

**FIRCREST CITY COUNCIL/PLANNING COMMISSION  
SPECIAL MEETING AGENDA**

**TUESDAY, FEBRUARY 4, 2025  
6:00 P.M.**

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

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**Pg.#**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Introductions**
- 5. [Middle Housing/House Bill 1110 Update](#) 2**
- 6. [Whittier Elementary School Design Standards](#) 18**
- 7. [Fire Resilience and Wildfire Preparedness](#) 26**
- 8. [Tree Ordinance](#) 39**
- 9. Other Topics:**
  - A. Sign Code Update**
  - B. Traffic/Pedestrian Safety**
  - C. Centennial Celebration**
- 10. Adjournment**

## **FIRCREST CITY COUNCIL/PLANNING COMMISSION AGENDA SUMMARY**

**NEW BUSINESS:** Middle Housing/House Bill 1110 Update  
**ITEM:** 5  
**DATE:** February 4, 2025  
**FROM:** Mark Newman, Community Development Director

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**RECOMMENDED MOTION:** No motion. For discussion only.

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**BACKGROUND:** The City Council and Planning Commission are being provided with the attached memo and draft code updates from our middle housing consultant Kimley-Horn and Associates to document their progress thus far. The goal of this portion of the discussion is to review these materials and flag any potential questions or concerns to the consultant. The consultant will make additional recommendations once the City's Middle Housing survey concludes results are analyzed. Public hearings will occur prior to the June 30, 2025, deadline for HB 1110 implementation. Previous materials from Kimley-Horn, such as the public participation plan and timeline, are available on the City's middle housing website. <https://www.cityoffirecrest.net/middle-housing/>

Additionally, the draft Notice of Intent, as provided by the Middle Housing Ad Hoc Committee, will be discussed. Materials from the January 28, 2025, City Council agenda packet are provided as reference.

### **ATTACHMENTS:**

[Kimley-Horn Memo](#)  
[Draft Middle Housing Code Updates](#)  
[January 28, 2025, Middle Housing Committee Update Agenda Summary](#)  
[Notice of Intent Cover Letter – Draft](#)  
[Notice of Intent – Draft](#)  
[Residential Infill Master Application - Draft](#)



TO: City Council of Fircrest, Washington  
FROM: Nick Chen, AICP, Sam Matterazzo  
DATE: January 28, 2025  
RE: Fircrest Middle Housing Code Update

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## INTRODUCTION

This memo provides City Council with an update on the city's progress on updating Fircrest's municipal code to be compliant with Washington State middle Housing Laws HB 1110 (Middle Housing) and 1337 (Accessory Dwelling Units).

The consultant team has completed a review of Fircrest's municipal code to identify sections out of compliance with HB 1110 and 1337 and provided recommendations on amendments to the city's existing code to bring those sections into compliance. Throughout the review process, Kimley-Horn has communicated with City planning staff to ask questions and gain input on general direction in relation to the city's code update process. This is in addition to the feedback received at the Open House community outreach event.

## HB 1110 OVERVIEW

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 R-4, R-4C, and R-6, zones which make up the majority of the land within the City.

Middle housing generally includes housing types between a single-family home and apartment buildings such as: duplexes, stacked flats, and cottage housing.

The Department of Commerce guidance document lists sample definitions for each of the housing types. Those definitions are provided here for context.

- **Duplex:** A residential building with two attached dwelling units.
- **Stacked Flats:** Dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.
- **Courtyard Apartments:** Attached dwelling units arranged on two or three sides of a yard or court (typically open space)
- **Cottage Housing:** Residential units on a lot with a common open space that is often owned by all units

In many instances, these housing types can be very similar in appearance. Clear definitions are important to help guide future review and approval of projects.

### Unit Lot Subdivision

Under [Senate Bill 5258 \(chapter 337, laws of 2023\)](#) local jurisdictions must allow for unit lot short subdivisions, as codified in RCW 58.17.060(3).

Jurisdictions must implement this requirement by their next periodic comprehensive plan update. Unit lot subdivision creates flexibility in zoning dimensional standards, such as minimum lot size, setbacks, and lot coverage.

Additionally, unit lot subdivision allows fee simple ownership of land for all middle housing types. Unit lot subdivisions can be an attractive tool for increasing homeownership opportunities

HB 1110 Requirements	Tier 3 – under 25,000 population
Middle Housing types	Must allow duplexes, stacked flats, courtyard apartments, and cottage housing
Base Unit Density	2 units per lot
Housing Types	Duplexes, Stacked Flats, Courtyard Apartments, and Cottage Housing

## HB 1337 OVERVIEW

[HB 1337](#) was passed in 2023 to ease barriers to development and use for accessory dwelling units (ADUs). As we review and update the city's zoning code to address the requirements of HB 1110, we will also address HB 1337 requirements.

The bill defines requirements in relation to allowing ADUs in Fircrest. Those requirements are summarized below.

HB 1337 Requirements	Requirement Details
General Requirements	<ul style="list-style-type: none"> <li>Treat ADUs the same as principal units</li> <li>Allow ADUs on any lot where the principal unit meets the lot size minimum.</li> <li>Allow the conversion of existing structures into ADUs, such as garages.</li> </ul>
Size	<ul style="list-style-type: none"> <li>Cannot require ADUs to be smaller than 1,000 square feet (sf). An ADU can be smaller than 1,000 sf, however Fircrest must allow someone to build an ADU that is at least 1,000 sf.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>No off-street parking requirements for ADUs in certain circumstances (distance to transit, lot sizes)</li> </ul>
Impact Fees	<ul style="list-style-type: none"> <li>Impact fees are capped at 50% of the fees charged for single-family houses</li> </ul>
Ownership Occupancy	<ul style="list-style-type: none"> <li>Owner is not required to live on the property where they build an accessory dwelling unit (ADU)</li> </ul>

The City must allow up to 2 ADUs per single-family lot. The bill applies to the R-4, R-4C, R-6 zones within Fircrest. There are a number of similarities between middle housing types and ADUs.

### Applicability to Fircrest

Specific to Fircrest, HB 1110 includes the following requirements:

- HB 1110 does not apply in critical areas. Fircrest's existing critical areas ordinance remains applicable to new development throughout the city.
- No lot size limit
- In applicable zones, all reviews must be administrative and development standards cannot be more restrictive than single-family residential.
- Parking requirements for middle housing zones include:
  - The city cannot require any off-street parking as a condition of development within ½ mile of a transit stop.
  - The city cannot require more than one off-street parking space per unit as a condition of permitting on lots smaller than 6,000 square feet before any zero lot line subdivisions or lot line slots.
  - The city cannot require more than two off-street parking space per unit as a condition of permitting on lots greater than 6,000 square feet before any zero lot line subdivisions or lot line slots.

### HB 1110 Implementation Options

Cities have three options when implementing HB 1110, with most jurisdictions opting to follow the standard requirements. Below is a summary of each of the implementation options.

Standard Requirements	Alternative to Density Requirements	Alternative Local Action Option
<ul style="list-style-type: none"> <li>• Duplexes, stacked flats, courtyard apartments, and cottage housing must be allowed in all residential zones allowing single-family housing.</li> <li>• 2 units per lot.</li> </ul>	Same as standard requirements except: <ul style="list-style-type: none"> <li>• Applied to 75% of residential zones.</li> <li>• Statute provides specifics regarding what must be included in the 25% area.</li> </ul>	City can implement actions which are substantially similar to the Standard requirements. <ul style="list-style-type: none"> <li>• Side boards set in statute.</li> <li>• Must be approved by the Department of Commerce.</li> </ul>

## CODE UPDATE PROCESS

The Kimley-Horn team has prepared two interim deliverables as part of the update to the City of Fircrest's municipal code: revisions to the municipal code and an accompanying compliance table which provides the state requirement and the corresponding change to the city's municipal code.

### Code Revisions

To revise the city code, the consultant team was given a text copy of the Fircrest Municipal Code (FMC). Proposed edits are primarily focused in FMC Title 22 (Land Development). Within this section, proposed edits were made to the following Chapters:

- Chapter 22.17 Short Plats
- Chapter 22.32 Residential-4 District (R-4)
- Chapter 22.34 Residential-4- Conservation District (R-4)
- Chapter 22.36 Residential-6 District (R-6)
- Chapter 22.58 Specific Use and Structure Regulations
- Chapter 22.60 Parking and Circulation
- Chapter 22.98 Definitions

Each applicable section was reviewed against State law and the [Washington Department of Commerce's model guidance for middle housing](#). Areas of required revisions will be updated through red-lined text edits.

### Compliance Table

For each revised FMC Chapter, Kimley-Horn prepared a spreadsheet tracking revisions, compliance with specific state law sections, and explanations for why each change was made. Select sections of the compliance table are appended to this memo. The compliance table is designed for the project team and City to understand and follow what changes have been proposed to comply with State law.

## NEXT STEPS

In 2025, the Kimley-Horn team will continue regular meetings with city planning staff to ensure responsiveness to city concerns and needs. Kimley-Horn understands that the city has prepared a survey to gather input from the community in addition to what was received and that a working group is engaging in a separate effort to consider extensions of the deadline for compliance based on infrastructure constraints. This memo has been prepared under the assumption with staff that Fircrest will need to prepare the standard HB 1110 and 1337 code updates prior to the June 30, 2025 deadline.

If that process or deadline changes, Kimley-Horn will work with staff to adjust the deliverables for this project.

Code Section	Section Title	Category	Code Text	Proposed Required Change	Required?	Approved	Reasoning	Applicable State Law
22.32.002	Residential-4 District (R-4)	Zoning	Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter 22.66 FMC: (a) Single-family dwelling. (b) Family group home, including adult family home. (c) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (d) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 5, 2015; Ord. 1246 § 2, 2000).	Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter 22.66 FMC: (a) Single-family dwelling. (b) Duplexes (c) Stacked flats (d) Courtyard apartments (e) Cottage housing (f) Family group home, including adult family home. (g) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (h) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 5, 2015; Ord. 1246 § 2, 2000).	Required	Pending	Code not currently in compliance with State law. Adding the four middle housing types required as implemented by Washington Dept of Commerce's model code ordinance( updated on 10.24.2024) brings City code into compliance.	<a href="#">RCW 36.70A.635(1)(c).</a>
22.32.005	Residential-4 District (R-4)	Development Standards	New	Unit Density: 2 units per lot*	Required	Pending	Per RCW 36.70A.635(1)(a)(i-iii), residential zones are required to allow two units per lot. Adding this section brings the code into compliance.	<a href="#">RCW 36.70A.635(1)(a)(i-iii)</a>
22.34.002	Residential-4-Conservation District (R-4-C)	Zoning	Uses permitted subject to administrative design review approval in accordance with Chapter 22.66 FMC. (a) Small lot development (subject to compliance with small lot design standards and guidelines adopted by reference in Chapter 22.63 FMC). (b) Family group home, including adult family home. (c) Cottage housing (subject to compliance with cottage housing standards in FMC 22.58.027). (d) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (e) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 7, 2015; Ord. 1461 § 2, 2008; Ord. 1246 § 3, 2000).	Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter 22.66 FMC: (a) Single-family dwelling. (b) Duplexes (c) Stacked flats (d) Courtyard apartments (e) Cottage housing (subject to compliance with cottage housing standards in FMC 22.58.027). (f) Family group home, including adult family home. (g) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (h) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 5, 2015; Ord. 1246 § 2, 2000).	Required	Pending	Code not currently in compliance with State law. Adding the four middle housing types required as implemented by Washington Dept of Commerce's model code ordinance( updated on 10.24.2024) brings City code into compliance.	<a href="#">RCW 36.70A.635(1)(c).</a>
22.34.003	Residential-4-Conservation District (R-4-C)	Development Standards	New	Unit Density: 2 units per lot*	Required	Pending	New category was created in development standards for the R-4-C zone to address the state requirement of two units per lot.	<a href="#">RCW 36.70A.635(1)(a)(i-iii), (3)</a>
	Footnotes	Development Standards	New	*This standard does not apply to lots after subdivision below 1,000 square feet	Required	Pending		
22.32.005	Residential-6 District (R-6)	Development Standards	New	Unit Density: 2 units per lot*	Required	Pending	Per RCW 36.70A.635(1)(a)(i-iii), residential zones are required to allow two units per lot. Adding this section to R-6's development standards brings the code into compliance.	<a href="#">RCW 36.70A.635(1)(a)(i-iii), (3)</a>
22.36.002	Residential-6 District (R-6)	Zoning	Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter 22.66 FMC: (a) Single-family dwelling. (b) Family group home, including adult family home. (c) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (d) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 9, 2015; Ord. 1246 § 4, 2000).	Uses permitted subject to administrative design review approval, when applicable, in accordance with Chapter 22.66 FMC: (a) Single-family dwelling. (b) Duplexes (c) Cottage housing (d) Stacked flats (e) Courtyard apartments (f) Family group home, including adult family home. (g) Nonmotorized recreational trail or passive recreational park with no permanent on-site staff. (h) Necessary public or quasi-public utility building, structure or equipment, unstaffed and less than or equal to 500 square feet in gross floor area (subject to compliance with landscape standards in Chapter 22.62 FMC). Excludes substation. (Ord. 1562 § 9, 2015; Ord. 1246 § 4, 2000).	Required	Pending	Code not currently in compliance with State law. Adding the four middle housing types required as implemented by Washington Dept of Commerce's model code ordinance( updated on 10.24.2024) brings City code into compliance.	<a href="#">RCW 36.70A.635(1)(c).</a>
22.60.003	Parking Space requirements per activity	Parking	Cottage Housing: Units ≤ 800 square feet: 1 space per unit minimum. Units > 800 square feet: 1.5 spaces per unit minimum. Must be provided on the subject property. Additional shared guest parking may not exceed 0.5 spaces per unit.	Maximum of 1 space per du if the total lot area is less than or equal to 6,000 sf. Maximum of 2 spaces per du if the total lot area is greater than 6,000 sf. <del>If the total area of development is greater than 6,000 sf, 2 Units ≤ 800 square feet: 1 space per unit minimum. Units &gt; 800 square feet: 1.5 spaces per unit minimum. Must be provided on the subject property. Additional shared guest parking may not exceed 0.5 spaces per unit.</del>	Required	Pending	Meets state law maximum of one parking space per middle housing type lots under 6,000 sf. Above 6,000 sf lots must have a maximum of two spaces	<a href="#">RCW 36.70A.635(6)(d-f)</a>
22.60.003	Parking Space requirements per activity	Parking	Duplex: 1.5 spaces per du.	Maximum of 1 space per du if the total lot area is less than or equal to 6,000 sf. Maximum of 2 spaces per du if the total lot area is greater than 6,000 sf. <del>If the total area of development is greater than 6,000 sf, 2 Units ≤ 800 square feet: 1 space per unit minimum. Units &gt; 800 square feet: 1.5 spaces per unit minimum. Must be provided on the subject property. Additional shared guest parking may not exceed 0.5 spaces per unit.</del>	Required	Pending	Meets state law maximum of one parking space per middle housing type lots under 6,000 sf. Above 6,000 sf lots must have a maximum of two spaces	<a href="#">RCW 36.70A.635(6)(d-f)</a>
22.60.003	Parking Space requirements per activity	Parking	N/A	Maximum of 1 space per dwelling unit if the total area of the development is less than or equal to 6,000 sf. Maximum of 2 spaces per du if total lot area is greater than 6,000 sf	Required	Pending	Meets state law maximum of one parking space per middle housing type lots under 6,000 sf. Above 6,000 sf lots must have a maximum of two spaces	<a href="#">RCW 36.70A.635(6)(d-f)</a>

