

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**MONDAY, JUNE 17, 2024
6:00 P.M.**

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

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1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Agenda Modifications	
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The public is invited to listen to the meeting via Zoom utilizing the below call-in information:

Zoom Meeting Details:

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

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Middle Housing Presentation

ITEM: 5

DATE: June 17, 2024

FROM: Mark Newman, Community Development Director

RECOMMENDED MOTION: None. Discussion Only.

SUMMARY: The City's consultant, Kimley-Horn and Associates, will provide an update on our Middle Housing strategy.

BACKGROUND: On January 9, 2024, the City Council authorized the acceptance of a grant from the WA State Department of Commerce, which was made available to all cities required to implement missing middle housing per [RCW 36.70A.030](#)(26) by applicable statutory deadlines. The City of Fircrest is required to plan for accessory dwelling units, duplexes, condominiums, townhomes, and cottages and will need to review its development standards found in Fircrest Municipal Code [Title 22](#), along with amending existing [adopted planning documents](#). These changes must be adopted by the City Council no later than June 30, 2025.

On March 26, 2024, the Council authorized the City Manager to execute a professional services agreement with Kimley-Horn and Associates to design a middle housing ordinance and to ensure that the City successfully implements the requirements of [HB 1110](#) (duplexes) and [HB 1337](#) (ADUs) into the Comprehensive Plan and development code.

Tonight's presentation is the first opportunity for Kimley-Horn to provide an overview of the project to the City Council and the public, including the plan for community engagement and the next steps to ensure that statutory deadlines are met.

ATTACHMENTS:

1. [Fircrest Middle Housing Grant Award Letter](#)
2. [Fircrest Middle Housing RFQ](#)
3. [Kimley-Horn Housing Statement of Qualifications](#)
4. [Fircrest Middle Housing Contract](#)
5. [Middle Housing Project Charter](#)
6. [Middle Housing Briefing Memo](#)
7. [Middle Housing Public Participation Plan](#)
8. [Kimley-Horn Middle Housing Presentation](#)



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

October 17, 2023

Dawn Masko
City Manager
City of Fircrest
115 Ramsdell Street
Fircrest, Washington 98466

Delivered via email.

RE: Middle Housing Program Grant

Greetings:

I am pleased to inform you that the City of Fircrest has been awarded \$50,000 in 2023-2025 Middle Housing Grant Program funds to support the adoption of policies and codes and the implementation of other measures specific to HB 1110.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the middle housing grant program. **Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce.** Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2023, the date the funding became available.

Please note, these funds are specifically for middle housing activities and may not pay for work already paid for by other Commerce grant programs such as periodic update grants or climate grants. Thus, that may need to be addressed during the finalization of your contract.

These grant funds are authorized by the 2023-2025 State Operating Budget ([Senate Bill 5187](#)) which directs Commerce to administer grants and provide technical assistance to cities or counties for actions relating to adopting ordinances that plan for and accommodate housing.

Dawn Masko
October 17, 2023
Page 2

Deborah Jacobs or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Deborah at deborah.jacobs@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Andersen", with a stylized, cursive script.

Dave Andersen, AICP
Managing Director
Growth Management Services

cc: Mark Newman, Director
Colleen Cocoran, Director
Anne Fritzell, Housing Programs Manager, Growth Management Services
Dave Osaki, Middle Housing Program Manager, Growth Management Services
Deborah Jacobs, Housing Contracts Officer, Growth Management Services



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.

STATEMENT OF
QUALIFICATIONS FOR

March 13, 2024

MIDDLE HOUSING CODE DEVELOPMENT AND
COMPREHENSIVE PLAN AMENDMENTS (RFQ NO. 24-01)

Prepared for



Prepared by

Kimley»Horn

Expect More. Experience Better.



1. Cover Letter

March 13, 2024

Mark Newman, Community Development Director
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

Kimley-Horn
Nick Chen, AICP
1201 Third Avenue, Suite 2800, Seattle, WA 98101
425.689.5064 | nick.chen@kimley-horn.com

RE: Statement of Qualifications for Middle Housing Code Development and Comprehensive Plan Amendments (RFQ No. 24-01)

Dear Mr. Newman and Members of the Selection Committee,

Kimley-Horn is pleased to submit our proposal in response to the City of Fircrest's (City's) request for qualifications (RFQ) to prepare middle housing code development and comprehensive plan amendments. **We provide a strong understanding of the new state laws and their requirements along with diverse experience helping Washington State communities with planning services.**

Our project manager, Nick Chen, brings 11 years of experience developing housing elements and development regulations in ways that meet state law requirements, are understandable for the community, and implementable for City staff. **Nick and our principal-in-charge, Clay White, are also currently developing middle housing codes for the cities of Kenmore and Walla Walla, and assisting a number of local jurisdictions with their comprehensive plan updates.** Clay brings 25 years of Washington State planning experience, including 18 years of experience working directly for cities and counties. His experience as both a consultant and local government planner has given him a valuable perspective on how to develop forward thinking policies that serve the unique needs of each community and align with the Growth Management Act (GMA). Our team offers:

- **Strong understanding of new housing laws.** Kimley-Horn is currently working with the Washington State Department of Commerce (Commerce) to create the model ordinance and guidance for implementing House Bill (HB) 1110. We are helping develop the Middle Housing Guidance to advise cities as they create middle housing codes. This includes providing insights on the intersection between HB 1110 and HB 1337 requirements, which we can also address as part of this project. **Our team has extensive knowledge of the new state requirements, the range of code changes which must be considered, and opportunities to make these requirements work for the City.**
- **Deep experience with housing plans and policies.** In addition to Nick's experience developing housing elements and comprehensive plans for seven cities, Clay has developed housing plans for more than a dozen cities. **Our team is well-versed in developing strong housing policy to implement the community's vision.**
- **Familiarity with the area.** Clay has worked with a number of jurisdictions in Pierce County on housing-related planning efforts, including a housing action plan for the City of Bonney Lake, a housing action plan and accessory dwelling unit (ADU) code update for the City of Sumner, a comprehensive plan update for University Place, and regional policy assistance for Pierce County. **These efforts give our team a strong understanding of the area and their relationship to new local and state policies.**

Figure 1.
Kimley-Horn
Puget Sound
Office Locations



At Kimley-Horn, we believe our clients should expect more and experience better. This includes updating comprehensive plans and implementing regulations with a keen eye for the community's vision for the future. We are excited to work with the City on developing middle housing policies and regulations. We acknowledge receipt of the addenda. Should you have any question, please contact Nick Chen at 425.689.5064 or nick.chen@kimley-horn.com.

Sincerely,

KIMLEY-HORN


Nick Chen, AICP
Project Manager


David Williams, P.E.
Associate/Authorized Signer

Upon review of the sample agreement provided, there are modifications we would like to discuss with the City. We are confident that we will be able to execute a mutually acceptable agreement.



2. Key Personnel Qualifications and Experience

Kimley-Horn has assembled a team experienced in planning across the state and well-versed in developing housing and land use elements for comprehensive plans and updating zoning codes to implement the requirements from recent legislation. Clay White is also familiar with the project's stakeholders, having completed many projects for Commerce and previously served on the Puget Sound Regional Council's (PSRC's) Regional Staff Committee. **Figure 2** on the right shows our entire team, led by Nick Chen, who will serve as the project manager and primary contact person. Nick has experience managing a range of local planning projects, including Island County's Clinton Sub Area Plan and Rural Areas of Intensive Development (RAID) Density Analysis and the City of Snoqualmie's Parks, Recreation, Open Space, and Trails (PROST) Plan Update.

To ensure availability of team members, Kimley-Horn uses a proactive management program called Castaheads. This process forecasts our workload over a weekly, monthly, and six-month period and enables us to avoid work overloads and/or shortfalls for each office and discipline. Castaheads help ensure sufficient staff is available to meet our clients' needs. **According to our most recent forecast, we are in an excellent position to serve the City on a multi-year project.**

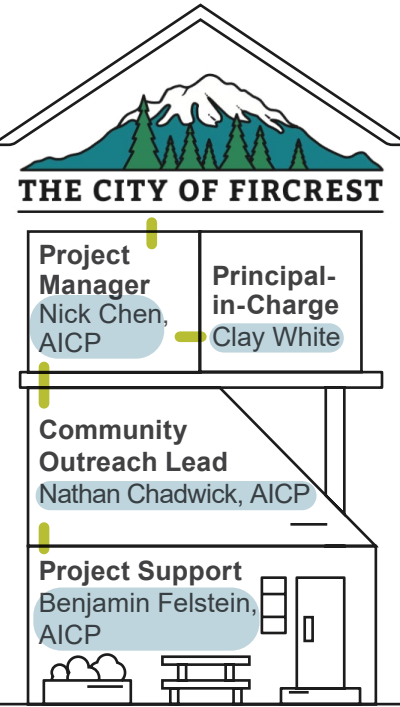
Table 1 below lists notable projects our proposed team members have worked on involving the disciplines and stakeholders involved in the City's Middle Housing Code Development and Comprehensive Plan Amendments project.

