



**CITY OF FIRCREST  
PLANNING COMMISSION  
MEETING AGENDA**

**TUESDAY, JULY 1, 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. [June 3, 2025, Regular Meeting](#)**
- 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**
  - A. [HB 1998 Co-Living Housing Discussion](#)**
- 9. NEW BUSINESS**
- 10. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES/STAFF UPDATES**
- 11. FUTURE BUSINESS**
- 12. ADJOURNMENT**

2

4



**CITY OF FIRCREST  
PLANNING COMMISSION  
MEETING MINUTES**

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

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

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**1. CALL TO ORDER**

Chair Shirley Schultz called the Fircrest Planning Commission regular meeting to order at 6:00 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 Clerk Arlette Burkhart

**4. APPROVAL OF THE AGENDA**

Motion to approve the agenda for the June 3, 2025, Regular Planning Commission Meeting.

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

**Vote: Unanimous  
Abstaining: None**

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

**5. APPROVAL OF THE MINUTES**

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

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

**Vote: Unanimous  
Abstaining: None**

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

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

Chair Schultz invited public comment. There were none.

**7. PUBLIC HEARING**

There was no public hearing scheduled.

**8. UNFINISHED BUSINESS**

There was no unfinished business.

**9. NEW BUSINESS****A. 2025 WA State Legislative Session - Housing and Land Use Bills**

City Clerk Burkhart provided an overview of eight key bills passed by the Washington State Legislature that require amendments to the Fircrest Municipal Code and development regulations. The bills discussed were HB 1096 (Lot Splitting), HB 1183 (Building Code and Development Regulation Reform), HB 1491 (Transit-Oriented Development), SB 5184 (Minimum Parking Requirements), SB 5509 (Childcare Center Siting), SB 5559 (Unit Lot Subdivision Streamlining), SB 5571 (regulating exterior cladding materials), and SB 5611 (Streamlining and clarifying local governments' land use permitting workloads). Discussions included implementation timeline, grants, model ordinances, and municipal code auditing.

Mrs. Burkhart stated that information is still being gathered from SSHA<sup>3</sup>P and the Washington State Department of Commerce. Commissioners recommended deferring further discussions until the Middle Housing code amendments are finalized.

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

City Clerk Burkhart reported that future Planning Commission meetings may focus on developing a work plan, reviewing code audit findings, and identifying areas for community engagement.

Commissioner Lane provided a summary of a recent Pierce County Tree Canopy Workshop and highlighted the potential benefits and challenges of tree canopy policies. Commissioner discussions included providing a balance between preserving urban tree canopy and housing affordability.

There was a brief discussion on partnering with the local library system to provide mobile library programming and accessibility for low-income residents.

**11. FUTURE BUSINESS**

None.

**12. ADJOURNMENT**

Motion to adjourn the June 3, 2025, Planning Commission regular meeting at 6:55 PM.

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

**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

# SSAH<sup>3</sup>P Co-Living Model Ordinance

May 15<sup>th</sup>, 2025

This ordinance was drafted for South Sound Housing Affordability Partners (SSHA<sup>3</sup>P), in partnership with the Cities and Towns of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, Steilacoom, and University Place, using funds from the Washington State Department of Commerce's Coordinating Low-Income Housing Planning (CLIHP) grant.

The Model Ordinance has two text styles meant to address implementation of Engrossed Substitute House Bill 1998, commonly referred to as "HB 1998":

- **Bold text in the Model Ordinance** represents provisions required by [RCW 36.70A.535](#).
- The non-bold text are standards that are optional for a city to use. Cities may choose to revise these optional standards, as well as adopt all, some, or none of the optional provisions.

## Recitals

AN ORDINANCE OF THE CITY/TOWN OF \_\_\_\_\_, WASHINGTON, IMPLEMENTING THE ENGROSSED SUBSTITUTE HOUSE BILL (ESHB) 1998, ADDING NEW SECTIONS \_\_\_\_\_, AMENDING SECTIONS \_\_\_\_\_, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2024 the Washington State legislature passed Engrossed Substitute House Bill (ESHB) 1998 (chapter 180, Laws of 2024) related to co-living housing; and

WHEREAS, in passing ESHB 1998 (chapter 180, Laws of 2024) the State legislature found that Washington is facing a housing affordability crisis; and

