



**CITY OF FIRCREST  
PLANNING COMMISSION  
MEETING AGENDA**

**TUESDAY, JUNE 3, 2025  
6:00 P.M.**

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

**Pg. #**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

A. Motion to Excuse Absent Planning Commissioners

**4. APPROVAL OF THE AGENDA**

**5. APPROVAL OF THE MINUTES**

A. [May 6, 2025, Regular Meeting](#)

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

(Please state your name and address for the record and refer to the Rules and Decorum laminated sheet at the dais and table.)

**7. PUBLIC HEARING**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

A. [2025 WA State Legislative Session - Housing and Land Use Bills](#)

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**10. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES/STAFF UPDATES**

**11. FUTURE BUSINESS**

**12. ADJOURNMENT**



**CITY OF FIRCREST  
PLANNING COMMISSION  
MEETING MINUTES**

**TUESDAY, MAY 6, 2025  
6:00 P.M**

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

**1. CALL TO ORDER**

Chair Shirley Schultz called the Fircrest Planning Commission regular meeting to order at 6:02 PM.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Planning Commissioners Present: Commissioner Kathy McVay, Commissioner Eric Lane, Commissioner Andreas Schonger, Vice Chair Ben Ferguson.

City Staff Present: City Manager Dawn Masko, City Clerk Arlette Burkhart.

**4. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the May 6, 2025, Regular Planning Commission Meeting.

**Motion: Commissioner Ferguson  
Second: Commissioner McVay**

**Vote: Unanimous  
Abstaining: None**

**The Motion Carried (5-0).**

**5. APPROVAL OF THE MINUTES**

Motion to approve the minutes for the April 1, 2025, Regular Planning Commission Meeting.

**Motion: Commissioner Lane  
Second: Commissioner McVay**

**Vote: Unanimous  
Abstaining: None**

**The Motion Carried (5-0).**

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

Chair Schultz invited public comment. The following individual provided comment.

- Jim Ottness, 973 Altadena Drive, asked for clarification on whether the SEPA document was part of the public hearing. Chair Schultz said it was.

**7. PUBLIC HEARING**

**A. Proposed Middle Housing Code Amendments**

At 6:05 P.M., Chair Schultz opened the public hearing to receive comments on the proposed Middle Housing Code Amendments. Kimely-Horn Representative, Nick Chen provided an overview of the proposed amendments to the Fircrest Municipal Code Title 22 to bring it to compliance with WA House Bills 1110 and 1337. The amendments are required to be adopted by June 30, 2025. Mr. Chen

briefed the Commission on each the requirements of each House Bill, middle housing types, accessory dwelling units, code compliance, community outreach and engagement, and model ordinance implications.

Chair Schultz invited Commissioner comment. Commissioner discussions included existing owner-occupancy covenants applicability, ADU and middle housing density standards, single-family standards legal challenges, outdated definitions, changes in CC&R areas, parking, and lot splitting.

Chair Schultz invited public comment. The following individuals provided comment.

- Jim Ottness, 973 Altadena Drive, expressed concern on several items to include the short review time for the public hearing document, the completeness of the SEPA document, discrepancies in the topography and CC&R references. He stated that Fircrest meets the middle housing goals, and ongoing sewer capacity concerns.
- Frank Ladenburg, 1309 Palm Drive, commented on the importance of SEPA reporting, lack of infrastructure and its constraints, and requested clarification on ADU allowances under the current code.
- Denise Ladenburg, 1309 Palm Drive, commented on the completeness of the proposed amendments, to include soil permeability and sewer capacity. Mrs. Ladenburg also commented on the inconsistencies of ADU requirements set by HB 1110.
- Vince Navarre, Fircrest resident, expressed desire to maintain Fircrest as a single-family residential community.
- Jerry Foss, 1101 Paradise Parkway, commented on the City's dual track process for the Middle Housing Code implementation.
- Written Comment - Jim Gourley, submitted written comment expressing concern on the proposed amendments due to population density, public safety, and environmental sustainability.
- Jim Ottness, 973 Altadena Drive, stated Fircrest is near fully built out, and requested the City to explore alternative approaches to affordable housing without unnecessary zoning overlays.

Chair Schultz invited Commissioner comment.

- Commissioner Schonger stated that the proposed amendments address affordability challenges and may help future residents remain in Fircrest.
- Commissioner Lane stated that the code update will prevent the state's model ordinance from being implemented and that the proposed amendments preserve the City's character while meeting statutory minimums.
- Commissioner Ferguson stated that the Commission's role is to keep the City's character while adhering to legal obligations. He commented on strong design standards and wanted to avoid uncoordinated decisions.
- Commissioner McVay commented on the importance of local control and expressed support for preserving Fircrest's character.

Chair Schultz closed the public hearing at 7:13 P.M.

