehicular and pedestrian circulation. Driveways oriented parallel to a street shall not be located within the minimum and maximum yard setback areas adjoining the street, unless there is no other practicable alternative to provide access to the interior of a site.

(f) Lighting. Lighting shall be provided in accordance with FMC [22.58.018](#).

(g) Tandem Parking. Tandem or end-to-end parking is allowed in single-family detached residential developments. Duplex and multifamily developments may have tandem parking areas for each dwelling unit but shall not combine parking for separate dwelling units in tandem parking areas.

(h) Parking Surface. All required vehicle parking and storage must be in a garage, carport or on an approved, dust-free, all-weather surface. Use of a permeable surface such as interlocking paving blocks or other porous pavement that minimizes impervious surface is encouraged for spaces which are used infrequently. Any surface used for vehicle parking or storage must have direct and unobstructed driveway access.

22.60.010 Bicycle parking facilities.

(a) In any development required to provide 12 or more parking spaces, bicycle parking shall be provided. Bicycle parking shall be bike rack or locker-type parking facilities unless otherwise specified.

(b) Off-street parking areas shall contain at least one bicycle parking space for every 12 spaces required for motor vehicles except as follows:

(1) The ~~hearing examiner~~[planning commission](#) may reduce bike rack or locker-type parking facilities for patrons when it is demonstrated that bicycle activity will not occur at that location.

(2) The ~~hearing examiner~~[planning commission](#) may require additional spaces when it is determined that the use or its location will generate a high volume of bicycle activity. Such a determination will include but not be limited to the following uses:

(A) Park and playfield;

(B) Library, museum, and arboretum;

(C) Elementary or secondary school; or

(D) Recreational or amusement facility.

(c) Bicycle facilities for patrons shall be located on site, designed to allow either a bicycle frame or wheels to be locked to a structure attached to the pavement, or allow for the entire bicycle to be enclosed within a locker.

(d) All bicycle parking and storage shall be located in safe, visible areas that do not impede pedestrian or vehicle traffic flow, well lighted for nighttime use, and located in covered areas or otherwise be protected from the elements where practicable.

22.60.011 Loading space requirements.

(a) Applicability. For all new development or uses, adequate permanent off-street loading space and associated maneuvering area shall be provided if the use requires deliveries or shipment of people, materials, and/or merchandise. Structures and uses which require loading space and associated maneuvering area include but are not limited to the following: warehouses, supermarkets, department stores, office buildings greater than or equal to 20,000 square feet, industrial or manufacturing uses, mortuary and other commercial and industrial buildings or uses which, in the judgement of the director or the hearing examiner~~planning commission~~ as specified in this chapter, are similar in nature in regard to loading space and maneuvering area requirements.

(b) Quantity. One loading space shall be provided for each 12,000 square feet of floor area or fraction thereof within a building intended to be used for merchandising, manufacturing, warehousing, or processing purposes. If the building contains more than 24,000 square feet of floor area used for these purposes, then one additional space shall be provided for each additional 24,000 square feet of floor area so used. The hearing examiner~~planning commission~~ may authorize a reduction or waiver based on the quantity of pick-up and delivery vehicles associated with the given structure or use.

(c) Dimensions and Location. Each loading space required by this section shall be a minimum of 10 feet wide and 30 feet long, shall have an unobstructed vertical clearance of 14 feet, six inches, and shall be surfaced, improved, and maintained as required by this chapter. Loading spaces shall be located so that trucks will not obstruct pedestrian or vehicle traffic movement or project into any public right-of-way. All loading space and maneuvering areas shall be separated from required parking areas and shall be designated as truck loading spaces. For developments with buffer yards, the loading space and maneuvering area shall be:

(1) Located at the farthest distance from the buffer yard as practicable; and

(2) If possible, located in such a manner that the primary building is between the buffer yard and the loading and maneuvering area.

(d) Impact Mitigations. Any loading space located within 100 feet of areas zoned for residential use shall be screened and operated as necessary to reduce noise and visual impacts. Noise mitigation measures may include architectural or structural barriers, berms, walls, or restrictions on the hours of operation.

(e) Self-Service Storage Facilities. Multi-story self-service storage facilities shall provide two loading spaces, and single-story facilities, one loading space, adjacent to each building entrance that provides common access to interior storage units.

22.60.013 Pedestrian circulation and access.

The following general pedestrian design standards shall apply to all developments throughout the city in addition to those outlined elsewhere within special planning areas and design overlay districts:

(a) All uses, except detached single-family dwellings, shall provide pedestrian access onto the site. Pedestrian access points shall be provided at all pedestrian arrival points to the development including the property edges, adjacent lots, abutting street intersections, crosswalks, and at transit stops. Pedestrian access shall be located as follows:

(1) Access points at property edges and to adjacent lots shall be coordinated with existing development to provide circulation connections between developments; and

(2) Residential developments shall provide links between cul-de-sacs or groups of buildings and nearby streets to allow pedestrian access from within the development and from adjacent developments to activity centers, parks, common tracts, open spaces, schools, or other public facilities, transit stops, and public streets.

(b) Pedestrian walkways shall form an on-site circulation system that minimizes the conflict between pedestrians and vehicular traffic at all points of pedestrian access to on-site parking and building entrances. Pedestrian walkways shall be provided when the pedestrian access point or any parking space is more than 75 feet from the building entrance or principal on-site destination and as follows:

(1) All developments which contain more than one building shall provide walkways between the principle entrances of the buildings;

(2) All nonresidential buildings set back more than 100 feet from the public right-of-way shall provide for reasonably direct pedestrian access from the building to buildings on adjacent lots; and

(3) Pedestrian walkways across parking areas shall be located as follows:

(A) Walkways running parallel to the parking rows shall be provided at a minimum of every four rows; and

(B) Walkways running perpendicular to the parking rows shall be no further than 20 parking spaces.

(c) Pedestrian access and walkways shall meet the following minimum design standards:

- (1) Access and walkways shall be physically separated from driveways and parking spaces by landscaping, berms, barriers, grade separation or other means to protect pedestrians from vehicular traffic;
 - (2) Access and walkways shall be a minimum of five feet of unobstructed width and meet the city's surfacing standards for walkways or sidewalks;
 - (3) Access shall be usable by mobility-impaired persons and shall be designed and constructed to be easily located by the sight-impaired pedestrian by either grade change, texture or other equivalent means;
 - (4) Wherever walkways are provided, raised crosswalks or speed bumps shall be located at all points where a walkway crosses the lane of vehicle travel; and
 - (5) Lighting shall be provided to an intensity where the access and walkways can be used at night by the employees, residents, and customers. Lighting shall be height appropriate to a pedestrian pathway system.
- (d) Blocks in excess of 900 feet in length shall be provided with a crosswalk at the approximate midpoint of the block, or as the ~~hearing examiner~~planning commission determines to be appropriate.

22.60.015 Parking reductions for temporary outdoor sales events.

- (a) A property owner or business owner may submit a request for a temporary reduction in the number of off-street parking spaces provided on a commercial site when a proposed outdoor sales event will be located within the off-street parking facility associated with the business and the number of parking spaces will be reduced below the minimum required in FMC [22.60.003](#).
- (b) The request shall be processed in accordance with the conditional use permit procedures in Chapter [22.68](#) FMC or the major site plan review procedures in Chapter [22.72](#) FMC, consistent with the applicable processing requirements for the principal use on the site. The ~~hearing examiner~~planning commission shall consider the potential impacts of the sales event on adjoining uses and may limit the number of sales events or their duration, or impose other restrictions, in order to mitigate these impacts.
- (c) The ~~hearing examiner~~planning commission may authorize a parking reduction for one or more temporary sales events if the following standards are met:
 - (1) At least 50 percent of the off-street parking spaces required in FMC [22.60.003](#) for the commercial use is maintained during the sales event.
 - (2) If less than 50 percent of the off-street parking spaces required in FMC [22.60.003](#) for the commercial use will remain available for customer or employee use during the sales event, the number of spaces needed to meet the 50 percent threshold will be provided at a nearby off-site

parking facility. In such case, the applicant shall provide a written statement from the owner/operator of the off-site parking facility agreeing to make available the necessary number of spaces to the operator of the sales event for the duration of the event.

(3) If off-site parking is required in subsection (c)(2) of this section, directional signs will be installed by the applicant, to the satisfaction of the city, to inform the public of the availability of the off-site parking facility.

(d) If a property owner or business owner intends to conduct a series of outdoor sales events, the ~~hearing examiner~~planning commission may authorize the director to approve individual sales events once the initial proposal has been approved by the ~~hearing examiner~~planning commission.

(e) Temporary outdoor sales events authorized prior to the effective date of this section shall comply with the 50 percent parking threshold and directional signage requirement to the extent possible.

22.64.005 Street layouts.

Intent – Create an efficient, expandable, safe, and predictable system of minor and major streets.

(a) The street within and adjacent to a site plan or subdivision shall be designed to comply with the street and sidewalk standards in Chapter [22.22](#) FMC according to the roadway system functional classification in the comprehensive plan. Major streets shall refer to designated arterial and collector streets and minor streets shall refer to local streets and cul-de-sacs.

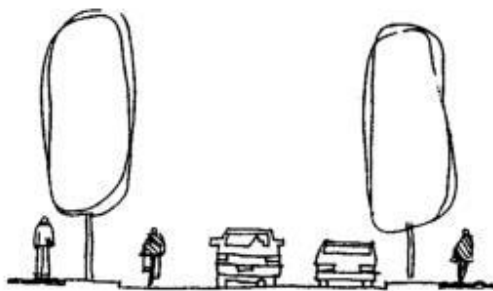
(b) Proposed streets and sidewalks should extend to the boundary lines of the proposed site plan or subdivision in order to provide for the future development of adjacent tracts unless prevented by natural or manmade conditions or unless such extension is determined to be unnecessary or undesirable by the ~~hearing examiner~~planning commission.

(c) The street pattern for commercial and industrial site plans and subdivisions should be designed to expedite traffic movement, reduce conflicts between various types of land uses and pedestrians, and coordinate the location of proposed buildings with vehicular loading and parking facilities. Commercial and industrial site plans shall provide integral access through or between the property and adjacent properties and surrounding residential neighborhoods.

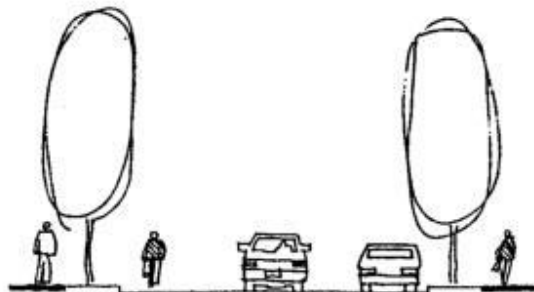
(d) Generally, street patterns should be based on a grid or interconnected network of streets rather than long irregular loops with dead-ends and cul-de-sacs. Grid street networks should provide regular and frequent intersections typically at 400-foot intervals. Grid layouts may be distorted to account for existing topography, natural features, landscape, and building improvements – and for visual interest.

(e) Within residential neighborhoods, street improvements should be designed to minimize the amount of land and paving necessary while maintaining safe and efficient vehicular and pedestrian circulation. Roadway improvements should provide bicycle routes, landscaped edges, and walkways appropriate to the amount of traffic and parking to be provided within each residential neighborhood.

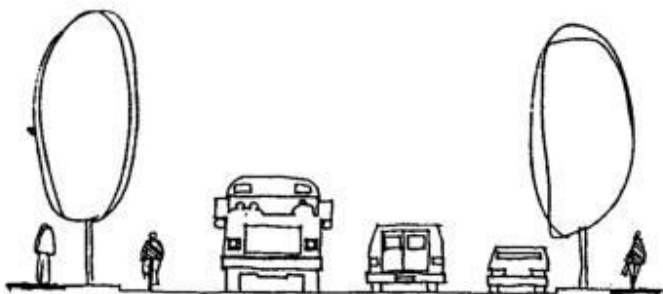
Street layouts



Access street – 44 foot-row



Sub-collector street – 50-foot row



Collector street – 60-foot row
Typical dimensions – vary

Within residential neighborhoods, street improvements should be designed to minimize the amount of land and paving necessary while maintaining safe and efficient vehicular and pedestrian circulation. Roadway improvements should provide bicycle routes, landscaped edges, and walkways appropriate to the amount of traffic and parking to be provided within each residential neighborhood.

22.68.001 Purpose.

The purpose of this chapter is to establish decision criteria and procedures for special uses, called conditional uses, which possess unique characteristics. Conditional uses are deemed unique due to factors such as size, technological processes, equipment, type or duration of

activity, or location with respect to surroundings, streets, existing improvements, or effects or demands upon public facilities. These uses require a special degree of control to ensure consistency with the comprehensive plan and compatibility with adjacent uses and the character of the surrounding neighborhood or community.

Conditional uses will be subject to review by the ~~hearing examiner~~~~planning commission~~ and the issuance of a conditional use permit. This process allows the ~~hearing examiner~~~~planning commission~~ to:

(a) Determine that the location and characteristics of these uses will be compatible with uses permitted in the surrounding area; and

(b) Make further stipulations and conditions that may reasonably ensure that the intent of this title will be served.

22.68.002 Authority.

The ~~hearing examiner~~~~planning commission~~ may approve, approve with conditions, modify and approve with conditions, or deny, a conditional use permit. The ~~hearing examiner~~~~planning commission~~ shall grant a conditional use permit when it has determined that the criteria listed in FMC [22.68.003](#) are met by the proposal. The ~~hearing examiner~~~~planning commission~~ may impose specific conditions upon the use, including an increase in the standards of this title, which will enable the ~~hearing examiner~~~~planning commission~~ to make the required findings in FMC [22.68.003](#). These conditions may include, but are not limited to restrictions in hours of operations; restrictions on locations of structures and uses; structural restrictions which address safety, noise, light and glare, vibration, odor, views, aesthetics, and other impacts; and increased buffering requirements, including open space, berms, fencing and landscaping.

22.68.003 Criteria for conditional use permit approval.

Before any conditional use permit may be granted, the ~~hearing examiner~~~~planning commission~~ shall adopt written findings showing that the following criteria are met by the proposal:

(a) The proposed use will not be detrimental to the public health, safety, and welfare; injurious to property or improvements in the vicinity; or adversely affect the established character of the surrounding vicinity.

(b) The proposed use will meet or exceed all applicable development, design and performance standards and guidelines required for the specific use, location, or zoning classification.

(c) The proposed use will be consistent and compatible with the goals, objectives and policies of the comprehensive plan.

(d) All conditions necessary to lessen any impacts of the proposed use are measurable and can be monitored and enforced.

22.68.006 Amendment of conditional use permit.

An applicant may request an amendment to an approved conditional use permit by submitting to the department a description of the proposed amendment and accurate plans which clearly identify the proposed changes to the approved design, if applicable. The director may determine that:

- (a) The proposed amendment is exempt from further ~~hearing examiner~~~~planning commission~~ review because it represents a minor change from the terms of the original approval or the originally approved plans and the criteria listed in FMC [22.68.003](#) continue to be met; or
- (b) The proposed amendment is subject to additional ~~hearing examiner~~~~planning commission~~ review because it represents a major change from the terms of the original approval or to the originally approved plans.

A request to amend an approved conditional use permit which has been determined to be subject to additional review shall be processed using the same procedures applicable to the original conditional use permit process. The ~~hearing examiner~~~~planning commission~~ may impose conditions on the proposed amendment to ensure that the intent and conditions of the original approval are met. Deviations from an approved conditional use permit are not permitted unless an applicant first obtains approval in accordance with this section.

22.68.007 Performance bond.

The ~~hearing examiner~~~~planning commission~~ may require as a condition of conditional use permit approval that the applicant furnish the city with a performance bond, or other form of guarantee deemed acceptable by the city attorney, to secure the applicant's obligation to complete the provisions and conditions of the permit as approved.

22.68.008 Duration of a conditional use permit approval.

In the event that a conditional use permit is not exercised within one year from the effective date of approval, it shall automatically become null and void; provided, however, that for good cause, the ~~hearing examiner~~~~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 the conditional use permit. A properly filed application for a time extension shall stay the effective date of expiration until action on the request has become final. The process for taking action on the request shall be the same used for the original conditional use permit application. Before taking action to grant an extension, the ~~hearing examiner~~~~planning commission~~ shall adopt written findings showing that the following circumstances exist:

- (a) The proposal approved under the terms of the conditional use permit originally granted remains in conformance with current development standards contained in this title. (If the proposal would no longer conform to this title as a result of more restrictive standards being

adopted subsequent to the original approval, the ~~hearing examiner~~~~planning commission~~ may consider a modified proposal which would comply with the more restrictive standards.)

(b) The findings adopted in support of the original conditional use permit request remain valid and supportive of the time extension request.

22.72.001 Purpose.

The purpose of this chapter is to establish procedures for the review of commercial, industrial, residential, public and quasi-public developments for which site plan review is required. The site plan review process is intended to enable the appropriate review authority (~~hearing examiner~~~~planning commission~~ or director) to evaluate development proposals with respect to architectural design, landscape design, urban form, pedestrian and vehicular circulation, utility design, and site characteristics. The process allows the review authority to condition development proposals to ensure their compatibility with adjoining uses, compliance with development regulations, and consistency with comprehensive plan goals, objectives and policies. The process is intended to run concurrently with the administrative design review process to ensure that all critical design issues are addressed early in the site planning and review stages of project development.

22.72.002 Authority.

Two types of site plan review are established in this chapter, a “minor,” or administrative review, and a “major,” or ~~hearing examiner~~~~planning commission~~ review. The director is authorized to review development proposals subject to minor site plan review as listed in FMC [22.72.003](#). The ~~hearing examiner~~~~planning commission~~ is authorized to review development proposals subject to major site plan review as listed in FMC [22.72.004](#). The review authority may approve, approve with conditions, modify and approve with conditions, or deny, the application for site plan review. The review authority shall grant site plan approval when it has determined that the criteria listed in FMC [22.72.006](#) have been met by the proposal. The review authority may impose specific conditions upon the use, including an increase in the standards of this title, which will enable the review authority to make the required findings in FMC [22.72.006](#). These conditions may include, but are not limited to restrictions in hours of operations; restrictions on locations of structures and uses; structural restrictions which address safety, noise, light and glare, vibration, odor, views, aesthetics, and other impacts; and increased buffering requirements, including open space, berms, fencing and landscaping.