WHEREAS the State legislature further found that many communities throughout Washington face a severe shortage of workforce housing, and co-living housing provides housing affordable to that income range and below, without public funding; and

WHEREAS, the State legislature further found:

Co-living housing is a residential development with sleeping units that are independently rented and provide living and sleeping space, in which residents share kitchen facilities with residents of other units in the building;

Co-living housing historically provided a healthy inventory of rental homes on the lowest rung of the private housing market;

Co-living housing reduces pressure on the limited amount of publicly funded affordable housing by providing housing that is affordable to lower income residents who might otherwise wait years for subsidized housing;

Co-living housing provides options for people who: wish to lower their housing expenses by paying less for a smaller home; prefer a living arrangement with shared community spaces that facilitate social connections; wish to trade off location for space and, by living in a small home, also get to live in a high opportunity neighborhood they could not otherwise afford; or want a low-cost, more private alternative to having a roommate in a traditional rental;

Co-living housing reduces demand for family-sized rentals from singles who would otherwise group together to rent large homes;

Co-living housing provides a good option for seniors, especially those who want to downsize, or those who desire a living arrangement that is more social than a standard apartment and when located in walkable neighborhoods, co-living housing gives mobility options to seniors who can no longer drive;

Co-living housing is well-suited for people of diverse incomes, including low and very-low income households;

State building codes have established minimum sizes and other standards to ensure that co-living housing meets modern health and safety standards;

Creating co-living housing near transit hubs, employment centers, and public amenities can help the state achieve its greenhouse gas reduction goals by increasing walkability, shortening household commutes, curtailing sprawl, and reducing the pressure to develop natural and working lands; and

Co-living housing, because the units are small, is inherently more energy efficient than standard apartments, both saving residents money and reducing the state's energy demand.

WHEREAS, on \_\_\_\_\_, the city/town transmitted a copy of the proposed ordinance to the Washington State Department of Commerce in accordance with RCW 36.70A.106 at least 60 days in advance of adoption for the required 60-day State review period; and

WHEREAS, on \_\_\_\_\_, the city/town issued a State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) on the proposed ordinance, which is a non-project proposal; and

WHEREAS, during the course of developing the proposed ordinance, various means of public outreach were used including, but not limited to, \_\_\_\_\_; and

WHEREAS, the city/town planning commission held work sessions on \_\_\_\_\_ to study and review matters related to implementing RCW 36.70A.535; and

WHEREAS, on \_\_\_\_\_, the city/town Planning Commission held a duly noticed public hearing on the proposed ordinance, accepted testimony and made a recommendation to the \_\_\_\_\_city/town council; and

WHEREAS, on \_\_\_\_\_, the city/town council held a duly noticed public hearing to consider the planning commission recommendation and accept public testimony; and

WHEREAS, adoption of the ordinance will bring the city/town into compliance with RCW 36.70A.535 and will serve the general welfare of the public;

NOW THEREFORE BE IT ORDAINED BY THE CITY/TOWN COUNCIL AS FOLLOWS

## Section 1 – Purpose

The purpose of this middle housing ordinance ("ordinance") is to implement Engrossed Substitute House Bill 1998, codified in RCW 36.70A.535, by providing land use, development, design, and other standards for co-living housing to be developed on all lots zoned to allow at least six multifamily units.

## Section 2 – General Provisions

- A. Nothing in this ordinance prevents the city from setting development regulations related to density, parking, open space, design standards, or sewer connection fees for multifamily housing.
- B. **The city shall not require through development regulations any standards for co-living housing that are more restrictive than those that are required for other types of multifamily residential uses in the same zone.**
- C. **The city shall only require a review, notice, or public meeting for co-living housing that is required for other types of residential uses in the same location, unless otherwise required by state law including, but not limited to, shoreline regulations under chapter [90.58](#) RCW.**
- D. **The city shall not exclude co-living housing from participating in affordable housing incentive programs under RCW [36.70A.540](#).**
- E. Conflicts. In the event of a conflict between this ordinance and other development regulations applicable to co-living, the standards of this ordinance control except that, this subsection shall not apply to shoreline regulations under Chapter 90.58.RCW.