Table 1. Relevant Team Project Experience

Projects	GMA Compliance	Collaboration with Commerce	Collaboration with PSRC	Public Participation Plan Design and Implementation	Comprehensive Plan Development	Comprehensive Plan Elements	Creative Approaches to Comprehensive Planning
City of Costa Mesa, Housing Element Update				✓	✓	✓	✓
Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110	✓	✓				✓	✓
City of Kenmore, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments	✓	✓		✓		✓	✓
Lewis County, 2025 Periodic Comprehensive Plan Updates	✓				✓	✓	✓
Skagit County, 2025 Periodic Comprehensive Plan Updates	✓				✓	✓	✓
Island County, Clinton Sub Area Plan and RAID Density Analysis for the 2025 Comprehensive Plan Periodic Update	✓			✓	✓	✓	✓
Sound Transit, Everett Link Extension (EVLE)			✓	✓			

Resumes for our team members are on the following pages; they are eager and available to help the City develop middle housing policies and update housing and land use elements of the comprehensive plan. Our team offers a rare combination of experience having consulted Washington State communities on the latest housing legislation, written statewide guidance for HB 1110, and worked directly for municipalities across the state.

Figure 2. Organizational





NICK CHEN, AICP

Project Manager



Professional Credentials

- Master of Urban and Regional Planning, University of California, Irvine
- B.S., Landscape Architecture, California State Polytechnic University, Pomona
- American Institute of Certified Planners (#29082)

Affiliations

- American Planning Association, Member
- Urban Land Institute (ULI), UrbanPlan Committee Member

Nick is an urban planner and entitlement specialist with 11 years of experience working for both municipalities and private development clients on conceptual land use and site designs, housing policies, site investigation, due diligence, and physical feasibility studies relating to regulatory and physical site characteristics. Nick is also experienced in engaging communities as a part of a wide range of planning efforts, including entitlements, design, visioning, and long-term strategic planning. His work includes the disciplines of urban design, entitlement, community visioning, policy planning, and community outreach efforts focused primarily in Washington and California, but with experience across the nation.

Featured Project

- **City of Kenmore, Middle Housing Code Development and Comprehensive Plan Amendments, Kenmore, WA — Housing Policy Support**

Due to the recent passage of HB 1110 and HB 1337 in 2023, zoning and other related land use regulations and comprehensive plan policies must be adopted to be consistent with state law. Kimley-Horn is currently developing a comprehensive plan and development regulations for middle housing as well as amendments to ADU regulations and the development of a cottage housing code. The City of Kenmore is also requesting amendments to its subdivision and land use regulations to allow for unit lot subdivisions and small houses on small lots. Extensive community engagement was conducted during the initial phase of the project, and a community engagement plan and process is being developed and implemented as part of Phase II. Nick is supporting the development of regulations for middle housing and compliance with housing element requirements in the comprehensive plan.

Additional Project Experience

- City of Costa Mesa, Housing Element Update, Costa Mesa, CA — Project Manager
- Sound Transit, EVLE, Snohomish County, WA — Project Planner
- City of Snoqualmie, PROST Plan Update, Snoqualmie, WA — Project Manager
- Island County, Clinton Sub Area Plan and RAID Density Analysis, Island County, WA — Project Manager
- City of Spokane Valley, Cross Country Course Conceptual Plan, Spokane Valley, WA — Project Manager
- City of Orange, Housing Element Update, Orange, CA — Project Planner
- City of Chino, Housing Element Update, Chino CA — Project Planner
- City of Pico Rivera, Housing Element Update, Pico Rivera, CA — Project Planner
- City of Solana Beach, Housing Element Update, Solana Beach, CA — Project Planner
- City of Fillmore, Design Review Services, Fillmore, CA — Project Planner





CLAY WHITE

Principal-in-Charge



Professional Credentials

- B.A., Geography and Anthropology, Central Washington University

Affiliations

- Washington State Association of Regional and County Planning Directors, Former President
- Transportation Improvement Board, Former Member
- PSRC, Regional Staff Committee, Former Cochair

Clay has 25 years of experience serving private-sector clients and cities and counties throughout Washington State as a land use planner. This includes nearly 18 years working as a planner and planning director for cities and counties throughout the state. Clay has focused his work on helping local governments develop and implement sound policies that help further the jurisdiction's goals. Clay is currently working for Commerce on the HB 1110 Guidance, giving him insight into how communities can improve their housing and land use policies in compliance with new laws. Clay has also developed ADU regulations for cities and worked to strike a balance between providing more affordable housing options while preserving the character of neighborhoods. Clay has extensive code and policy experience, which includes leading comprehensive plan updates and development regulation updates.

Clay has a deep understanding of housing element requirements from working with communities across the state on a dozen housing action plans, middle housing plans, and housing action plan implementation projects over the past four years.

Featured Project

- **Walla Walla County, Countywide Planning Policy Update, Walla Walla, WA — Project Manager**

Kimley-Horn is working with Walla Walla County, the City of Walla Walla, and other cities in the county on an update to the Countywide Planning Policies before the 2026 Comprehensive Plan Update. The project involves leading a stakeholder committee representing each jurisdiction, preparing updated policies that reflect a shared vision for each of the communities, and presenting at public meetings and hearings. Our team is developing new regional housing and land use policies that will be consistent with new housing legislation, including HB 1220, 1110, and 1337.

Additional Project Experience

- City of Kenmore, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments, Kenmore, WA — Project Manager
- City of Walla Walla, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments, Walla Walla, WA — Project Manager
- Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110, Statewide, WA — Housing Policy Expert
- Lewis County, Comprehensive Plan Periodic Update, Lewis County, WA — Project Manager
- Skagit County, Comprehensive Plan Periodic Update, Skagit County, WA — Project Manager
- Washington State Department of Commerce, Urban and Rural Guidebooks, Statewide, WA — Project Manager
- City of Snohomish, Middle Housing Plan, Snohomish, WA — Project Manager*
- City of Mill Creek, Middle Housing Plan, Mill Creek, WA — Project Manager*
- City of Snoqualmie, Middle Housing Plan, Snoqualmie, WA — Project Manager*
- City of Bonney Lake, Housing Action Plan, Bonney Lake, WA — Project Manager*

**Project completed prior to joining Kimley-Horn*





NATHAN CHADWICK, AICP



Community Outreach Lead

Professional Credentials

- M.S., City and Regional Planning, University of Utah
- B.A., Economics, University of Arkansas, Fayetteville
- B.A., Political Science, University of Arkansas, Fayetteville
- American Institute of Certified Planners (#33240)

Nathan has seven years of planning experience as a consultant and staff member for municipal agencies. He brings a unique perspective to the table, having worked in both the public and private sectors. Since joining Kimley-Horn, Nathan has gained extensive experience working in diverse geographies and projects. He enjoys public engagement and building consensus among the community. He is skilled in building consensus visions with stakeholders and translating technical findings into the “so what?”. Nathan is proficient in Microsoft Office, ArcGIS Pro, and Adobe Creative Suite programs.

Featured Project

- **City of Cedar Park, Mobility Master Plan, Cedar Park, TX — Project Planner**

The Cedar Park Mobility Master Plan included a substantial engagement strategy involving all overlapping jurisdictions, including the Capital Area Metropolitan Planning Organization, Travis County, the Texas Department of Transportation, Central Texas Regional Mobility Authority, and coordination with neighboring cities to ensure regional alignment of the planning effort. A 15-member advisory committee was developed for the project, which Nathan helped facilitate through a series of meetings to review critical components of the plan, including bicycle, pedestrian, and transit elements. Nathan helped shape the outreach efforts for the projects, including a Public Engagement Plan, project website and interactive map, advisory committee presentations, and community surveys. The community’s input was analyzed and integrated into the ultimate implementation plan for mobility improvements across the city.

Additional Project Experience

- City of Snoqualmie, PROST Plan Update, Snoqualmie, WA — Community Outreach Lead
- Santa Clara Valley Transportation Authority, Program Management Services for BART Silicon Valley Extension Phase II, San Jose, CA — External Affairs and Community Outreach
- Sound Transit, EVLE, Snohomish County, WA — Stakeholder Coordination
- Trinity Metro, East Lancaster TOD Plan, Fort Worth, TX — Deputy Project Manager
- Caltrain, Corridor Wide Grade Separation Strategy, Bay Area, CA — Project Planner
- Central Texas Council of Governments, Regionally Coordinated Transportation Plan 5-Year Update, Belton, TX — Project Planner
- City of Edmond, Long-Range Mobility Plan, Edmond, OK — Project Planner
- City of Leander, Transportation Master Plan, Leander, TX — Project Planner
- City of Cleburne, Master Thoroughfare Plan, Cleburne, TX — Deputy Project Manager





BEN FELSTEIN, AICP



Project Support

Professional Credentials

- M.S., City Planning and Real Estate Development, University of Glasgow
- B.A., Human Geography, University of British Columbia
- American Institute of Certified Planners (#35630)

Ben is a land use development and real estate advisory analyst with four years of experience working on a diverse group of projects in the U.S. and Canada. He specializes in helping public- and private-sector clients with development coordination and strategy, financial feasibility, market and highest/best use analysis, real estate advisory, and land use planning and permitting. Ben has experience working for real estate developers and consulting with various stakeholders, including residential and commercial developers, airports, public jurisdictions, tribal groups, and economic development agencies.

