



**CITY OF FIRCREST
PLANNING COMMISSION
MEETING AGENDA**

**TUESDAY, NOVEMBER 04, 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. [October 07, 2025, Regular Meeting](#) 2
- 6. CITIZEN COMMENTS (FOR ITEMS NOT ON THE AGENDA)**
- 7. PUBLIC HEARING**
 - A. [To receive comments on the proposed Design Review Regulation and ADU code amendments](#) 5
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - A. [HB 1220 - STEP Housing Discussion](#) 111
- 10. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES/STAFF UPDATES**
- 11. FUTURE BUSINESS**
 - A. Joint Planning Commission/Council Meeting Agenda Topics
 - B. 2025 City Issued Permits Report
 - C. January Election for Chair and Vice-Chair
- 12. ADJOURNMENT**



**CITY OF FIRCREST
PLANNING COMMISSION
MEETING AGENDA**

**TUESDAY, OCTOBER 07, 2025
6:00 P.M.**

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

1. CALL TO ORDER

Vice Chair Ben Ferguson called the Fircrest Planning Commission regular meeting to order at 6:03 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Planning Commissioners Present: Commissioner Eric Lane, Andreas Schonger.

Motion to Excuse Absent Planning Commissioner Kathy McVay and Chair Shirley Schultz.

Motion: Commissioner Lane

Vote: Unanimous

Second: Commissioner Schonger

Abstaining: None

The Motion Carried (3-0).

City Staff Present: City Clerk Arlette Burkhart and Permit Coordinator Danielle O’Galleher.

4. APPROVAL OF THE AGENDA

Vice Chair Ferguson reported that City staff requested to amend the October 07, 2025, Regular Planning Commission Meeting agenda to add House Bill 1220 – Shelters, Transitional Housing, Emergency Housing, and Permanent Supportive Housing (STEP Housing) under Item 11 – Future Business.

Motion to approve the amended agenda for the October 07, 2025, Regular Planning Commission Meeting and include House Bill 1220 – STEP Housing under Item 11 - Future Business.

Motion: Commissioner Lane

Vote: Unanimous

Second: Commissioner Schonger

Abstaining: None

The Motion Carried (3-0).

5. APPROVAL OF THE MINUTES

Motion to approve the minutes for the September 02, 2025, Regular Planning Commission Meeting.

Motion: Commissioner Lane

Vote: Unanimous

Second: Commissioner Schonger

Abstaining: None

The Motion Carried (3-0).

There was a brief discussion on the signature authority for the September 02, 2025, meeting minutes.

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

Vice Chair Ben Ferguson invited public comment. There were none.

7. PUBLIC HEARING

There was no public hearing scheduled.

8. UNFINISHED BUSINESS

A. Resolution: Recommending Adoption of Co-Living Housing Amendments

Lindsey Schmel, ETHOS PNW, presented via Zoom the draft resolution for the Commission's consideration and reviewed the future work plan timeline with them. In addition, the City received completed review comments from Commerce for the 60-day notice on October 07, 2025, and that email was provided to the commissioners for their awareness. The Commission had no questions and made a recommendation to approve as drafted the Resolution No. 25-02, moving the code amendment package forward to City Council in advance of the deadline of December 31, 2025.

Motion to adopt Resolution No. 25-02: Recommending the Adoption of House Bill 1998 - Co-Living Amendments to FMC Title 22

Motion: Commissioner Schonger
Second: Commissioner Lane

Vote: Unanimous
Abstaining: None

Vice Chair Ferguson invited Planning Commissioner comments; there were none. Vice Chair Ferguson invited public comment; there were none.

The Motion Carried (3-0).

9. NEW BUSINESS

A. House Bills 1293 & 1337 - Architectural Design Review Amendments Discussion

Kimberly Gunderson, Mahoney Planning LLC, gave a presentation on implementing House Bills HB 1293, Design Review Guidelines, and HB 1337, Accessory Dwelling Units (ADUs). Mahoney Planning presented on the statutory requirements of each HB and, at the request of the Planning Commission, also presented a “crosswalk” of sections in the Fircrest Municipal Code (FMC) that should be revised to create conformance with the HBs and the Growth Management Act at large. The Planning Commission and Mahoney Planning engaged in an open forum discussion during the meeting to discuss desired FMC edits among the Planning Commission and recommendations offered by the Department of Commerce.

Motion to set a Public Hearing on November 04, 2025, at 6:00 P.M. or shortly thereafter to receive comments on the proposed amendments to FMC Chapters 22.64 and 22.58 to implement HB 1293 & HB 1337

Motion: Commissioner Lane
Second: Commissioner Schonger

Vote: Unanimous
Abstaining: None

The Motion Carried (3-0).

Motion to set a Planning Commission Special Meeting on November 18, 2025, at 6:00 P.M. for the sole purpose of considering a recommendation on the matter to City Council via Resolution No. 25-03.

**Motion: Commissioner Schonger
Second: Commissioner Lane**

**Vote: Unanimous
Abstaining: None**

The Motion Carried (3-0).

10. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES/STAFF UPDATES

There was none.

11. FUTURE BUSINESS

A. House Bill 1220 - STEP Housing

Kimberly Gunderson, Mahoney Planning LLC, presented an informational update regarding House Bill 1220, legislation adopted in 2021 requiring cities to allow emergency shelters, transitional housing, and permanent supportive housing (STEP Housing) in certain zoning districts. Mrs. Gunderson reported that this topic will return for discussion at the November Planning Commission meeting, and there are no specific code amendments proposed at this time. Planning Commissioner discussions included sensitivity to this topic and involvement of the City Council liaison to ensure alignment and avoid conflict. Mrs. Gunderson reported that she will confirm Councilmember Wittner, the Planning and Building liaison's, availability for the November meeting.

12. ADJOURNMENT

Motion to adjourn October 07, 2025, Regular Planning Commission Meeting at 7:35 P.M.

**Motion: Commissioner Schonger
Second: Commissioner Lane**

**Vote: Unanimous
Abstaining: None**

The Motion Carried (3-0).

Shirley Schultz
Chair, Fircrest Planning Commission

Danielle O'Galleher
Permit Coordinator

October 20, 2025

City of Fircrest Planning Commission
115 Ramsdell Street
Fircrest, WA 98466

Re: Design Regulations Update, House Bill (HB) 1293 (2023) and HB 1337 (2023)

Dear Planning Commission,

At the October 7, 2025 Planning Commission meeting, I presented proposed revisions to the Fircrest Municipal Code (FMC) which intended to implement HB 1293 (design review) and HB 1337 (accessory dwelling units, “ADUs”). In my initial review of the FMC, I noted discrepancies with the following statutory provisions of the Growth Management Act adopted by HBs 1293 and 1337:

- RCW 36.70A.630 (HB 1293)
 - Design can only be regulated against “clear and objective” development regulations. For purposes of this section, a clear and objective development regulation: Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation. (emphasis added)
- RCW 36.70A.681 (HB 1337)
 - A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units. (emphasis added)

At its August 19, 2025 meeting, Planning Commission asked me to prepare a crosswalk that documented where Fircrest’s adopted design standards may be inconsistent with HB 1293; this crosswalk is included below (Table 1) and has been expanded to include a demonstration of where Fircrest’s development regulations may be inconsistent with HB 1337. Table 1 includes recommended edits to the FMC that reflect an open forum discussion with Planning Commission at its October 7 meeting, and also includes recommended additions to the City’s adopted definitions chapter (FMC Chapter 22.98) offered by the Department of Commerce.

It is my intention to review the recommended amendments in Table 1 with the Planning Commission at its scheduled November 4 public hearing and capture any additional feedback the Planning Commission may find appropriate in a final draft deliverable that will be presented at Planning Commission’s special meeting on November 18. At its scheduled special meeting, Planning Commission will be asked to take action by Resolution on the proposed amendments.

Appended to this memorandum, I have included redlined chapters of the FMC that incorporate the recommendations detailed in Table 1 (Exhibit 1). I have also appended referenced FMC content

from Chapter 22.62 governing street trees (Exhibit 2), comments offered by the Department of Commerce (Exhibit 3), a record of all noticing completed to-date for this project (Exhibit 4), an archived record of Ordinance 1272 which originally created the subject design guidelines (Exhibit 5), and a draft version of Resolution 25-03 to present to Planning Commission at its November 18 special meeting (Exhibit 6).

Table 1
RCW and FMC Crosswalk

RCW	Current FMC Provision	Recommendation
36.70A.681 • “A city or county may not impose...aesthetic requirements, or requirements for design review for accessory dwelling units that are more restrictive than those for principal units.”	22.58.012(c)(9) • “An ADU shall be designed to meet the architectural standards and guidelines found within Design Element 2 for small lot developments in the City of Fircrest Design Standards and Guidelines for Small Lot and Multi-Family Development (adopted by reference in FMC Chapter 22.63).”	Revise 22.58.012(c)(9): • “<u>ADUs must comply with design standards applicable to the principal unit. An ADU shall be designed to meet the architectural standards and guidelines found within Design Element 2 for small lot developments in the City of Fircrest Design Standards and Guidelines for Small Lot and Multi-Family Development (adopted by reference in FMC Chapter 22.63).</u>” <u>Reason:</u> The recommended edit removes compliance with aesthetic or design requirements that do not apply to most principal units in Fircrest, creating compliance with HB 1337. It ensures RCW compliance for all ADUs, as has been confirmed during review by the Department of Commerce.

RCW	Current FMC Provision	Recommendation
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.003(a) • “Large cuts and fills that require tall or long retaining walls or rockeries are not appropriate.”	Revise 22.64.003(a): • “Large Cuts and fills that require tall or long retaining walls or rockeries needed to install retaining walls or rockeries should be limited to the minimum amount necessary for the structural integrity of development at the site in the opinion of a geotechnical engineer licensed in the state of Washington. Where possible, buildings should be stepped into natural sloping grade.” Reason: The recommended edits represent what is understood to be the intent of the provision while still adding the needed ascertainable guideline to implement HB 1293. At its October 7 meeting, Planning Commission asked Mahoney Planning to research the history of the provision to discern what it intended to create (or avoid). After reviewing archived records of Planning Commission and City Council packets (Exhibit 5), it is understood by Mahoney Planning and staff that the subject provision has remain unchanged since its first discovered presentation to Planning Commission in August 2020, though its code reference changed from FMC 22.64.002 through the duration of the project. No documented aversion to the language was discovered through its presentation to the public, Planning Commission, and City Council. The best source of understanding the aim of creating this language seems to be the code section’s intent statement: “Fit building improvements into the natural landscape and preserve views of surrounding features.” The edit recommended to this section aims to mind this intention, while still implementing HB 1293.

RCW	Current FMC Provision	Recommendation
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.007(d)(1) • “Sidewalks and walkways of an appropriate class should be provided within multifamily and all nonresidential projects that link the site with the city trail system.” 22.64.007(e)(1) • “Walking and hiking trails of an appropriate class should be provided within multifamily planned development, and all nonresidential projects that link the site with the city trail system.”	Revise 22.64.007(d)(1): • “Sidewalks and walkways of an appropriate class <u>should be designed to comply with the adopted City sidewalk standards set forth in FMC Chapter 14.04 (or as amended) and</u> should be provided within multifamily and all nonresidential projects that link the site with the city existing <u>sidewalks systems.</u>” Revise 22.64.007(e)(1): • “Walking and hiking trails of an appropriate class <u>should be designed to comply with adopted City sidewalk standards set forth in FMC Chapter 14.04 (or as amended) and</u> should be provided within multifamily planned development, and all nonresidential projects that link the site with the city trail any existing trail <u>system contiguous to the developing parcel.</u>” <u>Reason:</u> The recommended edit reflects Planning Commission feedback, which is that an “appropriate” class of walkway is one that is compliant with adopted City development standards. Remaining edits aim to accurately reflect the presence of an established “city trail system” and create an expectation for the development of contiguous sidewalk and trail infrastructure in the City.
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.009(c) • “Modulation and articulation should be used in a clear rhythm to reduce the perceived size of all large buildings.”	Revise 22.64.009(c): • “Modulation and articulation should be used in a clear rhythm to reduce the perceived size of all large buildings <u>Repealed.</u>” <u>Reason:</u> This recommended edit reflects feedback from Planning Commission at their October 7 meeting. Modulation and articulation are otherwise governed as-needed in zoning district development standards and in the remaining subsections of FMC 22.64.009.

RCW	Current FMC Provision	Recommendation
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.010(a) • “A building’s architectural scale should be defined with well-proportioned details and elements that relate to human scale.”	Revise 22.64.010(a): • “A building’s architectural scale should be defined include with well-proportioned details and elements that relate to human scale.” <u>Reason:</u> The recommended edit creates understanding to the otherwise vague term, “well-proportioned,” which is intended to convey human-scaled design elements.
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.012(a) • “Materials should be composed of texture, patterns or quality of detailing that is attractive at close distances.”	Revise 22.64.012(a): • Materials should be composed of texture, patterns or quality of detailing that is attractive at close distances focused on the human scale. This can be achieved by providing additional detail along the base of multi-story buildings or by providing architectural features to facades such as: trim with depth and detail, window boxes, brackets, overhangs, trellises and/or lattice. The more finished side of architectural features should face outward. <u>Reason:</u> The recommended edit reflects Planning Commission feedback at their October 7 meeting. The vague term “attractive at close distances” should refer to existing design regulations otherwise codified in Fircrest that place importance of high-quality design along the lower base of structures. The language recommended here is inspired by Fircrest’s small lot and multifamily design standards.

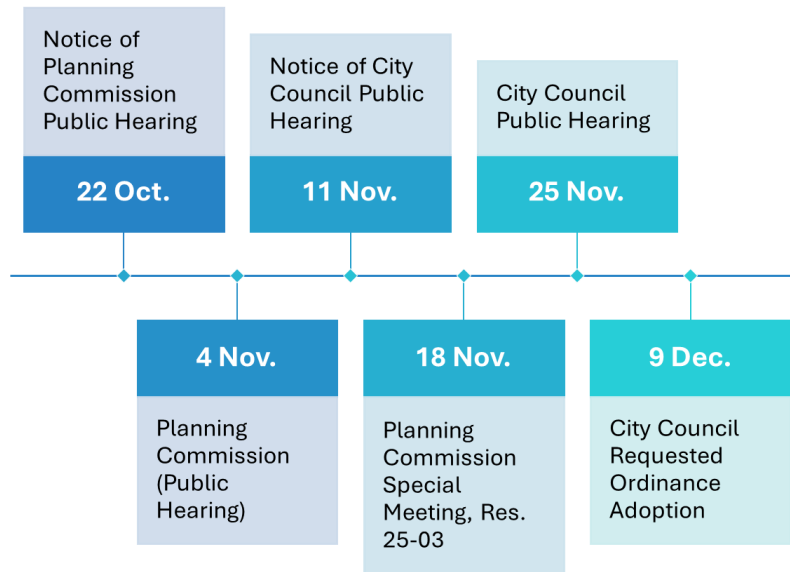
RCW	Current FMC Provision	Recommendation
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.012(b) • “In general, siding textures and colors should reflect regional building patterns using wood siding, shingles, brick, stone, terra-cotta tile, and other features.”	Add to 22.64.012(b) • “In general, siding textures and colors should reflect regional <u>neighborhood</u> building patterns using wood siding, shingles, brick, stone, terra-cotta tile, and other features.” <u>Reason:</u> The recommended edit adds the needed understanding of at least one guideline by which an applicant can gauge permissibility of a proposed design. Where “regional” is vague, “neighborhood” allows property owners to reflect façade features existing throughout their neighboring properties. The edit also maintains the intent of Fircrest’s Design Regulations, which (in part) expects flexibility in design to be a component of the design review process.
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.020(d)(1) • “At least one welcoming building entrance at sidewalk grade.”	Revise 22.64.020(d)(1): • “At least one welcoming <u>welcoming accessible</u> building entrance at sidewalk grade.” <u>Reason:</u> “Accessible” adds the needed ascertainable standard to implement HB 1293 and also represents the intention of the standard.
36.70A.630 • “Must include one or more ascertainable guideline, standard, or criterion by which an applicant can determine whether a given building design is permissible under that development regulation.”	22.64.037(c) • “Street trees and other plantings should be of sufficient size at time of planting to create a finished look to the development, street, and walkway area.”	Revise 22.64.037(c) • “Street trees and other plantings should be of sufficient size at time of planting to create a finished look to the development, street, and walkway area. <u>The size of trees at the time of planting should be consistent with tree size provisions set forth in FMC 22.62.006.</u>” <u>Reason:</u> The proposed edit folds in tree size requirements already codified in the FMC. The edit satisfies feedback from the Planning Commission, who’d indicated that a “finished look” is associated with appropriate street tree sizes. A copy of FMC 22.62.006 is appended to this memorandum.

RCW	Current FMC Provision	Recommendation
RCW 36.70A.630 • “Design review” means a formally adopted local government process by which projects are reviewed for compliance with design standards for the type of use adopted through local ordinance.	None	Add 22.98.192.1 • <u>“Design Review” means a formally adopted local government process by which projects are reviewed for compliance with design standards for the type of use adopted through local ordinance.</u> <u>Reason:</u> The FMC currently does not define the term “design review.” The recommended edit provides context to the term as it is used in the FMC.
RCW 36.70A.696 • “Accessory dwelling unit” means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit	22.98.012 ADU Definition • “Accessory dwelling unit” means a second dwelling unit added to a single-family detached dwelling or created within and on the same lot as a single-family detached dwelling unit, which is designed as a completely independent unit which provides for living, sleeping, cooking and sanitation.	Revise 22.98.012 • “Accessory dwelling unit” means a second dwelling unit added to a single-family detached dwelling or created within and <u>located</u> on the same lot as a single-family detached dwelling unit, <u>duplex, triplex, townhome, or other housing unit</u> , which is designed as a completely independent unit which provides for living, sleeping, cooking and sanitation. <u>Reason:</u> The proposed edit acknowledges that ADUs can be associated with primary dwelling other than single-family dwelling units, which otherwise aligns with the FMC and RCW.

Additional redlines included in the FMC Chapters are recommended to add general clarity to the FMC and, therefore, are not outlined in Table 1 as a recommended revision needed to create statutory compliance.

Project Schedule

By a motion made at its October 7, 2025 regular meeting, Planning Commission set November 4 for a public hearing on the implementation of HBs 1293 and 1337 and set a special meeting for November 18 to consider its action on Resolution No. 25-03. The following schedule has been developed to represent these motions made by Planning Commission and remaining milestones needed to support the City’s established intention of adopting an ordinance codifying amendments to FMC Title 22 by the end of the year.



Recommended Future Motion

At its November 18, 2025 special meeting, staff recommends Planning Commission make the following motion:

- I move to recommend to the City Council approval of the proposed amendments to Title 22 of the Fircrest Municipal Code, as set forth in Exhibit 1, which address the requirements of House Bills 1293 and 1337.

I look forward to discussing the recommendations enclosed herein with Planning Commission at its November 4 public hearing!

Best regards,

Kimberly A. Gunderson
Mahoney Planning, LLC

See list of Exhibits on the following page.

Exhibits:

1. FMC Chapters 22.58, 22.64, and 22.98 with Redlines and Comments
2. FMC 22.62.006 Street Trees
3. Comments provided by Washington Department of Commerce
4. Noticing Suite
 - a. Notice of Intent to Adopt
 - b. Notice of SEPA Threshold Determination
 - c. Notice of Public Hearing (Planning Commission)
5. Archived Record of Ord. 1272 as it relates to FMC 22.64.003(a)
6. Resolution 25-03 (Draft)

22.58.012 Accessory dwelling units (ADUs).

(a) Purpose. The purpose of allowing ADUs is to:

(b) Provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, rental income, companionship, security, and services.

(c) Add affordable units to the existing housing stock.

(d) Make housing units available to people with income levels that might otherwise preclude them from finding homes within the city.

(e) Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.

(f) Protect neighborhood stability, property values, and the single-family residential appearance of the property and neighborhood by ensuring that ADUs are installed under the conditions of this section.

(b) Approval. ADU may be approved by the director subject to administrative design review approval in accordance with Chapter 22.66 FMC, provided the standards and criteria in subsection (c) of this section are met by the proposal.

(c) Standards and Criteria. An ADU shall meet the following standards and criteria:

(1) The design and size of the ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes.

(2) An ADU may be attached to, or detached from, the principal unit.

(3) Up to two ADUs may be created per principal unit. This may include:

- a. One attached accessory dwelling unit and one detached accessory dwelling unit;
- b. Two attached accessory dwelling units; or
- c. Two detached accessory dwelling units, which may be comprised of either one or two detached structures.

(4) Reserved

(5) ADUs may be developed in conjunction with either an existing or a new single-family residence, duplex, townhouse, or other housing unit type on a parent lot.

(6) An ADU (either attached or detached) shall not exceed 1,000 square feet. If an ADU is completely located on a single floor of an existing multistory building, the director may allow ADU larger than 1,000 in order to efficiently use all floor area, provided the existing footprint of the building is not expanded. Garages provided as part of a detached ADU do not count towards the 1,000 square feet maximum size.

(7) An ADU shall meet the development standards, including setbacks, floor area ratio, lot coverage, and impervious surface requirements applicable to the zone where development is proposed, except as noted below:

- a. The maximum height for a detached ADU is 24 feet. See FMC 22.58.007 for exceptions.
- b. The maximum height for an attached ADU may not exceed 24', unless the height of the structure it is attached to exceeds that height. In that instance, the maximum height for an ADU may not exceed the height of the structure it is attached to.

(8) Detached ADUs may be sited at the lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley. If an alley is public and routinely plowed, the setback requirement reverts to the rear setback for that zone.

(9) ADUs must comply with design standards applicable to the principal unit. If an attached ADU extends beyond the current footprint or existing height of the principal unit, or requires modifications to the exterior of the building, the addition or modifications must be consistent with the existing facade, roof pitch, siding, windows, and other exterior design elements and finish materials. A detached ADU shall use the same design vocabulary as the principal unit to the extent feasible.

(10) Reserved.

(11) No additional off-street parking is required for an ADU unless the director determines that insufficient on-street parking will exist to satisfy parking demand in the neighborhood once the ADU has been occupied. Any additional off-street parking provided in conjunction with the ADU shall, to the extent possible, be located to the side or rear of the principal unit to minimize visual impacts on the streetscape. Off-street parking shall be designed to reduce impacts on adjoining properties through the installation of vegetative screening and/or fencing. The parking surface shall be constructed of a permeable surface such as interlocking paving blocks (cement or plastic) or other porous pavement which minimizes impervious surface and provides a superior appearance when compared with asphalt or concrete paving. For additional off-street parking standards, see Chapter 22.60 FMC.

(12) In order to encourage the development of housing units for people with disabilities, the director may allow reasonable deviation from the requirements of this section when necessary to install features that facilitate accessibility. These facilities shall conform to Washington State regulations for barrier-free facilities.

(13) ADUs are permitted on any lot that meets the minimum lot size required for the principal unit.

(14) ADUs may be converted from existing structures, including but not limited to detached garages, even if they violate current code requirements for setbacks or lot coverage. Existing structures converted to ADUs may not be expanded beyond the existing footprint of the structure.

(d) Legalization of Nonconforming ADUs. Nonconforming ADUs existing prior to the enactment of these requirements may be found to be legal if the property owner applies for an ADU permit prior to one year after enactment of this section and brings the unit up to minimum housing code standards. No penalty fees or fines will be assessed by the city for legalization submittals made prior to this date. After one year after enactment of this section, an owner of an illegal ADU shall be guilty of a misdemeanor and, upon conviction, subject to a fine not exceeding \$1,000, including all statutory costs, assessments, and fees, plus \$75.00 per day after notice of this violation has been met. An owner of an illegal ADU shall also be required to either legalize the unit or remove it. (Ord. 1575 § 16, 2016; Ord. 1512 § 7, 2011; Ord. 1417 § 2, 2006; Ord. 1311 § 29, 2002; Ord. 1246 § 15, 2000).

Chapter 22.64

DESIGN GUIDELINES

Sections:

- 22.64.001 Purpose.
- 22.64.002 Natural features.
- 22.64.003 Grading and storm drainage.
- 22.64.004 Landforms and views.
- 22.64.005 *Repealed.*
- 22.64.006 Parking lots and areas.
- 22.64.007 Parkways, gateways, bikeways, and trails.
- 22.64.008 *Repealed.*
- 22.64.009 Modulation and articulation – Walls and roofs.
- 22.64.010 Building scale.
- 22.64.011 Building entries.
- 22.64.012 Building materials.
- 22.64.013 Accessory buildings.
- 22.64.014 Service equipment and activities.
- 22.64.015 Solar orientations.
- 22.64.016 Ground floor activities.
- 22.64.017 Building frontages.
- 22.64.018 Upper floor balconies, alcoves, and decks.
- 22.64.019 Awnings and canopies.
- 22.64.020 Shopfronts.
- 22.64.021 *Repealed.*
- 22.64.022 Infill development patterns for traditional shopfront neighborhoods.
- 22.64.023 Garage entries and driveways.
- 22.64.024 Garage doors.
- 22.64.025 Street access.
- 22.64.026 Blank building and retaining walls.
- 22.64.027 Usable open spaces.
- 22.64.028 Private spaces.
- 22.64.029 Commercial walkways.
- 22.64.030 Commercial walkway corridors.
- 22.64.031 Outdoor activity spaces.
- 22.64.032 Streetscape furnishings.
- 22.64.033 Public artworks.
- 22.64.034 Lighting.
- 22.64.035 Roadway corridors and street frontages.
- 22.64.036 Urban buffers.
- 22.64.037 Sidewalks and walkways.
- 22.64.038 Buildings and yards.
- 22.64.039 Screening.
- 22.64.040 Landscape materials.
- 22.64.041 *Repealed.*
- 22.64.042 Large retail establishments.
- 22.64.043 Drive-through facilities.

22.64.001 Purpose.

(a) A city's character is determined by the collective images created by its architecture, streets, parks, shops, open spaces, public art, and buildings. These features reflect the concerns of the citizenry and the image the citizens have of their community. Whether planned or happenstance, the results are a reflection of, and in turn, reflect upon the image the citizens present to themselves and to outsiders.

(b) Good designs are not expensive. The final results are not more costly to build than poorly conceived, badly designed developments, and in fact, may cost less to build and operate. An appropriately scaled building with enhancing facades, signage, color, and ornamentation can provide the same interior square footage as an ill-conceived rectangular box – and may even be more functional and efficient.

(c) Good designs result from a process that includes forethought, planning, standards, examples, critical reviews, and consequence. The purpose of this chapter is to define and illustrate those features that the community finds to be worthy of emulation when the design of new projects is undertaken.

