



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

TUESDAY, AUGUST 15th, 2023
6:00 P.M.

COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET

Pg. #

1) Roll Call

- a) Introduction of Eric Lane, new Planning Commissioner 1

2) [Approval of the July 5th, 2023 Minutes](#) 4

3) Citizen Comments (For Items Not on the Agenda)

4) Public Hearing

- a) None

5) Unfinished Business

- a) None

6) New Business

- a) Comprehensive Plan Update – Planning Commission Meeting September 5 and Council Special Meeting September 15 at 7 PM
- b) [Community Outreach and Survey](#) 6
- c) 2023 Legislative Updates on House Bills and Zoning
- d) Mildred Street Development Update (site plan and MOU for sewers)
- e) Thriving Communities -Update on Four Corners
- f) [SSHA3P Update with 2024 SSHA3P Workplan](#) 8
- g) [Point of Interest Temporary Sign Code Recap](#) 14
- h) Community Development Director

7) Adjournment

Join the Zoom *Dial-in Information*: 1-253-215-8782 Webinar ID: 891 7628 0907 Password: 067748

Eric M. Lane

1029 Sunrise Lane, Fircrest, WA. 98466 | [REDACTED]

June 9, 2023

Fircrest City Hall
c/o City Clerk
115 Ramsdell Street
Fircrest, WA. 98466

Dear Members of the Planning Commission,

I am writing to express my interest in the available position on the Planning Commission for the City of Fircrest. As a dedicated professional with a strong educational background in urban planning and significant experience in affordable housing and city planning, I am confident that my skills, passion, and experience make me an ideal candidate for this role.

I hold a bachelor's degree in urban studies and a master's degree in Community Planning. My academic background has provided me with a solid foundation in urban planning theories and practices. This education has been invaluable in preparing me for a career in city planning and development.

Throughout my professional career, I have accumulated 8 years of experience working in affordable housing and 2 years in City Planning. These experiences have allowed me to develop a deep understanding of the housing needs of diverse communities and the importance of equitable housing development. By working on various development projects, I have honed my skills in project management, community engagement, and policy analysis.

I am particularly passionate about addressing the housing needs crisis in our community. I believe that access to affordable, safe, and stable housing is a fundamental right for all residents, and I am committed to finding innovative solutions to address these issues. As a member of the Planning Commission, I will strive to ensure that our city's planning and development efforts prioritize equitable housing opportunities and support the creation of vibrant, safe and inclusive neighborhoods.

I am eager to contribute my knowledge, experience, and passion for urban planning to the City of Fircrest Planning Commission. Likewise, I am excited about the opportunity to work collaboratively with fellow commission members, city staff, and the community to address the pressing housing needs in Fircrest and create a brighter future for all residents.

Thank you for considering my application. I look forward to the possibility of serving on the Planning Commission and would be delighted to provide any additional information or references upon request.

Sincerely,



Eric Lane

Eric M. Lane

1029 Sunrise Lane, Fircrest, WA. 98466 | [REDACTED]

Education

Master of Arts in Community Planning | University of Washington Tacoma | Graduated 2018

Bachelor of Arts in Urban Studies | University of Washington Tacoma | Graduated 2012 (Annual Dean's List 2012) Associate of Arts Degree in General Studies | South Puget Sound Community College | Graduated 2008

Related Experience

King County Housing Authority

Senior Administrative Program Manager, King County Housing Authority, Tukwila, WA, January 2023 – present

- Designs and develops programs and work methods; prioritizes program goals objectives and develops outcome measures to evaluate initiatives for consistency with Housing Authority mission and priorities.
- Gathers data and prepares reports; provides guidance to staff on the interpretation of policies and administrative plans, evaluates impacts on the Authorities operations; develops and recommends policies and recommendation for implementation; develops timelines and steps to ensure compliance.
- Develops, measures, and evaluates significant programs including plans, work processes, systems, and procedures to achieve annual goals, objectives and work standards and plans.