Featured Project

- **Washington State Department of Commerce, Middle Housing Model Ordinances for implementation of HB 1110, Statewide, WA**
— Project Planner

Kimley-Horn is currently preparing portions of the HB 1110 Model Ordinance and Guidance, including insights to ensure codes work well when implemented. We are assisting with the development of guidance to help communities permit middle housing, including cottage housing, small housing on small lots, and ADUs. We are also assisting with stakeholder meetings as well as graphics and comment responses for the draft document. Kimley-Horn will continue working with Commerce to look at additional topics associated with HB 1110 implementation, which typically involves other departments. Our team will provide guidance on topics such as mail service, garbage collection, utilities, fire code, stormwater, and others which could present challenges when implementing new small lot development requirements. Ben supported the development of the HB 1110 Model Ordinance and Guidance and is currently preparing additional draft guidance for municipal departments for public works, engineering, and infrastructure.

Additional Project Experience

- City of Santa Fe, Comprehensive Plan Real Estate Analysis, Santa Fe, TX
— Project Planner
- Private Client, Real Estate Analysis, Collegedale, TN — Project Planner
- Sound Transit, EVLE, Snohomish County, WA — Project Planner
- Whitecap Dakota First Nation, Whitecap Dakota Resort Residential Plan, Whitecap Dakota First Nation, SK, Canada — Project Planner*
- City of Citrus Heights, Sunrise Tomorrow Specific Plan Real Estate Analysis, Citrus Heights, CA — Project Planner*
- City of Johns Creek, Town Center Vision and Plan, Johns Creek, GA
— Project Planner*

**Project completed prior to joining Kimley-Horn*



3. Proposed Approach

Kimley-Horn has developed an approach for completing the scope of services outlined in the City's RFQ, including key tasks, who is responsible for completing them, and needed resources from the City and various stakeholders to ensure a successful project. **Our experience helping Commerce draft statewide guidance for implementing HB 1110 gives us unique insight into how to these requirements can be met while incorporating the vision of each community.** Housing in the city is primarily single-family in nature. HB 1110 provides the opportunity to broaden the range of housing types available for development to increase housing type choices across a range of income bands.

Planning for housing at different income levels is required as part of GMA and implementing HB 1110 can assist with meeting new Housing Element requirements the City is addressing as part of the Periodic Comprehensive Plan Update. Our team is currently assisting a number of local jurisdictions with both middle housing ordinance updates and comprehensive plan updates. **We know how these efforts interact with each other and are experienced in implementing effective changes to local zoning codes to drive housing opportunities.**

Task 1: Project Kick Off and Ongoing Coordination

Responsible Team Members:

- Nick Chen
- Clay White
- Benjamin Felstein

We propose using strong project management to deliver the project on time and on budget. Coordination is also very important for this project because there are many policy and code approaches to implementing new HB 1110 and HB 1337 requirements. **Communicating throughout the project will help develop policy and codes that align with the goals of the City.** We propose the following focus areas:

Setting the project foundation. Our team will have an initial kick-off meeting with the City followed by development of a short Project Charter to confirm the project's goals, schedule, expectations, and requirements. The Project Charter also identifies the project team with roles, communication protocols, and project risks and mitigation tactics. **This proactive process sets a firm foundation for project work and is especially crucial given the importance of this project to the community.**

Ongoing project coordination. We suggest setting up regular check-in meetings with appropriate team members. These meetings can be used to review the project schedule, discuss ongoing tasks, and set expectations for the weeks ahead. This scope anticipates monthly meetings with up to five additional team meetings as needed throughout the update process. **Focused and topic-specific meetings are effective ways to gather targeted feedback from additional City departments throughout the process.** Ben Felstein will support Nick Chen throughout the project by preparing for meetings, assisting with community engagement, and producing graphics and documents for the code development tasks.

Quality Control. Our team understands that everything we provide, from meeting minutes to the final code language changes, are deliverables that reflect our quality of work. **We take each deliverable through a quality review process which includes a team member who is knowledgeable of the project but not the originator of the document.** Clay will serve in this role to ensure to our team is producing quality work products so City staff can focus on content.

Deliverables

- Kick Off meeting
- Draft and Final Project Charter
- Proposed bi-weekly coordination meetings

Assumptions

- Kimley-Horn will prepare agendas and provide notes for each meeting
- The City will provide key information for the Project Charter and assist in setting project goals, understanding project risks, and identifying key team members
- Kimley-Horn will facilitate a round of review and editing for the Project Charter
- The City will review the Draft Project Charter and provide comments



Task 2: Public Participation Plan and Community Engagement

Responsible Team Members:

- Nick Chen
- Nate Chadwick

In coordination with the City, Kimley-Horn will develop and execute a short Public Participation Plan and facilitate engagement activities as new policy and code is developed. **We are committed to meaningful communication programs focused on meeting community members where they are.**

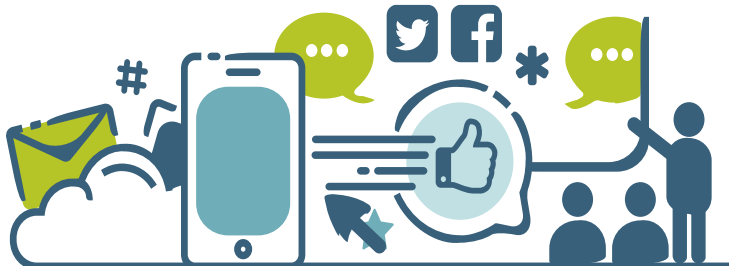
Plan: Our approach to public engagement planning includes a holistic view of public participation throughout the project. We will begin the project by:

- Coordinating with City staff to identify key stakeholders
- Determining appropriate tactics and tools
- Creating an outreach schedule with key community touchpoints identified

Execution: Our public engagement team specializes in building meaningful relationships with the community, businesses, and stakeholders. We not only listen, but also truly understand their concerns. The Public Participation Plan will be focused on early engagement and ways to receive feedback on the range of options for implementing new legislation. It will communicate what we are doing, why we are doing it, and the range of options to meet state law requirements while accounting for the community's vision.

The goal is to make sure community voices continue to be heard prior to and throughout the policy and code development process. This process also helps us follow the “no-surprises” rule for appointed and elected officials. The development of code and policy will also align with the requirements of the Fircrest Municipal Code for amendments to the Comprehensive Plan and development regulations. In addition to comment and response periods, the following are engagement tactics which could be used:

- **Community Meetings:** We plan to coordinate and could attend up to two community events and meetings to allow larger groups of people to hear and understand the project all at one time. With our boots-on-the-ground approach, we like to spend time in the communities we are trying to reach.
- **Social Media:** Using existing tools, we can create content for social media outlets with key messages.
- **Project Website:** We will prepare and assist the City team with content for the City website.
- **Optional Services:** Kimley-Horn believes additional outreach may be necessary to fully engage the community. Given the limited funding available through the City's grant, our outreach scope has been proposed to meet the City's needs while maintaining budget for the analysis and recommendations of the code update and Comprehensive Plan Policy recommendation. Additional meetings with stakeholders or the community are recommended but not included in this scope.



Engagement methods will focus on receiving feedback from community-based organizations and disadvantaged groups in the Fircrest community. We will coordinate closely with City staff to identify the methods that have best engaged the community in the past. Our outreach team also has a variety of recommendations available.

Deliverables:

- Public Participation Plan
- Community Engagement summary

Assumptions:

- The plan will include a mix of in-person and virtual engagement strategies. Given the budget for these

tasks, community engagement activities will be designed based on the role the City wants to take. As an example, the City may wish to use materials we prepare to expand engagement efforts.

- Kimley-Horn will facilitate one round of review and editing for the engagement plan.
- Meetings, hearings, and presentations for appointed and elected officials will be scoped separately.

Task 3: Review of Existing Documents

Responsible Team Members:

- Nick Chen
- Ben Felstein

Kimley-Horn will review the existing City regulations and other resources to identify necessary code and comprehensive plan amendments related specifically to middle housing, cottage housing, ADUs, and unit lot subdivisions.

We propose that in addition to a summary of findings report, we prepare an outline that further refines the range of code and policy options for the City to meet HB 1110 requirements. This could include options regarding where to apply new requirements and the range of code requirements to consider to ensure new housing aligns with the community's goals.

Providing a defined set of options will be useful to engaging the community and both appointed and elected officials early on. **A strong review of existing documents will enable us to create policies and codes that align with the overall community vision.**

Deliverables:

- Summary report of findings
- Bookends table and summary to outline various overall options for HB 1110 implementation

Assumptions:

- Kimley-Horn will facilitate two rounds of review and editing for each document
- City staff will assist in narrowing the scope and approach as we draft policies and regulations

Task 4: Draft and Final Housing and Land Use Elements Amendments

Responsible Team Members:

- Nick Chen
- Clay White

Our team will prepare and gather feedback on bookend options for policy development, conduct early community engagement activities, and draft new and revised policies. The draft policies will focus on HB 1110 but also align with new Housing Element requirements derived from HB 1220 and address new requirements for the legislation listed in the RFQ where applicable. **In addition to developing new and revised policies, we propose developing a policy table to explain why each of the new or revised policies are being proposed.** This can be helpful as public comments are accepted on the draft policies.

This can also be helpful as part of the policy review process with the Planning Commission and City Council. **Based on comments received on the draft policies from the public, we will prepare a final set of policies.** We will sync the policy development work so it aligns with the draft code being prepared.

