



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

April 4, 2023  
6:00 p.m.

City Hall  
115 Ramsdell Street

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- 1) **Roll Call**
- 2) [Approval of the October 11, 2022 Minutes](#)
- 3) [Approval of the December 06, 2022 Minutes](#)
- 4) **Citizen Comments (For Items Not on the Agenda)**
- 5) **Public Hearing**
  - a) None
- 6) **Unfinished Business**
  - a) None
- 7) **New Business**
  - a) [Comprehensive Plan Update from BHC](#)
- 8) **Adjournment**

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

October 11, 2022  
3:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Hearing Examiner Phil Olbrechts called the Fircrest Planning Commission Public Hearing to order at 3:00 p.m. (the meeting was held by in-person attendance).

**ROLL CALL**

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

**PUBLIC HEARINGS**

At 3:00 P.M., Olbrechts opened the public hearing. There were no objections to the staff report attachments. There were no objections to entering the October 10, 2022 email correspondence between Olbrechts and Westman regarding the comprehensive plan map designations for the proposed project site. Principal Planner Jeff Boers briefed the Planning Commission on Fircrest Staff Report Case Number 22-04: Zoning Map Amendment and provided an overview of the proposed Mildred Street “Prose” project site.

Discussions included open space requirements, connectivity, and the regulatory plan.

McCullough Hill Leary Attorney, Jessie Clawson, entered additional exhibits to the zoning map amendment public hearing. There were no objections to entering additional exhibits.

Alliance Residential’s Development Director, Garrett Hodgins, presented the amendments consistent with Fircrest Municipal Code 22.78.004.

Olbrechts invited public testimony. There were none.

At 3:20 P.M., Olberchts closed the public hearing and adjourned the meeting.

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Shirley Schultz  
Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MINUTES**

December 06, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

The Chair Shirley Schultz called the Fircrest Planning Commission Public Hearing to order at 6:00 p.m. (the meeting was held by in-person attendance).

**ROLL CALL**

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

**APPROVAL OF MINUTES**

The minutes for the meeting of July 5, 2022 were presented for approval.

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

**APPROVAL OF MINUTES**

The minutes for the meeting of August 16, 2022 were presented for approval.

**The approval for the August 16, 2022 meeting minutes were deferred to the next regular meeting due to the lack of quorum.**

**APPROVAL OF MINUTES**

The minutes for the meeting of September 06, 2022 were presented for approval.

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

**APPROVAL OF MINUTES**

The minutes for the meeting of September 20, 2022 were presented for approval.

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

## **CITIZENS COMMENTS**

- Nancy Atwood, 1204 Farallone Ave

## **PUBLIC HEARING**

None.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **A. Comprehensive Plan RFQ**

Administrative Services Director Westman provided an update on the Comprehensive Plan RFQ and stated that staff reposted a revised Request for Qualifications.

### **B. Mildred Project Update**

Westman provided an update on the Mildred “Prose” project status and stated that the developer is anticipating civil and building permits to be submitted in the Spring of 2023.

## **ADJOURNMENT**

**Ferguson moved; seconded by Hamel to adjourn the meeting at 6:45 PM. Upon vote, the motion carried unanimously.**

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Shirley Schultz  
Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director





# Comprehensive Plan Update

Eli Mulhausen (BHC) | Planning Commission | City of Fircrest | April 4<sup>th</sup>, 2023





# Overview

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- ▶ Progress and workplan
- ▶ Public Participation Plan
- ▶ Existing conditions - key issues
  - ▶ Community Profile
  - ▶ Land Use
  - ▶ Climate
  - ▶ Housing
- ▶ Next steps