22.72.004 Development subject to major site plan review.

The ~~hearing examiner~~~~planning commission~~ shall review the following public and private development proposals which are subject to site plan review:

(a) New commercial, industrial, residential, public and quasi-public buildings greater than 2,000 square feet of gross floor area; and

(b) Commercial, industrial, residential, public and quasi-public building additions which are greater than 2,000 square feet of gross floor area; and

(c) Parking lot improvements associated with development proposals listed in subsections (a) and (b) of this section.

22.72.008 Major and minor site plan review.

(a) Minor Site Plan Review. Minor site plan review typically consists of a single review of detailed plans by the director. However, an applicant may elect to submit conceptual plans for a preliminary review to obtain the advice of the director as to the applicability of the intent, standards and provisions of this chapter to the plan. Once the director has provided this advice, the applicant will be directed to prepare and submit detailed plans to the director for a final review.

(b) Major Site Plan Review. Major site plan review consists of two separate reviews. The initial review is conducted by the ~~hearing examiner~~~~planning commission~~ and the second review is conducted by the director. The plans submitted for the initial review may be conceptual in detail. However, the greater the level of detail in the plans submitted for ~~hearing examiner~~~~planning commission~~ review, the greater the level of certainty the applicant will have in preparing detailed plans for final review. When the ~~hearing examiner~~~~planning commission~~ determines that a site plan meets the criteria listed in FMC [22.72.006](#), it will grant a preliminary approval and direct the applicant to prepare and submit detailed plans to the director for final site plan review. This second review is intended to ensure that all site planning issues identified during the ~~hearing examiner's~~~~planning commission's~~ initial review are fully addressed prior to issuance of a building permit or other construction permit.

22.72.012 Amendment of site plan.

An applicant may request an amendment to a previously approved site plan by submitting to the department accurate plans which clearly identify the proposed changes to the approved design. The director may determine that:

(a) The proposed amendment is exempt from further review because it represents a minor change from the originally approved plans and the criteria listed in FMC [22.72.006](#) continue to be met;

(b) The proposed amendment is subject to additional administrative review because it represents a substantial change to plans which the director previously granted approval of through the minor design review process or the final major design review process; or

(c) The proposed amendment is subject to additional ~~hearing examiner~~~~planning commission~~ review because it represents a major change to plans which the ~~hearing examiner~~~~planning commission~~ previously granted approval of through the preliminary major design review process.

A request to amend an approved site plan which has been determined to be subject to additional review shall be processed using the same procedures applicable to the original site plan review process. The review authority may impose conditions on the proposed amendment to ensure that the intent and conditions of the original approval are met. Deviations from an approved site plan are not permitted unless an applicant first obtains approval in accordance with this section.

22.72.014 Duration of a site plan review approval.

In the event that a site plan approval is not exercised within one year from the effective date of approval, it shall automatically become null and void; provided, however, that for good cause, the review authority may grant a one-time extension of one year if an extension request is filed with the department no less than 15 days prior to the date of expiration for a minor site plan review approval or 45 days prior to the date of expiration for a major site plan approval. A properly filed application for a time extension shall stay the effective date of expiration until action on the request has become final. The process for taking action on the request shall be the same used for the original site plan review application. Before taking action to grant an extension, the review authority shall adopt written findings showing that 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. (If the proposal would no longer conform to this title as a result of more restrictive standards or guidelines being adopted subsequent to the original approval, the director or ~~hearing examiner~~~~planning commission~~ may consider a modified proposal which would comply with the more restrictive standards or guidelines.)

(b) The findings adopted in support of the original site plan review application approval remain valid and supportive of the time extension request.

22.74.002 Authority – Major and minor variances.

Two types of variances are established in this chapter, a minor, or administrative variance, and a major, or ~~hearing examiner~~~~planning commission~~ variance. A minor variance is one that is within 10 percent of the standard contained in this title and which may be approved by the director. A major variance is one that is greater than 10 percent of the standard contained in this title and which may be approved by the ~~hearing examiner~~~~planning commission~~.

The appropriate review authority (director or ~~hearing examiner~~~~planning commission~~) shall grant a variance from the provisions of this title when it has determined that the criteria listed in FMC [22.74.003](#) have been met by the proposal. When granting a variance, the review authority may attach specific conditions to the variance to ensure that the variance will conform to the criteria listed in FMC [22.74.003](#) and all other applicable codes, design guidelines, and comprehensive

plan goals and policies. The review authority shall not grant a variance which establishes a use otherwise prohibited within a zoning district.

22.76.001 Purpose.

The purpose of this chapter is to establish procedures for the review of residential planned developments. The planned development review process is intended to enable the review authority to evaluate development plans with respect to neighborhood compatibility, environmental sensitivity, architectural design, landscape design, urban form, pedestrian and vehicular circulation, utility design, recreation and open space needs, site characteristics and the extent to which the community's housing needs are met by the proposal. The process allows the appropriate review authority (city council, ~~hearing examiner~~~~planning commission~~, or director) to condition development proposals to ensure their compatibility with adjoining uses, compliance with development regulations, and conformance with comprehensive plan goals, objectives and policies. The process is intended to run concurrently with the administrative design review process to ensure that all critical design issues are addressed early in the site planning and review stages of project development. The process is also intended to run concurrently with the short plat or preliminary and final plat review processes.

22.76.006 Application procedures.

The processing of an application for a planned development requires a three-step review. The ~~hearing examiner~~~~planning commission~~ shall conduct an open record public hearing and forward its recommendations to the city council on a preliminary development plan, which is classified as a Type III-B application. The city council shall conduct a closed record public hearing and consider the recommendations of the ~~hearing examiner~~~~planning commission~~ before taking action on a preliminary development plan. The director shall conduct an administrative review of a final development plan, which is classified as a Type II application. The processing procedures for these applications are described in Chapters [22.05](#), [22.06](#), [22.07](#), [22.08](#), [22.09](#) and [22.10](#) FMC.

22.76.007 Submittal requirements.

(a) Application for preliminary development plan review shall be submitted on forms provided by the department. A minimum of two sets of plans, materials and other applicable information specified below and in FMC [22.06.002](#) shall be submitted with the application in clear and intelligible form:

- (1) Documentation listed in FMC [22.72.009](#) (site plan submittal requirements);
- (2) Description of proposed phasing;
- (3) Design guidelines generated by the applicant for the project;
- (4) Critical area analyses and reports;

(5) Preliminary or short plat submittals; and

(6) Description of specific development standards to be applied to the project, including building heights, building setbacks and build-to lines, individual lot sizes and lot dimensions, and similar provisions.

(b) The director may waive the submittal requirement for any of the items listed in subsection (a) of this section when, in the discretion of the director, the item is inapplicable or unnecessary for the review authority to complete the preliminary development plan review. In such case, the director shall provide the ~~hearing examiner~~planning commission with a list of the items waived for submittal. The director may also require the applicant to submit additional information or material which it finds is necessary for the proper review and hearing of the application.

(c) Application for final development plan review shall be on forms provided by the department. The applicant shall submit the documentation identified by the director as being necessary for the proper review of the application based on the conditions imposed by the review authority during the preliminary development plan review process and issues identified subsequent to the approval of the preliminary development plan.

22.76.008 Amendment of development plan.

(a) An applicant may request an amendment to a previously approved preliminary or final development plan by submitting to the department accurate plans which clearly identify the proposed changes to the approved design. The director may determine that:

(1) The proposed amendment is exempt from further review because it represents a minor change from the previously approved preliminary or final development plan and the criteria listed in FMC [22.76.005](#) continue to be met;

(2) The proposed amendment is subject to additional administrative review because it represents a major change to the final development plan previously approved by the director; or

(3) The proposed amendment is subject to additional ~~hearing examiner~~planning commission and city council review because it represents a major change to the preliminary development plan previously reviewed by the ~~hearing examiner~~planning commission and approved by the city council.

(b) Major amendments are those which substantially change the character, basic design, density, open space or other requirements or conditions of the development plan. Minor amendments are those which may affect the precise dimensions or siting of buildings (i.e., lot coverage, building height, setbacks, etc.), but which do not affect the basic character or arrangement and number of buildings approved in the preliminary or final development plan, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than 10 percent from the original plan approved by the city. Minor amendments also include on-site adjustments which may affect the design and

placement of circulation and utility facilities and other improvements, provided they do not substantially change the character, basic design, density, open space or other requirements or conditions of the development plan.

(c) An amendment request which has been determined to be subject to additional review shall be processed using the same procedures applicable to the initial development plan review process. The review authority may impose conditions on the proposed amendment to ensure that the intent and conditions of the original approval are met. Deviations from an approved development plan are not permitted unless an applicant first obtains approval in accordance with this section.

22.76.011 Duration of a preliminary development plan approval.

In the event that a complete final development plan application has not been submitted within three years from the effective date of preliminary development plan approval, the preliminary approval shall automatically become null and void; provided, however, that for good cause, the ~~planning commission~~hearing examiner 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 the preliminary development plan approval. A properly filed application for a time extension shall stay the effective date of expiration until action on the request has become final. The process for taking action on the request shall be the same used for the original preliminary development plan application at the ~~planning commission~~hearing examiner level of review. Before taking action to grant an extension, the ~~planning commission~~hearing examiner shall adopt written findings showing that the following circumstances exist:

(a) The proposal approved under the terms of the preliminary development plan approval originally granted remains in conformance with current development standards contained in this title. (If the proposal would no longer conform to this title as a result of more restrictive standards being adopted subsequent to the original approval, the ~~planning commission~~hearing examiner may consider a modified proposal which would comply with the more restrictive standards.)

(b) The findings adopted in support of the original preliminary development plan remain valid and supportive of the time extension request.

22.78.004 Criteria for amendment approval.

Before the ~~hearing examiner~~planning commission may recommend approval of an amendment request, and before the city council may approve the amendment, each review authority shall adopt written findings showing that the following criteria are met by the proposal:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan.

(b) The proposed amendment will promote, rather than detract from, the public health, safety, morals and general welfare.

(c) The proposed zoning is compatible with the uses and zoning of surrounding property (required only for zoning map amendments).

(d) The property is suited for the uses allowed in the proposed zoning classification (required only for zoning map amendments).

(e) A change of conditions has occurred within the neighborhood or community since adoption of the comprehensive plan, this title, and amendments thereto, to warrant a determination that the proposed amendment is in the public interest (required only for zoning map amendments and amendments to this title which require a comprehensive plan amendment to ensure consistency under subsection (a) of this section).

(f) Except for the extension of existing district boundaries, no change in any use district, classification or official zoning map shall be considered if it contains fewer than one acre, excluding public streets or alley rights-of-way.

22.78.005 Application procedures.

A quasi-judicial zoning map amendment is classified as a Type III-B application. An area-wide zoning map amendment and a development regulation amendment are classified as Type V (legislative) applications. The processing procedures for these applications are described in Chapters [22.05](#), [22.06](#), [22.07](#), [22.08](#), [22.09](#) and [22.10](#) FMC.

22.78.011 Timing for processing zoning map, area-wide zoning map, and comprehensive plan map amendments.

(a) A legislative comprehensive plan map amendment and quasi-judicial zoning map amendment may be conducted in phases, or they may be conducted concurrently provided final action is first taken on the plan map amendment and further provided the applicant submits a written waiver of the deadline for issuance of a final decision of the zoning map amendment, which is 120 days from the City making a determination that a Type III-B project permit application is complete.

(b) A legislative comprehensive plan map amendment and a legislative area-wide zoning map amendment may be conducted in phases or concurrently, provided final action is first taken on the plan map amendment.

22.81.060 Additional timing considerations.

(a) For nonexempt proposals, the DNS or final EIS for the proposal shall accompany the city's staff recommendation to any appropriate advisory body, such as the hearing examiner or planning commission.

(b) If the city's only action on a proposal is a decision on a building permit or other license that requires detailed project plans and specifications, the applicant may request in writing that the city conduct environmental review prior to submission of the detailed plans and specifications. (Statutory authority: RCW 43.21C.130. 84-13-036 (Order DE 84-25), WAC 173-806-058, filed 6/15/84. Formerly Chapter 173-805 WAC.)

22.86.030 Appeals.

(a) SEPA appeals shall be limited to review of final threshold determinations, the adequacy of final environmental impact statements, mitigation or failure to mitigate environmental impacts, and project denials. Appeals of declarations of nonsignificance, EIS adequacy, mitigation and project denial and open record public hearings for the underlying permit(s), as described in Chapter [22.05](#) FMC, shall be consolidated and heard together. Declarations of significance, issued before a decision on the underlying permit(s), may be appealed and heard before the consolidated open record public hearing on the permit and other SEPA issues.

(b) All SEPA appeals must be filed in writing with the responsible official within 14 calendar days after a notice of decision is issued pursuant to FMC [22.09.008](#) or after other notice that the decision has been made and is appealable; provided, that in order to allow public comment on a DNS prior to requiring an appeal to be filed, this appeal period shall be extended for an additional seven days. The hearing date for appeals of declarations of significance issued before a decision on the permit shall be not more than 45 days from the date the appeal is filed.

(c) On receipt of a written notice of appeal, the responsible official shall determine if the notice is timely. If the notice is untimely, the responsible official shall advise the person(s) who filed the notice that no appeal hearing will be scheduled because the notice was untimely. If the appeal is timely, the responsible official shall set a hearing date and transmit the appeal notice to the ~~hearing examiner~~[planning commission](#).

(d) ~~Hearing examiner~~[Planning commission](#) SEPA appeals, and any consolidated public hearings on the underlying permit, shall be open record hearings, as described in Chapter [22.09](#) FMC. The ~~hearing examiner~~[planning commission](#) shall take sworn testimony, consider all relevant evidence and decide the issues de novo; provided, however, that the responsible official's decision(s) shall be given substantial weight. The ~~hearing examiner~~[planning commission](#) shall issue a written decision, which shall include specific findings of fact and conclusions of law, within 10 working days of the close of the hearing, unless a longer period is agreed to in writing by the applicant and the ~~hearing examiner~~[planning commission](#).

(e) The ~~hearing examiner's~~[planning commission's](#) decision on threshold determinations and EIS adequacy shall be the final decision of the city. Appeals of the ~~hearing examiner's~~[planning commission's](#) decision on these issues shall be filed in the Pierce County superior court. Appeals of the ~~hearing examiner's~~[planning commission's](#) decision on SEPA mitigation and project denial shall be filed with the city council.

(f) Appeals to the city council of SEPA mitigation and project denial appeals shall be consolidated with decisions subject to city council review by Chapter [22.05](#) FMC. Decisions not subject to city council review may not be appealed to the city council as part of a SEPA mitigation or project denial appeal. In the appeal, the city council shall review the [hearing examiner's planning commission's](#) open record hearing decision in a closed record appeal as described in Chapter [22.10](#) FMC. The record on appeal shall consist of the [hearing examiner's planning commission's](#) findings of fact, conclusions of law, and decision; a taped or written transcript of the hearing; and any exhibits accepted into evidence at the hearing. No other evidence shall be considered unless it can be shown that the [hearing examiner's planning commission](#) erred in excluding such evidence.

(g) The city council's decision on project mitigation or denial, and the underlying permits, shall be the final decision of the city. Appeals of the city council's decision shall be filed in the Pierce County superior court.

(h) If a time limit is established by statute or ordinance for commencing a judicial appeal of the project permit, the responsible official shall give official notice of the date and place for commencing the appeal. The notice shall include:

(1) Notice that any SEPA issues must be appealed within the time limit set by statute or ordinance for appealing the underlying governmental action;

(2) The time limit for commencing the appeal of the underlying governmental action and SEPA issues, and the statute or ordinance establishing the time limit; and

(3) Where the appeal may be filed.

Written notice shall be provided to the applicant, all parties to any administrative appeal, and all persons who have requested notice of decisions concerning the project. Such notice may be appended to the permit, the decision documents, the SEPA compliance documents, or may be printed separately.

(i) The time limitations and procedures for judicial appeals of decisions in this section shall be as set forth in WAC [197-11-680](#)(4) and this title. Only a party to the proceeding appealed from may appeal the decisions set forth above. (Statutory authority: RCW [43.21C.130](#), [84-13-036](#) (Order DE 84-25), WAC [173-806-170](#), filed 6/15/84. Formerly Chapter [173-805](#) WAC.)

22.92.090 Exception – Public agency and utility.

(a) If the application of a critical areas chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an exception pursuant to this section.

(b) Exception Request and Review Process. An application for a public agency and utility exception shall be made to the city and shall include a critical area identification form; critical

area report, including mitigation plan, if necessary; and any other related project documents, such as permit applications to other agencies, special studies, and environmental documents prepared pursuant to the State Environmental Policy Act (Chapter [43.21C](#) RCW). The director shall prepare a recommendation to the ~~hearing examiner~~~~planning commission~~ based on review of the submitted information, a site inspection, and the proposal's ability to comply with public agency and utility exception review criteria in subsection (d) of this section.

(c) ~~Hearing Examiner~~~~Planning Commission~~ Review. The ~~hearing examiner~~~~planning commission~~ shall review the application and director's recommendation, and conduct a public hearing pursuant to the provisions of Chapter [22.09](#) FMC. The ~~hearing examiner~~~~planning commission~~ shall approve, approve with conditions, or deny the request based on the proposal's ability to comply with all of the public agency and utility exception criteria in subsection (d) of this section.

(d) Public Agency and Utility Review Criteria. The criteria for review and approval of public agency and utility exceptions follow:

- (1) There is no other practical alternative to the proposed development with less impact on the critical areas;
- (2) The application of the critical areas chapter would unreasonably restrict the ability to provide utility services to the public;
- (3) The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;
- (4) The proposal attempts to protect and mitigate impacts to the critical area functions and values consistent with the best available science; and
- (5) The proposal is consistent with other applicable regulations and standards.
- (6) All proposed activities will be conducted using the best management practices adopted by the city, as described in FMC [22.92.110](#)(b).