(d) These guidelines seek to suggest possible design concepts and approaches that realize the desired state. The guidelines use the verbs “should” and “may” rather than “shall” and “must,” recognizing that the objective is the ends, not the means. The guidelines seek to achieve a community design aesthetic within a process that allows individual expression and flexibility to meet changing circumstances while enhancing the ambiance of the city.

(e) These guidelines do not alter the land uses or densities allowed in the underlying zoning districts defined in the preceding sections of this code. Rather, these guidelines seek to define and illustrate how new developments can respond to the character of the surroundings.

(f) While the standards defined in this chapter are guidelines and not regulations, a project developer will demonstrate how each relevant guideline has been accounted for. A project developer may propose alternative solutions, but each relevant criterion will be addressed. (Ord. 1272 § 8, 2001; Ord. 1246 § 18, 2000).

22.64.002 Natural features.

Intent – Retain natural features and landmarks as open space amenities.

(a) Developments should be clustered on capable and useable soils with the least visual or natural value.

(b) Natural features like knolls, hills, ponds, and streams should be retained as open space.

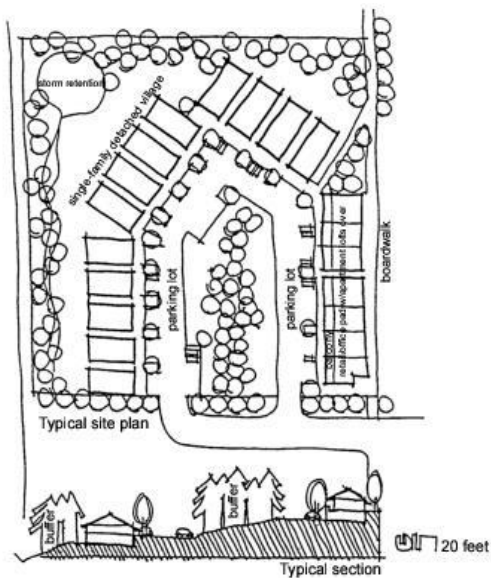
(c) Natural landmarks, like significant trees, and manmade landmarks, should be preserved and made the focus of new developments where possible.

Sensitive areas – wetlands and water bodies



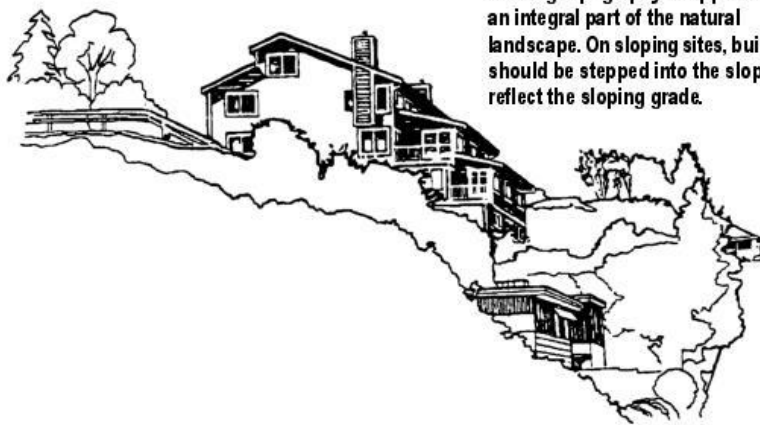
Structures, roadways, and other site improvements should be clustered on developable land preserving sensitive soils and features in a natural state with buffered setbacks.

Natural terrain – slopes and wetlands



Structures, roadways, and other site improvements should blend with the natural terrain with the minimum amount of site disturbance or grade change. Where possible, stormwater facilities should be incorporated into the site's design as aesthetic amenities or special visual accents.

Landforms



Buildings should be fit into the existing topography to appear to be an integral part of the natural landscape. On sloping sites, buildings should be stepped into the slope to reflect the sloping grade.

(Ord. 1272 § 8, 2001).

22.64.003 Grading and storm drainage.

Intent – Retain the natural landscape and avoid creating unnatural or unsightly grading, drainage, and other site disturbances.

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

(a) Structures, roadways, and other site improvements should be designed to blend with the natural topography with the minimum amount of site disturbance and grade changes. Large cuts and fills needed to install retaining walls or rockeries should be limited to the minimum amount necessary for the structural integrity of development at the site in the opinion of a geotechnical engineer licensed in the state of Washington. Where possible, buildings should be stepped into natural sloping grade, that require tall or long retaining walls or rockeries, are not appropriate.

(b) Major drainage corridors and detention facilities should be graded and landscaped to blend with the natural landscape in accordance with the provisions of the city stormwater drainage standards and policies. Where possible, stormwater facilities should be incorporated into the site's design as aesthetic amenities, enhanced portions of walkway or trail corridors, and/or special visual accents. (Ord. 1272 § 8, 2001).

22.64.004 Landforms and viewscapes.

Intent – Fit building improvements into the natural landscape and preserve views of surrounding features.

(a) Buildings should be fit into the existing topography to appear to be an integral part of the natural landform. On sloping sites, buildings should be stepped into the slope to reflect the sloping grade.

(b) Buildings should be placed to preserve and frame views of natural features including shoreline and mountain ranges, and significant townscapes including architectural landmarks from other properties within the surrounding viewcape. (Ord. 1272 § 8, 2001).

22.64.005 Street layouts.

Repealed by Ord. 1667. (Ord. 1638 § 36, 2019; Ord. 1272 § 8, 2001).

22.64.006 Parking lots and areas.

Intent – Develop parking areas that highlight buildings and pedestrian areas, screen parked vehicles from adjacent land uses, and reflect land use activities.

(a) Parking areas or lots should not functionally or visually intrude onto intersections, public walkways, and trail corridors.

(b) Parking areas or lots should be located in the rear of a site or in courtyard configurations or along the side of a building if screened from adjacent land uses to retain a building frontage along road corridors and control the scale of the streetscape.

(c) Parking lot aisles should be aligned perpendicular to commercial, retail, and office building entries to provide protected walking spaces and visual focus on building entrances.

(d) Parking lots should be screened from adjacent land uses by grade differences, walls, fences, trellises, earth berms, and/or planting materials to reduce the visible extent of paved surfaces and buffer noise. Screening improvements should be high enough to block views of and from the parking areas into the first floor of adjacent residential units.

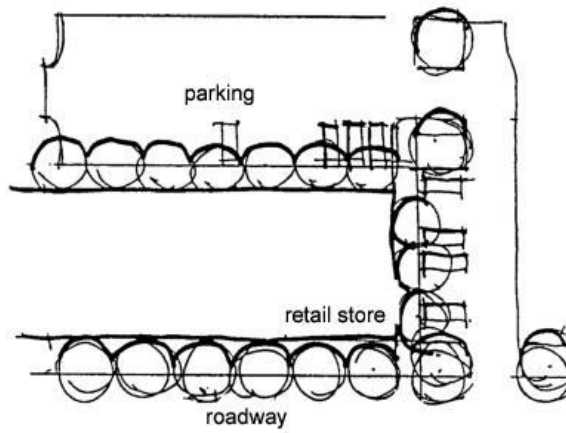
(e) Parking areas should be lighted with pedestrian-scale, non-glare, hooded fixtures that do not intrude onto adjacent properties.

(f) Parking structures should be integrated into surrounding buildings or streetscapes using facades, artworks, landscaping, or other means that visually filter the view of parked cars from pedestrian walkways and trails, adjacent building occupants, and the commercial roadway.

(g) Commercial streets will be reserved for short term; customer-oriented parking spaces, particularly during off-peak traffic hours and prime retail hours and events. Where possible and practical, loading activities should be accomplished from a side street or back property location to reserve through access streets for customer parking use.

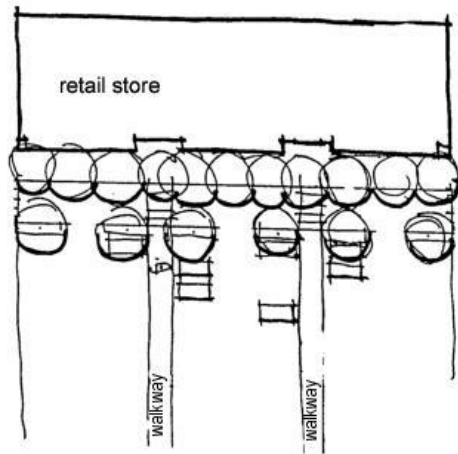
Commented [KM1]: “Large” cuts and “tall or long” walls are subjective. After reading Ord. 1272 which created this language, it is not clear what was attempted to be avoided through codifying this provision. Based on the Intent statement in this section, it seems that long walls and large cut/fill were viewed as “unsightly” or otherwise not in keeping with a natural landscape. Edits to this effect have been made for Planning Commission’s contemplation at its November 4 meeting.

Parking lots and areas

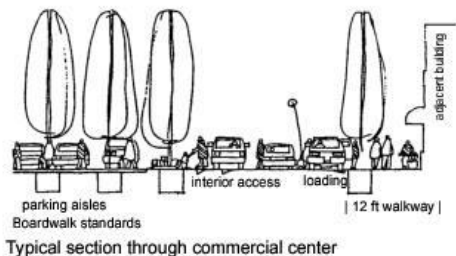


Parking areas or lots should be located in the rear or in courtyard configurations or along the side, if screened from adjacent land uses, to retain a building frontage along road corridors and control the scale of the streetscape.

Parking lots



Parking lot aisles should be aligned perpendicular to commercial, retail, and office building entries to provide protected walking spaces and visual focus on building entrances.



(Ord. 1272 § 8, 2001).

22.64.007 Parkway, gateways, bikeways, and trails.

Intent – Create alternative methods of transportation that functionally and efficiently provide access between open space corridors, neighborhoods, parks, public facilities, and urban activity centers.

(a) Parkways or Boulevards. Defined by distinctive street trees, median landscaping, signage, paving, walkway, parking improvements or other furnishings, will be developed within public right-of-way along major city roadway corridors to identify entry into the city and through specific districts therein.

(b) Gateways. Defined by distinctive landscaping, signage, paving, or other furnishings, will be developed within the public right-of-way at major street intersections to identify entry into the city and/or specific districts therein.

(1) Landmark buildings should be developed around the perimeter or the edge of gateways to reinforce the entry identification.

(2) Landmark buildings may use distinctive roof forms, facades, dramatic lighting, artworks, cupolas, or other features to distinguish and reinforce the gateway ~~affeteffect~~.

(c) Bikeways. On-road bicycle designations, shoulders, and lanes will be developed along major roadways to provide access to residential neighborhoods, parks, public facilities, and community shopping districts.

(1) Bicycle access lanes, signage, pavement markings, and other transportation designations of an appropriate AAHSTO class should be provided on access roads, driveways, and other transportation corridors into multifamily and all nonresidential projects that link the site with the city bikeway system.

(2) Bicycle storage racks, lockers, and other supporting furnishings should be located at the entry and garage or parking lots of multifamily and all nonresidential buildings or projects.

(d) Sidewalks and Pathways. Handicap accessible sidewalks and walkways will be developed along major roadways to provide access to residential neighborhoods, parks, public facilities, and community shopping districts.

(1) Sidewalks and walkways ~~of an appropriate class~~ should be designed to comply with adopted City sidewalk standards set forth in FMC Chapter 14.04 (or as amended) and should be provided within multifamily and all nonresidential projects that link the site with ~~existing~~the city sidewalk system.

(2) Sidewalks and walkways should be constructed of durable, seamless materials that are suitable for handicap access, baby strollers, roller skates, and other equipment.

(3) Street trees, shrubs, and other landscaping should be provided along the walkway corridors for buffers and shade.

(4) Benches, trash receptacles, lighting, and other furniture should be provided along the walkway corridors to support pedestrian activities.

(e) Walking and Hiking Trails. Handicap accessible off-road trails and pathways will be developed through woodlands, along wetlands and natural drainage corridors, and within open spaces to provide access to unique environmental features, residential neighborhoods, parks, public facilities, and community activity centers.

(1) Walking and hiking trails ~~should be designed to comply with adopted City sidewalk standards set forth in FMC Chapter 14.04 (or as amended) and of an appropriate class~~ should be provided within multifamily planned development, and all nonresidential projects that link the site with ~~the city trail~~any existing trail system contiguous to the developing parcel.

(2) Trails should be constructed of asphalt, crushed rock, bark, or other materials that are suitable for handicap access but do not damage the trail corridor environment.

(3) Tree stands, hedges, bramble bushes, cattails, and other natural vegetation should be preserved along the trail corridor to provide buffer and visual interest.

(4) Interpretive and directional signage, benches, and other furniture should be provided along the trail corridors to support walking and day hiking activities.

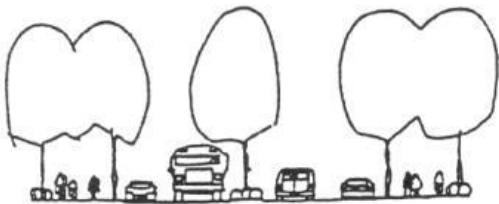
Commented [KM2]: The edits in this section and in the next reflect adopted sidewalk standards in FMC Title 14 and add clarity to references of city trail systems - these edits reflect feedback from Planning Commission at their October 7 meeting.

FMC 14.04 reads: "Except as may be modified by ordinance, all street, sidewalk and curb construction shall comply with the standard specifications for Municipal Public Works Construction, 1969 edition, published by the Washington State Chapter, American Public Works Association, and all subsequent amendments thereto or changes therein."

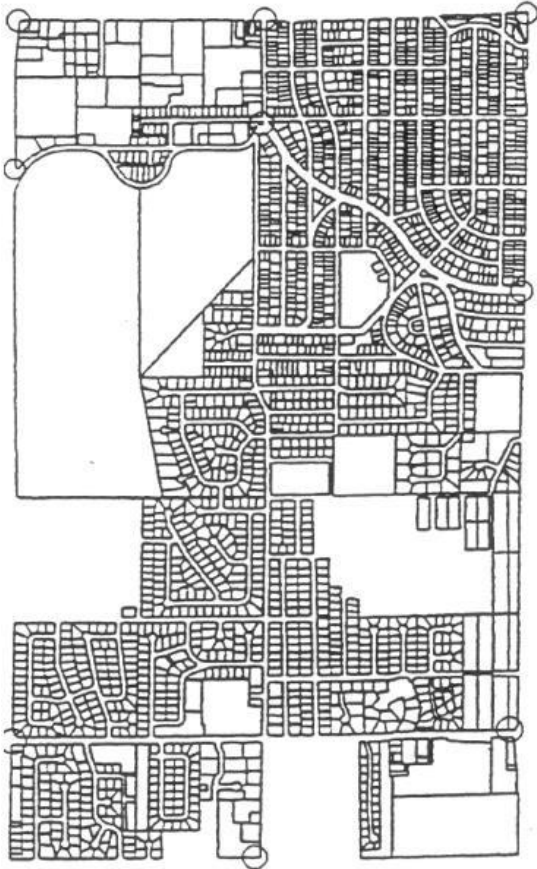
Parkways



Parkway or boulevards – defined by distinctive street trees, median landscaping, signage, paving, walkway, parking improvements or other furnishings, will be developed within public right-of-way along major city roadway corridors to identify entry into the city and through specific districts therein.



Gateways



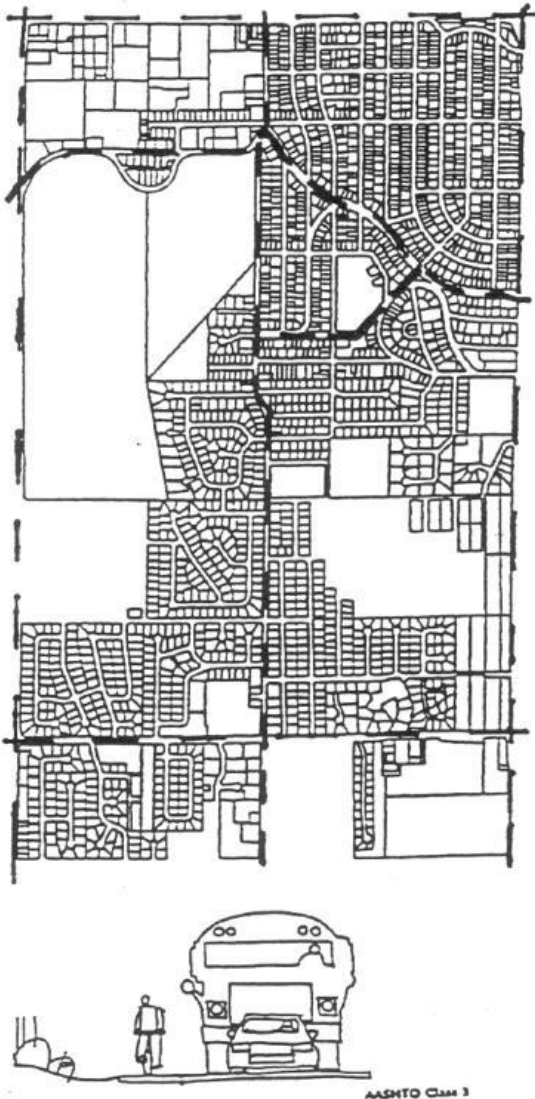
Gateways – defined by distinctive landscaping, signage, paving, or other furnishings, will be developed within public right-of-way at major street intersections to identify entry into the city and through specific districts therein.



The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

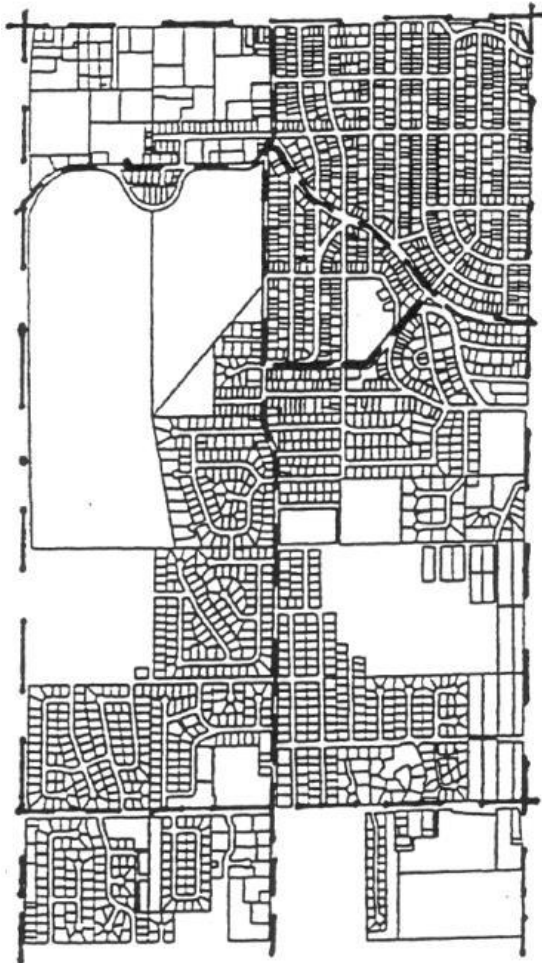
On-road bicycle routes

On-road bicycle designations, shoulders, and lanes will be developed along major roadways to provide access to residential neighborhoods, parks, public facilities, and community shopping districts.

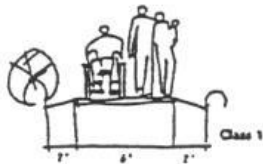


Sidewalks and pathways

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

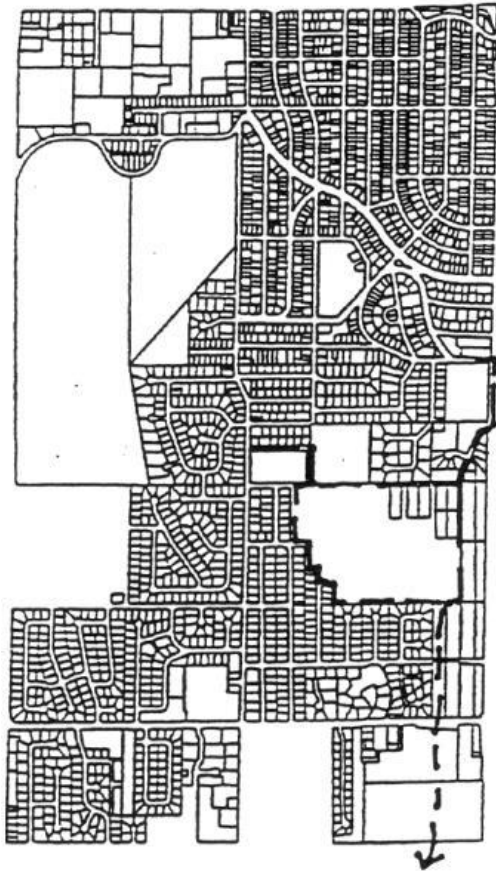


Handicap accessible sidewalks and walkways will be developed along major roadways to provide access to residential neighborhoods, parks, public facilities, and community shopping districts.

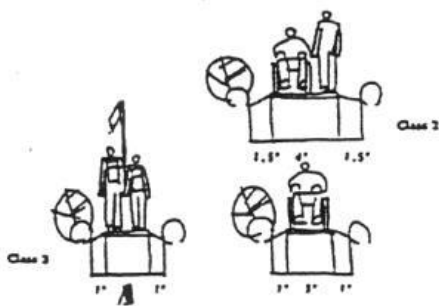


Walking and hiking trails

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.



Handicap accessible off-road trails and pathways will be developed through woodlands, along wetlands and natural drainage corridors, and within open spaces to provide access to unique environmental features, residential neighborhoods, parks, public facilities, and community activity centers.



(Ord. 1272 § 8, 2001).

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

22.64.008 Building heights.

Repealed by Ord. 1667. (Ord. 1272 § 8, 2001).

22.64.009 Modulation and articulation – Walls and roofs.

Intent – Reduce building mass to human scale and increase visual detail and interest.

(a) Building elevations ~~shall~~^{should} be vertically and horizontally modulated to create architectural relief and interest where required by code. For single-family and duplex residential buildings, modulation is encouraged, but not required, for interior side and rear elevations. Specific requirements are listed in the development standards tables for certain zoning districts.

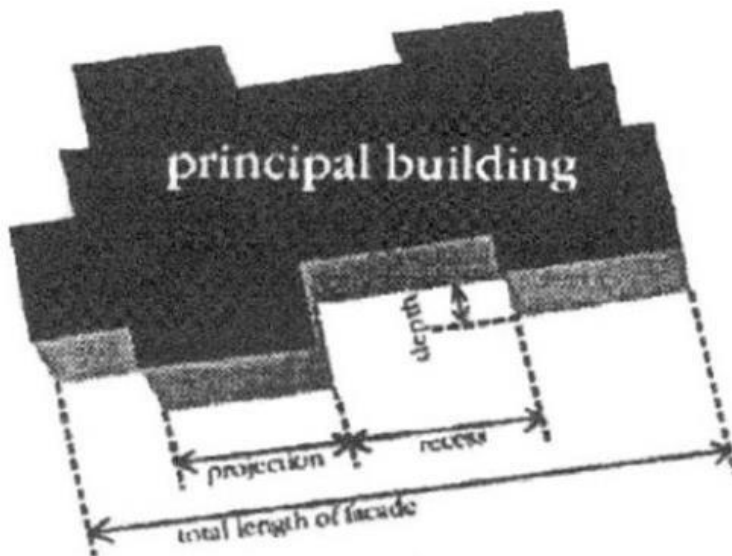
(b) Vestibules, entries, and other architectural adaptations should articulate further visual definition and reduce the mass of larger buildings, especially commercial and mixed-use structures.

(c) ~~Modulation and articulation should be used in a clear rhythm to reduce the perceived size of all large buildings.~~^{Repealed.}

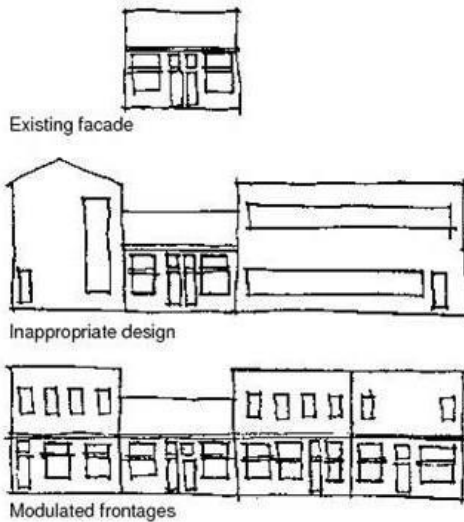
(d) All buildings should be defined by roof forms or features that create a visually distinct base and top. Pitched roofs should have one or more visible ridge lines; roof areas should be broken up with dormers, opposing gables, different pitches, or other feature to avoid creating massive undifferentiated area.

(e) Residential buildings should provide architectural details that create pedestrian scale and interest, such as porches and stoops, bay windows and dormers, recessed windows and alcoves, and window and siding trim.

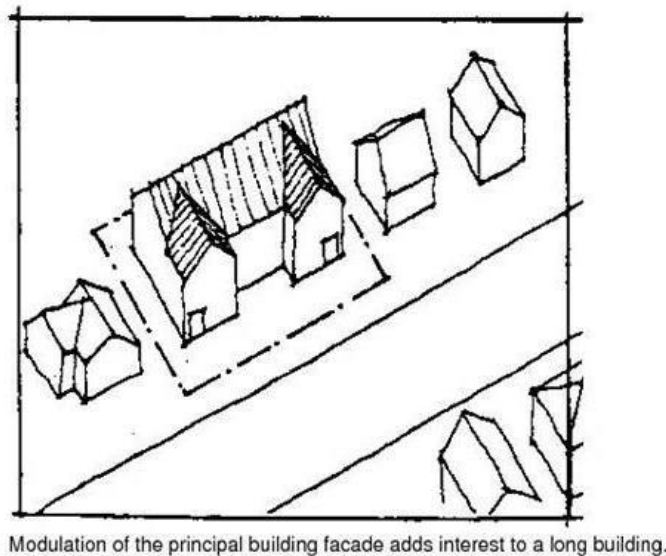
Commented [KM3]: Reflects feedback from October 7 Planning Commission meeting.



Modulation



The composition of the street should be maintained. New infill buildings in neighborhood commercial (NC) areas should be sited at the property line to maintain a pedestrian streetscape. The rhythm or modulation created by the older lots and buildings should be retained in new infill constructions. The pattern and proportion of windows and doors (fenestration) reflect the original building's scale and character – and should be complimented by new building designs.