22.98	Cottage Housing	Development Standards	N/A	"Cottage housing" means residential units on a lot with a common open space that either: (a) is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.	Required	Pending	Standards and a definition for this housing type do not currently exist in Fircrest's code. Adding this brings code into compliance as courtyard apartments are one of the four types of middle housing required under Washington Department of Commerce's model code ordinance, updated on 10.24.2024. This definition is pulled directly from Commerce's model ordinance.	<a href="#">RCW 36.70A.030</a>
22.98	Definitions	Definitions	N/A	"Stacked flat" means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.	Required	Pending	Standards and a definition for this housing type do not currently exist in Fircrest's code. Adding this brings code into compliance as stacked are one of the four types of middle housing required under Washington Department of Commerce's model code ordinance, updated on 10.24.2025. This definition is pulled directly from Commerce's model ordinance.	<a href="#">RCW 36.70A.030</a>
22.98	Definitions	Definitions	N/A	"Unit density" means the number of dwelling units allowed on a lot, regardless of lot size.	Required	Pending	Required to ensure the two units per lot requirement is met. The definition is pulled from Washington Department of Commerce's model code ordinance, updated on 10.24.2025.	
22.98	Definitions	Definitions	N/A	"Courtyard apartment" means attached dwelling units arranged on two or three side of a yard or court.	Required	Pending	Definition can be changed by city, but the use must be allowed.	<a href="#">RCW 36.70A.030</a>
22.58.012	Accessory dwelling units (ADUs)	ADUs	Only one ADU may be created per principal unit.	Up to two <del>Only one</del> ADUs may be created per principal unit.	Required	Pending	HB 1337 requires up to two ADUs to be built per principal unit.	<a href="#">RCW 36.70A.681 (1.ii)</a>
22.58.012	Accessory dwelling units (ADUs)	ADUs	(6) An ADU shall not exceed square feet; provided, if the ADU is completely located on a single floor of a multistory building, the director may allow increased size in order to efficiently use all floor area. A detached ADU shall comply with accessory building size limits and related standards listed in FMC 22.58.003.	(6) An ADU shall not exceed <del>8001,000 square feet</del> ; provided, if the ADU is completely located on a single floor of a multistory building, the director may allow increased size in order to efficiently use all floor area. A detached ADU shall comply with accessory building size limits and related standards listed in FMC 22.58.003 <del>except as listed below</del> .  (6a) ADUs shall have a maximum height of 24 feet.  (6b) ADUs abutting an alley shall have a setback of 0' unless the alley is both public and routinely plowed for snow.	Required	Pending	HB 1337 requires city's cannot limit ADUs height to less than 24 feet, the current limit is 18 feet.	<a href="#">RCW 36.70A.681 (1.iii.g)</a>
22.58.012	Accessory dwelling units (ADUs)	ADUs	An ADU may be developed in either an existing or a new single-family residence.	An ADU may be developed in either an existing or a new single-family residence, <del>duplex, townhouse, or other housing unit type</del> .	Required	Pending	Single family residences are currently the only housing type allowing ADUs in Fircrest. State law requires city's allow ADUs to be built on lots with middle housing types in addition to single family residences.	Per model code guidance from the Department of Commerce and RCW 37.70A.681.1(c), and RCW 37.70A.635, all single family allowing zones must now allow for the four middle housing types, which must in turn, allow for ADU construction on the same lot.
22.58.012	Accessory dwelling units (ADUs)	ADUs	New	(14) ADUs are permitted on any lot that meets the minimum lot size required for the principal unit	Required	Pending	ADUs must be held to the same development standards as their principal units.	<a href="#">RCW 36.70A.681 (4.1.i.g)</a>
22.58.012	Accessory dwelling units (ADUs)	ADUs	(4) The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both, and at no time receive rent for the owner-occupied unit.	<del>(4) The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the ADU as their permanent residence, but not both, and at no time receive rent for the owner-occupied unit.</del>	Required	Pending	HB 1337 mandates cities cannot require occupancy requirements for ADUs or principal units on the same lot.	<a href="#">RCW 36.70A.681(1)(b)</a>
22.21	Short Plats	Subdivisions	New	22.17.020 Fee Simple Unit Lot Subdivisions  (a) Purpose. The primary purpose of these provisions is to allow for the creation of fee simple unit lots for multiple unit dwellings and attached ADUs while applying only those site development standards applicable to the parent site as a whole.  (b) Development Standards. Overall development of the parent lot shall meet the bulk development and design standards of the underlying land use district applicable at the time the permit application is vested. As a result of the subdivision, development on individual unit lots may be nonconforming as to some or all of the development standards of this title based on analysis of the individual unit lot, provided that development standards for the parent lot are met.  (c) Unit lot subdivisions and subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.  (d) Access. Private access drives are allowed to provide access to dwellings and off-street parking areas within a unit lot subdivision. Access, joint use and maintenance agreements shall be executed for use of common garage or parking areas, common open areas.	Required	Pending	State law required cities to allow fee simple unit lot subdivisions rather than the condominium form of ownership. Adding this language bring code into compliance.	<a href="#">RCW 36.70A.635(5)</a>

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:**       **Format Notice of Intent**

**ITEM:**

**DATE:**               **January 28, 2025**

**FROM:**              **Dawn Masko, City Manager**

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**RECOMMENDED MOTION:** I move to authorize the City Manager to submit a formal Notice of Intent to the Department of Commerce, once reviewed and finalized by staff, as required in advance of applying for an extension for an alternative to or timeline extension for full implementation of House Bill 1110.

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**SUMMARY:** The Special Middle Housing Ad Hoc Advisory Committee was formed by City Council Resolution No. 1943 on November 26, 2024, to assist City staff in gathering and preparing materials and documentation to apply for an extension with the Department of Commerce for an alternative to or timeline extension for full implementation of [House Bill \(HB\) 1110](#).

The Middle Housing Committee serves as an advisory committee to the City Council. While the Committee does not have the authority to submit the formal application to the Department of Commerce, it provides recommendations to the Council regarding the application.

The Middle Housing Committee provided a progress update to the City Council at the January 21, 2025, Study Session, including a draft Notice of Intent, which the City must file with Commerce prior to submitting a formal application for a timeline extension for implementing HB 1110.

The updated Notice of Intent is now being presented to the Council in a draft form for approval. Following Council approval, once the final staff review is completed and the materials are finalized, the City Manager will submit it to the Department of Commerce.

**ATTACHMENTS:**   [Notice of Intent Cover Letter – Draft](#)  
                          [Notice of Intent Supplement – Timeline Extension - Draft](#)  
                          [Residential Infill Master Application Form - Draft](#)

## City of Fircrest

1/23/2025

RE: Timeline Extension for Implementation of HB 1110

**Lilith Vespier** | Residential Infill Manager

Email: [lilith.vespier@commerce.wa.gov](mailto:lilith.vespier@commerce.wa.gov)

Eric Guida: [eric.guida@commerce.wa.gov](mailto:eric.guida@commerce.wa.gov)

Direct: 360-725-3044

Lilith and Eric:

Per our phone conversation and email exchanges, we look forward to working with you on both our NOI and Formal Application as outlined in the Department of Commerce Link from July 2024 updated to December 24. Per that information, please allow this letter to introduce our **'Formal Notice of Intent'** request for the timeline extension authorized by HB 1110. This extension is due to infrastructure issues, primarily our sewer, water and stormwater systems as well as transportation impacts. The City of Fircrest requires adequate time to solve the infrastructure inadequacies as well as work out a solution to the disparate concerns of Pierce County, Fircrest and Tacoma which must be resolved in order for Fircrest to implement the city's long-range plans for the 4 Corners area. Attached is the **Commerce Application Form for Certification/Approval related to Residential Infill** which you directed us to use for both the **Notice of Intent** and the **Formal Application**. We are submitting it now as part of our **Notice of Intent**.

Attached hereto is a **Notice of Intent Supplement** providing the requested additional NOI information available to the best of our knowledge at this time. More complete and detailed information and back up will come with the formal **Application**.

At the time we submit our **Application**, and to provide an overview and additional context, we will demonstrate how Fircrest currently meets the intent of the Middle Housing Bill with significant areas of the 'missing middle housing' already existing inside of Fircrest SFR locations. This information will also show where ADU's are allowed and are present within our SFR zoned areas.

Lastly, with our formal **Application** we believe we can show how Fircrest willingly can play its part in absorbing our allocated potential population for the next 20 years. The City of Fircrest has been involved in ongoing efforts prior to the passage of HB1110 to develop a large section of land with substantial potential for walkability, multifamily housing, residential and commercial growth in the 19<sup>th</sup> and Mildred area also known as "The Four Corners". This area is contiguous with the City of Tacoma's transit center located at Tacoma Community College. The 4 Corners area also is involved with ongoing issues between Pierce County, Fircrest and the City of Tacoma regarding how to route the sewer effluent that will result from such development. Discussions about this problem continue and will require time to resolve with the concerns of all three municipalities to be considered and satisfied.

Sincerely,

Fircrest Ad Hoc Committee

## **CITY OF FIRCREST**

**1/23/2025**

**DEPARTMENT OF COMMERCE**

**RE: NOTICE OF INTENT SUPPLEMENT for a Timeline Extension to HB 1110, Lack of Infrastructure Capacity, Alternative Density**

### **1. Notice of Intent Form**

Pursuant to the Department of Commerce instructions, a NOI form and Cover Letter has been submitted to the Department by the City of Fircrest.

### **2. Identification of the ordinance(s), resolutions, plans, and supporting documents the City intends to submit with its Application to support its request for a timeline extension, as best known at the time of submitting the Notice of Intent.**

The City of Fircrest will provide City zoning ordinances, resolutions, and maps for SFR areas and multifamily housing areas within or contiguous with SFR areas. The City will also provide maps and supporting documentation of SFR areas exempt from HB 1110 by virtue of platting covenants and restrictions and plats with Homeowners Associations.

