

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**TUESDAY, FEBRUARY 20, 2024
6:00 P.M.**

**COUNCIL CHAMBERS
FIRCREST CITY HALL, 115 RAMSDELL STREET**

	Pg. #
1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Agenda Modifications	
5. Public Safety Discussion	
A. Traffic Cameras	2
B. Body Worn Camera Policy	6
C. Active Shooter Response Discussion	
6. 2023 Housing Legislative Updates	14

Below is the call-in information for the public to listen via Zoom.

Zoom Meeting Details:

Dial-in Information: 1-253-215-8782 Webinar ID: 885 3802 7612 Password: 771679

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Traffic Camera Discussion**
ITEM: **5A**
DATE: **February 20, 2024**
FROM: **Ron Schaub, Chief of Police**

RECOMMENDED MOTION: **None. Discussion only.**

PROPOSAL: Begin a discussion with the City Council on the implementation of automated traffic cameras.

SUMMARY: This discussion will focus on current traffic trends in select school and park zones and how implementing automated traffic cameras may assist in creating safer streets in the City.

BACKGROUND: Traffic enforcement is a priority for the City Council, Police Department, and citizens. Traffic-related calls for service remain our number one response. However, without significantly increasing the staffing of the Police Department, we struggle to give proper attention to all of the competing demands for service, including effectively monitoring and providing enforcement to all of our school and park zones.

In October of 2023, we began to explore the implementation of automated traffic cameras within the City of Fircrest. [RCW 46.63.170](#) limits automated speed traffic cameras to select locations such as school zones, school walk zones, public park speed zones, and certain priority road safety locations, and also authorizes the use of red-light cameras to detect stoplight violations. Park zone means the marked area within public park property extending 300 feet from the border of public park property.

The Police Department asked NovoaGlobal to conduct a traffic study for automated enforcement cameras and their feasibility within our city. NovoaGlobal provides photo enforcement for DuPont, Tukwila, Fife, Tacoma, Everett, and Mukilteo.

Based on calls for service and knowledge from our police officers, the locations studied were:

- Whittier Elementary School – Alameda Avenue
- Fircrest Park – Electron Way
- Wainwright Intermediate School – Alameda Avenue (19th Street lacked signage indicating it is a school zone)
- Thelma Gilmur Park – Emerson Street (2 data collectors deployed due to roadway width)
- Columbia Avenue (19th Street) – in the school zone

The results of the speed study will be shared at the February 20th Council Study Session.

Violations from automated traffic cameras are treated as parking infractions and do not go on the driving record. The jurisdiction determines the fine for the violation, and 50% of all fines collected in a park zone are remitted to the state to improve pedestrian and bicycle safety. By studying other jurisdictions with Automated Traffic Camera programs, we can anticipate the

number of violators to diminish by 70-80% in the first year of implementation. We expect a further 70-80% decrease the following year before the number of violators plateaus.

Automated traffic cameras are leased from the vendor monthly, based on a per camera fee. Based on a review of other cities in Washington State with photo enforcement programs, these contracts are typically cost-neutral, meaning the City would not pay more for a camera than what is collected in fines.

ALTERNATIVES: The City Council provides guidance on other strategies to reduce speeds in our park and school zones effectively.

ATTACHMENTS: [School Zone Speed-Safe Flyer](#)
[Speed-Safe Flyer](#)

SCHOOL ZONE SPEED-SAFE



Reducing Speeds in School Zones to Posted Speed Limits Saves Lives

Speeding in school zones is on the rise across America. As law enforcement is well-aware, the smallest driver error can result in the loss of a child, parent, or another innocent bystander.

The use of automated speed detection technology, when implemented properly, will provide significant and sustainable reductions in drivers exceeding the posted speed limits. It is a "force multiplier" for Police Departments that delivers 24/7/365 speed enforcement at the selected zones. Your officer resource is managed more effectively and efficiently. This is a no-cost, turnkey solution that creates a safer environment for your school zone community that garners tremendous public support.



NOVOAGLOBAL
CREATING SAFER COMMUNITIES

Effective enforcement is critical. Insurance Institute for Highway Safety senior vice president Allan Williams says, "The consequences of getting stopped for speeding have to be meaningful enough to keep drivers from knowingly taking the risk."

National Highway Traffic Safety Administration

Educate

- Drivers
- Pedestrians
- Cyclists
- Children

Enforce

- Current Laws
- 24/7/365
- Improve Efficiency

Investigate

- Video, LPR
- Alerting
- RMS/CAD integration



IHS Graphic

The risk to pedestrians increases dramatically as speed increases.





Speeding Causes Countless Deaths and Injuries Every Year

Problems with speeding? Changing driver behavior comes from consistent, reliable enforcement, and this reduces fatalities, injuries, and property damage. Our Speed-Safe system is the best for accuracy, dependability, consistency, while eliminating profiling.

HOW IT WORKS

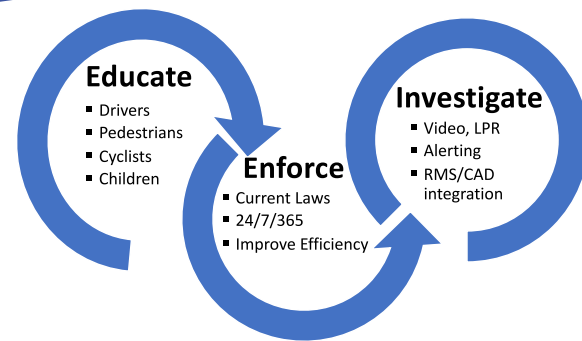
Our Dual Doppler Positional Radar determines vehicle speed, measuring the exact speed/position of every vehicle 20 times per second. Then, predicts the position vehicles should occupy on the next reading 50 milliseconds later.

SPEED ENFORCEMENT SOLUTION

We provide a turn-key speed enforcement solution at no cost including: study, installation, systems, pre-processing, and payment. Speed-Safe solves speeding!



NOVOAGLOBAL
CREATING SAFER COMMUNITIES



More than 9,000 deaths, 26 % of all crash fatalities, occurred in speed-related crashes in 2019.

Insurance Institute of Highway Safety (IIHS)



FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Body Worn Camera (BWC) Policy**
ITEM: **5B**
DATE: **February 20, 2024**
FROM: **Ron Schaub, Chief of Police**

RECOMMENDED MOTION: **None. Discussion only.**

SUMMARY: This discussion will focus on our Body Worn Camera (BWC) Policy and usage.

SUMMARY: The Study Session discussion will focus on our current BWC Program, with a Q&A session regarding our Lexipol policy implementation and usage.

BACKGROUND: Body-worn cameras (BWCs) have become increasingly prevalent in law enforcement and other professions, offering a means to capture audio and video recordings from the perspective of the wearer. The use of BWCs gained traction in the early 2010s as a response to incidents of police misconduct and public demand for increased transparency and accountability in law enforcement interactions.

Initially piloted by a few police departments, BWCs quickly garnered attention for their potential to provide objective evidence in investigations, protect officers from false accusations, and improve civilian behavior during interactions. Research has shown that BWCs can lead to reductions in complaints against officers and use-of-force incidents, as well as enhanced trust between law enforcement agencies and the communities they serve.

However, the adoption of BWCs has raised concerns about privacy, data security, and the potential for misuse. Questions also arise regarding the protocols for recording, storing, and accessing footage, as well as the impact of BWCs on police-community relations and individual rights.

Despite these challenges, the use of BWCs continues to expand globally, with many jurisdictions implementing policies and regulations to govern their deployment and use, aiming to strike a balance between accountability, transparency, and privacy.

ATTACHMENTS: [Lexipol Policy 422 - Body Worn Cameras \(BWC\)](#)

Body Worn Cameras (BWC)

422.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of Body Worn Cameras (BWC) recording devices by members of this department while in the performance of their duties. Body worn cameras are a valuable tool for promoting transparency in law enforcement by recording citizen contact with police officers. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Fircrest Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

422.2 POLICY

All uniformed officers assigned a body worn camera are required to wear the BWC while on duty and are required to use their body worn cameras to record their law enforcement activity consistently and in accordance with this policy. The use of body worn cameras is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

422.3 TRAINING

Prior to wearing and operating a body worn camera, officers are required to successfully complete department authorized body worn camera training. This training will include:

- Department Policy on BWCs
- Camera and operation
- Placement of the BWC
- Procedures for downloading and tagging recorded data
- Procedure for activation, deactivation, and reviewing video

Officers may also attend refresher training as directed by the department or as technology or policies change.

422.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of the department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

422.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a

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Body Worn Cameras (BWC)

malfunction at any time, the member shall when reasonably possible, report the failure to his/her supervisor, document the equipment failure in CAD, and obtain a functioning device as soon as reasonably practicable. Uniformed members shall wear the BWC affixed to the chest area of their uniform as described in training.

Any member assigned to a non-uniformed position may carry a BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a BWC, the assigned member shall record his/her name, FPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact,(CAD) including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

422.6 ACTIVATION OF THE BODY WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident. Once the camera is activated, the officer shall leave it on until the incident has concluded.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations.
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, and all crime interdiction stops.
- (c) Self-initiated activity in which a member would normally notify the Communications Center.
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.
- (e) Officers shall activate the body camera when involved in a police pursuit, vehicle follows, fail to yield, or active perimeter.
- (f) Officers shall activate the body-worn camera upon exiting the vehicle to any dispatched law enforcement activity.

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording.

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Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

422.6.1 NOTIFICATION TO SUPERVISOR

Officers are encouraged to notify their supervisor if their BWC may have recorded an incident that they reasonably believe may:

- (a) Result in a complaint
- (b) Be used for training
- (c) Anything else that is unusual or high profile.

422.6.2 DECISIONS NOT TO RECORD

Members should remain sensitive to the dignity of all individuals and exercise sound discretion to respect privacy by discontinuing or not recording whenever it reasonably appears to the officer that such privacy interest may outweigh any legitimate law enforcement interest in recording. The decision to not record law enforcement activity shall be made by the officer wearing the camera and shall be determined by the facts and circumstances supporting a decision may include the following:

- (a) When the officer has an articulable basis to believe that recording would be unsafe or impractical.
- (b) When the officer is in a location where individuals have a reasonable expectation of privacy (such as a bathroom or locker-room) and the officer is not there to effect an arrest or serve a warrant.
- (c) When respect for an individual's privacy or dignity outweighs the need to record an event. Such circumstances may include (without limitation) natural death scenes, death notifications, child or sexual assault victim interviews, and cultural or religious objections to being recorded.
- (d) Sensitive communications such as law enforcement matters of intelligence or where the recording could hinder a criminal investigation or reveal the identity of a confidential informant.
- (e) If a citizen objects to being recorded, the officer may elect to record despite the objection. Since conversation with police officers are not considered private under Washington law there is no requirement that an officer turn off the camera for a citizen who objects to having the interaction recorded but use their discretion to do so.

Officers shall document by written report or CAD any decision to not activate the camera or to turn off the BWC prior to the conclusion of the law enforcement activity, and their reason for doing

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Washington law prohibits any individual from surreptitiously recording any conversation, except as provided in [RCW 9.73.040](#), [RCW 9.73.090](#) and [RCW 9.73.210](#).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

422.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

422.6.4 NOTIFICATION OF RECORDING

According to Washington law, conversations between uniformed police officers and citizens are not recognized as private conversations and generally do not require advisement or consent. However, it is the policy of this department to advise all contacts with civilians where the camera is activated to notify them, as soon as practicable, that the contact is being recorded. Whenever possible the notification will be on the recording.

Officers will make an effort to communicate to non-English speakers, those with limited English proficiency, deaf persons, or persons hard of hearing that they are being recorded by pointing to the BWC. In accordance with [RCW 9.73.090\(1\)\(b\)](#), officers shall again notify persons placed under arrest that they are being recorded and verbally give Miranda warnings on the recording.

422.6.5 ACTIVATION AMNESTY

No officer will be subject to discipline for failing to activate a camera for any reason for the first month after he/she is assigned to wear a BWC. Evidence of a failure to activate a BWC during the amnesty period shall not be used or considered for performance evaluations or discipline after this amnesty period. This amnesty period will apply again in the event an officer who previously was assigned to an assignment without a BWC, is reassigned to an assignment with a BWC after a period of six months or more in an assignment without a BWC. Officers assigned to assignments without a BWC but who work extra shifts on assignment with a BWC will not be subject to discipline for an unintentional failure to activate the BWC.

422.6.6 INADVERTANT OR ACCIDENTAL RECORDINGS

An officer may inadvertently/accidentally record themselves or others. These inadvertent/accidental recordings typically do not meet the statutory definition of a public record (as described in [RCW 40.14.010](#)) and as such may be deleted. If an officer believes that they accidentally or inadvertently made a recording they shall notify a supervisor, via e-mail, noting the date and time of the recording and request the recording be reviewed for deletion.

422.7 PROHIBITED USE OF BODY WORN CAMERAS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

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Body Worn Cameras (BWC)

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with a department-issued or personally owned recorder. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Command Staff. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

422.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

422.9 RETENTION OF RECORDINGS

Any time an officer records any portion of a contact that they reasonably believe constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in the related case report or CAD event. File transfers should occur at the end of the officer's shift, as soon as practical following a serious incident or any time the storage capacity is nearing its limit.

Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., hostile contact), the member should promptly notify a supervisor of the existence of the recording.

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All recordings should be stored, retained, released and deleted in accordance with state records retention and public records disclosure laws but in no event held less than 60 days (other than inadvertent).

Members of the public who wish to view video shall be required to submit a Public Disclosure Request (PDR), or in the event of litigation, seek the video in discovery. The City of Fircrest will only release video to the public in accordance with Washington's Public Records Act or pursuant to lawful process.

All recordings requested by the public shall first be viewed prior to public release and only after appropriate and legally permitted redactions are made.

