



**CITY OF FIRCREST  
PLANNING COMMISSION  
MEETING AGENDA**

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

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

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**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Planning Commissioners Present: Chair Schultz, Commissioner McVay, Vice Chair Ferguson, Commissioner Schonger, Commissioner Lane.

City Staff Present: Community Development Director Newman, Assistant Planner Kolostyak

**4. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the May 7<sup>th</sup>, 2024, Regular Planning Commission Meeting.

**Motion: Commissioner Lane    Vote: Unanimous  
Second: Vice Chair Ferguson    Abstaining: None**

No comments or questions related to the agenda.

**5. APPROVAL OF THE MINUTES**

A. Motion to approve the minutes from the March 5<sup>th</sup>, 2024, Regular Planning Commission Meeting.

**Motion: Vice Chair Ferguson    Vote: Unanimous  
Second: Commissioner McVay    Abstaining: None**

B. Motion to approve the minutes from the April 2<sup>nd</sup>, 2024, Regular Planning Commission Meeting.

**Motion: Vice Chair Ferguson    Vote: Unanimous  
Second: Commissioner McVay    Abstaining: None**

C. Motion to approve the minutes from the May 7<sup>th</sup>, 2024, Regular Planning Commission Meeting.

**Motion: Vice Chair Ferguson    Vote: Unanimous**

**Second: Commissioner Lane Abstaining: None**

D. Motion to approve the minutes from the June 4<sup>th</sup>, 2024, Regular Planning Commission Meeting.

**Motion: Vice Chair Ferguson Vote: Unanimous**  
**Second: Commissioner Lane Abstaining: None**

E. No action items or business was voted on during the July 8<sup>th</sup>, 2024 Planning Commission Meeting due to lack of quorum. Therefore, Planning Commission considered a motion to suspend requiring minutes from the July 8<sup>th</sup>, 2024 Special Planning Commission Meeting.

**Motion: Commissioner McVay Vote: Unanimous**  
**Second: Chair Schultz Abstaining: None**

## **6. CITIZEN COMMENTS (FOR ITEMS NOT ON THE AGENDA)**

A. None

## **7. PUBLIC HEARING**

A. None

## **8. UNFINISHED BUSINESS**

A. None

## **9. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES/STAFF UPDATES**

### **A. Brief Introduction of New Planning Commissioner Schonger**

Commissioner Schonger introduced himself to the Planning Commission. Commissioner Schonger moved to the U.S from Germany in 2000 and has been a resident of Fircrest since 2008. He has been an active member in the community, having served on the steering committee for the Fircrest pool. He is a trained pipe organ builder and has recently obtained his real estate license.

### **B. Discussion about the July Middle Housing Open House**

Commissioner Lane commented that July's public Middle Housing Open House did not go from 6-9 pm as advertised and questioned why it was cut short without being announced as there were other members of the public still wishing to attend. Director Newman responded that by 7:30 pm there were no members of the public left present, so staff and consultants decided to end the meeting early. Director Newman acknowledged that the early ending should have been posted. Director Newman acknowledged the other challenges of the Middle Housing Open House and assured Planning Commission that future public meetings and open houses will have better coordination and design. Commissioner McVay commented that meetings with the public need to be better planned and coordinated.

### **C. Update on the Upcoming Middle Housing Survey**

Director Newman updated Planning Commission on the status and goals of the public middle housing survey. Director Newman confirmed that a physical survey will be mailed to residents and available online in addition to being advertised on the reader board and city website.

### **D. Discussion about Public Notification and City Communication with Residents**

Commissioner McVay commented that city communication with residents about events and emergencies needs to be significantly improved, especially for those residents who are not connected

to the internet. Chair Schultz followed up that city communication needs to be improved particularly when setting ground rules for meetings. Director Newman acknowledged the feedback and how it will guide meetings with the public going forward. Director Newman also commented that City Council and the City Manager are working to formulate a city communication plan.

#### **E. Overview of the August 19<sup>th</sup> City Council Study Session**

Director Newman provided an overview of the Hanover Company mixed-use development project presentation from the August 19<sup>th</sup> City Council Study Session. Director Newman gave a brief status update of the project. Director Newman provided an overview of the sign-code discussion and interpretation determination from the August 19<sup>th</sup> City Council Study Session. Planning Commissioners had a brief discussion about sign codes and encouraged staff to enforce the sign code.

#### **F. Existing Middle Housing Stock in Fircrest**

Assistant Planner Kolostyak is working on compiling a list of the city's existing middle housing stock. Assistant Planner Kolostyak will present the findings to Planning Commission in either September or October.

#### **G. Comprehensive Plan Updates**

Director Newman is continuing to edit the new Comprehensive Plan. Director Newman hopes to have the Comprehensive Plan ready for Planning Commission Public Hearing in October and City Council Public Hearing November to ensure adoption in December to meet the deadline.

### **10. NEW BUSINESS**

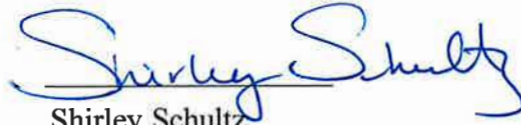
#### **H. SSHA<sup>3</sup>P – Universal Design Policy Recommendations**

Director Newman presented the Universal Design Policy Recommendations packet from SSHA<sup>3</sup>P. Vice Chair Ferguson provided comments on the specifics of universal design standards as well as the practical implications of requiring universal design. As a member of SSHA<sup>3</sup>P, Vice Chair Ferguson is working on understanding the cost implications of these requirements to new construction and is preparing case studies on the topic for a future Planning Commission discussion. Vice Chair Ferguson stated the importance of understanding Universal Design Policy as it is an emerging and trending topic gaining traction in the state.

### **11. ADJOURNMENT**

Motion to Adjourn the August 20<sup>th</sup>, Regular Planning Commission meeting at 7:03 pm

**Motion: Vice Chair Ferguson   Vote: Unanimous**  
**Second: Commissioner McVay   Abstaining: None**



Shirley Schultz  
Chair, Fircrest Planning Commission



Mark Newman  
Community Development Director