(e) Burden of Proof. The burden of proof shall be on the applicant to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

22.92.100 Exception – Reasonable use.

(a) If the application of a critical areas chapter would deny all reasonable economic use of the subject property, the city shall determine if compensation is an appropriate action, or the property owner may apply for an exception pursuant to this section.

(b) Exception Request and Review Process. An application for a reasonable use exception shall be made to the city and shall include a critical area identification form; critical area report,

including mitigation plan, if necessary; and any other related project documents, such as permit applications to other agencies, special studies, and environmental documents prepared pursuant to the State Environmental Policy Act (Chapter [43.21C](#) RCW) (SEPA documents). The director shall prepare a recommendation to the ~~hearing examiner~~[planning commission](#) based on review of the submitted information, a site inspection, and the proposal's ability to comply with reasonable use exception criteria in subsection (d) of this section.

(c) ~~Hearing Examiner~~[Planning Commission](#) Review. The ~~hearing examiner~~[planning commission](#) shall review the application and conduct a public hearing pursuant to the provisions of Chapter [22.09](#) FMC. The ~~hearing examiner~~[planning commission](#) shall approve, approve with conditions, or deny the request based on the proposal's ability to comply with all of the reasonable use exception review criteria in subsection (d) of this section.

(d) Reasonable Use Review Criteria. Criteria for review and approval of reasonable use exceptions follow; one or more may apply:

(1) The application of the critical areas chapters would deny all reasonable economic use of the property;

(2) No other reasonable economic use of the property has less impact on the critical area;

(3) The proposed impact to the critical area is the minimum necessary to allow for reasonable economic use of the property;

(4) The inability of the applicant to derive reasonable economic use of the property is not the result of actions by the applicant, or its predecessor, after the effective date of the critical area chapters;

(5) The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site; and

(6) The proposal will result in no net loss of critical area functions and values consistent with the best available science.

(7) All proposed activities will be conducted using best available management practices adopted by the city, as described in FMC [22.92.110](#)(b).

(e) Burden of Proof. The burden of proof shall be on the applicant to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

22.92.280 Variances.

(a) Variances from the standards of a critical areas chapter may be authorized by the city in accordance with the procedures set forth in Chapter [22.74](#) FMC. The director or ~~hearing examiner~~~~planning commission~~, as authorized, shall review the request and make a written finding that the request meets or fails to meet the variance criteria.

(b) Variance Criteria. A variance may be granted only if the applicant demonstrates that the requested action conforms to all of the criteria set forth in FMC [22.74.003](#) and as follows:

(1) A literal interpretation of the provisions of this chapter would deprive the applicant of all reasonable economic uses and privileges permitted to other properties in the vicinity and zone of the subject property under the terms of this chapter, and the variance requested is the minimum necessary to provide the applicant with such rights;

(2) The granting of the variance is consistent with the general purpose and intent of this chapter, and will not further degrade the functions or values of the associated critical areas; and

(3) The decision to grant the variance includes the best available science and gives special consideration to conservation or protection measures necessary to preserve or enhance anadromous fish habitat.

(c) Conditions May Be Required. In granting any variance, the city may prescribe such conditions and safeguards as are necessary to secure adequate protection of critical areas from adverse impacts, and to ensure conformity with this chapter.

(d) Burden of Proof. The burden of proof shall be on the applicant to bring forth evidence in support of the application and upon which any decision has to be made on the application.

22.96.002 Authority.

The city council may revoke or modify a ~~Type III-B or Type IV permit~~~~preliminary development plan, preliminary plat, or zoning map amendment~~ approval when it has determined that one or more of the grounds listed in FMC [22.96.004](#) exists. The ~~hearing examiner~~~~planning commission~~ may revoke or modify a ~~Type III-A permit~~~~conditional use permit, major site plan, or variance~~ approval when it has determined that one or more of the grounds listed in FMC [22.96.004](#) exists. The director may revoke or modify ~~a Type II~~~~an administrative use permit, minor site plan, minor variance, final development plan, or short plat~~ approval when it has determined that one or more of the grounds listed in FMC [22.96.004](#) exists.

22.96.003 Initiation of a revocation.

Revocation may be initiated by a request from an adversely affected property owner or other aggrieved party or a motion by either the planning commission or city council.

22.98.060 Amendment.

“Amendment” means a change in the wording, context or substance of this title or the comprehensive plan; a change in the official zoning map or comprehensive plan map; or a change to a condition of approval or modification of a permit or plans reviewed or approved by the director, hearing examiner, planning commission, or city council.

22.98.165 Conditional use permit.

“Conditional use permit” means the documented evidence of authority granted by the hearing examiner~~planning commission~~ in accordance with Chapter 22.68 FMC to establish a conditional use at a specific location.

22.98.729 Variance.

“Variance” means a means, approved by the hearing examiner~~planning commission~~ or director, of altering the requirements of this title in specific instances where the strict application of these regulations would deprive a property of privileges enjoyed by other properties which are similarly situated, due to special features or constraints unique to the property involved.

22.99.080 Variances – Additional considerations for frequently flooded areas.

(a) Additional Variance Considerations. In review of variance requests for activities within frequently flooded areas, the hearing examiner~~planning commission~~ shall consider all technical evaluations, relevant factors, standards specified in this chapter, and:

- (1) The danger to life and property due to flooding, erosion damage, or materials swept onto other lands during flood events;
- (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the proposed use;
- (3) The importance of the services provided by the proposed use to the community;
- (4) The necessity to the proposed use of a waterfront location, where applicable, and the availability of alternative locations for the proposed use that are not subject to flooding or erosion damage;
- (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;
- (6) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
- (7) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems and streets and bridges.

(b) Variances shall only be issued upon a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nuisances, fraud on or victimization of the public, or conflict with existing laws or ordinances. Unavoidable impacts to floodplain functions and values shall be mitigated in accordance with the mitigation sequencing order specified in FMC [22.92.190](#).

(c) Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.

TITLE 12 BUILDINGS AND CONSTRUCTION

12.04.080 Appeals.

All appeals authorized by the International Codes as to suitability of alternate materials and methods of construction and from other rulings, interpretations or enforcement actions of those officials charged with enforcing the codes shall be made to the ~~city's hearing examiner~~planning commission, which will act as the board of appeals in accordance with Chapter 1, Section ~~112~~ 113 of the International Building Code.

12.26.020 Application of chapter – Subdivision plats – Specific changes.

This chapter shall be the basis for naming roadways and numbering houses in future additions and annexations to the city of Fircrest. Roadway names shown on subdivision plats will be subject to approval of the ~~hearing examiner~~planning commission. Specific changes in roadway names deemed necessary to change those now existing will be in accordance with this policy and upon recommendation of the ~~hearing examiner~~planning commission and approval by the council of the city of Fircrest.

12.28.160 Variances.

- (a) The ~~hearing examiner~~planning commission shall hear and decide all requests to vary the conditions that have heretofore been established by this chapter.
- (b) A written request for variance shall be made to the ~~hearing examiner~~planning commission. It shall specifically state the section of this chapter to which the request applies, the hardship the variance is needed to correct, and the nature of the proposed project. Supporting documents, such as plot plans, geologic or hydraulic reports, and topographic details, may also be required.
- (c) The ~~hearing examiner~~planning commission, in making any favorable decision, shall state the facts and conclusions upon which it relied and shall make its decision upon the following criteria:
 - (1) The variance is necessary to overcome a particular hardship caused by special circumstances relating to the size, shape, topography or location of the subject property;
 - (2) The variance is in harmony with the intent and purposes of this chapter and with other relevant city ordinances;
 - (3) The variance shall not constitute a grant of special privilege that is inconsistent with the limitations placed upon other properties;
 - (4) The variance, if granted, will not result in harm or damage to other properties, waterways, or drainage facilities and will not otherwise be materially detrimental to the public welfare.
- (d) Conditions may be imposed upon the granting of any variance. Unless otherwise specified, the granting of a variance shall be subject to all plans, specifications and conditions set forth in the application.

NEW BUSINESS: **Petty Cash Fund Increase**
ITEM 10A.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **I move to adopt Ordinance No.____, amending Section 1 of Ordinance No. 1419 and FMC 3.20.360 relating to Petty Cash Fund to increase the amount of the Court Administrator, Parks Director and Finance Director change funds.**

PROPOSAL: The Council is being asked to approve and adopt the attached ordinance to increase the Petty Cash Fund to accommodate an additional \$50 change fund for each of Court, Recreation and Finance.

FISCAL IMPACT: The attached ordinance includes a \$150 increase in the Petty Cash Fund.

ADVANTAGE: This proposal provides internal controls allowing each cashier to have their own cash drawer.

DISADVANTAGES: None known.

ALTERNATIVES: None.

HISTORY: The petty cash fund was established in 1987 and was increased in 2006 to add a change fund for Parks and Recreation. Court has added a Court Clerk who will be receipting money. In order to maintain internal controls, a new change fund is needed. Finance and Recreation have always operated with one cash drawer. The Finance Director recommends having a separate cash drawer for the person backing up the front desks. This strengthens our cash controls.

ATTACHMENTS: [Ordinance](#)
[FMC 3.20.360 redlined](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON AMENDING SECTION 1 OF ORDINANCE
NO. 1419 AND FMC 3.20.360 RELATING TO PETTY CASH FUNDS TO
INCREASE THE AMOUNT OF THE COURT ADMINISTRATOR,
PARKS DIRECTOR AND FINANCE DIRECTOR CHANGE FUNDS.**

WHEREAS, petty cash funds were established by the City Council in 1987 and there is a need to change the amounts authorized for change funds. Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, DO
ORDAIN AS FOLLOWS:**

Section 1. Section 1 of Ordinance No. 1419 and FMC 3.20.360 are hereby amended to read as follows:

3.20.360 Petty Cash funds.

(a) There are created and established change funds as follows:

<u>Custodian</u>	<u>Amount</u>
Finance Director	\$125.00
Court Administrator	\$200.00
Parks Director	\$ 90.00

(b) There are created and established revolving cash funds as follows:

<u>Custodian</u>	<u>Amount</u>
Police Chief	\$ 50.00
Finance Director	\$410.00

(c) Each change fund and revolving cash fund will be maintained and monitored in accordance to methods prescribed by the State Auditor's Office.

Section 2. Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 27th day of November, 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATION:
EFFECTIVE DATE:**

3.20.360 Petty cash funds.

(a) There are created and established change funds as follows:

Custodian	Amount
Finance director	\$75.00 <u>125.00</u>
Court administrator	\$150.00 <u>200.00</u>
Parks director	\$40.00 <u>90.00</u>

(b) There are created and established revolving cash funds as follows:

Custodian	Amount
Police chief	\$50.00
Finance director	\$410.00

(c) Each change fund and revolving cash fund will be maintained and monitored in accordance to methods prescribed by the State Auditor's Office.

NEW BUSINESS: **Budget Amendment, 1st Reading**
ITEM 10B.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **None. Introduction of Proposed Ordinance Only.**

PROPOSAL: This is a request for additional appropriations for anticipated revenues and expenditures not foreseen at the time of filing the 2018 Preliminary Budget and not provided for in the Adopted 2018 Budget.

FISCAL IMPACT: The fiscal impact of this proposal results in increases in expenditures with corresponding increases in revenue or corresponding decreases in fund balances as follows:

	<u>Increase / (Decrease)</u>
<u>General Fund</u>	
Revenues	
Parks Donations-Pool/Community Center	\$250,000
(001.367.00.00.01)	
Expenditures	
Non Dept-Biennial Audit	\$10,000
(001.518.10.41.01)	
Non Dept-Town Topics/Citizen Communication	\$6,000
(001.518.10.49.01)	
Undesignated Ending Fund Balance	(\$16,000)
(001.508.80.00.01)	
Ending Fund Balance Pool/Community Center	\$250,000
(001.508.80.00.03)	
<u>Street Fund</u>	
Revenues	
Traffic Signal Grant Revenue	(\$32,550)
(101.333.20.20.05)	
Washington St TIB Grant Emerson/Orchard	(\$24,600)
(101.334.03.81.00)	
Expenditures	
Traffic Signal Grant P.E.	\$22,515
(101.595.10.63.08)	
Traffic Signal Grant Construction	(\$55,575)
(101.595.64.63.04)	
Undesignated Ending Fund Balance	(\$24,090)
(101.508.80.01.01)	

The City of Fircrest adopts an annual budget at the fund level. The above budget adjustments (B.A.) will result in an Amended 2018 Budget by fund as follows:

<u>FUND</u>	<u>ORIGINAL</u>	<u>B.A. #1</u>	<u>B.A. #2</u>	<u>B.A. #3</u>	<u>AMENDED</u>
General	7,970,305	422,693	3,500	250,000	8,646,498
Street	1,083,906	74,792		(57,150)	1,101,548
Storm Drain	1,148,509	18,842	(37,684)		1,129,667
Storm Drain Capital	530,000				530,000
Water	1,856,475	30,860			1,887,335
Water Capital	629,000		(61,720)		567,280
Sewer	4,661,235	586,003			5,247,238
Sewer Capital	1,760,000	388,250			2,148,250
ERR	1,753,696	31,608	2,407		1,787,711
Police Investigation	11,643	324			11,967
REET	1,406,000	149,390			1,555,390
Cumulative Reserve	3,530,763				3,530,763
Total	26,341,532	1,702,762	(93,497)	192,850	28,143,647

ADVANTAGE: This proposal will provide necessary budget for the following:

1. Increases revenue for Parks Donation for Pool/Community Center
2. Additional funds required for three year audit
3. Additional funds for citizen mailings for pool and community center
4. Matches actual revenue and expenditures for Traffic Signal Grant rollover amounts
5. Matches actual revenue for WA State TIB Emerson/Orchard Grant rollover amount

ATTACHMENT: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AUTHORIZING ADDITIONAL EXPENDITURES OF FUNDS FOR
MATTERS NOT FORESEEN AT THE TIME OF FILING THE
PRELIMINARY BUDGET FOR 2018 AND NOT PROVIDED FOR IN
THE ANNUAL BUDGET FOR 2018.**

WHEREAS, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2018; and;

WHEREAS, the City of Fircrest adopts an annual budget at the fund level and;

WHEREAS, it is necessary to amend the adopted 2018 budget to defray the anticipated expenditures; Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS
FOLLOWS:**

Section 1. These revenues and expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080.

Section 2. The anticipated revenues and expenditures are as follows:

	<u>Increase/ (Decrease)</u>
<u>General Fund</u>	
Revenues	
Parks Donations-Pool/Community Center (001.367.00.00.01)	\$250,000
Expenditures	
Non Dept-Biennial Audit (001.518.10.41.01)	\$10,000
Non Dept-Town Topics/Citizen Communication (001.518.10.49.01)	\$6,000
Undesignated Ending Fund Balance (001.508.80.00.01)	(\$16,000)
Ending Fund Balance Pool/Community Center (001.508.80.00.03)	\$250,000
<u>Street Fund</u>	
Revenues	
Traffic Signal Grant Revenue (101.333.20.20.05)	(\$32,550)
Washington St TIB Grant Emerson/Orchard (101.334.03.81.00)	(\$24,600)
Expenditures	
Traffic Signal Grant P.E. (101.595.10.63.08)	\$22,515
Traffic Signal Grant Construction	(\$55,575)

(101.595.64.63.04)
Undesignated Ending Fund Balance (\$24,090)
(101.508.80.01.01)

Section 3. The anticipated revenues and expenditures will result in the 2018 Amended Budget by fund as follows:

<u>FUND</u>	<u>ORIGINAL</u>	<u>B.A. #1</u>	<u>B.A. #2</u>	<u>B.A. #3</u>	<u>AMENDED</u>
General	7,970,305	422,693	3,500	250,000	8,646,498
Street	1,083,906	74,792		(57,150)	1,101,548
Storm Drain	1,148,509	18,842	(37,684)		1,129,667
Storm Drain Capital	530,000				530,000
Water	1,856,475	30,860			1,887,335
Water Capital	629,000		(61,720)		567,280
Sewer	4,661,235	586,003			5,247,238
Sewer Capital	1,760,000	388,250			2,148,250
ERR	1,753,696	31,608	2,407		1,787,711
Police Investigation	11,643	324			11,967
REET	1,406,000	149,390			1,555,390
Cumulative Reserve	3,530,763				3,530,763
Total	26,341,532	1,702,762	(93,497)	192,850	28,143,647

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of December, 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

DATE OF PUBLICATION:
EFFECTIVE DATE:

NEW BUSINESS: **ARC Architects Contract Amendment #1**
ITEM 10C.

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to adopt Resolution No.____, authorizing the City Manager to amend the professional services agreement with ARC Architects to continue the design and construction of the Fircrest Pool and Community Center project.**

PROPOSAL: The Council is being asked to authorize the City Manager to execute Amendment #1 of the agreement with ARC Architects to provide professional services to the City of Fircrest to continue the design and construction of the City of Fircrest Pool and Community Center project.

FISCAL IMPACT: The proposed combined fees for the Pool and Bathhouse for Design Development through Contract Administration totals \$678,180. The proposed fees for Design Development for the Community Center totals \$141,789. The Design Development phase alone for the Pool and Bathhouse totals \$214,172. So the combined total for just Design Development is \$355,961. We will also need to start the Construction Documents phase prior to the April special election.

ADVANTAGE: ARC and its team members have already prepared the 2016 Feasibility Study and worked the City and community through Schematic Design. The Council has now determined the project scope, and this proposal is the next step.

DISADVANTAGES: Other than cost, there are no other identified disadvantages.

ALTERNATIVES: None that are feasible at this time in order to continue the project as scheduled.

HISTORY: ARC Architects was chosen for the 2016 Feasibility Study, and then through an RFQ process, they were chosen again for architectural/project management services for this project. The initial contract with ARC covered the schematic design phase only, so this amendment provides for design development through contract administration for the pool and bathhouse, and for design development for the community center.