Recording shall be released and available to the City of Fircrest legal staff and the Pierce County Prosecutor's Office for the purposes of reviewing or prosecuting criminal cases or traffic civil infractions. Recordings shall also be released and available to the City to review or prosecute code enforcement matters or licensing violations, and to defend the City or its employees in litigation. Recordings may also be released and available to other criminal justice agencies as the term is defined in RCW 10.97.020.

422.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

422.10 REVIEW AND ACCESS TO RECORDINGS

When preparing written reports, members should review their recordings as a resource and may view their recordings at any time. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors and command staff or their designees are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct; as a part of a follow up to corrective action, counseling, or during the period of a performance improvement action plan; for the purposes of training; for the purpose of determining whether to approve the filing of charges; for the purposes of reviewing applications of force, pursuits, collisions, or other instances in which reporting is mandatory. Video may also be reviewed for the purposes of conducting a deadly force review or traffic accident, for the purposes of defending or prosecuting civil or criminal litigation.

Supervisors and command staff shall not randomly search through BWC recordings to discover reasons to impose discipline or to find information to critique the performance of officers. Likewise, if the BWC is equipped with GPS location capabilities, officer's data will not be randomly reviewed but may be accessed and used in response to a specific complaint or investigation, officer safety, or public safety purpose.

The Department further acknowledges that video recordings provide a limited perspective (with limited vantage points) of an overall incident. Consequently, the department will not rely solely

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upon the review of video recordings as the sole basis for discipline against an officer. Instead, the Department shall review and consider other available evidence, (such as witnesses statements, officer interviews, forensic analysis, documentary evidence, ect.) prior to making a finding or imposing discipline against an officer.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation, and the video is specific to that investigation.
- (b) By legal counsel and/or union representation representing an officer in a critical incident prior to providing any statement. However, if an officer is involved in a shooting or other serious use of force, an officer may be required to provide a public safety statement prior to having the opportunity to review the BWC recording. Both the involved officers and witness officers will have the ability to review relevant BWC footage prior to any interview or answering any questions.
- (c) By an employee's legal representative and/or bargaining unit representative who is involved in representing the employee in an administrative investigation or a criminal investigation.
- (d) By the City's legal representative who is involved in representing the City in an official matter, such as an administrative investigation, a lawsuit, or criminal investigation.
- (e) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (f) Specific acts of officers that would reflect positively on the department and may be of interest to the public and may be made available to the media upon the approval of the Chief of Police.
- (g) By IT staff for the purposes of assessing proper functioning of the BWC and/or file storage software.
- (h) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.
- (i) In addition to training purposes, the department reserves the right to review videos of incidents for the purpose of policy and procedure development or for other legitimate purposes as required by law.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2023 Housing Legislative Update
ITEM: 6
DATE: February 20, 2024
FROM: Mark Newman, Community Development Director

RECOMMENDED MOTION: None. Discussion only.

SUMMARY: Provide an update on key 2023 Housing Legislation and its impacts on the City.

ATTACHMENTS: [2023 Housing Legislative Update PowerPoint](#)
[Housing Related 2023 Legislative Updates](#)
[SSHAP Middle Housing Fact Sheet](#)
[708 Merced Street Story](#)
[Request for Qualifications – Middle Housing Grant Work](#)



2023 LEGISLATIVE UPDATE – *THE YEAR OF HOUSING*

February 20, 2024

DEPARTMENT OF COMMUNITY DEVELOPMENT

Mark Newman, AICP – Community Development Director

PARTS

- PART I: WHAT IS MIDDLE HOUSING?
- PART II: EXPLANATION OF NEW MIDDLE HOUSING LAWS



Middle housing is housing that falls between single-family houses and larger apartment buildings.



Single-family housing

- Larger units
- Low density
- More expensive to build on a per-unit basis



MIDDLE HOUSING



Multifamily housing

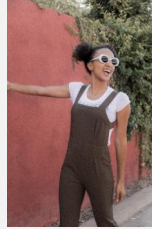
- Smaller units
- High density
- Less expensive to build on a per-unit basis

MIDDLE HOUSING SERVES HOUSING NEEDS NOT MET BY SINGLE-FAMILY HOMES OR LARGE-SCALE MULTIFAMILY DEVELOPMENT.

Young families



Single households



First-time homebuyers



Older adults



Multigenerational households

MORE ABOUT MIDDLE HOUSING

- Commonly built in Washington communities until the mid-20th century.
- Architectural style, scale, and density of middle housing can be similar to single-family homes.
- Promotes more efficient use of existing infrastructure and more walkable neighborhoods.

- Townhouses
- Duplexes
- Triplexes
- Fourplexes
- Sixplexes
- Courtyard buildings
- Cottage housing
- Live/work lofts
- Mother-in-law units /
Accessory Dwelling Units
(ADUs)



Examples from Sightline Institute

WHY MIDDLE HOUSING? ...AND WHY NOW?

Middle housing is one of many efforts to address housing affordability in Pierce County.



HOUSING COSTS HAVE RISEN 3 TIMES FASTER THAN INCOMES OVER THE PAST 10 YEARS



1 IN 3 HOUSEHOLDS SPEND MORE THAN 30% OF THEIR INCOME ON HOUSING







ABOUT HALF OF RENTERS SPEND MORE THAN 30% OF THEIR INCOME ON RENT.



PEOPLE WITH LESS THAN 1.5 TIMES THE MEDIAN INCOME CAN'T AFFORD TO BUY THE AVERAGE HOME

How financially attainable is the housing in Fircrest?

If your household earns...	\$33,780 / year <small>(30% Area Median Income)</small>	\$56,300 / year <small>(50% Area Median Income)</small>	\$90,080 / year <small>(80% Area Median Income)</small>	\$112,600 / year <small>(100% Area Median Income)</small>	\$135,120 / year <small>(120% Area Median Income)</small>
Then you can afford...	\$840 monthly rent or \$140,000 home sale price	\$1410 monthly rent or \$235,000 home sale price	\$2250 monthly rent or \$370,000 home sale price	\$2820 monthly rent or \$465,000 home sale price	\$3380 monthly rent or \$555,000 home sale price
	 Retail Salesperson \$38,792 yearly income	 Elementary School Teacher \$86,470 yearly income	 Registered Nurse \$99,310 yearly income	 Construction Manager \$116,800 yearly income	

★ Fircrest Average Rent: \$2,450

★ Fircrest Average Home Sale Price: \$601,640

To afford the average home sale price of \$601,640, a household needs to earn \$143,920 per year.

Sources: In this graphic, affordability means that a household spends no more than 30% of its income on rent or a mortgage and property taxes. Area Median Income data are for the Tacoma, WA HUD Metro FMR Area for FY2023. Average rent is calculated as the average of median monthly data from June 2022 to May 2023 from Zillow. Average rent is for all units with any number of bedrooms. Average home sale price is calculated as the average of median monthly data from June 2022 to May 2023 from Redfin. Affordable home sale prices were calculated using the mortgage calculator at bankrate.com assuming a 20% down payment, 30 year loan, 7% interest rate, 740+ credit score, and including property tax in monthly housing costs. Yearly income data are from the State of Washington Employment Security Department's 2022 occupational employment and wage estimates for the Seattle-Tacoma-Bellevue MSA.

SSHAP

City of Fircrest

Future housing needs broken down by area median income (AMI) groups



769 new homes will be needed in the next 20 years

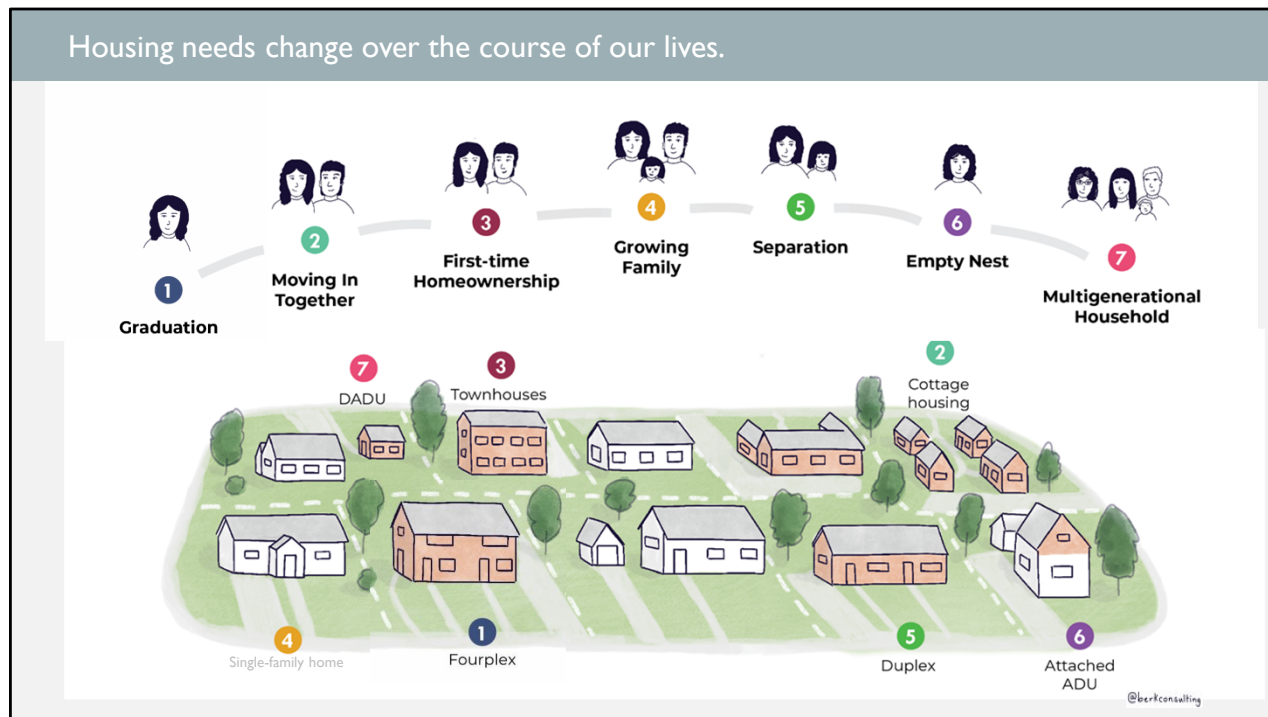
In addition, there will also need to be:
47 Emergency housing beds (temporary housing)



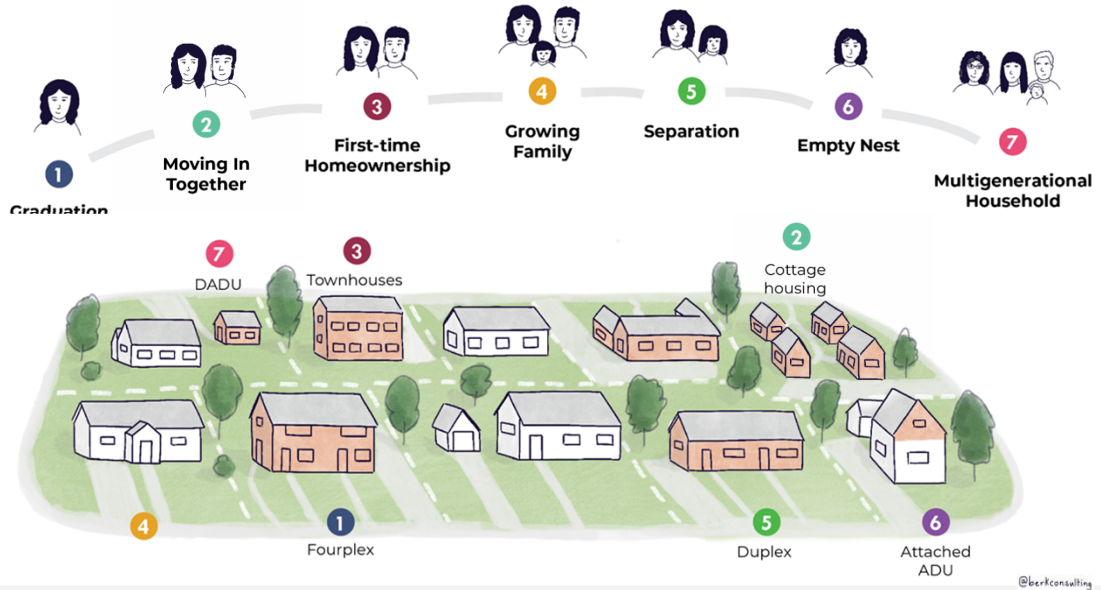
Because we have different housing needs throughout our lifetime.

Middle housing can benefit everyone in our community.