Sewer service for Fircrest is based on an ILA with the City of Tacoma which will be documented, even though, the City of Fircrest is located within the Pierce County sewer service area.

**Included also will be the following:**

Past and future Comprehensive Plans, CIP plans from 2000 through 2020, Infiltration and Intrusion Documentation, Population and Density documentation for the City of Fircrest, Land use and Zoning maps, Mapping of existing Middle Housing throughout residential zones in Fircrest, documentation of ADUs allowed and existing in SFR zoned locations. Will provide City Ordinances regarding ADU zoning.

**3. The geographic areas for which the time extension request will be made, as best known at the time of submitting the Notice of Intent:**

Maps will be provided clearly showing the geographic areas mentioned above.

**4. A summary of the status of the analysis required by RCW 36.70A.635(4) to support the application**

The City of Fircrest Utilities Department and independent professional engineers are currently acquiring the specific numerical and statistical documentation demonstrating the nature and extent of the existing sewer infrastructure overcapacities and limitations. Documentation from the City of Tacoma will also provide their evaluation and supporting evidence of Fircrest's sewer limitations and overcapacities.

Fircrest's pipe bursting efforts to improve their sewer system will be documented as well.

Groundwater and soil characteristics contribute to the overcapacity events which occur in Fircrest. Soils evaluations are being conducted and documentation will be provided.

Documentation regarding the 4 Corners issues from Pierce County, Fircrest and Tacoma will also be provided.

Fircrest will also provide historical and current information and documentation regarding their efforts and planning to develop the 4 Corners area with Middle Housing.

Expert supporting declarations will be provided with the **Application.**

# Commerce Application Form for Certification/Approval related to Residential Infill

## Jurisdiction Summary

Jurisdiction	City of Fircrest, Pierce Co. WA, Incorporated 9/14/1925
2020 OFM Population	7,156
<b>Middle Housing Applications:</b> Provide the date you adopted or expect to adopt middle housing regulations (RCW 36/70A.635-638).	Prior to deadline in HB 1110
<b>Accessory Dwelling Unit Applications:</b> Provide the date you adopted or expect to adopt ADU regulations (RCW 36.70A.680-681).	Fircrest adopted regulations allowing ADUs in SFR areas prior to adoption of HB1110. If required, Fircrest will adopt additional ADU regulations prior to the deadline required by law.
<b>Co-living Applications:</b> Provide the date you adopted or expect to adopt co-living regulations RCW 36.70A.535).	

## Jurisdiction Contact Information

Name of the lead contact:	Mark Newman
Lead contact title:	Community Development Director
Lead contact department:	Planning & Building
Lead contact phone number:	253-238-4129
Lead contact email:	mnewman@cityoffircrest.net
Name of authorized official:	Dawn Masko
Authorized official title:	City Manager

Authorized official email:	dmasko@cityoffircrest.net
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## 1. Certification/Approval Request (check all applicable boxes)

- a. **Certification/Approval Application Type** - A notice of intent process must precede submittal of a formal application by at least 30 calendar days.
- ☒ Notice of intent to apply for certification/approval
  - ☐ Formal application for certification/approval
- b. **Certification/Approval Application Subject (Check all that apply)**
- Request for alternative density approach certification (RCW 36.70A.635(4))**
- ☐ Middle housing timeline extension for areas at risk of displacement (RCW 36.70A.637)
  - ☒ Middle housing timeline extension for areas lacking infrastructure capacity (RCW 36.70A.638)
  - ☒ Excluded lots exceed 25% (RCW 36.70A.635)
- Request for alternative action approval (RCW 36.70A.636(3))**
- ☒ Substantially similar (RCW 36.70A.636(3)(b))
  - ☒ Significant reduction or elimination of single family zoned areas (RCW 36.70A.636(3)(c))
- Empirical parking study certification**
- ☐ Middle housing (RCW 36.70A.635(7)(a))
  - ☐ Accessory dwelling units (RCW 36.70A.681(2)(b)(i))
  - ☐ Co-Living housing (RCW 36.70A.535(3)(b)(i))

## 2. Cover Letter

For both the **notice of intent to apply** and **formal application**, please include a brief cover letter describing the request, explaining why the request is being made and confirming that the application includes all required materials.

## 3. Application Materials

The Commerce [Middle Housing web page](#) includes fact sheets and other materials that identify what must be submitted with a notice of intent to apply and formal application. Please review the materials carefully as not including the necessary application materials will result in a delay in considering the certification or application request.

## 4. Submittal Process

Certification and approval applications, including both the notice of intent to apply and the formal application, must be made submitted to Lilith Vespier: [lilith.vesprier@commerce.wa.gov](mailto:lilith.vesprier@commerce.wa.gov)

## 5. Authorization Signature

I acknowledge that I am authorized to submit this certification or approval request on behalf of the jurisdiction. In submitting this application, I further acknowledge that Commerce may approve or deny the formal application.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(wet or image)

## FIRCREST CITY COUNCIL/PLANNING COMMISSION AGENDA SUMMARY

**NEW BUSINESS:** Whittier Elementary School Design Standards  
**ITEM:** 6  
**DATE:** February 4, 2025  
**FROM:** Mark Newman, Community Development Director

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**RECOMMENDED MOTION:** No motion. For discussion only.

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**SUMMARY:** The City Council has requested staff to provide the development regulations and design review requirements that apply to the Whittier Elementary School project rebuild. Staff have provided the requested information along with Tacoma Public Schools material relevant to the project.

**BACKGROUND:** The existing Whittier Elementary School was constructed in 1962 and has been determined by Tacoma Public Schools to have reached the end of its useful life cycle. Construction of a new school on the existing site is planned to begin this year, with students returning to the new school by the beginning of the 2027-2028 school year. While their school is under construction, Whittier students will attend school in the former McKinley Elementary building. This project is funded by the \$535 million school construction bond voters passed in 2020.

The City's role in the project is similar to that of the Wainwright Intermediate School project, which was completed a decade earlier. **The goal of this agenda item is to foster discussion about what could be improved in the approval process.**

### ATTACHMENTS:

[Permits and Applications Required](#)  
[Status Update on Project from Tacoma Public Schools](#)  
[Tacoma Public Schools Construction Phases](#)

## **Permits and Land Use Applications Required for Whittier Elementary School Rebuild**

The Whittier rebuild project will involve several construction permits and land use application approvals by the City:

- Pre-Application Meeting
- Conditional Use Permit and open public hearing by the City's Hearing Examiner
- Major Administrative Design Review and open public hearing by the City's Hearing Examiner (may be combined into a joint hearing with the Conditional Use Permit)
- State Environmental Policy Act review

Due to site constraints, the School District may apply for a major variance to deviate from bulk development standards (height, parking, setbacks, etc.), that are unknown at this time.

Relevant code sections related to the permitting and land use applications are provided in Attachment #2.

### **City of Fircrest Adopted Standards**

- Washington State 2021 Building Code
- 2024 Stormwater Management Program Plan (SWMP)
- City of Fircrest 2025-2030 Transportation Improvement Program (TIP) through June 2025
- 2024 Stormwater Management Manual for Western Washington (SWMM)

### **Technical Studies Required by Director for Hearing Examiner Review**

Technical Information Report (TIR)

- a. Geotechnical Report stamped by a licensed WA State Geotechnical Engineer
- b. Drainage Report stamped by a licensed WA State Civil Engineer

Construction Stormwater Pollution Prevention Plan (CSWPP) with Temporary Erosion and Sediment Control Plan (TESCP) stamped by a licensed WA State Civil Engineer.

Traffic Impact Analysis with circulation plan stamped by a WA state professional transportation engineer.

Landscape Plans stamped by a licensed WA State Professional Landscape Architect (plans should include a plant schedule and required replanting ratios that meet City requirements).

Civil Plans stamped by a licensed WA State Civil Engineer

Structural Calculations stamped by a licensed WA State Structural Engineer

Architectural/Structural Plans stamped by a licensed WA State Architect

Exterior Lighting Plans drafted by a qualified professional

### **Land Use Entitlements Required**

Land Use Base Application/Pre-Application Meeting

City of Fircrest Business License (Required for all Consultants and Contractors)

Major Site Plan Design Review – Preliminary Submittal (Includes a public hearing by Hearing Examiner, with recommendation provided by staff and final decision made by Hearing Examiner after public hearing).

SEPA Environmental Review (SEPA Checklist, SEPA MDNS published prior to public hearing)

Major Site Plan Review Final

Conditional Use Permit

Major Variance\* - if determined necessary by staff

### **Building Permits Required**

Demolition

ROW Permit

Site Development (stubbing utilities, sidewalks, traffic light, drainage, clearing and grading)

Department of Ecology Construction Stormwater General Permit

Water Lines

Sewer Lines

Building Permits (foundation, building shell, floor plans, accessory buildings)

Landscaping Performance Bond

Landscape Maintenance and Defect Bond

Fire Protection System (sprinklers and alarm system)

Wall Sign, Monument Sign

## Mark Newman

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**From:** Jim Dugan <JDugan@parametrix.com>  
**Sent:** Monday, January 13, 2025 1:52 PM  
**To:** Mark Newman  
**Cc:** Dawn Masko  
**Subject:** RE: Whittier ES Replacement: Advance Notice of Advertisement

Mark – Good afternoon. Great to hear from you.

We are running a little behind schedule from what I summarized below, but not by a lot. The Design Build (DB) procurement process is in progress. Five (5) Statements of Qualifications were received on Friday of last week. We will be scoring them this Friday the 17<sup>th</sup> and likely shortlisting down to three to go to the next step, the Proprietary Meetings. The Proprietary meetings are scheduled for February 5 and 6. Interviews are scheduled for March 5 and 6. We will likely have our most qualified candidate selected by mid-March.

Breaking ground in the spring of 2026 and opening the new school in September of 2027 remains the same.

Hope that is helpful.

Let me know if you need anything else.

Thanks.

JD

# Parametrix

### James Dugan

Owner's Representative  
253.278.8105 | direct  
253.278.8105 | mobile



---

**From:** Mark Newman <mnewman@cityoffircrest.net>  
**Sent:** Monday, January 13, 2025 1:41 PM  
**To:** Jim Dugan <JDugan@parametrix.com>  
**Cc:** Dawn Masko <dmasko@cityoffircrest.net>  
**Subject:** RE: Whittier ES Replacement: Advance Notice of Advertisement

Hi Jim,

Hope you are doing well and that 2025 is off to a good start. Wanted to see if you have any updates on this project and if the timeline you outlined in October is still accurate. I would like to provide an update to our elected officials. Thanks!



**Mark Newman, AICP | Community Development Director**

City of Fircrest | 115 Ramsdell Street, Fircrest, WA 98466  
253-238-4129 | [mnewman@cityoffircrest.net](mailto:mnewman@cityoffircrest.net)

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**From:** Jim Dugan <[JDugan@parametrix.com](mailto:JDugan@parametrix.com)>  
**Sent:** Thursday, October 24, 2024 9:59 AM  
**To:** Mark Newman <[mnewman@cityoffircrest.net](mailto:mnewman@cityoffircrest.net)>  
**Cc:** Dawn Masko <[dmasko@cityoffircrest.net](mailto:dmasko@cityoffircrest.net)>  
**Subject:** Whittier ES Replacement: Advance Notice of Advertisement

Mark/Dawn – Good morning. This email is just an FYI to keep you in the loop. No action is required.

Sometime next week, likely mid-week, Tacoma Public Schools will be posting in the Daily Journal of Commerce and the News Tribune an “Advance Notice of Advertisement” to let the world know we are about to begin the Design Build Contractor procurement process for the Whittier ES replacement project.

We are currently writing the Design Build Request for Qualifications and are targeting the first week of November when we will post the actual “Notice of Advertisement”. If all that goes per plan, we should have our selected Design Build Contractor identified by EOY 2024 and under contract in Jan/Feb of 2025.

As we complete the DB procurement documents like notices of advertisement, the RFQ, the RFP, etc., I will share them with you for your file and reference. The RFQ will be the most informative for you as it will lay out the overall project description, budget, and schedule from start to completion. All to say that nothing has changed we simply are dialing it in tighter now.

All for now. Hope you are all doing well.

Talk more soon.

JD

## Parametrix

**James Dugan**

Owner's Representative

253.278.8105 | direct

253.278.8105 | mobile



**CAUTION: This email was sent by an external sender. Do not open attachments or click on links if you do not recognize the sender.**

# Construction Phases

## Getting Started: Contractor Selection

Picking the right team depends upon a selection process that is organized with an understanding of owner needs and goals. It should demonstrate the contractor's ability to be an effective partner.

Competing for a project, as a design-build team, depends upon having adequate information about the project. Firms should be able to evaluate the risks inherent in pursuing the work in relationship to their ability to prepare a credible submittal and potential to win the job.

