



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

January 4, 2022  
6:00 p.m.

City Hall  
115 Ramsdell Street

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- 1) Roll Call**
- 2) Election of Chair**
- 3) Approval of the November 2, 2021 Minutes**
- 4) Citizen Comments (For Items Not on the Agenda)**
- 5) Public Hearing**
  - a) None
- 6) Unfinished Business**
  - a) None
- 7) New Business**
  - a) 2022 Planning Commission Work Plan
  - b) 2022 Comprehensive Plan Amendment Window
  - c) Joint Meeting Ideas
- 8) Adjournment**

Below is the call-in information for the public to listen via Zoom. If you would like to make a public comment, you may speak at the appropriate time or e-mail [scappiello@cityoffircrest.net](mailto:scappiello@cityoffircrest.net) your comment before 5 pm and it will be read into the record.

**Zoom Meeting Details:**

Dial-in Information: 1-253-215-8782 Webinar ID: 815 5217 1796 Password: 402685

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

November 2, 2021  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Administrative Services Director Westman called the regular meeting of the Fircrest Planning Commission to order at 6:01 p.m. (meeting was held by remote attendance)

**ROLL CALL**

Commissioners Sarah Hamel, Shirley Schultz, Ben Ferguson, Andrew Imholt, and Kathy McVay were present. Staff present: Administrative Services Director Jayne Westman

**APPROVAL OF MINUTES**

The minutes for the meeting of October 5, 2021, were presented for approval.

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

**CITIZENS COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Introductions**

Mayor Hunter T. George Greeted & Thanked the Planning Commission for all their hard work.

**B. SSHAP Priorities Discussion**

George briefed the Planning Commission on his SSHAP presentation. He informed the Commission that SSHAP is a resource and informational tool to use.

George informed the Commission that Pierce County is going to be the Administering Agency for SSHAP, and the Board Chair & Vice Chair will be selected at the next meeting. George informed the Commission that the Board understands that housing affordability is too big for one jurisdiction. The Board also agreed that every community is unique. This is not a “one size fits all” solution.

Commission discussion held on Housing Affordability & ADU’s.

**C. Through-Lots Update**

Director Westman reports that the Planning Commission will dive deeper into the Through-Lots discussion at the February joint meeting with City Council.

**D. Municipal Code Changes**

Director Westman reports on the Code changes that were passed at the Legislative Level, and how Fircrest Municipal Code does not comply with current changes. The Planning Commission will add this to next year’s work plan and present to City Council for approval.

**ADJOURNMENT**

**Moved by Ferguson and seconded by Schultz to adjourn the meeting at 7:00 PM. Upon vote, the motion carried unanimously.**

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Sarah Hamel  
Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director



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Planning and Building Department

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## STAFF REPORT: 2022 WORK PLAN

January 4, 2022 Planning Commission Meeting

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**PROPOSAL:** Staff is presenting a draft 2022 work plan for the Planning Commission to consider.

Staff believes an annual work plan would be beneficial for the following reasons:

- Allows Planning Commission input
- Provides Staff direction
- Brings more transparency in the process
- Fulfills Land Use Goal 12 of the Comprehensive Plan – “the City should continue to refine its permit process and periodically review and revise its development regulations”
- Meets the requirement of FMC 22.78.003(b) that amendments may be initiated by the adoption of a motion by the planning commission.

Items can be added or removed from the work plan unless specifically requested by the City Council. The work plan does not limit the Planning Commission from considering other issues that may arise.

Staff suggests we included the work plan as an item on the Joint Planning Commission – City Council meeting agenda in February.

**RECOMMENDATION:** Staff recommends the Planning Commission consider the draft work plan, amend as necessary, and approve the motion.

***Suggested Motion:*** *I move to approve the 2022 Work Plan as shown in Exhibit A [and as amended].*

### ATTACHMENT

*Exhibit A – Draft 2022 Work plan*

## **Exhibit A**

### **Draft 2022 Work plan**

- Comprehensive Plan Updates  
6-year CIP
- FMC Annual Review  
Legislative Code Changes to align with State
- Housing Affordability  
ADU Code Changes
- Public Building Design Standards

The work plan does not limit the Planning Commission from considering other issues.