There was a brief discussion on the SEPA determination comment period, and HB 2321's requirement to allow two units per lot.

Commissioner discussions included yard setbacks, height measurements, ADU size definitions, ADU incentives, challenges to shared utility connection, and emergency access for new units.

Motion to continue the discussion and review the proposed Title 22 amendments with staff revisions to text, tables, and graphics to the Planning Commission scheduled for May 20, 2025.

**Motion: Commissioner McVay**  
**Second: Commissioner Lane**

**Vote: Unanimous**  
**Abstaining: None**

There was a brief discussion on reopening public comment at the next Planning Commission. City Manager Masko stated that another Planning Commission public hearing is optional, and that the City Council public hearing will take place soon. There was a consensus to not reopen the public comment.

**8. UNFINISHED BUSINESS**

There was no unfinished business.

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

There were no comments.

**10. NEW BUSINESS**

**A. HB 1998 Co-Living Housing Discussion**

City Clerk Burkhart provided a brief overview of House Bill (HB) 1998 and noted that it requires cities to allow co-living housing wherever multifamily housing is permitted. There was a brief discussion to continue reviewing model materials and prepare for a formal recommendation later in the year.

**11. FUTURE BUSINESS**

None.

**12. ADJOURNMENT**

Motion to adjourn the May 6, 2025, Planning Commission regular meeting at 8:10 PM.

**Motion: Commissioner Ferguson**  
**Second: Commissioner Lane**

**Vote: Unanimous**  
**Abstaining: None**

**The Motion Carried (5-0).**

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Shirley Schultz  
Chair, Fircrest Planning Commission

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Dawn Masko  
City Manager

**TO:** SSHA<sup>3</sup>P Staff Work Group

**CC:** Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist II

**FROM:** Jason Gauthier, SSHA<sup>3</sup>P Manager

**SUBJECT:** 2025 Washington State Legislative Session – Housing and Land Use Bill Review

**DATE:** May 27, 2025

## PURPOSE

The 2025 Washington State Legislative Session resulted in several significant land use and housing bills impacting comprehensive planning, permitting, and development standards. This memo summarizes eight key bills, their implementation deadlines, and applicability to SSHA<sup>3</sup>P member governments.

### HB 1096 – Lot Splitting Reform

**Summary:** Streamlines the process for subdividing lots to increase housing supply.

**Key Provisions:**

- Allows administrative approval of lot splits creating up to four lots.
- Prohibits lot splits that would require demolition of certain existing housing.
- Requires cities to approve lot splits if they meet objective standards.
- Exempts implementing ordinances from State Environmental Policy Act (SEPA) appeals.
- Provides immunity to cities for damages related to lot splits.
- Mandates the Department of Commerce to develop implementation guidance and provide grants.

**Implementation Deadline:** July 27, 2027

**SSHA<sup>3</sup>P Member Applicability:** All cities and towns.

### HB 1183 – Concerning building code and development regulation reform

**Summary:** Enacts broad development regulation reforms to support retrofitting and new construction of affordable and sustainable housing.

**Key Provisions:**

- **Retrofit and Passive House Flexibility:**  
Cities and counties must allow insulation in retrofits and passive house projects to extend up to 8 inches into setbacks and 8 inches above height limits. Floor area is measured from the interior wall face for these projects, which encourages deep energy retrofits without penalizing bulk restrictions.
- **Roof-Mounted Solar Accommodation:**  
Jurisdictions must allow rooftop solar installations to exceed height limits by up to 48 inches. This applies to any project, including affordable and market-rate housing, provided minimum state building code and fire access standards are met.
- **Limits on Regulation of Adaptive Reuse:**  
Cities may not prohibit the addition of up to 50% more residential units in existing buildings (3+ years old) in multifamily zones if the expansion stays within the existing envelope and meets health and safety codes. No additional parking, design standards, or concurrency/environmental studies may be required solely due to added units.
- **Parking Requirement Prohibitions:**  
Off-street parking cannot be required for:
  - Affordable housing
  - Passive house-compliant projects (new or retrofit)

- Modular or mass timber construction
- **Design Standard Exemptions:**  
Local governments may not require façade modulation or upper-level setbacks for certain residential project types, including affordable housing, passive house, modular, mass timber, and adaptive reuse projects—unless necessary for safety or historic preservation.
- **Affordable Unit Size Caps:**  
Jurisdictions may not require minimum sizes above the following for affordable units:
  - Studio: 400 sq ft
  - 1BDR: 550 sq ft
  - 2BDR: 750 sq ft
  - 3BDR: 1,000 sq ft

**Implementation Deadline:** June 30, 2030

**SSHA<sup>3</sup>P Member Applicability:** All cities and towns.

## HB 1491 – Transit-Oriented Development

**Summary:** Establishes statewide minimum development standards for station areas (rail and bus rapid transit zones). The bill sets specific floor area ratio (FAR) thresholds, mandates affordability provisions, and preempts local regulations that conflict with these standards.