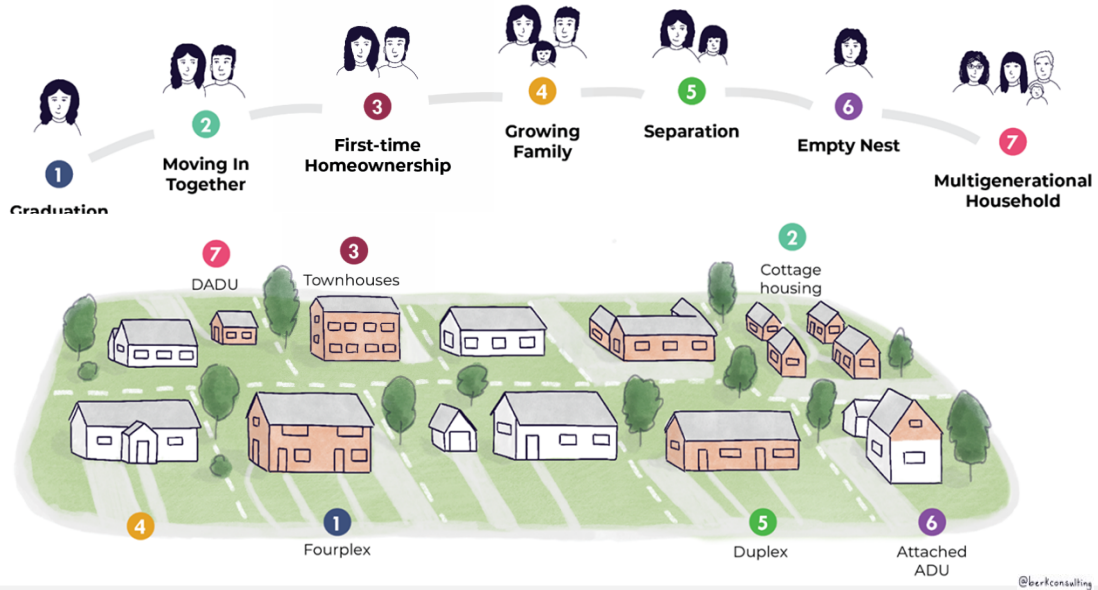


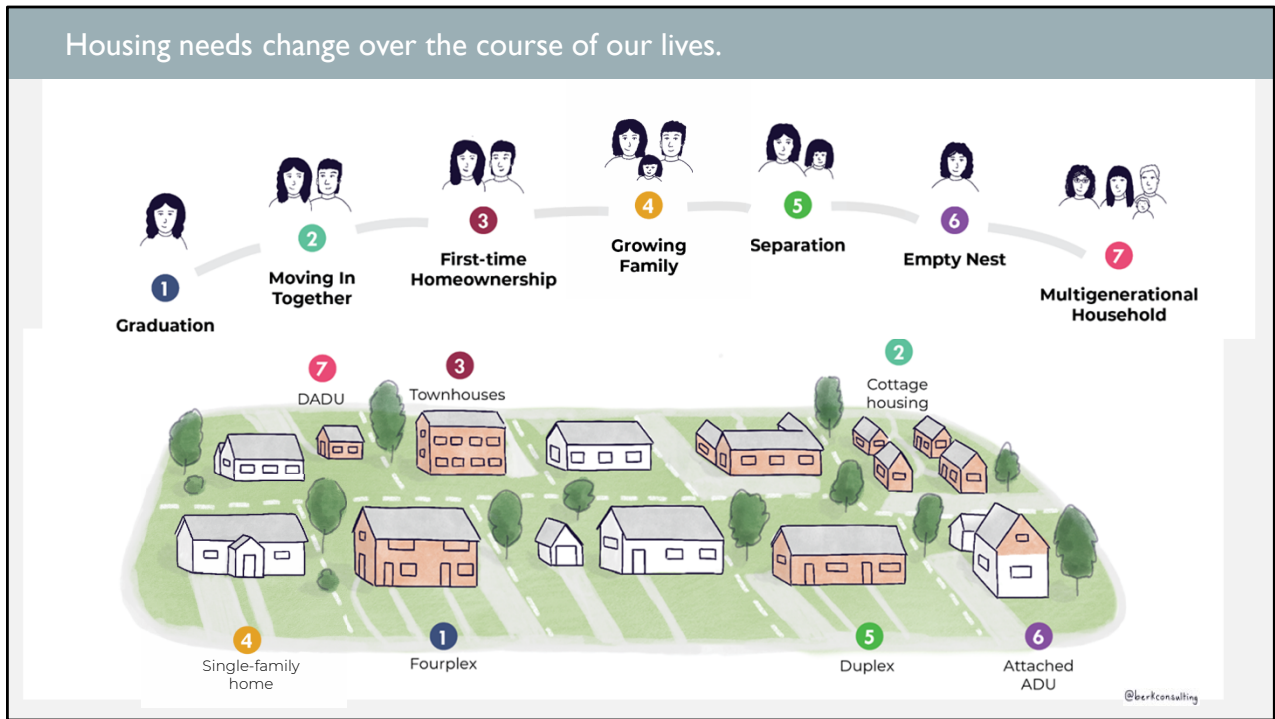


Housing needs change over the course of our lives.

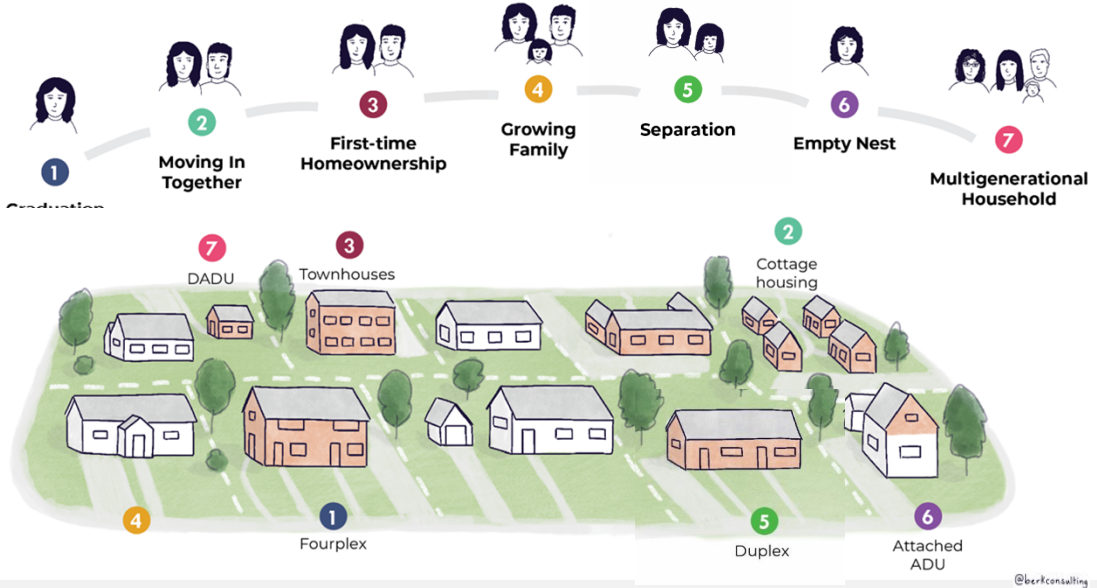


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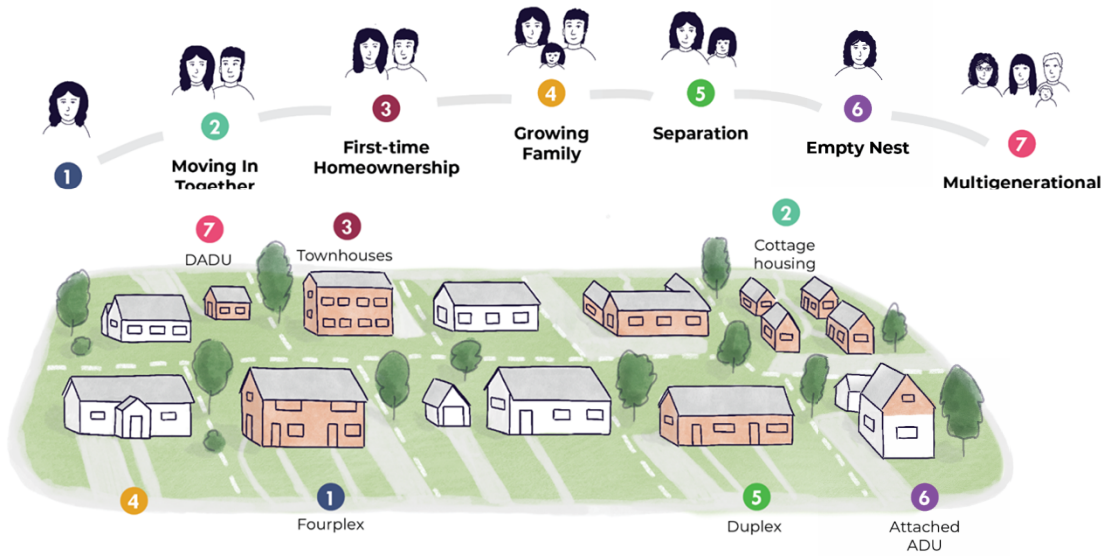




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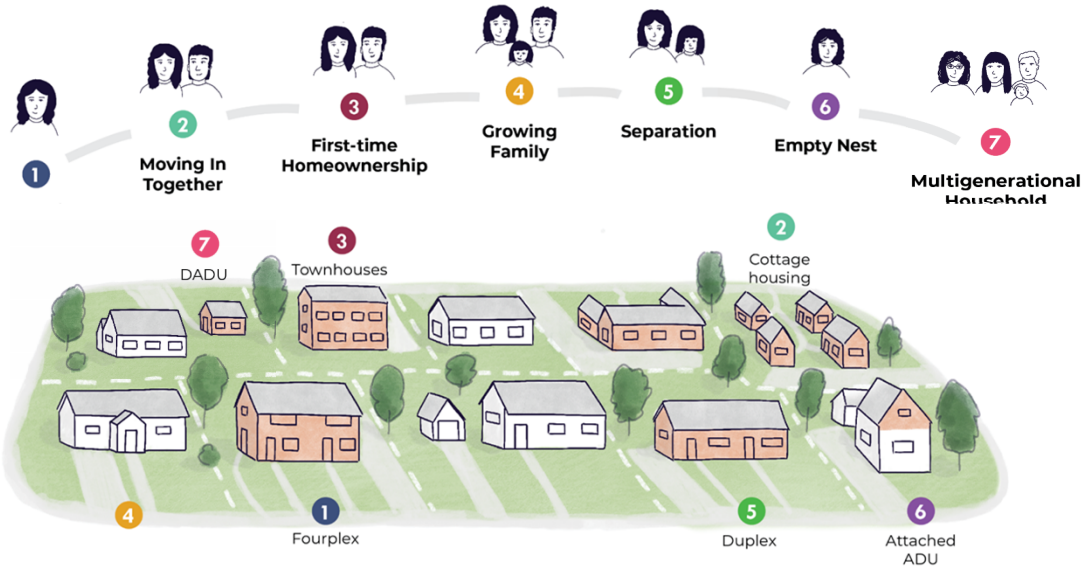


Housing needs change over the course of our lives.



@berkconsulting

Housing needs change over the course of our lives.



@berkconsulting

**ALLOWING MIDDLE HOUSING IS AN
IMPORTANT STRATEGY TO INCREASE
HOUSING OPTIONS.**

- It is hard to predict the future, but we know what the market is currently producing.
- Middle Housing enables a variety of household types to find suitable homes in the community.
- Middle Housing options can offer homeownership opportunities, particularly entry level homeownership.

ALL TYPES OF HOUSING WILL BE NEEDED
TO MAKE HOUSING **MORE AFFORDABLE.**

- Local government does not build housing, it establishes rules on what can be built and where.
- Current regulations prevent homebuilders from innovating in response to market demand, economic fluctuations, and consumer preferences.
- Housing growth has not kept up with job growth: the solution is **more housing.**

Source: Zillow



Single family home

\$872,500 (\$286/SF)
3,054 SF
3 bedrooms
13,503 SF lot

Built in 2022



Duplex

\$369,000 (\$279/SF)
1,319 SF each
2 units with 3 bedrooms
12,632 SF lot

Built in 2020



Townhouse

\$398,000 (\$372/SF)
1,068 SF
2 bedrooms
3,367 SF lot

Built in 2020

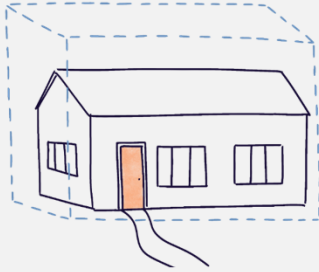
ALLOWING MIDDLE HOUSING DOESN'T NECESSARILY **CHANGE THE SCALE** OF BUILDINGS THAT CAN BE BUILT.

- Some middle housing types can be a similar building size as single-family houses
- Cities can use development regulations to control for height, setbacks, design, etc.



Example from Portland, Oregon

Existing homes in your neighborhood are likely smaller than the maximum size allowed. Whether middle housing is allowed or not, bigger buildings will likely be developed.



Many existing houses, especially older homes, are smaller than the development code allows.



Single-family homes have become larger over time. When new houses are built, they are often built closer to the maximum size allowed.



Allowing missing middle housing does not change size maximums but allows more than one unit in the same space.

Currently allowed

Allowing middle housing will create more housing options

@berkconsulting

WHAT WILL HAPPEN TO MY PROPERTY VALUES?

- Property values are based on your land, structure(s), and market conditions.
- Allowing missing middle housing can increase land value for lots that are suitable for redevelopment.
- Households at risk of losing their home due to property tax increases may be eligible for property tax exemptions or relief.
 - Washington State and Pierce County offer **property tax relief programs to senior citizens, disabled persons, households with limited income, widows, and widowers of veterans.**
- Reinvestment into existing neighborhoods can improve the infrastructure for everyone, including sidewalks, transportation improvements, neighborhood-based services.

WHAT HAPPENS NEXT?

- The city is updating its comprehensive plan for 2024.
- The City must incorporate MMH strategies six months after Comprehensive Plan adoption (June 30, 2025).
- To help with this work, Fircrest was approved for a grant to study areas most suitable for middle housing, and to review potential updates to development regulations and zoning to accommodate middle housing.
- The City will continue to work with its stakeholder groups like SSHA³P whose Advisory Board is creating recommendations on Universal Design Incentives, which could help create units that are more accessible to seniors and people with disabilities (aging-in-place).
- The work will involve reviewing each of the new state laws passed and making sure the City is in compliance.
- Part II will delve into those state laws and their technicalities.

PART II: EXPLANATION OF NEW MIDDLE HOUSING LAWS



WHAT DOES THE DATA SAY?

- The Cities of Seattle, Vancouver, Minneapolis, the States of California and Oregon, and the Province of British Columbia have all recently passed laws legalizing middle housing.
- However, these new rule changes haven't shown an increase in new housing being built.
- In November 2022, 53 applications across Californian cities were approved out of 282 submitted or about 19%.
- Development regulations are what is holding back the applications. Setbacks, height, and FAR limits result in smaller units like studios and one-bedrooms. These are fine for a certain demographic like young professionals or single persons, but not for families. This is most likely what will result in Fircrest with our current regulations. This may not pencil out for developers who will look for larger parcels to have a higher door count (more density) for their pro forma to work.
- HB 1110 is running into issues in Spokane. Five-plexes are classified as commercial property meaning they require a general appraiser rather than residential appraiser. They also can't be backed by an FHA or VA loans which limit financing to 4 units or less.