## Section 3 – Definitions

The following definitions shall apply for the purposes of this ordinance, notwithstanding other definitions in the city's development regulations:

**"Co-living" means a residential development with sleeping units that are independently rented or owned and lockable and provide living and sleeping space with residents sharing kitchen facilities with other sleeping units in the building.**

**"Major transit stop" means:**

- (a) a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
- (b) commuter rail stops;

- (c) stops on rail or fixed guideway systems, including transitways;
- (d) stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
- (e) stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

**"Multifamily"** means a building that contains seven or more dwelling or sleeping units. The term also includes any dwelling or sleeping units that are within a mixed-use building."

**"Sleeping unit"** means an independently rented or owned and lockable unit that provides living and sleeping space.

**"Kitchenette"** means a room or part of a room which is used, intended, or designed to be used for basic food preparation, with a sink and at least one 120v electrical outlet.

**"Kitchen"** means a room or part of a room which is used, intended, or designed to be used for preparing food. The kitchen includes facilities, or utility hookups for facilities, sufficient to prepare, cook, and store food, and wash dishes, including, at a minimum, countertops, a kitchen-style sink, space and utilities sufficient for a gas or 220/240v electric stove and oven, and a refrigerator.

**"Shared kitchen"** means a kitchen that is used, intended, or designed to be used by residents of multiple dwelling or sleeping units for preparing food simultaneously.

## Section 4 – Permitted Uses

**Co-living is a permitted use in all zones which allow at least six units of multifamily or middle housing development, including zones which allow six multifamily units as a component of mixed-use development.**

## Section 5 – Sleeping Units and Shared Kitchens

- A. Sleeping units shall be subject to the following standards:
  - 1. All sleeping units shall be no more than 300 square feet.
  - 2. Sleeping units may include kitchenettes, but shall not include kitchens.
  - 3. Sleeping units must include a private bathroom.
  - 4. All sleeping units must have access by interior or covered exterior walkway to a shared kitchen.
- B. Shared kitchens shall be subject to the following standards:

1. At least one shared kitchen shall be provided for every fifteen sleeping units.
2. At least one shared kitchen shall be provided on each floor that also contains sleeping units.

## Section 6 – Density

For the purposes of calculating density, sleeping units count as one quarter of a dwelling unit.

## Section 7 – Open Space Standards

Where open space standards are applied based on the number of dwelling units, one half of the open space requirement will be required for sleeping units that is required of dwelling units.

## Section 8 – Parking

- A. Off-street parking for co-living housing shall be subject to the following:
1. No off-street parking shall be required within one-half mile walking distance of a major transit stop as defined in RCW 36.70A.535.
  2. No more than one off-street parking space per four sleeping units shall be required

## Section 9 – Sewer connection fees

- A. Sleeping units shall be treated as one-half of a multifamily dwelling unit for the purpose of calculating fees for sewer connections.

## Section 10 – Severability

If any section, subsection, clause, sentence, or phrase of this ordinance should be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

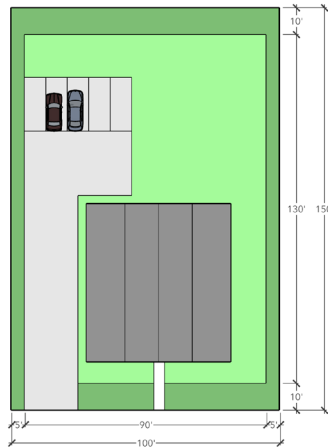
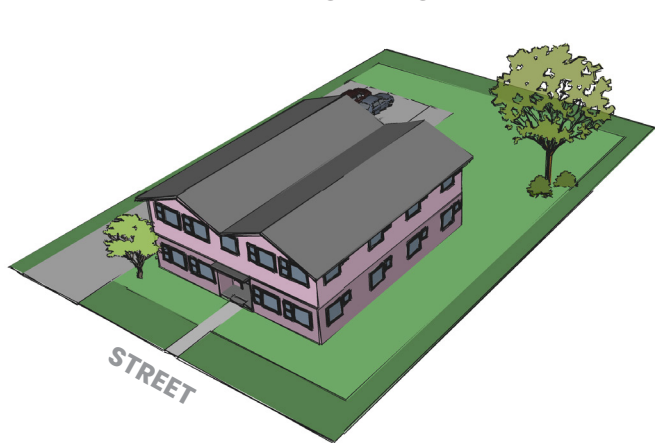
## Section 11 – Effective Date

The ordinance shall take effect and be in full force five days after publication of the attached summary which is hereby approved.