# Workplan

Fircrest 2024 Comp Plan Update	Lead	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Project Management</b>		123	456	789	10 11 12	123	456	789	10 11 12
Project Scope and Kickoff Meeting	BHC	2/28/2023							
Biweekly Check-Ins and Coordination	BHC								
<b>Visioning and Public Outreach</b>	BHC								
Visioning and Public Participation Plan	BHC	3/28/2023							
Survey	BHC		Apr-23						
Workshops and Public Open Houses	BHC		May-23	Aug-23		Jan-24			
Commission and Council Briefings	BHC		Apr-23	Jul-23					
<b>Draft Comprehensive Plan Elements (50% - 70%)</b>	BHC					Jan-24			
Ex Conditions, GMA Checklist Policy Gaps Analysis, Document Design	BHC	3/28/2023							
Commerce and PSRC Checklists	BHC	Mar-23							
1, 2 Introduction, Community Character	BHC		May-23						
3 Land Use and Land Capacity	BHC		May-23						
4 Housing	BHC		Jun-23						
7 Capital Facilities,	BHC		Jun-23						
8 Utilities, 6 Parks	BHC		Jun-23						
5 Transportation	Transpo				Oct-23				
<b>Adoption Comprehensive Plan Draft (95%)</b>	BHC							Aug-24	
SEPA	BHC					Jan-24			
Identification of Development Regulation Revisions (50%)	BHC				Dec-23				
Draft Development Regulations (70%)	BHC						Jun-24		
Review and Adoption of Comp Plan and Development Regulation Changes	BHC								Dec-24
Public Hearings	BHC, Transpo								Dec-24

# Public Participation Plan (see full plan in handout)

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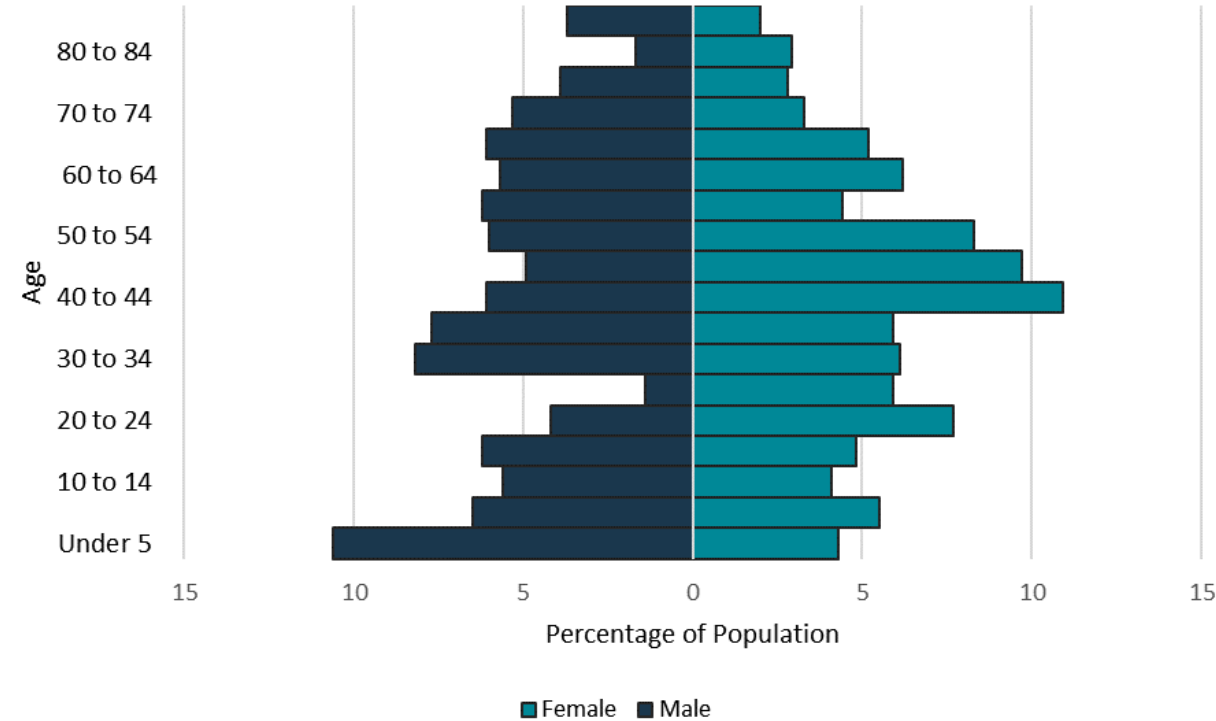
- ▶ Public participation is **required by state statutes**:
  - ▶ Early and ongoing throughout the Update
  - ▶ Helps build community collaboration and trust
- ▶ **Public Role**: Share community values and help get everyone involved
- ▶ **Planning Commission Role**: Public Hearing and Recommend new changes to the City Council
- ▶ **City Council Role**: Adoption by ordinance