Our team is aware the City is currently completing a full periodic update to their Comprehensive Plan. **Policy recommendations completed as part of this task will feed into and be consistent with the overall Comprehensive Plan.**

Deliverables:

- Draft housing and land use policy amendments
- Summary table defining the purpose of amendments
- Response to public comments on proposed policy changes
- Preparation of materials for meetings and hearings
- Preparation of final housing and land use policy amendments

Assumptions:

- Kimley-Horn will conduct two rounds of policy updates based on feedback from the City
- No major changes will be made to the policy approach from Task 3
- Kimley-Horn will respond to up to 15 unique comment letters



Task 5: Draft and Final Housing Regulations

Responsible Team Members:

- Nick Chen
- Benjamin Felstein

Our team will prepare and gather feedback on bookend options for code development, conduct community engagement activities, and develop draft new and revised regulations.

In our experience working on HB 1110 Guidance, we have noticed a number of changes to municipal code, beyond what is called out in HB 1110, are necessary to make implementation of new policy and code work well for small lot redevelopment. This can include how the code approaches density versus lot yield, building setbacks, heights, impervious maximums, tree codes, definitions, driveway and access standards, parking, and the approach to subdividing small lots (including unit lot subdivision regulations). The standards that may work well when a two-acre lot is used for townhomes may not work well when a tri-plex is proposed on an 8,000 square foot (SF) lot. Our approach would focus on providing a code that:

- Aligns with the City's goals
- Meets HB 1110 requirements
- Addresses code sections necessary for proper implementation

We will focus on creating accurate and easy-to-understand documents and graphics highlighting elements of the proposed code that may be difficult to understand. Visuals can also be a great tool for those using the code to meet requirements on City applications. Graphics will be prepared for a variety of purposes including:

- Site plans for a "typical" City lot to highlight why certain development standards need to be addressed. As an example, a site plan could help show why reduced rear setbacks may be needed to accommodate middle housing or the relationship between building height, setbacks, and access needed to make the code work. These could be used as part of engagement at both meetings and hearings.
- Design standards and use of pictures to help show the community what a typical middle housing project might look like. In terms of tables and charts, we will follow a format that is consistent with other elements of the code.

Deliverables:

- Draft code amendments
- Summary table defining purpose of amendments
- Response to public comment on proposed policy changes
- Final code amendments

Assumptions:

- Kimley-Horn will prepare materials for meetings and hearings
- Kimley-Horn will facilitate two rounds of code updates based on feedback from the City
- Kimley-Horn will respond to up to 15 unique comment letters
- No major changes will be made to the policy approach from Task 3

Task 6: Planning Commission and City Council Meetings

Responsible Team Members:

- Clay White
- Nick Chen

Kimley-Horn will prepare a presentation for Planning Commission and City Council meetings and hearings. We propose an early meeting with the Planning Commission and/or City Council (could be a joint workshop) to review the requirements of HB 1110. This task is an opportunity to discuss the range of options for implementing new requirements. This would also provide a strong foundation for preparation of code and policy. We suggest timing this meeting early to check-in with community engagement efforts.

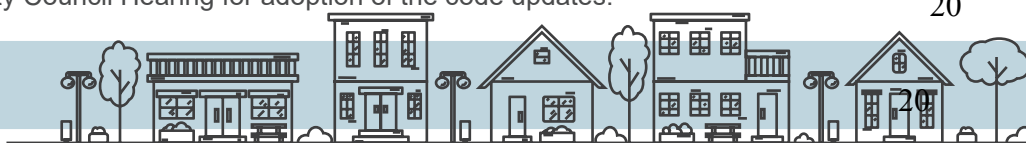
We will be available for public meetings and hearings on the draft policies and regulations. We will work with City staff to determine the best place for our team to get involved. In addition to the early engagement meetings described above, our team anticipates assisting with one Planning Commission and one City Council Hearing for adoption of the code updates.

Deliverables:

- Attendance (in person or virtual) at up to two Planning Commission and/or City Council meetings
- Memorandums for packets and PowerPoint presentations

Assumptions:

- The number of meetings may be increased in coordination with the City team. The budget for this task is based upon being present for meetings and materials being produced for each meeting/hearing.



Project Management

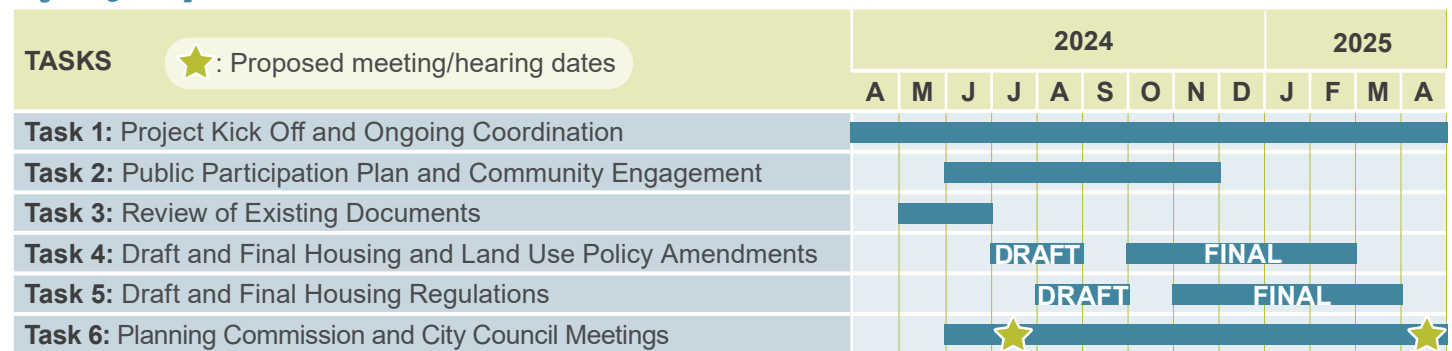
Kimley-Horn has developed a project management system with effective communication and reporting. Twice monthly, our management information system generates a project effort report showing actual effort expended and project expenses by task. This internal control, coupled with organized project management tracking of the status of work completed, allows us to easily provide user-friendly invoices to the City and make timely adjustments to stay within budget and maintain the project schedule.

As stated in Task 1, every deliverable will be checked by an independent reviewer. Our team will communicate clearly and frequently with City staff across multiple departments as necessary, and will be responsive in addressing any questions the City may have throughout the development of the Middle Housing Ordinance.

Timeline Expectations

Figure 3 shows a project schedule Kimley-Horn has developed to identify key milestones and timeline expectations for the project's six tasks.

Figure 3. Proposed Schedule



Cost Estimates

Figure 4 shows a proposed budget Kimley-Horn has developed with costs broken down per task.

Figure 4. Proposed Budget

TASKS	BUDGET
Task 1: Project Kick Off and Ongoing Coordination	\$8,300
Task 2: Public Participation Plan and Community Engagement	\$7,800
Task 3: Review of Existing Documents	\$5,000
Task 4: Draft and Final Housing and Land Use Policy Amendments	\$7,000
Task 5: Draft and Final Housing Regulations	\$14,400
Task 6: Planning Commission and City Council Meetings	\$6,500
Anticipated Expenses	\$1,000
Total	\$50,000



4. Relevant Project Experience and References

Below are similar projects our team has worked on involving comprehensive planning, GMA compliance, housing elements, public participation plans, extensive project management, and coordination with local officials.

Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110 Statewide, WA

Statewide, WA

Description: Kimley-Horn is currently preparing portions of the HB 1110 Model Ordinance and Guidance, including insights to ensure codes work well when implemented.

Responsibilities: We are assisting with the development of guidance to help communities permit middle housing, including cottage housing, small housing on small lots, and ADUs. We are also assisting with stakeholder meetings as well as graphics and comment responses for the draft document. Kimley-Horn will continue working with Commerce to look at additional topics associated with HB 1110 implementation, which typically involves other departments. Our team would provide guidance on topics such as mail service, garbage collection, utilities, fire code, stormwater, and others which could be challenging with new small lot development requirements.

Challenges: HB 1110 applies to 77 unique communities across the state, and HB 1337 applies to all cities and unincorporated urban growth areas (UGAs). It is challenging to develop a model ordinance and guidance which will work well given the way codes are constructed differently across the state, but our team worked with Commerce to build levels of flexibility into the guidance document.

Opportunities: The guidance is being developed for the end user. It will provide ideas that are broadly applicable. These are tools communities can use to adapt their codes and identify what works for them. The guidance will inspire cities to think about code changes needed, beyond those prescribed in state law, to make HB 1110 work well when implemented.

Client Contact: Dave Osaki, AICP, Commerce Specialist, Washington State Department of Commerce, 564.200.4460, dave.osaki@commerce.wa.gov | **Start and Completion Dates:** September 2023 — Fall 2024 (anticipated) |

Estimated/Final Costs: \$70,000/\$70,000 (anticipated)

City of Kenmore, Middle Housing Project

Kenmore, WA

Description: Prior to joining Kimley-Horn, Clay provided policy and code review for a Middle Housing and Small-Scale Commercial Development Memorandum, a Middle Housing Code Options Report, and maps and exhibits to accompany the report (Phase I). Kimley-Horn is now developing amendments to the City of Kenmore Comprehensive Plan Housing and Land Use Elements and developing new middle housing regulations (Phase II). Substantial outreach was conducted to ensure the community voice was heard during Phase I and provide a strong foundation for Phase II.