The general contractor and architect work under a single contract to provide design and construction services. The two work closely together as team from the start of the project through completion. It is this close working relationship that fosters innovation and creativity and allows the PDB team to adjust design as needed to stay on budget throughout the life of the project.

Click the + buttons below to learn about the phases TPS follows when building a new building.

### — Programming Phase

Architectural Team	Design Team/Planning & Construction	Project Supervisor
<ul style="list-style-type: none"> <li>Visit school and ask questions</li> <li>Gather technical information</li> <li>Begin building design</li> <li>Reach out to neighborhood councils &amp; community partners</li> </ul> <p>If done well, this exploration leads to a more seamless design process and to a facility uniquely suited to the needs and goals of your learning community.</p>	<ul style="list-style-type: none"> <li>Conduct school visits</li> <li>Attend parent and student activities</li> <li>Gather input from school community</li> <li>Share design schematics</li> <li>Reach out to neighborhood councils &amp; community partners</li> </ul> <p>The goal is to connect with the school community and see the school in use.</p>	<ul style="list-style-type: none"> <li>Coordinate building and site investigations</li> <li>Gather technical information</li> <li>Manage consultants who will begin working on the site and around the building</li> <li>Submit final schematic design to school board for approval</li> </ul> <p>To protect the flow of day-to-day activities of the school, consultants will typically work after school hours.</p>

### — Design Advisory Committee (DAC)

During the Programming Phase, the Planning & Construction Department of TPS will convene a Design Advisory Committee to meet on a regular basis to advise, review & comment of the various stages of the design.

DAC Team Members	DAC Team Responsibilities
<p>The makeup of each DAC is a little different, but it is a blend of members who represent the goals of your school:</p> <ul style="list-style-type: none"> <li>District personnel</li> <li>School staff</li> <li>Administrators</li> <li>Community members</li> </ul>	<p>All members must participate actively and have enough time to dedicate to the process.</p> <ul style="list-style-type: none"> <li>DAC will meet once per month</li> <li>Meetings typically last one hour</li> <li>Members will review and comment on schematic designs.</li> </ul>

## — Schematic Design Phase

Architectural Team	Project Supervisor	DAC Team Members
<ul style="list-style-type: none"> <li>Consider site requirements</li> <li>Create physical design showing spaces to a relatable scale</li> <li>Obtain feedback from DAC</li> <li>Complete final design</li> <li>Develop cost estimate</li> <li>Present design to School Board for approval</li> </ul>	<ul style="list-style-type: none"> <li>Manage DAC meetings</li> <li>Work with architect on final design</li> <li>Submit and present final design to School Board for approval to continue</li> </ul>	<ul style="list-style-type: none"> <li>Attend DAC meetings and provide feedback to design team</li> <li>Determine how spaces will be situated on the site</li> <li>View space proximity to amenities</li> <li>See how spaces will function, flow together, feel and interact with each other and the outside building grounds</li> </ul>

## — Design Development Phase

Architectural Team	Design Team and Planning & Construction Department	Technology Team
<ul style="list-style-type: none"> <li>Launch the design development phase</li> <li>Continue to develop the space and function</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate on preliminary decisions with mechanical, civil, landscape and other design specialist</li> <li>Conduct meetings with specialized TPS departments: <ul style="list-style-type: none"> <li>Maintenance &amp; Operations</li> <li>Safety &amp; Security</li> <li>Athletics</li> <li>Transportation</li> <li>Student Services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Develop technology plan for new school building</li> <li>Determine impacts of technology on lighting and furniture</li> </ul>

## — Temporary Facility Phase (if necessary)

Project Supervisor	Design Team and Planning & Construction Department	Transportation
<ul style="list-style-type: none"> <li>Begin coordinating with school staff about transition to temporary school site</li> </ul>	<ul style="list-style-type: none"> <li>Create documents to convey the design for construction</li> <li>Coordinate with the City of Tacoma agencies for building and utility permits</li> <li>Contract with logistics firm for relocation planning, preparation and moving</li> </ul>	<ul style="list-style-type: none"> <li>Determine and schedule bus route changes</li> <li>Share transit plan and how it will affect student with school staff, parents and community members</li> </ul>

## — Construction Phase

General Contractor	Design Team and Planning & Construction Department	DAC Team Members
<ul style="list-style-type: none"> <li>Site is turned over to the general contractor for construction</li> <li>Site will be fenced off for the duration of the project</li> <li>The TPS Facilities Communication Manager will provide construction updates throughout the process with photos</li> </ul>	<ul style="list-style-type: none"> <li>Finalize furniture plan</li> <li>Finalize technology plan</li> <li>Assign classrooms to teachers</li> <li>Develop a room-by-room layout indicating quantities and locations of furniture, equipment and technology</li> <li>Finalize move-in instructions</li> </ul>	<ul style="list-style-type: none"> <li>Possible DAC or interest groups to convene to discuss specific design elements: <ul style="list-style-type: none"> <li>play equipment</li> <li>incorporating art in the building</li> </ul> </li> </ul>

## — Opening Ceremony

The grand opening celebration has traditionally occurred months after school begins so that staff and students have time to get familiar with their new surroundings and establish a routine.

The principal will convene a planning committee that includes staff, PTS, students, and families. The committee will coordinate the event details and oversee final decisions.

## Contact Planning & Construction

(253) 571-3350

[planning@tacoma.k12.wa.us](mailto:planning@tacoma.k12.wa.us) (mailto:planning@tacoma.k12.wa.us)

## FIRCREST CITY COUNCIL/PLANNING COMMISSION AGENDA SUMMARY

**NEW BUSINESS:** Fire Resilience and Wildfire Preparedness  
**ITEM:** 7  
**DATE:** February 4, 2025  
**FROM:** Mark Newman, Community Development Director

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**RECOMMENDED MOTION:** No motion. For discussion only.

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**BACKGROUND:** In light of recent wildfires in the Los Angeles area, Fircrest may also wish to reflect on its own wildfire preparation and emergency preparedness. This agenda topic provides the opportunity to discuss potential building code or Comprehensive Plan amendments to promote wildfire safety.

Possible discussion topics include:

- Consideration of development standards that require fire-resilient sites and building strategies for new construction.
- Consideration of building design standards that encourage/incentivize non-flammable roofs/siding and other defensible building strategies.
- Development of fact sheets for the website and mailers that communicate the risk of fire to our community and things that homeowners can do to make themselves less vulnerable.
- Distribution of materials to teach homeowners how to protect their homes if there is a fire, and encourage people to keep their gutters clean and eliminate highly flammable vegetation from a defensible space zone around the house.

**ANALYSIS:** Implementation of the Wildland Urban Interface Code (WUI) has been put on hold by the State Building Code Council (SBCC). There is an attempt during this legislative session under HB 1254 to adopt the state-wide version rather than just individual aspects of it. Currently, with SB 6120, only RCW 19.27.560 applies statewide. However, local jurisdictions can adopt the full international WUI code if they want. See <https://www.wsafm.com/WUI>.

DNR has completed [WUI mapping](#) of the state using GIS and created a [story map](#) to explain the Wildland Urban Interface. Fircrest has several areas that include long-term non-buildable areas, WUI – Intermix, or those areas where structures intermingle with wildlands. To be considered intermix, a development OR structure must be surrounded on two or more sides by wildlands.

A fire sprinkler requirement discussion scheduled for the November 2024 Planning Commission meeting (Item 10A) was removed from the agenda. Staff also received feedback from the Council that the City had already decided on the issue in the past.

Additionally, after consultation with the Tacoma Fire Department, the staff is attaching several handout materials that could be displayed in public buildings or otherwise advertised to the public.

**FISCAL IMPACT:** Impacts would include staff time and resources needed to develop and maintain a website, mailers, and distribution of materials. Staff time to research and amend development regulations may require the use of a consultant with expertise in the subject matter. The City may be able to utilize existing materials available from other agencies, such as the Tacoma Fire Department or Pierce County, or use a portion of the Climate Planning grant available from the Department of Commerce.

**ADVANTAGES:** A more resilient and informed community could help mitigate a major wildfire disaster.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Direct staff to research any additional questions that the City Council or Planning Commission may have.

**ATTACHMENTS:**

[Wildfire Evacuation Checklist](#)  
[People, Pets, and Property Protection Graphic](#)  
[RV Chain Graphic \(English\)](#)  
[RV Chain Graphic \(Spanish\)](#)  
[Defensible Space Graphic](#)  
[Pierce County Alert Sign-Up](#)  
[Pierce County “Ready, Set, Go!” Graphic](#)  
[Pierce County Emergency Go Bag](#)

# Wildfire Evacuation Checklist

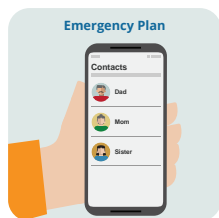
Make leaving safely second nature



Plan, prepare and practice these simple tips that can help make leaving your home quicker, easier and safer in the event of a wildfire and reduce your risk of injury.

## Pre-fire: Plan, prepare and practice before a wildfire occurs.

A wildfire may make it necessary for you and your neighbors to evacuate. Plan, prepare and practice wildfire evacuation together and with your local emergency services. This can help save lives!



### Pre-fire: plan

- ✓ Sign up to receive local emergency alerts and warnings on all home phones, cellphones and other devices.
- ✓ Know what your community's emergency notification and evacuation plans are.
- ✓ Plan an evacuation route away from your home and other alternate routes in case the first route is closed or threatened by wildfire.
- ✓ Make sure your designated contact knows your plan and to communicate with you to know you are safe.
- ✓ Know the evacuation plans for locations where household members regularly are such as workplaces, schools and commuter routes.
- ✓ Plan to evacuate family, friends or neighbors who have disabilities.
- ✓ Maintain roads and bridges on your property and in your community if you are responsible for them. Improve roads to have 2 ways out and make them wide enough for emergency vehicles. Make sure everyone can open gated roads. Post load limits on bridges. Build culverts with materials that won't melt.



### Pre-fire: prepare

- ✓ Prepack emergency supply kits.
- ✓ Back vehicles into your garage or park them in an open space facing the direction of escape.
- ✓ Keep the gas tank in vehicles at least half full.



### Pre-fire: practice

- ✓ Practice often with everyone in your home, using at least 2 ways out of your neighborhood.
- ✓ Participate in community wildfire drills. If something could keep you from leaving successfully, such as a locked gate, address it immediately.
- ✓ Practice evacuating animals and pets, including how to operate trailers and other vehicles needed to transport them. Know what resources are needed for their care in case of evacuation.



FEMA



U.S. Fire Administration  
Working for a fire-safe America



## During a wildfire event

- ✓ Charge all cellphones in case of power loss.
- ✓ Know the local fire conditions and be prepared to leave at a moment's notice.
- ✓ Leave early if you are concerned. It may take more time than you think to evacuate due to heavier traffic and decreased visibility, or if you have small children, pets or livestock, or have physical challenges.
- ✓ Go promptly when told to evacuate.
- ✓ Don't drive out with trailers or large vehicles like RV's, especially if you are unfamiliar with operating them. A stalled or abandoned vehicle makes it hard for others to leave and first responders to get into the area.
- ✓ Keep your car windows up and the air conditioning on to prevent embers and smoke from entering the vehicle.
- ✓ Continue to listen for additional evacuation instructions.