City of Des Moines, WA

Land Use Planner II and Economic Development Manager, City of Des Moines, WA, January 2020 - Present

- Plan Review, Comprehensive Planning, Housing Action Plan development, Code Changes, Presentations to committees and council members, representation of the City on multiple committees and tasks force.
- Designed economic development programs for local businesses, including an innovative senior/veteran levy funds program to create dual support for restaurants during pandemic and to-go meals for seniors and veterans in the community. Projects assigned by City Manager

Tacoma Housing Authority

Landlord Liaison/Engagement Specialist, Tacoma Housing Authority, Tacoma, WA, June 2018 – December 2020

- Strategized and implemented programs to engage current landlords and to recruit new landlords; identified opportunities for expanding programs using leasing statistics, market data and other sources of information; performed landlord outreach efforts, including meeting with various interested parties; on-site visits at apartment complexes or realtors offices, private presentations, and coordinating landlord outreach efforts with local community partners and leaders

Project Manager, Tacoma Housing Authority, Tacoma, WA, April 2014 – June 2018

- Managed a variety of housing projects assigned by Deputy Director, consisting of medium to large cross-divisional projects with time-sensitive deadlines
- Designed, redesigned, and expanded programs, involving policy and process formation by initially identifying, collecting, organizing, and documenting data and information for subsequent assessment, analysis, and investigation

Business Process Analyst, Tacoma Housing Authority, Tacoma, WA, December 2012 – May 2014

- Modeled, designed, and oversaw the development of business processes using Lean Six Sigma methodology.
- Developed and organized business processes that facilitated effective and efficient goal achievement and facilitated cross-functional teams focused on improvement.

Highline College

Adjunct Instructor for Project Management, Highline College, Des Moines, WA, March 2018 - Present

- Develops and instructs project management curriculum for once-a-year spring class for applied bachelor (BAS) degrees.

Related Skills/Certifications

- *Certificate in Family Engagement in Education; Harvard University, 2017*
- *Project Management Certificate; University of Washington Tacoma, 2015*
- *Lean Six Sigma – Green Belt, Certificate; University of Washington Tacoma, 2013*
- *Microsoft Excel – Level 1, 2, 3; RAMCO, 2013*
- *G.I.S. Certificate; University of Washington Tacoma, 2012*
- *Microsoft Project, PowerPoint, Word, Excel, Outlook, Visio, & SharePoint; Proficiency Level: Expert*
- *Adobe Acrobat Pro; Proficiency Level: Expert*

**CITY OF FIRCREST PLANNING COMMISSION
REGULAR MINUTES**

July 05, 2023
6:00 PM

Fircrest City Hall
115 Ramsdell Street

CALL TO ORDER

Chair Schultz called the Fircrest Planning Commission regular meeting to order at 6:02 p.m.

ROLL CALL

Planning Commissioners Present: Kathy McVay, Shirley Schultz (Chair), and Sarah Hamel
Planning Commissioners Excused: Ben Ferguson
City Staff Present: City Manager Dawn Masko and Permit Coordinator Kristin Rosario

APPROVAL OF MINUTES

The minutes for the meeting of April 4th, 2023, were presented for approval.

Moved by Commissioner McVay and seconded by Commissioner Hamel to approve the minutes. The motion passed unanimously.

The minutes for the meeting of May 2nd, 2023, were presented for approval.

Moved by Commissioner McVay and seconded by Commissioner Shultz to approve the minutes. The motion passed unanimously.

CITIZENS COMMENTS

None.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. 2023 Community Vision Discussion

Ms. Rosario presented a brief overview of the meeting and its purpose. The overview included the attendance of community members and the draft Vision Statement. Discussions included applicable timelines, potential outreach ideas for better participation from the community, and next steps. Commissioners requested an update on the timeline for the next community workshop.

B. Thriving Communities Local Partner Workshop Discussion

Ms. Rosario provided a brief overview of the meeting. Discussions included authorities in attendance, the purpose of the meeting, a description of the grant and its amount, and the next steps for us. Commissioners requested information from Pierce Transit on the grant and its purpose.