ATTACHMENTS: [Resolution](#)
[Contract Amendment](#)

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #1 OF THE
PROFESSIONAL SERVICES AGREEMENT WITH ARC
ARCHITECTS TO CONTINUE THE DESIGN AND
CONSTRUCTION OF THE FIRCREST POOL AND COMMUNITY
CENTER PROJECT.**

WHEREAS, the City of Fircrest has contracted with ARC Architects to provide professional services for the schematic design phase for the Fircrest Pool and Community Center project; and

WHEREAS, the City desires to continue with ARC Architects as the architect/project manager for the design and construction of the Fircrest Pool and Community Center project. Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:

Section 1. The City Manager is hereby authorized and directed to execute Amendment #1 to the agreement with ARC Architects for the design and construction of the Fircrest Pool and Community Center project.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 27th day of November 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AMENDMENT #1
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH ARC ARCHITECTS FOR THE
DESIGN AND CONSTRUCTION OF THE FIRCREST POOL AND COMMUNITY
CENTER PROJECT.**

This amendment is hereby made and entered into this 27th day of November 2018, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and ARC Architects, hereinafter referred to as “Consultant”, to be effective November 27, 2018.

WITNESSETH:

1. Purpose

The purpose of this first amendment is to amend the February 27, 2018 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the February 27, 2018 agreement shall remain in full force and effect. The amendments are as follows:

2. Term of Agreement is hereby amended to read as follows:

The Consultant shall complete all work required under the terms of this Agreement as set forth in the schedule included in Exhibit A, Attachment 3, and may be extended or modified by mutual consent of the parties.

3. Compensation is hereby amended to add the following sentence to the end of the section:

At the start of each new project phase, the City shall have to option to renegotiate the basic services fees based on the changes in the maximum allowable construction costs (macc).

4. Billing is hereby amended to read as follows:

The Consultant shall provide the City will periodic billing statements that details the worked performed, the percentage of the project complete, and the charges related thereto. The City shall pay the invoice amount within thirty (30) days.

5. Exhibit A – Attachment 1 is hereby amended to include the following:

- Fircrest Pool and Bathhouse Scope of Work Design Development through Construction Administration
- Fircrest Community Center Scope of Work Design Development

6. Exhibit A – Attachment 2 is hereby amended to include the following:

- Fircrest Pool and Bathhouse Design Development through Construction Administration Fee Proposal
- Fircrest Community Center Design Development Fee Proposal

7. All remaining provisions of the of the February 27, 2018 agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two counterparts, each of which shall be deemed as originals, in the year and day first above mentioned.

CITY OF FIRCREST

ARC ARCHITECTS

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

City Clerk

ATTACHMENT 1

Scope of Work

The Scope of Work is to progress the project for the two phases of work approved by City Council:

Phase One: Design Development through Construction for the Pool and Bathhouse. The work of this phase includes the pool option with a separate lap / recreation pool and the separate wading pool. The design shall include the vortex but not a slide. The bathhouse will include a party room. The project will include demolition of the locker room and pool mechanical at the existing community center.

Phase Two: Design Development for the Community Center. This will be for the approved community center design and will include consideration of photovoltaic panels and an emergency generator. The goal is to provide refined design, costs, and design images to help with an envisioned public bond vote.

SCOPE OF WORK FOR CONSULTANT TEAM

ARC Architects – architecture.

Phase One

- a. Project management – scheduling, contracting, coordination with City and consultants
- b. Design refinements – building floor plans, elevations, sections, materials and color options, 3-D renderings
- c. Digital drawings for consultant team use
- d. Estimate input and review and communication with client
- e. Construction drawings and specifications
- f. Permitting
- g. Bidding
- h. Construction Administration: weekly field meetings, submittals, field questions, pay applications, punch and backpunch lists, one-year warranty walk-through
- i. Two Steering Committee meetings
- j. Two City Council presentations
- k. One Public meeting

Phase Two

- a. Project management – scheduling, contracting, coordination with City and consultants
- b. Design refinements – building floor plans, elevations, sections, materials and color options, 3-D renderings
- c. Digital drawings for consultant team use
- d. Estimate input and review and communication with client
- e. Two Steering Committee meetings (same as above)
- f. Two City Council presentations (same as above)
- g. One public meeting (same as above)

PCS Structural Solutions – structural

Phase One

- a. Design refinements – structural gravity loads, seismic loads, detailing, coordination of drawings and specifications
- b. Coordination with ARC's digital drawings
- c. Estimate input and review
- d. Construction drawings and specifications
- e. Permitting input and support
- f. Bidding support
- g. Construction Administration: field visits at key points in construction, submittals, field questions

Phase Two

- a. Design refinements – structural gravity loads, seismic loads, detailing, coordination of drawings
- b. Coordination with ARC's digital drawings
- c. Estimate input and review

Fsi Engineers – HVAC, plumbing, fire protection

Phase One

- a. Design refinements – energy analysis, refined mechanical system and plumbing system design, selection of equipment, selection of plumbing fixtures (with ARC input), coordination of drawings and specifications
- b. Coordination with ARC's digital drawings
- c. Estimate input and review
- d. Construction drawings and specifications
- e. Permitting input and support
- f. Bidding support
- g. Construction Administration: field visits at key points in construction, submittals, field questions, punch list

Phase Two

- a. Design refinements – energy analysis, refined mechanical system and plumbing system design, selection of plumbing fixtures (with ARC input), coordination of drawings
- b. Coordination with ARC's digital drawings
- c. Estimate input and review

Travis Fitzmaurice – electrical

Phase One

- a. Design refinements – lighting analysis, refined electrical systems design, selection of power/data/communications equipment, selection of lighting fixtures (with ARC input), coordination of drawings and specifications.
- b. Coordination with ARC's digital drawings
- c. Estimate input and review
- d. Construction drawings and specifications
- e. Permitting input and support

- f. Bidding support
- g. Construction Administration: field visits at key points in construction, submittals, field questions, punch list

Phase Two

- a. Design refinements – lighting analysis, refined electrical systems design, selection of power/data/communications equipment, selection of lighting fixtures (with ARC input), coordination of drawings
- b. Coordination with ARC's digital drawings
- c. Estimate review

AHBL – civil and survey

Phase One

- a. Design refinements – grading, utilities, parking, curbs, walks, storm drainage, detailing, coordination of drawings and specifications.
- b. Estimate input and review
- c. Construction drawings and specifications
- d. Permitting input and support
- e. Bidding support
- f. Construction Administration: field visits at key points in construction, submittals, field questions, punch list

Phase Two

- a. Design refinements – grading, utilities, parking, curbs, walks, storm drainage, detailing, coordination of drawings and specifications.
- b. Estimate input and review

Counsilman Hunsaker – aquatic design

Phase One

- a. Design refinements: pool dimensions, detailing, pool mechanical, vortex design
- b. Input on sizing for pool mechanical, storage, and locker room spaces
- c. 6 trips
- d. Estimate input and review
- e. Construction drawings and specifications
- f. Permitting input and support
- g. Bidding support
- h. Construction Administration: field visits at key points in construction, submittals, field questions, punch list

Phase Two – NA

Bruce Dees and Associates – landscape architecture

Phase One

- a. Design refinements – paving design, landscape design, detailing, coordination of drawings and specifications.

- b. Coordination with civil for raingardens, bio-swales, grading, parking layout and dimensioning
- c. Estimate input and review
- d. Construction drawings and specifications
- e. Permitting input and support
- f. Bidding support
- g. Construction Administration: field visits at key points in construction, submittals, field questions, punch list

Phase Two

- a. Design refinements – paving design, landscape design, detailing, coordination of drawings and specifications.
- b. Coordination with civil for raingardens, bio-swales, grading, parking layout and dimensioning
- c. Design refinements – grading, utilities, parking, curbs, walks, storm drainage, detailing, coordination of drawings and specifications.
- d. Estimate input and review

GeoEngineers – geotechnical

Phase One

- a. Four additional test pits and associated updates of geotechnical recommendations
- b. Site visits during construction

Phase Two

- a. Test pits noted above will help the design team in the design work of their disciplines

ATC – environmental / hazardous materials

Phase One

- a. Phase 1 Environmental Site Assessment
- b. Hazardous materials surveys for existing community center and pool tank

Phase Two

- b. Studies noted above will the design team in the design work for their disciplines

DCW Cost Management – estimating

Phase One

- a. Cost estimating

Phase Two

- a. Cost estimating

END

ATTACHMENT 2

FIRCREST POOL AND COMMUNITY CENTER

ARC Architects & Design Team

DD-CA Fee for Pool and Bath House

11.19.18

FEE SUMMARY	fee	est macc	basic services	
WSFS Basic Service Consultants	8.66%	\$5,648,000	\$489,117	
DD - CA	82.00%		\$401,076	
architect - ARC			\$271,343	
structural - PCS			\$38,250	incl site struc & cctr closure
mechanical - FSI			\$27,483	
electrical -TF			\$35,000	
civil - AHBL			\$29,000	
Subtotal			\$401,076	
Specialty Consultants		mark-up		
civil - AHBL	\$36,000	1.1	\$39,600	
landscape - BDA	\$64,230	1.1	\$70,653	incl irrigation designer
aquatics - CH	\$101,500	1.1	\$111,650	includes 6 trips
geotech - GeoEngineers	\$24,200	1.1	\$26,620	
phase one ESA - ATC	\$3,400	1.1	\$3,740	
hazardous materials study- ATC	\$8,885	1.1	\$9,774	
hazmat specs, dwgs, const- ATC	\$0	1.1	\$0	TBD based on studies
estimator - DCW	\$11,880	1.1	\$13,068	
Subtotal			\$275,105	
Additional Services				
Renderings - ARC	\$0	1	\$0	no charge, in basic
Estimated Expenses				
architect - ARC			\$1,500	40 trips, printing, courier
civil - AHBL			\$500	
Subtotal			\$2,000	
DD-CA FEE POOL AND BATHHOUSE			\$678,180	

FIRCREST POOL AND COMMUNITY CENTER

ARC Architects & Design Team

DD Fee for Community Center

11.19.18

FEE SUMMARY	fee	est macc	basic services
WSFS Basic Service Consultants	8.54%	\$6,330,000	\$540,582
DD only	20.00%		\$108,116
architect - ARC			\$63,369
structural - PCS			\$20,000
mechanical - FSI			\$7,747
electrical -TF			\$10,000
civil - AHBL			\$7,000
Subtotal			\$108,116
Specialty Consultants		mark-up	
civil - AHBL	\$7,000	1.1	\$7,700
landscape - BDA	\$15,025	1.1	\$16,528
estimator - DCW	\$4,950	1.1	\$5,445
Subtotal			\$29,673
Additional Services			
Renderings - ARC	\$4,000	1	\$4,000
Subtotal			\$4,000
Estimated Expenses			
DD FEE COMMUNITY CENTER			\$141,789

Fircrest Pool and Bathhouse Design Fee Summary - Nov 2018

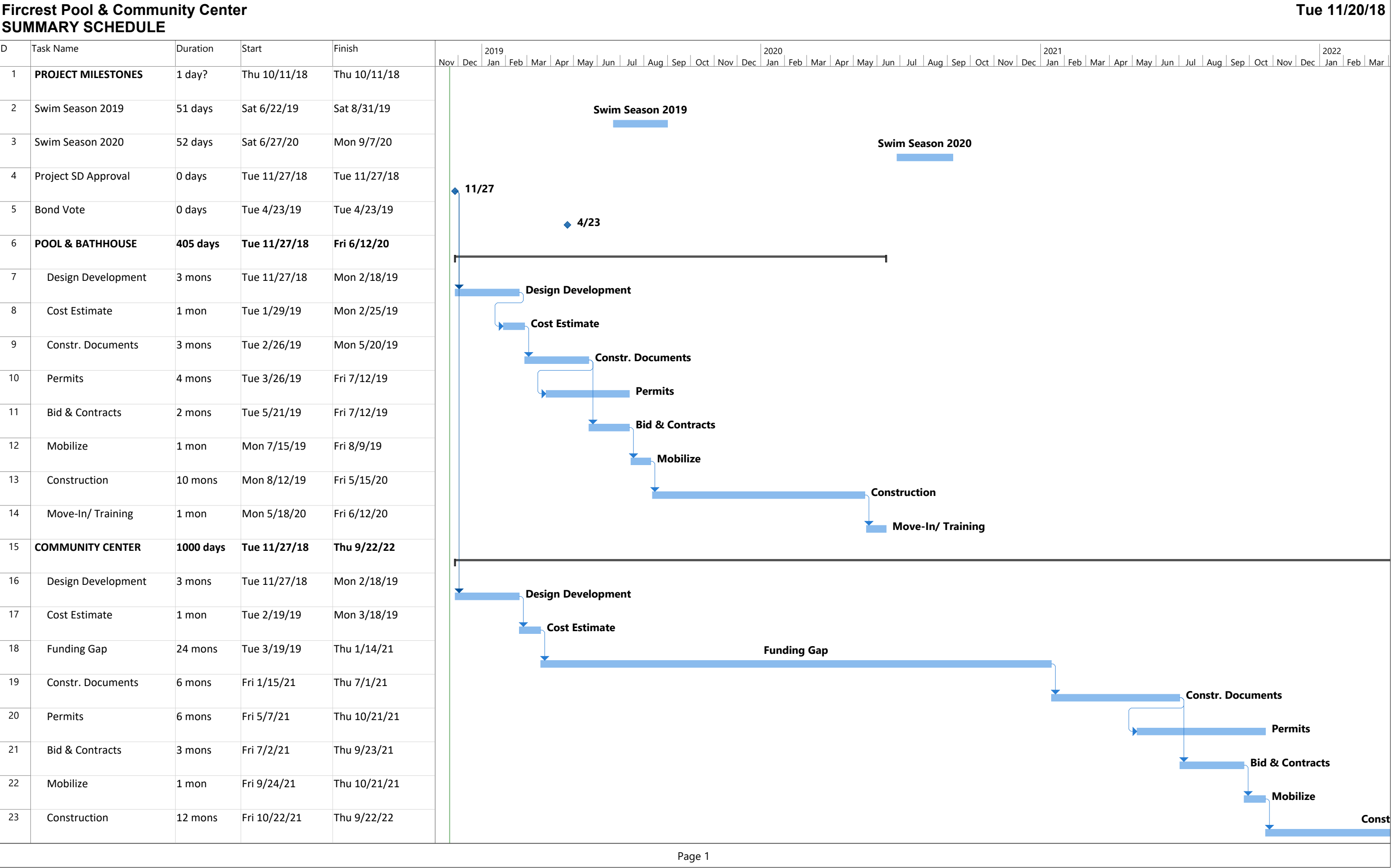
Design Development	\$ 214,172
Construction Documents	\$ 261,071
Bidding	\$ 15,655
Contract Administration	\$ 172,716
Close Out	\$ 12,565
Expenses	\$ 2,000
Total Fees	\$ 678,179

Fircrest Community Center Design Fee Summary

Design Development	\$ 141,789
Construction Documents	TBD
Bidding	TBD
Contract Administration	TBD
Close Out	TBD
Expenses	
Total Fees	\$ 141,789

This is less than the pool because the pool includes the add services for Geotech, Hazmat, and Aquatics

ATTACHMENT 3





Seattle	1011 Western Avenue, Suite 810 Seattle, WA 98104 206.292.5076
Tacoma	1250 Pacific Avenue, Suite 701 Tacoma, WA 98402 253.383.2797
Portland	101 SW Main Street, Suite 280 Portland, OR 97204 503.232.3746
www.pcs-structural.com	

November 16, 2018

ARC Architects, Inc.
119 S Main St, Suite 200
Seattle, WA 98104-2579

ATTN: Stan Lokting

RE: *Fircrest Pool and Community Center Proposal*

Dear Stan:

Thank you for this opportunity to propose our Structural Engineering Services for the continuation of the design for the Fircrest Pool and Community Center.

SCOPE OF SERVICES

For the Bath House structure, we will provide DD through CA services for the Bath House structure itself. We have also included a fee to modify the existing Community Center and for site structures. For site structure we will redline architectural sections where appropriate and provide schedules and details for retaining wall, screen walls or similar site structure.

For the Community Center we will provide DD services. This will include providing a structural Revit model.

BASIS OF FEE

Our scope of services and resulting fee are based on one story primarily wood buildings with concrete slab on grade and conventional concrete spread footing foundation system. Pool design is not included in our scope of services, although footing depths will be taking into account depending on the proximity of the pool to the building and the depth of the pit in the equipment room.

ARC Architects, Inc.
Stan Lokting
Fircrest Pool and Community Center Proposal

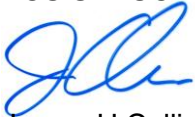
PROPOSED FEE

Bath House DD – CA Phases	\$28,250
Modifications to Existing Community Center	\$ 5,000
Site Structures	\$ 5,000
Community Center DD Phase.	\$20,000

Thank you for this opportunity to be of continued service to you and the City of Fircrest. If there are any questions regarding this proposal, please feel free to call. We look forward to hearing from you.

Very truly yours,

PCS STRUCTURAL SOLUTIONS

A handwritten signature in blue ink, appearing to read "JH Collins", written over the printed name.

James H Collins, S.E.
Senior Principal

JHCKls
18-357



FSi consulting engineers
506 Second Avenue Suite 700
Seattle, WA 98104
206.622.3321 | www.fsi-engineers.com

11/08/2018

Stan Lokting, LEED AP
ARC Architects
Principal
119 S Main St, Suite 200
Seattle, WA 98104-2579

Subject: Fircrest Pool and Community Center – Consultant Fee Proposal

Dear Stan,

This proposal is for design and construction support services for the Fircrest Pool and Community Center. Our understanding of the scope is based on the SD design direction.

Scope

We understand our scope is to provide design and construction services for building HVAC, plumbing, and fire protection from DD through Construction Administration for the Pool/Bath House and DD only for the Community Center.

Our proposal is based on the following assumptions and services:

- At this time, the Design Development set is the only deliverable for the Community Center
- DD, CD, Bidding and Construction Administration are all included for the Pool/Bathhouse
- Pool Mechanical design will be by others.
 - FSi will provide necessary utilities to pool mechanical as required (domestic water, natural gas, etc).
- The deliverable will include a cost estimate, HVAC, plumbing and Fire Protection drawings.
- There will be 2 meetings at your office during schematic design. Additional meetings will be billed at a time and expense rate.
- The project does not require a LEED charrette at this stage.
- This project design will be Revit.
 - The Revit Level of Detail will correspond to AIA LOD 250
- Fire protection will be performance specified.
- Controls design will be performance specified
- Cost estimating is included.
- Support of the preparation, quality assurance review and owner review of the documentation at each submittal (Drawings, Specifications, Cost Estimates, and CAD Standards).