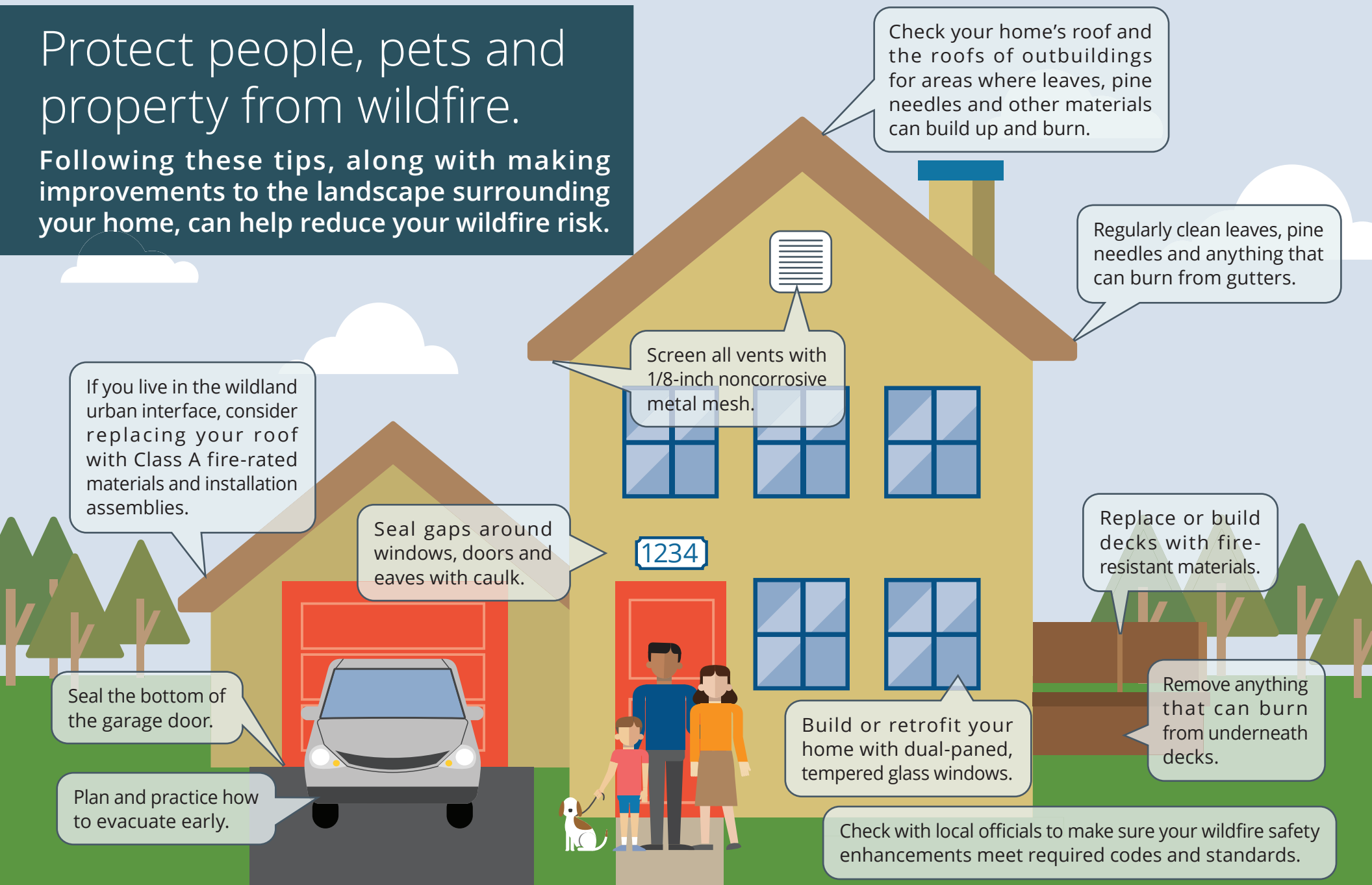
## After evacuating

- ✓ Make sure that everyone is okay once you are out. If someone is injured or not feeling well, get immediate assistance.
- ✓ Inform your designated contact as soon as you are safe.
- ✓ Don't return to your home until you are told you can safely do so.
- ✓ Follow safety guidance, including bringing in fresh water and other supplies.



# Protect people, pets and property from wildfire.

Following these tips, along with making improvements to the landscape surrounding your home, can help reduce your wildfire risk.



Check your home's roof and the roofs of outbuildings for areas where leaves, pine needles and other materials can build up and burn.

Regularly clean leaves, pine needles and anything that can burn from gutters.

Screen all vents with 1/8-inch noncorrosive metal mesh.

If you live in the wildland urban interface, consider replacing your roof with Class A fire-rated materials and installation assemblies.

Seal gaps around windows, doors and eaves with caulk.

Replace or build decks with fire-resistant materials.

Seal the bottom of the garage door.

Plan and practice how to evacuate early.

Build or retrofit your home with dual-paned, tempered glass windows.

Remove anything that can burn from underneath decks.

Check with local officials to make sure your wildfire safety enhancements meet required codes and standards.



# Be a wildfire safety recreation enthusiast!

Keep recreational vehicle trailer chains off of the ground to prevent sparks that can cause accidental wildfires.



FEMA



U.S. Fire  
Administration

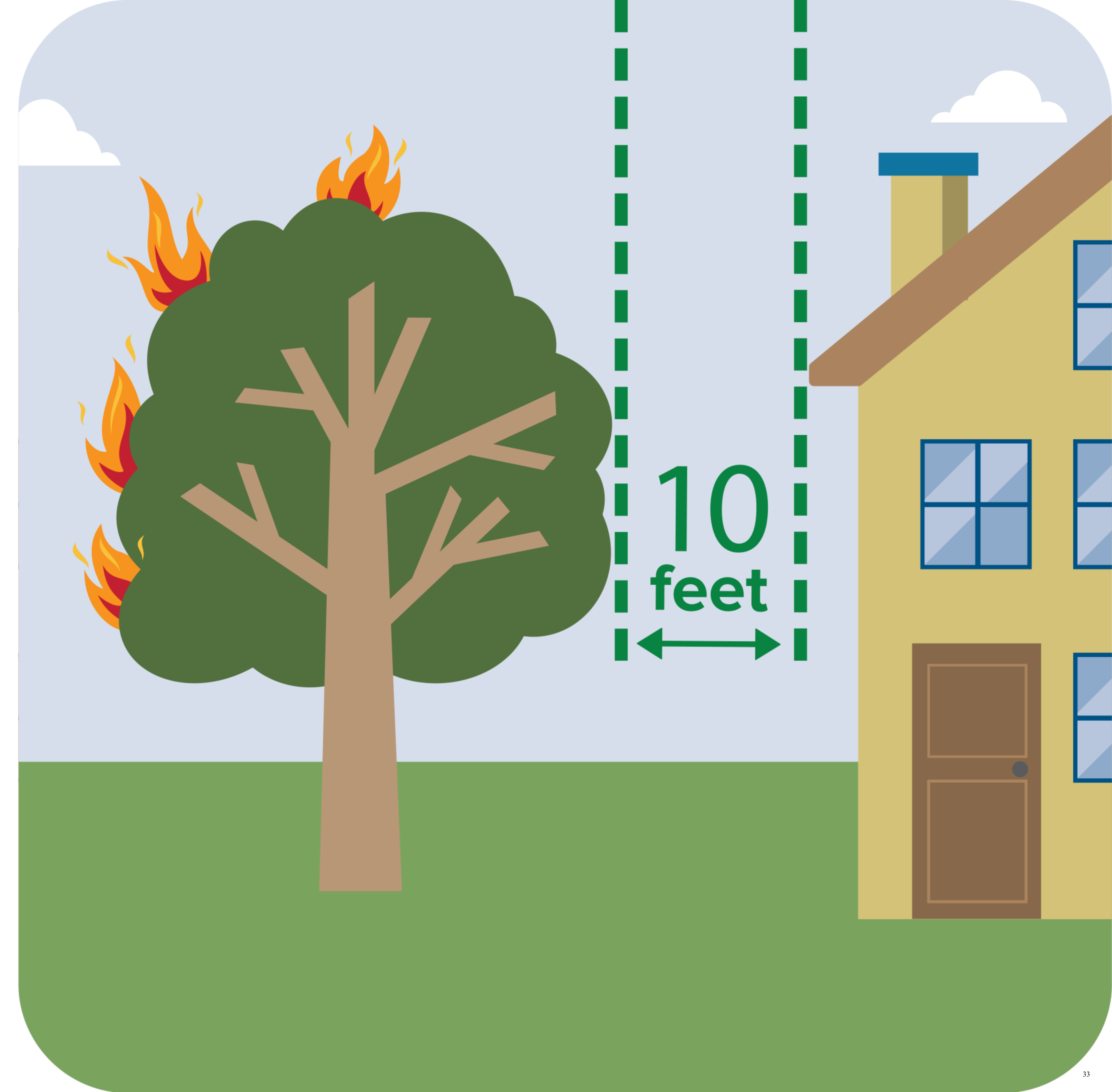




# Planifique la evacuación de un incendio forestal.

Conozca los planes de evacuación de la escuela, la guardería y el trabajo de todos los miembros de la familia.





2. ALERT TYPE(S)

**Emergency ALERTS** may be sent out 24 hours a day, seven days a week. Signing up for ALERTS automatically registers you for county-wide and location specific ALERTS.

**Community ALERTS** are non-emergency notifications. Community ALERTS you may receive are listed below.

**SEVERE WEATHER**

**UTILITY NOTIFICATIONS**

**MAJOR ROAD CLOSURE**

**PUBLIC SAFETY**

**SPECIAL EVENTS**

3. CHOOSE LOCATIONS

This will let us know what area to ALERT you about if there is an emergency. Must be within the boundaries of Pierce County.

ADDRESS 1

CITY

ZIP

ADDRESS 2

CITY

ZIP

ADDRESS 3

CITY

ZIP

ADDRESS 4

CITY

ZIP

ADDRESS 5

CITY

ZIP

MAIL TO  
**Pierce County Emergency Management**  
2501 South 35th St., Suite D  
Tacoma, WA 98409-7405



SIGN UP FOR ALERT!



(SEE REVERSE FOR ADDITIONAL SIGN UP INFORMATION)

**YOU CHOOSE** HOW  
AND WHERE YOU  
WANT TO RECEIVE  
EMERGENCY  
INFORMATION FOR  
PIERCE COUNTY.

- 1. Choose which devices will receive alerts.
- 2. Choose up to 5 locations (within Pierce County) you want to be notified about emergency alerts.



**PCALERT!**  
EMERGENCY NOTIFICATION SERVICE



**SIGN UP NOW AT**  
[www.piercecountywa.gov/ALERT](http://www.piercecountywa.gov/ALERT)  
or text PCALERT to 888-777



**Pierce County Emergency Management**  
2501 South 35th St., Suite D  
Tacoma, WA 98409-7405

**Phone:** 253-798-6595  
**Facebook:** /PierceCountyEM  
**Twitter:** @PierceCo

**SEE SOMETHING,  
SAY SOMETHING...**



**PCALERT!**  
EMERGENCY NOTIFICATION SERVICE

IF WE CAN'T  
REACH YOU  
**WE CAN'T  
ALERT YOU**



# IF WE CAN'T REACH YOU **WE CAN'T ALERT YOU.**

## WHAT IS THE PIERCE COUNTY ALERT SYSTEM?

A FREE system that allows you to sign up and receive notifications about emergencies that may affect the locations that concern you. This service allows fire, police, and other agencies handling emergency response to send out accurate and up-to-date information to residents.

### HOW OFTEN WILL I RECEIVE ALERTS?

Generally, non-life threatening alerts will be sent to email only. Alerts that pose a higher threat to the community or cause significant adverse conditions (major traffic impacts/road closures/extreme weather alerts) may be sent via email and text.

Alerts that pose a significant risk to life and/or property will be sent to all of the devices you have chosen.

### HOW MUCH DOES IT COST?

The Pierce County ALERT service is free, however, you may incur charges from your cell provider.


### WILL MY INFORMATION BE SHARED WITH OTHERS?

No. The information that you provide will be used for emergency purposes only. We cannot give or sell your information to any vendor or other organizations.

## HOW DO I SIGN UP?

 **ONLINE**  
[www.piercecountywa.gov/ALERT](http://www.piercecountywa.gov/ALERT)

 **MAIL**  
Fill out the form on the right and mail to  
**Pierce County Emergency Management**  
**2501 South 35th St., Suite D**  
**Tacoma, WA 98409-7405**

 **TEXT**  
**In all caps, text PCALERT to 888-777**  
We will send you a link with information and registration.

 **PHONE**  
**Call 253-798-6595**



## MAIL-IN SIGN UP

Please fill out one form per family member.

First Name \_\_\_\_\_



Last Name \_\_\_\_\_

Language Preference \_\_\_\_\_

### 1. CHOOSE DEVICE(S)

We can send ALERTS via email, text, phone/mobile or TTY/TTD device.

Add up to two contacts for each option below.

DEVICE	CONTACT INFO
 EMAIL	_____ _____
 TEXT	_____ _____
 PHONE/ MOBILE	_____ _____
 TTY/TTD	_____ _____

▶ **ALERTS & LOCATIONS ON BACK**

YOU CAN ALSO SIGN UP ONLINE AT  
[www.piercecountywa.gov/ALERT](http://www.piercecountywa.gov/ALERT)





## GUIDE TO EVACUATION LEVELS

DURING AN EMERGENCY, RESIDENTS COULD BE ASKED TO EVACUATE. IT IS IMPORTANT TO KNOW THE TERMS USED BEFORE AND DURING AN EVACUATION.

### LEVEL 1 BE READY



**Time to firm up evacuation plans, pack necessities, and check on neighbors who may need assistance.**

Residents should:

- **Be aware of the danger in their area.**
- **Monitor emergency services and local media for information.**
- **Sign up for emergency alerts to receive up-to-date information.**
- **Plan how to evacuate if they have health or mobility issues, small children or animals/pets.**



### LEVEL 2 BE SET



Residents should:

- **Be prepared to leave with little notice.**
- **Pack up important papers, pets and prescriptions.**
- **Assemble emergency kit including radio and flashlight.**
- **Evacuate family members with special considerations.**



### LEVEL 3 GO NOW



**LEAVE NOW. You are in immediate danger. CHECK MEDIA for more information.**



Fill out an Emergency Plan card for each person in your family and keep it in a wallet or purse and make a copy for your grab-n-go bucket.