[Source: This Was Supposed to Fix the Housing Crisis](#)

[Further Reading: Op-Ed - Model Code Missing the Point on Middle Housing](#)

[New 'missing middle' housing law runs into barriers in Spokane](#)

BILLS SIGNED INTO LAW:

EFFECTIVE JULY 23, 2023

- HB 1110 – Missing Middle Housing (signed May 8, 2023)
- HB 1042 – Internal ADUs (signed May 4, 2023)
- HB 1337 – ADUs per Lot (signed May 8, 2023)
- SB 5258 – Condominiumization (signed May 8, 2023)
- SB 5290 – Streamlining local permit review processes (signed May 8, 2023)
- SB 5058 – Condo Definition (signed May 4, 2023)
- HB 1181- Climate Change in GMA (signed May 3, 2023)

HB 1110 (MISSING MIDDLE HOUSING)

- Aims to increase middle housing in areas traditionally dedicated to single-family detached housing, in order to meet the goal of 1,000,000 new homes in the state by 2044 (the end of the current 20-year Comprehensive Plan cycle).
- Will allow duplexes in all single-family zoning in the City of Fircrest.
 - Does not waive critical area, lot coverage, setbacks, OSS, and stormwater regulations.
 - Requires 1 off-street parking spot per unit on lots 6,000SF or smaller.
 - Requires 2 off-street parking spaces per unit on lots 6,000SF or greater.
 - Must go into effect six months after the City's next periodic Comprehensive Plan update, i.e. by June 30, 2025 or Commerce's Model Ordinance will go into effect until the City repeals and replaces it.



1581 Estate Place
Fircrest, WA 98466

Most cities and planning consultants anticipated these changes were coming down the pipeline and have geared their Comprehensive Plan update to expand housing options, especially ADUs and Duplexes to meet growth targets. As a reminder, the City received a \$50,000 grant from the Department of Commerce to implement HB 1110. Again, it doesn't mean the City is mandating that this housing must be built. It is simply making it easier for developers to build it.

HB 1110 (MISSING MIDDLE HOUSING) (EXEMPTIONS)

- Homeowner associations and other “common interest communities” that have internal contracts or documents governing their zoning rules. Common interest communities include both large planned unit developments and smaller subdivisions and condos.
- Homeowner associations and common interest communities have preexisting, legally binding contracts regarding their zoning rules, and the Legislature can’t change those.
- The bill does explicitly bar homeowner associations from making new contracts or agreements to try to prohibit duplexes and other kinds of middle housing. But it only applies to future agreements after the law becomes effective. It is silent on preexisting agreements.
- And, because the law is scheduled to go into effect in **mid-July 2023**, there was still time for enterprising homeowner associations to enact new restrictions to limit middle housing. That window has now closed.

Source: Seattle Times: [WA's New Ban on Single-Family Zoning Exempts Some of Seattle's Wealthiest Neighborhoods](#)

HB 1110 (MISSING MIDDLE HOUSING) (EXEMPTIONS)

- As an option for implementing this law, Fircrest could apply this law to 75% of single-family detached housing units and leave 25% excluded. The 25% exempted would encompass lots encumbered by site constraints, critical areas, flooding, or at high risk of displacement that would exacerbate equity issues.

HB 1110 (MISSING MIDDLE HOUSING) (EXTENSIONS)

Extensions. Cities may apply for extensions of the timelines established. Extensions may only be applied to specific areas where a city can demonstrate that water, sewer, or stormwater services lack capacity to accommodate the increased density (concurrency), and the city has:

- Included an improvement within its capital facilities plan to increase capacity; or identified which special district is responsible for providing the necessary infrastructure, if the infrastructure is provided by a special purpose district.

A granted extension remains in effect until one of the following occurs:

- The infrastructure is improved to accommodate the capacity;
- The city completes its next periodic comprehensive plan update; or the city submits its next five-year implementation progress report for their comprehensive plan.

HB 1110 REQUIRED CODE CHANGES

Chapter 22.32 RESIDENTIAL-4 DISTRICT (R-4)

Sections:

- [22.32.001 Purpose.](#)
- [22.32.002 Permitted uses.](#)
- [22.32.003 Accessory uses.](#)
- [22.32.004 Conditional uses.](#)
- [22.32.005 Development standards.](#)

22.32.001 Purpose.

The R-4 zoning district is intended to implement the comprehensive plan's low density residential land use designation. The district standards aim to preserve and enhance the character of neighborhoods that have a well-established suburban development pattern. The predominant land uses in these neighborhoods are ~~detached single-family residential~~ dwellings located on 8,000- to 12,000-square-foot lots. New construction must fit within this context. (Ord. 1246 § 2, 2000).

22.32.002 Permitted uses.

Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter [22.66](#) FMC:

- ~~(a) Single-family dwelling.~~
- (B) DUPLEX.**
- ~~(b) Family group home, including adult family home.~~
- ~~(d) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff.~~
- ~~(de) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter [22.62](#) FMC). Excludes substation. (Ord. 1562 § 5, 2015; Ord. 1246 § 2, 2000).~~

**22.60.003 PARKING SPACE REQUIREMENTS PER ACTIVITY.
REQUIRED CODE CHANGES**

Use	MAX
Single-family (detached)	2 per du.
Duplex <u>ON LOT SIZE UNDER 6,000SF</u>	1.5 per du.
<u>DUPLEX ON LOT SIZE OVER 6,000SF</u>	<u>2 PER DU</u>
Accessory Dwelling Unit (ADU) <u>ON LOT SIZE UNDER 6,000SF</u>	1.00 per du.
<u>ACCESSORY DWELLING UNIT (ADU) ON LOT SIZE OVER 6,000SF</u>	<u>2 PER DU</u>
Multifamily <u>ON LOT SIZE UNDER 6,000SF</u>	1.00 per du.
<u>Multifamily ON LOT SIZE OVER 6,000SF</u>	<u>2.0 PER DU</u>
Multifamily - Efficiency units (250 - 450 sf in size), student housing, and affordable senior housing* <u>ON LOT SIZE UNDER 6,000SF</u>	0.6 per du.
<u>Multifamily - Efficiency units (250 - 450 sf in size), student housing, and affordable senior housing* ON LOT SIZE OVER 6,000SF</u>	<u>2.0 PER DU</u>
<u>WITHIN .5 MILES OF A MAJOR TRANSIT STOP.</u>	<u>0</u>

Note, that the new state laws for off-street parking are maximums, not minimums. So Fircrest can adopt a lower threshold if needed, but it is best practice to make sure each unit has a parking space to avoid overcrowded street parking.

HB 1042 (INTERNAL ADUS)

Concerning the use of existing buildings for residential purposes. The bill prohibits cities from imposing certain restrictions on new housing units constructed within an existing building envelope that is located in a zone that permits multifamily housing.

Cities cannot add permit conditions, such as requiring:

- Additional off-street parking
- A traffic study
- Design standards, setbacks, FAR, lot coverage, height,
- Energy Code updates to entire building
- Fixing legal-nonconformities



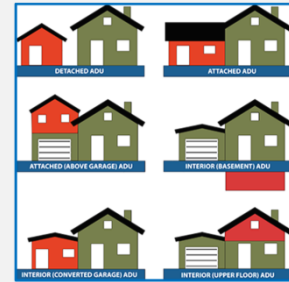
A Fonzie Flat

Per BHC Data/PowerPoint presentation, assume 2 ADUs permitted per year for the next 20 years.

4 issued in 2022 and 2 issued in 2023.

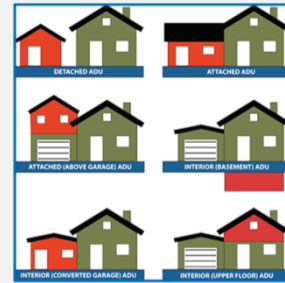
HB 1337 (ADUS)

- Requires the City of Fircrest to allow accessory dwelling units (ADUs) in residential zones by right. HB 1337 also prohibits certain restrictive ADU regulations.
- Allows two ADUs per residential lot, i.e. 3 dwelling units total per lot.
 - One attached accessory dwelling unit and one detached accessory dwelling unit (DADU);
 - Two attached accessory dwelling units; or
 - Two detached accessory dwelling units, which may be comprised of either one or two detached structures.
- The rule of thumb is that design regulations and development standards can be applied, but they cannot be more restrictive than those for a single-family home.
- The city must allow a minimum ADU size of 1,000SF.
- The city must cap impact fees at 50% of that of a new SFR/principal unit. Currently, the City of Fircrest does not collect impact fees on new development.
- The city cannot require the property owner to live on site and/or reside in either the primary residence or ADU.
- If the lot becomes condominiumized, the deed restriction for the ADU must be removed, i.e. the ADU can be sold separately as a condo.



HB 1337 (ADUS) (CONTINUED)

- The city may not establish roof height limits on an accessory dwelling unit of less than 24 feet, unless the height limitation that applies to the principal unit is less than 24 feet, i.e. principal structure and ADU must have same height limits.
- The city may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units.
- The city must allow detached accessory dwelling units to be sited at a lot line if the lot line abuts a public alley unless the city plows snow on the public alley.
- HB 1337 does **NOT** waive critical area, lot coverage, setbacks, OSS, and stormwater regulations. ADUs **can be prohibited** on lots served by OSS and are not connected to SS.
- The city cannot require public street improvements to be made as a condition of permitting an ADU.
- This law must go into effect six months after its next periodic comprehensive plan update, i.e by June 30, 2025. This will be completed using the MMH grant funding.



Typically, there is a drainfield and setback for properties on septic. This is all administered by [Tacoma-Pierce County Health Department](#). They do inspections for failing septic systems or require expansion based on new additions such as bedrooms and bathrooms. Therefore, new units could be denied if there's no room for expansion or the permit could be conditioned to expand the septic system first.

2023 ADU AUDIT

Main Address	Gross Square Footage	Floors	DADU/ADU	Permit Status
610 Fir Park Lane	944 SF	1.5 (split-level)	Internal	In progress. Retroactively permitted.
228 Contra Costa Avenue	Unknown	Unknown	Internal	Applied, but not issued.
1060 Delta Court	710 SF	1 (Basement)	Internal	Applied, but not issued.
439 Spring Street	480 SF	1 (Garage to ADU conversion)	DADU	Issued, finalized

439 SPRING STREET

"An ADU creates an opportunity to essentially own two homes for far less than the price of actually purchasing 2 homes. In addition to the ways in which this has financially helped me, I am also passionate about assisting with the lack of quality rental properties. I am so excited to share this beautiful home and my community with my new neighbor "aka tenant". How exciting that we as homeowners can financially help ourselves through appreciation, monthly income, offsetting our mortgage, and tax benefits while at the same time assisting our community with a housing crisis and converting sometimes useless space such as a garage or basement into a beautiful living space that is increasing the property values in our very own community!"

- Abbey Beal, owner

439 SPRING STREET



439 SPRING STREET



439 SPRING STREET



439 SPRING STREET



439 SPRING STREET



HB 1042 (INTERNAL ADUS)
HB 1337 (ADUS)
REQUIRED CODE CHANGES

22.58.012 Accessory dwelling units (ADUs).

(a) Purpose. The purpose of allowing ADUs is to:

~~(1) Provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, rental income, companionship, security, and services.~~

(2) Add affordable units to the existing housing stock.

~~(3)~~ Make housing units available to people with income levels that might otherwise preclude them from finding homes within the city.

~~(3)~~ Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.

~~(4)~~ Protect neighborhood stability, property values, and the ~~single-family~~ residential appearance of the property and neighborhood by ensuring that ADUs are installed under the conditions of this section.

~~(b) Approval. An attached ADU may be approved by the director subject to administrative design review approval in accordance with Chapter 22.66 FMC, provided the standards and criteria in subsection (c) of this section are met by the proposal. A detached ADU shall be processed as a conditional use, pursuant to Chapter 22.68 FMC.~~

(c) Standards and Criteria. An ADU shall meet the following standards and criteria:

HB 1042 (INTERNAL ADUS)
HB 1337 (ADUS)
REQUIRED CODE CHANGES (CONTINUED)

(cb) Standards and Criteria. An ADU shall meet the following standards and criteria:

(1) The design and size of the ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When there are practical difficulties in carrying out the provisions of this subsection, the building official may grant modifications for individual cases, provided the intent of the applicable code is met.

(2) An ADU may be attached to, or detached from, the principal unit.

(3) ~~Only one~~ UP TO TWO ADUS may be created per principal unit.

~~(4) The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both, and at no time receive rent for the owner-occupied unit.~~

~~(5)~~ An ADU may be developed in either an existing or a new single-family residence.

~~(6)~~ ~~An attached ADU shall not exceed 800 square feet; provided, if the ADU is completely located on a single floor of a multistory building, the director may allow increased size in~~

order to efficiently use all floor area. A detached ADU shall comply with accessory building size limits and related standards listed in FMC 22.58.003. GROSS FLOOR AREA SHALL NOT EXCEED 1,000 SQUARE FEET.

6. AN ACCESSORY DWELLING UNIT SHALL HAVE A SIDE AND REAR YARD SETBACK OF 5 FEET. WHEN THE ACCESSORY DWELLING UNIT ABUTS AN ALLEY, THE REAR YARD SETBACK MAY BE REDUCED TO THE ZERO LOT LINE.

7. THE MAXIMUM HEIGHT OF AN ADU SHALL BE THAT OF THE PRIMARY RESIDENCE OR A MAXIMUM OF 24 FEET.

8. NO MORE THAN TWO ACCESSORY DWELLING UNITS, IN ADDITION TO THE PRINCIPAL UNIT, SHALL BE ALLOWED ON A LOT OF 2,000 SQUARE FEET OR LESS.

