



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

March 27, 2019
6:00 p.m.

City Hall
115 Ramsdell Street

- 1) Roll Call**
- 2) Approval of the December 04, 2018 Minutes**
- 3) Citizen Comments (For Items Not On The Agenda)**
- 4) Public Hearing**
 - a) None
- 5) Unfinished Business**
 - a) None
- 6) New Business**
 - a) 2019 Planning Commission Workplan
 - Staff Report
 - Public Comments
 - Commission Discussion
 - Commission Action
 - b) 2019 Comprehensive Plan Schedule
 - Staff Report
 - Public Comments
 - Commission Discussion
 - Commission Action
- 7) Adjournment**

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

December 04, 2018
6:00 PM

Fircrest City Hall

115 Ramsdell Street

CALL TO ORDER

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

ROLL CALL

Commissioners Kathy L. McVay, Karen Patjens, Sarah Hamel, and Karissa Carpenter were present. Absent: Cameron McGinnis. Staff present: Planning and Building Administrator Angelie Stahlnecker and Permit Technician Jayne Westman.

APPROVAL OF MINUTES

The minutes for the meeting of October 16, 2018 were presented for approval.

Moved by McVay and seconded by Hamel to approve the minutes. Upon vote, motion carried 4-0.

CITZENS COMMENTS

None.

PUBLIC HEARINGS

Case No. 18-09 – Parker Detached Additional Dwelling Unit

Patjens opened the public hearing for Case No. 18-09 at 6:01 p.m.

Building & Planning Administrator Stahlnecker presented the staff report detailing the proposed conversion of a 400 square foot garage into a detached dwelling unit.

Patjens invited public comments.

Mr. Randy Parker stated that he was thankful to staff for their efforts and to the Commission for their time this evening.

Patjens closed the public hearing at 6:10 p.m.

Discussion included:

- Acknowledgment that the applicant was aware of the concomitment agreement.

Moved by Carpenter and seconded by Hamel to approve Resolution No. 18-10, a resolution of the Planning Commission of the City of Fircrest, Washington, approving a conditional use permit to convert an existing garage into a detached accessory dwelling unit at 106 Berkeley Avenue. Ayes: Kathy L. McVay, Karen Patjens, Sarah Hamel, and Karissa Carpenter. Excused: Cameron McGinnis.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS:

Staff reported that there may not be agenda items for the scheduled January 2, 2019 meeting. The meeting may be cancelled. Staff also reminded The Commission about the joint planning meeting on January 29, 2019.

ADJOURNMENT

Moved by Hamel and seconded by McVay to adjourn the meeting at 6:27 p.m. Upon vote, motion carried unanimously.

Karen Patjens
Chair, Fircrest Planning Commission

Angelie Stahlnecker
Planning/Building Administrator



THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0769

Memo

MEETING DATE: March 20, 2019
TO: Planning Commission
FROM: Angelie Stahlnecker, Planning & Building Administrator
SUBJECT: 2019 Proposed Work Plan

Summary

Staff is presenting a draft work plan for 2019. The plan is a working document and does not restrict items from being reviewed or discussed by the Planning Commission.

The items staff are proposing for the 2019 work plan:

- Commercial District revision - ongoing
- Review of Code Compliance/Enforcement Procedures
- Annual Review: Comprehensive Plan Update and Development Code
 - Accessory Dwelling Units
 - Temporary Structures
 - Side yard setbacks in the R-6 Zone

Schedule

- April Meeting Cancelled due to no agenda
- May 7 – Public Hearing for Preliminary Site Plan: Pool and Community Center
- June Meeting Cancelled – Administrator out of the country

Process

Staff recommends the Planning Commission consider staff's proposal as well as any additional items the Planning Commission members may suggest. After discussion, staff requests a motion approving the 2019 Work Plan.



THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0769

Memo

DATE: March 20, 2019
TO: Planning Commission
FROM: Angelie Stahlnecker, Planning & Building Administrator
SUBJECT: 2019 Comprehensive Plan Update

Introduction

Chapter 23.06 Comprehensive Plan Amendments establishes the process by which the Fircrest Comprehensive Plan can be updated and amended each year. This year's update will address any state requirements and/or staff revisions as well as updates to the Six-Year Capital Improvement Program.

The Planning Commission is being asked to approve the 2019 review schedule and set the amendment submission time period as listed in Exhibit A.

Process

The Planning Commission can initiate by a formal motion and approval by the body the 2019 schedule and amendment application window.

Suggested Motion: *I move to approve the 2019 Comprehensive Plan update schedule and set the amendment submission period from April 1 – May 31, 2019 as shown in Exhibit A.*

Attachment

Exhibit A - 2019 Comprehensive Plan Amendments Estimated Schedule

Exhibit A

2019 Comprehensive Plan Amendments

Estimated Schedule

Application Window Publication:	March 27, 2019
Application Window:	April 1 – May 31
PC Draft Review	July 2, 2019
PC Public Hearing:	August 20, 2019
CC Study Session:	September 2019
CC Public Hearing:	September/October 2019
CC Action:	October 2019