## Your Emergency Plan

### PERSONAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Primary Phone \_\_\_\_\_

### DOCTOR AND MEDICAL INFORMATION

Doctor \_\_\_\_\_

Phone \_\_\_\_\_

1. Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Pharmacy \_\_\_\_\_ Rx # \_\_\_\_\_

2. Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Pharmacy \_\_\_\_\_ Rx # \_\_\_\_\_

3. Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Pharmacy \_\_\_\_\_ Rx # \_\_\_\_\_

Allergic to \_\_\_\_\_

### EMERGENCY PLAN

Primary Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Primary Meeting Place \_\_\_\_\_

Secondary Meeting Place \_\_\_\_\_

Out-of-Area Contact \_\_\_\_\_

Out-of-Area Phone \_\_\_\_\_

### CAREGIVER

Name \_\_\_\_\_

Phone # \_\_\_\_\_

4

## Carry your Emergency Plan Card with out-of-area contact

Use the Emergency Plan card to your left so you will have all your important information with you at all times. This is an essential step in being prepared for a disaster.

### Important note

Choose an Out-of-Area Contact Person for your family who is far enough away that they won't be impacted by the same disaster and can share information back to separated family members by text or non-internet phone line.

5

## Sign up for ALERTS

Pierce County ALERT is a free emergency notification system designed to alert residents and businesses in Pierce County of emergency events and other important notices.

Don't miss out. County Officials cannot send emergency alerts to your cell phone unless you register with Pierce County ALERT. Opt-in to Pierce County ALERT today. The easiest method is to visit the Pierce County website at [www.piercecountywa.org/ALERT](http://www.piercecountywa.org/ALERT). Click the Pierce County ALERT button located on the website homepage.

For more information

253.798.6595



## Emergency Resources



**Pierce County**  
[www.piercecountywa.org/PREPARE](http://www.piercecountywa.org/PREPARE)  
253.798.6595

**Disaster Ready Washington**  
[www.disasterreadywashington.us](http://www.disasterreadywashington.us)

**Federal Emergency Management Agency**  
[www.Ready.gov](http://www.Ready.gov)  
1.800.621.3362

**American Red Cross Safe and Well**  
[www.safeandwell.communityos.org](http://www.safeandwell.communityos.org)



[www.piercecountywa.org/PREPARE](http://www.piercecountywa.org/PREPARE)



[www.facebook.com/PierceCountyDEM](http://www.facebook.com/PierceCountyDEM)



253.798.6595



[www.twitter.com/PierceCo](http://www.twitter.com/PierceCo)

# WHAT'S ON YOUR BUCKET LIST?



Follow this 5-step plan now so you can act fast and respond quickly.



Keep essential supplies in an easy grab-n-go container.



Store it near an exit door in your home or in the trunk of your car.

1

Have your Grab-N-Go kit ready

For a quick evacuation, store the following supplies (for 2-3 days) in a 5-gallon bucket with lid or other container such as a back pack.



PREPARE YOUR EMERGENCY KIT NOW.

2

Additional supplies

Expand your supplies to last for 14 days for all family members.



Add quantities:

- ✓ Water (1 gallon of water per day for cooking, drinking, and sanitation)
- ✓ Food
- ✓ Personal care items
- ✓ Batteries
- ✓ Trash bags



Add supplies:

- ✓ First aid kit and guide
- ✓ Tools
- ✓ Shelter in place kit (plastic sheeting and duct tape)



Nice to have:

- ✓ Tents and/or additional tarps
- ✓ Cooking stove and fuel
- ✓ Portable heater
- ✓ Generator



For your car:

- ✓ Car emergency equipment such as jumper cables, flashlight, flares, and "HELP" signs
- ✓ Shovel and kitty litter or sand
- ✓ Keep gas tank at least half full at all times!



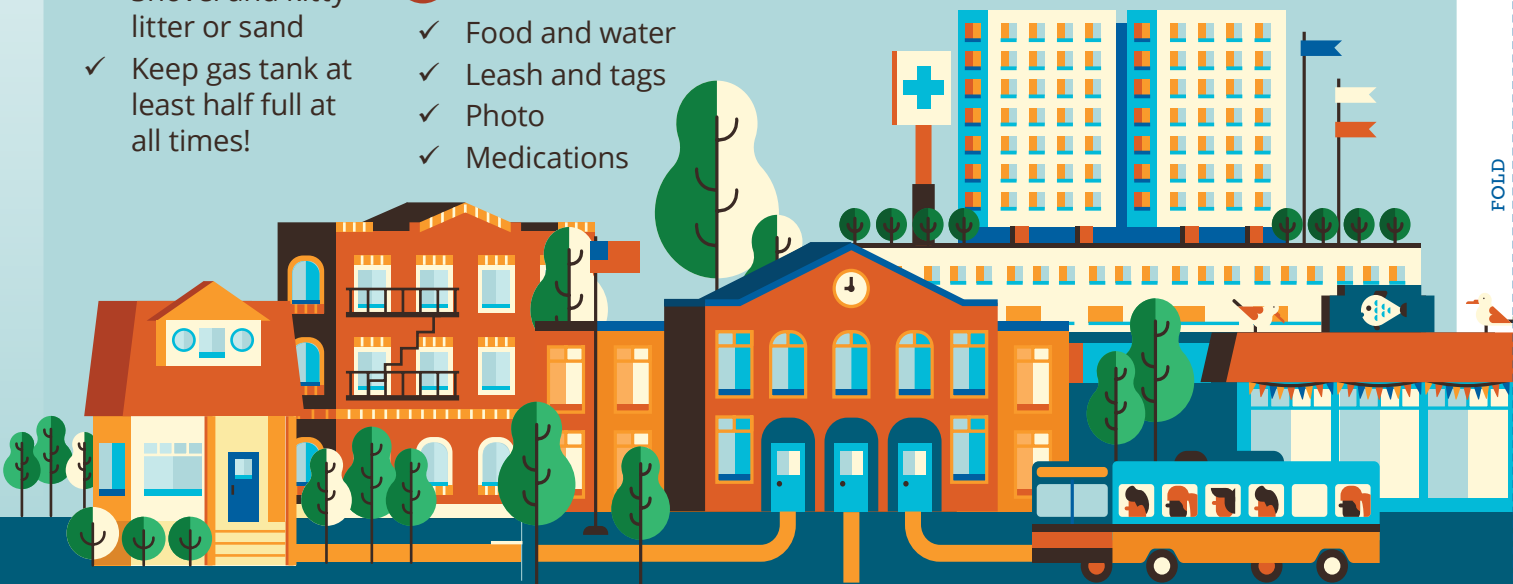
For your animals:

- ✓ Food and water
- ✓ Leash and tags
- ✓ Photo
- ✓ Medications

3

Know what to do in a disaster

- ✓ Drop, Cover, & Hold during an earthquake!
- ✓ Check for damaged utility lines. ONLY shut off gas if you detect a gas leak. Evacuate, leave doors open, then report to authorities
- ✓ Shut off water at house to protect your supply from a negative drain
- ✓ Check for injuries and give first aid
- ✓ Only call 9-1-1 for serious injuries or life threatening situations
- ✓ Check on your neighbors
- ✓ Monitor TV, radio, and social media for emergency information
- ✓ Save some cash, low denominations, in case credit or debit cards cannot be used



Fill out an Emergency Plan card for each person in your family. Keep it in a wallet or purse and make a copy for your grab-n-go bucket.

INSURANCE INFORMATION

Home Policy # \_\_\_\_\_

Phone \_\_\_\_\_

Life Policy # \_\_\_\_\_

Phone \_\_\_\_\_

Medical Policy # \_\_\_\_\_

Phone \_\_\_\_\_

Dental Policy # \_\_\_\_\_

Phone \_\_\_\_\_

Auto Policy # \_\_\_\_\_

Phone \_\_\_\_\_

Other \_\_\_\_\_ Policy # \_\_\_\_\_

Phone \_\_\_\_\_

OTHER IMPORTANT PHONE NUMBERS

Power \_\_\_\_\_ Gas/Oil \_\_\_\_\_

Water \_\_\_\_\_ Sewer \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_

HOW TO GET INFORMATION

**All Hazard NOAA Weather Radio with Public Alert with SAME capability**

- 162.475 Central and West
- 162.550 West and North West

**Regional Emergency Alert News**

- KIRO 97.3 FM • KGHP FM 89.3, 89.9, 105.7
- KOMO 1000 AM

**Pierce County Emergency Information**

- 1580 AM (For the Puyallup Valley)

**Pierce County Department of Emergency Management**

- [www.piercecountywa.org/DEM](http://www.piercecountywa.org/DEM)

## FIRCREST CITY COUNCIL/PLANNING COMMISSION AGENDA SUMMARY

**NEW BUSINESS:** Tree Code  
**ITEM:** 8  
**DATE:** February 4, 2025  
**FROM:** Mark Newman, Community Development Director

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**RECOMMENDED MOTION:** No motion. For discussion only.

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**BACKGROUND:** The City Council has identified an urban tree canopy assessment as a 2025 goal, and Planning & Building Department staff have added this to their work plan. As a precursor to any assessment, staff was asked to identify whether the City has an existing tree code and what its limitations are. The Tree Code can be found under landscaping regulations in Fircrest Municipal Code [Chapter 22.62](#), along with attached related policies in the 2024 Comprehensive Plan. Staff have also identified areas of the tree code that could be made stricter to preserve tree canopy on private property and provided examples of what data urban tree canopy mapping can reveal.

The goal of this agenda item is to foster discussion about what could be improved in the City's tree code.

**ATTACHMENTS:**

[2024 Comprehensive Plan Policies Related to Tree Canopy](#)  
[Tree Code Areas for Improvement](#)  
[Sample Maps](#)

## 2024 Comprehensive Plan Policies Related to Tree Canopy

<b>Policy CD-6.3</b>	Complete an Urban Tree Canopy Report to catalogue existing assets for tree management. Use the report data as a basis to modify development standards for tree removal during development. Track and manage tree removal and replanting using GIS software. Policy CD-6.4 Apply for grants that protect the natural environment and preserve the existing urban tree canopy.
<b>Policy LU-6.11</b>	Ensure parking areas include plantings of vegetation that reduce visual impact through effective screening and the establishment of a substantial tree canopy. Form-based codes and design standards that strongly encourage the placement of parking to the side or rear of buildings and ingress/egress loading through alleys should be implemented. Parking facilities should conform to the parking-related policies of the Transportation Element.
<b>NEW Policy LU-10.8</b>	Promote the retention and maintenance of Fircrest's existing tree canopy. Pursue grant opportunities for urban tree canopy studies that track data on tree canopy changes year-over year. Work to adopt an Urban Forestry Management Program.
<b>Policy LU-11.3</b>	Require effective erosion control during and after tree or vegetation removal where removal of trees or other vegetation may result in runoff and erosion. Require restoration and replanting consistent with urban landscaping guidelines and significant tree retention and protection standards where extensive vegetation removal occurs in order to mitigate heat, promote mental and physical health, and enhance the tree canopy.

Fircrest ranks high when it comes to the category of high exposure to diesel and PM10 emissions. The City has a policy to draft an urban tree canopy report to address disparate environmental health and exposure to these harmful particulates.

### Fircrest Municipal Code Tree Code Areas for Improvement

Development of a new single-family residence provides exemptions allowing all tree removal within the buildable envelope (location of house footprint and driveway plus 10 feet into setbacks).