Responsibilities: Clay regularly coordinated with the City and prepared a presentation for City Council. Our team is working primarily with the Department of Planning and Community Development, but also coordinating with Public Works, the City's outreach staff, and several stakeholder organizations to identify the best policies for the community.

Challenges: Implementing new housing policy can result in major changes to neighborhoods and communities over time. The greatest challenge was identifying options for the City to meet new state law requirements while also aligning those options with the City's vision. The options were aimed at providing more diverse housing choices for people with different incomes, protecting critical areas, and maintaining and enhancing neighborhoods with sufficient infrastructure.

Opportunities: The project has provided a suite of policy and code options to consider during HB 1110 and 1337 implementation.

Client Contact: Debbie Bent, Community Development Director, City of Kenmore, 425.398.8900 ext. 6180, dbent@kenmorewa.gov | **Start and Completion Dates:** February 2024 — October 2024 (anticipated) |

Estimated/Final Costs: \$75,000/\$75,000 (anticipated)



City of Costa Mesa, Housing Element Update

Costa Mesa, CA

Description: Kimley-Horn partnered with the City of Costa Mesa to help facilitate the City's 2021-2029 Housing Element Update. As part of the General Plan, the update establishes a long-range plan, policies, and quantifiable objectives to meet Costa Mesa's current and future housing needs.

Responsibilities: Our team aligned with the City of Costa Mesa to ensure the update accommodates growth while also preserving established residential neighborhoods and the unique characteristics of the community and district. As the project manager, Nick:

- Assisted the City through the State Department of Housing and Community Development (HCD) 6th Cycle Update process.
- Performed technical analysis on buildable lands and candidate site identification.
- Created a robust Public Participation Plan, including virtual and in-person community workshops, stakeholder meetings, focus groups with underrepresented portions of the community, and workshops and hearings with the Planning Commission and City Council.
- Coordinated directly with multiple departments, including public works, code enforcement, housing, and the City's outreach and engagement teams.
- Provided outreach materials and workshop facilitation in English and Spanish to meet the needs of the community and ensure we could collect input from diverse segments of the community.

Challenges: The City of Costa Mesa struggled with how to implement the new housing element requirements mandated by the State Department of HCD. They had a complex zoning code with different focused area plans which needed to be updated to meet community needs and provide flexible opportunities for housing growth. Kimley-Horn completed a full analysis of their zoning code and provided policy recommendations for updates to allow development at the appropriate types and densities needed to promote development while maintaining local review and input.

Two very different socioeconomic groups within the community were split by SR 55 and creating policies that worked for these two groups was also a unique challenge.

Opportunities: Community members and public officials were fairly in favor of promoting housing development, allowing our team to propose bold and innovative strategies. City staff and public officials also favored extensive community outreach which allowed us to conduct neighborhood level workshops, giving us more input to use within the plan and helped garner community support for the plan.

Client Contact: Scott Drapkin, Assistant Planning Director, scott.drapkin@costamesaca.gov, 714.754.5278 |

Start and Completion Dates: October 2020 — November 2022 |



Estimated/Final Costs: \$150,000/ \$175,000 (City of Costa Mesa added scope for additional community engagement)



**Washington State Department of Commerce
Local Government Division
Growth Management Services
Middle Housing**

1. Contractor City of Fircrest 115 Ramsdell Street Fircrest, WA-98466		2. Contractor Doing Business As (optional)	
3. Contractor Representative (only if updated) Mark Newman Director 253-564-4129 mnewman@cityoffircrest.net		4. COMMERCE Representative (only if updated) Anne Aurelia Fritzel PO Box 42525 Housing Planning Manager 1011 Plum St SE 360-259-5216 Olympia, WA 98504-2525 Anne.Fritzel@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$50,000	6. Amendment Amount No change.	7. New Contract Amount \$50,000	
8. Amendment Funding Source Federal: State: X Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date June 30, 2025
11. Federal Funds (as applicable): N/A	Federal Agency: N/A	CFDA Number: N/A	
12. Amendment Purpose: To update both the due dates, and budget amount for all deliverables.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contractor Terms and Conditions including A” – Scope of Work, Attachment “B” – Budget.

FOR CONTRACTOR <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> DocuSigned by:  6C29F1A9686143C... </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Dawn Masko, City Manager City of Fircrest </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> 5/14/2024 10:15 PM PDT </div> <div style="border-bottom: 1px solid black;"> Date </div>	FOR COMMERCE <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> DocuSigned by:  80312B04865C458... </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Mark K. Barkley, Assistant Director Local Government Division </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> 5/15/2024 11:46 AM PDT </div> <div style="border-bottom: 1px solid black;"> Date </div> <div style="text-align: center; margin-top: 20px;"> APPROVED AS TO FORM ONLY </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Sandra Adix Assistant Attorney General </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> 3/20/2014 </div> <div style="border-bottom: 1px solid black;"> Date </div>
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Amendment

This Contract is **amended** as follows:

Attachment A Scope of Work is hereby revised with the below activities:

Attachment B Budget

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

Amendment A**Attachment A: Scope of Work****Grant Objectives:**

- Analyze existing design review process and development regulations and amend, if necessary, to be objective and administratively reviewed, consistent with HB 1110 and ESHB 1293.
- Develop new objective design review standards and development regulations for middle housing types in single-family zones, consistent with the requirements HB 1110 and be consistent with HB 1337.
- Analyze existing accessory dwelling unit development regulations and amend, if necessary, to fully implement HB 1337 and take advantage of efficiencies in doing work together with HB 1110.

Actions/Steps/ Deliverables	Description	Start Date	End Date
Action 1	Review HB 1110 requirements and existing middle housing work from Form Based Code and Cottage Code.	April 1, 2024	June 15, 2024
Step 1.1	Review Housing Gaps Analysis and Land Capacity Analysis compiled by BHC Consultants in 2021.	April 1, 2024	May 31, 2024
Step 1.2	Review and analyze Comprehensive Plan public engagement survey results on middle housing.	May 1, 2024	June 15, 2024
Step 2.2	Review Commerce Middle Housing Model Ordinance(s) and other resources.	June 1, 2024	June 15, 2024
Deliverable 1	HB 1110 Implementation Plan		June 15, 2024
Action 2	Prepare Draft Middle Housing Development Regulation Amendments.	June 16, 2024	October 31, 2024
Step 2.1	Review and evaluate existing development regulations for needed middle housing related amendments.	June 16, 2024	October 31, 2024
Step 2.2	Draft Middle Housing development regulation amendments with assistance from SSHA ^{3P} .	June 16, 2024	October 31, 2024
Step 2.3	Planning Commission work sessions on drafting of development regulation amendments.	June 16, 2024	October 31, 2024
Deliverable 2	Draft Middle Housing Ordinance		October 31, 2024
Action 3	Adopt Middle Housing Development Regulation Amendments	November 1, 2024	June 15, 2025
Step 3.1	Transmit Draft Middle Housing Ordinance to the State for state agency review	November 1, 2024	January 31, 2025

Amendment A

Step 3.2	Planning Commission Public Hearing	February 1, 2025	March 31, 2025
Step 3.3	City Council consideration of Planning Commission recommendation	April 1, 2025	June 15, 2025
Step 3.4	City Council adoption of Middle Housing development regulations	May 1, 2025	June 15, 2025
Deliverable 3	Adopted Middle Housing Ordinance		June 15, 2025

Attachment B: Budget

Deliverables	Fiscal Year (FY)	Commerce Funds
Deliverable 1. HB 1110 Implementation Plan (Design)	FY1 – June 15, 2024	\$25,000
Deliverable 2. Draft Middle Housing Ordinance (Build)	FY2 – October 31, 2024	\$12,500
Deliverable 3. Adopted Middle Housing Ordinance (Implement)	FY2 – June 15, 2025	\$12,500
Contract Total:		\$50,000

City of Fircrest

Middle Housing Code Project

Draft: April 18, 2024

Background

In 2022, the Washington State Legislature passed [House Bill \(HB\) 1220](#), amending the Growth Management Act (GMA) housing element requirements in RCW 36.70A.070(2). Instead of solely providing enough capacity to support the population target, jurisdictions are now required to include comprehensive plan policies focused on “...development of housing, including single-family residences, and... duplexes, triplexes, and townhomes.” These housing types are often referred to as “Middle Housing.” Land capacity to accommodate growth must account for a variety of housing types for people making different incomes, influencing housing targets allocated to the City.

In 2023, the Washington State Legislature passed [HB1110](#) and [HB1337](#), housing bills requiring Washington jurisdictions to permit new housing types in residential areas that were formerly primarily single-family. These bills require the City of Fircrest to permit redevelopment of lots within residential areas for middle housing. Implementing new requirements under HB 1110 will directly assist in meeting these new GMA Housing Element requirements.

This Project is anticipated to be complete in the beginning of 2025, before the deadline to complete the 2025 Comprehensive Plan Periodic Update. Our team will work diligently towards meeting this deadline understanding that elements of the Comprehensive Plan update process may have an impact on the schedule for the implementation of HB 1110.

Project Approach and Outcomes

The Project team is focused on creating a Middle Housing Code that will implement the goals required in HB1110 while maintaining alignment with the goals of the City of Fircrest. This can be difficult as the goals and overall vision for the future of Fircrest are likely to be different when talking with different residents and other stakeholders. Our team will help the City navigate that discussion and the resulting code and policy recommendations through early and proactive community outreach, including using tools and methods to determine priorities amongst different concepts and goals that the community determines are important.

