

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MINUTES**

December 5th, 2023  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Chair Shultz called the Fircrest Planning Commission meeting to order at 6:00 pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Planning Commissioners Present: Pro Tempe Chair Sarah Hamel, Commissioner Ben Ferguson, Commissioner Kathy McVay, Commissioner Eric Lane. Planning Commissioner Chair Shirley Shultz was an excused absence.

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

**APPROVAL OF MINUTES**

Commissioner Ferguson mentioned an error in the meeting minutes for November 7<sup>th</sup>, 2023 that needs to be corrected. Staff recommend approving the motion to approve the minutes pending the amendments.

**Commissioner Ferguson moved to amend the minutes; Chair Schultz seconded. Minutes from November 7<sup>th</sup> were approved to be amended and approved as amended 5-0.**

**CITIZENS COMMENTS**

None.

**PUBLIC HEARING**

None.

**UNFINISHED BUSINESS**

None.

**COMMISSIONER COMMENTS/ROUNDTABLE UPDATES**

None.

**NEW BUSINESS**

**A. Microphone Soundcheck**

Community Development Director Newman, reminded Commissioners, Staff, and Public of the importance of speaking into the microphone so we can preserve the record of the meeting as required by the Open Public Meetings Act **RCW 42.30.030**.

**B. January 2023 Election of Chair and Vice Chair**

Director Newman researched information regarding the need to appoint a vice chair. **Firecrest Municipal Code 23.08.020.** Currently, the Vice Chair position is open, since the last Commissioner who held that position left the commission. It was agreed that the appointment of the Vice Chair will be added to the next Planning Commission meeting Agenda, January 2<sup>nd</sup>. 2023. Commissioner McVay requested that a vice chair be Elected to maintain continuity with past procedures.

**C. MMH Model Ordinance Public Comment Period**

Director Newman presented the User Guide published by the Washington State Department of Commerce. The User guide is provided to assist jurisdictions with the Middle Housing Model Ordinances. Commerce is accepting comments through December 6, 2023, on revisions or additions to both the model ordinances and the user guide. Middle Housing Implementation grant money will tentatively be available in January. This will assist with the rewriting of codes and implementing the new laws regarding middle housing. Our Consultants BHC have expressed interest in assisting with that project.

The User Guide provides suggestions from Legislation on how to make the new House Bill 1110 work for Firecrest. The HB 1110 ordinance will trump any current rules that we have on file, and we need to make sure they comply.

Firecrest is considered a Tier 3 city with a population of less than 25,000. The deadline for implementation is 6 months after the city's next periodic comprehensive plan, we will need to have these rules in place. If we fail to put into place our model ordinances, then it will default to the ordinance in place by legislation.

Director Newman did a high-level overview of the definitions and proposed ordinance. Clarification by Commerce was requested by Chair Shultz regarding minimum lot size, subdividing lots, and how many structures are allowed in addition to the primary structure. Throughout the discussion, there were questions raised and concerns and it was decided that Firecrest is taking a watch-and-wait stance regarding the User Guide and Ordinance instead of entering in a comment, since the issues we saw, are likely to be brought up by other jurisdictions as well.

Chair Shultz requested from staff, a 20-minute deep dive into the current design standards and guidelines. Staff will prepare to present in a meeting soon.

**D. BHC Comprehensive Plan Update Presentation Recap**

In the Study Session on November 20<sup>th</sup>, BHC presented the Comprehensive Plan Update progress for the City Council and the Public. There are 35 tasks total and they have completed 25 tasks, or about 72% of the work. Council did not approve of the draft Vision Statement and wants it rewritten. BHC has allocated and spent the entire grant on work thus far and has run out of grant money and they are waiting to see how they can help if

we get the HB 1110 implementation money.

Director Newman provided binders he had prepared for the Planning Commission that included the draft Comprehensive Plan and the slides from the presentation for the Commissioners to review.

Concerns were brought up regarding the division within Counsel about the verbiage of the Comprehensive Plan. It is believed that the consultants did a good job with the work they have done thus far, but there is concern about the division internally and how we will be able to reach a consensus on the Comp Plan.

Chair Shultz requested that Staff get on the Counsels Agenda to speak about the definition of “Affordable Housing” what this term means, what this looks like in our current community, and how to move forward with the Comprehensive plan with that information.

It was suggested that each Commissioner pick a section of the Comprehensive Plan to take a deeper dive into, to lead the discussion on that topic for the overview of the Comprehensive Plan Draft. Assignments on sections are as follows.

- Chair Shultz – Land Use, Parks, and Rec
- Commissioner Ferguson- Community Development
- Commissioner Hamel- Transportation, Utilities
- Commissioner Lane- Housing, Capital Facilities
- Commissioner McVay- Introduction and Vision Statement

**ADJOURNMENT**

**Moved by Commissioner Ferguson seconded by Commissioner Ferguson to adjourn the meeting at 7:51 PM. The motion passed 5-0.**

  
Shirley Shultz  
Chair, Fircrest Planning Commission

 1/3/24  
Mark Newman  
Community Development Director