Staff has identified several issues with this approach:

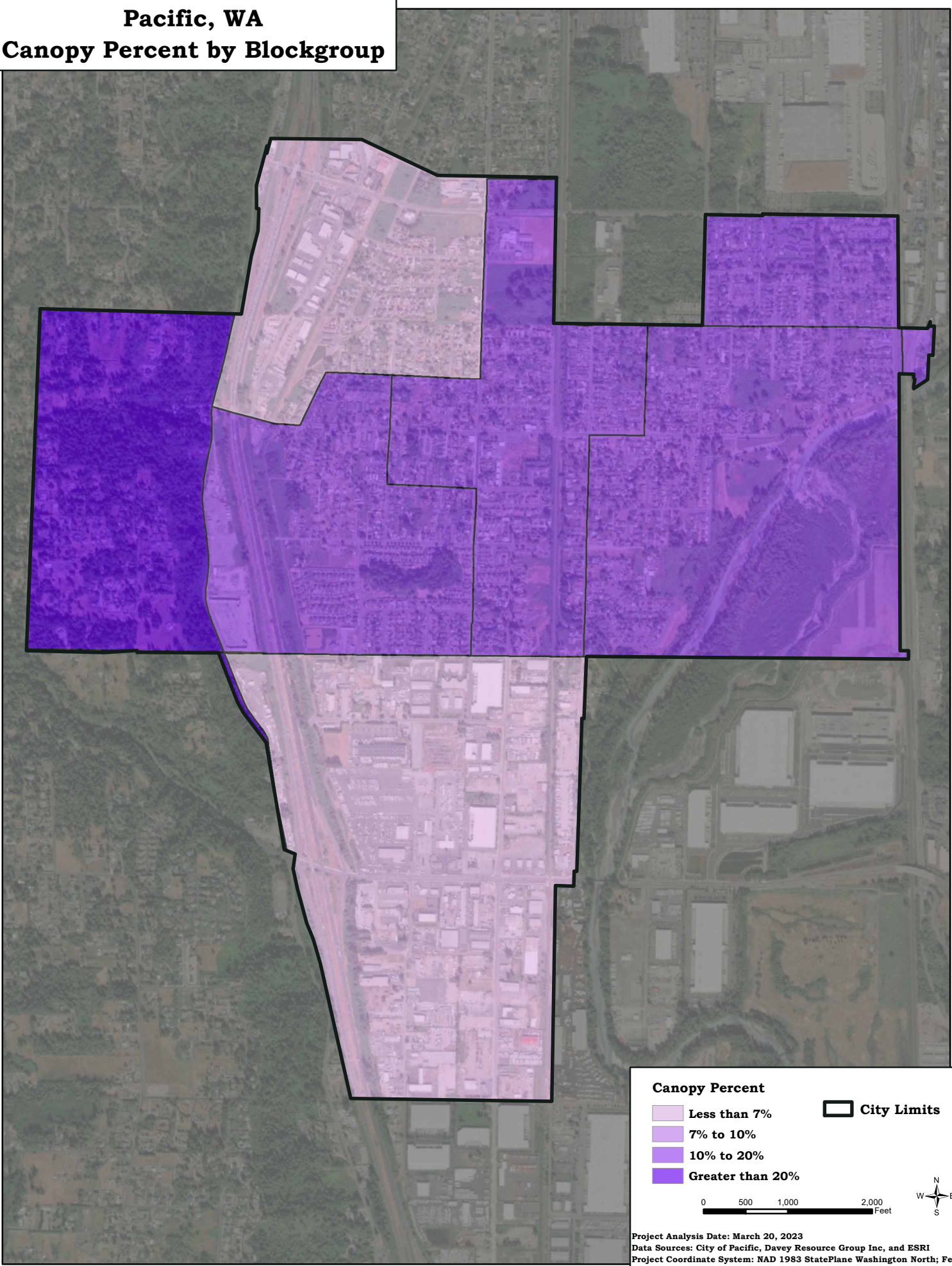
The house's design is championed as the main driver of development rather than having a design that is molded to existing site constraints such as significant tree canopy. The existing approach favors trees removed to build the applicant's desired house style rather than protecting as many trees on a lot as possible and modifying design and setbacks to promote this. The latter would result in an application requiring variances and additional oversight to remove trees or modify setbacks, height, or other regulations to maximize tree protection while building a reasonable house footprint.

A potential solution is to limit this existing exemption or require an arborist report to accompany all new development to survey existing trees on the lot and make recommendations for their protection (avoidance of critical root zones when digging foundations, tree protection fencing, requiring bonding for tree protection in the event of damage, increased fines and penalties for tree removal). A common problem with arborist reports is that they only provide a survey of existing trees, but do not take into consideration of what a property owner wishes to build and how that footprint will impact the trees.

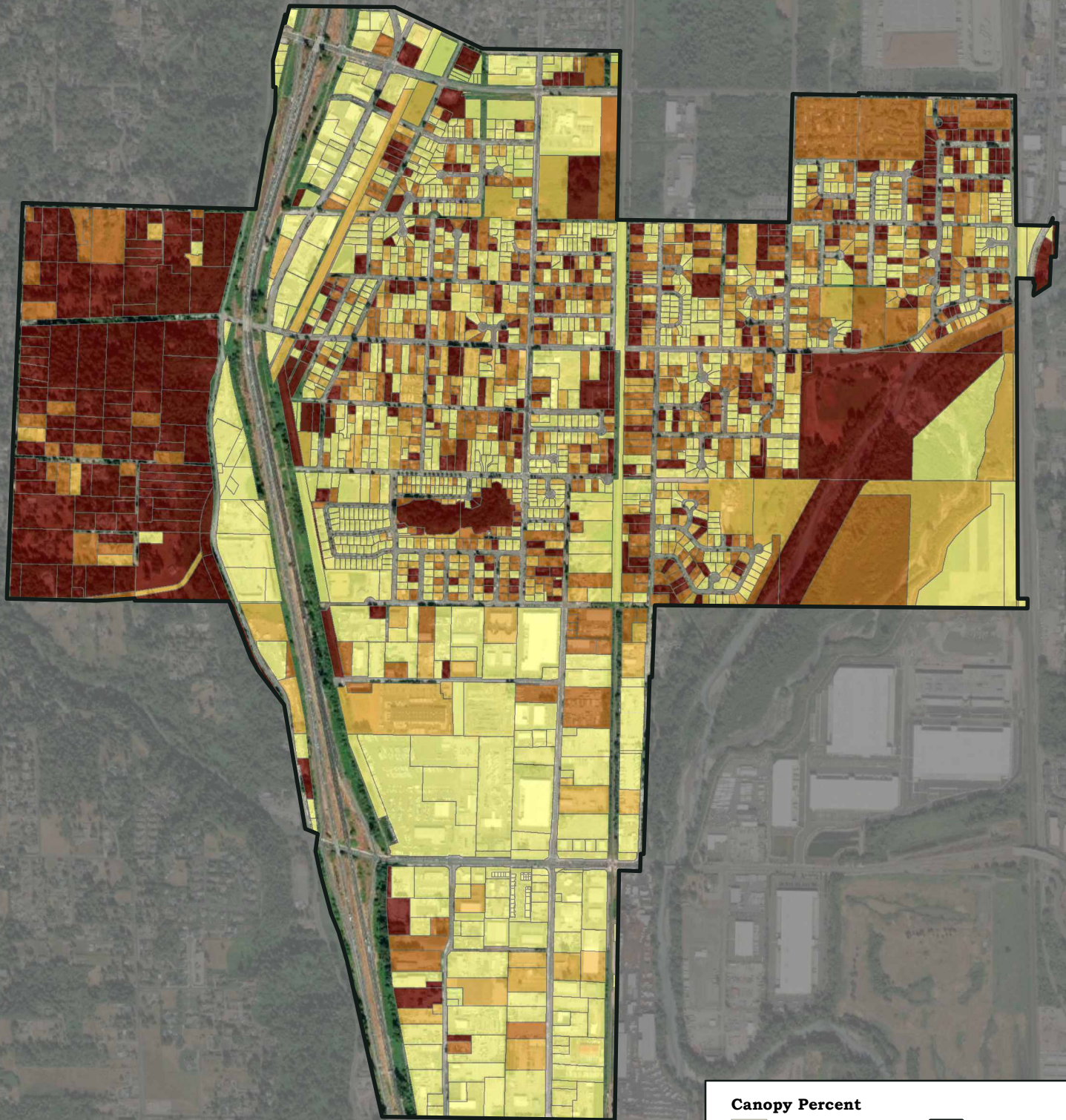
Tree cutting permits could limit the quantity and number of trees removed per year, institute replacement ratios, or fee-in-lieu programs if trees cannot be suitably be replaced on the lot. Tree removal permits could be maintained in a GIS database that track the loss of trees and the addition of new trees per year. The main issue with this is that it can take considerable staff time to track and issue these permits, maintain records, complete inspections, and determine whether a violation has occurred through code enforcement.

There is no mechanism for tracking tree canopy loss over-time. This is typically done by instituting tree cutting and removal permits for all significant evergreen and deciduous trees that are removed on an existing lot and not associated with an existing development permit. The City does currently have \$120,000 available in grant money from the Climate Planning grant that could aid in producing an urban tree canopy report and make recommendations for improvement. GIS Maps indicating canopy by zoning district, parcel, or other attribute could be created. Staff is including some examples from an urban tree canopy report completed at the City of Pacific in 2023.

**Pacific, WA**  
**Canopy Percent by Blockgroup**



# Pacific, WA Canopy Percent by Parcels



## Canopy Percent

Less than 5%

5% to 10%

10% to 20%

Greater than 20%

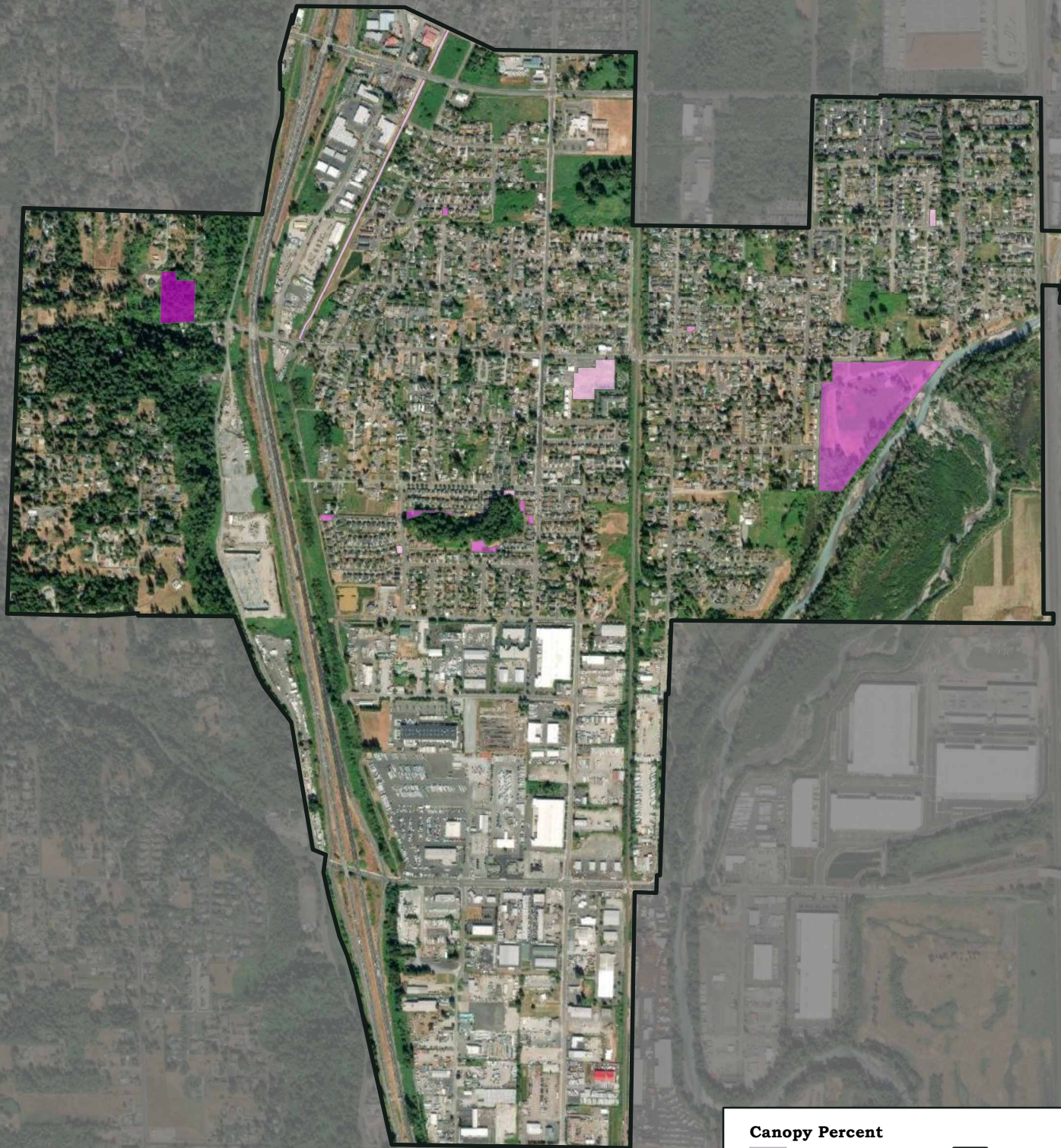
City Limits

0 500 1,000 2,000 Feet



Project Analysis Date: March 20, 2023  
Data Sources: City of Pacific, Davey Resource Group Inc, and ESRI  
Project Coordinate System: NAD 1983 StatePlane Washington North; Feet