(7) An attached ADU shall be designed to maintain the architectural design, style, appearance and character of the principal unit as a single-family residence. If an attached ADU extends beyond the current footprint or existing height of the principal unit, or requires modifications to the exterior of the building, the addition or modifications must be consistent with the existing facade, roof pitch, siding, windows, and other exterior design elements and finish materials. A detached ADU shall use the same design vocabulary as the principal unit to the extent feasible.

(8) Only one entrance is permitted to be located on the front facade of the principal unit. If a separate outside entrance is necessary for an attached ADU, it must be located either on the rear or side of the principal unit. This entrance shall be located in such a manner as to be unobtrusive from the same view of the building that encompasses the main entrance to the principal unit.

(11) An ADU shall be connected to the utilities of the principal unit and may not have separate water, sewer and electrical services.

(12) The total number of occupants in both the principal unit and ADU combined may not exceed the maximum number established by the definition of "family" in FMC [22.98.267](#).

(13) A registration form or other forms required by the director shall be filed as a deed restriction with the Pierce County auditor to indicate the presence of the ADU, ~~the requirement of owner-occupancy~~, and other standards for maintaining the unit as described above.

SB 5258 (CONDO SUPPLY)

The goal of SB 5258 is to increase the supply and affordability of condominium units, cottages, and townhouses as an option for homeownership.

Condominium reform unlocks the potential for other housing efforts. There is systemic litigation for condominium construction that are not seen in other construction projects due to the complexities of statutory warranties. Clarification of the right to cure and exclusion from the statutory warranty should be adopted. This bill will incentivize condo owners to work with builder to get to a solution that works for both. This bill will protect consumers and encourage first time home buyers by waiving excise taxes, reducing impact fees, and rolling back some of the red tape to build them.

Conover Commons Cottages - Redmond, WA



Pictured is a common condo design is cottages – small 1-2 bedroom homes around 1200SF situated around a common area/village green which is maintained by a Condo Board. Meaning people can purchase them, but the land and common elements are controlled by the Condo Board. This is different than in a single-family home on one lot which is fee simple – the owner owns the house and land and can sell both to another owner.

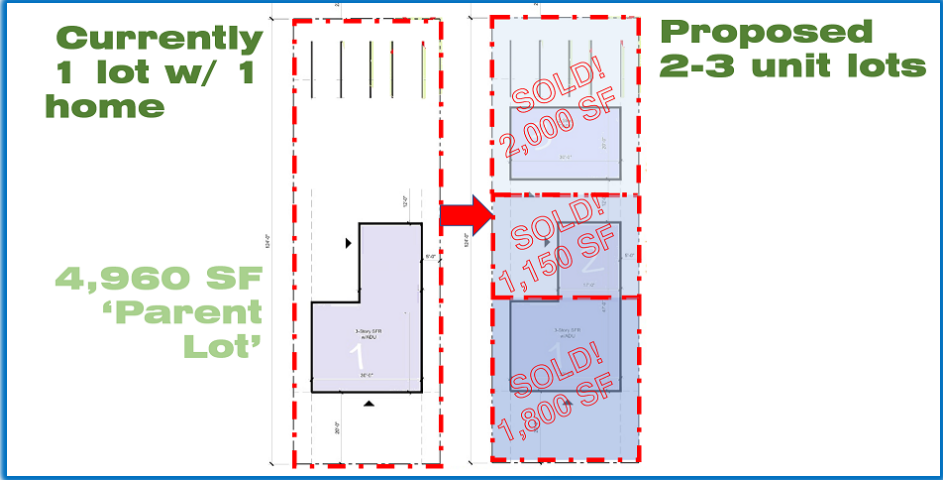
Do we have any examples of cottages in Fircrest? Examples of Missing Middle Housing like townhomes are The Commons at Fircrest and Fircrest Green.

Fircrest adopted a Cottage Code in 2015 in FMC 22.63 which created administrative design review for small lot/multifamily development.

SB 5258 (CONDO SUPPLY)

- The law requires lower impact fees for smaller home sizes. Again, Fircrest does not have impact fees.
- Requires adopting short plats for unit lot subdivisions (ULS).
- *A unit lot subdivision defines boundary lines and uses areas within a larger “parent” lot to establish individual sellable lots. This type of survey is primarily used when multiple buildings are permitted to fit on a single original lot (e.g., townhouses or row houses). The individual unit lots created reflects the structure placement, amenity areas, and access and utility easement locations per the approved building permit(s). They are not separately developable lots, but they are capable of being sold individually (Terrane Surveying).*

ULS EXAMPLE



SB 5058 (CONDO DEFINITION)

- Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multiunit residential building.
- [Senate Bill 5058](#), sponsored by Sen. Mike Padden, D-Spokane, would exempt buildings with 12 or fewer units that are no more than two stories high from the definition of “multiunit residential building,” essentially bringing regulations for small condo buildings in line with those for townhouses or single-family homes.

IBC/IRC Code Change

SB 5290 – STREAMLINING LOCAL PERMIT REVIEW PROCESSES

Creates Department of Commerce grant opportunities for the City of Fircrest to implement the following:

- Reduce building permit review timelines from 120 days maximum to a 90-day shot clock along with completing a fee study on how to accomplish this.
- Complete an interdepartmental peer review of permit/land use applications by all departments. City may use grant money to hire a third-party consultant for additional support such as an extra staff development reviewer.
- Complete an audit of development regulations to identify and correct barriers to housing development.
- City must provide quarterly report starting in 2025 on average and maximum permit times. The City would work with Pierce County to provide this data.
- Establish a transition from paper permits and filing systems to a software system capable of processing digital permit applications, electronic plan review, and capacity for building storage.

(Planning, Building, Engineering, Fire, Water/Sewer, Stormwater, Transportation).

(Similar to \$50,000 MMH Grant)

This is nothing new. Most grants almost always require some type of progress report or invoicing – it is built into the scope of work and completed by staff.

The online permitting system would make it much easier to track permit statues, complete invoicing, log staff time, and log permits as well as run reports for audits and compliance. The reports would allow staff and Council to identify trends and correct issues – for instance, identify time spent on permits to make sure the departments are operating in a cost-recovery mode and that staff time does not exceed the fees charged or identify gaps in service or logjams where more training is needed. This would aid departments in their annual budget preparation and provide point-in-time data for Council to review. I have experience implementing an online permitting system. I implemented SmartGov at the City of Pacific. It took about ten months to complete.

2030 GROWTH TARGETS FOR FIRCREST

During the September 18, 2023 Community Public Forum, both public and Council comment inquired on previous growth target data and whether these targets were met. Staff has provided the data below.

- Population exceeded projections by adding 206 new residents above the target.
- 425 new housing units must be built by 2030 to meet the housing growth target.
- Employment and jobs exceeded projections by adding 24 new jobs above the target.

2008 Population	2020 Population	2030 Population Target	2030 Target Remaining
6,315	7,156	6,950	(206)

2008 Housing Units	2020 Housing Units	2030 Housing Target	2030 Target Remaining
2,811	2,926	3,351	425

2008 Employment/ Jobs	2020 Employment/ Jobs	2030 Employment Target	2030 Target Remaining
1,427	1,568	1,544	(24)

2050 GROWTH TARGETS FOR FIRCREST

POPULATION	2020 ACTUAL	2050 TARGET	+Change	%Change
	7,173	9,565	+2,392	+33.35%

HOUSING	2020 ACTUAL	2050 TARGET	+Change	%Change
	2,832	4,013	+1,181	+41.7%

EMPLOYMENT	2020 ACTUAL	2050 TARGET	+Change	%Change
	1,568	1,709	+141	~9%

Data Source: PSRC Land Use Vision – Implemented Targets (LUV-it) – 9/20/2023

A TALE OF TWO MODELS

Low Growth Model

To retain some local control and control growth:

- Only meet the minimum of what the MMHMO requires for lot coverage, parking, height, and impervious surface.
- Keep FAR to 0.35.
- Consider historic preservation neighborhood overlays to add another layer of design review.
- Consider additional landscaping screening requirements between transitions such as single-family residence to duplexes, condos, or cottages.
- Increase tree protection requirements beyond FMC 22.62.009 Retention and protection of significant trees by requiring tree cutting permits with accompanying arborist report.

The goal of this model is to maintain the small city feel of Fircrest. New development does not dwarf existing homes at the front of the street, but hides in plain sight through thoughtful design choices like lush landscaping.

HB 1337

(h) A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units.

A TALE OF TWO MODELS

Increased Growth Model

To increase growth and density:

- Exceed the MMHMO minimum requirements.
- Increase lot coverage to 50%, impervious surface to 55%, reduce off-street parking minimums, and allow for increased height limits or density bonuses.
- Raise FAR to 0.5 or 0.6 or eliminate the requirement altogether.
- Add “registered” “over-the-counter plan” options available to the public for free. This lowers the costs of hiring an architect or engineer and results in less review time, and faster approval.

The goal of this model accepts that Fircrest is part of the greater Tacoma area with links, nodes, and attractions like the Four Corners/TCC. The City will change as new development adds taller and denser housing, more new neighbors, and new demand for more business and services in the City.

HB 1181 (CLIMATE CHANGE IN GMA)

HB 1181's goal is improving the state's response to climate change by updating the state's planning framework. This bill would add Climate Change and Resiliency as the 14th goal of the GMA. It could be added as an element to a city's comprehensive plan plus or woven into the fabric of other elements. It must also be incorporated into other City long-range plans (sewer, water, transportation, capital facilities, etc.)

The City needs to prepare and adopt a climate change and resiliency element designed to result in reductions in overall greenhouse gas emissions and addresses resiliency to avoid the adverse impacts of climate change, which must include efforts to reduce localized greenhouse gas emissions and avoid creating or worsening localized climate impacts to vulnerable populations and overburdened communities. The plan must include long-range targets, projections, and modeling scenarios.

The Department of Commerce shall first publish the full set of guidelines no later than December 31, 2025. Meaning this would not go into effect until the next Comprehensive Plan Update in 2037.

City of Fircrest

CONTENTS AND ELEMENTS

- [I. INTRODUCTION](#)
- [II. COMMUNITY DEVELOPMENT](#)
- [III. LAND USE](#)
- [IV. HOUSING](#)
- [V. TRANSPORTATION](#)
- [VI. PARKS, RECREATION, AND OPEN SPACE](#)
- [VII. CAPITAL FACILITIES](#)
- [VIII. UTILITIES](#)
- [IX. CLIMATE RESILIENCE](#)

We asked for Grant Funding from Commerce for \$100,000 out of a total of \$500,000 to do an urban tree canopy study/urban forest management program.

HB 1181 (CLIMATE CHANGE UPDATES REQUIRED)

Climate change and resiliency

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice.

Transportation

- Encourage efficient multimodal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled.
- Inform the development of a transportation element that balances transportation system safety and convenience to accommodate all users of the transportation system to safely, reliably, and efficiently provide access and mobility to people and goods. Priority must be given to inclusion of transportation facilities and services providing the greatest multimodal safety benefit to each category of roadway users for the context and speed of the facility;
- An active transportation component must be added to include collaborative efforts to identify and designate planned improvements for active transportation facilities and corridors that address and encourage enhanced community access and promote healthy lifestyles.
- If LOS fails in a traffic study due to a new development proposal, mitigation can be provided through active transportation, ride-share, vanpools, TDM, etc.

ADA

A transition plan for transportation is required in Title II of the Americans with disabilities act of 1990 (ADA). As a necessary step to a program access plan to provide accessibility under the ADA, state and local government, public entities, and public agencies are required to perform self-evaluations of their current facilities, relative to accessibility requirements of the ADA. The agencies are then required to develop a program access plan, which can be called a transition plan, to address any deficiencies.

Land Use/Wildfires

The land use element must reduce and mitigate the risk to lives and property posed by wildfires by using land use planning tools, which may include adoption of portions or all of the wildland urban interface code developed by the international code council or developing building and maintenance standards consistent with the firewise USA program or similar program designed to reduce wildfire risk, reducing wildfire risks to residential development in high risk areas and the wildland urban interface area, separating human development from wildfire prone landscapes, and protecting existing residential development and infrastructure through community wildfire preparedness and fire adaptation measures.

They say that California's climate of today will be Washington in 20 years. Indeed fire-prone areas in Eastern WA must implement new rules for setbacks and defensible space and reduce building in fire-prone areas.

NEXT STEPS/ACTION ITEMS AND STAFF RECOMMENDATIONS FOR COUNCIL

- Applied for Commerce Grants for HB 1181 Climate Planning and HB110 Missing Middle Housing. Continue to monitor for grants related to SB 5290 and other opportunities.
- Select consultant for Missing Middle Housing review and development updates through city-procurement policy and RFP.
- Identify stakeholder groups and advertise to public to ensure a high level of inclusion. Focus on participation to foster debate and produce quality feedback.
- Update Council on progress of grant applications and grant work.



THANK YOU

I am happy to answer any questions at this time.

I will provide updates as we learn more from the MSRC, PSRC, the Pierce County Planning Directors Group, South Sound Housing Affordability Partners, the Department of Commerce, and BHC Consultants.