FSi consulting engineers
506 Second Avenue Suite 700
Seattle, WA 98104
206.622.3321 | www.fsi-engineers.com

Additional Services Optionally Available

- Review of non-AIA standard contract.
- Work related to hazardous materials
- Assignment of specific FSi employees to a project
- Participation in any value engineering, life cycle costing, or constructability reviews
- Commissioning
- Energy Modeling
- LEED services
- Record drawings
- As-Building existing conditions
- Design beyond Schematic Design level

Fee

We propose to perform this work for a lump sum for the values listed below:

<u>Phase</u>	<u>Fee</u>
Phase 1: Pool and Bath House DD through CA	\$27,483
Phase 2: Community Center DD Only	\$7,747

It is anticipated that documented and agreed upon changes in scope will modify the maximum. Please see the attached spreadsheet for a breakdown of the tasks and hours.

Again, we truly appreciate the opportunity to propose on this project, and we look forward to working with you. If you have any questions or concerns regarding any of the above, please do not hesitate to contact me.

Respectfully,

FSi consulting engineers

Andy Langdon, PE
Associate
andyl@fsi-engineers.com



1200 Westlake Avenue North, Suite 509
Seattle, WA 98109
p 206.285.7228

November 13, 2018

Stan Lokting
ARC Architects
1101 E Pike Street
Seattle, WA 98122

Re: Fircrest Pool and Community Center

Dear Stan:

Thank you for your request for services on the subject project. This proposal is for design development through construction documents, construction and closeout for Phase 1, and design development only for Phase 2. It is based on the project scope determined during the recently completed schematic phase and the specifics indicated in your email to me dated 11/02/18. A lump sum fee of \$45,000 is proposed based on the following formula using Washington State Fee Schedule (WSFS) parameters.

Phase 1: $75\% \times 8.66\%$ (WSFS fee %) $\times 657,000$ (estimated elec construction cost) $\times 82\%$ (DD through CA)

Phase 2: $75\% \times 8.54\%$ (WSFS fee %) $\times 780,500$ (estimated elec construction cost) $\times 20\%$ (DD only)

The estimated electrical cost is based on the overall estimated construction cost of \$18,900,000. The fee is rounded down slightly from the number determined using the formula and is broken out as follows:

Phase 1:

Design Development	\$7,500
Construction Documents	\$15,000
Bidding	\$1,000
Construction Admin	\$11,500

Phase 2:

Design Development	\$10,000
--------------------	----------

Lump sum fees for additional services are proposed as follows:

LEED Certification	\$2750
Commissioning Support	\$2000
GCCM Coordination & Support	\$4500

No reimbursable expenses are anticipated. Again, thank you for your request. Please contact me if you have questions or wish revisions.

Sincerely,

e-mail: aprille@tf-wb.com

Aprille Balangué

Aprille Balangué



EXHIBIT "B" OF AIA DOCUMENT C.401 AGREEMENT BETWEEN THE CLIENT: **ARC ARCHITECTS** AND THE CONSULTANT: **COUNSILMAN-HUNSAKER** FOR CONSULTING FOR **FIRCREST COMMUNITY CENTER AND COMMUNITY POOL**.

THIS AGREEMENT is made and entered into at ST. LOUIS, MISSOURI, this ____day of _____, 2018, by and between ARC ARCHITECTS hereinafter referred to as the "Client" and COUNSILMAN-HUNSAKER, a Missouri Corporation, doing business at 10733 Sunset Office Drive, Suite 400, St. Louis, Missouri 63127-1018, hereinafter referred to as the "Consultant."

WHEREAS, the Client intends to design and develop an aquatic facility at the Fircrest Community Center and Community Pool located in Fircrest, WA hereinafter referred to as the "Project" and,

WHEREAS, the Consultant is a consultant possessing expertise in the field of swimming pool design and engineering, and

WHEREAS, the Client desires to retain the Consultant as its independent contractor for purposes of planning, design and engineering swimming pool(s),

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the parties hereto agree as follows:

- I. SERVICES: The Client hereby retains the Consultant as its swimming pool design consultant for the Project which includes *an outdoor leisure pool that is approximately 6,500 SF and an outdoor toddler pool that is approximately 800 SF.* The scope of the Consultant's services shall include:

DESIGN DEVELOPMENT PHASE

(1) 1-day site visit

- A. Provide Design Development drawings for the pool(s) showing markings and features in plan and section.
- B. Provide plan and elevation of pool filter room and chemical rooms showing pumps, filters, and water chemistry equipment to verify size of space. Indicate where electrical and plumbing coordination items are located.
- C. Provide outline specifications for Division 13 - Swimming Pool.
- D. Provide opinion of probable construction cost for the swimming pool(s) and answer questions regarding estimate cost data for the aquatic facility. The Consultant does not guarantee opinion of probable costs.
- E. Provide structural design of the pool shell(s)
 - Prepare design development drawings for the swimming pool(s) and tile movement joints, if any.
 - Prepare outline specifications for swimming pool structural items
 - Assist in coordination of pool structural items with building structure and pool deck (if applicable)
- F. Provide a coordination document describing the pool equipment specified with interface with the other design disciplines.
- G. Provide product cut sheets to the Client for the Owner's review and design team's use.
- H. Review State and Local Health Codes relating to swimming pool design and construction.
- I. Consult with the design team for coordination of design and engineering issues.
- J. Review outline specifications prepared by the Client.
- K. Meet with the Client and/or the Owner's steering committee to discuss the design of aquatic facility.

CONSTRUCTION DOCUMENTS PHASE

No site visits

- A. Provide swimming pool drawings (SP sheets) and submit to Client following the general format shown below. (Refer to attachments for description of Consultant's work and interface with engineering disciplines and the Client.)

1. Pool Site Plan (building or site background from the Client)
 - Design data
 - General notes
 - Reference notes
2. Leisure Pool Plan and Sections
 - Pool plan
 - Floor contour lines
 - Depth dimensions
 - Pool markings
 - Location of depth markings and warning signs
 - Construction plan of pool
 - Equipment schedule
 - Transverse section
 - Longitudinal sections
3. Leisure Pool Details
 - Steps and grab rails (stairs, if any)
 - Stair and bench nosing detail
 - Ramps and benches
 - Fountains
 - Waterslide elevations
 - Wall markings
 - Wall anchors
 - Underwater lights
 - Underwater benches
 - Stairs, usually multiple at varying depths
 - Dimensions of face-to-face of structure
 - Equipment plan
 - Anchors
 - Grab rails
 - Lane ropes
 - Other miscellaneous equipment and floatables
4. Toddler Pool Plan and Sections
 - Pool plan
 - Floor contour lines
 - Depth dimensions
 - Pool markings
 - Location of depth markings and warning signs
 - Construction plan of pool
 - Equipment schedule
 - Transverse section
 - Longitudinal sections

5. Toddler Pool Details
 - Steps and grab rails (stairs, if any)
 - Wall markings
 - Wall anchors
 - Stairs, usually multiple at varying depths
 - Dimensions of face-to-face of structure
 - Equipment plan
 - Anchors
 - Grab rails
 - Other miscellaneous equipment and floatables
6. Piping Plan
 - Plan of all pools
 - Surge tank location and size
 - Filter room and chemical room locations
 - Location of under floor piping and sizes
 - Building background from the Client
7. Pool Mechanical Room and Surge Tank Plans and Sections
 - Pool mechanical room piping plan
 - Pool mechanical piping diagram
 - Surge tank sections
 - Surge tank reach rod sleeve details
 - Access hatch
 - Filtration equipment
 - Recirculation equipment
8. Piping and Pool Mechanical Room Details
 - Main outlets and hydrostatic relief valve
 - Backwash and pool draining piping
 - Wall sleeve locations
 - Water level controller
 - Fill funnels
 - Water supply inlet
 - Static water line inlet
 - Sight sump
 - Chemical controller and feed systems
 - Schematic of water treatment system
 - pH adjustment schematic
 - Chemical room pump shelf detail
- B. Provide structural design of the pool shells
 - Provide construction documents and specifications for the pool floor slab, walls, gutters, surge tank, and tile movement joints, if any.

- Assist in establishing testing and observation requirements
 - Coordinate pool structural documents with other disciplines
 - Comment on the effect of pool structure and systems on building structure, if any
- C. Provide specifications for Division 13, Section 13150 Swimming Pool. (Refer to attachments for description of Consultant's work and interface with engineering Consultants and Client.)
 1. Specifications shall include sections for:
 - General swimming pool and equipment
 - Pool plaster or pool ceramic tile, if required
 - Cast in place concrete pool shell
 - Shotcrete pool shell
 - A complete timing/scoreboard system, if required
 - Leisure pool equipment
 2. Specifications that will be the responsibility of the Client and its respective consulting engineers include:
 - Architectural: natatorium building systems, paint, surface coatings, filter room railings, stair, ladders, and signage.
 - Mechanical: deck drain system, pool heaters or boilers, make up water, hose bibbs, and filter backwash to sanitary.
 - Electrical: pump motor starters and overload protection, underwater light power supply and junction boxes, pool equipment power supply, pool bonding and grounding per NEC680 and timing system conduits, pool mechanical room lights and circuitry.
 - Plumbing/Civil: subsurface drainage system under the pool(s).
 - Structural: support structures, backwash basin and pump pit.
 - Environmental/OSHA review: chemical SARA Title II, MSDS, OSHA signage and storm water permits.
- D. Coordinate SP construction drawings and specifications with Clients and design team engineers.
- E. Provide progress sets of SP sheets and specifications if requested by Client at the following design intervals:
 - 50%
 - 75%
 - 90% to 99%
 - 100% (bid)
- F. Review 90% to 100% completion set of construction documents (if requested) prepared by Clients and consulting engineers for swimming pool issues.
- G. Provide opinion of probable construction cost for the swimming pool(s) and answer questions regarding estimate data for the aquatic facility. The Consultant does not guarantee opinion of probable costs.

- H. Provide signed and sealed construction documents by a licensed Professional Engineer.
- I. Support this phase of the design with open communication.

BID PHASE

No site visits

- A. Address bidders' inquiries and furnish addenda items to Client to clarify drawings and specifications, if required.

CONSTRUCTION ADMINISTRATION PHASE

(5) 1-day site visits

- A. Review submittals (shop drawings, product information and requested substitutions by manufacturers and/or contractors) with regard to the pools and its related systems.
- B. Observe construction of the aquatic related items during specific milestones throughout construction and submit a report following each site visit.
- C. Provide final observation of the aquatic facility to confirm that the pool and its related equipment have been installed as designed and specified. Submit a final punch list.
- D. Maintain open lines of communication for the discussion of questions and issues as they arise in the development of the project.

- II. DRAWINGS: All of the drawings, and specifications, prepared by the Consultant as instruments of service are and shall be the property of the Consultant whether the project for which they are made is executed or not. The Client and the Owner shall be permitted to retain copies, including reproducible copies of the drawings and specifications, and shall have a non-exclusive limited license to use such for the sole purpose of constructing and operating the facility and no other purpose. All of the drawings prepared by the Consultant will be issued in Autodesk AutoCAD two-dimensional format and/or PDF.

The Consultant further represents that the work, plans and specifications to be prepared by it for the swimming pool design of this project shall not be based on one supplier in nature, and shall be fit for their intended purpose unless in the opinion of the Consultant there are no equal products available.

Except for reference and coordination purposes in connection with future additions or alterations to the work, drawings, specifications and other documents prepared by the Consultant are instruments of the service for use solely with respect to this project and, unless otherwise provided, the Consultant shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including copyright. The Consultant's drawings, specifications or their documents shall not be used by the

Client or others on other projects except by agreement in writing and with appropriate compensation to the Consultant.

III. AGENCY REVIEW AND APPROVAL OF PLANS AND SPECIFICATIONS: All permits that are to be obtained from the Health Departments and jurisdictional authorities by the Client, relating to the work completed by the Consultant shall be done with the Consultant's assistance in filling out forms and answering questions. Once an authorized representative of a regulatory agency having jurisdiction over the Project including, but not limited to the Health Department approves the original design, the Consultant will not be required to revise or address any design changes or field modifications with enactment or revision of codes, laws or regulations or official interpretations, which necessitate changes to the previously prepared Instruments of Service; provided the Consultant will work with the design team in determining a solution at an agreed upon charge for such services. All necessary notices, obtaining all permits and payment of all government fees, and other costs in connection with construction related work, including filing all necessary drawings, preparation of all documents and obtaining all necessary approvals of governmental departments having jurisdiction for the purpose of construction completion and occupancy shall not be the responsibility of the Consultant.

IV. CONSULTANT NOT RESPONSIBLE: The Client hereby releases the Consultant from any and all claims, now existing or hereafter made, as a result of, construction means, methods, techniques, sequences or procedures, and shall not be responsible for the acts or omissions of any contractor, subcontractor or any other person performing any of the construction work on the project or for the failure of any of them to carry out the work as set forth in the plans and specifications to be prepared by the Consultant. However, if during the field observation the Consultant becomes aware of an act or omission, or a failure by a contractor, subcontractor or any other person performing any of the construction work, to carry out the work in accordance with the plans and specifications, the Consultant shall bring same to the attention of the Client; provided the Consultant has no obligation to do so or liability hereunder for the failure to do so.

The Consultant makes no warranty, guaranty or certification; expressed or implied as to its findings, recommendations, plans, specifications, or professional advice. The Consultant will endeavor to perform services in accordance with the generally accepted standards of practice in effect at the time of performance. Client recognizes that neither the Consultant nor its sub consultants owe a fiduciary responsibility to the client.

The Consultant shall not be responsible for preparing as-built drawings. At the Client's request, the Consultant shall require the Contractor to provide as-built drawings in the specifications and submit to consultant for observation and comment.

V. HOLD HARMLESS: The Client shall be responsible for the design of the building, not the Consultant. The Client shall hold harmless the Consultant from all claims relating to building design, and specifically claims related to condensation, moisture damage,

excessive humidity, absence or poor performance of vapor barriers and corrosion of surfaces.

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, partners, employees, agents and Consultant's Subconsultants, and any of them, to the Client, Owner and anyone claiming by, through or under the Client or Owner for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in a anyway related to the drawings, specifications, reports, conclusions and recommendations shall not exceed \$1,000,000 of professional liability. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

VI. FEES: The Consultant's fee shall be a lump sum of **\$101,500** including **six (6)** site visits. Travel expenses are included in this lump sum. (Site visits in excess of **six (6)** shall be authorized by the Client in writing in advance and compensated with fee and reimbursable expenses as Additional Services.)

VII. PAYMENT SCHEDULE: The Consultant shall be paid monthly based on percentage complete for the following phases:

Design Development Phase	\$29,600
Construction Documents Phase	\$48,100
Bid Phase	\$1,300
Construction Administration Phase	\$22,500

The Consultant shall submit monthly invoices for services incurred based upon the percentage of the Consultant's services completed at the time of billing. The Client shall make payments to the Consultant within fifteen (15) days after receipt of payment from the Owner. The Consultant may, after giving seven (7) days written notice to the Client, suspend services until payment is made in full of all past due invoices for this project.

Should any additional tasks be required, not described above, including opinion of probable costs or re-design of pool shapes, features, systems, due to program change by the Owner, the Consultant will execute such tasks when authorized by the Client and will be compensated as additional services according to the Additional Services Fee Schedule in Paragraph IX.

VIII. PROJECT SCHEDULE: The project schedule shall be maintained as outlined in AIA - C 401 Agreement between the Client and the Consultant.

Should the project phase schedule be delayed, through no fault of the Consultant, the Consultant's schedule will be extended commensurate with the delays created by others.

IX. ADDITIONAL SERVICES: All additional services must be authorized in writing. The Consultant shall be paid for additional services according to the following fee schedule (if not listed as a lump sum):

Principal	\$220.00/hour
Director	\$200.00/hour
Project Manager	\$175.00/hour
Project Engineer/Architect	\$150.00/hour
Design Associate	\$125.00/hour
Administrative	\$70.00/hour
Site Visit	\$1,500.00 /day *
* Excluding travel expenses	

- X. ENTIRE AGREEMENT: This Agreement constitutes the entire understanding between the parties and cannot be modified except by their mutual written consent. In the event of a conflict between this Agreement and the terms of any other agreement or document pertaining to the Project, the terms and provisions of this Agreement will govern.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

ACCEPTED:

COUNSILMAN-HUNSAKER

ARC ARCHITECTS



Signature

Doug Cook, P.E. - Chairman

Signature

Print Name

Title

November 15, 2018

Date

Date

Client Information:

Stan Lokting | Principal, LEED AP
ARC Architects
119 S Main St, Suite 200
Seattle, WA 98104-2579
O: (206) 322-3322
D: (206) 900-0324
E: lokting@arcarchitects.com
<http://www.arcarchitects.com>



November 8, 2018

Mr. Stan Lokting, LEED AP BD+C
ARC Architects
119 South Main Street, Suite 200
Seattle, WA 98104-2579

Project: Fircrest Pool and Community Center, AHBL No. 2170774.10, Tasks 13-16
Subject: Proposal for Civil Engineering Services

Dear Stan:

Thank you for the opportunity to submit this proposal for civil engineering services for the Fircrest Pool and Community Center project. We are excited to continue partnering with you and the rest of the ARC team on this project.

We previously completed Schematic Design (SD) for both phases of the project. This proposal includes civil engineering services for Design Development (DD) through Construction Administration (CA) for Phase 1 of the project, and DD only for Phase 2. Based on our correspondence with you, we understand that Phase 1 includes the Pool and Bathhouse and that Phase 2 includes the Community Center.

The site plan provided by you identifies multiple offsite parking areas. We understand that some ADA parking stalls along Electron Way are included in the scope of the project, but that the other parking areas are future improvements and not included in the scope of the project.

Based on our knowledge of the site and our experience with the City of Fircrest, we have determined to the best of our ability the required scope of services for this project. Our scope of work for civil engineering is listed below. Each item is identified as either a "Basic Service" or an "Additional Service."