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## STAFF REPORT: 2021 COMPREHENSIVE PLAN SCHEDULE

January 4, 2022 Planning Commission Meeting

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**PROPOSAL:** Chapter 23.06 Comprehensive Plan Amendments establishes the process by which the Fircrest Comprehensive Plan can be updated and amended each year. As part of the amendment process, the City is required to establish a timeline for proposed amendment or revisions and advertise broadly.

The City proposed updates include any state requirements (if necessary), 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 2022 review schedule and set the amendment submission time period as listed in Exhibit A. 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.

**RECOMMENDATION:** Staff recommends the Planning Commission consider the draft schedule plan, amend as necessary, and approve the motion.

***Suggested Motion:*** *I move to approve the 2022 Comprehensive Plan update schedule and set the amendment submission period from March 1 – April 30, 2022 as shown in Exhibit A.*

### ATTACHMENTS

*Exhibit A – Draft 2022 Work plan*  
*Current CIP*

## **Exhibit A**

### **2022 Comprehensive Plan Schedule**

<b>Submission Window:</b>	March 1 – April 30, 2022
<b>Planning Commission Draft Review</b>	June 1, 2022
<b>Planning Commission Public Hearing:</b>	August 16, 2022
<b>City Council Study Session:</b>	September 2022
<b>City Council Public Hearing:</b>	September/October 2022
<b>City Council Action:</b>	October 2022

The schedule is subject to change as necessary.

## 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 2036, 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	2020	2021	2022	2023	2024	2025	2026	TOTAL	2026-2036	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								0	0	0
Property Tax								0		0
Real Estate Excise Tax- To be used as deemed necessary by the City Council to fund improvements		60,000	60,000	60,000	60,000	60,000	60,000	360,000	700,000	1,060,000
State/Federal Grant			450,000	376,200	1,003,400		761,200	2,590,800	1,760,000	4,350,800
Local Match Funds for Grants – From REET or Rate Revenue			50,000	58,800	156,600		118,800	384,200	440,000	824,200
Utility Funds for grind and overlay with utility work			150,000			150,000		300,000	500,000	800,000
Developer Contributions								0	1,000,000	1,000,000
<b>Total Revenues</b>	<b>0</b>	<b>60,000</b>	<b>710,000</b>	<b>495,000</b>	<b>1,220,000</b>	<b>210,000</b>	<b>940,000</b>	<b>3,635,000</b>	<b>4,400,000</b>	<b>8,035,000</b>

Capital Appropriations	2020	2021	2022	2023	2024	2025	2026	TOTAL	2024-2036	20 Year Total
Major Pavement Patching: Citywide		60,000	60,000	60,000	60,000	60,000	60,000	360,000	700,000	1,060,000
Berkeley Ave. : 1100-1200 block grind and overlay			150,000					150,000		150,000
1/2 street Orchard BLVD/Regents Blvd to end of Right-of-way grind and overlay							250,000	250,000		250,000
1/2 Street Orchard Blvd/Standford St. to Regents Blvd grind and overlay							180,000	180,000		180,000
Alameda Avenue: Emerson to Rosewood Ln ( <i>curb, gutter, sidewalk on east side, bike lane designation</i> )			500,000					500,000		500,000
Alameda Avenue: 44th to Emerson ( <i>curb, gutter, and sidewalk on both side, and bike lane designation</i> )				300,000				300,000		300,000
44th Street: 67th Ave to 62nd Ave ( <i>curb gutter and sidewalk on north side</i> )							450,000	450,000		450,000
Regents: Alameda Ave to 67 <sup>th</sup> Ave ( <i>grind and overlay</i> )				82,000	760,000			842,000		842,000
Emerson – Woodside to 67 <sup>th</sup> ( <i>Retaining walls and entry islands</i> )				53,000	400,000			453,000		453,000
Berkeley Ave: 1300 Block ( <i>curb/gutter and overlay</i> )						75,000		75,000		75,000
Buena Vista Ave. 1300 block ( <i>curb/gutter and overlay</i> )						75,000		75,000		75,000
Grind and Overlay: Various City Streets								0	1,500,000	1,500,000
Sidewalk Gap Completion and Replacement								0	950,000	950,000
Regents Blvd. and Alameda Avenue ( <i>channelization and restriping for bike lanes shared facilities</i> )								0	250,000	250,000
New development roadway improvements								0	1,000,000	1,000,000
<b>Total Capital Appropriations</b>	<b>0</b>	<b>60,000</b>	<b>710,000</b>	<b>495,000</b>	<b>1,220,000</b>	<b>210,000</b>	<b>940,000</b>	<b>3,635,000</b>	<b>4,400,000</b>	<b>8,035,000</b>