Housing Related 2023 Legislative Updates – Key Bills

- [E3SHB 1110](#) – ***Growth Management Act - Minimum Development Densities in Residential Zones***
 - Increases middle housing in areas traditionally dedicated to single-family detached housing.
- [ESHB 1042](#) – ***Use of Existing Building for Residential Purposes***
 - Internal Accessory Dwelling Units (ADUs).
 - Prohibits cities from imposing certain restrictions on new housing units constructed within an existing building envelope that is in a zone that permits multifamily housing.
- [EHB 1337](#) – ***Growth Management Act – Accessory Dwelling Units – Urban Growth Areas***
 - Allows homeowners to build or convert up to two accessory dwelling units (ADUs) on their property located in residential zones.
 - ADUs are smaller, independent housing units that can be attached or detached from the main house. They can provide additional income, housing options, and flexibility for homeowners and renters.
- [E2SSB 5258](#) – ***Condominiums and Townhouses – Construction and Sale – Various Provisions***
 - Increases the supply and affordability of condominium units, cottages, and townhouses as an option for homeownership.
- [2SSB 5290](#) – ***Project Permits – Local Project Review – Various Provisions***
 - Streamlines the local permitting review process for housing construction and renovation.
 - Aims to address the affordable housing crisis in Washington state by reducing the cost and time of building and renovating homes.
- [SB 5058](#) – ***Multiunit Residential Buildings – Exemption***
 - Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multiunit residential building.
 - This means that these buildings are subject to the building code, rather than the commercial code, which is less expensive and more appropriate for smaller structures.
 - Provide an affordable path for first-time home buyers and downsizing seniors.
- [E2SHB 1181](#) – ***Climate Change – Planning***
 - Improving the state’s response to climate change by updating the state’s planning framework.
 - It requires cities and counties to include a new element in their comprehensive plans that addresses climate change and resiliency.

What is middle housing?

Between single-family houses and large apartment complexes, *middle housing* includes diverse options such as townhouses, duplexes, triplexes, fourplexes, courtyard buildings, cottage housing, mother-in-law units (accessory dwelling units), backyard cottages, and live/work lofts.

Townhouses



Compatible

The form, scale, and density of middle housing can be similar to single-family houses, making them compatible with most residential neighborhoods. They also make use of existing infrastructure, such as roads and utilities.

Affordable

Middle housing types can be more affordable than single-family homes and a better fit for a variety of households with a range of household incomes. Like all housing, middle housing can be rented or owned.

Cottage housing



Historic fourplex



Proven

Middle housing buildings are commonly found alongside single-family homes in neighborhoods built before 1940. After the 1940s, many residential areas were zoned exclusively for detached single-family houses on individual lots.

Middle housing offers housing at a scale between single-family houses on large lots and apartment units in larger complexes.



Single-family housing

- Larger units
- Low density
- More expensive per unit



MIDDLE HOUSING



Multifamily housing

- Smaller units
- High density
- Less expensive per unit

Middle housing is one of many efforts to address housing affordability in Pierce County.



HOUSING COSTS HAVE RISEN 3 TIMES FASTER THAN INCOMES OVER THE PAST 10 YEARS



1 IN 3 HOUSEHOLDS SPEND MORE THAN 30% OF THEIR INCOME ON HOUSING



ABOUT HALF OF RENTERS SPEND MORE THAN 30% OF THEIR INCOME ON RENT.



PEOPLE WITH LESS THAN 1.5 TIMES THE MEDIAN INCOME CAN'T AFFORD TO BUY THE AVERAGE HOME



About SSHA³P

SSHA³P is a 15-member, intergovernmental collaboration to create and preserve affordable, attainable, and accessible housing throughout our communities.

State law requires cities to allow greater housing diversity in existing neighborhoods.

A group of cities in Pierce County have created the South Sound Housing Affordability Partners to address housing needs. These cities received a grant to study areas most suitable for middle housing. Information from this study will inform future updates to development regulations and zoning.

Middle housing helps meet our community's needs

Individuals and families in different life stages need a variety of housing types.

Middle housing can offer housing options that meet the needs of different households such as multigenerational households, single individuals, people who prefer not to maintain a large home and yard, or workers who want to live near their workplace. More options enable people to remain in their community, like a young family who needs to be close to relatives for support, someone experiencing hardship to stay near friends, a young adult starting out who wants to remain in the neighborhood they grew up in, or an older adult who prefers to downsize to a smaller home.

See how middle housing options work for Sarah, from early adulthood through raising a family and aging.



Different households need different types of housing

Middle housing is typically less expensive than detached single-family houses. It offers a range of unit sizes that suit various family sizes and life stages.

Detached accessory dwelling unit



An older individual

Working part-time as an accountant and receiving Social Security payments, her combined income is \$50,000. She can afford to rent an ADU with a monthly rent of \$1,500.

Townhouse development with four units



A young family

One parent works as a pharmacy tech and the other works as a high school teacher. Their combined income is \$120,000. They can afford a \$530,000 townhouse that's big enough for their growing family.

Growing communities need more housing

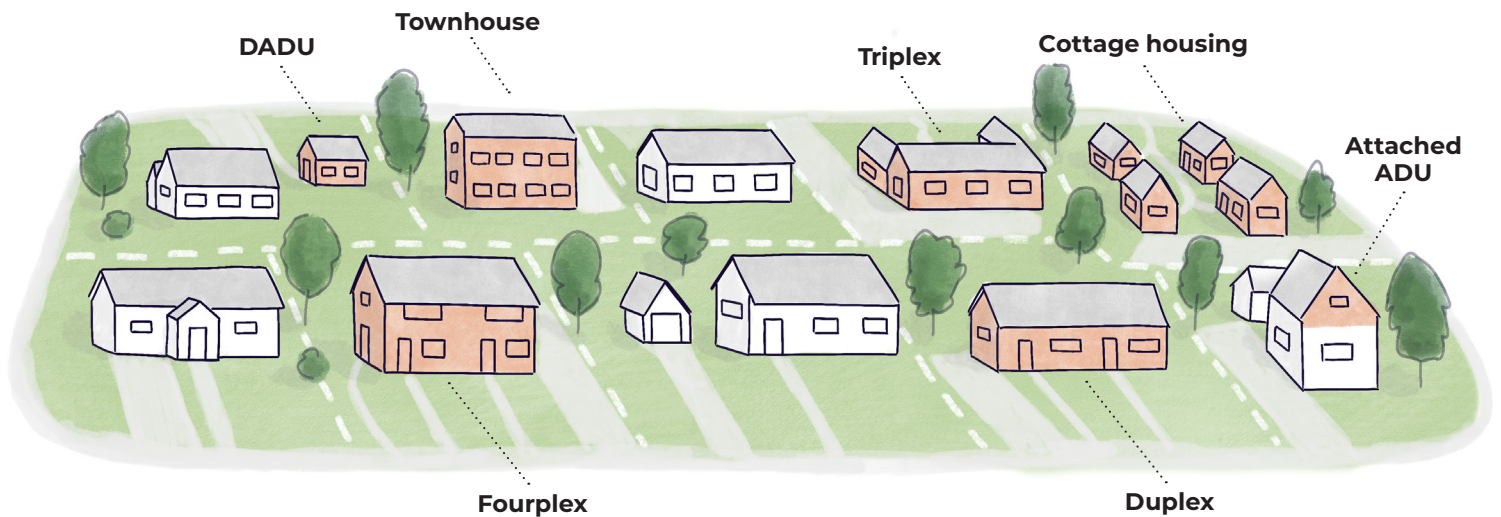
For decades, growth in jobs and new households has outpaced new homes, leading to the shortage we're experiencing now. Current regulations limit the types of development in residential areas, which restricts homebuilders' ability to create a variety of housing options in response to market needs.

Allowing more housing in our existing neighborhoods can increase the housing supply, make efficient use of existing infrastructure, and help protect our parks and open and ecologically sensitive areas.

Increasing the supply and variety of housing provides options that are affordable and attainable to households across a range of incomes.

What does allowing middle housing mean for my neighborhood?

Rezoning to allow middle housing will bring gradual changes to existing neighborhoods.



Your home

Allowing middle housing does not require any changes to existing homes. Zoning changes to allow middle housing provide property owners more choices about how to remodel or redevelop the housing on their property.

Any changes must meet city requirements for parking minimums, set back requirements, height maximums, and other regulations.

Neighborhood improvements

Investment into existing neighborhoods can improve infrastructure that benefits everyone, such as adding sidewalks, transportation improvements, and neighborhood-based amenities and services.

Your property value

Changing zoning to allow for middle housing does not decrease the property value of existing homes.

Property values are based on the condition and size of your land and structure(s), as well as market conditions. Allowing middle housing is associated with potential land value increases on lots that are suitable for redevelopment.

Middle housing and single-family homes can look similar, with very different costs per home.

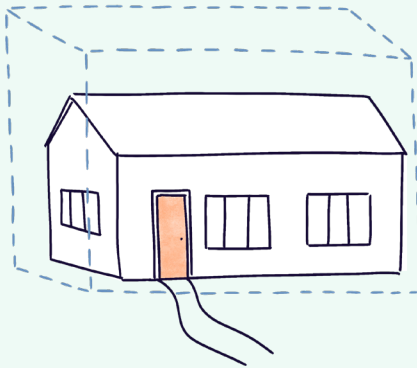
Single unit



Two units



Existing homes in your neighborhood are likely smaller than the maximum size allowed. Whether middle housing is allowed or not, larger buildings are likely in the future.



Many existing houses, especially older homes, are smaller than the development code currently allows.



Developers build large single-family homes that are close to the maximum size allowed.



Allowing middle housing means more than one unit can be built in the same amount of space.

Property taxes

New development and investment can make your neighborhood more desirable. This could result in higher market value for your home and the land underneath it, which may result in a larger property tax bill.

Depending on market conditions, these changes may not happen within the next 30 years.

Property tax relief

Washington state offers property tax relief programs to senior citizens, disabled persons, households with limited income, widows, and widowers of veterans. A household at risk of losing their home due to property taxes may be eligible for property tax exemptions or relief.

Contact the Pierce County Assessor's Office for more information.

Incremental change

Cities that have allowed middle housing have seen incremental change in neighborhoods. Though the variety of new housing has increased, the amount of middle housing has increased modestly. Most of the new housing is still single-family or apartment units.

A Tale of Two Cities Discussion Prompt

708 Merced Street (Traditional Fircrest Home)

The Murphy's are an average Fircrest family. They love their quiet neighborhood where they know their neighbors, can walk to school or the park and enjoy life. Professor Murphy is a university law professor and his wife, Dr. Murphy is an orthodontist. They chose to live in Fircrest because of the idyllic "City-in-a-Park" feeling and specifically chose their midcentury brick rambler with the cozy fireplace because it felt just the right size for their two small children. They are just a short drive away from work, but close enough to more urban amenities in nearby Tacoma. Although they did do some repainting and added in a new dishwasher, they have no plans to change their forever home and like having a large backyard for the summer where all the kids gather for the slip and slide.

708 Merced Street (Maximum Current Code)

After ten years and a global pandemic, the Murphy's are still just as happy in Fircrest as when they first purchased. However, now that Professor Murphy lectures from home part-time, and their daughter chose to attend college at home, they do need some more space. After checking the Fircrest Municipal Code and discussing their ideas with an architect, they have decided to do some additions and remodels for a more modern look and open floor plan. These include converting the garage to an office den for Professor Murphy's books, an expanded primary bedroom for Dr. Murphy's yoga hour, and a new covered patio/entertainment space for year-round gatherings. The front façade of their house will get a fresh coat of paint and a modern look, but the size, character, and feel won't change. It will still fit in with the other size homes of the neighborhood.

708 Merced Street (MMH Redevelopment)

Another ten years have gone by (luckily, that did not include another global pandemic), and the Murphy's are at a crossroads. Both their son and daughter have since moved to the East Coast for jobs. Dr. Murphy is working part-time and now lecturing at the medical school. Professor Murphy continues to teach, but has fully online courses. While they still love Fircrest, they are strongly considering following their kids to Northern Virginia to be closer to their grandkids. After much deliberation, they decide to sell their property to allow someone else to experience what Fircrest has to offer.

For better or worse, Fircrest has changed in the year 2050. The new light rail station at Tacoma Community College and the booming Four Corners area is pushing growth outwards and southeast. A developer buys the lot and prepares plans to build to the maximum allowed density. The zoning code changes pushed through twenty-five years ago allow for much greater flexibility and this pattern is happening in formerly suburban cities up and down Puget Sound. Since the existing residence is in need of serious repair due to age, it is easier to scrape the lot clean to build modern units that incorporate the latest energy efficiency and green building techniques. After design review and plan approval, the developer can build a main unit single-family home in the front and a duplex in the back. The duplex is actually two identical accessory dwelling units with mirrored floorplans. There is increased parking in the front yard so that each unit has a space. While the primary unit is still a freestanding home and geared towards a small family, the back units are for empty-nesters and young professionals. The modern design is two stories and clashes with the older neighborhoods and admittedly looks out of place. The neighborhood has mixed feelings. While some welcome the new neighbors and change, others are upset watching the construction site go up.

What could have been done differently and would that lead to a different outcome? The Fircrest Planning Commission is aware of how impactful the new housing laws are when it comes to changing the style of the neighborhoods they love. While they cannot stop growth, they can use what's in their toolbox as levers and controls to obtain the design standards they want to see in the City. Using the R-4 zoning district which applies to much of the City as an example, if the Planning Commission is worried about growth and design standards, they can utilize development standards. For instance, keeping the Floor Area Ratio to 0.35, maintaining lot coverage maximums at 40%, maintaining impervious surface maximums to 50%, enhancing landscaping standards for better screening between single-family residences and duplexes/cottages, improving design standards, completing a historical neighborhood overlay to add an additional layer of review, and deciding where they want the bulk of the growth in their city to occur.

Likewise, if the Planning Commission wishes to prioritize growth and housing, they can again modify development standards to favor a different outcome. For instance, increasing lot coverage to 50%, impervious surface to 55%, creating uniform design standards, and adopting "off-the-shelf/over-the-counter" registered plans. These are plans that are free to applicants with several different model designs for Accessory Dwelling Units so they do not have to hire an architect or engineer to create a custom plan.

Again to summarize...

To retain some local control and control growth:

- Only meet the minimum of what the MMHMO requires for lot coverage, parking, height, and impervious surface.
- Keep FAR to 0.35.
- Consider historic preservation neighborhood overlays to add another layer of design review.
- Consider additional landscaping screening requirements between transitions such as single-family residence to duplexes, condos, or cottages.

As a result, their Comprehensive Plan still maintains the small city feel of Fircrest and new development does not dwarf existing homes at the front of the street, but hides in plain sight through thoughtful design choices like lush landscaping.

