

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

Tuesday, November 7th, 2023
6:00 PM

Fircrest City Hall
115 Ramsdell Street

1. CALL TO ORDER

Commissioner Hamel called the regular meeting of the Fircrest Planning Commission to order at 6:02 PM.

2. ROLL CALL

A. Planning Commissioners Present: Commissioner Sarah Hamel, Commissioner Ben Ferguson, Commissioner Kathy McVay, Commissioner Eric Lane. Commissioner Hamel moved to excuse the absence of Chair Shirley Schultz. Commissioner Ferguson seconded. **Planning Commissioner Chair Shirley Schultz was excused by a vote of 4-0.**

City Staff Present: Community Development Director Mark Newman, Permit Coordinator Kristin Rosario.

B. Planning Commissioner Ferguson moved to appoint Planning Commissioner Sarah Hamel as Chair Pro Tem for the November meeting. Commissioner Lane seconded. **Commissioner Sarah Hamel was appointed Chair Pro Tem by a vote of 4-0.**

Commissioner McVay asked staff to review the Fircrest Municipal Code regarding appointment of a Vice Chair for instances where the Chair is absent. Community Development Director Newman stated that this topic would be researched and added to the December 5, 2023 regular meeting agenda.

4. APPROVAL OF MINUTES

The minutes for the regular meeting of October 3, 2023 were presented for approval.

Commissioner Ferguson moved to approve the minutes. Commissioner Lane seconded. **The minutes from October 3, 2023 were approved by a vote of 4-0.**

5. CITIZENS COMMENTS

None.

6. PUBLIC HEARING

None.

7. UNFINISHED BUSINESS

None.

8. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES

None.

NEW BUSINESS

A. BHC Comprehensive Plan Update Presentation

Community Development Director Newman provided the Planning Commission with information on the upcoming November 20, 2023 study session presentation by BHC Consultants on the 2024 Comprehensive Plan Update. He explained that the presentation will provide City Council an overview on all work items completed thus far, along with remaining items and next steps for 2024. Community Development Director Newman invited the Planning Commission to attend this meeting.

B. HB 1337 Applicability to Fircrest

Community Development Director Newman presented an overview of House Bill 1337 (Affordable Housing Development on Religious Organization Property) and its applicability to Fircrest. He discussed how the Fircrest Municipal Code addresses this law and provided examples from other cities that have approved such housing in conjunction with density bonuses or other enticements for promoting inclusionary zoning.

Commissioner Ferguson asked staff to explain the law's applicability to building multi-family housing on religious institutions that have an underlying single-family residential zoning as well as whether spacing requirements for temporary shelter apply when in the proximity of schools.

Community Director Newman stated that the City of Fircrest has received no development applications or inquiries regarding HB 1337 to date from religious institutions and that the law frequently triggers lawsuits regarding the extent that a City can regulate permanent shelters and affordable housing. Examples include a City requiring a temporary or conditional use permit or design standards. Director Newman stated that there is no spacing requirement in effect in Fircrest.

C. SHAA3P Updates and 2024 Federal and State Legislative Agenda Priorities

Community Development Director Newman gave a brief overview of the South Sound Housing Affordability Partners (SHAA3P) 2024 legislative agendas at the federal and state levels.

Commissioner Ferguson stated that he is a member of the SHAA3P Advisory Board and that 2024 priorities were already in place and are a continuation of existing priorities. He clarified that 2025 priorities will be driven more directly by the Advisory Board.

D. Grant Updates

(1) Missing Middle Housing (MMH) Grant

Director Newman announced the City of Fircrest was selected for a grant in the amount of \$50,000 to assist with the adoption of policies, codes, and development regulations to

implement missing middle housing strategies to promote accessory dwelling units (ADUs) and duplexes. He stated that the grant contract is forthcoming from Commerce prior to the kickoff and selection of a consultant.

Chair Pro Tem Hamel asked staff to clarify the date to implement the MMH grant. Director Newman stated that work would commence in 2024 and end by the end of June 2025.

Commissioner Ferguson asked staff to edit the MMH to include a public participation plan scope of work to ensure that outreach, such as a mailer, reaches a majority of the public. Director Newman agreed and presented outreach options like a mailer, QR code, Town Topics, and website/social media outreach.

(2) Climate Change Planning Grant

Director Newman discussed the climate change planning grant offered by the Department of Commerce to implement HB 1181 to plan for climate change. The city applied for an initial amount of \$100,000 to draft an urban forest management plan as a supplement to the City's Comprehensive Plan.

Planning Commissioners Ferguson and Lane both provided feedback to staff on instituting a tree permit review process to verify that any new permit regulations are equitable and not burdensome to homeowners and applicants. Commissioner McVay provided comment that the City already has a tree retention and removal code in place which should be looked at before making any modifications. Director Newman took these comments into consideration.

(3) EV Charging Station Grants

Director Newman shared an update on the two (2) EV Charging Station Grants that the City has applied for through the Department of Commerce and the Department of Ecology. He shared his plans for four (4) EV charging parking spaces to be located at the Community Center, should the grant be awarded to the City.

Commissioner Ferguson asked for and received staff clarification on long-term maintenance, parking enforcement, warranties, and City responsibilities.

(4) Pierce County Community Development Block Grant (CDBG)

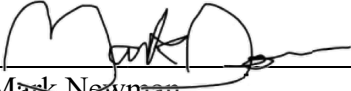
Director Newman explained what the CDBG was and what it is intended to be used for. The grant would be able to assist with upgrades to failing utility lines, affordable housing rehabilitation and remodeling, and social services needed to improve living conditions for qualifying residents.

ADJOURNMENT

Commissioner Ferguson moved to adjourn the meeting. Commissioner McVay seconded.
The motion to adjourn the meeting at 7:06 PM passed by a vote of 4-0.



Sarah Hamel, P.E.
Chair Pro Tem, Fircrest Planning Commission



Mark Newman
Community Development Director