## KEY PUBLIC PARTICIPATION EVENTS

- ▶ Community Visioning Event (Spring, 2023)
- ▶ Small Survey (Spring or Summer, 2023)
- ▶ Solicitation of comments and feedback (ongoing throughout)
- ▶ Periodic topical presentations at joint Planning Commission/City Council workshops
  - ▶ public invited to attend and provide feedback (Spring and Summer, 2023)



- ▶ By preliminary OFM estimates, Fircrest’s population is expected to increase by 3,168 community members under the high projection scenario. Under the medium scenario, the population is expected to increase by 1,787 residents.\*
- ▶ While Fircrest has become slightly more diverse since 2010, the City remains majority White at 74% of the population.
- ▶ Fircrest has higher educational attainment compared to the county, a higher share of bachelor’s or graduate degrees.
- ▶ According to the Economic Security Department, the projected employment growth for Pierce County is 1.8% annually on average.



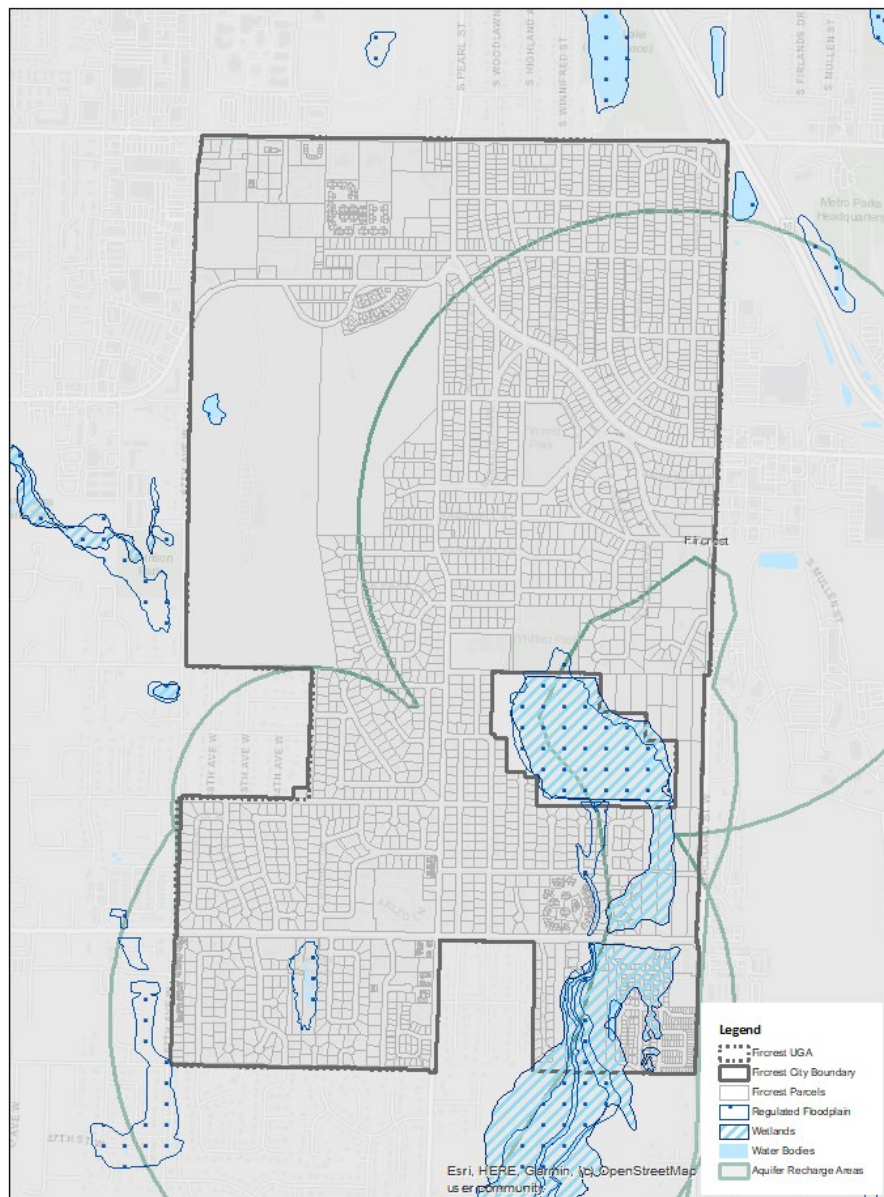
2021 ACS, 5-Year Estimates

