

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

July 30, 2019  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

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

**ROLL CALL**

Commissioners Kathy L. McVay, Sarah Hamel, and Shirley Schultz were present. Excused: Cameron McGinnis. Absent: Karissa Friend. Staff present: Planning and Building Administrator Angelie Stahlnecker and Permit Technician Jayne Westman.

**ELECTION OF CHAIR & VICE-CHAIR**

**Moved by McVay and seconded by Schultz that Sarah Hamel act as chair for 2019. Upon vote, motion carried unanimously.**

**Moved by Hamel and seconded by Schultz that Kathy McVay continue as Vice-Chair for 2019. Upon vote, motion carried unanimously.**

**APPROVAL OF MINUTES**

The minutes for the meeting of May 22, 2019 were presented for approval. A grammatical correction was found and would be corrected.

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

**CITIZEN COMMENTS**

None.

**PUBLIC HEARING**

Case No. 19-04 – Susoeff CUP for Detached Accessory Dwelling Unit

Hamel opened the public hearing for Case No. 19-04 at 6:05 p.m.

Planning & Building Administrator Angelie Stahlnecker presented the staff report detailing the conditional use permit for the detached accessory dwelling unit.

Hamel invited public comments.

Jaime Hayward-Susoeff – 325 Berkeley Avenue, addressed the Commission and expressed her hope that she be approved to convert her garage into an accessory dwelling unit. She briefly explained the intended use of the unit.

Fredrick Smith – 321 Berkeley Ave, addressed the Commission and expressed his concern with the code compliance of the renovation currently underway on the main house. He also expressed the concern of the impact on the surrounding properties by adding an additional dwelling unit and maintaining the family-type nature of the neighborhood.

Jaime Hayward-Susoeff – 325 Berkeley Ave, readdressed the commission and explained that there will only be two units and they will be family occupied. Ms. Hayward-Susoeff also confirmed that she did experience some initial difficulties in the renovation of the main house. She expressed that the house will be brought to current code.

Hamel closed the public hearing at 6:25 p.m.

Commission Discussion included:

McVay expressed she would like staff to continue to monitor contractor compliance as well as business license compliance.

Commissioner Hamel wanted clarification as to why the existing garage was in the setback.

Commissioner Schultz wanted clarification on what the concomitant agreement entails.

**Moved by McVay and seconded by Schultz to approve the conditional use permit to convert an existing garage into a detached accessory dwelling unit at 325 Berkeley Ave. Upon vote, motion carried unanimously.**

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### Comprehensive Plan Introduction

Planning & Building Administrator Stahlnecker presented an update on anticipated changes to the Comprehensive Plan. Stahlnecker also gave an overview of Regional Centers.

## **MISCELLANEOUS:**

The August 20, 2019 meeting was cancelled. The next meeting will be September 3, 2019.

**ADJOURNMENT**

**Moved by Schultz and seconded by Hamel to adjourn the meeting at 6:42 p.m. Upon vote, motion carried unanimously.**

  
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Angelie Stahlnecker, Planning/Building

  
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Sarah Hamel, Planning Commission Chair