**Sewer Facility Improvements**

<b>Revenues</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
<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		295,000	195,000	235,000	245,000	170,000	155,000	1,295,000
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		5,000	5,000	5,000	5,000	5,000	5,000	30,000
Bond Issue								0
<b>Total Revenues</b>	<b>0</b>	<b>300,000</b>	<b>200,000</b>	<b>240,000</b>	<b>250,000</b>	<b>175,000</b>	<b>160,000</b>	<b>1,325,000</b>

<b>Capital Appropriations</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
44 <sup>th</sup> (Fordham) lift station upgrades			200000					200,000
Pipe burst sewer replacement between Cornell and Amherst.		150000						150,000
Pipe burst sewer main between Amherst and Regents		150000						150,000
Pipe burst sewer 100-200 block of Farallone and Eldorado				180000				180,000
Pipe burst sewer main on 100 block Alameda between Alameda and Berkeley				60000				60,000
Pipe burst sewer main between sunrise/Broadview					250000			250,000
Pipe Burst sewer between Alta Vista/Ramsdell/Electron							100000	100,000
Pipe burst sewer between Alameda/Paradis Ln						175,000	60,000	235,000
<b>Total Capital Appropriations</b>	<b>0</b>	<b>300,000</b>	<b>200,000</b>	<b>240,000</b>	<b>250,000</b>	<b>175,000</b>	<b>160,000</b>	<b>1,325,000</b>

**Stormwater Management Facility Improvements**

Revenues	2020	2021	2022	2023	2024	2025	2026	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		80,000	30,000	30,000	30,000	30,000	30,000	230,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
WSDOE grants monies		213,750	150,000	150,000	150,000	375,000	262,500	1,301,250
Local Match Funds for Grants – From REET or Rate Revenue		71,250	50,000	50,000	50,000	125,000	87,500	433,750
<b>Total Revenues</b>	<b>0</b>	<b>365,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>530,000</b>	<b>380,000</b>	<b>1,965,000</b>
Capital Appropriations	2020	2021	2022	2023	2024	2025	2026	TOTAL
Estatel place storm pond modification		80,000						80,000
Outfall water quality improvements Source 10 and 11		285,000						285,000
Storm line improvemnts			30,000	30,000	30,000	30,000	30,000	150,000
Storm Water Quality outfall projects, SQ1 to SQ09 (2 per yr.)			200,000	200,000	200,000	500,000	350,000	1,450,000
<b>Total Capital Appropriations</b>		<b>365,000</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>	<b>530,000</b>	<b>380,000</b>	<b>1,965,000</b>