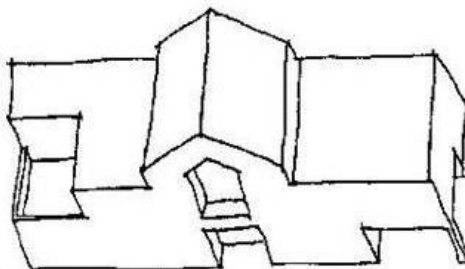


Articulation

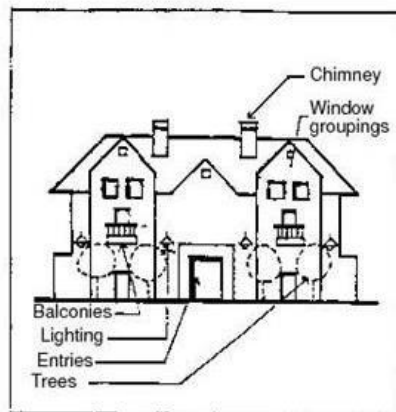


Developable building envelope

New buildings should be designed to create visual interest and scale. The building envelope should be defined by vertical and horizontal modulations that establish form and pattern. The building facade should be defined with setbacks, awnings, balconies, roof decks, eaves, and contrasting materials to reduce the massive impact of otherwise sheer flat surfaces. Effective designs incorporate a variety of forms and materials to establish a recurring pattern or design theme that defines scale and visual interest.



Modulated scale



Building details which can reinforce the articulation interval.

(Ord. 1667 § 37, 2020; Ord. 1536 § 2, 2013; Ord. 1311 § 34, 2002; Ord. 1272 § 8, 2001).

22.64.010 Building scale.

Intent – Create buildings that reflect function with visually interesting architectural definitions.

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

(a) A building's architectural scale should ~~be include~~ defined with ~~well-proportioned~~ details and elements that relate to human scale such as:

- (1) Porches and recessed entry areas.
- (2) Bay windows, balconies, and other occupied spaces.
- (3) Recessed window openings vertically proportioned with smaller panes of glass.
- (4) Chimneys, roof overhangs, and cornices.
- (5) Gabled or hipped roofs including nested rooflines.

(b) Building features should reflect the space within a building, reinforce site conditions like a corner or courtyard, and articulate building modulation.

(c) Building features should be consistent and unified with the overall architectural design of the building. Building elements should be articulated and proportioned to relate to the building as a whole, ~~except in the case of infill development which should match the scale, character, and architectural definition of adjacent buildings and uses as set forth in FMC 22.64.022.~~

(d) Building materials may be changed to enhance or accent building features.

(e) Building features should use roof and foundation design elements to articulate a base line or plane and cap or crown to the structural form. (Ord. 1272 § 8, 2001).

22.64.011 Building entries.

Intent – Create visible, functional, efficient, and safe building pedestrian access systems.

(a) All ~~street-facing~~ buildings should have a principal entry accessed and visible from the street, parking areas, access walkways, ~~and or~~ sidewalks. The principal building entrance should address the street or front sidewalk, as opposed to the building's parking lots and access roads.

(b) Building entries should be highlighted with architectural elements like columns, arches, porches, recesses, pedestrian-scaled lighting, signage, artworks, or other improvements to create architectural focus and visual interest.

(c) The entry area should be covered, recessed or otherwise protected to allow social interaction and activity.

(d) Building entry and access ~~shall~~should be provided within the private property beyond the public walkway, sidewalk, or trail corridor. Vestibules and other recessed areaways ~~shall~~should be used to define and provide pedestrian access apart from the public walkway space.

(e) Vestibules and other recessed areaways should visually alert pedestrians within the public walkway or sidewalk of entry foot traffic to avoid conflicts.

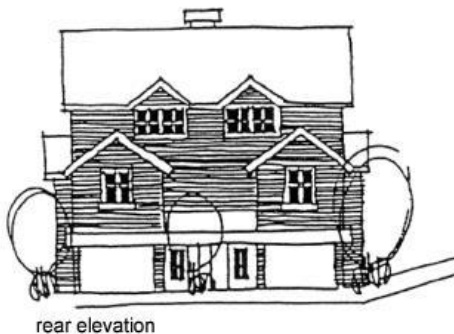
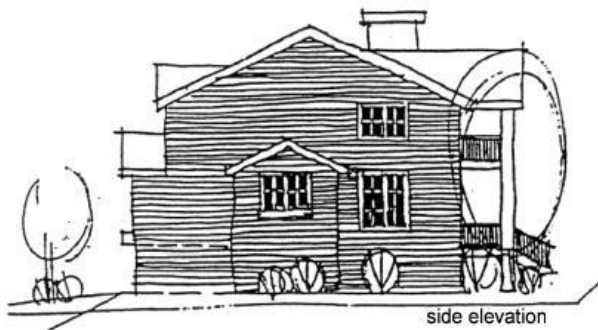
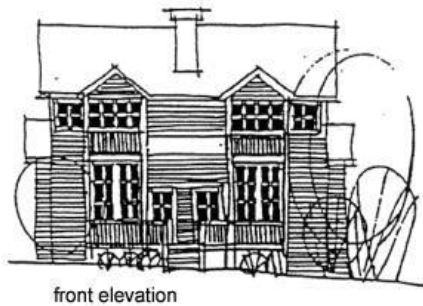
Building Scale

Commented [KM4]: Reflects feedback from October 7 Planning Commission meeting.

Commented [KM5]: I recommend adding this so that it's clear to administrators of the code which articulation/modulation regulations take precedence in instances of infill development.

Commented [KM6]: I am recommending this edit so that it's clear that buildings in backyards are not expected to adhere to this provision.

Commented [KM7]: "Or" seems more appropriate here. These design guidelines encourage parking in the rear of structures, so it's harder to convey consistency with that standard and also ensure that the principal entry is visible from the street and the parking area.



A building's architectural scale should be defined with well-proportioned details and elements that relate to human scale such as:

- (a) porches and recessed entry areas,
- (b) bay windows, balconies, and other occupies spaces,
- (c) recessed window openings vertically proportioned with smaller panes of glass,
- (d) chimneys, roof overhangs, and cornices,
- (e) gabled or hipped roofs including nested rooflines.

Building features should reflect the space within a building, reinforce site conditions like a corner or courtyard, and articulate building modulation.

Building features should be consistent and unified with the overall architectural design of the building. Building elements should be articulated and proportioned to relate to the building as a whole.

Building materials may be changed to enhance or accent building features.

(Ord. 1272 § 8, 2001).

22.64.012 Building materials.

Intent – Use construction materials and methods that are durable, maintained, visually attractive, and functional to the region.

(a) Building exteriors should be constructed of durable, easily maintainable materials. Materials should be composed of texture, patterns or quality of detailing that is ~~attractive at close distances~~ focused on the human scale. This can be achieved by providing additional detail along the base of multi-story buildings or by providing architectural features

to facades such as: trim with depth and detail, window boxes, brackets, overhangs, trellises and/or lattice]. The more finished side of architectural features should face outward.

(b) In general, siding textures and colors should reflect ~~regional~~ neighborhood building patterns –using wood siding, shingles, brick, stone, terra-cotta tile, and other features.

(c) Metal siding should have visible corner moldings and trim, matte finishes, and neutral or earth tone colors.

(d) Non-durable siding materials like plywood; corrugated metal or fiberglass are discouraged, as is mirrored glass in residential or pedestrian-oriented areas. Such non-durable materials may be used to match existing materials on the same building or lot and for small areas that accent or highlight a unique design element, but should not be used for large expanses of wall surface.

(e) Concrete walls should be enhanced with texturing, coloring, and/or by incorporating embossed or sculptured surfaces, mosaics or artworks.

(f) Concrete block walls should be enhanced with textured block surfaces, colored mortar, decorative bond patterns, and/or by incorporating other masonry materials.

(g) Stucco and similar trowel surfaces should be trimmed in wood or masonry and sheltered from extreme weather by roof overhangs. (Ord. 1272 § 8, 2001).

22.64.013 Accessory buildings.

Intent – Design accessory buildings that relate to and complement the principal structures. As used in this subsection, accessory structures include accessory dwelling units.

(a) Independent parking structures, storage buildings or other accessory enclosures should be designed to complement the principal, adjacent buildings in form, detail, color, and material.

(b) Generally, accessory buildings and structures ~~shall~~should be designed with similar or complementary roof slopes and building materials as the primary structure. (Ord. 1272 § 8, 2001).

22.64.014 Service equipment and activities.

Intent – Locate trash, mechanical, and utility service equipment in ways that are functional, secure, and visually screened.

(a) Trash receptacles and service areas should be located to the side or rear of buildings in enclosed and secure areas that are not accessible or visible from public sidewalks and walkways.

(b) Meters, electrical conduit, telecommunications boxes, satellite dishes, and other utility equipment should be located to the side or rear of buildings in locations and housings that are secure, vandal-proof, and not visible from public areas.

(c) Roof-mounted mechanical equipment and other accessories should be located within screened areas or behind building areas that are secure, visually integrated into the building structure and shell, and screened from adjacent properties or public corridors.

(d) Window air conditioning units should not be installed where the equipment overhangs pedestrian spaces or walkways. (Ord. 1272 § 8, 2001).

22.64.015 Solar orientations.

Intent – Maximize passive and active solar energy possibilities.

(a) Building designs, particularly within new developments, should be located to maximize the use of passive solar potentials.

(b) Where possible, major window areas and outdoor activities should be oriented along the south-facing facades and yards. (Ord. 1272 § 8, 2001).

Commented [KM8]: This language is taken from the Small Lot and Multifamily design standards. I've reviewed the Form Based Code and did not find language related to the type of building material that should be used to convey (attractive at close distances) as was discussed at the October 7 Planning Commission meeting.

Commented [KM9]: Reflects feedback from October 7 Planning Commission meeting.

Commented [KM10]: This is important context, given that other sections of the FMC expressly remove ADUs from regulations pertaining to accessory structures.

22.64.016 Ground floor activities.

Intent – Create vertical mixed use building opportunities with visual interest that encourage pedestrian activity in ground floor spaces that attract residents, employees and visitors alike.

(a) Ground floor commercial space should be devoted to retail use in accordance with underlying zoning requirements where the building fronts onto a street, sidewalk, pedestrian walkway or trail corridor. In neighborhood commercial (NC) areas, no more than 25 percent of the ground floor area should be devoted to office use – nor should office uses occupy the front 50 percent of the ground floor fronting a public street or sidewalk unless authorized through the site plan review process.

(b) In neighborhood commercial (NC) areas, structures containing enclosed parking facilities at ground floor level should provide a continuous commercial storefront space at least 15 feet in depth along at least 75 percent of the length of any facade located no more than 30 feet from a street property line or adjoining a pedestrian plaza.

(c) Ground floor commercial space should have a floor to ceiling height of at least 15 feet where the building fronts onto a street, sidewalk, pedestrian walkway or trail corridor. (Ord. 1562 § 52, 2015; Ord. 1272 § 8, 2001).

22.64.017 Building frontages.

Intent – Create buildings that provide interest and activity along street and pedestrian area frontages.

(a) Buildings that face onto commercial parking streets and/or public walkway and trail corridors should be built to front onto the pedestrian space or activity area to create continuous frontages of interest to the corridor.

(b) Buildings may abut or share common side walls subject to International Building Code (IBC) fire code and emergency access requirements. (Ord. 1473 § 5, 2009; Ord. 1272 § 8, 2001).

22.64.018 Upper floor balconies, alcoves, and decks.

Intent – Create upper floor areas that provide visual interest and activity potentials.

(a) Upper floors should incorporate balconies, alcoves, decks or other outdoor spaces to provide an amenity and increase visual definition to the building – particularly of the building frontages that face onto commercial streets and the public pedestrian walkway or trail corridors.

(b) Upper floor spaces ~~must~~^{should} be provided within the private property's building envelope and should not intrude upon or over the public walkway or trail corridors. (Ord. 1272 § 8, 2001).

22.64.019 Awnings and canopies.

Intent – Create an overhead covering of pedestrian areas that is functional, visually interesting, and safe.

(a) As an amenity, commercial or retail developments may provide permanent or retractable awnings, overhangs, arcades or skylights sheltering pedestrians and shoppers from the elements where the public walkway or trail corridor traverses through the site.

(b) The design of awnings and canopies should provide natural lighting and openness and continuous protection from the elements but not ~~overly by majority~~ obscure or shadow the walkway or trail corridor.

(c) Awnings or canopies should be hung above the display window space at least 10 ~~to 14~~ feet above the public walkway with a minimum eight-foot vertical clearance.

(d) Structural supports for awnings or canopies will be provided from the building or adjacent private property and may not intrude or be supported by posts or columns within the public walkway or trail corridor.

(e) Awnings may extend four to eight feet into the public walkway from the building's face depending on the width of the public walkway or trail corridor. (Ord. 1272 § 8, 2001).

22.64.020 Shopfronts.

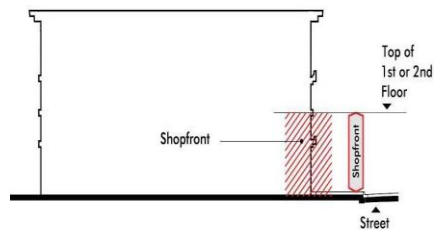
Intent – Shopfronts are like small buildings with their own base, "roofline," and pattern of window and door openings. Shopfronts are facades placed at or close to the right-of-way line, with the entrance at sidewalk grade.

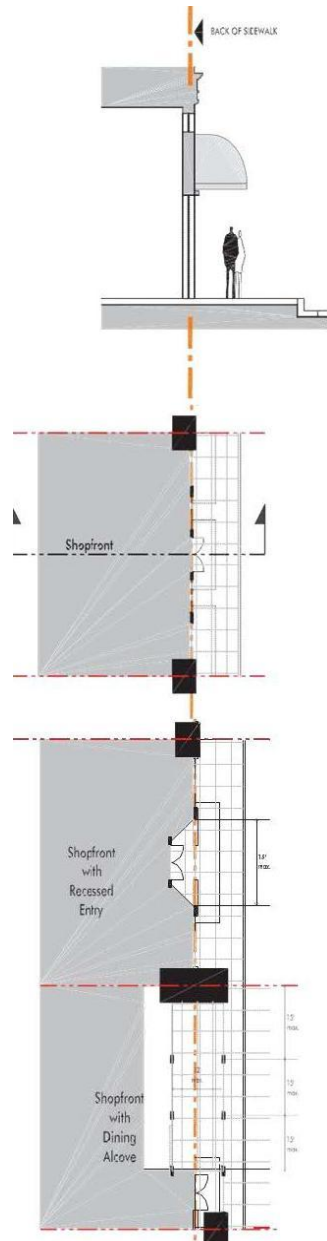
Commented [KM11]: I am recommending this edit to add specificity to the intention here.

Commented [KM12]: If we're saying "at least 10 feet" we should remove "to 14" to avoid confusion.

They are conventional for retail frontage and are commonly equipped with cantilevered shed roof(s) or awning(s). Recessed shopfronts are also acceptable. The absence of a raised ground floor precludes residential use on the ground floor facing the street. Residential use would be appropriate above the ground floor and behind another use that fronts the street. It has substantial glazing on the sidewalk level and defines the primary treatment for ground-level commercial uses oriented to display and access directly from public sidewalks or other walkways.

- (a) Shopfronts ~~shall~~should be between 10 feet and 16 feet tall, as measured from the adjacent walk.
- (b) Shopfront width ~~shall~~should be a minimum of 10 feet and generally not exceed 50 feet. Larger retail space may be enabled by being set behind a row of smaller shopfront spaces. This technique is often referred to as “liner retail.”
- (c) Restaurant shopfronts may set back a portion of the shopfront facade to create a colonnaded outdoor dining alcove that is a maximum of 12 feet deep; provided, that:
 - (1) The portion of the facade that is set back and oriented towards the street ~~shall~~should have display windows.
 - (2) The alcove ~~must~~should also have columns along the sidewalk at a maximum spacing of 15 feet on center.
 - (3) The alcove may not rely on adjacent buildings for enclosure.





Section Diagram

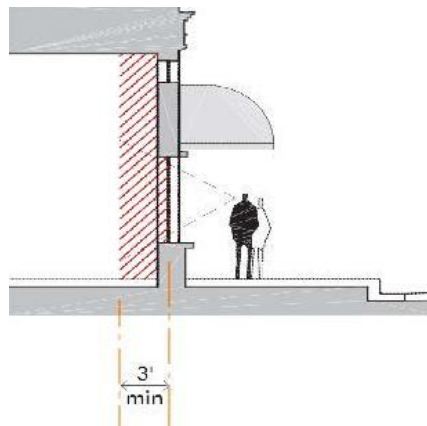
The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

(d) Each shopfront ~~shall~~should contain:

(1) At least one ~~welcoming~~accessible building entrance at sidewalk grade. Recessed entrances are permitted with a maximum width of 15 feet.

(2) Clear-glass display windows framed within storefront pilasters and a base made of masonry, tile, wood, or other durable material that extends at least 24 inches above the adjacent sidewalk. The bottom of windows should be no more than four feet above the sidewalk. Display windows and other glazing should comprise at least 75 percent of the ground floor facade.

~~(3) A minimum three-foot zone behind the window glazing that provides an unobstructed view of the establishment's goods and services.~~



Unobstructed View Required

(e) Shopfront composition should include projecting signs, as well as window signs and awning signs. Awnings, signs, and related fixtures ~~shall~~should be located eight feet minimum above the adjacent sidewalk. Awnings ~~shall~~should only cover storefronts and openings to avoid covering the entire facade.

(f) Shopfront and awning design should vary from shopfront to shopfront.

(g) Side yard setbacks and space between buildings may be utilized as extensions of shopfront activities including for location of outdoor displays of goods and for outdoor dining. (Ord. 1667 § 38, 2020; Ord. 1562 § 53, 2015; Ord. 1272 § 8, 2001).

22.64.021 Site planning.

Repealed by Ord. 1667. (Ord. 1272 § 8, 2001).

22.64.022 Infill development patterns for traditional shopfront neighborhoods.

Intent – Develop vacant lots with buildings that match the scale, character, and architectural definition of adjacent buildings and uses.

(a) The building proportions (modulation and articulation) created by older lots and buildings should be retained by new infill constructions.

(b) New buildings should be set back from the street frontage in lines that will be consistent with existing structures along the street.

Commented [KM13]: “Welcoming” is subjective - amending to “accessible” to reflect October 7 Planning Commission feedback.

Commented [KM14]: It is unlawful to regulate the interior of a structure via the design review process. RCW 36.70A.630(2).

(c) The existing pattern and proportion of windows, doors, and other vertical elements should be emulated by new infill building designs.

(d) New buildings should be defined by vertical and horizontal variations, architectural styles, and exterior finish materials that reflect the form, pattern, and visual interest of existing structures within the neighborhood and along the street.

(e) New buildings should complement the prevailing heights of existing structures within the neighborhood and along the street.

(f) The size and proportion of a new building's mass and contributing elements including roofs, porches, and balconies should reflect those of neighboring structures. (Ord. 1667 § 40, 2020; Ord. 1272 § 8, 2001).

22.64.023 Garage entries and driveways.

Intent – Develop vehicle access, storage, and parking areas and improvements that enhance residential buildings and activities.

(a) Garage entrances should be subordinate to the pedestrian entry in scale and detailing. Where possible, the parking entry should be located to the side or rear of the building and away from the pedestrian entry from the street.

(b) Garages should be architecturally compatible with the residential portion of the building using the same building forms, materials, and details. Architectural elements may be continued from the residential portion of the building onto the parking structure using friezes, cornices, trellises, or other devices.

(c) Large residential buildings may further integrate parking garages by:

- (1) Locating the garage partially or wholly below grade,
- (2) Using the top of the garage as a deck, garden, or recreational use of the residents,
- (3) Locating residential units or shops on the outside of the garage with direct access from street level sidewalks and pathways.

(d) Open carports should not be visible from the street. Garage edges may be bermed or landscaped to screen views from the street or pedestrian areas. However, vehicular entries should be clearly defined to alert pedestrians.

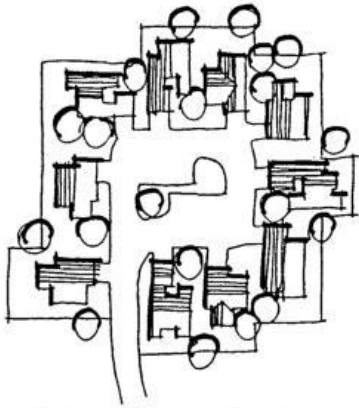
(e) Where possible, driveways should be consolidated to reduce the width of curb cuts, intrusion on pedestrian walkways, and the visual impact of paving areas. (Ord. 1272 § 8, 2001).

22.64.024 Garage doors.

(See FMC 22.58.006).

Intent – Create garage door configurations that complement the residential character of the building and enhance the visual appearance of the neighborhood.

Garage Entries and Driveways

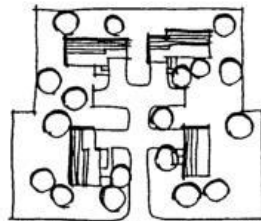


Typical parking court layout

Develop vehicle access, storage, parking areas, and improvements that enhance residential buildings and activities.

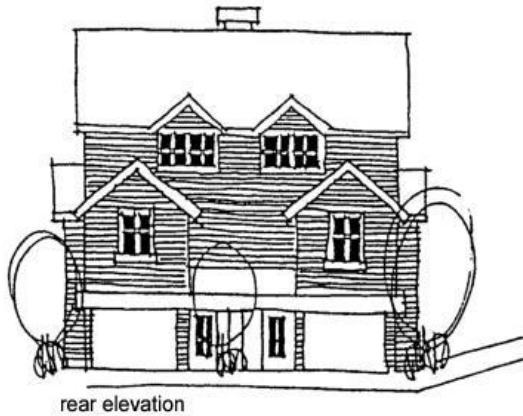
Where possible, the parking entry should be located to the side or rear of the building and away from the pedestrian entry from the street.

Where possible, driveways should be consolidated to reduce the width of curb cuts, intrusion on pedestrian walkways, and the visual impact of paving areas.



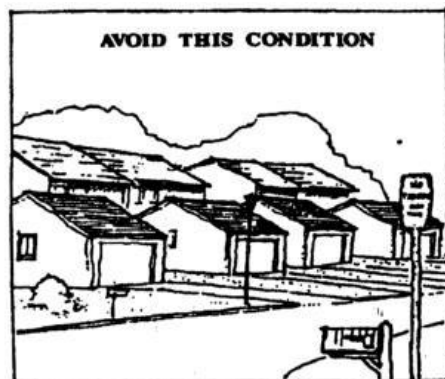
Private street layout (18 – 20 ft. wide)

Garages



Garages should be architecturally compatible with the residential portion of the building using the same building forms, materials and details. Architectural elements may be continued from the residential portion of the building onto the parking structure using friezes, cornices, trellises, or other devices.

Garages



Houses seem an afterthought when garages dominate the street edge.

(Ord. 1417 § 11, 2006; Ord. 1272 § 8, 2001).

22.64.025 Street access.

Intent – Create parking access systems that are efficient, functional, safe, and subordinate to pedestrian activities and the residential use of the site.

- (a) Residential buildings should provide clearly marked entries from the street. Entries from parking lots should be subordinate to those related to the street.
- (b) Parking garage entries should be designed and sited to complement, but not subordinate the pedestrian entry.
- (c) Parking lots and garages, when possible, should be accessed from alleys or side streets.
- (d) In clustered developments, where there is an integrated comprehensive pathway system, the front door may be oriented to it. (Ord. 1272 § 8, 2001).

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

22.64.026 Blank building and retaining walls.

Intent – Create building and retaining walls that are of human scale, texture, and visually interesting.

- (a) Residential buildings should not orient large areas of blank walls to the street. Building ends should be designed and articulated with windows and other architectural treatments.
- (b) Blank walls should be screened with landscaping, architectural features, or artworks including trellises with vines and landscaped planting beds.
- (c) Retaining walls should be composed of brick, stone, or other modulated material or treated sculpturally to reduce scale and appear less monolithic. Hanging or climbing vegetation may be incorporated to soften the appearance.
- (d) High retaining walls should be terraced to provide landscape setbacks, especially adjacent to pedestrian areas. (Ord. 1272 § 8, 2001).

22.64.027 Usable open spaces.

Intent – Create open spaces in multifamily and planned developments that enhance the physical space and provide residents passive and active recreational opportunities.

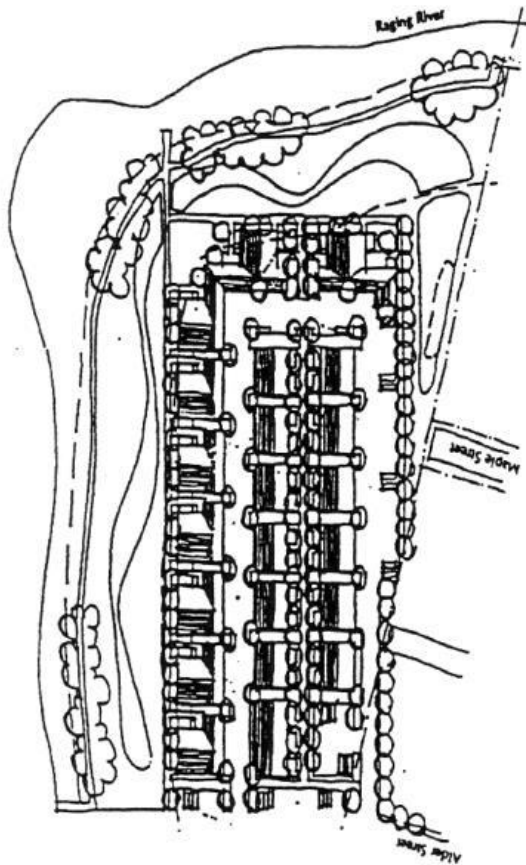
- (a) Multifamily residential buildings and developments should provide usable outdoor activity areas for each individual unit using patios, balconies, and decks. Requirements for individual residential units may be met in part or in full by open space specifically provided for the common use of the resident. In addition to patios, balconies, and decks, such open space may take on any number of green space types.
- (b) Multifamily residential buildings and planned developments should also provide usable outdoor activity areas for the project's inhabitants in total using landscaped courtyards, rooftop decks, group gardens and picnic areas, children's play areas, swimming pools, recreational courts, and other common improvements.
- (c) Common activity areas should be appropriately furnished with benches and other seating, play equipment, landscaping, outdoor lighting, and other improvements. (Ord. 1692 § 1 (Exh. A), 2022; Ord. 1272 § 8, 2001).

22.64.028 Private spaces.

Intent – Create transitions between the street and private properties that provide for resident security and privacy.

- (a) Appropriate screening and buffering materials should be used to create a physical separation between pedestrians on the sidewalk and the windows of residential units.
- (b) Ground level windows should be raised or landscape screening should be used to provide residential privacy where building setbacks are close.
- (c) Porches and other partially enclosed outdoor living areas should be used to provide a transition zone to a residence, and allow social interaction between neighbors.
- (d) Private residential courtyards and yards should be screened with landscape materials or solid fences to create privacy and security. Chain link fences are not an appropriate edge along sidewalks and should be avoided.

Usable Open Spaces



Create open spaces in multifamily and planned developments that enhance the physical space and provide residential passive and active recreational opportunities.