\*Assumes similar growth allocation as the adopted Pierce County 2044 growth allocations

- ▶ Over half the City is comprised of low-density residential land use designations. The Golf Course comprises 17% of the city’s acreage.
- ▶ Land Use Element updates will consider adjacent trends and uses, such as the anticipated Light Rail expansion to TCC.

	<b>Vacant Acres</b>	<b>Under- and Partially-utilized Acres</b>	<b>Net / Total Acres</b>
Residential acreage	19.1	26.7	44.3
Job capacity (jobs)	43	156	199

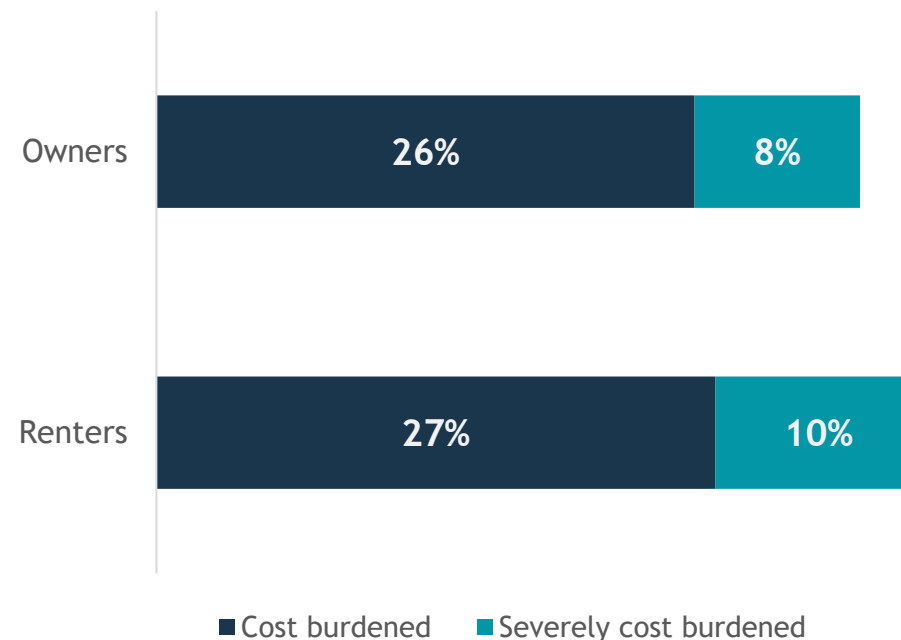
[Pierce County Buildable Lands Report](#)



- ▶ **Environmental hazards in Fircrest are mostly due:**
  - ▶ Proximity to superfund sites and hazardous waste facilities
  - ▶ Heavy traffic roadways
  - ▶ Air pollutants and lead in some housing
- ▶ **Annual precipitation** is predicted to increase by about 5% by 2050 using a 1980-2009 baseline, but summer precipitation will decrease over the same period.
- ▶ **Maximum summer temperatures** are predicted to increase by an average 4° F by 2050.