The City will have local choices to make on how the implementation of HB1110 requirements will occur. Our team will describe those choices and work through the different options with the City through a lens of local context in Fircrest. Additionally, it will be important to ensure that alignment with City goals stays current with the ongoing Comprehensive Plan Update process and align with the concerns of the public. The scope of work clearly identifies the tasks and deliverables needed to complete this project. The first step is to review existing code and policies and identify necessary code and comprehensive plan policy amendments related specifically to the implementation of HB 1110. From there, we can develop new and revised regulations.

Project Deliverables

Tasks	Deliverables
Task 1 – Project Kick Off and Ongoing Coordination	<ul style="list-style-type: none"> • Kick Off Meeting • Draft and Final Project Charter • Proposed bi-weekly coordination meetings
Task 2 – Public Participation Plan and Community Engagement	<ul style="list-style-type: none"> • Public Participation Plan • Community Engagement Survey
Task 3 – Review of Existing Documents	<ul style="list-style-type: none"> • Summary report of findings • Bookends table and summary to outline various overall options for HB 1110 implementation
Task 4 – Draft and Final Housing and Land Use Elements Amendments	<ul style="list-style-type: none"> • Draft housing and land use policy amendments • Summary table defining the purpose of amendments • Response to public comments on proposed policy changes • Preparation of materials for meetings and hearings • Preparation of final housing and land use policy amendments
Task 5 – Draft and Final Housing Regulations	<ul style="list-style-type: none"> • Draft code amendments • Summary table defining purpose of amendments • Response to public comment on proposed policy changes • Final code amendments
Task 6 – Planning Commission and City Council Meetings	<ul style="list-style-type: none"> • Attendance (in person or virtual) at up to two Planning Commission and/or City Council meetings • Memorandums for packets and PowerPoint presentations

Drafts for project deliverables will be produced so the City can provide comments and feedback before public drafts are produced. City feedback from different departments should be consolidated into one set whenever possible.

Project Organization

Successful projects are built on strong communication and organization. Following the project kickoff meeting, the following strategies were developed by the Consultant team and City staff to build effective project organization and management:

Regular Project Team Check-Ins

We recommend bi-weekly check-in meetings between City staff and the Consultant team. Nick Chen and Ben Felstein from the Consultant team and Mark Newman from the City are expected to attend the bi-weekly check-in meetings.

Consultant/City Communication

The project manager and primary contact for the consultant team is Nick Chen. Mark Newman is the project manager and primary contact for the City of Fircrest. Given the small nature of the team, emails should generally include all members of the team, including Mark Newman, Nick Chen, Ben Felstein, and any other designees that Mark Newman identifies. If changes occur in staffing, each team will notify the other of new individuals to include during communications.

Roles and Responsibilities

This project charter clearly identifies the roles and responsibilities of all members of the project team, including the consultant and City staff. As Project Manager for the consultant team, Nick Chen will be responsible for ensuring that tasks, deliverables, and timelines are met and work quality meets client expectations and the tasks as outlined in the scope of work. As Project Manager for the City, Mark Newman will ensure necessary data and task direction are provided, coordination occurs to set meetings and hearings, and that review of draft and final documents prepared by the project team occurs in a timely manner consistent with the project schedule. Project Managers for both teams are the first to be contacted if there are any issues to discuss.

The following tables outline key project personnel and contact information.

City Staff

Name	Title	Contact Information
Mark Newman (Project Manager)	Community Development Director	mnewman@cityoffircrest.net

Consultant Team

Name	Title	Contact Information
Nick Chen (Project Manager)	Project Manager	714-588-0033 Nick.chen@kimley-horn.com
Clay White	Principal in Charge	206-705-8486 Clay.white@kimley-horn.com
Ben Felstein	Planner	206-207-7950 Ben.felstein@kimley-horn.com

Project Schedule

The City of Fircrest received a grant to complete this project. The schedule is designed to meet grant requirements and move the project forward in advance of the Periodic Comprehensive Plan update. Any adjustments to the schedule will be jointly agreed upon by the project managers for this project. This schedule reflects an extension to the draft deliverable due to Commerce as a requirement of the grant, as discussed with City staff.

	2024									2025			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Project Initiation													
Project Kickoff Meeting													
Project Charter													
Ongoing Meetings													
Community Outreach													
Draft Public Participation Plan													
Community Outreach Event #1													
Community Outreach Event #2													
Project Website Set Up/Engagement													
Review of Existing Documents													
Summary Report of Findings													
Summary of HB 1110 Implementation Options													
Housing and Land Use Policy Amendments													
Draft Housing and Land Use Policy Amendments for Review													
Response to Public Comments													
Final Housing and Land Use Policy Amendments													
Code Amendments													
Draft Code Amendments for Review													
Response to Public Comments													
Final Code Amendments													
Public Hearings													
Planning Commission Meeting													
City Council Hearing													

Project Coordination/Decision Making Process

Our project team will coordinate each deliverable with City staff and it is expected that some individual coordination will need to occur outside of our regular check-in meetings. This includes coordination between departments and between City and consultant teams relating to specific topics. All draft deliverables must be reviewed and approved by the project manager or the designee assigned by the project manager before being finalized and provided to the City.

Expectations and Keys to Success

Based on the vision set between the Consultant team and City staff during the kickoff meeting, as well as best practices from previous projects, the following have been identified as project expectations and keys to success:

- Consistent communication between Consultant and City staff.
- Build trust between City staff/Consultant team and the public in the engagement process.
- Foster meetings that promote open dialogue and sharing of ideas.
- Provide clear, concise, and consistent project messaging.
- Provide documents and analyses that are easy to understand for all audiences and provide options for decision-makers.
- Consultant team to stay up-to-date on the 2025 Comprehensive Plan Periodic Update.
- Consultant team to stay up-to-date on updates to the implementation of HB110 and HB1337.

Project Risks and Mitigation

Project Schedule

The project schedule is critical to ensure City of Fircrest grant requirements are met. In addition, completing this project on time will allow the City to move forward with its Comprehensive Plan update. To mitigate the risk of the project not meeting the project schedule, we have set up regular check-in meetings. These will be utilized to review project tasks and schedule. As part of the schedule, we have discussed engagement methods to engage the community as well as appointed and elected officials early in the process to keep all parties up to date on progress and engaged when feedback is needed.

Communicating Regulation Changes: Strategy - Early and Often

One of the most complex tasks for this project is communicating how proposed updates to policies and codes may impact redevelopment in zones primarily dedicated to single-family detached housing in Fircrest. Depending on the code changes adopted, it is likely that, over time, redevelopment will occur on lots currently dedicated to low-density residential uses. This will impact residents and property owners and it is important that we listen and clearly communicate why code changes are being proposed and how we are addressing issues of concern. We will work to provide opportunities outside of public meetings and hearings to listen to the community and break down the complex policy and code so the community can fully engage.

We will work with the City of Fircrest to develop materials early on regarding what this project is and what it isn't. In our experience, this helps to keep the conversation focused on what is important and keeps the community more meaningfully engaged throughout the process. We have the ability to build on educational efforts already started by the City through engagement with the Planning Commission and City Council. We will complete an early gap analysis to highlight code changes that may be required and where the City has already addressed HB 1110 requirements. This will narrow the scope, assist with communication, and help highlight how much work has already been done.



TO: Mark Newman, Community Development Director
City of Fircrest

FROM: Nick Chen, AICP

DATE: May 29, 2024

RE: June 17, 2024 Fircrest City Council Study Session– Middle Housing Policy and Code update project briefing

Kimley-Horn looks forward to the opportunity to brief the Fircrest City Council and general public on June 17 on the Middle Housing Policy and Code update project. The briefing will focus on providing a:

- Short project overview and review of the project schedule
- Requirements of HB 1110 and relationship to HB 1337 (ADUs)
- Opportunity for discussion of project policy approach and public engagement
- Overview of project next steps

Background

The Washington Legislature passed Engrossed 2nd Substitute [House Bill 1110](#) (“E2SHB 1110”, commonly referred to as “HB 1110”) in 2023. HB 1110 requires 77 cities across the State of Washington to adopt development regulations allowing for middle housing on all lots zoned predominantly for residential use. In Fircrest, these are the Residential-4 (R-4) and Residential-6 (R-6) zones which make up the majority (61%) of the residentially designated areas within the City.

The City of Fircrest is required to adopt new zoning and development regulations in compliance with these new requirements by June 30, 2025. If no action is taken, the legislation will become effective and the City will be required to adopt the Department of Commerce’s final model ordinance for Tier 3 Cities (Population under 25,000).

Overview of Bill requirements

House Bill 1110 has different requirements for cities based on population. In 2023, the City of

Requirements for population over 25,000

Middle Housing Types:
At least four of nine middle housing building types must be allowed

Base Unit Per Lot Density:
2 units per lot

Additional Unit Per Lot Density:
None required

Fircrest population estimate was 7,235 (WA OFM). This places Fircrest as a Tier 3 City meaning the City must meet the requirements listed in the box above.