Multifamily residential buildings and developments should provide usable outdoor activity areas for each individual unit using patios, balconies, and decks.

(Ord. 1272 § 8, 2001).

22.64.029 Commercial walkways.
(See also FMC 22.60.013).

Intent – Create pedestrian areas that link commercial and retail activities with adjacent buildings, properties, and neighborhoods in ways that are functional, efficient, visually interesting, and supportive of business activities.

(a) Buildings should front onto walkways to be developed within each district in accordance with the non-motorized transportation element of the comprehensive plan.

(b) Commercial walkways should be incorporated into the site development as the principal, publicly accessible pedestrian space and design focus of the development, and between the development and adjacent properties and surrounding residential neighborhoods.

(c) Walkways should be a minimum width of eight feet along street frontages in office areas, and up to 12 feet wide along street frontages and into the development of major pedestrian-oriented commercial districts and developments.

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.

(d) Walkways or trails should integrally connect each development, particularly retail and commercial projects, with adjacent properties and residential neighborhoods.

(e) Walkways or trails should extend through parking lots and parking areas in separated medians or other placements that protect pedestrians from vehicular traffic.

(f) Where feasible, public walkways should extend through the building development as passageways or alleyways. Such walkways may be open or covered provided that they are publicly accessible. (Ord. 1272 § 8, 2001).

22.64.030 Commercial walkway corridors.

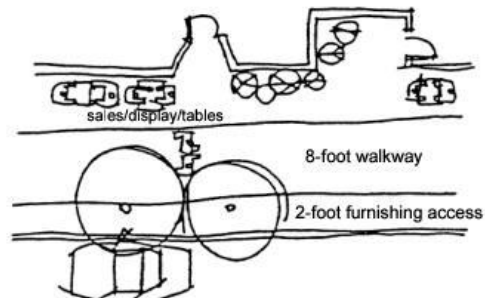
Intent – Create a commercial walkway corridor that maintains a handicap accessible, pedestrian access zone but allows people, activities, displays, and other temporary furnishings of interest within the walkway space.

(a) An eight-foot section of any major commercial walkway or trail corridor should be clear of any temporary furnishings in order to accommodate pedestrians.

(b) The peripheral sections of the corridors, which may be combined on one side, may be used to display advertising signage, flower pots or other moveable plantings, and/or outdoor seating areas on a temporary, special event basis.

(c) When the principal walkway is meandered as described above, the transition should be made with 45- to 60-degree angles to facilitate an easy walking pattern and to accommodate the handicapped.

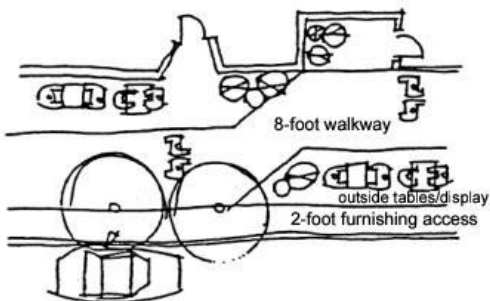
Commercial Walkways



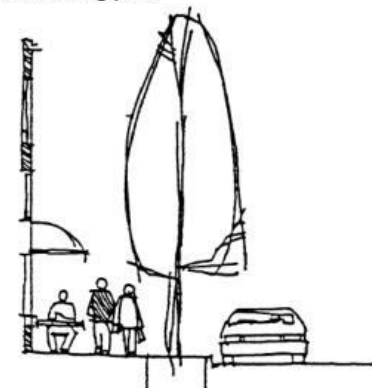
Urban streetscape/pedestrian walkways

Walkway plan

2 feet



Alternating plan



Urban streetscape/pedestrian walkways

Elevation

Walkways should be a minimum of eight feet along street frontages in office areas and up to 12 feet along street frontages and into the development in major pedestrian-oriented commercial districts and developments.

An eight-foot section of any major commercial walkway should be clear of any temporary furnishings in order to accommodate pedestrians.

The periphery sections of the corridors, which may be combined on one side, may be used to display outdoor advertising signage, flower pots or other moveable plantings, and/or outdoor seating areas on a temporary, special event basis.

When the principal walkway is meandered, the transition should be made with 45- to 60-degree angles to facilitate an easy walking pattern and to accommodate the handicapped.

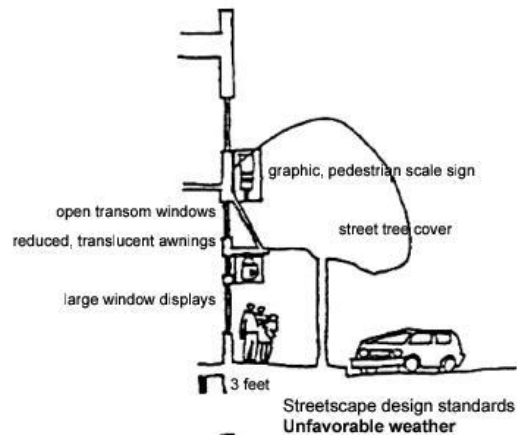
(Ord. 1272 § 8, 2001).

22.64.031 Outdoor activity spaces.

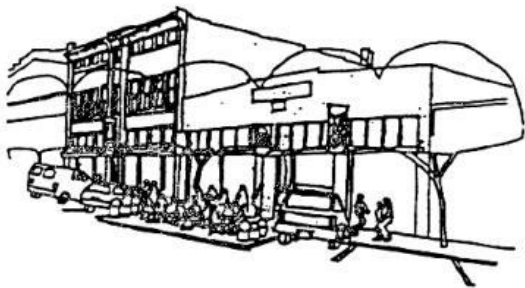
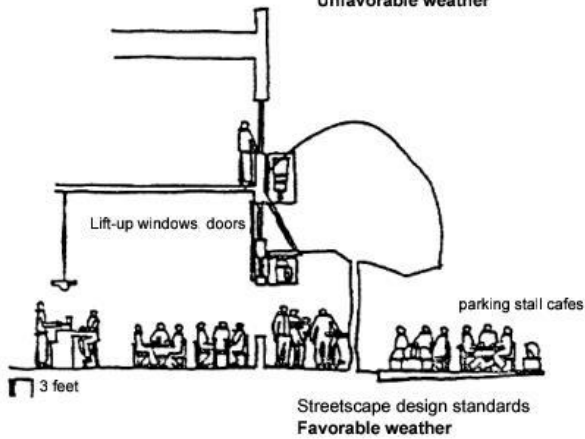
Intent – Create outdoor people spaces that are functional, efficient, visually interesting, and used by passersby and building occupants or customers.

- (a) Ground floor outdoor spaces such as plazas, squares, eating, seating areas, and/or retail alcoves and inner courtyard spaces or greens shall be provided for designated “special planning areas” on the comprehensive plan’s land use designation map, and may be required in conjunction with new commercial development or redevelopment through the conditional use or site plan review processes. Such amenities should be provided as integral parts of any commercial or retail development. Generally, the larger the development, the greater the number and size of outdoor spaces.
- (b) Plazas shall be adjacent to and open to a public street, sidewalk, or trail on at least one side. The space should adjoin and be accessible from, and may occasionally spill over into the public walkway or trail corridor space – but may not be permanent improvements or uses of the public walkway or trail corridor space.
- (c) Plaza design shall allow people walking or driving by to see into the plaza from a height two and one-half to eight feet above finished grade. Lighting shall be included to enable people walking or driving by to see into the plaza at night.
- (d) Plazas shall be open to the public during daylight operating hours.
- (e) Non-landscaped portions of the plaza shall be surfaced in textured concrete, bricks, interlocking pavers, or similar or better enhanced paving materials.
- (f) Up to 25 percent of the plaza may be landscaped with lawn or groundcover. All landscaped areas that do not include lawns shall include trees. Tree wells do not count toward the 25 percent limit on landscaping coverage.
- (g) Plazas shall be located and designed so that wind within the plaza does not interfere with its use for sitting and similar activities.
- (h) Outside of any covered area, 80 percent of the plaza shall not be shaded during the hours of 10:00 a.m. to 2:00 p.m. in the winter, except by the trees within the plaza. If possible, plazas shall have southern exposure.
- (i) Plazas shall not be used by motor vehicles for any purpose other than maintenance.
- (j) Plazas shall not be bordered by a drive-through lane on any side.
- (k) Plazas shall meet at least one of the following requirements:
 - (1) The seating area of a restaurant shall overlook the plaza on at least one side. At least 25 percent of the restaurant wall abutting the plaza shall consist of clear windows.
 - (2) A food, refreshment, coffee or espresso cart shall be located in the plaza during at least one-half of each working day.
 - (3) Plazas designated as “special planning areas” on the comprehensive plan shall include a fountain of at least 100 square feet and children’s play equipment.

Indoor/Outdoor Activities

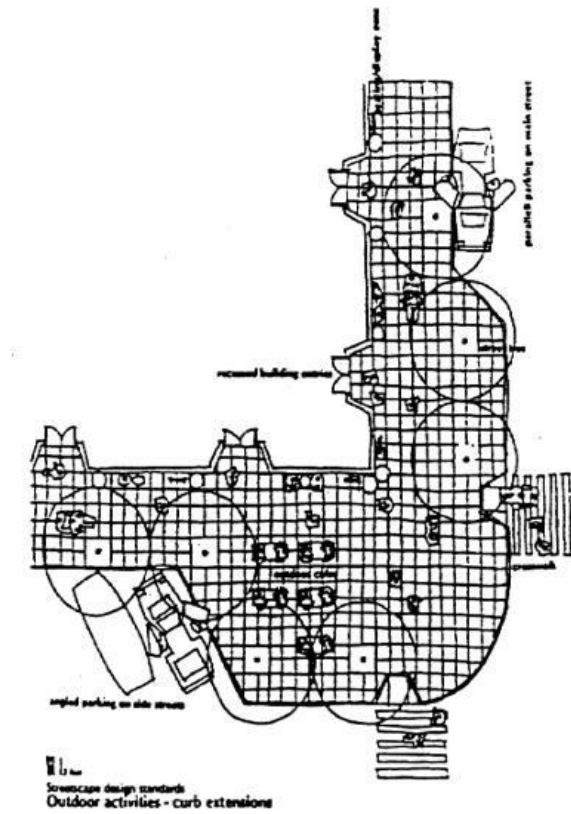


Ground floor activities should be designed to reflect the weather and seasons expanding outdoors and indoors when the climate allows to increase people activity and visual interest.



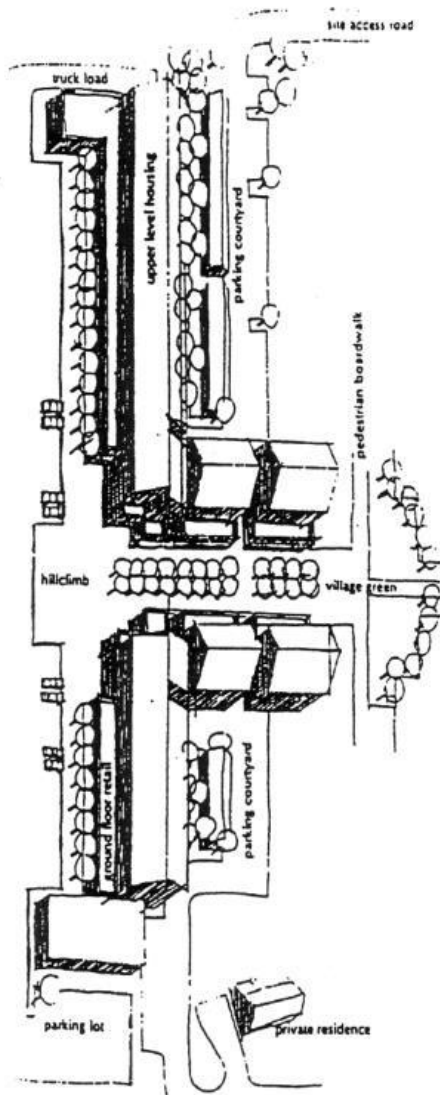
Streetscape Activities

The Fircrest Municipal Code is current through Ordinance 1738, passed March 25, 2025.



Where feasible, outdoor activity areas may be extended across the sidewalk and into curb extensions to increase people activity and visual interest.

Outdoor Activity Spaces



Ground floor outdoor spaces such as plazas, squares, eating, seating areas, and/or retail alcoves and inner courtyard spaces or greens may be required in conjunction with new commercial development or redevelopment.

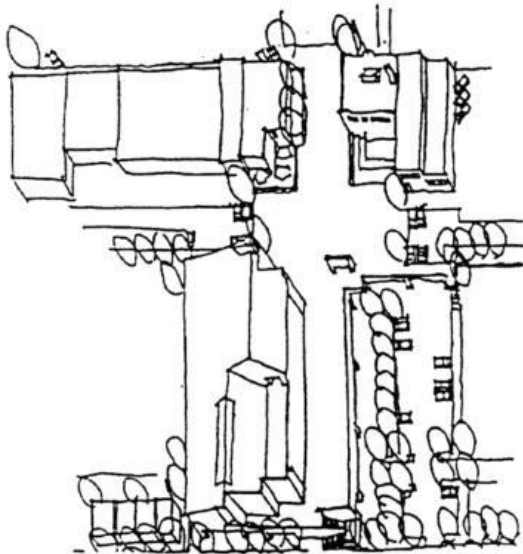
Such amenities should be provided as integral parts of any commercial or retail development. Generally, the larger the development, the greater the number and size of outdoor spaces.

Outdoor Activity Spaces – Plazas



Create outdoor spaces that are functional, efficient, visually interesting, and used by passersby and building occupants or customers.

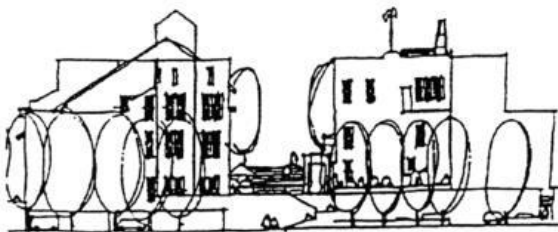
Plazas shall be adjacent to and open to a public street, sidewalk, or trail on at least one side. The space should adjoin and be accessible from, and may occasionally spill over into the public walkway or trail corridor space – but may not be permanent improvements or uses of the public walkway or trail corridor space.



Plaza design shall allow people walking or driving by to see into the plaza. Lighting shall be included to enable people walking or driving by to see into the plaza at night.

Non-landscaped portions of the plaza shall be surfaced in textured concrete, bricks, interlocking pavers, or similar or better enhanced paving materials.

Plazas shall be located and designed so that wind within the plaza does not interfere with its use for sitting and similar activities.



- (4) Plazas ~~shall~~should include any other feature that will provide equivalent or better surveillance of the plaza.

(l) Residential developments should provide picnic tables and benches, playgrounds, basketball and tennis courts, and other recreational facilities. To the extent practical, such areas should be made available for use by the public-at-large. (Ord. 1272 § 8, 2001).

22.64.032 Streetscape furnishings.

Intent – Create public/private commercial walkways and spaces that are complementary, functional, safe, visually interesting, and of efficient investments.

(a) Improvements to the public walkway or trail corridor spaces will utilize the public streetscape furnishings palette selected for the corridor.

(b) Improvements to the adjoining private spaces should incorporate or continue the materials, colors, and/or styles of the public furnishings palette in order to provide design continuity.

(c) Where appropriate, project developments should provide pedestrian-scaled lighting fixtures to illuminate walkways, trails, parking areas, and other people spaces. Lighting shields should direct illumination onto pedestrian spaces and away from adjacent properties or uses. Generally, freestanding fixtures should not exceed 14 feet in height. (Ord. 1272 § 8, 2001).

22.64.033 Public artworks.

Intent – Install public artwork improvements in public spaces and building areas that are accessible, informative, and entertaining.

(a) Commercial building and property developments should incorporate outdoor artwork that is physically and visually accessible to the public.

(b) Artwork may be permanently incorporated into functional areas that are physically and visually accessible to the public including parking lots, accessory buildings and structures, as well as building entries.

(c) Where the building or site is of historical or cultural interest, interpretive signage and other exhibits or monuments should be incorporated into building or site improvements that are physically and visually accessible to the public. (Ord. 1272 § 8, 2001).

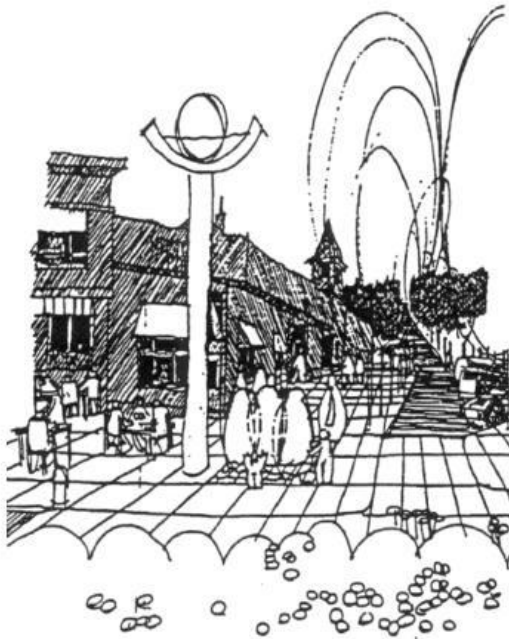
22.64.034 Lighting.

Intent – Install street and areaway lighting systems and standards that are functional, properly scaled, safe, and visually enhancing.

(a) Sidewalk and walkway areas should be illuminated with indirect lighting using streetscape elements like trees, walkways, canopies, and entryways.

(b) Pedestrian spaces should be illuminated with standards that are scaled to people using light poles 10 to 12 feet in height or bollards three to four feet in height.

Streetscape – Artworks



Streetscape Furnishings

Create public/private commercial walkways and spaces that are complementary, functional, safe, visually interesting, and of efficient investments.

Improvements to the public walkway or trail corridor spaces will utilize the public streetscape furnishings palette selected for the corridor.

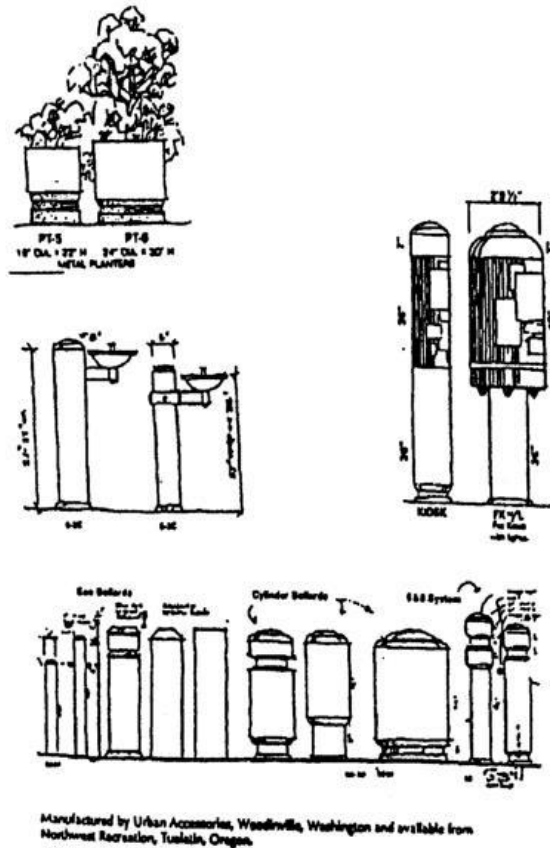
Improvements to the adjoining private spaces should incorporate or continue the materials, colors, and/or styles of the public furnishings palette in order to provide design continuity.

Install public artwork improvements in public spaces and building areas that are accessible, informative, and entertaining.

Commercial building and property developments should incorporate outdoor artwork that is physically and visually accessible to the public.

Artwork may be permanently incorporated into functional areas that are physically and visually accessible to the public including parking lots, accessory buildings and structures, as well as building entries.

Where the building or site is of historical or cultural interest, interpretive signage and other exhibits or monuments should be incorporated into building or site improvements that are physically and visually accessible to the public.



Improvements to the public walkway or trail corridor spaces will utilize the public streetscape furnishings palette selected for the corridor.

Improvements to the adjoining private spaces should incorporate or continue the materials, colors, and/or styles of the public furnishings palette in order to provide design continuity.

(c) All light fixtures should be shielded to reduce glare on public streets and spaces, and adjacent properties. (Ord. 1272 § 8, 2001).

22.64.035 Roadway corridors and street frontages.

Intent – Create landscaped setbacks and edges that functionally and visually define the pedestrian or motor vehicle orientation of the roadway and adjacent land uses.

(a) Commercial street corridors are the public rights-of-way and the setbacks required within and around roadways and parking lots in nonresidential zones.

(1) The setback from the street edge will be landscaped to provide “see-through vegetation” that functions as a partial visual separator to soften the appearance of parking areas and building elevations.

(2) These zones ~~shall~~should be planted with an overhead tree canopy suitable for a mixed motor vehicle and pedestrian environment.

(b) Residential street corridors are the public rights-of-way and the setbacks required within and around collector and arterial roadways and parking lots in all residential zones.

(1) These zones will be landscaped to provide a “filtered screen vegetation” that functions as a visual separator between the street, parking areas, and residential activities.

(2) These zones ~~shall~~should be planted with an overhead tree canopy suitable for a mixed motor vehicle and pedestrian environment.

(c) Parkway road corridors are the public rights-of-way and the setbacks required along major roadway entries into the community.

(1) These parkway road corridors will be landscaped to provide a “filtered to view blocking vegetation” using natural materials that provide continuity with adjacent landscapes.

(2) Parkway road corridors ~~shall~~should be planted with an overhead tree canopy suitable for a motor vehicle and bicycle environment. (Ord. 1272 § 8, 2001).

22.64.036 Urban buffers.

Intent – Create landscape improvements around parking lots and properties that functionally and visually buffers activities, buildings, and land uses from each other.

(a) Urban parking lots are commonly shared by residential developments, and all parking areas and lots provided for employees, customers, and other public users within the nonresidential zones. Urban parking areas will be landscaped to provide shade and visual relief while maintaining clear sight lines within parking and access areas.

(1) Shrubs will not exceed a height of three feet around parking lot entries, access aisles, and other vehicle-maneuvering areas in order not to visually block views among vehicles and pedestrians.

(2) The selected plant materials and landscape designs may mix evergreen and deciduous trees to create a continuous canopy.

(3) Plantings may be contained in planting islands or strips having an area of at least 120 square feet with a narrow dimension of not less than eight feet that is unobstructed by vehicle overhang (see FMC 22.62.007(b)).

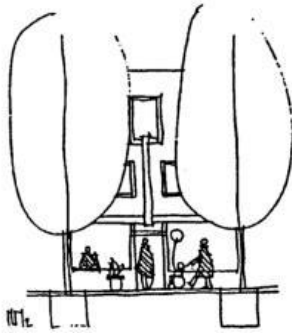
(b) Urban buffers with filtered screening are the perimeter landscape areas provided between nonresidential land uses. These buffers will function as a visual separator between uses within these zones.

The selected plant materials and designs may mix evergreen and deciduous trees and shrubs to create a filtered screen effect.

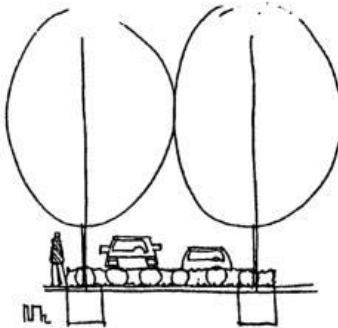
(c) Urban buffers with full screening are the perimeter landscape areas provided between residential and nonresidential zones. These buffers will function as a visual barrier to obscure views of incompatible activities and improvements.

The selected plant materials and designs may include a mix of primarily evergreen trees and shrubs to form an effective full screen effect.

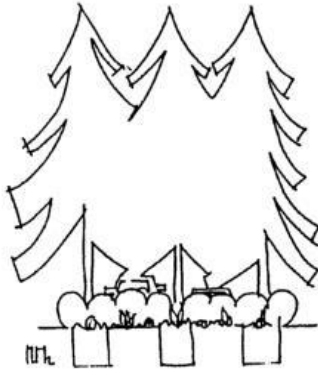
Landscape – Urban Buffers



See-through streetscape



Filtered-screen buffer



Full-screen buffer

(Ord. 1272 § 8, 2001).

Urban buffers shall be landscaped based on the extent to which the activity is to be screened from adjacent uses in accordance with the following categories:

See-through streetscape – are the perimeter landscape areas provided in front of commercial and office uses. These buffers shall function as a visual definition between the street edge and building zones. The selected plant materials and designs may mix deciduous trees and shrubs to create a framed or see-through effect.

Urban buffers with filtered screening – are the perimeter landscape areas provided between nonresidential land uses. These buffers shall function as a visual separator between uses within these zones. The selected plant materials and designs may mix evergreen and deciduous trees and shrubs to create a filtered screen effect.

Urban buffers with full screening – are the perimeter landscape areas provided between residential and nonresidential zones. These buffers shall function as a visual barrier to obscure views of incompatible activities and improvements. The selected plant materials and designs may include a mix of primarily evergreen trees and shrubs to form an effective full screen effect.

22.64.037 Sidewalks and walkways.

Intent – Create landscape improvements along and between public/private pedestrian spaces that are continuous, visually attractive, and fully developed.

- (a) Landscaping along public sidewalks or walkways will utilize the street trees and plant materials palette selected for the public walkway or trail corridor.
- (b) Improvements within the adjoining private spaces, such as outdoor eating areas, plazas, and the like, should incorporate or continue the same plantings in order to enhance the definition of the corridor.
- (c) Street trees and other plantings should be of sufficient size at time of planting to create a finished look to the development, street, and walkway area. The size of trees at the time of planting should be consistent with tree size provisions set forth in FMC 22.62.006. (Ord. 1272 § 8, 2001).

22.64.038 Buildings and yards.

Intent – Create landscapes that enhance properties, improve neighborhood appearances, and protect property investments.

- (a) The landscape design should highlight and focus views of the building frontages and entries, particularly window displays, pedestrian areas, and amenities.
- (b) The design should create a special or individual character of the private portions of each property and building.
- (c) Vines may be planted on buildings, fences, walls and other blank surfaces, particularly structures faced with brick and masonry, or that are enhanced with trellis overhangs.
- (d) Moveable planters with seasonal plantings should be placed at building entries, particularly within alcoves and inner courtyards.
- (e) All plantings, particularly ornamentals, ~~shall~~should be provided irrigation or other watering methods to ensure plant survival.

Building and Yard Landscaping



(Ord. 1272 § 8, 2001).

Create landscapes that enhance properties, improve neighborhood appearances, and protect property investments.

The landscape design should highlight and focus views of the building frontages and entries, particularly window displays, pedestrian areas, and amenities.

The design should create a special or individual character of the private portions of each property and building.