Phase 1 – Pool and Bathhouse

Civil Engineering Design (DD and CD) – Task 13

1. Prepare a base map for engineering drawings using the survey prepared by AHBL and the site plan provided by you. (BASIC SERVICE)
2. Prepare plans and calculations for a temporary erosion and sedimentation control (TESC) plan. (ADDITIONAL SERVICE)
3. We assume the project will disturb more than 1 acre and will require a Washington State Department of Ecology (DOE) Construction Stormwater General Permit. We will complete the permit application and the newspaper notice, submit to you for signature, and forward the application material to DOE. (ADDITIONAL SERVICE)

Civil Engineers

Structural Engineers

Landscape Architects

Community Planners

Land Surveyors

Neighbors

TACOMA

2215 North 30th Street
Suite 300

Tacoma, WA 98403-3350

253.383.2422 TEL

www.ahbl.com



4. Prepare a site and utility demolition plan, including clearing and grubbing. (ADDITIONAL SERVICE)
5. Prepare plans and calculations for a site grading plan. This scope of work will include earthwork calculations for permitting purposes only. This work will set elevations for the building finished floors, drive aisles, parking areas, and pedestrian walkways (including accessible routes). We will also provide finished grade elevations for the top and bottom of any site walls. We assume that a structural engineer will provide the retaining wall design, if required. (BASIC SERVICE)
6. Prepare plans and calculations for a storm drainage plan. This scope of work includes a design to meet the 2014 DOE *Stormwater Management Manual for Western Washington (SMMWW)*, as adopted by the City of Fircrest. This portion of the scope of work includes the following (ADDITIONAL SERVICE):
 - a. Conveyance System – Stormwater runoff from rooftops, pavement, and landscape areas will be collected by catch basins and conveyed to the flow control system.
 - b. Onsite Stormwater Management (Low Impact Development) – Project improvements will meet the City of Fircrest thresholds that require Low Impact Development (LID). We anticipate that this requirement will be met by implementing LID best management practices, such as pervious pavement or rain gardens.
 - c. Treatment System – Based on the current site plan, we assume Phase 1 pollution-generating surfaces will be less than the threshold triggering treatment (5,000 square feet). Therefore, the design of a treatment system is not included in this proposal.
 - d. Flow Control System (Detention) – We assume the new and replaced surfaces will be greater than the threshold for requiring stormwater flow control (10,000 square feet). Therefore, flow control is an anticipated requirement. We anticipate this requirement will be met by using an underground detention system, such as a vault or chambers.
 - e. Drainage Report – The drainage report will include supporting calculations and exhibits for the storm system design. We anticipate the drainage report will require detailed discussions and supporting calculations to permit and construct the proposed improvements.
7. Prepare plans and calculations for an onsite gravity sanitary sewer system. We assume one new side sewer will be required and it will connect to the existing 8-inch sanitary sewer main in Contra Costa Avenue. (BASIC SERVICE)
8. Prepare plans and calculations for an onsite domestic water and fire protection system. This scope of work assumes new domestic and fire protections services will be required, but no water main extensions will be required. (BASIC SERVICE)
9. Prepare an onsite surfacing plan including site access and pavement markings. We will also prepare a horizontal control plan for the site improvements. This work includes appropriate dimensioning to locate site features and civil utilities. (BASIC SERVICE)



10. Prepare an opinion of probable site development construction cost for DD and CD submittals. (ADDITIONAL SERVICE)
11. Support the project team for the State Environmental Policy Act (SEPA) Checklist. We will provide input and responses for items related to civil engineering. (ADDITIONAL SERVICE)
12. Prepare three-part CSI format technical specifications for civil site work. (BASIC SERVICE)
13. Coordinate with you, the City of Fircrest, and other design subconsultants during design. This scope of work allows 12 hours. (BASIC SERVICE)
14. The following products will be prepared at the end of the Design Development (DD) phase:
 - Narrative
 - Cover Sheet
 - Site and Utility Demolition Plan
 - TESC Plan
 - Grading Plan
 - Drainage Plan
 - Utility Plan
 - Site Paving Plan and Horizontal Control Plan
 - Notes and Details
 - Opinion of Probable Construction Costs
15. The following products will be prepared at the end of the Construction Document (CD) phase:
 - Cover Sheet
 - Site and Utility Demolition Plan
 - TESC Plan
 - Grading Plan
 - Drainage Plan
 - Utility Plan
 - Site Paving Plan and Horizontal Control Plan
 - Notes and Details
 - Stormwater Site Plan (Storm Report), Construction Stormwater Pollution Prevention Plan (CSWPPP), and Operations and Maintenance (O&M) Manual
 - Opinion of Probable Construction Costs
 - Specifications

Permitting – Task 14

16. Coordinate with you and the City of Fircrest, and assist in connection with filing documents required for City of Fircrest approval. This scope of work allows 4 hours. (ADDITIONAL SERVICE)



17. Revise the plans as required by the City of Fircrest. This task includes meetings with you to review agency comments. This scope of work allows 80 hours.
(ADDITIONAL SERVICE)

Bidding and Construction Phase Services – Task 15

18. Provide assistance during the bidding phase, including attending the pre-bid conference and preparing any necessary addenda. (BASIC SERVICE)
19. Assist you and the City of Fircrest during construction to ensure the intent of the design is being met. This will include occasional site visits, attendance at meetings as requested, and responding to contractor questions as they relate to the design. This scope of work allows 60 hours. (BASIC SERVICE)
20. Prepare agency-required record drawings at the end of construction based on contractor-furnished as-built drawings. This scope of work allows 24 hours.
(ADDITIONAL SERVICE)

Phase 2 – Community Center

Civil Engineering Design (DD) – Task 16

21. Prepare a base map for engineering drawings using the survey prepared by AHBL and the site plan provided by you. (BASIC SERVICE)
22. Prepare plans and calculations for a temporary erosion and sedimentation control (TESC) plan. (ADDITIONAL SERVICE)
23. Prepare a site and utility demolition plan, including clearing and grubbing.
(ADDITIONAL SERVICE)
24. Prepare plans and calculations for a site grading plan. This scope of work will not include earthwork calculations. This work will set elevations for the building finished floors, drive aisles, parking areas, and pedestrian walkways (including accessible routes). We will also provide finished grade elevations for the top and bottom of any site walls. We assume that a structural engineer will provide the retaining wall design, if required. (BASIC SERVICE)
25. Prepare plans and calculations for a storm drainage plan. This scope of work includes a design to meet the 2014 DOE *SMMWW*, as adopted by the City of Fircrest. This portion of the scope of work includes the following (ADDITIONAL SERVICE):
 - a. Conveyance System – Stormwater runoff from rooftops, pavement, and landscape areas will be collected by catch basins and conveyed to the flow control system.
 - b. Onsite Stormwater Management (Low Impact Development) – Project improvements will meet the City of Fircrest thresholds that require Low Impact Development (LID). We anticipate that this requirement will be met by implementing LID best management practices, such as pervious pavement or rain gardens.



- c. Treatment System – Based on the current site plan, we assume Phase 2 pollution-generating surfaces will exceed the threshold triggering treatment (5,000 square feet). Therefore, stormwater treatment is an anticipated requirement. We anticipate this requirement will be met by using bioretention cells or media filter structures.
 - d. Flow Control System (Detention) – We assume the new and replaced surfaces will be greater than the threshold for requiring stormwater flow control (10,000 square feet). Therefore, flow control is an anticipated requirement. We anticipate this requirement will be met by using an underground detention system, such as a vault or chambers.
- 26. Prepare plans and calculations for an onsite gravity sanitary sewer system. We assume that one new side sewer will be required and it will connect to the existing 12-inch sanitary sewer main in Electron Way. (BASIC SERVICE)
 - 27. Prepare plans and calculations for an onsite domestic water and fire protection system. This scope of work assumes new domestic and fire protections services will be required, but no water main extensions will be required. (BASIC SERVICE)
 - 28. Prepare an onsite surfacing plan including site access and pavement markings. (BASIC SERVICE)
 - 29. Prepare an opinion of probable site development construction cost for the DD submittal. (ADDITIONAL SERVICE)
 - 30. Coordinate with you, the City of Fircrest, and other design subconsultants during design. This scope of work allows 4 hours. (ADDITIONAL SERVICE)
 - 31. The following products will be prepared at the end of the Design Development (DD) phase:
 - Narrative
 - Cover Sheet
 - Site and Utility Demolition Plan
 - TESC Plan
 - Grading Plan
 - Drainage Plan
 - Utility Plan
 - Site Paving Plan
 - Notes and Details
 - Opinion of Probable Construction Costs

Reimbursable Expenses – Task 90

Reimbursable expenses such as mileage, NPDES notice publication costs, and reprographics. This scope of work will be billed on a time and expense basis.



Billing Summary

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Basic Services Amount</u>	<u>Additional Services Amount</u>
Phase 1 – Pool and Bathhouse				
Items 1-15	Civil Engineering Design (DD and CD)	T-13	\$20,000	\$20,000
Items 16-17	Permitting	T-14	0	13,000
Items 18-20	Bidding and Construction Phase Services	T-15	9,000	3,000
Subtotals			\$29,000	\$36,000
Phase 2 – Community Center				
Items 21-31	Civil Engineering Design (DD)	T-16	\$7,000	\$7,000
Reimbursable Expenses (T&E estimate)		T-90		\$500
Basic and Additional Services Totals			\$36,000	\$43,500
GRAND TOTAL				\$79,500

You may not want us to provide some of the services listed above. We can discuss these services and the number of hours with you, and make adjustments as necessary.

Some of the tasks listed are influenced by factors outside of our control. Based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks due to circumstances outside of our control, we will notify you immediately. We will not perform additional work until we have your written authorization. The task numbers on the invoice will correlate with this proposal.

Exclusions

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of subconsultants, e.g., geotechnical and traffic engineers, or wetlands, wildlife, and other specialists if required by the review agency.
- b) Preparation, submittal, or securing of permits including, but not limited to:
 - 1) Forest Practices Applications or permits from the Department of Natural Resources for logging operations.
 - 2) Hydraulic Permit Applications from the Washington State Department of Fish and Wildlife for work in stream buffers or floodplain areas.
- c) Preparation, submittal, or securing of extensions or renewals for expiring or expired applications or permits. Monitoring of applications or permit expiration dates is the responsibility of others.
- d) Expanded environmental checklist or environmental impact statement.



- e) Costs associated with the excavation of soils logs for the evaluation of onsite soils.
- f) Offsite improvements, other than what is specifically described above.
- g) Costs associated with reconsiderations of agency decisions.
- h) Costs associated with preparing and filing variances, etc.
- i) Costs associated with title reports or other legal documents.
- j) Costs associated with substantial redesign after preparation of design development drawings.
- k) Preparation of maintenance manuals, reports, or certification testing of installed improvements, other than what is described above.
- l) Additional inspections that are a result of contractor non-compliance to the plans or specifications.
- m) Design of septic system.
- n) Setting property corners.
- o) Platting, subdivision, and parcel consolidation services that may be required to create or combine tax parcels.

Although we do assist the owner during the construction process, this proposal is for design services only and in no way implies we are construction managers.

The following item will need to be submitted to us before we can commence work:

- Signed contract.

If you find this proposal acceptable, please prepare an amendment to your standard AIA contract. Our receipt of the signed amendment or your written authorization will be our notification to proceed.

If you have any questions, please call me at (253) 383-2422.

Sincerely,

David C. Nason, PE
Associate Principal

LDJ/lsk

c: Lucas Johnson (AHBL)
Accounting

EXHIBIT 'A'
ARC Architects
Fircrest Pool & Community Center
Scope of Work
November 9, 2018
REVISED 11-12-2018
REVISED 11-15-18

Phase 1: In general the scope of work is to provide design development, construction documents and specifications, assist with permit information, prepare documents for bidding, provide construction review and assist with project closeout. Phase 2: The scope of work is to provide design development documents and cost estimates. See Exhibit B limits of work.

PHASE 1 – POOL & BATHHOUSE

The MACC (Maximum Allowable Construction Cost) for the BDA portion of work for Phase 1 is approximately \$742,617.00 (based upon DCW October 8, 2018 cost estimate).

I. MEETINGS

Attend the following meetings:

1. One design development meeting with ARC/Client.
2. One construction document progress meeting with ARC/Client.
3. Two team meetings.
4. Building permit pre-application meeting.

II. DESIGN DEVELOPMENT

1. Refinement of concept:

Site Work

In the Design Development Phase, BD&A will finalize and describe the layout and character of the project for Client approval. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, user safety and maintenance requirements, and energy conversation. Design Development includes the following:

Disciplines Coordination: Coordination with other consultants for the project.

Document Checking: Review and coordination of documents prepared for the project.

Permitting Authority Consulting: Research of critical applicable regulations, applicable laws, statutes, regulations, and codes to BDA work.

Client Data Coordination: Review and coordinate data furnished for the project by the Client.

Civil / Electrical Design: Coordinate landscape underground and surface appurtenances with other site work and others.

Site Design: Coordinate landscape with civil/site design documents.

Cost Estimating: Development of an estimate of probable construction cost. Costs shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Analyze scope, schedule and budget options to stay within the MACC.

2. Product Manual and Specifications

Technical Specifications: Development of preliminary specifications.

Reviews – Design Development Phase

1. ARC/Client – review at 90%.

3. Permit Documents

Preparation of permit documents will be by others, assist with permit documentation as appropriate.

4. Updated Probable Construction Cost

An estimate of probable construction cost will be prepared at the end of design development.

5. Deliverables

- One set design development plans, elevations, and sections at 90%.
- One set design development material and equipment selection lists and catalog cuts at 90%.
- Design development estimate of probable construction cost 90%.

III. CONSTRUCTION DOCUMENTS

1. CD Sheet Set Up

Design Standards

- Design standards shall be per adopted City of Fircrest and/or Pierce County standards as required.
- Documentation and drawings required for SWPPP and NPDES provided by the Civil Engineer.

Construction Drawings

Work will entail:

Coordination with the project team on:

1. Clearing and demolition plans – BDA
2. TESC - Civil
3. Layout and material plans – BDA
4. Grading and drainage plans – BDA and Civil
5. Domestic water and Sanitary Sewer plans – Civil
6. Irrigation plans – BDA
7. Planting plans – BDA

Based on the design development decisions, final construction plans will be prepared on the electronic base drawings. Construction drawings will be developed based on a grid of 1" = 20'.

2. 60%, 90% & Bid Set Drafting/Review/Specifications

Technical Specifications

1. Technical specifications for the work will be developed in the CSI (Construction Specification Institute) format.
2. Assist in establishing a base bid and alternates and write the description for alternate bid work.

3. Provide input into Division 1 as appropriate.
4. Provide input into Division 0 as appropriate.

Reviews – Construction Document Phase

We will submit formal review construction drawings at 60% & 90%.

1. Construction document coordination meetings as required.
2. Submit documents for ARC/Client review.
3. Review document comments.
4. Submit final Bid Set documents.

3. Cost Estimate

Estimates of probable construction costs will be provided at 90% review. A final estimate of probable construction cost will be prepared prior to finalizing a bid proposal format. This estimate will be the basis for establishing the lump sum bid proposal, base bid, and alternates.

4. Permit Documents

Preparation of permit documents will be by others, assist with permit documentation as appropriate.

5. Deliverables

- One set of drawings and specifications for permit submittal and one round of permit review comment revisions.
- One set construction document plans and technical specifications at 60%, 90% and bid set.
- Estimate of probable construction cost 90% and bid set.

IV. BIDDING PHASE

1. Assist in preparing bid documents.
2. Attend an on-site pre-bid conference.
3. Respond to bidder questions related to BDA work.
4. Prepare addendums if required or BDA work.
5. Review all bid proposals regarding BDA work.
6. Review contractor qualifications regarding BDA work.
7. Attend a pre-construction conference with the contractor and the Client.

Products:

1. Complete construction documents for BDA work ready for advertisement, reproduction, and disk of the drawings, and specifications.

Note: All printing costs for bidding will be paid for by the Client.

V. CONSTRUCTION ADMINISTRATION

1. Construction Review

It is anticipated that construction will be completed in within a three-month period for BDA work. Construction review time will be provided on a periodic basis and will include.

Attend construction review meetings as appropriate.

Conduct surveillance of construction to include periodic visits to the site to observe the progress and quality of the work.

2. Submittal Review

Review for approval or disapproval submittals of materials and equipment related to our scope of work that are submitted by the Contractor.

3. RFI Response

Respond to RFI's as required for items related to BDA work.

4. Design Clarifications / Proposals Requests / Field Authorizations

Monitor construction progress and quality with decisions relative to contract performance. Document progress with reports as appropriate.

5. Evaluate Change Proposals / Orders

Issue instructions to the Contractor and prepare field directives and change orders, if applicable via ARC.

Review the contractor's work and approve or disapprove work in conformance with the contract documents.

6. Assistance in Evaluating Pay Requests

Review contract payment requests for BDA work.

VI. PROJECT CLOSEOUT

1. Review Completed Work and Develop Punchlist

Conduct a final review and prepare punchlist.

2. Back Check Punchlist

Conduct a final review of punchlist items and recommend acceptance.

3. Final Submittals

Review project closeout documents such as guarantees, warranties, and legal documents associated with our scope of work.

PHASE 2 – COMMUNITY CENTER

The MACC (Maximum Allowable Construction Cost) for the BDA portion of work for Phase 2 is approximately \$874,904.00 (based upon DCW October 8, 2018 cost estimate).

I. MEETINGS

Attend the following meetings:

1. One design development meeting with ARC/Client.

II. DESIGN DEVELOPMENT

1. Refinement of concepts:

Site Work

In the Design Development Phase, BD&A will finalize and describe the layout and character of the project for Client approval. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, user safety and maintenance requirements, and energy conversation. Design Development includes the following:

Disciplines Coordination: Coordination with other consultants for the project.

Document Checking: Review and coordination of documents prepared for the project.

Permitting Authority Consulting: Research of critical applicable regulations, applicable laws, statutes, regulations, and codes to BDA work.

Client Data Coordination: Review and coordinate data furnished for the project by the Client.

Civil / Electrical Design: Coordinate landscape underground and surface appurtenances with other site work and others.