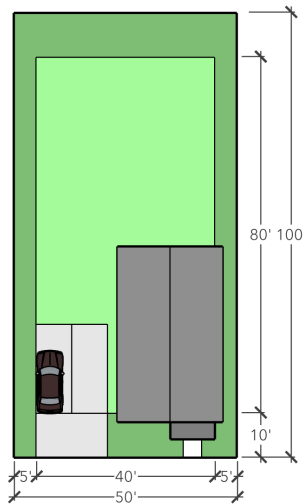
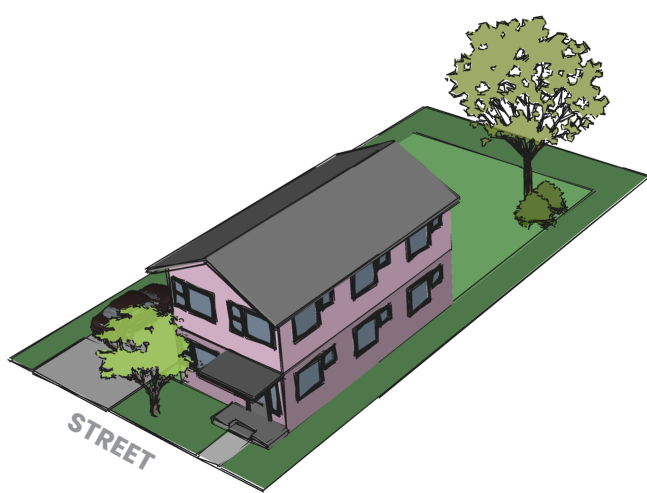
# SSHA<sup>3</sup>P Co-Living Prototypes

## 2-Story Co-Living Large Lot



Lot size	15,000 SF
Sleeping units	18
Height	20'
Coverage	18%
Sleeping unit density	52
FAR	0.4
Parking	5

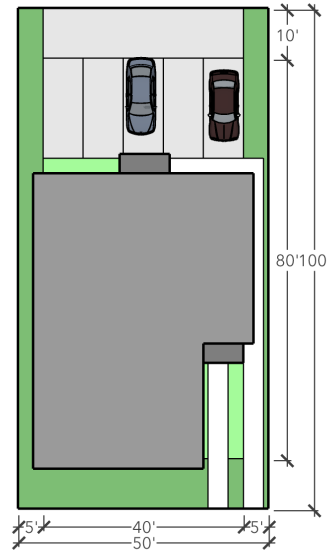
## 2-Story Co-Living Small Lot



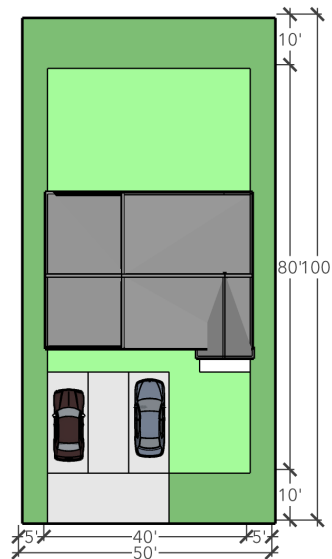
Lot size	5,000 SF
Sleeping units	6
Height	20'
Coverage	15%
Sleeping unit density	55
FAR	0.3
Parking	2

# SSHA<sup>3</sup>P Co-Living Prototypes

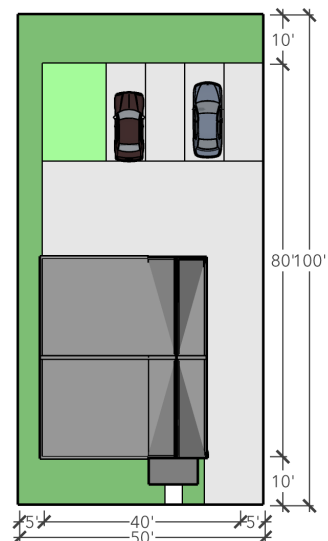
## 3-Story Co-Living Small Lot



<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	20
<b>Height</b>	30'
<b>Coverage</b>	39%
<b>Sleeping unit density</b>	174
<b>FAR</b>	1.2
<b>Parking</b>	5