## Key Issues

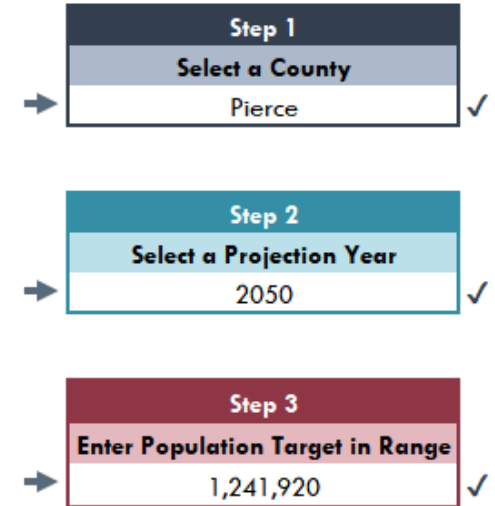
- ▶ Over half of Fircrest's housing stock is older than 40 years.
- ▶ 70% of Fircrest's housing units are Single-Family detached. 98% of the units have two or more bedrooms.
- ▶ Over a third of Fircrest's community members spend more than 30% of their household income on housing.
- ▶ In the last 10 years, the City permitted 5 units per year on average. To match demand, and population growth, the City would have needed to permit 14 units per year.



HUD CHAS, 2015-2019

## Housing Needs

- ▶ WA Dept. of Commerce provided an updated tool to project housing needs by income bracket, called HAPT.
- ▶ The County is currently working to finish and adopt the final allocation of housing needs per city.



**Housing Needs Projections for Selected County, Projection Year, and Population Target**  
Complete Steps 1, 2, and 3 to access countywide projections

**Table 1: OFM GMA Population Projections, 2050**  
Pierce County Projected Population, 2050

	Low	Medium	High	VISION 2050
Projected Population (2050)	1,067,827	1,186,146	1,385,463	1,241,920

**Table 2: Projected Countywide Housing Needs Based on User Inputs**

Pierce County Population Target = 1,241,920	Affordability Level (% of Area Median Income)							Emergency Housing/Shelter Beds	
	Total	0-30%		30-50%	50-80%	80-100%	100-120%		120%+
Total Future Housing Needed (2050)	541,433	28,725	22,544	64,153	140,886	87,414	59,828	137,883	9,454
Estimated Housing Supply (2020)*	355,799	9,056	1,071	36,738	112,533	72,435	46,088	77,878	1,462
Net New Housing Needed (2020-2050)	185,634	19,669	21,473	27,415	28,353	14,979	13,740	60,005	7,992

\* Note: Supply of PSH in 2020 is beds. However, projections of Net New Housing Needed (2020-2050) are in housing units. See Overview tab for details.



## Zoning and Income Assumptions

- ▶ Once housing allocations are adopted, Fircrest will determine how many units are needed for each zone, based on income level.

*Are the assumptions for allocating zones to income level reasonable?*

Zone Category	Income Category	Zones	Allowed Density	Buildable Planned Unit Capacity	Unit Deficit / Surplus
<i>Assumed incomes and zones</i>			<i>COF Zoning</i>	<i>du's</i>	<i>= (Unit Capacity) - (HAPT need)</i>
			<i>du/acre</i>	<i>(Pierce County Buildable Lands)</i>	
Low Density	Higher Income	R4	4	17	-
		R4C	4	61	
		R6	6	26	
		GC	15	1	
Moderate Density	Moderate Income	R8	8	0	
		R10-TCD	10	0	
		NO	6	0	
		NC	6	0	
High Density Low Rise + ADU	Lower Income	R20	20	0	
		R30	30	246	
		MUU	-	908	
		MUN	-	326	

# Next Steps

- ▶ Finish the existing conditions report.
- ▶ Finalize projected housing needs by income and zone based on County numbers.
- ▶ Analyze gaps between existing plan and adopted Countywide Planning Policies.
- ▶ Engage community through public participation.
- ▶ Update Element chapters.