C. SSHA3P Update

An update was not available at this time. Commissioners requested that we get this on the agenda soon. City Manager Masko informed the Commission that a representative from SSHA3P will be at the August 21st Council Study Session to provide an update.

ADJOURNMENT

Moved by Commissioner Hamel moved and seconded by Commissioner McVay to adjourn the meeting at 6:24 PM. The motion passed unanimously.

Shirley Schultz
Chair, Fircrest Planning Commission

Dawn Masko
City Manager



2024 Comprehensive Plan Survey

We want to hear from people who live, work, or play in Fircrest about what they think the City should be like into the future. This survey is part of the process of updating the City's Comprehensive Plan, which will guide the City's vision, goals, and policies for the next 20 years. Anyone can take the survey and it's anonymous. To learn more about this process or sign up to receive project updates by email, visit the city's Comprehensive Plan webpage: www.cityoffircrest.net/2024-comp-plan

1. Do you... *

Live in Fircrest ___ Work in Fircrest ___ Live and Work in Fircrest ___ Other ___

2. Please select all of the ways you get around Fircrest for your daily needs. *

Walk ___ Car ___ Wheelchair ___ With a stroller ___ Bike ___ Bus ___ With a walker ___
Other ___

3. Would you like to be able to walk to areas that meet some of your local dining, shopping, and service needs?

Yes ___ No ___

4. What types of businesses would you like to see more of, and where?

5. Does Fircrest need to allocate more space to places such as shops, cafes, retail, or professional services? *

Yes ___ No ___

6. Are parks in Fircrest meeting your needs right now? *

Yes ___ No ___

7. Looking towards the future, what kinds of improvements do Fircrest parks need? *

8. Fircrest recently replaced its Community Center and pool. Are these facilities meeting your recreational needs? *

Yes ___ No ___

9. Are there other parks or recreational facilities you would like to see in the community? If so, what types and in what locations?

Choosing to live in your home or in the community you're familiar with during the later years of your life is known as 'aging in place.' Fircrest's population is aging, and many residents would prefer to remain living in Fircrest. However, their current homes are not meeting their needs. We would like to know what types of homes could meet your future housing needs in Fircrest.

10. Looking into the future, using the scale below, rank how important will it be to provide the following housing options in Fircrest. Rank from #1 (not important at all) to #5 (extremely important).

Retirement Communities ___ Accessory Dwelling Units ___ Apartment Buildings ___
Assisted Living Facilities ___ Small, Single-Floor Houses ___ Duplexes ___
Town Houses ___ Housing with 3 or more bedrooms ___ Triplexes ___

11. Is there anything else you want to tell us about the future of Fircrest? *

To ensure we are hearing from a range of voices in our survey response, we are collecting demographic information. Your individual data will be kept anonymous and will not be saved or shared.

12. What age range represents you? *

17 or younger ___ 18-25 ___ 26-35 ___ 36-64 ___ 65-80 ___ 81 or older ___

13. Please describe your living situation. *

I own my home ___ I rent my home ___ Other ___

14. Which of the following best describes your race or ethnicity? Please choose all that apply. *

American Indian or Alaska Native ___ Asian ___
Black or African American ___ Hispanic ___
Middle Eastern or North African ___ Native Hawaiian or Pacific Islander ___
White ___ Other ___

15. Additional thoughts?

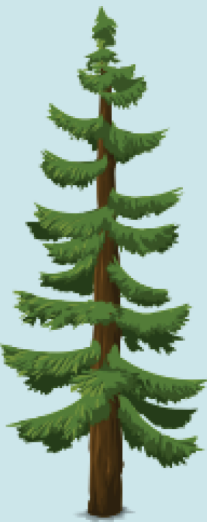
RETURN TO

CITY HALL	OR	RECREATION CENTER
115 Ramsdell St		555 Contra Costa Ave
Fircrest, Wa 98466		Fircrest, Wa 98466

HELP PLAN THE FUTURE OF



Fircrest



WE WANT TO HEAR FROM YOU!