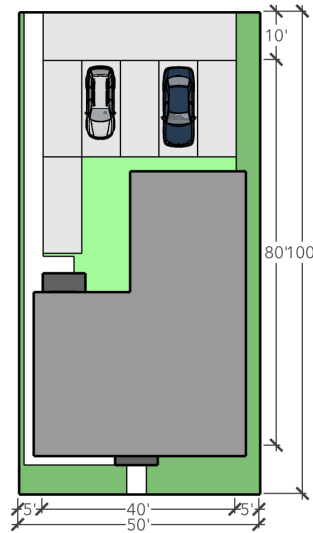
<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	12
<b>Height</b>	30'
<b>Coverage</b>	24%
<b>Sleeping unit density</b>	100
<b>FAR</b>	0.7
<b>Parking</b>	3



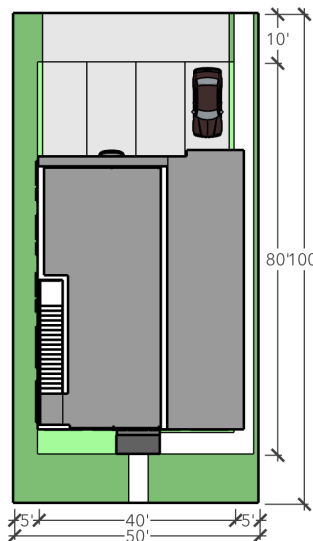
<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	15
<b>Height</b>	30'
<b>Coverage</b>	26%
<b>Sleeping unit density</b>	136
<b>FAR</b>	0.8
<b>Parking</b>	5

# SSHA<sup>3</sup>P Co-Living Prototypes

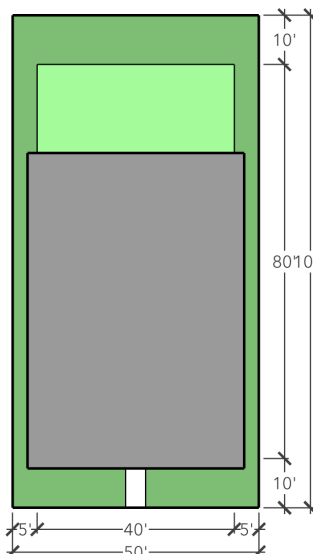
## 4-Story Co-Living Small Lot



<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	24
<b>Height</b>	40'
<b>Coverage</b>	34%
<b>Sleeping unit density</b>	209
<b>FAR</b>	1.4
<b>Parking</b>	6



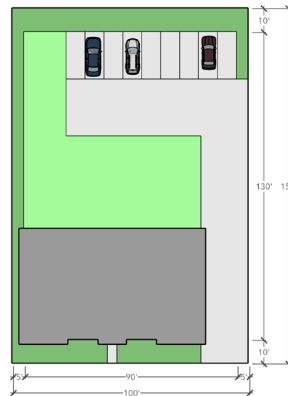
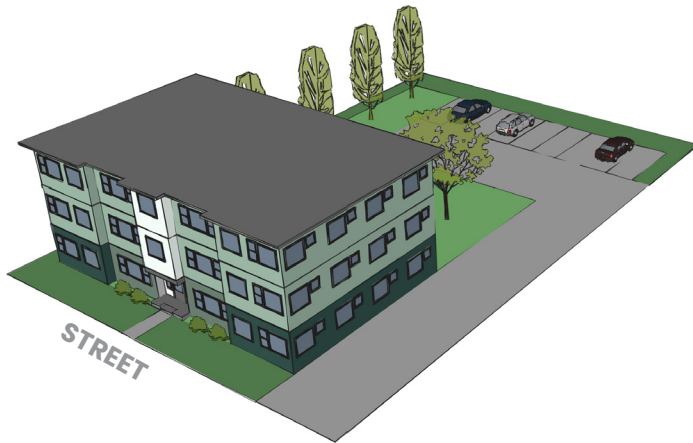
<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	28
<b>Height</b>	40'
<b>Coverage</b>	44%
<b>Sleeping unit density</b>	244
<b>FAR</b>	1.8
<b>Parking</b>	8