Commented [KM15]: This edit folds in tree size references and was discussed with Planning Commission at their October 7 meeting.

22.64.039 Screening.

Intent – Create screens around and over refuse, storage, loading docks, mechanical and utility equipment, and other areas that are functional, effective, safe, and visually pleasing to passersby and adjacent land uses.

- (a) Landscape, fence or other opaque improvements should be erected to visually screen refuse, storage, loading docks, and other areas that are not to be accessible or viewed from public walkways, corridors, and roadways.
- (b) Areas that are visible from the upper stories of adjacent structures should have an opaque or semi-opaque horizontal cover or screen to mitigate unsightly views that is compatible with the site's architecture.
- (c) Latches and other devices should be used to secure refuse and storage areas from animals and children.
- (d) Mailboxes, utility meters, lighting, and other service elements should be incorporated into the overall site and landscape screening design of the project. (Ord. 1272 § 8, 2001).

22.64.040 Landscape materials.

Intent – Install landscape materials that are native, drought resistant, and appropriate to the purpose of the improvement.

- (a) New landscaping materials ~~shall~~ include native or non-invasive naturalized species that have adapted to the climatic conditions of the coastal region of the Pacific Northwest.
- (b) New landscape materials ~~shall~~ consist of drought-tolerant species, except where site conditions within the required landscape areas assure adequate moisture for growth.
- (c) Within the landscape buffer areas about the property, particularly along secondary access roads and around parking lots that do not abut the public pedestrian walkway or trail corridors – site plantings should be grouped to simulate natural stands and should not be planted symmetrically or of even spacing unless a symmetrical or even spacing pattern has already been established in the vicinity.
- (d) Buffer areas should retain existing significant trees and vegetation to maintain continuity with original and adjacent natural areas.
- (e) Within higher density residential developments, buffer or open spaces may be grouped into common open space areas that define building placements, provide visual accents, preserve landscape or landform features, or house common activity areas – such as playgrounds, swimming pools, or parking areas.
- (f) Plant materials and designs, especially street trees, should match or complement the materials or patterns that have already been established along the street or in the neighborhood in color, ultimate size, historical design, and other physical characteristics. (Ord. 1272 § 8, 2001).

22.64.041 Signage.

Repealed by Ord. 1598. (Ord. 1322 § 4, 2003; Ord. 1272 § 8, 2001).

22.64.042 Large retail establishments.

- (a) Facades and Exterior Walls.

Intent – Facades should be articulated to reduce the massive scale and the uniform, impersonal appearances of large retail buildings and provide visual interest that will be consistent with the community's identity, character, and scale. The intent is to encourage a more human scale that Fircrest residents will be able to identify with their community.

- (1) Facades greater than 80 feet in length, measured horizontally, ~~shall~~ incorporate wall plane projections or recesses having a depth of at least four percent of the length of the facade, but not less than six feet, and extending at least 20 percent of the length of the facade. No uninterrupted length of any facade ~~shall~~ exceed 80 horizontal feet. See illustration in FMC 22.64.009.

- (2) Ground floor facades that face public streets ~~shall~~should have arcades, display windows, entry areas, awnings, or other such features along no less than 60 percent of their horizontal length.

(b) Smaller Retail Stores.

Intent – The presence of smaller retail stores gives a center a “friendlier” appearance by creating variety, breaking up large expanses, and expanding the range of the site’s activities. Windows and window displays of such stores should be used to contribute to the visual interest of exterior facades. The guidelines presented in this subsection are directed toward those situations where principal buildings contain additional, separately owned stores, which occupy less than 25,000 square feet of gross floor area, with separate, exterior customer entrances.

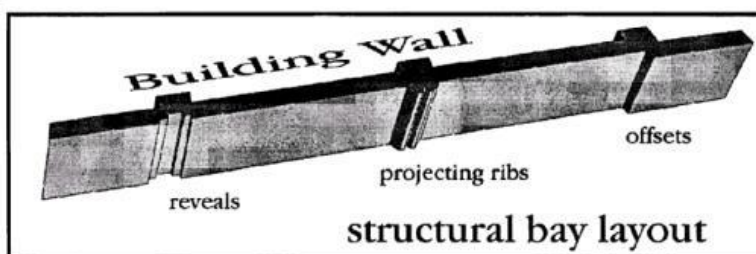
- (1) The street level facade of such stores ~~shall~~should be transparent between the height of three feet and eight feet above the walkway grade for no less than 60 percent of the horizontal length of the building facade of such additional stores.
- (2) Windows ~~shall~~should be recessed and should include visually prominent sills, shutters, or other such forms of framing.

(c) Detail Features.

Intent – Buildings should have architectural features and patterns that provide visual interest at the scale of the pedestrian, reduce massive aesthetic effects, and recognize local character. The elements in the following guideline should be integral parts of the building fabric, and not superficially applied trim or graphics, or paint.

Building facades must include a repeating pattern that ~~shall~~should include no less than three of the elements listed below. At least one of these elements ~~shall~~should repeat horizontally. All elements ~~shall~~should repeat at intervals of no more than 30 feet, either horizontally or vertically.

- (1) Color change.
- (2) Texture change.
- (3) Material module change.
- (4) Expression of architectural or structural bay through a change in plane no less than 12 inches in width, such as an offset, reveal, or projecting rib.



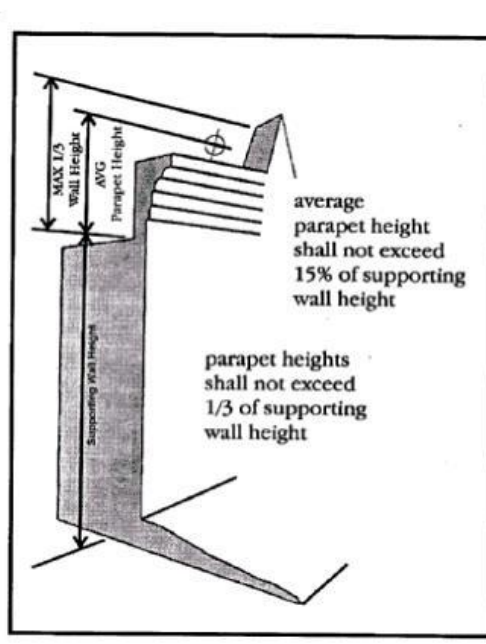
Expression of Architectural or Structural Bay

(d) Roofs.

Intent – Variations in rooflines should be used to add interest to, and reduce the massive scale of, large buildings. Roof features should ~~complement~~complement the character of adjoining neighborhoods.

Roofs ~~shall~~should have no less than two of the following features:

- (1) Parapets concealing flat roofs and rooftop equipment such as HVAC units from public view. The average height of such parapets ~~shall~~should not exceed 15 percent of the height of the supporting wall and such parapets ~~shall~~should not at any point exceed one-third of the height of the supporting wall. Such parapets ~~shall~~should feature three dimensional cornice treatments.



Parapet Standards

- (2) Overhanging eaves, extending no less than three feet past the supporting walls.
- (3) Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one foot of vertical rise for every three feet of horizontal run, and less than or equal to one foot of vertical rise for every one foot of horizontal run.
- (4) Three or more roof slope planes.

(e) Entryways.

Intent – Entryway design elements and variations should give orientation and aesthetically pleasing character to the building. The guidelines identify desirable entryway design features. Such principal building on a site ~~shall~~should have clearly defined, highly visible customer entrances featuring no less than three of the following:

Commented [KM16]: I think this is OK to stay given that the next sentence provides some direction on how to achieve this end.

- (1) Canopies or porticos;
- (2) Overhangs;
- (3) Recesses/projections;
- (4) Arcades;
- (5) Raised corniced parapets over the door;
- (6) Peaked roof forms;
- (7) Arches;
- (8) Outdoor patios;
- (9) Display windows;
- (10) Architectural details such as tile work and moldings, which are integrated into the building structure and design;
- (11) Integral planters or wing walls that incorporate landscaped areas and/or places for sitting.

Where additional stores will be located in the principal building, each such store ~~shall~~should have at least one exterior customer entrance, which ~~shall~~should conform to the above requirements.

(f) Orientation of Entrances.

Intent – Large retail buildings should feature multiple entrances. Multiple building entrances reduce walking distances from cars, facilitate pedestrian and bicycle access from public sidewalks, and provide convenience where certain entrances offer access to individual stores, or identified departments in a store. Multiple entrances also mitigate the effect of the unbroken walls and neglected areas that often characterize building facades that face bordering land uses.

All sides of a principal building that face an abutting public street ~~shall~~should feature at least one customer entrance. Where a principal building faces more than two abutting public streets, this requirement ~~shall~~should apply only to two sides of the building, including the side of the building facing the primary street, and another side of the building facing a second street.

(g) Outdoor Storage, Trash Collection, and Loading Areas.

Intent – Loading areas and outdoor storage areas exert visual and noise impacts on surrounding neighborhoods. These areas, when visible from adjoining properties and/or public streets, should be screened, recessed or enclosed. While screens and recesses can effectively mitigate these impacts, the selection of inappropriate screening materials can exacerbate the problem. Appropriate locations for loading and outdoor storage areas include areas between buildings, where more than one building is located on a site and such buildings are not more than 40 feet apart, or on those sides of buildings that do not have customer entrances.

- (1) Areas for outdoor storage, truck parking, trash collection or compaction, loading, or other such uses ~~shall~~should not be visible from abutting streets.
- (2) No areas for outdoor storage, trash collection or compaction, loading, or other such uses ~~shall~~should be located within 20 feet of any public street, public sidewalk, or internal pedestrian way.
- (3) Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection, trash compaction, and other service functions ~~shall~~should be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view

from adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape.

(4) Non-enclosed areas for the storage and sale of seasonal inventory ~~shall~~should be permanently defined and screened with walls and/or fences. Materials, colors, and designs of screening walls and/or fences and the cover ~~shall~~should conform to those used as predominant materials and colors of the building. If such areas are to be covered, then the covering ~~shall~~should conform to those used as predominant materials and colors on the buildings.

(h) Pedestrian Flows.

Intent – Pedestrian accessibility opens auto-oriented developments to the neighborhood, thereby reducing traffic impacts and enabling the development to project a friendlier, more inviting image. This subsection sets forth guidelines for public sidewalks and internal pedestrian circulation systems that can provide user-friendly pedestrian access as well as pedestrian safety, shelter, and convenience within the center grounds.

(1) Sidewalks at least eight feet in width ~~shall~~should be provided along all sides of the lot that abut a public street.

(2) Continuous internal pedestrian walkways, no less than eight feet in width, ~~shall~~should be provided from the public sidewalk or right-of-way to the principal customer entrance of all principal buildings on the site. At a minimum, walkways ~~shall~~should connect focal points of pedestrian activity such as, but not limited to, transit stops, street crossings, building and store entry points, and ~~shall~~should feature adjoining landscaped areas that include trees, shrubs, benches, flower beds, ground covers, or other such materials for no less than 50 percent of their length.

(3) Sidewalks, no less than nine feet in width, ~~shall~~should be provided along the full length of the building along any facade featuring a customer entrance, and along any facade abutting public parking areas. Such sidewalks ~~shall~~should be located at least six feet from the facade of the building to provide planting beds for foundation landscaping, except where features such as arcades or entryways are part of the facade.

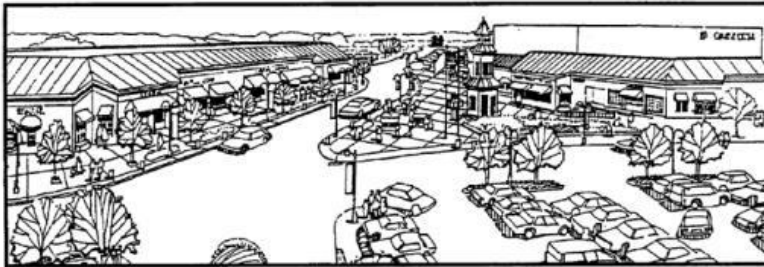
(4) Internal pedestrian walkways, provided in conformance with subsection (h)(2) of this section, ~~shall~~should provide weather protection features such as awnings or arcades within 30 feet of all customer entrances.

(5) All internal pedestrian walkways ~~shall~~should be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or scored concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.

(i) Central Features and Community Spaces.

Intent – Buildings should offer attractive and inviting pedestrian scale features, spaces and amenities. Entrances and parking lots should be configured to be functional and inviting with walkways conveniently tied to logical destinations. Bus stops and drop-off/pick-up points should be considered as integral parts of the configuration. Pedestrian ways should be anchored by special design features such as towers, arcades, porticos, pedestrian light fixtures, bollards, planter walls, and other architectural elements that define circulation ways and outdoor spaces. Examples of outdoor spaces include plazas, patios, courtyards, and window shopping areas. The features and spaces should enhance the building and the center as integral parts of the community fabric.

Each retail establishment subject to these guidelines should contribute to the establishment or enhancement of community and public spaces by providing at least two of the following: patio/seating area, pedestrian plaza with benches, transportation center, window shopping walkways, outdoor play area, kiosk area, water feature, clock tower, or other such deliberately shaped area and/or a focal feature or amenity that, in the judgment of the director and the commission, adequately enhances such community and public spaces. Any such areas ~~shall~~should have direct access to the public sidewalk network and such features ~~shall~~should not be constructed of materials that are inferior to the principal materials of the building and landscape.



Example of a center with numerous special features and community spaces.

(Ord. 1311 § 35, 2002).

22.64.043 Drive-through facilities.

Intent – Assess, promote and achieve appropriate development of drive-through facilities.

Objectives –

- To promote compatible development that fits well with, and improves, its existing or planned context;
- To protect and enhance the character and quality of the neighborhoods where drive-through facilities are located;
- To enhance public streets and contribute to a high quality public space;
- To create efficient stacking movements on site;
- To create a safe and comfortable pedestrian environment on site; and
- To minimize impacts on adjacent land uses that could be caused by on-site activities.

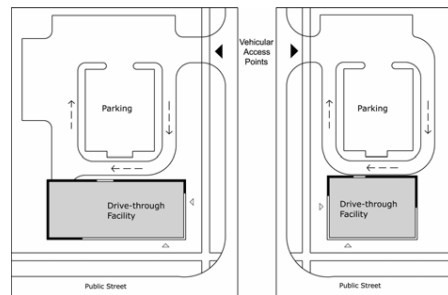
Context and Challenges – Drive-through facilities have proven to be successful as they target the mobile and car-oriented market. They may operate 24 hours a day, provide convenience for the traveling public and offer a sense of security for users at night. Drive-through service has been adopted by fast food businesses, financial institutions, dry cleaners, pharmacies and other businesses. Meanwhile, walk-in service is still an important component for many businesses with drive-through facilities for customers who arrive on foot, bicycles and by vehicles but do not use the drive-through services.

While successful and popular, drive-through facilities present many urban design challenges, including respecting the urban context while designing prototypical drive-through facility sites and buildings; supporting a pedestrian-friendly environment along public streets; using landscape areas effectively to improve the overall environmental and visual quality of the area; and designing efficient stacking movements on site.

(a) Locate vehicular access points to the site as far as possible from street intersections. Locate vehicle access points to corner sites on the secondary street (Figure 1).

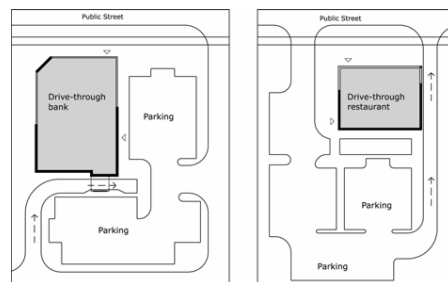
(b) Locate surface parking areas and stacking lanes at the side or rear of buildings. (Figures 1 and 2).

Figure 1:



Locating vehicular access points far from the intersection helps reduce potential impacts on the traffic at the intersection.

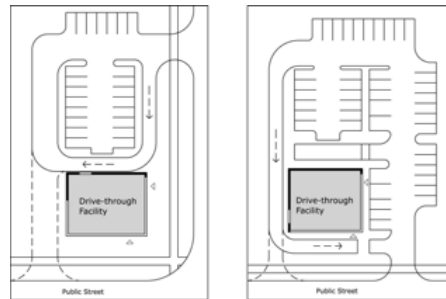
Figure 2:



Locating parking and driveway areas at the rear of the site provides opportunities to frame the street edge with built structures.

(c) Minimize the number and width of driveways from the public street (Figure 3). However, avoid placing entrance or exit lanes between the building and street or sidewalk as shown in the example on the right in Figure 3.

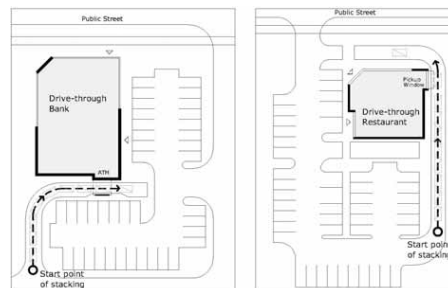
Figure 3:



Minimizing the number and width of driveways helps reduce interruptions to the public sidewalk.

(d) Locate the start point to the stacking lane at the rear of the site so that queued vehicles do not block traffic along the public streets or the movement of other vehicles on site (Figure 4).

Figure 4:



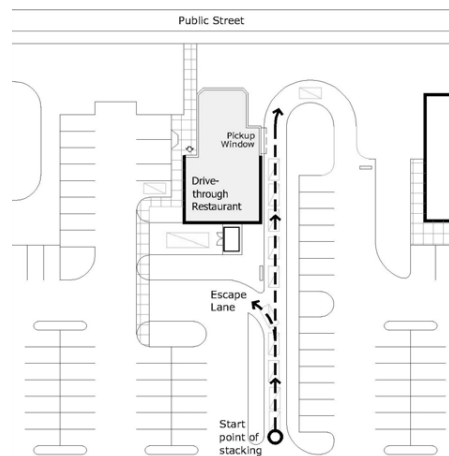
In these two drive-through sites, start points are located at the rear of the site to minimize the potential impacts on other traffic that could be caused by stacking cars. However, avoid placing entrance or exit lanes between the building and street or sidewalk as shown on the right.

(e) Locate stacking lanes away from adjacent sensitive uses, such as residential and outdoor amenity areas, to reduce the impacts of noise and pollution that could be caused by stacking cars on such uses. Use landscaping and fencing to help buffer potential impacts.

(f) Avoid locating the stacking lane, and entrance or exit lane, between the building and the public street, as noted in the examples in Figures 3 and 4.

(g) Provide escape lanes and the appropriate number of queuing spaces as required in FMC 22.60.012 to create efficient stacking lanes and to minimize on-site conflicts (Figure 5).

Figure 5:



In this drive-through site, sufficient queuing spaces are provided. The escape lane allows cars to exit from the stacking lane without having to drive by the pickup window.

- (h) Separate stacking lanes from parking areas and driveways using landscaped islands, decorative pavement, pervious islands and painted lines.
- (i) Design the on-site circulation to minimize conflicts between pedestrians and vehicles.
- (j) Provide separate stacking lanes when two drive-through uses exist on the same site.
- (k) Locate noise-generating areas, including ordering board speakers, outdoor loading areas and garbage/recyclables storage, away from sensitive uses such as residential areas, day care facilities and schools.
- (l) Buffer potential noise impacts on properties where noise may be detrimental to occupants with solid attenuations such as building structures, landscaped berms or attenuation fencing (minimum six feet in height) complemented with landscaping.
- (m) Limit sound emanating from ordering board speakers or other speaker systems to a level that is not audible from residentially used properties or detrimental to occupants of other nearby properties. At no time should any speaker system be audible above ambient noise levels beyond the property lines of the site.
- (n) Provide a minimum eight-foot-wide landscape area, which may include a solid wall or fence in addition to planting, at the edges of sites between property lines and nearby entrance lanes, exit lanes, stacking lanes and other drive-through facilities, in order to provide screening and enhance site environmental benefits. (Ord. 1611 § 20, 2018).

Chapter 22.98

DEFINITIONS

For brevity, unedited sections of this chapter have been unincluded in this record and remain unchanged.

Sections:

22.98.192.1 Design Review.

22.98.012 Accessory dwelling unit.

“Accessory dwelling unit” means a second dwelling unit ~~added to a single family detached dwelling or created within and located~~ on the same lot as a single-family ~~detached~~ dwelling unit, duplex, triplex, townhome, or other housing unit, which is designed as a completely independent unit which provides for living, sleeping, cooking and sanitation. (Ord. 1246 § 27, 2000).

22.98.192.1 Design Review.

“Design Review” means a formally adopted local government process by which projects are reviewed for compliance with design standards for the type of use adopted through local ordinance.

22.62.006 Street trees.

Trees shall be planted along both sides of all newly created, widened, or substantially improved public and private streets, and along public and private street frontages located within or adjacent to a commercial, industrial, institutional, public, quasi-public, or duplex or multifamily residential development, constructed after the effective date of this chapter, in accordance with the following standards:

- (a) Spacing of street trees, on average, shall be 30 feet on center. For trees which have an exceptionally broad canopy form, the director may allow spacing greater than 30 feet on center. For trees which have a narrow canopy form, the director may require spacing of less than 30 feet on center. Generally, trees should be planted at least 10 feet from utility or light poles or fire hydrants, 20 feet from street corners, and 10 feet from driveways. The director may authorize irregular spacing to accommodate sight distance requirements for driveways or intersections or to avoid public infrastructure such as street lighting, utility poles or fire hydrants.
- (b) Street trees shall be deciduous and have a caliper of at least one and three-quarters inches at the time of planting. The caliper of the street trees within a development may be averaged to meet the one and three-quarter-inch standard; provided, that no individual tree shall have a caliper of less than one and one-half inches.
- (c) Street trees shall be high-branching with a canopy that starts at least six feet above finished grade, and have roots which will not break up sidewalks or roadbeds or invade utility lines. For areas without overhead power lines, tree types shall be planted which will achieve a minimum height of 30 feet at maturity.
- (d) Street tree types shall be selected in accordance with the suggested plant list contained in Chapter 22.64 FMC. Tree types and locations shall take into consideration lighting requirements for streets, parking, and pedestrian circulation areas, and signage requirements. The tree type shall not bear fruit or release sticky substances.
- (e) Where feasible, street trees shall be planted in the planter strip between the curb and sidewalk. If the sidewalk is located abutting the curb, street trees shall be planted within tree wells installed in the sidewalk and covered by grates; provided, that a minimum unobstructed sidewalk width of five feet is maintained and irrigation is provided to each tree. If insufficient space exists to maintain an unobstructed sidewalk width of five feet, or the planter strip is less than five feet in width, the street trees shall be planted behind the sidewalk at a distance not greater than 10 feet from the sidewalk. The director may require root deflectors or impose other planting specifications, if recommended by a professional landscape architect or arborist.
- (f) Street trees shall be maintained by the adjacent property owner unless they are maintained by a homeowners' association, condominium owners' association, or similar association, or are part of a city maintenance program.
- (g) Pruning of street trees shall be performed per the ANSI A300 standards so as to maintain the natural form of the tree, encourage vigorous growth to a mature spread and height, and avoid weakening the tree to create a hazard. Street trees shall not be topped, pollarded, or otherwise pruned in a manner contrary to these goals, unless there is no practicable alternative that would preserve essential utility services. (Ord. 1246 § 17, 2000).

Kimberly Mahoney

Presented by: Kim Gunderson
Mahoney Planning LLC

From: Kim Gunderson <kmahoney.planning@gmail.com>
Sent: Wednesday, October 8, 2025 6:48 AM
To: Kimberly Mahoney
Subject: Fw: Fircrest ADU and Design Review Code Amendments, 2025-S-9875

Kim Gunderson
Mahoney Planning, LLC
253-389-1864
www.mahoneyplanning.org



From: McCoy, Catherine (COM) <catherine.mccoy@commerce.wa.gov>
Sent: Tuesday, October 7, 2025 8:21 AM
To: Kim Gunderson <kmahoney.planning@gmail.com>
Cc: Vespier, Lilith (COM) <lilith.vespier@commerce.wa.gov>; Porter, Ethan (COM) <ethan.porter@commerce.wa.gov>; Guida, Eric (COM) <eric.guida@commerce.wa.gov>
Subject: Fircrest ADU and Design Review Code Amendments, 2025-S-9875

Hi Kim,

I circled-back with our housing policy team members who suggest clarifying the language for accessory dwelling units (ADUs). Currently the code reads in a manner that an ADU would need to match the aesthetics of the existing structure. The language proposed would **not** be consistent with RCW 36.70A.681(h) – “A city or county may not impose setback requirements, yard coverage limits, tree retention mandates, restrictions on entry door locations, **aesthetic requirements**, or requirements for design review for accessory dwelling units **that are more restrictive than those for principal units.**”

To meet the state standards, most jurisdictions are directing ADU development to specific code standards. Having the standards defined in code makes them applicable to both the principal unit and the ADU and allows the city to update standards important to the community.

We recommend the following clarifying text:

(9) ADUs must comply with design standards adopted in [if possible add the specific code section(s) – i.e., FMC 22.64] code which are applicable to the principal unit. ~~ADUs shall be designed to complement the aesthetic features of the principal unit. If an attached ADU extends beyond the current footprint or existing height of the principal unit, or requires modifications to the exterior of the building, the addition or modifications must be consistent with the existing facade, roof pitch, siding, windows, and other exterior design elements and finish materials. A detached ADU shall use the same design vocabulary as the principal unit to the extent feasible.~~

As you mention, we also recommend adding definitions for design review and expanding on the definition of Accessory Dwelling Unit to be more consistent with state statute.

Definitions

- Accessory Dwelling Unit – "Accessory dwelling unit" means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. [RCW 36.70A.696](#)
- Design Review – "Design review" means a formally adopted local government process by which projects are reviewed for compliance with design standards for the type of use adopted through local ordinance. [RCW 36.70A.630](#)
- Administrative Design Review – "Administrative design review" means a development permit process whereby an application is reviewed, approved, or denied by the planning director or the planning director's designee based solely on objective design and development standards without a public predecision hearing, unless such review is otherwise required by state or federal law, or the structure is a designated landmark or historic district established under a local preservation ordinance. [RCW 36.70A.030](#)

We appreciate the ongoing discussion and collaboration with you and the whole team at the City of Fircrest. Please reach out if you have additional questions or comments.

Thank you,
Catherine

Catherine McCoy (she/her) | SENIOR PLANNER
Growth Management Services | Washington State Department of Commerce
1011 Plum St SE
Olympia WA 98504-2525

Cell: 360-280-3147

Email: catherine.mccoy@commerce.wa.gov

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Notice of Intent to Adopt Amendment / Notice of Adoption (Cover Sheet)

Pursuant to RCW 36.70A.106, the following jurisdiction provides the following required state agency notice.