PLEASE TAKE A MOMENT TO SHARE YOUR THOUGHTS BY
TAKING THIS BRIEF SURVEY

Return this copy in the enclosed envelope or drop it off at City Hall
or the Recreation Center



For more information visit www.cityoffircrest.net/2024-Comp-Plan
or
Scan the QR Code





WORK PLAN UPDATE

CITY OF FIRCREST COUNCIL MEETING
AUGUST 8, 2023

JASON GAUTHIER, SSHA³P MANAGER

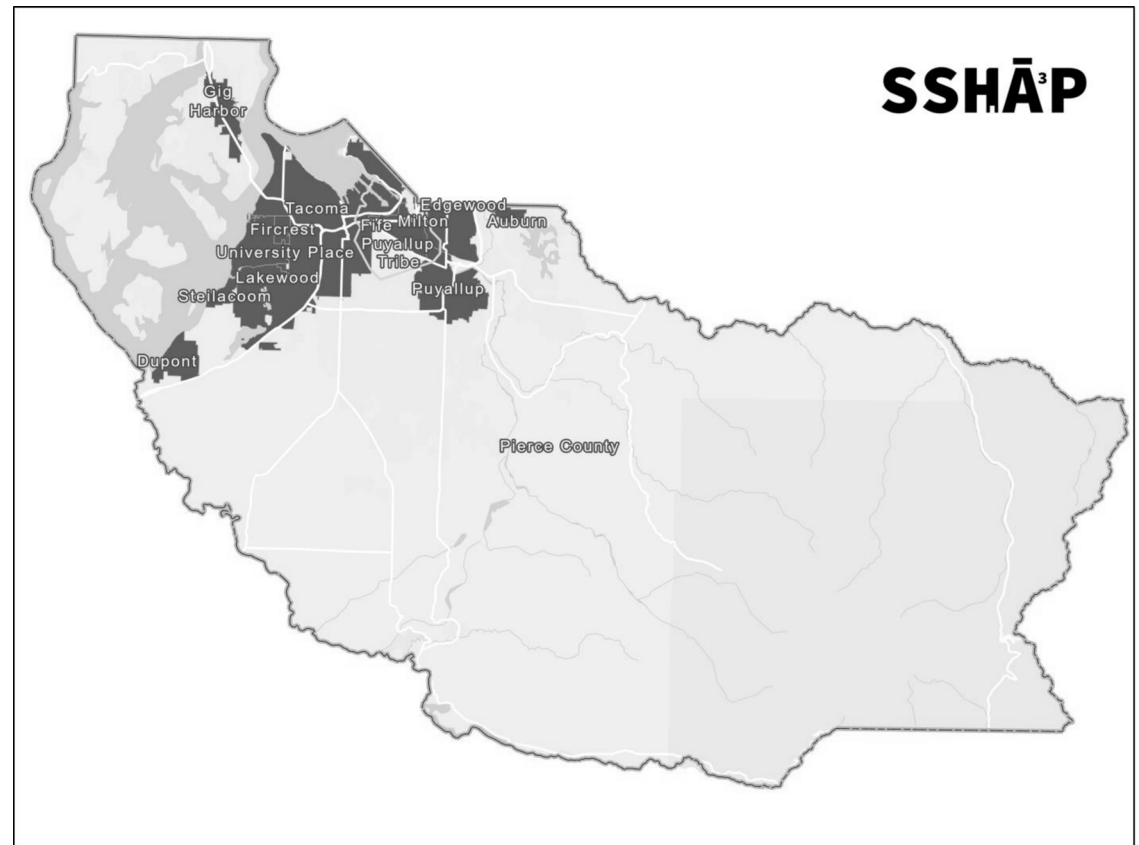
JASON.GAUTHIER@PIERCECOUNTYWA.GOV

AGENDA

- What is SSHA³P?
- 2023 Work Plan
- Comprehensive Plan Support
- 2024 Work Plan

WHO IS SSHA³P?