# Questions and Answers

Eli Mulhausen (he/him)

BHC Consultants

[Eli.Mulhausen@bhccconsultants.com](mailto:Eli.Mulhausen@bhccconsultants.com)

# MEMORANDUM

**Date:** March 22, 2023  
**To:** Katie Cote, Sr. Planner  
**From:** Talia Tittelfitz, Sr. Planner  
**Subject:** Pacific Public Outreach Plan – 2024 Comprehensive Plan Update

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## 1. Background

The City of Fircrest is updating its Comprehensive Plan. This memo outlines the City's Public Participation Plan to meet state and regional participation requirements. Public participation is the process by which public concerns, needs, and values are incorporated into government decision-making. Citizen participation is essential to the local issues of community development which will be addressed by Fircrest's 2024 update to the Comprehensive Plan.

The Public Participation Plan provides a framework for public participation efforts by the City to promote community involvement in the Comprehensive Plan update process, whereby all who are affected have the opportunity to be informed, an opportunity to comment, and an opportunity to participate in the decision-making process.

### 1.1 Goals

In addition to satisfying statutory requirements, a public outreach plan can have many benefits for the community including:

- an increased public trust in government;
- better and more responsive services to meet the needs of citizens;
- engaged citizens who take ownership of local challenges and solutions;
- opportunity for new and innovative ideas; and
- helping to ensure that government priorities are aligned with public priorities.

### 1.2 Requirements

A number of state, regional, and local regulations require robust public participation. These include:

- Washington Administrative Code (WAC) [365-196-600](#) requires early and continuous public participation in the amendment of comprehensive plans
- A legal requirement in the state Growth Management Act, RCW 36.70A.140, which states that every jurisdiction: *"shall establish and broadly disseminate to the public a public participation program identifying procedures for early and continuous public participation in the development and amendment of comprehensive plan land use plans and development regulations implementing such plans."*
- New legislation codified in [RCW 36.70A.040\(8\)](#) requiring coordination with Tribes.

- Standards for public participation and noticing in Chapter 23.06.030 of the Fircrest Municipal Code (FMC).

## 2. Roles for The City of Fircrest

### 2.1 *Public Participation for Legislative Actions*

Because legislative actions, such as updates to the Comprehensive Plan, result in the development of planning goals and policies based on citizen values and desires, planning for sufficient public participation is of high importance to ensure representation of all segments of the community.

### 2.2 *Role of the Planning Commission*

The Planning Commission has roots in state planning enabling legislation; its responsibility and general composition are established in state law. Based on state law and FMC 23.08, the Planning Commission is the Council’s citizen advisory body on all matters of land use planning. The intent of the Planning Commission is to have appointed citizens act as research and fact-finding agency for the City and to advise the Council on land use planning decisions such as updates to the Comprehensive Plan. For the 2024 Comprehensive Plan Update, the Planning Commission has the following responsibilities:

- Understand the benefits of planning and zoning;
- Invite public to attend events and provide feedback on the 2024 Comprehensive Plan Update
- Review Comprehensive Plan Amendments proposed by Staff;
- Make recommendations to the City Council regarding changes to the Comprehensive Plan;
- Recommend public participation strategies;
- Hold one or more public hearings
- Consider public comments; and
- Make recommendations to City Council per FMC 23.06.060

### 2.3 *Role of the City Council*

The City Council is given local legislative authority by the state constitution and state law. As pertains to public participation for the 2024 Comprehensive Plan Update, the role of the City Council is as follows:

- Invite public to attend events and provide feedback on the 2024 Comprehensive Plan Update
- Consider the Planning Commissions recommended amendments to the Comprehensive Plan and adopt an ordinance incorporating the proposed amendments, in whole or in part or as modified by the Council, into the City’s Comprehensive Plan, per FMC 23.06;
- Make a final determination on the proposed amendments.