# Pacific, WA Canopy Percent by Parks



## Canopy Percent

Less than 5%

5% to 10%

10% to 20%

Greater than 20%

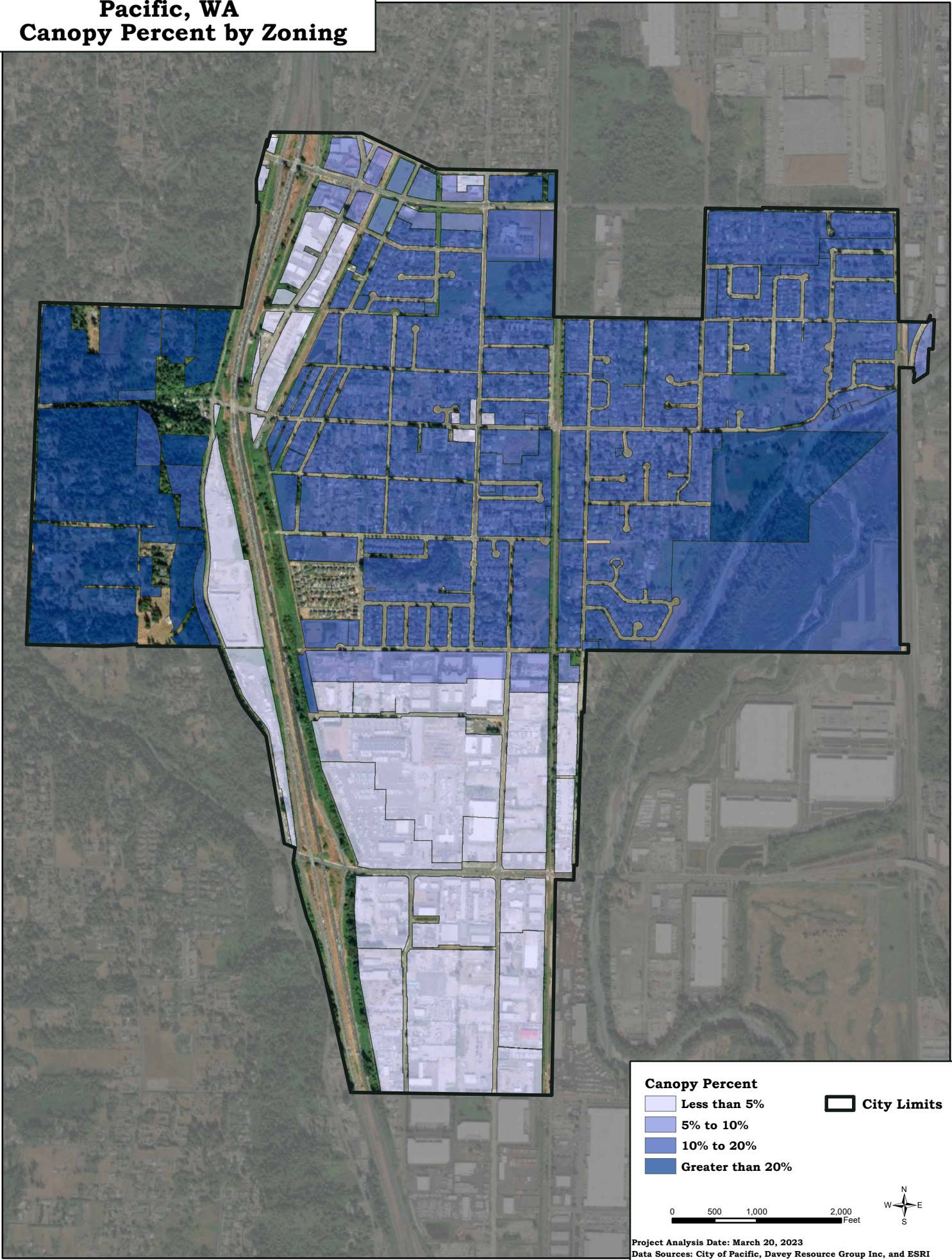
City Limits

0 500 1,000 2,000 Feet



Project Analysis Date: March 20, 2023  
Data Sources: City of Pacific, Davey Resource Group Inc, and ESRI  
Project Coordinate System: NAD 1983 StatePlane Washington North; Feet

**Pacific, WA**  
**Canopy Percent by Zoning**



**Canopy Percent**

- Less than 5%
- 5% to 10%
- 10% to 20%
- Greater than 20%

**City Limits**

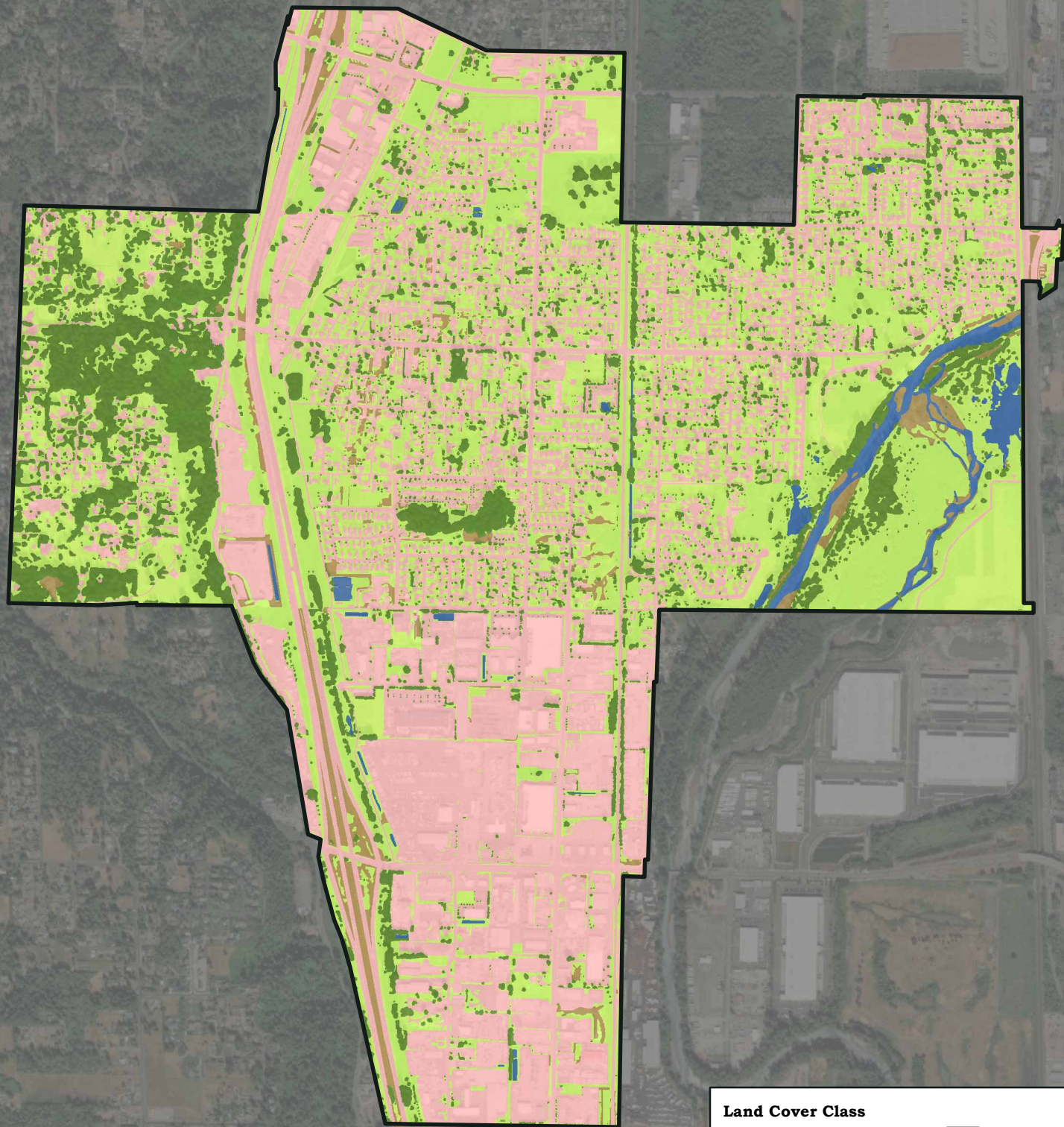
0 500 1,000 2,000 Feet



Project Analysis Date: March 20, 2023  
Data Sources: City of Pacific, Davey Resource Group Inc, and ESRI  
Project Coordinate System: NAD 1983 StatePlane Washington North; Feet

# Pacific, WA

## Land Cover Classification



### Land Cover Class

- Tree Canopy
- Impervious Surface
- Grass/Low-Lying Vegetation
- Bare Soil
- Open Water

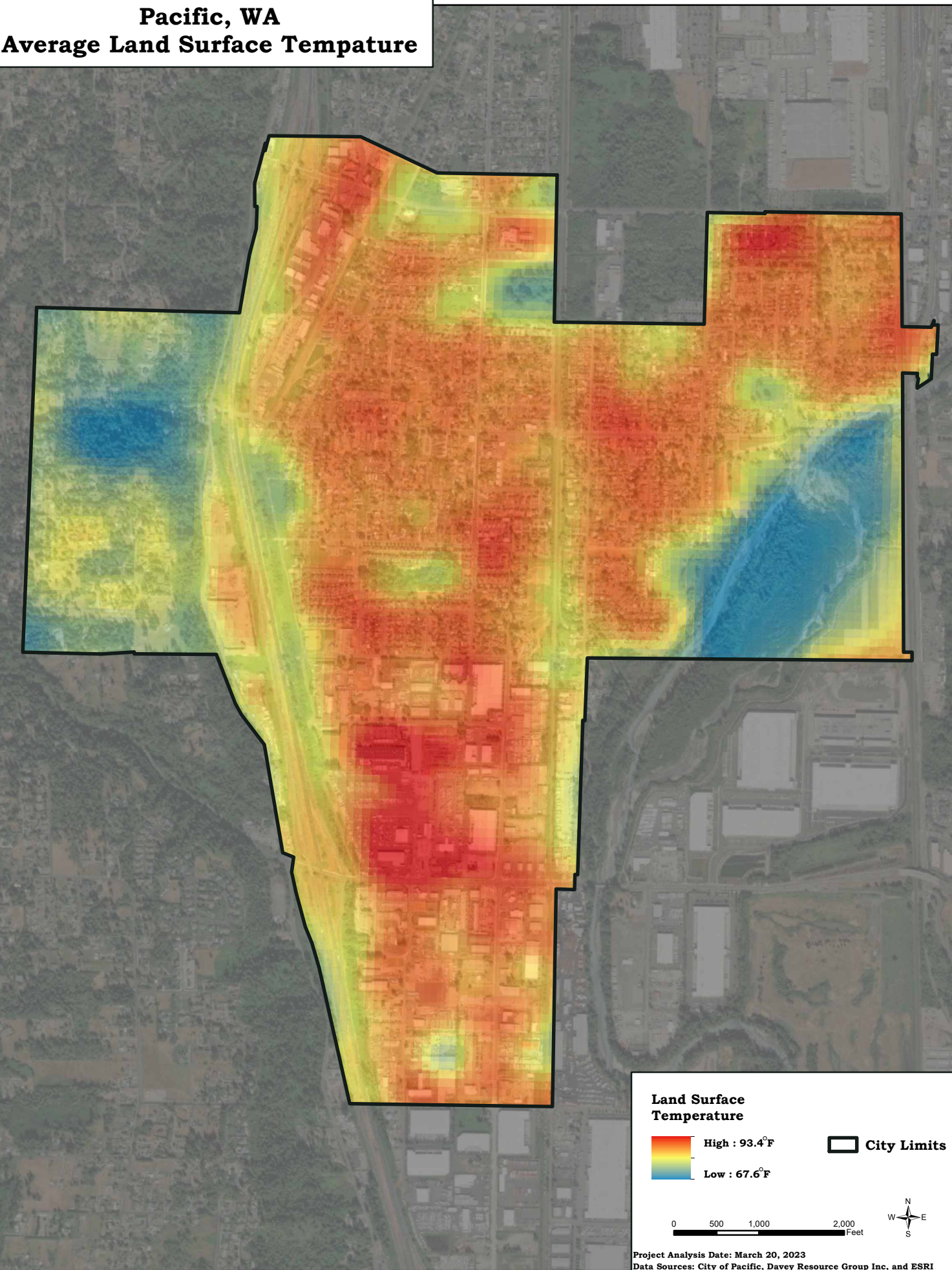
City Limits

0 500 1,000 2,000 Feet



Project Analysis Date: March 20, 2023  
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**Pacific, WA**  
**Average Land Surface Temperature**



**Land Surface  
Temperature**

High : 93.4°F  
Low : 67.6°F

 **City Limits**



Project Analysis Date: March 20, 2023  
Data Sources: City of Pacific, Davey Resource Group Inc, and ESRI  
Project Coordinate System: NAD 1983 StatePlane Washington North; Feet

# Stormwater Priority Planting



## Legend

### PRIORITY

- Very Low
- Low
- Moderate
- High
- Very High