### Key Provisions:

- **Mandatory Density Requirements Near Transit Station Areas:**
  - Cities must allow:
    - A minimum 3.5 FAR (on average) in rail station areas, and
    - A 2.5–3.0 FAR (on average) in bus station areas, depending on exemptions.
  - Cities cannot impose maximum residential unit densities per acre or lower FARs unless permitted exemptions apply.
  - Mixed-use development must also be allowed under these density thresholds.
- **Affordability Requirements for New Buildings:**
  - Buildings in station areas must reserve:
    - 10% of units as affordable ( $\leq 60\%$  AMI) for at least 50 years, or
    - 10% workforce housing ( $\leq 80\%$  AMI) if units include large, family-sized dwellings, or
    - 20% workforce housing, unless otherwise exempted by prior programs or regulations.
  - Bonus: Projects exclusively providing affordable or workforce housing get an additional 1.5 FAR.
- **Parking Restrictions:**
  - Cities may not require off-street parking in station areas, except for ADA or short-term delivery parking.
  - Cities may not trigger SEPA review based on absence of parking.
  - Exceptions may be approved by Commerce based on documented safety risks or proximity to major airports.
- **Model Ordinance:**
  - Commerce will release a model ordinance by June 30, 2027.

**Implementation Deadline:** December 31, 2029

**SSHA<sup>3</sup>P Member Applicability:** Auburn, DuPont, Fircrest, Fife, Lakewood, Puyallup, Sumner Tacoma and University Place

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## **SB 5184 – Minimum Parking Requirements**

**Summary:** Limits local authority to impose minimum parking requirements.

**Key Provisions:**

- Caps residential parking requirements at 0.5 spaces per dwelling unit.
- Caps commercial parking requirements at one space per 1,000 square feet.
- Prohibits minimum parking requirements for certain building types and uses, including existing buildings undergoing change of use, small residences, affordable housing, and childcare facilities.
- Exempts accessible parking spaces required under the ADA.
- Repeals previous minimum parking requirements under the GMA.
- Allows cities to impose higher requirements in areas with documented parking shortages.

**Implementation Deadline:** January 27, 2027

**SSHA<sup>3</sup>P Member Applicability:** Auburn, Lakewood, Puyallup, Tacoma, University Place, and Pierce County

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## **SB 5509 – Childcare Center Siting**

**Summary:** Requires cities to allow childcare centers in most zones.

**Key Provisions:**

- Mandates childcare centers as permitted uses in all zones except industrial, light industrial, and open space zones.
- Prohibits conditional use permits for childcare centers in permitted zones.
- Allows reasonable regulations related to pickup and drop-off areas.
- Requires cities to amend development regulations accordingly.

**Implementation Deadline:** July 27, 2027

**SSHA<sup>3</sup>P Member Applicability:** Applies to all cities and towns.

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## **SB 5559 – Unit Lot Subdivision Streamlining**

**Summary:** Simplifies the subdivision process.

**Key Provisions:**

- Requires cities to adopt procedures for unit lot subdivisions.

**Implementation Deadline:** July 27, 2027

**SSHA<sup>3</sup>P Member Applicability:** Applies to all cities and towns.

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## **SB 5571 – Regulating exterior cladding materials**

**Summary:** Prohibits a city or county from requiring or excluding exterior cladding materials that are in compliance with the state building code.

**Key Provisions:**

- Clarifies timelines for aligning comprehensive plan updates with RHNA targets.
- Enhances interjurisdictional coordination during the allocation process.
- Adds transparency and appeal pathways for local governments.
- Requires improved documentation of allocations.
- Supports equitable distribution of housing needs across regions.
- Aims to ensure consistency with GMA planning requirements.

**Implementation Deadline:** Effective July 27, 2027

**SSHA<sup>3</sup>P Member Applicability:** All cities and towns and Pierce County.

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## **SB 5611 – Streamlining and clarifying local governments' land use permitting workloads**

**Summary:** Provides additional clarifies for local government permitting requirements.

**Key Provisions:**

- Local government is prohibited from extending a deadline for issuing a decision for a specific project permit application for any reasonable and certain period of time specified and mutually agreed upon in writing by the applicant and the local government. Requires infrastructure capacity assessments as part of comprehensive planning.
- Local government may not require or request an extension of an applicable deadline for issuance of a decision for a specific project permit application as a condition or an option at the initial submission of a project permit application.
- Local regulations must not impose a requirement upon a common interest community that would not be imposed on a physically identical development under a different form of ownership, includes, without limitation, any permitting process such as a binding site plan or a hearing examiner proceeding.

**Implementation Deadline:** January 28, 2028

**SSHA<sup>3</sup>P Member Applicability:** All cities and towns and Pierce County.