Jurisdiction Name:	City of Fircrest
Amendment Type: Select Type of Amendment listed. (Select One Only)	☐ Comprehensive Plan Amendment ☒ Development Regulation Amendment ☐ Combined Comprehensive and Development Regulation Amendments ☐ Countywide Planning Policy ☐ Critical Areas Ordinance Amendment ☐ Shoreline Master Program
Select Submittal Type: Select the Type of Submittal listed. (Select One Only)	☐ 60-Day Notice of Intent to Adopt Amendment ☒ Request of Expedited Review / Notice of Intent to Adopt Amendment (Only for use with Development Regulation Amendments) ☐ Supplemental Submittal for existing Notice of Intent to Adopt Amendment ☐ Notice of Final Adoption of Amendment

Add Association <i>If this amendment is related to additional submittals, please let us know here. IDs are included in your acknowledgment letter.</i> <i>Example 2022-S-....</i>	n/a
Description Enter a brief description of the amendment. Begin your description with Proposed or Adopted, based on the type of Amendment you are submitting. Examples: <i>“Proposed comprehensive plan amendment for the GMA periodic update.”</i> or <i>“Adopted Ordinance 123, adoption amendment to the sign code.”</i> (Maximum 400 characters)	Proposed amendments to Fircrest Municipal Code (FMC) 22.58 Specific Use and Structure Regulations, and FMC 22.64 Design Guidelines to implement HB 1293 (2023) and HB 1337 (2023). The proposed amendments aim to implement recent statute governing design review processes and the extent with which a City can regulate design of ADUs. The City requests an expedited review given the recognized expectation of these HBs having been implemented in development regulations by June 2025 – the City hopes to exercise the extent of its available processes to align with the RCW as expeditiously as possible.
Is this action part of your 10-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?	☐ Yes ☒ No
For Shoreline Master Programs (SMP): Is this action part of your 10-year periodic review required under RCW 90.58.080, a Comprehensive SMP, or a Locally Initiated amendment?	☐ Periodic Review ☐ Comprehensive SMP ☐ Locally Initiated Amendment ☒ N/A (Not an SMP)
Does your submittal include changes to Urban Growth Areas	☐ Yes ☒ No

Proposed Dates: Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission.	Planning Commission: November 4, 2025 City Council: December 9, 2025 Proposed / Date of Adoption: December 9, 2025
Categorize your Submittal	See Last Page for Category List
Contact Information:	
Prefix/Salutation: (Examples: "Mr.", "Ms.", or "The Honorable" (elected official))	Ms.
Name:	Kimberly Gunderson
Title:	Planning Consultant
Email:	Kmahoney.planning@gmail.com
Work Phone:	253-389-1864
Cell/Mobile Phone: (optional)	253-389-1864
Consultant Information:	
Is this person a consultant?	☒ Yes
Consulting Firm name?	Mahoney Planning, LLC
Would you like Commerce to contact you for Technical Assistance regarding this submitted amendment?	☐ Yes