**Water Facility Improvements**

Revenues	2020	2021	2022	2023	2024	2025	2026	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		220,600	370,600	215,600	65,600	65,600	65,600	1,003,600
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
Capital Contributions - Tap Fees		4,400	4,400	4,400	4,400	4,400	4,400	26,400
Bond Issue								0
Local Match Funds for Grants – From REET or Rate Revenue								
<b>Total Revenues</b>	<b>0</b>	<b>225,000</b>	<b>375,000</b>	<b>220,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>1,030,000</b>
Capital Appropriations	2020	2021	2022	2023	2024	2025	2026	TOTAL
Recoat exterior of the "Golf Course Tank"			150000					150,000
Upgrade water meters and software for meter readying changes		150000	150000	150000				450,000
8" Water Main on Farallone from Columbia St. to Princeton St.			75000					75,000
8" Water Main on Eldorado Avenue from Princeton St to Columbia St		75000						75,000
8" Water Main Replacement of Old & Undersized Mains				70,000	70,000	70,000	70,000	280,000
<b>Total Capital Appropriations</b>	<b>0</b>	<b>225,000</b>	<b>375,000</b>	<b>220,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>1,030,000</b>

**Parks and Recreation Improvements**

<b>Revenues</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
<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		\$75,000			\$15,000	\$30,000	\$25,000	\$145,000
General Fund								\$0
General Obligation Bonds		\$5,600,000	\$100,000	\$330,000				\$6,030,000
Donations		\$5,000,000						\$5,000,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								\$0
Local Match Funds for Grants (44 <sup>th</sup> & Alameda fund)		\$136,000	\$40,000		\$15,000	\$30,000	\$30,000	\$251,000
<b>Total Revenues</b>	<b>\$0</b>	<b>\$10,811,000</b>	<b>\$140,000</b>	<b>\$330,000</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$55,000</b>	<b>\$11,426,000</b>

<b>Capital Appropriations</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
Recreation Center Replacement		10,600,000						\$10,600,000
Fircrest Park Sports Fields Improvements		120,000						\$120,000
Whittier Park Master Plan					30,000			\$30,000
Alice Peers Park Reader Board		60,000						\$60,000
Fox Property Development & Tot Lot Entrance Relocation			100,000					\$100,000
Fircrest Park Storage Garage			40,000					\$40,000
Resurface Fircrest Park tennis courts		\$31,000						\$31,000
Fircrest Park Sports Field 1 Improvements				30,000				\$30,000
Fircrest Park Sports Field 2 & 3						60,000		\$60,000
Fircrest Park Lighting Upgrade				300,000				\$300,000
Fircrest Park Paved Paths							55,000	\$55,000
<b>Total Capital Appropriations</b>	<b>\$0</b>	<b>\$10,811,000</b>	<b>\$140,000</b>	<b>\$330,000</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$55,000</b>	<b>\$11,426,000</b>



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## **STAFF PRESENTATION: Joint Meeting Ideas**

**January 4, 2022 Planning Commission Meeting**

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**In February, we will have our joint meeting with the City Council. What are the topics that the Planning Commission would like to discuss? What is our goal for the meeting? We have a few ideas to get the conversation started.**

### **IDEAS:**

-- Create a streamlined permitting process and preapproved plans that a homeowner could use to reduce the cost of draftspeople and permitting. The plan would be for a 600 square foot (or less) ADU. The City would invest in the plans and the homeowners would pay a fraction of the cost to help the City recoup the cost of the initial investment.

-- Adjust zoning requirements that raise construction costs and seek guidance from developers.

-- Adjust zoning rules to allow density bonuses, which would incentivize the construction of affordable units on a property by allowing for an increase in the total number of units the developer could build compared to what they could with the existing zoning without affordable units.

### Other items that we will need to start planning for:

Previously, we informed the Commission that SB 5235 changed the law to not allow Cities to have an Owner-occupant requirement. That portion was vetoed at signing by the Governor. Upon legal review, our current standard can be enforced by Code and will be required for any ADU applications. The Governor thought that the Bill was not strict enough so we believe that it will become law in an upcoming session.

If the owner-occupant requirement is removed by the State, how will that impact our City? Our houses and utilities are set up for single-family living or where the ADU is occupied by an owner. How will we address fire separation, separate utilities, parking, etc? The change would have an impact on multiple departments. I am suggesting that we start looking at what the impacts may be should the State force the change to our FMC. The State typically provides a grace period to comply. We can better understand the impacts now and use the grace period to make the changes.