



CITY OF FIRCREST PLANNING COMMISSION REGULAR MINUTES

January 2nd, 2024
6:00 PM

Fircrest City Hall
115 Ramsdell Street

1. CALL TO ORDER

Chair Shultz called the Fircrest Planning Commission meeting to order at 6:02 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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

4. NOMINATION OF CHAIR AND VICE-CHAIR, ACCORDING TO FMC 23.08.070.

Commissioner McVay moved to table the nomination of chair and vice chair until all Commissioners were in attendance.

Motion to table nominations until the March 5th Regular Planning Commission meeting.

Motion: Commissioner Mcvay Vote: Unanimous

Second: Commissioner Hamel Abstaining: None

5. APPROVAL OF MINUTES

Motion to approve the minutes from December 5th, 2023, Regular Planning Commission Meeting.

Motion: Commissioner McVay Vote: Unanimous

Second: Commissioner Hamel Abstaining: None

6. CITIZENS COMMENTS

None.

7. PUBLIC HEARING

None.

8. UNFINISHED BUSINESS

None.

9. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES

A. Community Development Directors Year in Review

Community Development Director Newman covered the year in review numbers for the Planning and Building Department.

- i) Planning & Building (P&B) and Public Works (PW) processed a total of 227 permits which equals \$121,312.88 in revenue.
- ii) P&B processed 214 of those permits, bringing in a total of \$94, 321.85 in revenue.
- b) Code Enforcement finished the year with 31 cases of compliance concerns reported. Cases resolved are 31, with 1 open that came in on 12/31/23.
- c) The Application Process was streamlined due to some improvements made in P&B. The City met with Code Pro to improve communication and deadlines.
- d) Continued to streamline processes. Including compliance.
- e) Created case numbering system, templates for sign code violations and junk vehicles, and provided code interpretation of temporary signs located along property frontage.

PLANNING DIVISION

- f) Laura Thompson and Kristin Rosario processed 2,307 passport appointments this year.
- g) Managed Comprehensive Plan Periodic Update.
- h) Continued to work with Developers for the Mildred site.
- i) Developed an ADU addressing policy.
- j) Pre-Application meeting form created.

10. NEW BUSINESS

A. February 6th, 2024, Joint City Council/Planning Commission Meeting Topics.

Director Newman opened discussion for possible topics that the Planning Commission would like to cover at the joint meeting with the City Council next month. The main topic that was brought up was improving communication between the City Council and the Planning Commission.

Staff Recommendation: Staff to start sending weekly updates to the Planning Commission regarding Planning and Building items. In addition to updates after City Council Meetings.

Commission Recommendation: Chair Schultz suggested focusing on Missing Middle Housing and the 2025 Comprehensive Plan Update and a high-level overview of the Customer Service Feedback Survey and Grant Updates.

B. Missing Middle Housing Follow-up.

- a) The deadline for jurisdictions to enter comments on the draft MMH Model Ordinance was December 6th, 2023. Director Newman entered a few questions in for clarification.
 - (i) Clarification on the 35 ft building height rule.
 - (ii) How to plan for utilities and infrastructure when lots can be subdivided and then further divided.
 - (iii) Minimum lot recommendations for size and unit lot subdivision.
 - (iv) The number of units allowed to be built on a lot if it is allowed to be subdivided.
Do 2 units per lot mean 6 total once subdivided?
 - (v) What are the differentials in sizes of the DADU or are they allowed to be as big as

the primary structure?

Information will be included in the study packet that Director Newman is preparing for the joint meeting for the following topics

- b) MMH Model Ordinance
- c) South Sound Housing Affordability Partnerships and
- d) Department of Commerce Middle Housing Poster
- e) Proposed FMC Changes. Director Newman prepared examples of Code changes he suggests that will support the new ordinances laid out by Legislation for the Missing Middle Housing Bill, which also supports the design and ideals of Fircrest current code.

Commissions Recommendations: To provide a high-level overview of the information for the study session, and to look at old Planning Commission meeting packets to find the meeting that had a few examples of Middle Housing that already exist in Fircrest.

C. Comprehensive Plan Stakeholder Updates.

Information was provided to Commissioners in the Agenda Packet but was not discussed during the meeting.

Staff Recommendations: For Commissioners to review the information and present any questions or discussion topics via email, to be discussed at future meetings.

D. Comprehensive Plan Element Discussions.

Due to the holidays and short time, Commissioners were not ready to review the assigned elements, except for Commissioner McVay with the Vision Statement. Commissioner Mcvay suggested that the word “place” be replaced with the word “community” since it embodies the community Fircrest has built. It was also suggested to replace the words “more affordable housing” with “Housing choices” or something like that. Further discussion on the word “affordable” housing suggested that “affordability” is not something the City can control and should be removed. After discussion, the verbiage that embodied what the vision statement was trying to convey is “and embraces a variety of housing for all”.

An additional item discussed was Commissioner Hamel's appointment ending and having her stay on for less than another 6-year term. The reason for this would be that we have a few major projects in the planning department for the city happening this year, and she is invested, and knowledgeable about the topics, and would be beneficial to have her stay.

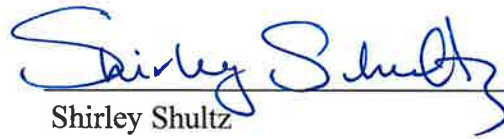
Staff Recommendations: Discuss with the Council if they can shorten the length of the Planning Commission terms or see what the options are to keep her on for the duration of the Planning Portion of the major Projects.

ADJOURNMENT

Motion to Adjourn the January 5th, 2024, Regular Planning Commission meeting at 7:25 PM.

Motion: Commissioner McVay
Second: Commissioner Hamel

Vote: Unanimous
Abstaining: None



Shirley Shultz
Chair, Fircrest Planning Commission



Mark Newman
Community Development Director