REQUIRED: Attach a copy of the proposed amendment text or document(s). We do not accept a website hyperlink requiring us to retrieve external documents. Commerce no longer accepts paper copies by mail. If you experience difficulty, please email the reviewteam@commerce.wa.gov

~~~~ **ONLINE TRACKING SYSTEM AVAILABLE** ~~~~

Log in to our PlanView system where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach the PlanView System Access Request Form.

**To set up your Commerce PlanView Account:**

Register for a [SAW](#) account and add the PlanView Service.

Please send completed [PlanView System Access Request Form](#) to [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov)

Questions? Call the review team at (360) 725-3066.

- ☐ Airport Safety Zone
- ☐ Capital Facilities
- ☐ Climate
- ☐ Comprehensive Plan
- ☐ Conservation Element
- ☐ Critical Areas Ordinance
- ☒ Design Standards/Design Review
- ☐ Development Regulations
- ☐ Economic Development
- ☐ Emergency
- ☐ Environment
- ☐ Essential Public Facilities
- ☐ Historic Preservation
- ☐ Housing
- ☐ Impact Fee
- ☐ Land Use
- ☐ Military
- ☐ Open Space
- ☐ Parks and Recreation Element
- ☐ Periodic Review (SMP)
- ☐ Periodic Update
- ☐ Port Element
- ☐ Public Participation
- ☐ Recreation

- ☐ Resource Lands
- ☐ Rural Lands
- ☐ Schools
- ☐ Shoreline Master Program
- ☐ Solar Energy Element
- ☐ Subarea Plans
- ☐ Transfer of Development Rights
- ☐ Transportation
- ☐ Urban Growth Areas
- ☐ Utilities

September 29, 2025

Tacoma Daily Index

Attention: Legal Classified

Please publish the following on **Wednesday, October 1, 2025** and provide an affidavit of publication with your invoice.

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CITY OF FIRCREST  
NOTICE OF SEPA THRESHOLD DETERMINATION

NOTICE IS HEREBY GIVEN that the City of Fircrest has issued a SEPA Determination of Nonsignificance for proposed development regulation amendments to Fircrest Municipal Code, Title 22 Land Development, for implementation of House Bills (HBs) 1293 and 1337. The City has determined that the proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required for the proposal under RCW 43.21C.030(2)(c). These decisions were made based on other information on file with the lead agency. This information is available to the public on the City website at <https://www.cityoffircrest.net/blog>. The deadline for submitting written comments on, or an appeal of, the SEPA determination is Wednesday, October 15, 2025, at 5:00 PM. Written comments may be sent to: City of Fircrest SEPA Official, 115 Ramsdell Street, Fircrest, WA 98466, or emailed to [kmahoney@cityoffircrest.net](mailto:kmahoney@cityoffircrest.net).



## DETERMINATION OF NONSIGNIFICANCE AND PUBLIC COMMENT PERIOD

**Date of Issuance:** October 1, 2025

**Description of Proposal:** Fircrest Design Review and Guidelines Amendment

**Agency Contact:** Kimberly Gunderson, City of Fircrest Planning Consultant  
Mahoney Planning, LLC  
(253) 238-4125  
[kmahoney.planning@gmail.com](mailto:kmahoney.planning@gmail.com)

**Project Location:** City of Fircrest, Nonproject Action

**Lead Agency:** City of Fircrest

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under [RCW 43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed SEPA environmental checklist and other information on file with the lead agency and linked below. Hardcopy files to view at City Hall are available to the public upon request.

**View Files:** <https://www.cityoffircrest.net/2024-comp-plan/>.

**Comment Period:** This DNS is issued under [WAC 197-11-340\(2\)](#); the lead agency will not act on this proposal for 14 days from the date of issuance. Comments must be submitted by 5:00 PM on October 15, 2025.

**Appeal Period:** Any person wishing to appeal this determination may file such an appeal within fourteen (14) days from the issued date of this threshold determination to the City of Fircrest City Clerk, pursuant to [FMC 22.86.030](#). All appeals of the above determination must be filed by 5:00 PM on October 15, 2025. There is a \$100 fee to appeal this determination.

**SEPA Responsible Official:**

Jeff Grover, Acting City Manager  
115 Ramsdell Street  
Fircrest, WA 98466

City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466

Department of Community Development  
253-238-4125

[www.cityoffircrest.net](http://www.cityoffircrest.net)



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WA 98466-6999 • (253) 564-8901 • [www.cityoffircrest.net](http://www.cityoffircrest.net)

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**Exhibit 4c**  
Planning Commission Public  
Hearing on HBs 1293 and 1337

Presented by: Kim Gunderson  
Mahoney Planning LLC

## **CITY OF FIRCREST PLANNING COMMISSION**

### **PUBLIC HEARING TO RECEIVE COMMENTS ON DESIGN REVIEW REGULATION AND ADU CODE AMENDMENTS**

*NOTICE IS HEREBY GIVEN* that the Fircrest Planning Commission will conduct a public hearing on November 4, 2025, commencing at 6:00 P.M. or soon thereafter, to accept public comments on the Design Review Regulation and ADU code amendments which will implement House Bills 1293 (2023) and 1337 (2023).

Individuals who desire special accommodations should contact the Fircrest City Clerk at least 48 business hours prior to this meeting. Citizens attending the public hearing have the right to provide written and oral comments. Written comment may be sent in advance of the hearing to: City Clerk, 115 Ramsdell Street, Fircrest, WA 98466; phone: 253.564.8901; fax: 253.566.0762. Please visit [www.cityoffircrest.net](http://www.cityoffircrest.net) or contact Fircrest City Hall at 253.564.8901 for more information.

**CITY OF FIRCREST  
PLANNING COMMISSION**

**A G E N D A**

**Tuesday, August 1, 2000  
7:00 PM**

**City Hall  
115 Ramsdell Street**

- 
1. Roll Call
  2. Reading and approval of the minutes of the July 13, 2000 regular meeting
  3. Public Hearings
    - None Scheduled
  4. Unfinished Business
    - Design Guidelines -- Continued Discussion of Design Concepts and Proposed Guidelines
  5. New Business
    - "The Commons at Fircrest" planned development proposal -- Design Presentations by Mithun Partners, and Nature by Design, on behalf of Land Resource Group

*Please note: This will be an opportunity for the Planning Commission and interested citizens to learn about the project design proposed for the "Commons" planned development subdivision. Public hearings will be held beginning September 5, 2000 to hear formal presentations by the applicant and accept testimony from the public.*

    - 2000 Comprehensive Plan Update -- Overview of Proposed Amendments
    - 1430 Boise Street -- Review of Zoning Map and Zoning Ordinance Amendments Initiated by City Council at the request of Beverly Drake
  6. Committee Reports
  7. Citizen Comments
  8. Adjournment



Modified  
6, 7, 30  
may want to  
read again

## Chapter 22.64 Fircrest design guidelines

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### Sections:

22.64.001. Purpose.

#### Environmental elements

22.64.002. Grading and storm drainage.

22.64.003. Landforms and views.

#### Site planning elements

22.64.004. Street layouts.

22.64.005. Parking lots and areas.

#### Architectural elements – general

22.64.006. Building heights.

22.64.007. Modulation and articulation – walls and roofs.

22.64.008. Building scale.

22.64.009. Building entries.

22.64.010. Building materials.

22.64.011. Accessory buildings.

22.64.012. Rooftop equipment.

22.64.013. Solar orientations.

#### Architectural elements – commercial and mixed use buildings

22.64.014. Ground floor activities.

22.64.015. Building frontages.

22.64.016. Building entries.

22.64.017. Upper floor balconies, alcoves, and decks.

22.64.018. Awnings and canopies.

22.64.019. Display windows (FMC Chapter 22.46.008).

#### Architectural elements – residential buildings

22.64.020. Site planning.

22.64.021. Infill development patterns.

22.64.022. Garage entries and driveways.

22.64.023. Garage doors (FMC 22.58.006).

22.64.024. Residential parking areas.

22.64.025. Street access.

22.64.026. Blank building and retaining walls.

22.64.027. Usable open spaces.

#### Streetscape elements

22.64.028. Walkways and trails (see also FCM 22.60.013).

22.64.029. Walkway and trail corridor zones.

22.64.030. Building entry and access.

22.64.031. Outdoor activities (FMC Chapter 22.58.016).

22.64.032. Streetscape furnishings.

22.64.033. Public artworks.

22.64.034. Gateways.

### Landscape elements

- 22.64.035. Walkway and trail corridors.
- 22.64.036. Buildings and yards.
- 22.64.037. Parking lots.
- 22.64.038. Buffer and common areas (see also FMC 22.62.008).
- 22.64.039. Screening.

### Signage elements

- 22.64.040. Signage.

### 22.64.001. Purpose.

(1) A city's character is determined by the collective images created by its architecture, streets, parks, shops, open spaces, public art, and buildings. These features reflect the concerns of the citizenry and the image the citizens have of their community. Whether planned or happenstance, the results are a reflection of, and in turn, reflect upon the image the citizens present to themselves and to outsiders.

(2) Good designs are not expensive. The final results are not more costly to build than poorly conceived, badly designed developments - and in fact, may cost less to build and operate. An appropriately scaled building with enhancing facades, signage, color, and ornamentation can provide the same interior square footage as an ill-conceived rectangular box - and may even be more functional and efficient.

(3) Good designs result from a process that includes forethought, planning, standards, examples, critical reviews, and consequence. The purpose of this chapter is to define and illustrate those features that the community finds to be worthy of emulation when the design of new projects is undertaken.

(4) These guidelines seek to suggest possible design concepts and approaches that realize the desired state. The guidelines use the verbs "should" and "may" rather than "shall" and "must", recognizing that the objective is the ends, not the means. The guidelines seek to achieve a community design aesthetic within a process that allows individual expression and flexibility to meet changing circumstances while enhancing the ambience of the city.

(5) These guidelines do not alter the land uses or densities allowed in the underlying zoning districts defined in the preceding sections of this code. Rather, these guidelines seek to define and illustrate how new developments can respond to the character of the surroundings.

(6) While the standards defined in this chapter are guidelines and not regulations, a project developer will demonstrate how each relevant guideline has been accounted for. A project developer may propose alternative solutions, but each relevant criteria will be addressed.

### Environmental elements

### 22.64.002. Grading and storm drainage.

(1) Structures, roadways, and other site improvements should be designed to blend with the natural topography with the minimum amount of site disturbance and grade changes. Large cuts and fills requiring tall or long retaining walls or rockeries are not appropriate.

*"Shall" is  
used in  
FMC*

*Not  
should &  
may*

**CITY OF FIRCREST  
PLANNING COMMISSION**

**A G E N D A**

Tuesday, December 5, 2000  
7:00 PM

City Hall  
115 Ramsdell Street

- 
1. Roll Call
  2. Reading and approval of the minutes of the October 17, 2000 meeting
  3. Public Hearing
    - None Scheduled
  4. Unfinished Business
    - Design Guidelines -- Continued Discussion of Design Concepts and Proposed Guidelines
  5. New Business
    - None Scheduled
  6. Committee Reports
  7. Citizen Comments
  8. Adjournment

Urban Design Guidelines  
Fircrest Municipal Code, Chapter 22.64  
28 November 2000

## Chapter 22.64 Urban design guidelines

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### **Sections:**

22.64.001. Purpose.

#### **Environmental elements**

22.64.002. Natural features.

22.64.003. Grading and storm drainage.

22.64.004. Landforms and views.

#### **Site planning elements**

22.64.005. Street layouts.

22.64.006. Parking lots and areas.

22.64.007. Parkways, gateways, bikeways, and trails.

#### **Architectural elements – general**

22.64.008. Building heights.

22.64.009. Modulation and articulation – walls and roofs.

22.64.010. Building scale.

22.64.011. Building entries.

22.64.012. Building materials.

22.64.013. Accessory buildings.

22.64.014. Service equipment and activities.

22.64.015. Solar orientations.

#### **Architectural elements – commercial and mixed use buildings**

22.64.016. Ground floor activities.

22.64.017. Building frontages.

22.64.018. Upper floor balconies, alcoves, and decks.

22.64.019. Awnings and canopies.

22.64.020. Display windows (FMC Chapter 22.46.008).

#### **Architectural elements – residential buildings**

22.64.021. Site planning.

22.64.022. Infill development patterns.

22.64.023. Garage entries and driveways.

22.64.024. Garage doors (FMC 22.58.006).

22.64.025. Street access.

22.64.026. Blank building and retaining walls.

22.64.027. Usable open spaces.

22.64.028. Private spaces.

#### **Streetscape elements**

22.64.029. Commercial walkways (see also FMC 22.60.013).

22.64.030. Commercial walkway corridors.

22.64.031. Outdoor activity spaces (FMC Chapter 22.58.016).

22.64.032. Streetscape furnishings.

22.64.033. Public artworks.

22.64.034. Lighting.

(2) Natural features like knolls, hills, ponds, and streams should be retained as open space.

(3) Natural landmarks, like significant trees, and man-made landmarks like barns, should be preserved and made the focus of new developments where possible.

**22.64.003. Grading and storm drainage.**

Intent – retain the natural landscape and avoid creating unnatural or unsightly grading, drainage, and other site disturbances.

(1) Structures, roadways, and other site improvements should be designed to blend with the natural topography with the minimum amount of site disturbance and grade changes. Large cuts and fills that require tall or long retaining walls or rockeries are not appropriate.

(2) Major drainage corridors and detention facilities should be graded and landscaped to blend with the natural landscape in accordance with the provisions of the city stormwater drainage standards and policies. Where possible, stormwater facilities should be incorporated into the site's design as aesthetic amenities, enhanced portions of walkway or trail corridors, and/or special visual accents.

**22.64.004. Landforms and views.**

Intent – fit building improvements into the natural landscape and preserve views of surrounding features.

(1) Buildings should be fit into the existing topography to appear to be an integral part of the natural landform. On sloping sites, buildings should be stepped into the slope to reflect the sloping grade.

(2) Buildings should be placed to preserve and frame views of natural features including shoreline and mountain ranges, and significant townscapes including architectural landmarks from other properties within the surrounding viewscape

**Site planning elements**

**22.64.005. Street layouts.**

Intent – create an efficient, expandable, safe, and predictable system of minor and major streets.

(1) The street within and adjacent to a site plan or subdivision shall be designed to comply with the street and sidewalk standards in Chapter 22.22 according to the roadway system functional classification in the comprehensive plan. Major streets shall refer to designated arterial and collector streets and minor streets shall refer to local streets and cul-de-sacs.

(2) Proposed streets and sidewalks should extend to the boundary lines of the proposed site plan or subdivision in order to provide for the future development of adjacent tracts unless prevented by natural or man-made conditions or unless such extension is determined to be unnecessary or undesirable by the Planning Commission.

(3) The street pattern for commercial and industrial site plans and subdivisions should be designed to expedite traffic movement, reduce conflicts between



8B

**SUBJECT:** Title 22 Amendments -- Design Guidelines

**TO:** Mayor and Councilmembers

**FROM:** Jeff Boers, Planning/Building Director 

**COUNCIL MEETING DATE:** 2/27/01

**HISTORY:** Since the spring of 2000, the Planning Commission and staff have been working to develop a set of design guidelines with the assistance of planning/design consultant Tom Beckwith. The Commission held a series of public workshops, a design forum, and public hearings to review concepts, refine proposed text and graphics, and solicit public comment on the draft guidelines.

Mr. Beckwith presented the draft guidelines to Council at its January 22nd study session, at which time Councilmembers identified a number of issues that they wished the Commission to review before it finalized its recommendations. These were presented in the Commission's February 6th report (attached) and discussed at the Commission's February 6th meeting. At this meeting, the Commission voted to recommend to Council approval of the guidelines, with modifications. These include the ones proposed in the February 6th report plus a change to the front elevation modulation depth. Consultant and staff had recommended a minimum six-foot depth, whereas the Commission voted 4-1 to recommend approval of a four-foot depth.

**PROPOSAL:** The City of Fircrest proposes to adopt new design guidelines that would apply to a variety of types of future development in the community. The guidelines would supplement existing development regulations (zoning and subdivision) contained in Title 22. They are intended to be used as a guide for builders, developers, community representatives, appointed and elected officials, and city staff who are involved with, or have an interest in, project design and review. For additional background, please see the attached January 2, 2001 and February 6, 2001 Commission staff reports.

**DISCUSSION:** The proposed guidelines have been developed in response to a number of forces -- mandates of the Growth Management Act, community criticisms of past building or development practices in Fircrest, and changing expectations as to how to manage growth and change in a community, among them. In general terms, the GMA directs cities to accommodate growth so as to minimize sprawl, the theory being that if cities encourage infill development (which tends to be lower cost and have a lesser impact on services and the environment) and allow other growth to occur in a manner consistent with the intent of the GMA, there will then be less development pressure to convert raw land outside of urban areas. Such conversion often results in low density development that is relatively expensive to serve and that consumes a large amount of open space in the process. The challenge is how to accommodate greater densities in existing urban areas in a way that will enhance, rather than detract from, a community.

One of the key tools that can be used to accomplish this is design guidelines. While zoning often focuses on quantities (e.g., building height and setbacks), design guidelines tend to focus on the quality of design. Depending on what is considered important in a community, guidelines may focus on architecture, the design of street improvements, how to build in environmentally-sensitive areas, how to fit new development into the context of existing neighborhoods, and many other areas of design.

Fircrest is fortunate to have established, and held onto, a unique character that sets it apart from other nearby cities. This character varies from neighborhood to neighborhood, and is based in part on the size of the homes (scale and massing) and the relationship of the homes to the street (e.g., the distance between the homes and the street, the presence or absence of front porches, and the location and size of garages, garage doors, etc.). Architectural "style" (i.e., craftsman, colonial, etc.) may have a lesser effect on character, although it may be the wide variety of architectural styles in some neighborhoods that is one of Fircrest's most attractive features.

Over the years, however, staff has heard repeated complaints from citizens that new development was jeopardizing their quality of life. One of their most common criticisms of development practices relates to the construction of new houses on vacant lots in existing single-family neighborhoods, in particular, those designs that do not fit the character of the neighborhood. This complaint seems to surface most often when the house is being built on a "spec" basis by a builder who is using a "stock" plan that he has used on a regular basis in other communities (often, unincorporated Pierce County). The stock plan usually does not take into account neighborhood character and is often short on architectural detail or charm because of the perception that such qualities cost money that will affect the return on investment. A stock plan that works well on a 5-acre rural lot may be inappropriate for a 50-foot wide lot in Fircrest. Plans for specific customers who are building on the lot of their choice in Fircrest typically do a better job of respecting neighborhood character, perhaps because they are making a more personal investment - they will be living in the neighborhood.

The use of design guidelines is a common, and successful, practice in many communities throughout the region and country. However, it has been a less common, or less visible, practice in Pierce County, where the majority of new development has been occurring in unincorporated areas, where design guidelines are rarely applied. An occasional complaint staff receives about the concept of design guidelines is that "they aren't used in unincorporated Pierce County, so why should Fircrest be more restrictive?" One only needs to look at some of the development that has occurred elsewhere and ask if that type or quality of development will benefit Fircrest. Design quality is all the more important in a community the size of Fircrest where a single project can make a significant visual impact. This is where design guidelines can make a difference.

To illustrate this point, consider the proposed Commons project. When the community began taking a closer look in the 1990s at what type of residential development might be a good fit for this project site, there was strong opposition to development of the site for high density "cookie cutter" apartments that have become common elsewhere in the region. Some residents expressed a preference for a low density, large lot single-family development that would be similar to some existing Fircrest neighborhoods. However, a combination of land economics and the need to accommodate a larger population per the GMA made this option unrealistic. The compromise, so to speak, was to accommodate a moderate density with a mix of housing types to help meet a variety of housing needs. In order for such a project to be successful, however, design was seen as the critical element to address up-front through the adoption of clearly-stated policies, objectives and guidelines.

Because of concern over density, policies and guidelines were formulated and adopted by the City several years ago to require the Commons project to be designed with alleys and alley-loaded garages where possible, and to pay special attention to architectural design. A common problem with higher density developments is that they attempt to arrange homes and garages in a suburban layout with wide garages



and driveways up-front in spite of having vastly different lot dimensions (usually much narrower). This dramatically increases the amount of front yard pavement relative to landscaping, reduces curb length and thus on-street parking, and tends to make the street an uncomfortable place for pedestrians. Traditional alley access has been proven successful for generations throughout the region and country in accommodating higher densities while maintaining an attractive residential streetscape. Without relying on alleys, the Commons project would not be able to meet the City's requirement that the project have a traditional residential design. The result would be that the density of the development would appear to be much greater to the community.

The proposed guidelines are not intended to be cutting edge or revolutionary in their intent or application. In many instances, they simply re-state what historically has been considered good urban, or small town, design, and build on successful examples.

**FISCAL IMPACT:** The proposal will not result in a direct fiscal impact to the City. However, as new development and redevelopment occur in accordance with the proposed guidelines, the City's tax base will increase in incremental amounts.

**ADVANTAGES:** The design guidelines will supplement the City's development regulations in implementing the Comprehensive Plan's adopted goals, objectives and policies, per the mandates of the GMA. Adoption will ensure that more attention is paid to designing new development to fit within the context of existing neighborhoods.

**DISADVANTAGES:** None noted.

**ALTERNATIVES:** Council may adopt the December 20, 2000 draft design guidelines, with or without the modifications recommended by the Planning Commission, and with or without addition modifications, provided they are consistent with the Comprehensive Plan and Title 22 development regulations.

**RECOMMENDATION:** Staff recommends that Council consider public comment at its February 27th meeting, direct staff to prepare additional modifications to the draft guidelines code, as warranted, and continue the matter to the March 13, 2001 meeting for possible adoption of the guidelines.

**attachments:**

1. December 20, 2000 Draft Design Guidelines (with Commission recommended changes highlighted)
2. Planning Commission Resolution recommending approval
3. January 2, 2001 Commission staff report
4. February 6, 2001 Commission staff report

**DECEMBER 20, 2000  
DRAFT DESIGN GUIDELINES**

**INCLUDES PLANNING COMMISSION  
RECOMMENDED MODIFICATIONS**

CASE NO. 00-4  
EXHIBIT NO. 1  
DATE ENTERED: 2-27-01

## CHAPTER 22.64 DESIGN GUIDELINES

### Sections:

|            |                                                |
|------------|------------------------------------------------|
| 22.64.001. | Purpose.                                       |
| 22.64.002. | Natural features.                              |
| 22.64.003  | Grading and storm drainage.                    |
| 22.64.004  | Landforms and views.                           |
| 22.64.005  | Street layouts.                                |
| 22.64.006  | Parking lots and areas.                        |
| 22.64.007  | Parkways, gateways, bikeways, and trails.      |
| 22.64.008  | Building heights.                              |
| 22.64.009  | Modulation and articulation – walls and roofs. |
| 22.64.010  | Building scale.                                |
| 22.64.011  | Building entries.                              |
| 22.64.012  | Building materials.                            |
| 22.64.013  | Accessory buildings.                           |
| 22.64.014  | Service equipment and activities.              |
| 22.64.015  | Solar orientations.                            |
| 22.64.016  | Ground floor activities.                       |
| 22.64.017  | Building frontages.                            |
| 22.64.018  | Upper floor balconies, alcoves, and decks.     |
| 22.64.019  | Awnings and canopies.                          |
| 22.64.020  | Display windows.                               |
| 22.64.021  | Site planning.                                 |
| 22.64.022  | Infill development patterns.                   |
| 22.64.023  | Garage entries and driveways.                  |
| 22.64.024  | Garage doors.                                  |
| 22.64.025  | Street access.                                 |
| 22.64.026  | Blank building and retaining walls.            |
| 22.64.027  | Usable open spaces.                            |
| 22.64.028  | Private spaces.                                |
| 22.64.029  | Commercial walkways.                           |
| 22.64.030  | Commercial walkway corridors.                  |
| 22.64.031  | Outdoor activity spaces.                       |
| 22.64.032  | Streetscape furnishings.                       |
| 22.64.033  | Public artworks.                               |
| 22.64.034  | Lighting.                                      |
| 22.64.035  | Roadway corridors and street frontages.        |
| 22.64.036  | Urban buffers.                                 |
| 22.64.037  | Sidewalks and walkways.                        |
| 22.64.038  | Buildings and yards.                           |
| 22.64.039  | Screening.                                     |
| 22.64.040  | Landscape materials.                           |
| 22.64.041  | Signage.                                       |

### 22.64.001 Purpose.

- (a) A city's character is determined by the collective images created by its architecture, streets, parks, shops, open spaces, public art, and buildings. These features reflect the concerns of the citizenry and the image the citizens have of their community. Whether planned or happenstance, the results are a reflection of, and in turn, reflect upon the image the citizens present to themselves and to outsiders.

#### **22.64.003 Grading and storm drainage.**

Intent – retain the natural landscape and avoid creating unnatural or unsightly grading, drainage, and other site disturbances.

- (a) Structures, roadways, and other site improvements should be designed to blend with the natural topography with the minimum amount of site disturbance and grade changes. Large cuts and fills that require tall or long retaining walls or rockeries are not appropriate.
- (b) Major drainage corridors and detention facilities should be graded and landscaped to blend with the natural landscape in accordance with the provisions of the city stormwater drainage standards and policies. Where possible, stormwater facilities should be incorporated into the site's design as aesthetic amenities, enhanced portions of walkway or trail corridors, and/or special visual accents.

#### **22.64.004 Landforms and views.**

Intent – fit building improvements into the natural landscape and preserve views of surrounding features.

- (a) Buildings should be fit into the existing topography to appear to be an integral part of the natural landform. On sloping sites, buildings should be stepped into the slope to reflect the sloping grade.
- (b) Buildings should be placed to preserve and frame views of natural features including shoreline and mountain ranges, and significant townscapes including architectural landmarks from other properties within the surrounding viewscape.

#### **22.64.005 Street layouts.**

Intent – create an efficient, expandable, safe, and predictable system of minor and major streets.

- (a) The street within and adjacent to a site plan or subdivision shall be designed to comply with the street and sidewalk standards in Chapter 22.22 according to the roadway system functional classification in the comprehensive plan. Major streets shall refer to designated arterial and collector streets and minor streets shall refer to local streets and cul-de-sacs.
- (b) Proposed streets and sidewalks should extend to the boundary lines of the proposed site plan or subdivision in order to provide for the future development of adjacent tracts unless prevented by natural or man-made conditions or unless such extension is determined to be unnecessary or undesirable by the Planning Commission.
- (c) The street pattern for commercial and industrial site plans and subdivisions should be designed to expedite traffic movement, reduce conflicts between various types of land uses and pedestrians, and coordinate the location of proposed buildings with vehicular loading and parking facilities. Commercial and industrial site plans shall provide integral access through or between the property and adjacent properties and surrounding residential neighborhoods.

**CITY OF FIRCREST PLANNING COMMISSION**  
**Resolution No. 01-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
FIRCREST, WASHINGTON, RECOMMENDING APPROVAL OF AN  
ORDINANCE PERTAINING TO DESIGN GUIDELINES (Case 00-04).**

**WHEREAS**, the Fircrest City Council adopted a GMA Comprehensive Plan on March 12, 1996; and

**WHEREAS**, the Land Use Element of the Comprehensive Plan provides policy direction for preparation and adoption design guidelines to ensure that new development respects and enhances, rather than detracts from, the existing community fabric; and

**WHEREAS**, the adoption of design guidelines to supplement existing development regulations is an integral part of the City's strategy to implement the vision, goals and objectives of the Comprehensive Plan; and

**WHEREAS**, the Planning Commission has conducted numerous study sessions and a public forum during 2000 to solicit public input and address specific design issues raised; and

**WHEREAS**, the proposed guidelines were submitted on December 22, 2000 to the Washington State Office of Community Development for the 60-day State Agency review period pursuant to RCW 36.70A.106; and

**WHEREAS**, the Planning Commission has held a public hearing to consider the proposed design guidelines on January 2 and February 6, 2001, after proper notice had been given.

**NOW THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Fircrest hereby recommends to the Fircrest City Council the approval of the proposed ordinance pertaining to design guidelines and related regulations, contained in Exhibit "A" to this resolution.

**PASSED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 6th day of February, 2001 by the following vote:

AYES: (4) Gustafson, O'Brien, Gustin, Comfort

NOES: (1) Patjens

ABSENT: (0)

  
Norm Gustin, Planning Commission Chair

ATTEST:   
Jeff Boers, Planning/Building Director

# **FIRCREST PLANNING/BUILDING DEPARTMENT STAFF REPORT**

## **PLANNING COMMISSION MEETING OF JANUARY 2, 2001**

**CASE NO:** 00-4

**PROPONENT:** City of Fircrest

**PROPOSAL:** Amendments to Title 22 -- Chapter 22.64 -- Design Guidelines

**LOCATION:** Citywide

### **ENVIRONMENTAL**

**DETERMINATION:** The City's Responsible Official issued a SEPA Determination of Nonsignificance for the proposal on December 5, 2000.

### **BACKGROUND:**

During 1999 and early 2000, the Commission spent considerable effort developing a set of new development regulations intended to help implement the City's Comprehensive Plan. The new regulations, which became effective on April 19, 2000, include two chapters pertaining to design guidelines. Chapter 22.66 establishes procedures for administrative design review of various types of new projects. Chapter 22.64 currently adopts, by reference, the City's "interim" design guidelines that were enacted by Council Resolution No. 506 in 1993.

During the preparation of the new development code, the Commission deferred additional work on Chapter 22.64 that would have replaced the interim guidelines with "final" guidelines until such time as a planning/design consultant could be hired to assist the city with the project. The City was successful in 1999/2000 in obtaining an "urban livability" grant from the State Department of Community, Trade, and Economic Development to help fund this work. This grant was used to retain the Beckwith Consulting Group, which then worked with the Commission to develop a set of new guidelines during a series of study sessions and a public forum held in 2000.

### **PROPOSAL SUMMARY:**

The City of Fircrest proposes to adopt new design guidelines that would apply to a variety of types of future development in the community. The guidelines would supplement existing development (zoning and subdivision) regulations contained in Title 22. They are intended to be used as a guide for builders, developers, community representatives, appointed and elected officials, and city staff who are involved with, or have an interest in, project design and review. Application of the guidelines to new development, in conjunction with existing development

1

|               |         |
|---------------|---------|
| PROJECT NO.   | 00-4    |
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| DATE ENTERED: | 2-27-01 |

regulations, is intended to make the implementation of the Comprehensive Plan a reality, consistent with the mandates of the GMA. The draft guidelines are provided as Exhibit #3.

#### **DISCUSSION:**

A complete draft of the guidelines has been prepared and submitted to the State Office of Community Development (OCD) and various other state and local agencies for a state-mandated 60-day review period that will end in late February 2001. Notices have also been mailed to individuals who may have an interest in reviewing the draft guidelines, including those members of the development community who may be doing work in the community in the future.

The Commission is required to conduct at least one public hearing on the proposed guidelines before making a formal recommendation to Council. If the Commission is satisfied with the draft guidelines after considering public comment at the January 2nd hearing, it may adopt the preliminary resolution recommending approval, provided in exhibit #2.

#### **RECOMMENDATION:**

Staff recommends that the Planning Commission recommend approval of the draft design guidelines to the Fircrest City Council.

12/22/00

#### **Exhibits:**

1. January 2, 2001 Planning Commission Staff Report
2. Preliminary Commission Resolution
3. Draft Design Guidelines

# **FIRCREST PLANNING/BUILDING DEPARTMENT STAFF REPORT**

## **PLANNING COMMISSION MEETING OF FEBRUARY 6, 2001**

**CASE NO:** 00-4

**PROPONENT:** City of Fircrest

**PROPOSAL:** Amendments to Title 22 -- Chapter 22.64 -- Design Guidelines

**LOCATION:** Citywide

### **ENVIRONMENTAL**

**DETERMINATION:** The City's Responsible Official issued a SEPA Determination of Nonsignificance for the proposal on December 5, 2000.

### **BACKGROUND:**

The Commission opened its public hearing on the draft design guidelines at its January 2, 2001 meeting. After accepting public comments on the proposal, the Commission continued the hearing to its February 6th meeting to provide an opportunity for staff to draft possible modifications to the guidelines and for Commissioners to further consider comments received to date.

### **PROPOSAL SUMMARY:**

The City of Fircrest proposes to adopt new design guidelines that would apply to a variety of types of future development in the community. The guidelines would supplement existing development (zoning and subdivision) regulations contained in Title 22. They are intended to be used as a guide for builders, developers, community representatives, appointed and elected officials, and city staff who are involved with, or have an interest in, project design and review. Proposed modifications to the December 20, 2000 draft guidelines are discussed below.

### **DISCUSSION:**

Several issues were raised at the January 2nd hearing, which prompted the Commission to direct staff to review and provide possible alternatives for consideration. These issues are summarized below.

Issue One -- Building modulation (walls). Current zoning regulations for most zoning districts require new residential and non-residential buildings to be horizontally and vertically modulated to reduce building mass to human scale and increase visual detail, architectural relief and interest. Specifically, walls are to be no longer than 40 feet without being broken up with architectural features (e.g., porches, bay windows, etc.) or through the modulation of walls (indentations or

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projections). Modulation is required to have at least a six foot depth in order to accomplish the goal of reducing building mass. The draft guidelines echo this requirement and provide more explanation as to the intent.

One of the criticisms that was offered at the January 2nd hearing by George Haddow and John Bozich was that this requirement was not necessary for side and rear elevations of single-family dwellings and duplexes. They recommended that section 22.64.009 be applied only to commercial buildings, or, if the Commission wished to have it apply to residential buildings, that it apply only to front elevations and the modulation depth be reduced to two feet.

From staff's perspective, the front elevation is the most critical wall to be modulated since it is highly visible to the general public. The side and rear elevations may benefit greatly from modulation, but articulation (without modulation) may be used to make those elevations more interesting and attractive without the need for building walls to be indented or projected outward. Staff would be supportive of eliminating the requirement for side and rear yard modulation for single-family and duplex dwellings provided that articulation is retained as a means of ensuring that side and rear walls are not designed to be flat or blank with few if any window or door openings or trim embellishments.

Both staff and the City's consultant believe that the modulation requirement for front elevations should be retained and the six-foot minimum depth should not be reduced. Otherwise, the provision will not accomplish to intent of the section. For sake of comparison, the average front elevation modulation depth for existing duplexes at West Creek Estates is 10 feet, with a range of 2 to 18 feet being present. The average modulation depth for the house plans contained in the "Donald A. Gardner Designs" submitted by Mr. Bozich at the January 2nd hearing is 9.5 feet with a range of 6 to 17 feet being shown (see exhibit #5). Modulation depths less than 6 feet may create shadow lines or some visual interest but they are not effective at reducing building mass.

Staff's review of existing West Creek Estates plans has also identified that the average length of front elevation walls without modulation is approximately 32 feet, with the range being 17 to 40 feet. The Gardner Designs plans show an average front elevation wall length of approximately 20 feet with a range of 12 to 32 feet. In both cases, the averages are well below the City's current 40 foot maximum, which staff recommends be maintained for front elevations.

Staff has prepared the following change to the guidelines to eliminate the modulation requirement for single-family and duplex dwellings:

**22.64.009. Modulation and articulation -- walls and roofs.**

(1) Building elevations shall be vertically and horizontally modulated in no larger than 40 foot increment lengths and no less than 6 foot depths to create architectural relief and interest where required by code. For single-family and duplex residential buildings, modulation is encouraged, but not required, for interior side and rear elevations.

Note: The following sections of the zoning code would also need to be amended to remain consistent: Sections 22.32.005, 22.34.005, 22.36.005, 22.38.005, 22.42.005. For example, in the R-4 district, the exterior wall articulation standard would read:

Maximum length for unarticulated walls: 40 feet. Minimum facade modulation: 6 feet for nonresidential buildings, and front and side street side yard elevations of single-family dwellings.

In the R-8 district, the exterior wall articulation standard would read:

Maximum length for unarticulated walls: 40 feet. Minimum facade modulation: 6 feet for nonresidential buildings, multi-family dwellings, and front and side street side yard elevations of duplex dwellings.

Issue Two -- Building modulation (roofs). Proposed guidelines state that roof pitch should fall within a range of 4:12 to 12:12. These numbers were generated when the Commission's focus was on commercial, rather than residential buildings. A criticism offered at the January 2nd hearing by John Bozich was that the city should not be specifying specific roof pitches, especially in light of the fact that there is a much greater range of pitches already in existence in the community. For example, many of the homes constructed in the 1950s-1970s had flatter roofs than would be allowed by this guideline. Staff believes that the concept of using different roof pitches, opposing gables, dormers and other roof features to avoid creating massive, undifferentiated roof areas is valid; however, there may be cases where a flatter or steeper roof pitch is appropriate. As such, staff would be supportive of eliminating the numerical range for roof pitches, as follows:

22.64.009(4). All buildings should be defined by roof forms or features that create a visually distinct base and top. Pitched roofs should have one or more visible ridge lines, ~~and with a pitch at least 4:12 and no more than 12:12~~ Roof areas should be broken up with dormers, opposing gables, different pitches, or other feature to avoid creating massive undifferentiated area.

Issue Three -- Garage widths, garage door widths, and garage projections. Existing zoning regulations require new developments to strike a balance in terms of the size and prominence of garages and the habitable portions of homes. In other words, the habitable portion of a house should be the focal point rather than a large garage that dwarfs the house in size and scale. Existing regulations discourage large garages with wide driveways placed in front of homes because of the impact this can have on the residential character of certain neighborhoods. For example, in the older areas of Fircrest where lots are usually narrow, homes have front porches and garages are typically single-car or two-car and set back from the street (either detached or attached). The introduction of new homes with wide, prominent garages can detract from the traditional pedestrian character of these areas by creating broad expanse of blank garage doors and pavement instead of landscaping and interesting architecture. Wide driveways also eliminate valuable curb space that can be used for on-street parking.

The zoning regulations adopted in April 2000 have already made a difference in terms of guiding infill housing design to better fit existing neighborhood character. The standards have not posed a problem for designing narrow homes on narrow lots, where one solution has been to bring a porch forward to a line even with the garage to minimize the visual impact of the garage without lengthening the driveway. In the case of new planned developments, for example, the Commons at Fircrest, one of the proposed designs relies on tandem garages where the rear part of the garage works well for a storage or shop area and the front part immediately behind the garage door works well for vehicles.