### 2.4 *Public Methods of Participation*

Active Engagement (asking people to participate in the update process and provide feedback)

- Community Visioning Event – (See Schedule)
- Community Survey – early, broad questions (See Schedule)

Ongoing throughout the duration of the project

- Solicit comments and feedback via online comment forms, written comment forms, and direct email

- Soliciting comments and feedback from public or private groups with known interests in housing, transportation, land use, or economic development, with a focus on outreach to groups in order to match the City's demographic profile
- Materials available and comment solicitation at community gathering places scheduled community events, as identified by City Staff (see Schedule)
- Regular briefings to the Planning Commission and City Council (Staff)
- Periodic topical presentations by the consultant team to the Planning Commission or joint workshops with the City Council (See Schedule)

Notifications (providing project information and transparency). BHC to provide regular content about the Comp Plan update progress

- City web page.
- Email distribution list
- Updates in the City's newsletter, sent out in the utility bills, every other month
- Notices to agency mailing lists (see Key Parties/Stakeholders)
- Publishing notice in a newspaper of general circulation in the City. For all public events, visioning, open houses, public hearings, comment periods, general comment solicitation, and surveys
- Public hearing(s) required for adoption proceedings

*2.5 Key Parties/Stakeholders*

Local governments must consult with interested parties throughout the 2024 Comprehensive Plan Update. The City has identified the following interested parties and agencies that will be included in notifications and mailings about the project. This list may be expanded throughout the project to ensure that that all potentially affected parties are included and encouraged to participate. Stakeholder contact information is being collected and maintained in a separate document.

Members of the Public

- Residents city-wide
- Property/business owners city-wide

Business & Faith-Based Communities and Local Organizations, as identified by City Staff

- Local stores
- Local schools
- Senior Center
- Recreation Center
- Churches or other faith-based organizations
- Library
- Chamber of Commerce
- Pierce County Master Builders Associations, and other members of the development community
- Other Community Organizations

Environmental Stakeholders

- Forterra
- Futurewise
- Chambers-Clover Creek Watershed Council



Tribes

- Puyallup Tribe
- Squaxin Tribe

Others

Special Purpose Districts

- Puget Sound Energy
- University Place School District
- Tacoma School District
- City of Tacoma Fire Department Services and Public Utilities

City Officials

- City Council
- Planning Commission
- Civil Service Commission
- City Staff

City Departments and Services

- Public Works
- Parks and Recreation
- Finance, Investment Committee
- Police

Other Local Governments

- City of Tacoma
- City of University Place
- Pierce County

State Government

- WSDOT
- Department of Ecology
- Department of Commerce
- Department of Archaeology and Historic Preservation
- Department of Fish and Wildlife
- Department of Transportation

Federal Government

- Federal Emergency Management Agency (FEMA)
- National Park Service
- US Forest Service

## 3. Schedule

### 3.1 *Community Survey*

- Timing: Spring, 2023
- Parameters
  - City would like to collect responses to a broad, high-level questions
  - Consultant team to work with City to prepare questions, demographic information to be collected for respondents, and incorporate results either into the existing conditions report or into Comp Plan elements by topic
  - City Staff will collect and analyze data
  - Distribution can include QR code link in the City utility bill newsletter, emailing lists, and via the Planning Commission and City Council members

### 3.2 *Presence at Community Gathering Places and at Scheduled Community Events*

- Goals
  - Spread awareness about the 2024 Comprehensive Plan Update
  - Distribute surveys (at events in Q2 2023)
  - Share updates on the Comp Plan update
  - Collect comments and feedback from stakeholders
  - Gather feedback for purpose of drafting goals and policies
- Parameters
  - Consultant team is not budgeted to attend these events, but they can help provide content for materials.

### 3.3 *Presentations to the Planning Commission and City Council Joint Workshops*

#### 3 Topical Presentations

- Timing: Spring and summer, 2023
- Overlap with initial drafting of Comp Plan Elements so feedback can be incorporated
- Invite members of the public to come learn and provide feedback and comments
- Topics include:
  - Transportation
  - Land Use
  - Housing
- Goals
  - Allow for more focused topical conversations
  - Collect comments and feedback from stakeholders who are interested in or impacted by these topics
  - Gather specific feedback for purpose of drafting goals and policies for those elements

#### 1 Review & Adoption Presentation (in-person or virtually, depending on budget)

- Timing: early 2024
- Goals:
  - Review 70% draft of 2024 Comprehensive Plan
  - Check our work: did we capture community values?
  - Early enough in document to make revisions based on feedback