Site Design: Coordinate landscape with civil/site design documents.

Cost Estimating: Development of an estimate of probable construction cost. Costs shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Analyze scope, schedule and budget options to stay within the MACC.

Reviews – Design Development Phase

1. ARC/Client – review at 90%.

2. Permit Documents

Preparation of permit documents will be by others, assist with permit documentation as appropriate.

3. Updated Probable Construction Cost

An estimate of construction cost will be prepared at the end of design development.

4. Deliverables

- One set design development plans, elevations, and sections at 90%.
- One set design development material and equipment selection lists and catalog cuts at 90%.
- Design development estimate of probable construction cost 90%.

PROVIDED BY CLIENT/OWNER

1. Site Access

Rights-of-entry upon all lands necessary for the performance of the above described Scope of Services.

2. Geotechnical Investigation

The Client will provide a geotechnical study if required and any testing that may be required for design or during construction.

3. Special Inspection/Testing

The Client will obtain and pay for any special inspections including compaction and concrete and asphalt during construction.

4. Daily Inspection & Required Test Witnessing

The Client will conduct daily inspection and test witnessing for the irrigation pressure tests, and any domestic water testing that may be required.

5. Topographic Survey

The Client will provide a recent field topographic and boundary survey following the BDA checklist, in AutoCAD format.

EXTRA WORK

1. Expanded Scope of Work

If during the course of the project, the Client elects to expand the MACC or the Scope of Work, design fees for the additional work shall be negotiated.

2. Extra Work

Any work not included in this Scope of Work or any meeting(s) in addition to those listed in the Scope of Work shall be considered extra work. No extra work shall be commenced without written authorization from the Client.

3. Phased Development

The Scope of Work is based two phase of construction. In the event the Client elects to divide the project into additional construction phases, the fees for additional work to prepare the additional construction documents, bidding, and construction review shall be negotiated.

4. Additional Construction Review

In the event the estimated construction review time is exceeded as a result of the time of completion being extended, fees for the additional time and expenses shall be negotiated.

FEES

The above Scope of Work shall be provided on a Lump Sum basis with payments made each month on the percent complete as follows:

<u>Phase I</u>	<u>Percent</u>	<u>Fee</u>
I. Meetings	5%	\$3,300.00
II. Design Development	19%	\$11,200.00
III. Construction Documents	43%	\$26,400.00
IV. Bidding	5%	\$2,830.00
V. Construction Administration	24%	\$14,820.00
VI. Project Closeout	4%	<u>\$2,230.00</u>
Subtotal	100%	\$60,780.00

Subconsultants:

Irrigation Consultant	<u>\$3,450.00</u>
Phase I Subtotal	<u>\$64,230.00</u>

<u>Phase II</u>	<u>Percent</u>	<u>Fee</u>
I. Meetings	6%	\$975.00
II. Design Development	94%	<u>\$14,050.00</u>
Phase II Subtotal		<u>\$15,025.00</u>

Grand Total		<u>\$79,255.00</u>
--------------------	--	---------------------------



1101 South Fawcett Avenue, Suite 200
Tacoma, Washington 98402
253.383.4940

November 16, 2018

City of Fircrest
C/o ARC Architects, Inc.
119 South Main Street, Suite 200
Seattle, Washington 98104

Attn: Emily Wheeler

Subject: Additional Services Agreement
Geotechnical Engineering Services
Fircrest Community Center
Fircrest, Washington
File No. 4369-005-01

INTRODUCTION AND PROJECT UNDERSTANDING

We are pleased to present this agreement for additional geotechnical engineering services related to design and construction of a new Fircrest Community Center and Pool. The community center is located at 555 Contra Costa Avenue in Fircrest, Washington. We have prepared a Geotechnical Engineering Services Report dated March 18, 2016 (2016 Report) for this project to determine subsurface conditions and potential site constraints during preliminary design and planning. For the 2016 report, we completed three borings; one was converted to a monitoring well. Our report addressed preliminary seismic design criteria, shallow foundation considerations, foundation bearing surface preparation and design alternatives, pool construction considerations and site development and earthwork. Borings from our 2016 Report indicate the presence of compressible and very soft to soft organic silt in the southeast portion of the project area.

Our understanding of the project is based on discussions with you and the design team, preliminary site plans provided and our experience on site. We understand the design team has determined site improvements will consist of demolition of existing facilities and construction of new facilities in the approximate same area as the existing facilities in the southwest corner of the project site. New facilities will include a community center, two pools, a bath house, and associated parking and drop off areas and new underground service utilities. The building will be on the order of two stories in height and appears that it will be elevated slightly above the existing building and surrounding grade. A pool and bath house will be constructed north of the building. A 23-stall parking lot has been proposed on currently undeveloped land at the southeast corner of the intersection of Contra Costa Avenue and Electron Way (west of the existing tennis courts and across the street from the community center). Because of the presence of relatively shallow groundwater observed in our initial study, stormwater facilities will likely not include infiltration.



PURPOSE AND SCOPE OF SERVICES

The purpose of our services is to complete additional subsurface explorations in the form of borings, review recommendations presented in our 2016 Report as they pertain to the proposed design, provide additional or supplemental information on subsurface conditions and verify or provide additional geotechnical recommendations that specifically address the presence or lack of soft organic/settlement sensitive material. Our focus will generally be concentrated around the new building footprint, where accessible. Our specific scope of services includes the following:

1. Review our 2016 Report, other relevant in-house files, and readily available published geologic data for existing information on subsurface conditions on site and in the project vicinity.
2. Visit the project site to mark out preliminary exploration locations and contact the “One-Call” Utility Notification Center, as required by Washington State law. Because the “One-Call” service typically does not mark utilities on private properties, we will also subcontract a private underground utility locate service to mark underground utilities. We also request as-built plans showing underground utility locations be provided, if available.
3. Advance five subsurface soil borings on site to determine thickness of fill and soft organic/settlement sensitive materials (if encountered) and depth to underlying dense glacial deposits. We anticipate four borings will be located around the proposed community center, pool and bath house structures. We anticipate one boring will be located near the future parking lot southeast of the intersection of Contra Costa Avenue and Electron Way. We have budgeted for a total of 125 linear feet of drilling with average drilling depths for each boring on the order of 20 to 30 feet and approximately 10 feet at the future parking lot site. We have assumed drilling can be completed in one work day. We assume site access will be provided and coordinated by and with the owner.
4. Conduct geotechnical laboratory testing on selected soil samples. We anticipate laboratory testing will include particle-size gradation analyses (sieves) and moisture content determinations. We have currently budgeted for 5 sieve analyses and 10 moisture content determinations.
5. Provide a description of subsurface conditions observed in the borings including any fill and organic/settlement sensitive soils and depth(s) at which groundwater is encountered.
6. Provide an estimated depth to groundwater at the project site based on our document review and soil borings. We will also measure groundwater depths in the monitoring well during our time on site and for two additional events within the first quarter of 2019.
7. Provide updated recommendations or verification of recommendations presented in our 2016 Report. We will either confirm recommendations presented in our previous report or provide new or revised recommendations. We will also address the presence of soft organic/settlement sensitive soil and mitigation options with appropriate design criteria. We plan to discuss mitigation options with you prior to design so that planning and estimating can be undertaken and decisions can be made on appropriate foundation options.
8. Prepare a written geotechnical report presenting our findings, conclusions and recommendations. Our report will include a project site plan showing approximate locations of explorations, summary exploration logs, laboratory test results and appropriate engineering figures. We will also include our 2016 Report as supplemental information.



METHODOLOGY

We will notify you and other necessary members of the design team of our schedule and keep you informed as the project progresses. Prior to drilling, we will provide a map showing planned exploration locations and anticipated drilling dates with an email discussing the equipment and site impacts. We assume the owner will assist in coordinating access to the planned drilling locations prior to our arrival. We will work to accommodate schedule or location changes, if necessary. An initial site visit will be required to mark out potential exploration locations for the One-Call service, as required by law and further adjustments can be made at this time.

The field explorations will be performed under the direction of one of our engineers or geologists. Our representative will locate the final explorations, maintain detailed logs of subsurface conditions and obtain representative samples of the various materials encountered. The actual location of the explorations will vary depending on access and site constraints, including existing topography and utilities (if present). Samples will be returned to our office for additional examination and laboratory analysis.

We will try and minimize disturbance while conducting our explorations; however, we will cause some disturbance to the ground surface. We have not budgeted to restore landscaping, vegetation, pavements or other improvements impacted as a result of our explorations; thus, evidence of ground disturbance could remain following the work. The borings will be backfilled by the driller in accordance with Washington State Department of Ecology requirements. Where borings will be located through asphalt, the driller will patch the boring with Portland cement concrete or cold-patch asphalt mix. We expect the size of the borings at the surface will be on the order of 12 inches in diameter. We have included off-site disposal of soil cuttings generated from the borings; soil will be placed in 55-gallon metal barrels and hauled off by the driller.

SCHEDULE, TERMS AND BUDGET

We can begin immediately upon authorization and based on subcontractor availability, we anticipate explorations can be completed within two weeks of receiving authorization. We anticipate laboratory testing will take about a week after explorations are completed. We can have preliminary recommendations for discussion within about one week after receiving laboratory testing results. Our report should be available in about four weeks after explorations are complete. We can discuss modifications to this schedule if desired.

We propose our services be completed in accordance with the terms described in our General Conditions, which are attached and form a part of this proposal. Please review our General Conditions carefully and advise us if you have any questions or desire to modify the terms of our agreement. Our fee to complete the scope of services described above will be determined on a time-and-expense basis in accordance with the attached Schedule of Charges.

The table below summarizes our fee estimate and includes a separate line item or contingency to address soft/settlement sensitive soil and alternative foundation design such as ground improvement and/or pile foundations or overexcavation options. It is possible that the some or all of the contingency may not be needed, pending results from the explorations. If this is the case, we would not use either all or a part of the contingency estimate provided. Ultimately, we will keep you informed of the budget status and not exceed this budget without informing you of the circumstances involved and receiving your prior approval.



FEE ESTIMATE

Description of Services	Estimated Fee
Document Review, Mark and Plan Explorations, Call Utility Locate, Project Management	\$2,700
Field Work - Including Coordination, Travel and Equipment	\$2,200
Subcontracted Drilling Equipment and Crew (outside costs)	\$7,100
Subcontracted Private Utility Locate Service (outside costs)	\$400
Geotechnical Laboratory Testing	\$800
Engineering Analysis Review and Supplemental Design Recommendations	\$2,800
Geotechnical Report and Figure Preparation	\$4,800
Additional Review, Consultation, and Design for Alternative Foundation Options (contingency)	\$3,000
Two Site Visits for Groundwater Level Monitoring and Reporting via Email	\$400
Estimated Total Fee	\$24,200

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc. after the expiration date.



We appreciate the opportunity of submitting this proposal and look forward to working with you on this project. Authorization to proceed may be indicated by returning one copy of this proposal signed in the space below. Please call if you have any questions regarding the scope of services or other aspects of this proposal.

Respectfully Submitted,
GeoEngineers, Inc.



Stuart S. Thielmann
Staff Geotechnical Engineer



Dennis (DJ) Thompson, PE
Associate

SST:DJT:tt

Attachments:

General Conditions -Standard 2018

Schedule of Charges – Redmond-Seattle-Tacoma 2018

The parties hereto have made, executed and agreed to this Agreement as of the day and year first above written. By signature below, Client accepts the scope of services and all terms described herein. In addition, Client's signature shall constitute as authorization to proceed on the date listed below Client's printed/typed name unless such authorization has been otherwise provided in writing.

<p>City of Fircrest</p>	<p>* SIGNATURE</p>
<p>CLIENT</p>	
<p>DATE</p>	<p>TYPED OR PRINTED NAME</p> <p>*Individual with contracting authority.</p>

Proprietary Notice: The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our clients and their design teams to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

Copyright© 2018 by GeoEngineers, Inc. All rights reserved.



Schedule of Charges – 2018

COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

Professional Staff

Staff 1 Scientist/Analyst	\$	110/hour
Staff 1 Engineer	\$	116/hour
Staff 2 Scientist/Analyst	\$	127/hour
Staff 2 Engineer	\$	135/hour
Staff 3 Scientist/Analyst	\$	147/hour
Staff 3 Engineer	\$	154/hour
Scientist/Analyst 1	\$	171/hour
Engineer 1	\$	178/hour
Scientist/Analyst 2	\$	177/hour
Engineer 2	\$	183/hour
Senior Engineer/Scientist/Analyst 1	\$	196/hour
Senior Engineer/Scientist/Analyst 2	\$	214/hour
Associate	\$	225/hour
Principal	\$	246/hour
Senior Principal	\$	273/hour

Technical Support Staff

Administrator 1	\$	76/hour
Administrator 2	\$	89/hour
Administrator 3	\$	100/hour
CAD Technician	\$	100/hour
CAD Designer	\$	115/hour
CAD Design Coordinator	\$	125/hour
Technician	\$	85/hour
Senior Technician	\$	101/hour
Lead Technician	\$	110/hour

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent in depositions, trial preparation and court or hearing testimony will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. Rates for data storage and web-based access will be provided on a project-specific basis.

Equipment

Air Sparging Field Test, per day	\$	100.00
Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per day	\$	100.00
Asbestos Sample Kit	\$	25.00
Blastmate, per day	\$	60.00
D&M Sampler, per day	\$	80.00
DO (Dissolved Oxygen) Kit	\$	20.00
Dynamic Cone Penetrometer, per day	\$	40.00
E-Tape (Electric Tape), per day	\$	25.00
Field Data Acquisition Equipment	\$	50.00
Field Gear / Reconnaissance, per day	\$	50.00
Gas Detection Meters, per day	\$	100.00
Generator, per day	\$	100.00
Groundwater Pressure Transducer w/ Datalogger, per day	\$	50.00
Groundwater Pressure Transducer w/ Datalogger, per week	\$	200.00
Hand Auger, per day	\$	20.00
Inclinometer Probe, per day, 1/2 day minimum	\$	200.00
Interface Probe, per day	\$	50.00
Iron Test Kit	\$	20.00
Laser Level, per day	\$	50.00
Low Flow Groundwater Sampling Equipment, per day	\$	225.00
Multiparameter Water Quality Meter, per day	\$	80.00
Nuclear Density Gage, per hour, 1/2 day minimum	\$	10.00
Peristaltic Pump, per day	\$	50.00
pH Probe, per day	\$	15.00
PID, FID or OVA, per day	\$	100.00
Saximeter, per day	\$	50.00
Scuba Diving Gear, per day/per diver	\$	250.00
Shallow Soil Exploration Equipment, per day	\$	50.00
Soil Field Screening Equipment, per day	\$	15.00
Soil Sample Kit	\$	15.00
Steam Flow Meter, per day	\$	15.00
Strain Gauge Readout Equipment, per day	\$	50.00
Surface Water Flow Meter, per day, 1/2 day minimum	\$	50.00
Surface Water Quality Monitoring Equipment, per day	\$	50.00
Turbidity Meter, per day	\$	30.00
Vehicle usage, per mile, or \$50/day, whichever is greater	\$	0.65

Specialized and miscellaneous field equipment, at current rates, list available upon request.

OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

Associated Project Costs (APC)

Computer hardware and software, telephone and fax communications, printing and photocopying and routine postage via USPS will be charged at a flat rate of 6 percent of labor charges. These charges are labeled as Associated Project Costs (APC).

All rates are subject to change upon notification.

Laboratory Schedule of Charges – 2018

Type of Test	Unit Price
Soil Index and Classification Tests	
Soil Description (ASTM D 2488)	\$ 16
Moisture Content	
Oven (ASTM D 2216)	\$ 20
Moisture/Density (ASTM D 7263, D 2937)	
Rings	\$ 40
Shelby Tubes, waxed chunk	\$ 50
Tubes (liners), chunk	\$ 50
Particle Size Analysis	
Percent Passing No. 200 (ASTM D 1140)	\$ 80
Sieve (ASTM D 422, D 6913, C 136 includes minus 200 Wash, Dry Sieve)	\$ 125
Hydrometer Only (ASTM D 422, minus #10 fraction)	\$ 160
Combined Sieve and Hydrometer (ASTM D 422-63)	\$ 230
Organic Content (ASTM D 2974)	\$ 70
Specific Gravity (ASTM D 854)	\$ 90
Atterberg Limits (ASTM D 4318)	\$ 175
Nonplastic	\$ 70
Porosity (includes Moisture Content, Dry Density, and Specific Gravity) (ASTM D 7263)	\$ 130
Compaction (ASTM D 698/D 1557, AASHTO T 99/T 180, Methods A, B and C)	
Granular/Cohesive (1 Point)	\$ 110
Granular (4 Point)	\$ 250
Cohesive (4 Point)	\$ 275
Shrinkage Factors of Soils by Wax Method (ASTM D 4943)	\$ 70
Strength and Consolidation Tests	
Triaxial Compression	
Unconfined Comp. Strength – UCS (ASTM D 2166)	\$ 130
Unconsolidated Undrained – UU (ASTM D 2850)	\$ 250
Unconsolidated Undrained (back pressure saturation)	\$ 480
Consolidated Undrained – CU (ASTM D 4767) with pore pressure measurement	\$ 600
Consolidated Drained – CD (Army Corps of Engineers EM 1110-2-1906 Appendix X)	\$ 650
Consolidated Undrained or Consolidated Drained (3 points, staged)	\$ 1,500
Consolidation (ASTM D 2435)	
With 2 timed load increments	\$ 600
Additional timed load increments, each	\$ 60
Constant Rate of Strain Consolidation (ASTM D 4186)	\$ 675
One-Dimensional Swell (ASTM D 4546)	
Methods A and B	\$ 400
Method C	\$ 650
CBR, 1 point with Proctor (ASTM D 1883)	\$ 450
Additional points, each	\$ 125
Corrosion Tests	
Soil Resistivity (ASTM G 187)	\$ 65
pH of Soil (ASTM D 4972 / G 51)	\$ 40
Soluble Sulfates (US EPA 375.4)	\$ 50
Sulfides	\$ 45
Ductile Iron Pipe Research Association 10 Point Soil Evaluation Procedure (ANSI/ANSW C105/A21.5). Includes evaluation of resistivity, pH, Redox potential, sulfides and moisture)	\$ 155

Type of Test	Unit Price
Permeability Tests	
Constant or falling head in rigid wall permeameter (ASTM D 2434, D 5856)	\$ 325
In triaxial cell with back pressure saturation (ASTM D 5084)	\$ 700
Soil Sample Preparation	
Extrusion – Extrude and log (visual classification) Shelby tube sample	\$ 65
Remolding – Remolding a soil sample to desired moisture and density	\$ 42 - 105
Soil – Cement/Lime Treatment	\$ Hourly - negotiated
Aggregate and Rock Tests	
Unconfined Compression Test (ASTM D 7012)	
One test only	\$ 120
More than one test	\$ 100
Percent of Fracture (WSDOT 103)	\$ 60
Sand Equivalent (AASHTO T 176)	\$ 90
Specific Gravity, Fine/Coarse Aggregate (ASTM C 127, C 128)	\$ 75/120
Point Load Test or Rock Core (ASTM D5731)	\$ 75
Concrete, Mortar and Grout Tests	
Concrete Cyl (strip, log, cure, break, report)	\$ 35
Mortar Cyl (strip, log, cure, break, report)	\$ 35
Grout Cyl (strip, log, cure, break, report)	\$ 35
Grout Cubes (strip, log, cure, break, report)	\$ 30

*Please contact us regarding test procedures which are not listed or for tests on contaminated soils. Negotiated unit rates or hourly rates will be charged for these procedures.