It should be noted that existing regulations exempt existing planned developments (such as West Creek Estates) and infill housing in neighborhoods where the predominant pattern is one of wider driveways and garages placed in front of homes from complying with these standards. In other words, where larger garages are already common near the street relative to the habitable portions of the homes, new infill homes may use similar designs. From staff's perspective, the width of a garage is not an issue if its appearance from the street is disguised to look like the living area of the house. As such, staff recommends the following changes to the draft guidelines to provide greater design flexibility, as follows:

**22.64.024. Garage doors (FMC 22.58.006).**

Intent - create garage door configurations that complement the residential character of the building and enhance the visual appearance of the neighborhood. The following guidelines apply to lots that are not otherwise exempted in section 22.58.006.

(3) A garage with garage doors that faces a front yard or side street side yard shall not exceed 50% of the building line or 22 feet, whichever is greater, unless designed to appear as habitable space through the use of residential architectural features such as windows, porches or other structures.

Note: Section 22.58.006(a)(3) of the zoning code would need to be amended to remain consistent with the revised language above.

Staff also recommends that section 22.58.006(b) be amended by adding a fifth exemption that would exempt a specific neighborhood (the 1400 block of Boise Street south of Emerson) from the garage and garage door restrictions. This neighborhood already has a mix of house and garage designs and would not benefit greatly from the limitations of subsection (a). Proposed language is as follows:

(5) Undeveloped lots of record existing prior to the effective date of this section that are provided vehicular access solely via a substandard private road having one outlet.

Issue Four -- "Shoulds" versus "shalls". One of the Commission's recommendations on January 2nd was to revisit the issue of making certain requirements mandatory through the use of "shall" versus encouraging good design through the use of "should". In almost all cases, the draft guidelines use "should" so that there is room for good, creative design that will still comply with the intent of the provisions. There are several exceptions to this rule, where guidelines use "shall" (e.g., garage and garage door widths and building modulation). The reason for this is that existing zoning regulations already make these standards mandatory and staff was concerned that differing language could be misleading to building designers who may focus on the guidelines and not the zoning regulations, as well.

Another example relates to the code language that was adopted in April 2000 for the Neighborhood Commercial District regarding the use of buildings and the design of storefronts as they relate to the street and sidewalk (section 22.46.008). These standards have been reiterated in the draft design guidelines (section 22.64.016 -- ground floor activities, and section 22.64.020(1) -- display windows. Staff believes that these guidelines should be modified to say "should" instead of "shall" since the guidelines are quite prescriptive and may not provide sufficient flexibility to allow the best design solution for a particular site. Staff also recommends that these provisions be deleted from the NC district standards as the issues will be adequately covered by the new design guidelines.

City Council Input. Council held a study session on January 22nd to review the draft guidelines in anticipation that the Commission will be forwarding its recommendations to Council in February. Council was impressed with the work that has been done to date and raised several issues or ideas that the Commission may wish to consider before finalizing its recommendations, as follows.

- Council expressed interest in prohibiting, rather than discouraging, non-durable siding per section 22.64.012 -- building materials. Tom Beckwith suggested that outright prohibitions might not be the best answer and suggested revisiting the proposed language to be more precise as to intent. For example, the use of non-durable materials in certain instances might be a desirable design solution, for example, when attempting to match existing materials or when using material in a "fun" way. Staff has drafted the following additional language to address this issue:

(4) Non-durable siding materials like plywood, corrugated metal or fiberglass are discouraged, as is mirrored glass in residential or pedestrian-oriented areas. Such non-durable materials may be used to match existing materials on the same building or lot and for small areas that accent or highlight a unique design element, but should not be used for large expanses of wall surface.

- Section 22.64.019(5) states that awnings may extend 4 to 6 feet into the public walkway from the building's face depending on the width of the public walkway or trail corridor. The Commission may wish to consider changing this to read 4 to 8 feet to provide greater flexibility.

- Section 22.64.040(3) specifies that buffer landscaping be planted in natural groupings rather than in symmetrical or even-spacing planting schemes. In Fircrest, however, there has been a great deal of symmetry evident in commercial landscape plantings. It may be appropriate to allow additional symmetrical plantings in areas where this pattern has already been established. With this in mind, staff recommends the following modification:

Within the landscape buffer areas about the property, particularly along secondary access roads and around parking lots that do not abut a pedestrian walkway or trail corridor, site plantings should be grouped to simulate natural stands and should not be planted symmetrically or of even spacing unless a symmetrical or even spacing pattern has already been established in the vicinity.

#### **RECOMMENDATION:**

Staff recommends that the Planning Commission recommend approval of the draft design guidelines, with the modifications noted above, to the Fircrest City Council.

2/2/01

#### **Exhibits:**

4. February 6, 2001 Planning Commission Staff Report
5. Donald A. Gardner Designs (7 pages), submitted by John Bozich on January 2, 2001, with modulation depths added by staff
6. Revised Preliminary Commission Resolution

**CITY OF FIRCREST  
REGULAR CITY COUNCIL MEETING MINUTES**

**TUESDAY, March 13, 2001  
7:00 P.M.**

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

**ROLL CALL**

**MAYOR DAVID M. VIAFORE** called the regular meeting to order at 7:00 P.M. and led the pledge of allegiance. Council, staff and members of the public remained standing for a moment of silence for Officer Underwood of the Des Moines Police Department who was killed in the line of duty and was laid to rest today. **COUNCILMEMBERS JOHN JOLIBOIS, DIANE ANDERSON, ROBERT THADEN, CAROLINE KIM, HELEN DEROSA AMES and KATHY L. MCVAY** were present.

**PRESIDING OFFICER'S  
REPORT**

Viafore spoke to commend Mr. Frank Krawiecki, a US Postal Carrier serving Fircrest who noticed that the mail of Fircrest resident was accumulating on his porch. Mr. Krawiecki investigated and found that the resident needed assistance and contacted 911. Assistance was rendered and the resident was transported to the hospital. Mr. Krawiecki was presented with a plaque for his life-saving actions by Viafore, McVay and Police Chief Cheesman.

**COMMITTEE, COMMISSION,  
& LIAISON REPORTS**

**Finance, Administration,  
Court**

Thaden reported the Police Sergeant's exam had been administered, the interviews for the Community Service Officer are scheduled, a temporary clerk hired in Finance, and an offer had been made for the Administrative Assistant position in Planning & Building. He stated personnel needs were being reviewed in Public Works. Thaden said the proposals were being reviewed for janitorial services. He reported on a grant training class for staff. He stated a study session topic would be the Endangered Species Act and landscaping issues for City Hall. He said the banking services Request For Proposals were being finalized. He noted State reports were being completed and the computer system is ongoing.

**Parks and Recreation**

Jolibois stated there were 147 people at youth-teen night. He stated the annual 4<sup>th</sup> grade basketball tournament is being conducted. Also he stated the McNeil Island crew has been doing park cleanup.

**Environment, Planning,  
Building**

Kim reported on the Planning Commission agenda items including approving the Fircrest Presbyterian Church variance and the Concurrency Management Ordinance.

McVay commented that she was pleased that a Fircrest Police Officer could attend the services for the Des Moines Police Officer.

**CONSENT CALENDAR**

Viafore requested Clerk Rosenblatt read the consent calendar as follows: approval of the minutes of the February 27, 2001 regular meeting, approval of Voucher No. 23715 in the amount of \$1,960.06, and approval of Voucher No. 23717 through Voucher No. 23785 in the amount of \$393,014.81, Voucher No. 23716 was voided, and setting March 27, 2001, 7:15 P.M., for a public hearing on proposed concurrency management ordinance. Viafore requested Voucher No. 23781 (Vendor No. 539040) be removed from the Consent Agenda per request of management.

**MOTION Consent  
Calendar**

**MOVED BY JOLIBOIS, SECONDED BY AMES, TO APPROVE THE CONSENT CALENDAR AS READ AND AS AMENDED. AYES: JOLIBOIS, ANDERSON, THADEN,**

March 13, 2001

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VIAFORE, KIM, AMES and MCVAY. NOES: NONE.  
MOTION CARRIED.

DEPARTMENT HEAD  
COMMENTS

Finance Director Cassidy reported the banking services request for proposals is completed and was being finalized. She stated Mr. Horan would come to City Hall to review the document so it did not have to leave the facility for security reasons. Also the Finance Committee and members of the Council could provide input. She reviewed the timeframe for the process. Cassidy stated a contract with a scope of work for Coda Consulting would be presented at the next Council meeting.

NEW BUSINESS

Design Guidelines Ordinance

Planning and Building Director Boers reviewed the history of the proposed design guidelines ordinance. He noted this matter had been before Council at the January 22 Study Session and a public hearing on February 27, 2001. He said the preliminary ordinance contained the design guidelines and the amendments to the existing Zoning Regulations in Title 22 of the Fircrest Municipal Code. He reviewed the amendments including the recommendation to relax the facade modulation requirements in the zoning districts allowing single family and duplex residences, modify garage placement and garage width standards, and modify the neighborhood commercial district standards. Boers stated the City Attorney had reviewed the preliminary ordinance and recommended a title change, which had been provided, to Council. He then reviewed an article from the Planning Commissioner's Journal providing an overview of design guidelines and issues.

MOTION  
ORDINANCE NO. 1272

MOVED BY THADEN, SECONDED BY MCVAY, TO ADOPT ORDINANCE NO. 1272, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, ADDING NEW DESIGN GUIDELINES TO FMC TITLE 22 LAND DEVELOPMENT; AND AMENDING FMC SECTION 22.32.005 AND ORDINANCE 1246 SECTION 2 (PART), SECTION 22.34.005 AND ORDINANCE 1246 SECTION 3 (PART), SECTION 22.36.005 AND ORDINANCE 1246 SECTION 4 (PART), SECTION 22.38.005 AND ORDINANCE 1246 SECTION 5 (PART), SECTION 22.42.005 AND ORDINANCE 1246 SECTION 7 (PART), SECTION 22.46.008 AND ORDINANCE 1246 SECTION 9 (PART), SECTION 22.58.006 AND ORDINANCE 1246 SECTION 15 (PART), SECTION 22.64.001 AND ORDINANCE 1246 SECTION 18, AND ADDING NEW SECTIONS TO FMC 22.64

Viafore called for questions or comments from the public. None were noted.

Anderson stated she did not have problems with the house designs that allowed more garage area in front of the house ("snout houses"). She expressed concern that the regulations might preclude this type of design. She noted that by having parking on the side or in back of a house, people tended to park in the street, which could be a safety issue. She hoped this regulation would not be promoting this problem.

Boers stated this was not the intent of the regulation and reviewed the rationale and its relevance for future development and indicated there was flexibility in the guidelines.

Viafore requested the City Clerk detail some of the comments in the minutes for future reference.

McVay noted there were sections of the ordinance that used the word “should not” which allowed flexibility and other sections used the words “shall not” which is more specific.

Viafore noted that certain sections of the ordinance were specific such as Section 22.64.035(a)(2) which states, “these zones will be planted with an overhead tree canopy”. He discussed the use of canopy trees in the community and especially the business areas. He expressed concerns with the use and meaning of the words “will be” in various sections of the ordinance. He then discussed concerns regarding native landscaping materials specified in Section 22.64.040. He stated he would like to change the words “shall” to “should” and the words “would be” to “should be.”

Boers stated the use of landscape materials and native plants referenced in the ordinance was based existing landscape regulations in Title 22. He reviewed the rationale for the tree canopy and tree plantings. He stated it was Council’s prerogative for which wording to use. He stated his opinion was that the word “will” has the same meaning as “shall.”

Viafore noted that the species of plants were consistent throughout most of the city and the regulations would only have effect if someone buys property in the north end of the city and tears down the structure to rebuild. He expressed a concern that there may be a section of the city that would not be continuous.

Boers reviewed the intent of the regulations, which is to build on what historically has been in the city.

Viafore commended staff for the work done and stated that discussing the details of the design guidelines provided preventive maintenance for the future. He expressed concerns regarding the wording that may have an adverse impact in the future such as mandating canopy trees that may cause future problems.

Ames stated the ordinance was adequate as written as long as Council has some leeway to work out certain individual issues. She stated she did not want it so restrictive that there was no flexibility.

Discussion followed on the Design Guidelines. Viafore stated the document seemed flexible in its intent but the section on landscaping appeared to be rigid in its application. Ames suggested changing the wording to reflect what Council wanted in the disputed section.

Boers stated that most sections use the word “should” and were not rigid and had room for interpretation. The landscaping section contained wording from existing zoning regulations and changing the wording may cause some internal conflict between the existing regulations and the proposed guidelines. He recommended making modifications to the landscape regulations in the particular sections if greater flexibility was desired.

Viafore expressed concerns with the guidelines being too rigid and not being able to work as guidelines. Using “shoulds” would allow staff some flexibility to work with.

Boers stated staff has historically worked with the designer to come up with something that works for everybody. He noted that a potential problem with landscape regulations is that the guidelines do not have a threshold minimal level and problems can arise in the interpretation of those regulations. He noted that the minimum threshold for native plants is 25% in the Fircrest Municipal Code.



Viafore questioned if the words “should be” could be substituted for the need for the words “will be” in Section 22.64.035.

Boers stated there is a safety consideration on height on 22.64.035 (a)(1). He then reviewed the design process. Discussion followed on the use of the words “will be” in the document section.

Anderson noted that Title 22 would need to be amended in the future. She also noted that the design guidelines were a working document and she could accept it knowing that Council can amend it if sections were not working.

Kim asked what the intent of the Planning Commission in using the words “shall be” in the guidelines.

Boers reviewed the reasons for the wording, which was to ensure the guidelines were consistent with existing regulations. He also noted safety was a consideration in the wording in some sections such as shrubs blocking driver’s views. Discussion followed on the word usage.

Kim raised questions about safety issues and stated any safety related wording should remain.

Viafore noted Section 22.64.001(d) stated these guidelines seek to suggest possible design concepts and approaches that realize the desired state. The guidelines use the verbs “should” and “may” rather than “shall” and “must”, recognizing that the objective is the ends, not the means. The guidelines seek to achieve a community design aesthetic within a process that allows individual expression and flexibility to meet changing circumstances while enhancing the ambience of the city. He stated the words “will be” and “should be” should not be used and should be removed from the guidelines. The safety issues would be dealt with in the public hearing process and not in the design guidelines.

Thaden noted the developer may propose alternative solutions, but each relevant criterion will be addressed.

**MOTION**

**MOVED BY VIAFORE, SECONDED BY JOLIBOIS, TO AMEND SECTION 22.64.035 (a)(1) and (2) OF ORDINANCE NO. 1272 TO REMOVE THE WORD “WILL” AND IMPLEMENT “SHOULD” AND TO AMEND SECTION 22.64.035 (c)(1) and (2) REMOVE THE WORD “WILL” AND IMPLEMENT THE WORD “SHOULD”.**

Boers reviewed the proposed amendments and indicated the changes would not conflict with existing regulations and is still a statement as to desired intent and would be dealt with on a case-by-case basis.

**VIAFORE PROPOSED A FRIENDLY AMENDMENT TO AMEND SECTION 22.64.035 (b)(1) AND (2) OF ORDINANCE NO. 1272 TO REMOVE THE WORD “WILL” AND IMPLEMENT THE WORD “SHOULD”. JOLIBOIS ACCEPTED THE FRIENDLY AMENDMENT. AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES and MCVAY. NOES: NONE. MOTION CARRIED.**

**MOTION VOTE ON  
ORDINANCE NO. 1272,  
AS AMENDED**

**AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES and MCVAY. NOES: NONE. MOTION CARRIED.**

**Resolution On Pierce Transit  
Board Of Commissioners  
Nomination**

City Manager Clough stated the Resolution was for a nomination to the Pierce Transit Board of Commissioners to represent small cities and towns in the Pierce Transit boundary. She requested a nomination from the Council for the Board.

**MOTION  
RESOLUTION NO. 671**

**MOVED BY ANDERSON, SECONDED BY MCVAY, TO AMEND RESOLUTION NO. 671 BY INSERTING IN SECTION 1, THE NAME OF DAVID M. VIAFORE FROM THE CITY OF FIRCREST FOR THE BOARD OF COMMISSIONERS FOR PIERCE TRANSIT. AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES and MCVAY. NOES: NONE. MOTION CARRIED.**

**MOVED BY ANDERSON, SECONDED BY MCVAY, TO ADOPT RESOLUTION NO. 671, AS AMENDED, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST TO NOMINATE DAVID M. VIAFORE FROM THE CITY OF FIRCREST FOR THE BOARD OF COMMISSIONERS FOR PIERCE TRANSIT. AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES and MCVAY. NOES: NONE. MOTION CARRIED.**

**CITY MANAGER  
COMMENTS**

Clough reported that the Bonneville Power Association (BPA) florescent light coupon rebate program for Fircrest was not approved. She noted that BPA disqualified Fircrest since the Light Utility was being sold. She stated the deadline for obtaining a room for the Association of Washington Cities (AWC) conference is March 20. Clough noted the travel policy for employees states the site has to be 50 miles or more to allow for a room reservation. She requested discussion on the issue of room reservations.

**MOTION**

**MOVED BY VIAFORE, SECONDED BY KIM, THAT THE CITY COUNCIL WAIVE THE MILEAGE REQUIREMENT FOR THE CITY COUNCIL AND/OR STAFF TO ATTEND THE AWC CONFERENCE CONCERNING HOTEL REIMBURSEMENT. AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES and MCVAY. NOES: NONE. MOTION CARRIED.**

Clough noted one of the study session topics for March 19 is the Endangered Species Act, to be presented by Attorney Jacoby from McGavick Graves without charge.

**DEPARTMENT HEAD  
COMMENTS**

Parks and Recreation Director Larson reported on the skateboard facility trial period, which was ending March 15. He stated a letter had been sent to the residents regarding the program and had only received one complaint regarding abusive language. The issue was dealt with. He noted the goal was to provide a safe, secure and acceptable site for the youth while not creating an unmanageable facility. He stated this might be a topic for a future study session. Discussion followed on continuing the trial period, citizen concerns, insurance and liability issues, possible conflicts with hockey players, noise issues, and the visual appearance of the tarp cover on the skateboard ramp.

March 13, 2001

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**COUNCIL COMMENTS**

Thaden reminded everyone of St. Patrick's Day this Saturday. He also reminded everyone of Fish and Fun at the Recreation Center on Saturday.

Viafore noted the Endangered Species Act (ESA) would be a study session topic next Monday. He discussed the responsibility of Fircrest on Leach Creek and the holding basin. He stated he would pursue contracting with the City of Tacoma to assist with the ESA. He gave kudos to staff at the Recreation Center for the basketball tournament. Viafore then complimented staff for their work. He noted the respect for each other and for Council over the last 14 months.

Kim gave kudos to staff. She requested a study session on the Clean Water Act.

Ames wished everyone a happy St. Patrick's Day.

McVay reported she came to City Hall on the day of the earthquake and was pleased to see things running as smoothly as they could at the time. She applauded staff for their efforts. She thanked Boers for his work on the design guidelines.

**EXECUTIVE SESSION**

At 8:37 P.M. Viafore requested Council move into executive session not to exceed 8:50 P.M. to discuss labor negotiations. He stated no action would be taken at the conclusion of the executive session. City Manager Clough and Police Chief Cheesman were invited to attend. At 8:45 P.M. Viafore reconvened the regular meeting.

**ADJOURNMENT**

**MOVED BY VIAFORE, SECONDED BY JOLIBOIS, TO ADJOURN THE REGULAR MEETING AT 8:46 P. M. AYES: JOLIBOIS, ANDERSON, THADEN, VIAFORE, KIM, AMES AND MCVAY. MOTION CARRIED.**

  
Mayor

  
City Clerk

**CITY OF FIRCREST PLANNING COMMISSION  
RESOLUTION NO. 25-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
CITY OF FIRCREST, WASHINGTON, RECOMMENDING THE  
ADOPTION OF AMENDMENTS TO TITLE 22 OF THE FIRCREST  
MUNICIPAL CODE IN RESPONSE TO THE REQUIREMENTS OF  
HOUSE BILL 1293 AND HOUSE BILL 1337.**

**WHEREAS**, the Washington State Legislature adopted House Bill (HB) 1293 during the 2023 legislative session, which mandates that cities and counties adopt regulations to streamline development regulations by administering design review processes against only clear and objective design standards; and

**WHEREAS**, the Washington State Legislature adopted HB 1337 during the 2023 legislative session, which mandates that cities and counties adopt regulations to remove barriers to the siting of accessory dwelling units (ADUs) by broadening their allowed use as an accessory to multiple types of dwelling units; and

**WHEREAS**, the Planning Commission of the City of Fircrest is appointed by the Mayor and confirmed by the City Council to act as a research and fact-finding agency for the City, as requested or required by the City Council, to participate in the activities of regional planning commissions, and to study, promulgate, develop, and make recommendations on updates to the comprehensive plan; and

**WHEREAS**, the Planning Commission has undertaken review of the Development Regulation update to comply with HB 1293 and HB 1337, by providing comments, suggestions, and historical subject matter expertise to staff regarding this development regulation update; and

**WHEREAS**, the City embarked on this process in August 2025 with initial Planning Commission engagement and continued community engagement via in-person and virtual methods; and

**WHEREAS**, the Planning Commission is committed to amendments to Title 22 of the Fircrest Municipal Code that implement clear and objective design review standards in its design review permitting process, and that ease unintended barriers to the siting of ADUs; and

**WHEREAS**, the Planning Commission has had the opportunity to review comments on the draft update to Title 22 of the Fircrest Municipal Code via publicly noticed open public meetings, public hearings, and responses to shared early draft iterations of amendments to the FMC; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt Amendment* to the Washington State Department of Commerce on September 16, 2025, which was issued to state agencies for a comment period that ends on November 15, 2025; and

1 **WHEREAS**, the City issued a *Determination of Nonsignificance* on October 1,  
2 2025, with a 14-day comment period ending October 15, 2025; and

3 **WHEREAS**, after providing legally required public notice, the Planning  
4 Commission held a public hearing on November 4, 2025 to accept public testimony  
and comment on the proposed amendments; and

5 **WHEREAS**, the Planning Commission, in consideration of the criteria listed in  
6 FMC 22.78.004, finds that the proposed amendments are consistent with the goals,  
objectives, and policies of the comprehensive plan, in particular:

7 Goal LU-1: Provide sufficient land area and densities to meet Fircrest's projected  
8 needs for housing, employment, and public facilities while focusing growth in  
9 appropriate locations.

10 Goal LU-5: Achieve a mix of housing types and densities, maintain attractive and  
11 healthy residential neighborhoods, and guide new housing development into  
appropriate areas.

12 Policy LU-1.1: Ensure that development regulations, including form-based codes  
13 and density, land use, and site development standards, provide for achievement  
of Fircrest's preferred land use pattern and urban form.

14 Policy LU-1.4: Provide an appropriate level of flexibility through development  
15 regulations to promote efficient use of buildable land. Balance this flexibility  
16 with other community goals and the need for predictability in decision making.  
17 Achieve this through implementation of form-based codes, through measures  
such as clustering that preserve open space, and by considering administrative  
variances for minor variations.

18 Policy LU-2.2: Through development regulations, promote high-quality  
19 residential designs that complement Fircrest's existing residential scale while  
20 also promoting residential uses that meet differing household needs and incomes.  
Examples may include:

- 21 • Providing variety in building and site design and visually appealing  
streetscapes in residential developments of several dwellings or more.
- 22 • Minimizing significant impacts, such as loss of light or privacy, from  
23 large residential infill buildings on adjacent residents.
- 24 • Promoting compatibility with Fircrest's residential neighborhoods and  
25 avoid an appearance of overcrowding when rezones will increase  
residential development capacity of when density bonuses or flexibility  
in site standards are utilized.
- 26 • Emphasizing features [sic] existing single-detached dwellings, such as  
27 pitched roofs, single points of entry and substantial window trim, as part  
of missing middle housing.

28 Policy LU-5.1: Accommodate and encourage a wide range of housing types to  
29 meet the needs of community members through various life stages.

1 Policy LU-5.2: Expand housing choices, such as missing middle housing, to  
2 enable residents to remain living in the community as their housing needs or  
3 preferences change over time, and to attract new residents to the community.

4 Policy LU-5.3: Encourage detached and attached single-family dwellings,  
5 cottage housing, live-work units, multi-family dwellings, including townhomes  
6 and units located within vertical mixed-use buildings, accessory dwelling units,  
7 residential care facilities for those who are unable to maintain independent living  
arrangements, and other innovative housing that is compatible with the type and  
scale of surrounding residential development.

8 Goal H-2: Achieve a mix of housing types to meet the needs of diverse  
9 households at various income levels.

10 Policy H-2.3: Facilitate development of accessory dwelling units (ADUs) and  
11 duplexes in conjunction with single-family attached structures, to promote  
housing choice and opportunities to age in place.

12 **NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING**  
13 **COMMISSION OF THE CITY OF FIRCREST:**

14 **Section 1.** The Planning Commission hereby recommends to the City Council approval  
15 of the proposed amendments to Title 22 of the Fircrest Municipal Code, as set forth in  
Exhibit A, which address the requirements of House Bill 1293 and House Bill 1337.

16 **APPROVED AND ADOPTED BY THE PLANNING COMMISSION OF THE**  
17 **CITY OF FIRCREST, WASHINGTON,** at a special meeting thereof this 18th day  
18 of November 2025.

19 **APPROVED:**

20 \_\_\_\_\_  
21 Shirley Schultz, Chair

22 **ATTEST:**

23 \_\_\_\_\_  
24 Dawn Masko, City Manager

October 27, 2025

City of Fircrest Planning Commission  
115 Ramsdell Street  
Fircrest, WA 98466

**Re: “STEP” Housing, House Bill (HB) 1220 (2021)**

Dear Planning Commission,

The Washington 2021-22 legislature passed HB 1220, Emergency Shelters and Housing – Local Planning and Development. HB 1220 created a new statute governing miscellaneous provisions applicable to cities and towns (RCW 35.21.683), which governs requirements for the allowance of Shelters, Transitional housing, Emergency housing, and Permanent supportive housing (collectively referred to as “STEP” housing). In summary, HB 1220 created the following housing requirements:

- A city shall not prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed.
- A city shall not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit.
- Reasonable occupancy, spacing, and intensity of use requirements may be imposed by ordinance on permanent supportive housing, transitional housing, indoor emergency housing, and indoor emergency shelters to protect public health and safety. Any such requirements on occupancy, spacing, and intensity of use may not prevent the siting of a sufficient number of permanent supportive housing, transitional housing, indoor emergency housing, or indoor emergency shelters necessary to accommodate each city’s projected need for such housing and shelter.

Upon review of the City of Fircrest’s (City) recently updated Comprehensive Plan and its implementing development regulations, it was discovered that revised development regulations fully implementing HB 1220 were never adopted by the City, and appear not to have been presented to Planning Commission or City Council during the 2024 Fircrest Comprehensive Plan Periodic Update. **The FMC currently does not define or allow permanent supportive housing, transitional housing, or emergency housing in any zone**, including those that allow for hotels. To create compliance with the Growth Management Act (GMA), the City should consider taking action by ordinance to allow STEP housing as required by RCW 35.21.683.

## Projected Growth in Fircrest

The 2024 Fircrest Comprehensive Plan identifies Fircrest’s 20-year growth projection as follows:

**Table 1 Housing Need Allocations by Income Bracket**

(Pierce County Ordinance No. 2023-22s)

| Income Level<br>(% of Area Median<br>Income) |          | 2020 Estimated Supply | Units Needed in 2044 |
|----------------------------------------------|----------|-----------------------|----------------------|
| 0-30%                                        | Non-PSH* | 12                    | 99                   |
|                                              | PSH*     | 0                     | 134                  |
| 30 - 50%                                     |          | 140                   | 143                  |
| 50 - 80%                                     |          | 812                   | 113                  |
| 80 - 100%                                    |          | 537                   | 49                   |
| 100 - 120%                                   |          | 322                   | 44                   |
| >120%                                        |          | 1,104                 | 188                  |
| <b>Total</b>                                 |          | <b>2,927</b>          | <b>769</b>           |
| Temporary Emergency<br>Housing Needs (beds)  |          | 0                     | 47                   |

\*Permanent Supportive Housing (PSH)

Bracket >120% AMI not required to be planned for under HB 1220 but included for informational purposes.

As shown in the table above<sup>1</sup>, Fircrest has been assigned a 20-year growth target of 134 permanent supportive housing (PSH) units and 47 emergency beds.

## STEP Housing Definitions

Each STEP housing type is defined in the RCW as follows:

**Emergency Housing:** Temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement (RCW 36.70A.030).

**Emergency Shelter:** A facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations (RCW 36.70A.030).

**Transitional Housing:** A project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living (RCW 84.36.043).

<sup>1</sup> Sourced from the 2024 Fircrest Comprehensive Plan, Appendix B: Housing



**Permanent Supportive Housing:** Subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW (RCW 36.70A.030).

### Allowance by Permit Type

The manner in which cities choose to allow STEP housing is broad and discretionary. Cities can choose to outright allow STEP housing or can apply a form of discretionary land use review process (like conditional use permits or administrative use permits) to applications for STEP housing. To showcase a variety of permitting methods nearby cities have adopted for STEP housing, I have prepared Table 1 below with examples from the municipal codes in Steilacoom, Ruston, and Medina.

**Table 1**  
**Example STEP Housing Codes**

| City       | Permit Type                                                                                                                        | Relevant Codified Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Steilacoom | <p><u>PSH/Transitional</u>: Allowed outright, with restrictions.</p> <p><u>Emergency</u>: Allowed outright, with restrictions.</p> | <p><u>Purpose Statement</u>: The Town finds that the following restrictions are necessary to protect public health and safety while supporting the purpose of making adequate provisions for permanent supportive, transitional housing, emergency shelters and emergency housing.</p> <p><u>Number of Units</u>:</p> <ul style="list-style-type: none"> <li>• One emergency shelter is allowed within the Town and one emergency housing facility is allowed within the Town.</li> <li>• One PSH/Transitional dwelling unit on a minimum 7,200 square foot lot in the R-7.2 zone.</li> <li>• One PSH/Transitional dwelling unit on a minimum 9,600 square foot lot in the R-9.6 zone.</li> </ul> <p><u>Spacing Between Facilities</u>:</p> <ul style="list-style-type: none"> <li>• STEP Housing must be located at least 880 feet<sup>2</sup> from any other STEP Housing.</li> </ul> <p><u>Limit on Occupancy</u>: Occupancy is limited as governed by the Building and Fire Codes.</p> |
| Ruston     | <p><u>PSH/Transitional</u>: Conditionally allowed.</p> <p><u>Emergency</u>: Conditionally allowed.</p>                             | <p><u>Restriction</u>: STEP Housing may be allowed via granting of a Conditional Use Permit and when the proposal is part of a Master Planned Development.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Medina     | <p><u>PSH/Transitional</u>: Allowed outright, with restrictions.</p>                                                               | <p><u>Restrictions</u><sup>3</sup>:</p> <ul style="list-style-type: none"> <li>• The number of permanent supportive and transitional housing facilities allowed on any given lot shall be no more than the number of standard dwelling units that would be allowed.</li> <li>• Permanent supportive and transitional housing facilities are limited to a maximum of six residents at any one time, plus up to four resident staff.</li> <li>• No permanent supportive housing or transitional housing facility may be located within half a mile of another property that contains a permanent supportive housing or transitional housing facility, calculated as a radius from the property lines of the site.</li> <li>• Prior to the start of operation for a permanent supportive housing or transitional housing facility, an occupancy agreement shall be submitted to the city.</li> </ul>                                                                                          |

<sup>2</sup> Cities commonly include a distance requirement of 880 feet for STEP Housing. The measurement is sourced from RCW 9.94A.030, which provides definitions under the Sentencing Reform Act of 1981.

<sup>3</sup> See Exhibit 1 for a full list of restrictions applicable to STEP Housing in Medina.

In addition to amending chapters of the FMC that govern allowed land uses in each zone allowing for residential and hotel uses, **Fircrest may also consider amendments to its parking code<sup>4</sup>, specific use and structure regulations, and definitions** to holistically govern STEP housing in a manner that is representative of Fircrest’s values and goals.

## Goal for November 4 Meeting

At the onset of this project, it will be important to first gain an understanding for Fircrest’s desired approach to allowing STEP housing in its community. To comply with RCW 35.21.683, and based on Fircrest’s existing allowances for residential and hotel uses, Fircrest will have to allow STEP Housing in the zones outlined in Table 2.

**Table 2**  
**STEP Housing Allowed Zones**

| PSH and Transitional Housing Zones                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Emergency Housing Zones                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Residential-4 (R-4)</li> <li>• Residential-4-Conservation (R-4-C)</li> <li>• Residential-6 (R-6)</li> <li>• Residential-8 (R-8)</li> <li>• Residential-10-Transitional Community Design (R-10-TCD)</li> <li>• Residential-20 (R-20)</li> <li>• Residential-30 (R-30)</li> <li>• Neighborhood Office (NO)</li> <li>• Neighborhood Commercial (NC)</li> <li>• Mixed-Use Neighborhood (MUN)</li> <li>• Mixed-Use Urban (MUU)</li> <li>• Golf Course (GC)</li> </ul> | <ul style="list-style-type: none"> <li>• Mixed-Use Neighborhood (MUN)</li> <li>• Mixed-Use Urban (MUU)</li> </ul> |

STEP Housing may be outright allowed in each zone, or they may be required to undergo a Conditional Use Permit review or Administrative Use Permit review; key differences among these review types are included below in Table 3.

## The focus for the November 4 Planning Commission meeting should be:

- Does Fircrest want to outright allow STEP housing, or require a Conditional Use Permit or Administrative Use Permit, instead?
- Does Fircrest want to explore applying requirements on occupancy, spacing, and intensity of use for STEP housing?

<sup>4</sup> Fircrest is not subject to recent legislature that passed reducing the amount of off-street parking cities can require of development (SB 5184), given that the new statute only applies to cities with a population of 30,000 or more. Still, Fircrest could consider whether statutory themes of proximity to major transit facilities could be influential in Fircrest parking code amendments.

**Table 3**  
**Comparisons of Use Review Types**

| Outright Permitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Administrative Use Permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Conditional Use Permit                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Permit Type:</u> I (II-B if Design Review Required)</p> <p><u>Public Noticing:</u> None</p> <p><u>Decision Maker:</u> Director</p> <p><u>Special Considerations:</u> Uses that are permitted outright are not subject to site plan review, but may be subject to design review.</p> <p>Outright allowed uses can be written to say “permitted, when subject to compliance with FMC 22.58.XXX.” Fircrest could adopt a new section in FMC Chapter 22.58 codifying limitations for STEP Housing.</p> | <p><u>Permit Type:</u> II-A</p> <p><u>Public Noticing:</u> None</p> <p><u>Decision Maker:</u> Director. Can include conditions to an approved decision.</p> <p><u>Special Considerations:</u> Can only be issued when Director finds:</p> <ol style="list-style-type: none"> <li>1. The proposed use will not be detrimental to the public health, safety, and welfare; injurious to property or improvements in the vicinity; or adversely affect the established character of the surrounding vicinity.</li> <li>2. The proposed use will meet or exceed all applicable development, design and performance standards and guidelines required for the specific use, location, or zoning classification.</li> <li>3. The proposed use will be consistent and compatible with the goals, objectives and policies of the comprehensive plan.</li> <li>4. All conditions necessary to lessen any impacts of the proposed use are measurable and can be monitored and enforced.</li> </ol> <p>An issued permit is valid for 1 year.</p> | <p><u>Permit Type:</u> III-A</p> <p><u>Public Noticing:</u> Required, Notice of Application and Notice of Public Hearing</p> <p><u>Decision Maker:</u> Fircrest’s Hearing Examiner (HEX)</p> <p><u>Special Considerations:</u> Can only be issued when HEX finds:</p> <p><i>Same approval criteria and permit validity duration as Administrative Use Permit.</i></p> |

I look forward to discussing this project with Planning Commission and its Council Liaison, Councilmember Wittner, at its November 4 meeting!



Kimberly A. Gunderson  
Mahoney Planning, LLC

Exhibits:

1. Medina Municipal Code Section 16.31.060

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### **16.31.060. Permanent supportive and transitional housing facilities.**

Permanent supportive and transitional housing facilities are permitted uses in any zoning district allowing a single-family dwelling subject to the following criteria:

- A. The number of permanent supportive and transitional housing facilities allowed on any given lot shall be no more than the number of standard dwelling units that would be allowed under MMC 16.21.060.
- B. Permanent supportive and transitional housing facilities are limited to a maximum of six residents at any one time, plus up to four resident staff.
- C. Permanent supportive and transitional housing facilities must be a 24-hour-per-day facility where rooms or units are assigned to specific residents for the duration of their stay. Transitional housing facilities shall require a minimum length stay of 72-hours.
- D. On-site services such as laundry, hygiene, meals, case management, and social programs are limited to the assigned residents and shall not be available for drop in or other use by nonresidents.
- E. No permanent supportive housing or transitional housing facility may be located within half a mile of another property that contains a permanent supportive housing or transitional housing facility, calculated as a radius from the property lines of the site.
- F. Prior to the start of operation for a permanent supportive housing or transitional housing facility, an occupancy agreement shall be submitted to the city meeting the following requirements. The city shall review and determine that the occupancy agreement meets the following requirements to the city's satisfaction before approving the occupancy agreement.
  - 1. Property owners and/or facility operators shall use and enforce the occupancy agreement approved by the city.
  - 2. The occupancy agreement shall include but is not limited to the following:
    - a. Names and contact information for onsite staff. The facility operator shall notify the city of each staff change(s) within 72 hours.
    - b. Description of the services to be provided onsite.
    - c. Description of the staffing plan including the following:
      - i. Number, function, and general schedule of staff supporting residents and operations.
      - ii. Staff certification requirements.
      - iii. Staff training programs.
      - iv. Staff to resident ratios.
      - v. Roles and responsibilities of all staff.
      - vi. The name and contact information for at least one organization member located off-site.
    - d. Rules and/or code of conduct describing resident expectations and consequences for failing to comply. At minimum, the code of conduct shall be consistent with state law prohibitions and restrictions concerning the following:
      - i. Possession and use of illegal drugs onsite.
      - ii. Threatening or unsafe behavior.

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iii. Possession and use of weapons.

- e. A fire safety plan reviewed and approved by the Bellevue Fire Department confirming fire department access.
- f. A safety and security plan reviewed and approved by the Medina Police Department including protocols for response to the facility and to facility residents throughout the city. The safety and security plan shall establish a maximum number of permitted Medina Police Department response calls to the facility. Any Medina Police Department call(s) to the facility exceeding the maximum threshold established in the safety and security plan shall be considered a violation of this chapter and the facility operator will be fined in accordance with MMC 1.12.110.
- g. A plan for avoiding potential impacts on nearby residences including a proposed mitigation approach (for example, a Good Neighbor Agreement Plan) that addresses items such as noise, smoking areas, parking, security procedures, and litter.
- h. Description of eligibility for residency and resident referral process.

(Ord. No. 1008, § 5, 3-14-2022)