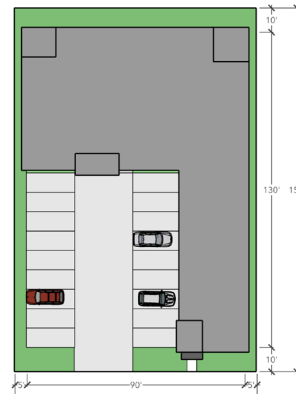
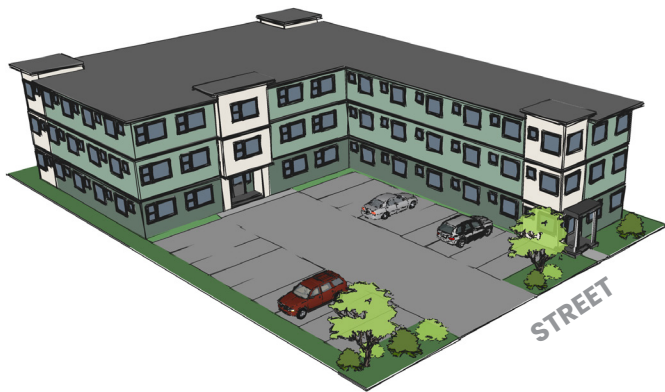
<b>Lot size</b>	5,000 SF
<b>Sleeping units</b>	40
<b>Height</b>	40'
<b>Coverage</b>	48%
<b>Sleeping unit density</b>	348
<b>FAR</b>	2.4
<b>Parking</b>	0

# SSHA<sup>3</sup>P Co-Living Prototypes

## 3-Story Co-Living Large Lot



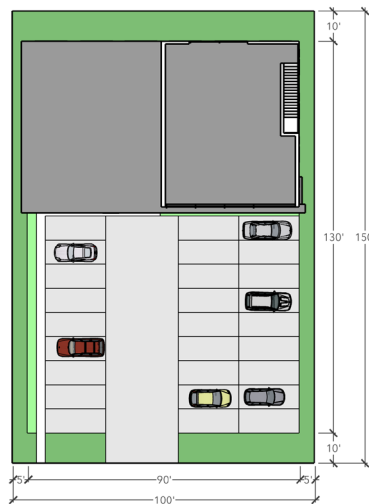
<b>Lot size</b>	15,000 SF
<b>Sleeping units</b>	34
<b>Height</b>	30'
<b>Coverage</b>	23%
<b>Sleeping unit density</b>	100
<b>FAR</b>	0.7
<b>Parking</b>	9



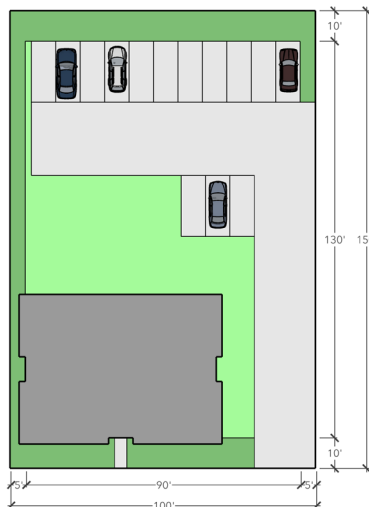
<b>Lot size</b>	15,000 SF
<b>Sleeping units</b>	69
<b>Height</b>	30'
<b>Coverage</b>	46%
<b>Sleeping unit density</b>	200
<b>FAR</b>	1.4
<b>Parking</b>	18

# SSHA<sup>3</sup>P Co-Living Prototypes

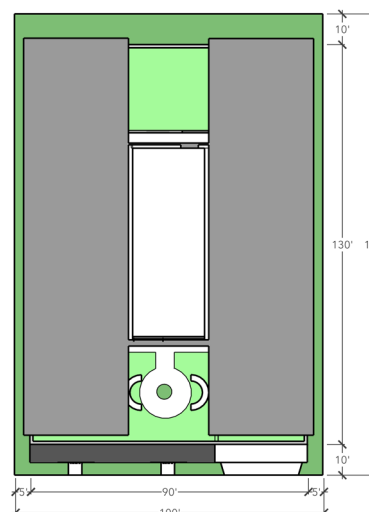
## 6-Story Co-Living Large Lot



<b>Lot size</b>	15,000 SF
<b>Sleeping units</b>	108
<b>Height</b>	60'
<b>Coverage</b>	33%
<b>Sleeping unit density</b>	314
<b>FAR</b>	2.0
<b>Parking</b>	27



