



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

January 7, 2020
6:00 p.m.

City Hall
115 Ramsdell Street

- 1) Roll Call**
- 2) Approval of the November 05, 2019 Minutes**
- 3) Citizen Comments (For Items Not On The Agenda)**
- 4) Public Hearing**
 - a) None
- 5) Unfinished Business**
 - a) None
- 6) New Business**
 - a) 2020 Planning Commission Workplan
 - Staff Report
 - Public Comments
 - Commission Discussion
 - Commission Action
 - b) Form-Based Code Update
- 7) Adjournment**

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

November 05, 2019
6:00 PM

Fircrest City Hall
115 Ramsdell Street

CALL TO ORDER

Vice Chair Kathy McVay called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m.

ROLL CALL

Commissioners Kathy McVay, Cameron McGinnis, and Shirley Schultz were present. Excused: Sarah Hamel, Karissa Friend. Staff present: Planning and Building Administrator Angelie Stahlnecker and Principal Planner Jeff Boers.

APPROVAL OF MINUTES

The minutes for the meeting of October 01, 2019 were presented for approval.

Moved by Schultz and seconded by McGinnis to approve the minutes. Upon vote, motion carried unanimously.

CITIZENS COMMENTS

None.

PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Planning and Building administrator Angelie Stahlnecker presented the staff report regarding residential capacity and form-based code amendments to the land development code and Comprehensive Plan. Stahlnecker summarized the history of the proposal and the moratorium adopted by the City Council. She outlined the potential Department of Commerce grant.

Principal Planner Jeff Boers summarized the proposal amendments to the CMU and R-30 Zone. He presented a PowerPoint presentation on form-based code and the differences between

conventional zoning design guidelines and form-based code. He also highlighted the proposed form-based code that City of University Place intends to adopt.

Discussions Held:

- The number of properties effected and deduction in parking requirements for new projects.
- Options for pedestrian pathways connecting Mildred Street to other arterials and discussion on open spaces.
- How will these potential changes effect property taxes and retail taxes.
- Review of the draft work plan.

MISCELLANEOUS

Next meeting will be held December 2, 2019.

ADJOURNMENT

Moved by Schultz and seconded by McGinnis to adjourn the meeting at 7:01 p.m. Upon vote, motion carried unanimously.

Sarah Hamel
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) 566-0762

Memo

DATE: January 7, 2020
TO: Planning Commission
FROM: Angelie Stahlnecker, Planning & Building Administrator
SUBJECT: 2020 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 include any state requirements (if necessary), amendments related to the form-based code, any private amendments (if received), staff revisions, and updates to the Six-Year Capital Improvement Program.

The Planning Commission is being asked to approve the 2020 review schedule and set the amendment submission time period as listed in Exhibit A. Due to the moratorium adopted by the Council and related amendments to adopt a form-based code for the Commercial Mixed Use District, the window for private comprehensive plan amendment applications has been set for February - March. Notice of the submission window will be published in the Tacoma Daily Index, as required by code, posted on Facebook, and included in the February Town Topics.

Process

The Planning Commission can initiate by a formal motion and approval by the body the 2020 schedule and amendment application window.

Suggested Motion: *I move to approve the 2020 Comprehensive Plan update schedule and set the amendment submission period from February 3 – March 31, 2020 as shown in Exhibit A.*

Attachment

Exhibit A - 2020 Comprehensive Plan Amendments Estimated Schedule

Exhibit A

2019 Comprehensive Plan Amendments

Estimated Schedule

Application Window Publication:	January 31, 2020
Application Window:	February 3 – March 31
PC Draft Review	April 2020
PC Public Hearing:	May 2020
CC Study Session:	June 2020
CC Public Hearing:	July 2020
CC Action:	August 2020



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DATE: January 7, 2020
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FROM: Angelie Stahlnecker, Planning & Building Administrator
SUBJECT: Form-Based Code Charrettes

The public outreach charrettes are schedule for January 21st, 22nd, and 23rd at 6 pm.

We would love to see all the Planning Commission members attend the Tuesday, January 21st study session. We will advertise all three as special planning commission meetings, in order to be in compliance with the Open Meetings Act, if planning commission members wish to attend either of the other two.

Mr. Rangwala will be conducting an overall presentation of form-based code as part of the Council study session and will transition into a public meeting for discussion and comments. We anticipate this to be a very interactive process with displays set up. The next two nights will continue the public engagement as the evolving draft is presented and discussed.

Further discussion can occur at the meeting.