- Interlocal Organization
- Created in 2021
- Serving 15 Member Governments



2023 WORK PLAN

1. Affordable Housing Development

- Facilitating Development
- Collaborative Funding

3. Education & Outreach

- Developer Portal & Database
- Philanthropy Roundtable
- Property Tax Exemption Seminars

2. Housing Policy & Planning

- Comprehensive Plan Supports
- Middle Housing Grant
- Legislative Advocacy
- Housing Toolkit

4. Administration & Governance

- Advisory Board

COMPREHENSIVE PLAN SUPPORT

- **Data and Guidance Matrix**
- **Community Engagement**
 - Stakeholder Identification
 - Communication Materials
 - Focus Groups

- **Technical Assistance**
 - ‘Adequate Provisions’ best practices and draft language
 - Funding gap analysis
 - Policy and Program Recommendations

2024 WORK PLAN

Focus Area	Objective
Facilitate the development of affordable housing	Coordinate public and private resources to create and/or preserve affordable housing in the SSHA3P service area
Support policy and planning efforts	Support member governments in their development of locally appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available
Inform and engage	Provide information and engagement to support the development of housing and access to housing support programs
Manage governance and administration	Ensure operational commitments are met and the interlocal collaboration is well governed and administered

22.26.021 Temporary signs.

(a) No Permit Required. No sign permit is required for temporary signs.

(b) Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated or creates a public nuisance. Signs installed for periods exceeding 180 days shall be modified to meet the applicable standards for permanent (non-temporary) signs or be removed.

(c) Materials. Temporary signs must be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foam core board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers, and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this chapter.

(d) Location.

(1) City Property (Excluding City Right-of-Way). Temporary signs on city-owned property excluding city right-of-way are allowed only in conjunction with an approved special event permit.

(2) City Right-of-Way Outside of the Roadway. Temporary signs on city right-of-way placed outside of the roadway must comply with the following requirements:

(A) Placement. Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the pavement. Signs may not be placed on traffic islands, or on sidewalks, driveways or other paved areas designed for pedestrian or vehicular use, or as conditioned in a right-of-way use permit.

(B) Approval of Abutting Owner. Approval of the abutting owner is required.

(C) Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a right-of-way use permit.

(D) Area and Height. Maximum four-square feet in area and three feet in height.

(E) Dilapidated or Nuisance Signs. Any temporary sign in the right-of-way that is dilapidated, or a nuisance shall be removed by the person responsible for placement of the sign.

(F) Other Signs. The city may allow other signs in city right-of-way with a right-of-way use permit.

(3) Residential. Temporary signs may be placed in Group 2 (residential) in accordance with the requirements of this section and the following:

(A) Window Signs. Maximum one temporary window sign per residential unit, not to exceed four square feet in area.

(B) Freestanding Signs (Includes Pole-Mounted, Stake-Mounted and Portable Signs). Maximum six square feet in area and four feet in height. Spacing shall be no closer than 100 feet apart on a property frontage.

(C) Surface-Mounted Signs. Maximum one surface-mounted sign, not to exceed two square feet in area. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing or abutting the street or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.

(4) Nonresidential. Temporary signs may be placed in Group 1 (nonresidential/noncommercial) and Group 3 (commercial) in accordance with the requirements of this section and the following:

(A) Window Signs. Maximum four-square feet or 10 percent of the area of the window in which they are placed, whichever is greater.

(B) Freestanding Signs (Including Pole-Mounted, Stake-Mounted and Portable Signs). Maximum eight square feet in area and four feet in height. Spacing shall be no closer than 100 feet apart on a property frontage.

(C) Surface-Mounted Signs. Maximum 32 square feet in area. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing or abutting the street or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements. (Ord. 1598 § 21, 2017).