Community Engagement

The consultant team has assembled a high-level project charter, project schedule, and Public Participation Plan. The project team's approach to community engagement will be to provide the space for residents and stakeholders to share their hopes, visions, and concerns while learning from housing policy expert about state requirements and the subsequent process to modify housing policy and codes. The project team is currently planning multiple in-person and virtual options for engagement, beginning with this joint study session, which will provide opportunities for community members to learn about the process and provide feedback to help guide the final recommended code amendments for consideration by both Planning Commission and City Council.

Information on the project, including opportunities for community engagement, presentations, and frequently asked questions (FAQS), will be uploaded to the City's project website (<https://www.cityoffircrest.net/middle-housing/>).

Project Schedule

We have developed a project schedule that will guide our efforts. The primary goal is to provide ample opportunity for public participation. The schedule will align with the development of both policy and code with the ongoing comprehensive plan update which will conclude in December 2024. The City has six months after the December 31, 2024 Comprehensive Plan deadline to adopt revisions to the City code that comply with HB 1110. Milestones for this project are also aligned with the grant timelines Fircrest has established with the Department of Commerce.

Project Next Steps

To meet Department of Commerce grant requirements, we will be preparing a summary of actions to be undertaken and potential policy updates under consideration. This will be completed in June. This does not bind the City of Fircrest to any policy or code outcome but will frame up the range of issues the City will consider as part of this process. As the summer progresses, we will be preparing draft policies and implementing regulations which will be considered by the Planning Commission and City Council through public meetings as hearings.

As part of the June 17 project briefing, we will be introducing the project schedule and objectives, providing an overview of HB 1110 requirements to complement the information

provided by City Staff previously. We will foster a broad discussion on the City's overall approach to some of the decisions that will need to be made to draft code updates which both meet the needs of the Fircrest community and the requirements of State law. Feedback provided by the City Council will not bind the City to any particular outcome. It will provide the project team some direction as we prepare draft policies and code for your consideration.

Study Session Discussion

The two determined goals for this study session are:

- To provide the City Council with information on the project background, status, and next steps.
- To receive input on general direction, including factors which may be important to the community and to decision-makers.

In order to gain information on the second goal, the project team will facilitate a discussion centered around:

- Which product types the City would consider for the R-4 and R-6 areas. Some of the required product types, including duplexes and multiple family dwellings up to four units, are currently permitted in the R-8 zone.
- How important is it that we discuss ways to keep existing residences?
- What concerns do you have regarding HB 1110 implementation?
- What information can the project team provide subsequent to this meeting to help you to answer questions or make informed decisions?

Attachments

Attachment A – Frequently Asked Questions (FAQs)

Attachment A – Frequently Asked Questions.

This is a list of questions that you may receive regarding the project. We will update this list based upon questions we receive from the community.

I hear the term Middle Housing utilized a lot. How is Middle Housing defined?

The Growth Management Act defines it as follows: “Middle housing” means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

When is the City of Fircrest required to implement these new requirements?

The City must adopt new regulations by June 30, 2025. The current project schedule would have new code provisions considered for adoption in the April/May 2025 timeframe, consistent with the scope of work timeline provided to the Department of Commerce.

What happens if the City of Fircrest does not adopt new regulations consistent with House Bill 1110?

If the City does not adopt regulations consistent with House Bill 1110 requirements by June 30, 2025, the requirements automatically apply through implementation of a model ordinance provided by the State.

Will new development be permitted, even if it does not comply with adopted city adopted development standards, such as building setbacks or height limitations?

No. While the City may not impose greater regulations on new middle housing development than that which is applied to existing single-family homes, new development is not exempted from meeting city standards. New development will not be permitted that does not meet adopted codes and requirements. In some instances, the City may need to modify existing development standards to meet minimum requirements of state law.

I have heard that these new regulations will not apply in neighborhoods that had Codes, Covenants, and Restrictions (CCRs) in place prior to this legislation that restrict this type of housing.

This is correct. Homeowners' association governing documents created before July 23, 2023 can restrict housing permitting under this project. However, note that cities do not have a role in regulating or enforcing private covenants. The City will work with applicants, however, to inform them on the importance of checking for any restrictions prior to submitting applications.

[DRAFT] PUBLIC PARTICIPATION PLAN

FOR

CITY OF FIRCREST MIDDLE HOUSING CODE PROJECT

City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

Prepared by:
Kimley-Horn and Associates, Inc.
1201 Third Avenue
Suite 2800
Seattle, Washington 98101
(206) 607-2600



1. Overview

1.1 Overview

In 2022, the Washington State Legislature passed [House Bill \(HB\) 1220](#), amending the Growth Management Act (GMA) housing element requirements in RCW 36.70A.070(2). Instead of solely providing enough capacity to support the population target, jurisdictions are now required to include comprehensive plan policies focused on “...development of housing, including single-family residences, and... duplexes, triplexes, and townhomes.” These housing types are often referred to as “Middle Housing.” Land capacity to accommodate growth must account for a variety of housing types for people making different incomes, influencing housing targets allocated to the City.

The **Project Charter** for the Fircrest Middle Housing Code Update project provides additional information on the project background and purpose.

1.2 Purpose of Plan

Participation and input from jurisdictions, community stakeholders, and the public bolsters the success of implementing the goals of HB1110 in compliance with the goals of the City of Fircrest. The City of Fircrest Middle Housing Code Public Participation Plan includes a diversity of engagement methods, aimed at offering several avenues for feedback with limited barriers, with methods including:

- A total of two (2) Planning Commission, City Council, or combined meetings
- Two (2) Public Outreach Events tabling and handing out outreach materials to the public (July, September 2024).
- One (1) Public Surveys – Accessible on the City’s website

	2024						2025					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Project Kickoff Meeting												
Ongoing Meetings												
Draft Public Participation Plan												
Community Outreach Event #1												
Project Website Set Up/Engagement												
Planning Commission/Council Study Session #1												
Community Survey												
Summary Report of Findings												

Summary of HB 1110 Implementation Options												
Draft Housing and Land Use Policy Amendments for Review												
Response to Public Comments												
Final Housing and Land Use Policy Amendments												
Draft Code Amendments for Review												
Community Outreach Event #2 (Fall Open House)												
Planning Commission/Council Study Sess. #2												
Response to Public Comments												
Final Code Amendments												
Planning Commission Meeting												
City Council Hearing												

2 Planning Commission and City Council Meetings

2.1 Planning Commission and City Council Study Session 1

Kimley-Horn will assist in facilitating a joint Planning Commission/City Council study session on June 17th 2024. The meeting will be public, unless an exception is brought forth by City Council. For this study session Kimley-Horn will prepare:

- A PowerPoint presentation on the background of HB1110 and discuss Planning Commission and City Councilmembers vision and goals of the Middle Housing Code Project
- Maps identifying areas where HB1110 will apply in the City of Fircrest as well as information outlining critical areas and ¼ mile and ½ mile distances to major transit stops.

It is expected that City Staff will attend the study session, however Kimley-Horn will lead the presentation and preparation of presentation materials. The purpose of the meeting is to discuss with the City Planning Commission and City Council the vision and goals of the Project, and to update City stakeholders on the progress and initial findings of the analysis.

2.2 Planning Commission and City Council Study Session 2

Kimley-Horn will attend a second joint study session with the City of Fircrest Planning Commission and City Council at a tentative date in October 2024. The purpose of the second study session is to share the findings of information gathered from stakeholder feedback with the Planning Commission and City Council on the Draft Code Amendments, and to update the Planning Commission and City Council on the processes of analysis used to determine the draft findings.

For this study session Kimley-Horn will prepare:

- A PowerPoint presentation describing draft code amendment recommendations, as well as the findings from the Community Survey, Public Outreach and Project analysis.
- Graphic boards or maps outlining changes to City land use.

Kimley-Horn will lead the presentation and preparation of materials for the second study session, with input of City Staff. Feedback from the study sessions with the City of Fircrest Planning Commission and/or City Council are valuable to the Project, providing important stakeholder feedback on the alignment of City goals and the Project code material.

3 Public Outreach

3.1 Summer Outreach Event Tabling

As part of the public engagement process Kimley-Horn intends to table for public outreach at one summer event hosted by the City of Fircrest. The Consultant team, based on conversations with City Staff on City events, has chosen the popular “Fircrest Fun Days,” however alternate events may be considered based on Staff feedback. The point of in-person tabling at public events is not only to receive feedback on Project materials, but to provide information to the public on the purpose, vision and goals of the Project, answer questions the public may have about the Project as well as spread overall awareness of the Project. As a popular summer event, this outreach event presents an opportunity to reach a group of the population that may otherwise not be aware of the Project and get their involvement in feedback. For Fircrest Fun Days, or an alternative City of Fircrest Parks and Recreation event, the Consultant team will prepare:

- Educational material including project boards and brochures on the purpose, vision and goals of the Middle Housing Code Project.
- A QR-code that will lead to the Public Survey website.
- Select Project FAQs.

Kimley-Horn will partner with City staff for Fircrest Fun Days outreach, or alternative City of Fircrest Parks and Recreation event, allowing for a greater efficiency of City staff resources.