To increase growth and density:

- Exceed the MMHMO minimum requirements. Increase lot coverage to 50%, impervious surface to 55%, reduce off-street parking minimums, and allow for increased height limits or density bonuses.
- Raise FAR to 0.5 or 0.6 or eliminate the requirement altogether.
- Add "registered" "over-the-counter plan" options available to the public for free. This lowers the costs of hiring an architect or engineer and results in less review time, and faster approval.

As a result, their Comprehensive Plan accepts that Fircrest will change as new development adds taller and denser housing, more new neighbors, and new demand for more business and services in the City.

Site Data

Address: 708 Merced Street
APN: 2532384130
Construction: 1958
Gross Square Footage: 2,200 SF
Net Square Footage: 1,800 SF

Lot Size: 8,000 SF (8,000 min. req.)
Zoning: R-4

Setbacks

Front/Street: 25' (25' req.)
Side: 8', 15' (8' req.)
Rear: 30' (20' req.)

Lot Coverage: 29% (2,325 SF / 8,000 SF)
(40% max allowable.)

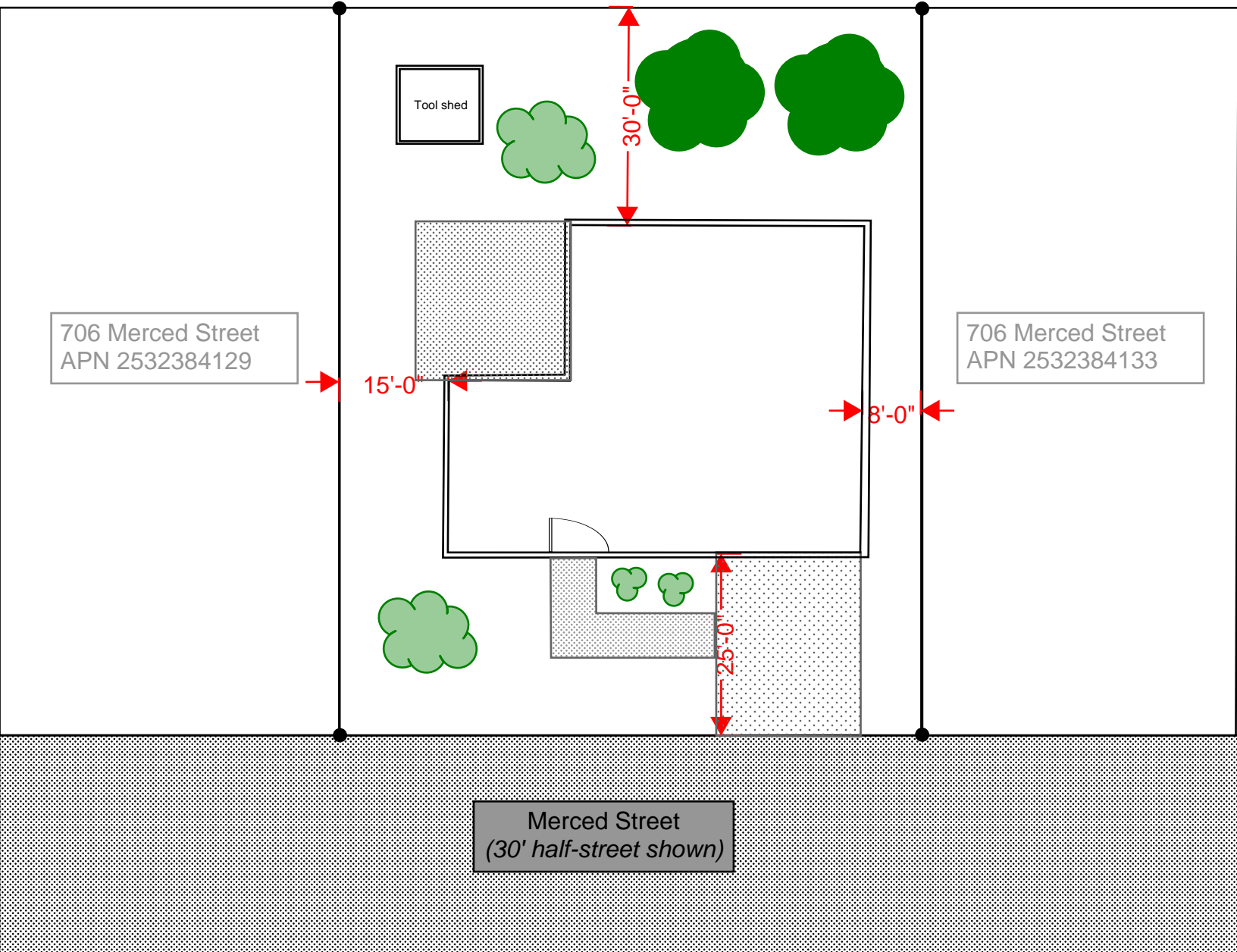
Impervious Surface:

Residence: 2,200 SF
Tool shed: 125 SF
Uncovered patio: 500 SF
Driveway: 500 SF
Walkway: 200 SF
Total: 3,525 SF / 8,000 SF or 44%
(50% allowable.)

Height: 18' (30' max allowable.)

FAR: 0.275 (2,200 SF / 8,000 SF)
(0.35 allowable)

APPROVED



MURPHY RESIDENCE	2/18/24	1" = 20'	
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708 Merced Street
Fircrest, WA 98466



Section 11, Township 20, Range 02, Quarter
43, Lot 14, Block 2 of Ladera Heights 84
Subdivision

Site Data

Address: 708 Merced Street
APN: 2532384130
Construction: 1958
Historical: Yes

Lot Size: 8,000 SF (8,000 min. req.)
Zoning: R-4

Setbacks

Front/Street: 25' (25' req.)
Side: 8 and 15' (8' req.)
Rear: 20' (20' req.)

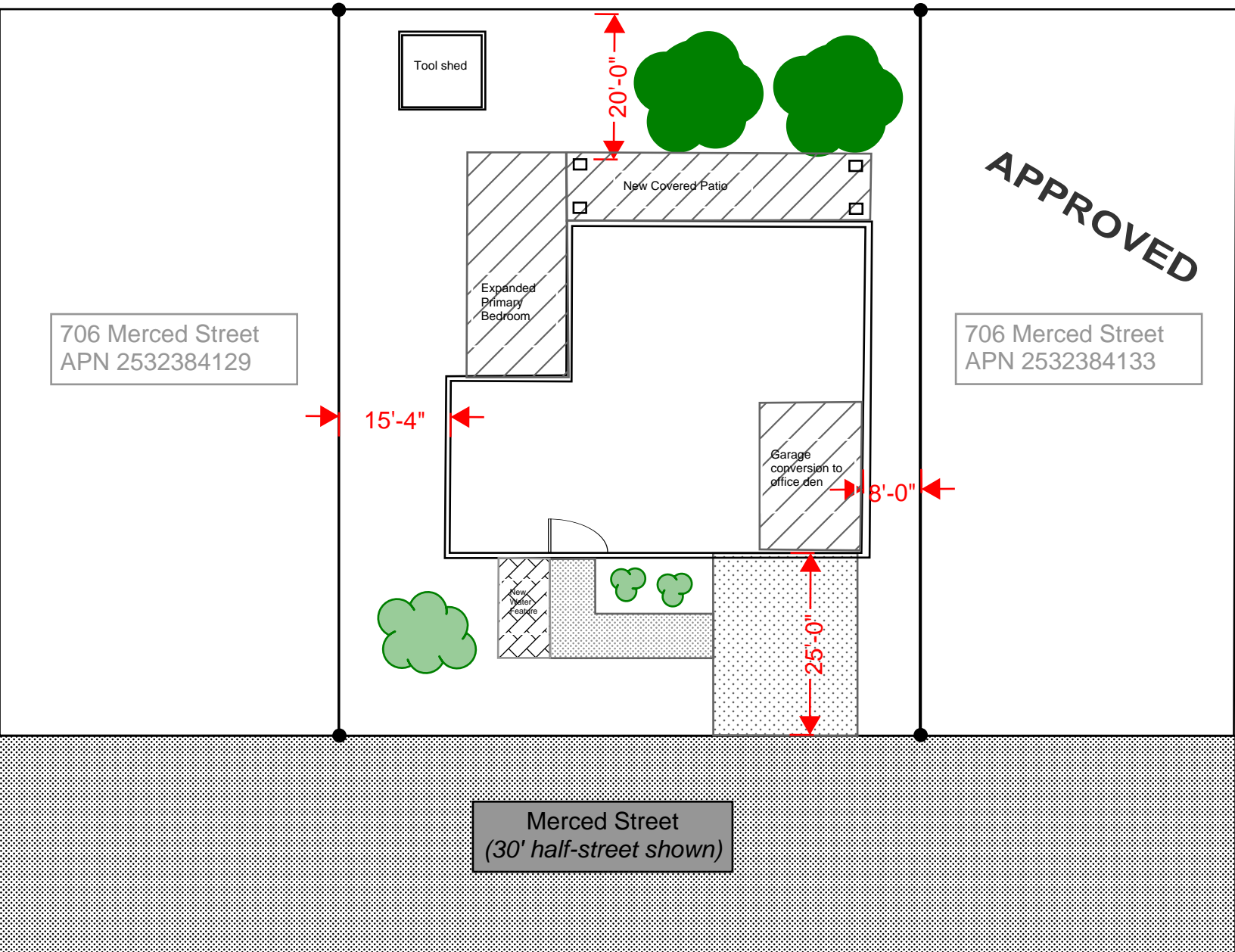
Lot Coverage: 3,200 SF or 40%
(40% max allowable.)

Impervious Surface:

Residence + New Addition: 3,075 SF
Tool shed: 125 SF
Driveway: 500 SF
Existing Walkway + New Walkway: 300 SF
Total: 4,000 SF or 50%
(50% allowable.)

Height: 18' (30' max allowable.)

FAR (heated livable space): 0.35 (2,800 SF / 8,000 SF)
(0.35 Max Allowable)



MURPHY RESIDENCE ADDITION

2/18/24

1" = 20'



708 Merced Street
Fircrest, WA 98466



Section 11, Township 20, Range 02, Quarter 43,
Lot 14, Block 2 of Ladera Heights Subdivision 85

Site Data

Address: 708 Merced Street
APN: 2532384130 (Parent Parcel)

Lot Size: 8,000SF (8,000 SF min. req.)
 Unit Lot 1 Size: 4,000 SF
 Unit Lot 2 Size: 2,000 SF
 Unit Lot 3 Size: 2,000 SF

Zoning: R-4

Setbacks

Front/Street: 20' (20' req.)
Side: 5' (5' req.)
Rear: 20' (20' req.) 5' when abutting an alley

Lot Coverage:

Unit 1: 1,125 SF
 Unit 2: 826 SF
 Unit 3: 826 SF
Total: 2,777 SF or 35%
 (40% max allowable.)

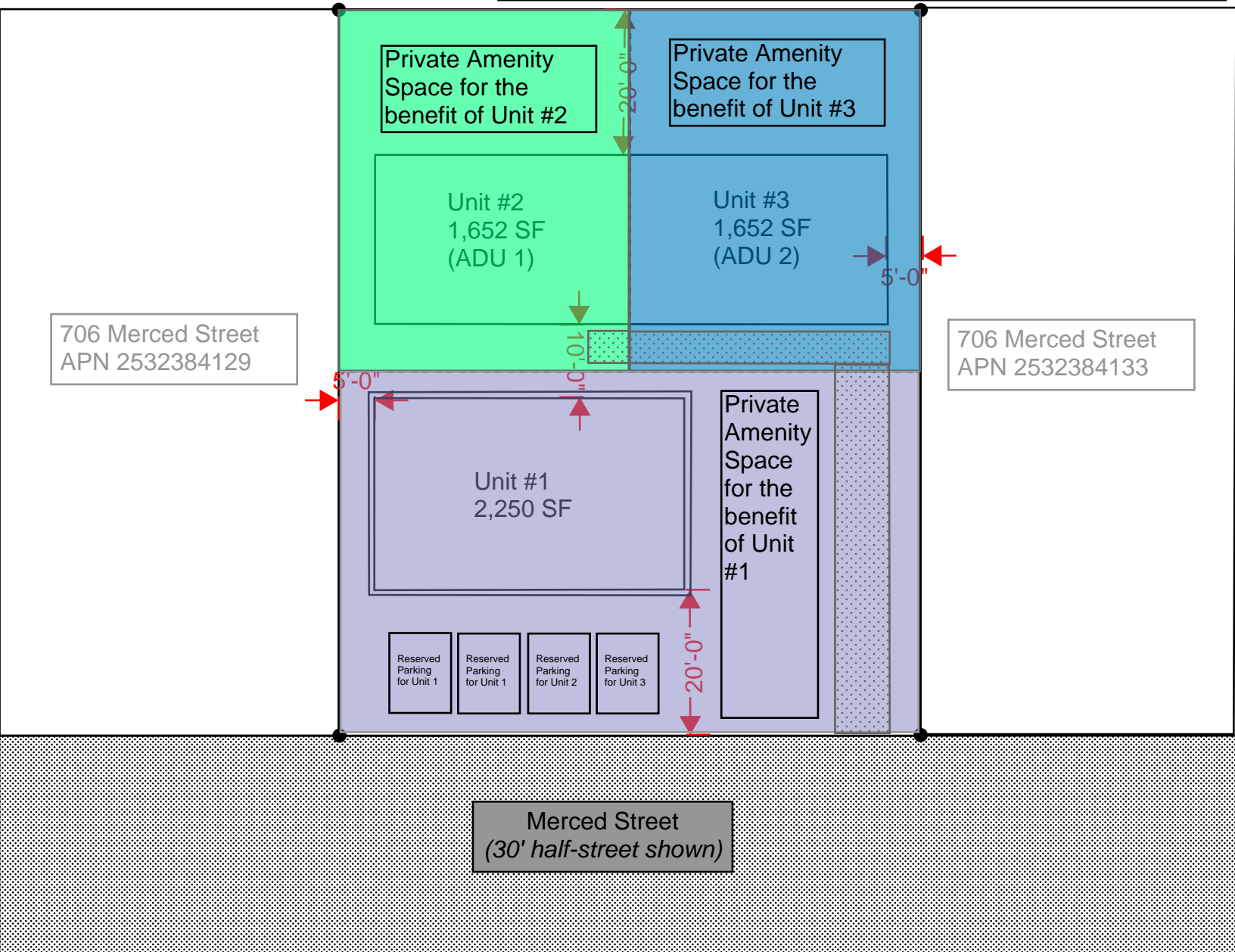
Impervious Surface: 3,777 SF or 47%
 (50% allowable.)