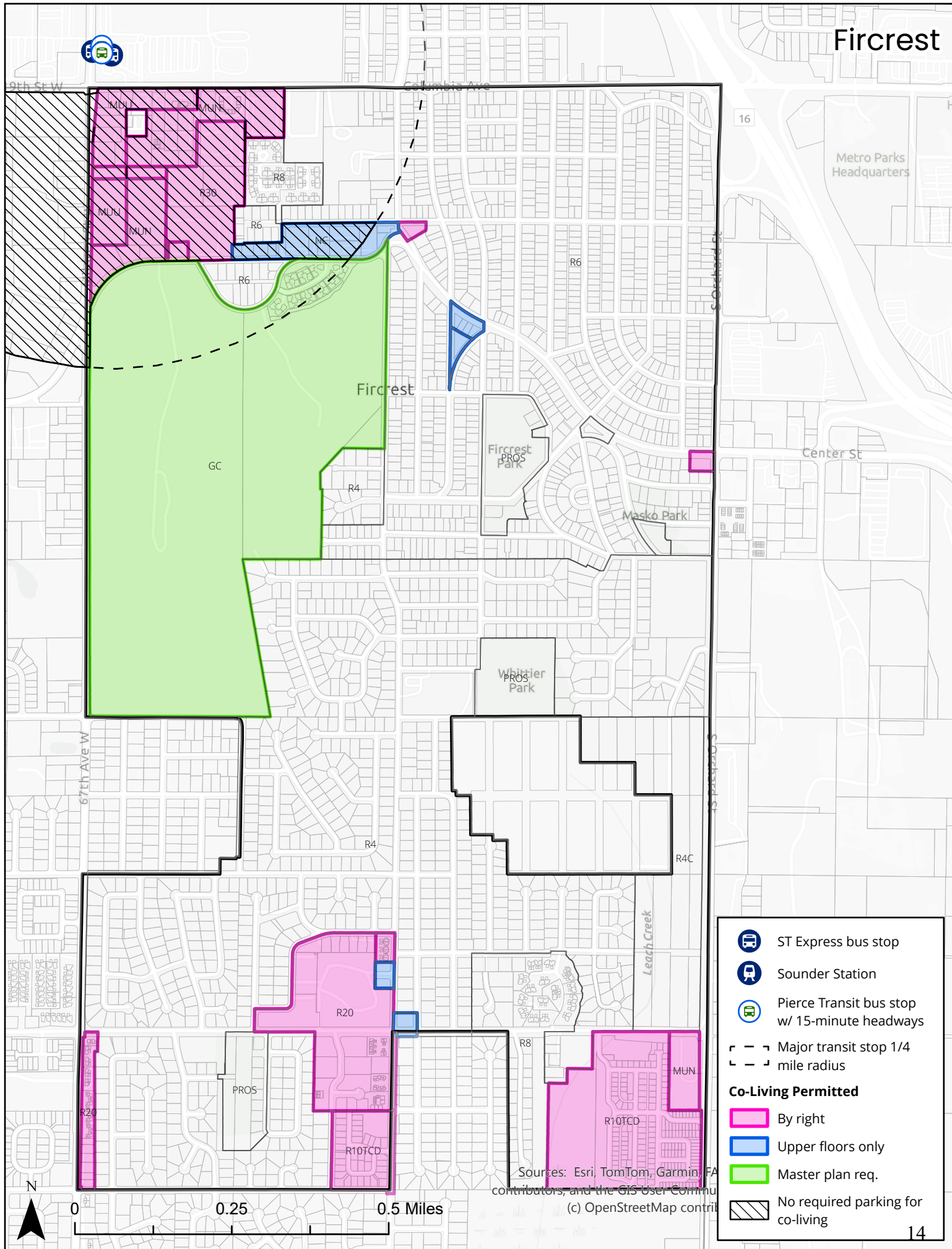
<b>Lot size</b>	15,000 SF
<b>Sleeping units</b>	55
<b>Height</b>	60'
<b>Coverage</b>	19%
<b>Sleeping unit density</b>	160
<b>FAR</b>	1.1
<b>Parking</b>	14



<b>Lot size</b>	15,000 SF
<b>Sleeping units</b>	140
<b>Height</b>	60'
<b>Coverage</b>	78%
<b>Sleeping unit density</b>	407
<b>FAR</b>	4.0
<b>Parking</b>	35



# Fircrest



Sources: Esri, TomTom, Garmin, FA contributors, and the GIS User Community (c) OpenStreetMap contributors