3.2 Fall Public Open House Event

As a follow-up to the summer outreach tabling, the Kimley-Horn intends to host a public open house in October, following the completion of the Draft Housing and Land Use Policy Code Amendments. The idea of the Open House is to allow community members an opportunity to share their feedback on the Project in a more formal and concentrated setting than the summer outreach tabling. The timing of this outreach event, after the completion of the draft code amendments, allow the public the opportunity to comment on completed draft materials. For the Fall Public Open House, the Consultant team will prepare:

- PowerPoint presentation explaining the proposed draft changes in the City's Zoning Code related to HB1110 implementation.
- Boards explaining the Draft Housing and Land Use Policy Amendments, Summary of HB1110 Implementation and maps of feasible developable land in the Community.

Kimley-Horn will lead the presentation and preparation of materials for the Open House, with input of City Staff. City Staff will assist the Consultant team in the advertisement of the Open House, stakeholder invites, and finding a suitable location.

4 Survey Materials

Following the Project kickoff, the Consultant team will work with City Staff during the months of May and June to coordinate a public survey tool for digital alternative feedback. Utilizing the City's website, the Consultant team will develop a virtual survey allowing community members flexibility in how and when they provide feedback on the project. The survey materials be posted in June prior to the summer public outreach events. Survey materials will be developed in conjunction with City staff and will be distributed through QR-codes during outreach events, and on the City of Fircrest's website.

Other project website materials will include a list of frequently asked questions (FAQs), digitized educational material as well as uploaded draft materials for public review. All website materials will exist on the City of Fircrest's website, managed by City Staff with materials provided by Kimley-Horn, unless otherwise stated.

CITY OF FIRCREST

City Council Briefing

MIDDLE HOUSING POLICY AND CODE UPDATE PROJECT (HB 1110)

JUNE 17, 2024



Briefing Overview

- Project team introductions
- Legislation overview
- Project overview and schedule
- Community engagement approach
- Questions and early feedback from City Council
- Next Steps



2

City of Fircrest Middle Housing Ordinance Update (HB 1110)



Workshop Goals

- To provide the City Council with information on the project background, status, and next steps.
- To receive input on general direction, including factors which may be important to the community and to decision-makers.



Introductions



Nick Chen, AICP
Project Manager



Clay White
Policy Lead/
Principal-in-Charge



Legislation Overview

A stylized illustration of a mountain range with a prominent white peak and blue-green slopes. In the foreground, there are several green coniferous trees. The entire scene is rendered in a simple, graphic style with flat colors and black outlines.

House Bill 1110 (Middle Housing)

- Passed by legislature in 2023
- Requires the City of Fircrest to adopt housing policies and implementing regulations to allow more middle housing in residential zones.
- Must be completed by June 30, 2025, or model code will apply.
- Requirements modified by city population.

CERTIFICATION OF ENROLLMENT

ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1110

Chapter 332, Laws of 2023

68th Legislature
2023 Regular Session

GROWTH MANAGEMENT ACT—MINIMUM DEVELOPMENT DENSITIES IN RESIDENTIAL ZONES

EFFECTIVE DATE: July 23, 2023

Passed by the House April 18, 2023
Yeas 79 Nays 18

LAURIE JINKINS
Speaker of the House of
Representatives

Passed by the Senate April 11, 2023
Yeas 35 Nays 14

DENNY HECK
President of the Senate
Approved May 8, 2023 1:11 PM

JAY INSLEY
Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1110 as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN
Chief Clerk

FILED
May 10, 2023

Secretary of State
State of Washington



House Bill 1337 (ADUs)

- Passed by legislature in 2023.
- Must allow two ADUs per residential lot.
- May not require owner occupancy or prohibit sale as independent units.
- May not charge more than 50% of impact fees for principal unit.
- Must set consistent parking requirements based on distance from transit and lot size.
- Must be completed by June 30, 2025, or model code will apply.



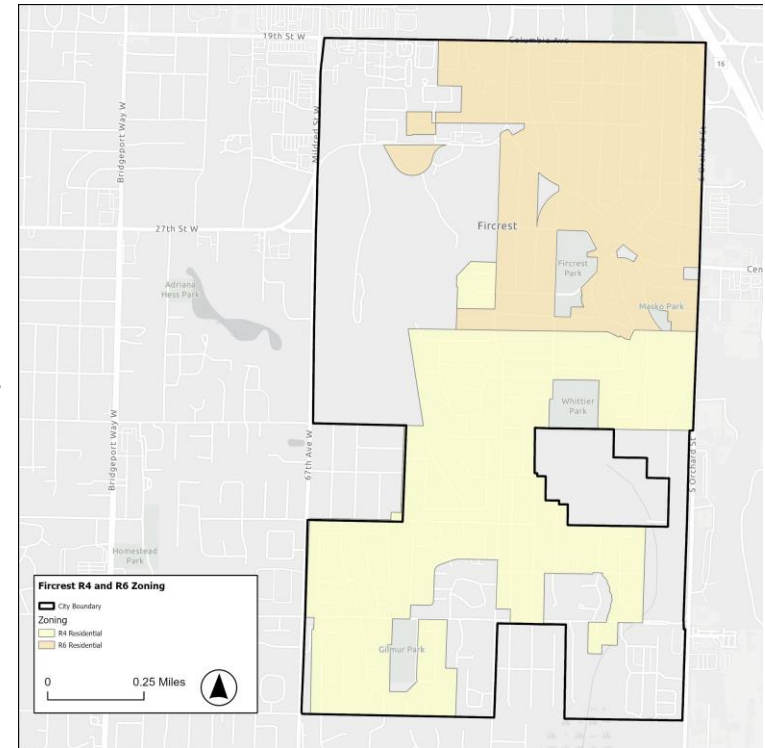
Relationship Between Housing Bills

- Discussions across the region on how middle housing (HB 1110) and ADU (HB 1337) requirements interact with each other
- If the density requirements per HB 1110 have been met, a city would **not be required** to allow the ADUs.
- For example, if a lot has two units on it, like a duplex, the city would not be required to allow an ADU, **as the density requirement would be satisfied.**



High Level Applicability

- Applies to R-4 and R-6 zones (61% of residentially designated areas within the City).
- Must allow four of nine housing types.
- Standards cannot be more restrictive than for single-family housing.
- Design review must be administrative.
- Limits parking requirements.



Bill Requirements Overview

- 2023 City of Fircrest population estimate – 7,235. (WA OFM)
- Allowing four of the nine housing types does not mean they will be permitted.
- “Units per lot” standard changes how density is calculated.

Requirements	Tier 3 – under 25,000 population
Middle Housing Types	At least four of nine middle housing building types must be allowed, subject to review by the city’s attorney
Base Unit Density	2 units per lot
Increased Unit Density	No additional density increase



Implementation Options

HB 1110 provides cities with three paths to compliance, summarized below.

Standard requirements	Alternative to density requirements	Alternative local action option
<ul style="list-style-type: none">• At least four of nine middle housing building types must be allowed in all residential zones.• 2 units per lot.• No additional density increase.	<p>Same as standard requirements except:</p> <ul style="list-style-type: none">• Applied to 75% of residential zones.• Statute provides specifics regarding what must be included in the 25% area.	<p>City can implement actions which are substantially similar to the Standard requirements.</p> <ul style="list-style-type: none">• Side boards set in statute.• Must be approved by the Department of Commerce.



Nine Defined Housing Types



Duplex



Triplex



Fourplex



Cottages



Townhouses

Additional Potential Housing Types:

- Fiveplexes
- Sixplexes
- Stacked Flats
- Courtyard Apartments



Project Schedule



Project Schedule

	2024									2025			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Project Initiation													
Community Outreach													
Review of Existing Documents													
Housing Policy Amendment													
Code Amendment													
Public Hearings													



Community Engagement

A stylized illustration of a mountain range with a snow-capped peak and a forest of green trees in the foreground. The illustration is positioned behind the title text.

Community Engagement Goals

- Inform residents and stakeholders about the state requirements and the subsequent processes.
- Provide opportunities to listen and inform outside of a public meetings and hearings.
- Listen to residents and special interest groups.
- **First events:** Fircrest Fun Days and a Middle Housing Open House (Tent)



Project Website

MEETINGS AND AGENDAS

City Council

June 17, 2024 Study Session – Middle Housing Presentation by Kimley-Horn & Associates

March 26, 2024 Regular Meeting – Resolution: Middle Housing Consultant Agreement (Item 13.A)

February 20, 2024 Study Session – 2023 Housing Legislative Updates (Item 6)

January 9, 2024 Regular Meeting – Resolution: Approval of Department of Commerce Missing Middle Housing Grant Agreement (Item 13.C)

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



Multifamily housing

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



STAY INVOLVED

[Click Here to Subscribe to Middle Housing Updates](#)

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Select Language ▼

Powered by [Google Translate](#)

www.cityoffircrest.net/middle-housing/



Early Feedback: Community Character

- With over 30 chain saw sculptures, six beautiful parks, an urban forest of fir trees, and friendly, active neighborhoods, the City of Fircrest has earned its title as “The Jewel of Pierce County.”
- Through the years, Fircrest continues to preserve its sense of community.
- Today, Fircrest has lived up to the dream of a residential park. The City has a reputation of quality living, great recreational facilities, and setting the standard for community-oriented policing.



Initial Questions



Initial Discussion Questions

- What are project opportunities or issues the project team needs to consider?
- What is most important to you as our team works through the required code amendments?
- Any additional feedback on the information presented today?



Next Steps



Next Steps

- Community engagement this summer
- Prepare draft housing policies to align with project
- Develop code framework