Height: 35' (35' max allowable.)
Stories: 2

FAR: (0.35 max allowed)

Unit 1: 0.28
 Unit 2: 0.21
 Unit 3: 0.21

APPROVED



MURPHY FLATS, A UNIT LOT SUBDIVISION

7/01/25

1" = 20'

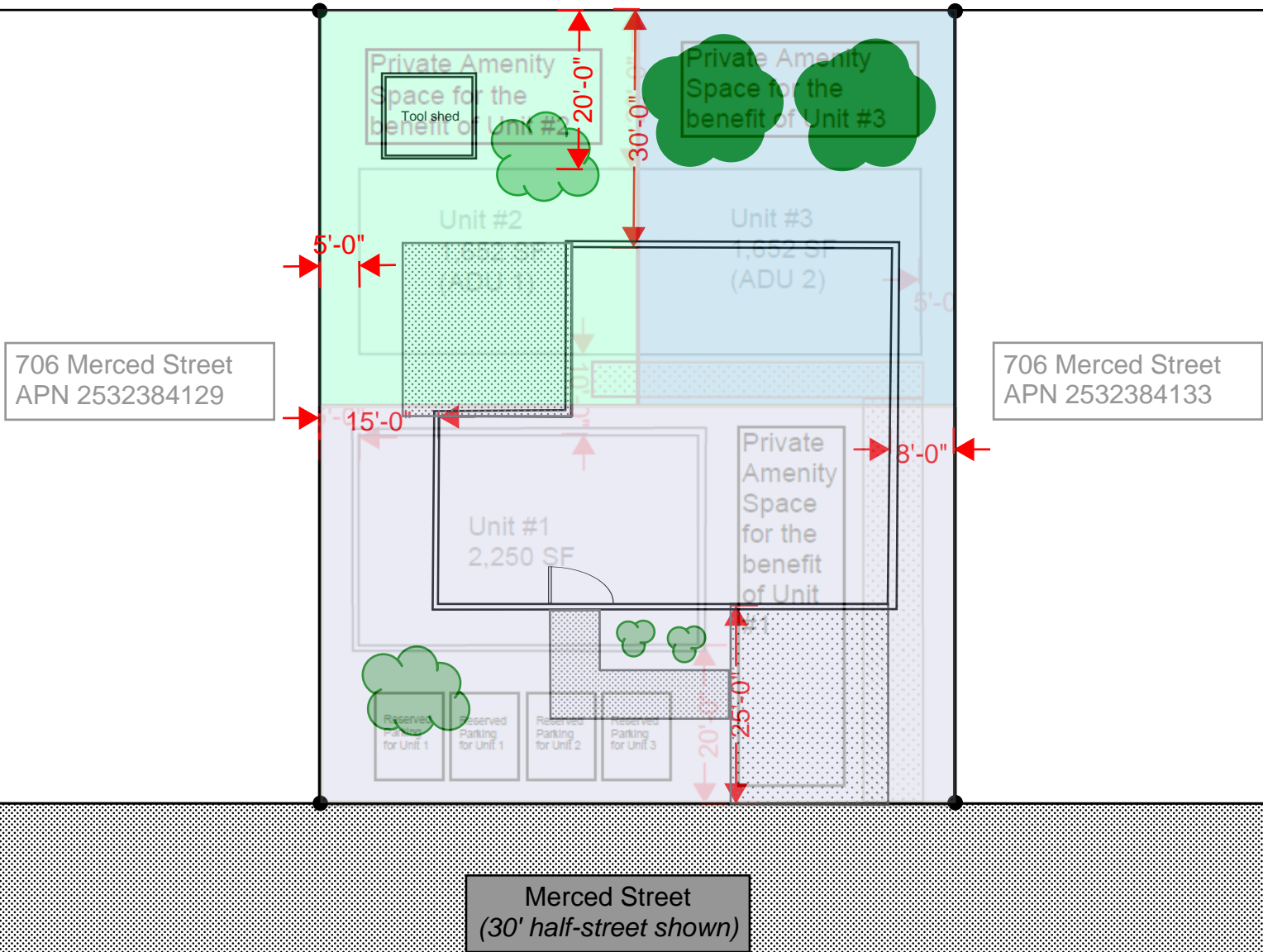


Merced Street
 Fircrest, WA 98466



Unit Lot Subdivision No. 25-01, Section 11,
 Township 20, Range 02, Quarter 43, Lot 14,
 Block 2 of Ladera Heights Subdivision 86

TRADITIONAL VS. MMH OVERLAY TO SEE FOOTPRINTS/SETBACKS



MURPHY LOT COMPARISON

2/18/24

1" = 20'



708 Merced Street
Fircrest, WA 98466



Section 11, Township 20, Range 02, Quarter
43, Lot 14, Block 2 of Ladera Heights
Subdivision 87



Request for Qualifications

Middle Housing Code Development and Comprehensive Plan Amendments

Invitation: The City of Fircrest is soliciting qualifications from firms interested in providing professional planning services for middle housing code development and comprehensive plan amendments, including public outreach. The request for qualifications is pursuant to the City's Purchasing Policy for non-Architectural & Engineering Services, per Purchasing Policy 3.12.

RFQ Number: 24-01

Issued: Tuesday, February 13, 2024

Submittals Due: Wednesday, March 13, 2024 by 5:00 PM

Submittals shall be delivered electronically no later than 5:00 PM on Friday, March 13, 2024. Qualifications shall be marked and referenced as RFQ #24-01, Fircrest Middle Housing Code Development & Comprehensive Plan Amendments. Qualifications submitted after the deadline date and time will not be accepted. Submittals must be emailed to mnewman@cityoffircrest.net. Only qualifications submitted electronically will be accepted.

Project Information: The City of Fircrest is requesting a scope of work and an associated cost proposal from a consulting team to develop amendments to the 2024 Comprehensive Plan Housing and Land Use chapters and to amend existing development regulations of the Fircrest Municipal Code, including: accessory dwelling unit regulations, duplex regulations, unit lot subdivision and short plat regulations, small lot design regulations, parking regulations, and bulk regulations to comply with the following new housing laws:

- HB 1110 – Increasing middle housing in areas traditionally dedicated to single-family detached housing.
- HB 1042 – Concerning the use of existing buildings for residential purposes.
- HB 1337 – Expanding housing options by easing barriers to the construction and use of accessory dwelling units.
- SB 5258 – Increasing the supply and affordability of condominium units and townhouses as an option for homeownership.
- SB 5290 – Concerning consolidating local permit review processes.
- SB 5058 – Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multi-unit residential building.

Scope of Work: The project’s scope of work will continue to be defined as project phases are completed. The scope of work will include:

1. Review HB 1110 requirements and existing middle housing work from Form-Based Code and Cottage Code to create an HB 110 Implementation Plan.
2. Review Housing Gaps Analysis and Land Capacity Analysis compiled from 2021.
3. Review and analyze Comprehensive Plan public engagement survey results on middle housing.
4. Review Commerce Middle Housing Model Ordinance(s) and other resources.
5. Publish HB 1110 Implementation Plan.
6. Prepare and Complete Draft Middle Housing Development Regulation Amendments.
7. Review and evaluate existing development regulations for needed middle housing-related amendments.
8. Draft Middle Housing development regulation amendments with assistance from SSHA^{3P}.
9. Planning Commission work sessions on drafting of development regulation amendments.
10. Publish Draft Middle Housing Ordinance.
11. Adopt Middle Housing Development Regulation Amendments.
12. Transmit Draft Middle Housing Ordinance to the State for state agency review.
13. Planning Commission Public Hearing.
14. City Council consideration of Planning Commission recommendation.
15. City Council adoption of Middle Housing development regulations.
16. Adopt Middle Housing Ordinance.

Duration of Services: The term of the contract will be from approximately April 2024 to June 2025. The contract resulting from this RFQ shall remain in effect until completion and final payment of the services described in the contract, unless amended or terminated in accordance with the City's contractual policies.

RFQ Schedule: Please refer to the table on the following page. Note that these dates are estimates and subject to change by the City. Interested parties are encouraged to submit any questions on the RFQ to City staff before the March 13 deadline.

Event	Date
RFQ Release	February 13, 2024
Submittals Due	March 13, 2024
Submittal Evaluation Complete	March 22, 2024
Finalist Interviews/Presentation	April 15, 2024 City Council Study Session
Selection	April 19, 2024
City Council authorizes contract execution	April 23, 2024

Additional Information:

The consultant selected for this project will take the lead on all aspects of the work. The City’s Community Development Director is available to provide background information, including the history of past planning efforts. He will act as the City’s point-of-contact for the consultant team and function as a liaison between the City and the consultant. Project costs should not exceed \$50,000. To meet the State deadline for adoption of the Middle Housing Ordinance, the consultant’s work on this project will need to ensure that final City legislative action (adoption of amendments and ordinance) can occur by June 30, 2025.

Required Format for Submittals:

1. Cover Letter

Please limit your cover letter to one page and identify the consultant team and contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed project manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

2. Key Personnel Qualifications and Experience

Please provide a brief description of the individuals on the consultant team, including subcontractors, and their relevant experience and qualifications. Provide information demonstrating the organizational structure of the consultant team and the reporting relationships between individual team members. The team may consist of multiple firms with focused areas of expertise. This project will require the consultant team to have the following qualifications:

- a. Advanced knowledge of and experience with the Washington State Growth Management Act.
- b. Experience working with the Washington DOC and PSRC.
- c. Experience designing and implementing a Public Participation Plan as required by RCW 36.70A.035.
- d. Significant experience preparing comprehensive plans and associated development regulations.
- e. Education and experience to demonstrate competency in discipline areas related to the Comprehensive Plan elements.
- f. Capacity for providing creative and unique approaches to Comprehensive Planning.

3. Proposed Approach

Describe how the team would approach this project, given your experience and the scope of work. Identify key tasks, who is responsible for completing them, and what is needed from City staff or other sources to

ensure successful completion. Include timeline expectations and cost estimates that reflect your experience in what is practical. At a minimum, the proposed approach should address the following:

- a. Must include a targeted approach for updating the City's Comprehensive Plan and associated development regulations that focuses on completing what is required to comply with the GMA and is responsive to the Community Vision.
- b. Must include a Public Participation Plan that effectively engages the community, focuses on key topics of interest in an equitable, barrier-free manner, and recognizes the needs and interests of both the community and the City.
- c. Must demonstrate an experienced project management team and project lead, with effective quality control, communication, and reporting processes in place.
- d. Must address the consultant team's commitment to producing high-quality original work reflective of the local conditions and objectives as guided by elected and appointed officials, stakeholder groups, City staff, and the community.
- e. Must indicate that team members can take on this multi-year project and ensure the consultant team can begin work as soon as a contract is approved.

4. Relevant Project Experience and References

Describe the team's experience on up to three (3) relevant projects, including a brief project description, client name and contact information, start and completion date, responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project. Work samples should be from projects similar in size and scope that clearly show a high-quality product. The City reserves the right to contact references without prior notification.

Evaluation Criteria:

Submittals will be evaluated and ranked based on the criteria listed below. The top-ranked consultant teams will be invited to participate in an interview with the selection committee.

Criteria Key Personnel Qualifications and Experience

- Knowledge of and experience working with the Washington State Growth Management Act, Washington DOC, and PSRC.
- Experience designing and implementing a Public Participation Plan in communities with similar demographics/populations to Fircrest.
- Experience preparing comprehensive plans and supportive development regulations.
- History of consultant and sub-consultant successfully working together.

Proposed Approach

- Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Fircrest.
- Approach addresses GMA requirements and is responsive to the Community Vision.
- Public Participation Plan meets the requirements of RCW 36.70A.035 while addressing the unique needs of Fircrest community members.

- Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.
- Capacity of team members to complete a multi-year project and be responsive to staff in real-time.

Relevant Project Experience and References

- History of successfully solving problems leading to successful project outcomes.
- Experience in completing work with similar size and scope.
- Quality of relevant project examples.
- Project examples demonstrate the ability to successfully work with multiple City departments, stakeholder groups, and communities with demographics similar to Fircrest.

Quality

- Qualifications document is visually pleasing and easy to read.
- Qualifications document is free from typos and grammatical errors.
- Qualifications document responds to all required elements.

Terms and Conditions

All costs for developing response submittals are the obligation of the firm and are not chargeable to the City. All submitted documentation will become the property of the City and will not be returned. Qualifications may be submitted early and withdrawn at any time before the published due date listed above, provided notification is submitted in writing to the City's agent. The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The City reserves the right to change the RFQ schedule or issue addendums to the RFQ at any time. All such addenda will become part of the RFQ. In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda to the firms involved in the process.

The final decision is the sole decision of the City, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Award of Contract

Prior to contract execution, the selected consultant will be required to submit copies of minimum required insurance coverage, E-verification forms, a valid City of Fircrest business license, and any required Title VI documents required in City purchasing policies. For more information regarding this RFQ, contact Community Development Director Mark Newman at mnewman@cityoffircrest.net or by phone at (253) 238-4129. The City reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process, and/or the program which is outlined within this RFQ at any time, and notice shall be given promptly thereafter.