**Not WABO-certified.



November 9, 2018

Mr. Stan Lokting
Principal
Sent via email: lokting@arcarchitects.com

ARC Architects
119 South Main Street, Suite 200
Seattle, Washington 98104-2579

RE: Proposal for Phase I Environmental Site Assessment
Fircrest Community Center and Pool
555 Contra Costa Avenue
Fircrest, Washington 98466
ATC Proposal No. JCA-18-028

Dear Mr. Lokting:

ATC Group Services LLC (ATC) is pleased to provide this proposal in response to your request for Phase I Environmental Site Assessment (ESA) of the above-referenced location (property) for ARC Architects (Client).

Background

According to information provided by the Client and the online Pierce County Assessor-Treasurer database, the property consists of a community center located within Fircrest Park. Structures within the complex were constructed in circa 1951, and include an in-ground swimming pool, the community center building, parking areas and drive lanes, and an outdoor basketball court.

ATC understands that the ESA is being requested in connection with redevelopment of the property.

Scope of Service & Fee Estimates

ATC will perform an ESA in general accordance with *ASTM E1527-13 Standard Practice for Environmental Site Assessments: Phase I Site Assessment Process*. The table below summarizes the scope of services and fees for the project. The listed services are further described in the Attachments to this proposal.

The ASTM E1527-13 Standard Practice specifies that the User conduct a review of reasonably ascertainable title and judicial records for environmental liens and/or Activity and Use Limitations (AULs) and provide the information to the Environmental Professional. The Standard allows for the User to arrange for the Environmental Professional to engage a title professional to acquire the records. ATC will engage the title professional and comment on those records in the ESA report.

Task	Attachment	Fee
Phase I ESA	Phase I ESA Scope of Services	\$3,400
Environmental Lien Search ¹	Phase I ESA Scope of Services	Included
Regulatory Agency File and Records Review ²	Supplemental Environmental Services	Included



Task	Attachment	Fee
Visual Observation of Suspect ACM	Supplemental Environmental Services	Included
Radon Document Review	Supplemental Environmental Services	Included
Visual Observation of Suspect Lead-based Paint (LBP)	Supplemental Environmental Services	Included
Mold Screening	Supplemental Environmental Services	Included
Lead in Drinking Water Data Review	Supplemental Environmental Services	Included
Tier 1 Vapor Encroachment Screening	Supplemental Environmental Services	Not Included
Wetlands Document Review	Supplemental Environmental Services	Included
Flood Plain Document Review	Supplemental Environmental Services	Included
	TOTAL	\$3,400

¹Fee for lien & activity and use limitation search assumes one land parcel. If multiple parcels are identified with the same owner, a fee of \$75 per additional parcel will apply; if multiple parcels are identified with different owners, a fee of \$150 per additional parcel will apply.

²Regulatory Agency File and Records Review, consisting of conducting a file review (i.e., via Freedom of Information Act (FOIA) request or alternative method/source) for the property and adjoining properties at the Oregon Department of Environmental Quality (DEQ).

ATC will not exceed the cost estimates for the scope of work without written authorization from the Client. Should the Client require additional work, such as consultation beyond the number of hours estimated to complete this project, extensive report revisions, additional copies of the reports, consultation with attorneys, etc., ATC's standard fee schedule will apply.

Project Deliverables and Schedule

Following written authorization to proceed, ATC intends to conduct the ESA and report findings as described in the table below.

Task	Deliverable	Schedule ¹
Site Reconnaissance	Not Applicable (NA)	Within five to seven business days
Preliminary findings	Via email	Within 48 hours following site visit
Draft report	Via email	Within 15 business days of authorization
Final report	1 electronic copy only	Within two business days of receipt of review comments
¹ This schedule assumes written authorization to proceed by November 9, 2018 and is subject to change.		

Client Responsibilities

The proposed fee estimate and schedule in this proposal are based on Client responsibilities that include, but are not limited to: providing timely access to the property, accurate property location information, and available documentation and information as described in the Client Questionnaire attachment.

Third Party Reliance

If the report or a letter of reliance is to be addressed to a third party other than ARC Architects, that party must be identified by ARC Architects prior to report issuance and accept the terms and limitations in the report and/or Letter of Reliance, unless an alternative written agreement is executed between ATC and the third party.

Upon request within six months of the completion of the report, ATC will prepare a reliance letter under a separate Secondary Client Agreement for an additional fee of \$500 per letter, per third party.



ATC is requesting **\$3,400** to complete the Phase I ESA.

Authorization

If this proposal is acceptable, please sign and return the attached Client Services Agreement, via email to terry.mcdunner@atcgs.com, ATC will execute the agreement and return one copy for your files.

Thank you for the opportunity to propose on this project. If you have any questions or require further information, please email or call the undersigned.

Sincerely,
ATC Group Services LLC

A handwritten signature in black ink that reads 'Anderson'.

Jessica C. Anderson
Senior Project Manager
Direct Line: 503.442.2337
Email: jessica.anderson@atcgs.com

A handwritten signature in black ink that reads 'Terry McDunner'.

Terry McDunner
Branch Manager
Direct Line: 206.781.1449
Email: terry.mcdunner@atcgs.com

Attachments:

Client Services Agreement
Phase I ESA Scope of Services
Supplemental Environmental Services
Client Questionnaire



ENVIRONMENTAL • GEOTECHNICAL
BUILDING SCIENCES • MATERIALS TESTING

6347 Seaview Avenue Northwest
Seattle, Washington 98107
Telephone 206-781-1449
Fax 206-781-1543

November 9, 2018

Mr. Stan Lokting
Principal, LEED AP
ARC Architects Architecture Resource Collaborative
119 South Main Street, Suite 200
Seattle, Washington 98104

**Re: Proposal for Hazardous Materials Consulting Services
Fircrest Community Center
555 Contra Costa Avenue
Fircrest, Washington 98446
ATC Proposal No.: 76111803**

Dear Mr. Lokting:

At the request of ARC Architects, ATC Group Services LLC (ATC) has prepared this proposal for hazardous materials consulting services related to the proposed demolition/renovation of the Fircrest Community Center located at 555 Contra costa Avenue in Fircrest, Washington (Project Area).

SCOPE OF WORK

ATC understands that the project will consist of the renovation or demolition of the existing building and renovation of the swimming pools. The one-story facility, which is approximately 14,000 square feet was constructed in 1951 and renovated in 1985. In accordance with federal, state and local regulations, hazardous building materials must be identified and removed prior to construction-related activities.

To meet this objective, ATC proposes to provide the following scope of services.

TASK 1 – HAZARDOUS MATERIALS SURVEY

ATC personnel, who are experienced in performing asbestos investigations and certified Asbestos Hazard Emergency Response Act (AHERA)-Building Inspectors, will perform this limited survey. ATC will collect the minimum required number of samples for each material, per regulatory requirements and submit them for laboratory analysis. This sampling and analysis data will provide information to meet the requirements established by Washington Administrative Code 296-62-07721, as enforced by the Washington State Department of Labor and Industries (L&I). This level of assessment will also generally conform to the requirements established by the Washington Department of Ecology (Ecology). Paint chip sampling will also be conducted to determine if lead is present and if personnel impacting the walls scheduled for renovation will require compliance with occupational exposure regulations.

We estimate that one hundred twenty-five (125) bulk suspect asbestos samples will be required to identify the suspect asbestos-containing materials that may require characterization, prior to demolition along with ten (10) paint chip samples. ATC understands that the building will be occupied during the sampling activities, which will limit the ability to perform destructive sampling activities that are required to inspect wall, ceiling and floor cavities for hidden materials.

During our assessment, we will also inspect the light fixtures for PCB containing ballasts and assess the number of ballasts and tubes within the facility. The light ballasts and tubes will require special and handling and disposal during any renovation/demolition work.

ATC will also collect samples of caulking materials associated with the building and pool to assess for PCB content. This information will be required to determine disposal requirements for the construction debris.

All samples collected during our inspection will be submitted to a laboratory with current Washington Department of Ecology and/or American Industrial Hygiene Association and National Voluntary Lab Accreditation Participation certifications. Samples collected will be analyzed on a **5-day turn-around time**, unless otherwise directed. A verbal explanation of the sample results will be reported upon receipt from the laboratory. ATC will provide a summary report of the analytical findings within ten (10) business days of receiving the analytical results, which will include a discussion of these results and recommendations for future action, as appropriate.

FEE PROPOSAL

The following is a breakdown of the fee schedule, showing all of the estimated costs that will be required to complete the supplemental sampling and design development of this project. All fees are based on a time and materials basis.

Task – Hazardous Materials Consulting	Units	Rate	Total
AHERA Field Technician (Field Sampling)	48	\$85/Hour	\$ 4,080.00
Report Writing/Drawings	20	\$95/Hour	\$ 1,900.00
Project Management/Health & Safety	5	\$125/Hour	\$ 625.00
Senior Project Management, QA/QC	1	\$155/Hour	\$ 155.00
Laboratory Analysis: Asbestos (5-Day Turnaround Time)	125	\$10/Each	\$ 1,250.00
Laboratory Analysis: Lead (5-Day Turnaround Time)	10	\$15/Each	\$ 150.00
Laboratory Analysis: PCBs (5-Day Turnaround Time)	5	\$85/Each	\$ 425.00
Clerical/Administration	2	\$75/Hour	\$ 150.00
Reimbursable Subtotal	1	\$150/Each	\$ 150.00
Total			\$8,885.00

ATC will not exceed the referenced budget without prior approval from ARC Architects. Fees identified in this proposal are applicable for 90-days.

ATC appreciates the opportunity to present this proposal and looks forward to working with ARC Architects on this project. If this proposal is acceptable and you wish ATC to proceed, please sign the attached Client Services Agreement, indicating your acceptance. If you have any questions regarding this proposal, please contact our office at (206) 781-1449.

Respectfully submitted,
ATC Group Services LLC



Terrence S. McDunner
Branch Manager

Attachment: Client Services Agreement

November 7, 2018

Stan Lokting
ARC Architects
119 S Main St #200
Seattle, WA 98104

RE: Fircrest Community Center & Pool

FPSEA-2018-0122

Dear Stan Lokting,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees and contract terms, please sign as indicated, retain a copy and return the signed copy.

Sincerely,



Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the Fircrest Community Center & Pool located at 555 Contra Costa Ave, Fircrest, WA. The cost study scope of work includes costing two phases separately. Phase one includes costing design development and construction level documents for the pool and bathhouse with possible bid analysis (if required). Phase two includes costing the design development level documents for the community center.

Detailed Scope of Work:

Phase One: Pool & Bathhouse

Task 1 Design Development

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials and methods of construction.

Task 2 Construction Documents

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials and methods of construction.

Task 3 CA: Bid Analysis (if Required)

- Evaluate bid documents and bidder's response documents
- Provide a comparative analysis and recommendation memo

Phase Two: Community Center

Task 4 Design Development

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a final revision to the opinion of probable construction cost after review and commentary by the team.
- Provide ongoing cost advice throughout the design period to evaluate alternative designs, materials and methods of construction.

SCHEDULE 2
Fee Schedule

Fee Breakdown

Phase One: Pool & Bathhouse	HRS	RATE	SUM
Task 1	40	\$165	\$6,600.00
Task 2	32	\$165	\$5,280.00
Task 3 (if required)	8	\$165	\$1,320.00
SUM Total	80		\$13,200.00

Phase Two: Community Center	HRS	RATE	SUM
Task 4	30	\$165	\$4,950.00
SUM Total	30		\$4,950.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$18,150**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3**DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule**

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$175.00
Specialists	\$165.00- \$175.00
Cost Estimators*	\$150.00 - \$165.00
Clerical	\$ 85.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: ARC Architects

DATE: 11/7/2018

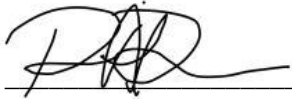
DATE:

By: Trish Drew

By: Stan Lokting

Its: Managing Director

Its:



NEW BUSINESS: Summit Law Group Contract Amendment
ITEM 10D.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No.____, authorizing the City Manager to amend the professional services agreement with Summit Law Group for personnel legal services.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a twelfth amendment to the professional services agreement with Summit Law Group to extend the date of the agreement to December 31, 2019 and update the schedule of rates. Summit Law can provide personnel services to Fircrest should the need arise.

FISCAL IMPACT: The 2019 rate for the City's primary counsel, John Lee, will increase by \$10 to \$270 per hour. Mr. Lee has extensive labor and employment experience, including bargaining. Funds are available in the Personnel Professional Services and Special Legal Counsel line items for any expenditure.

ADVANTAGE: Extending this agreement will provide continuity of service for any needs in 2019. Summit Law attorneys have worked with Fircrest in the past and have provided excellent service.

DISADVANTAGES: None known.

ALTERNATIVES: The City could consider another firm with equivalent experience.

HISTORY: Summit Law Group has provided Fircrest with legal services since December 2007. Their attorneys have worked with Fircrest on personnel matters, labor negotiations, and arbitration services.

ATTACHMENTS: [Resolution](#)
[Contract Amendment](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #12 TO THE
AGREEMENT WITH SUMMIT LAW GROUP TO PROVIDE
PERSONNEL LEGAL SERVICES.**

WHEREAS, the City of Fircrest has contracted with Summit Law Group for specialized personnel services; and

WHEREAS, the firm of Summit Law Group has provided such services; and

WHEREAS, the City desires to maintain continuity in the personnel process. Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:

Section 1. The City Manager is hereby authorized and directed to execute this amendment to the agreement with Summit Law Group to extend the term of the December 11, 2007 agreement through December 31, 2019 and to update the schedule of rates.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 27th day of November 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AMENDMENT #12
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH THE LEGAL FIRM OF SUMMIT
LAW FOR PERSONNEL LEGAL SERVICES.**

This amendment is hereby made and entered into this 27th day of November 2018, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Summit Law Group PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2019.

WITNESSETH:

1. **Purpose**

The purpose of this twelfth amendment is to amend the December 11, 2007 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the December 11, 2007 agreement as amended by the first amendment dated March 25, 2008, second amendment dated November 25, 2008, third amendment dated December 8, 2009, fourth amendment dated December 14, 2010, fifth amendment dated December 13, 2011, sixth amendment dated December 11, 2012, seventh amendment dated November 26, 2013, eighth amendment dated December 9, 2014, the ninth amendment dated November 24, 2015, the tenth amendment dated December 13, 2016, and the eleventh amendment dated December 12, 2017 shall remain in full force and effect. The amendments are as follows:

2. **Term** is hereby amended to read as follows:

This Agreement is from January 1, 2019 through December 31, 2019. It may be terminated by either party upon 30-day written notice to the other party without any liability therefore, save and except that each party shall be required to make payments for work actually accomplished prior to the giving of said notice, it being the intent of the parties hereto that each party shall receive any and all consideration due under the terms and provisions hereof up to the date of the actual cessation of said agreement. If the City terminates the Agreement, the Consultant shall only be paid for work completed up to the time he receives the written notice of termination.

3. **Fee Schedule** is amended per Exhibit A 2019 Schedule of Current Rates.

4. All remaining provisions of the December 11, 2007 agreement and the first amendment dated March 25, 2008, second amendment dated November 25, 2008, third amendment dated December 8, 2009, fourth amendment dated December 14, 2010, fifth amendment dated December 13, 2011, sixth amendment dated December 11, 2012, seventh amendment dated November 26, 2013 eighth amendment dated December 9, 2014, the ninth amendment dated November 24, 2015, the tenth amendment dated December 13, 2016, and the eleventh amendment dated December 12, 2017 shall remain in full force and effect. shall remain in full force and effect.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three counterparts, each of which shall be deemed as originals, in the year and day first above mentioned.

CITY OF FIRCREST

SUMMIT LAW GROUP PLLC

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

City Clerk

Exhibit A
Summit Law Group PLLC
Labor and Employment Group
2019 Rates

Attorneys	Standard	National	Public
Alex Baehr	410	510	360
Otto Klein	470	480	340
Rodney Younker	460	485	340
Shannon Phillips	405	420	315
Beth Kennar	405	420	315
Kristin Anger	405	420	315
Sofia Mabee	390	410	315
Mike Bolasina	390	410	315
Dan Swedlow	390	410	310
M. Quinn Oppenheim	375	425	295
Lisa Herb	350	350	295
Peter Altman	330	345	275
Sarah Hale	335	385	275
John Lee	370	400	270
Legal Support Staff	Standard	National	Public
Kristen Oxwang	215	235	215
Catherine Brumbaugh	210	250	205
Donna Murbach	180	190	170
Linda Swanson	180	170	190
Kim Welsh	155	155	155
Suzy Windes	155	155	155
Katie Angelikis	155	155	155
Meghan Allen	155	155	155