

MONROE PLANNING COMMISSION

Regular Meeting

September 14, 2020, 7:00 P.M.

Zoom online meeting

[Click here to join Zoom Meeting](#)

Call in: 253-215-8782 - Meeting ID: 891 2667 9209

Commission Chair: *Bridgette Tuttle*

Commissioners: *Jay Bull, Vice Chair; Kyle Fisher
Steve Jensen; Mike Stanger; Dionne Miller; and Liz Nugent*

AGENDA

CALL TO ORDER

1. Virtual Participation Information

The Planning Commission meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- [Click here to join Zoom Meeting](#)
- Dial in: (253) 215-8782
- Meeting ID: 891 2667 9209

ROLL CALL

COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking "raise hand" and the Chair will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to "raise hand".

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5:00 p.m. on the day of the meeting and must be 350 words or less. Submit to labarr@monroewa.gov.

APPROVAL OF MINUTES

July 27, 2020

August 24, 2020

Documents:

[Minutes 7-27-20.pdf](#)
[Minutes 8-24-20.pdf](#)

PUBLIC HEARING

NONE

OLD BUSINESS

1. DISCUSSION - Remand of Application no. CPA2018-01 from the 2018 - 2019 Annual Comprehensive Plan Amendment Docket back to Planning Commission from City Council

Documents:

[OB1-AB-MSD_CP_Amend-9-14-2020.pdf](#)

NEW BUSINESS

NONE

DISCUSSION BY COMMISSIONERS AND STAFF

ADJOURNMENT

THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

Accommodations for people with disabilities will be provided upon request.
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, July 27, 2020**

The regular meeting of the Monroe Planning Commission was held on Monday, July 27, 2020 at 7:00 p.m., via Zoom online meeting platform.

CALL TO ORDER

Chair Tuttle called the meeting to order at 7:04 p.m.

ROLL CALL

Permit Supervisor Kim Shaw called the roll.

Commissioners Present: Chair Tuttle, Vice-Chair Bull, Commissioner Fisher, Commissioner Miller, Commissioner Stanger, and Commissioner Nugent.

Commissioners Absent: Commissioner Jensen

Staff Present: Community Development Director Ben Swanson, City Administrator Deborah Knight, Principal Planner Shana Restall and Permit Supervisor Kim Shaw.

PUBLIC COMMENTS

NONE

APPROVAL OF MINUTES

June 22, 2020

- Commissioner Bull moved to approve the meeting minutes of June 22, 2020. The motion was seconded by Commissioner Miller. Motion carried 6-0.

PUBLIC HEARING

NONE

PRESENTATION

1. Wayfinding Program

City Administrator Deborah Knight

- Scope of work with design concepts for gateway signs. Key entry points to the city are: US2 / West Main St. / East Main St. / SR203.
- On line survey was provided to community members for input on what they would like to see for future signs as well as logo, although that may be at a later date.
- Design concepts were shown with the final design choice presented to the commissioners.
- Presented were some recommendations and concepts for the wayfinding signs. Feedback from the commissioners in attendance was that the signs be consistent in color and design.
- Park signs were also being developed and will follow the similar design while working with the Park Board.
- Historic Downtown Gateway signs have been preliminarily designed with various designs still in for review.

OLD BUSINESS

1. Temporary Homeless Encampments Code Amendments

Principal Planner Shana Restall

- There were three areas of concern that several of the religious organizations had when city representatives met with them to look over the proposed ordinance. Those concerns were:
 - a) Indoor overnight shelters
 - b) Temporary small houses on-site
 - c) Community meetings required

The commissioners addressed these proposed changes to the ordinance with broad feedback.

NEW BUSINESS

NONE

Chair Tuttle asked for a motion to extend the meeting beyond 9:00. Commissioner Stanger made a motion to extend the regular meeting beyond 9:00. Seconded by Commissioner Fisher. Motion carried 6/0.

DISCUSSION BY COMMISSIONERS AND STAFF

Community Development Director Swanson:

- Inquired with the commissioners on their preferences to continue meetings via the Zoom virtual platform, go back to in-person or possibly a hybrid of both for future meetings when the state requirements are lifted. The consensus at this point among the commissioners was to continue with the virtual meetings.
- Updated the commissioners regarding the Monroe School District Comprehensive Plan Rezone amendment and that will be coming back to the commissioners in two future meetings.
- Brief summary of current staff work load and job duty changes within the Community Development Department.
- Coastal Farm & Ranch still moving along with the construction process.

Commissioner Bull responded to Director Swanson's question on the house market sales stating that mortgage rates are at a record low which is driving home purchases as well as commuters moving to the suburbs from the city.

Commissioner Miller expressed her concerns about going back to in-person meetings. EDAB is back to two meetings a month and recently made some recommendations, working through the Wayfinding, etc.

Commissioner Stanger provided an update regarding the Parks Board meeting stating that Director Farrell shared that the parks are very busy.

Chair Tuttle shared that with the Governor's recent updates to the restrictions for bars and restaurants will affect a lot of Monroe businesses.

ADJOURNMENT

Chair Tuttle adjourned the meeting at 9:10pm.

Bridgette Tuttle
Chair

Kim Shaw
Permit Supervisor

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, August 24, 2020**

The regular meeting of the Monroe Planning Commission was held on Monday, August 24, 2020 at 7:00 p.m., via Zoom online meeting platform.

CALL TO ORDER

Chair Tuttle called the meeting to order at 7:02 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

Commissioners Present: Chair Tuttle, Vice-Chair Bull, Commissioner Jensen, Commissioner Miller, and Commissioner Nugent.

Commissioners Excused: Commissioner Fisher & Commissioner Stanger

Staff Present: Community Development Director Ben Swanson, Principal Planner Shana Restall, Senior Planner Anita Marrero; and Planning Commission Secretary Leigh Anne Barr.

PUBLIC COMMENTS

NONE

APPROVAL OF MINUTES

NONE

PUBLIC HEARING

NONE

OLD BUSINESS

1. Wireless Communication facilities (WCF) Code Amendments

Senior Planner Anita Marrero walked the Commissioners through the updates to the Wireless Communication Facilities chapter. Topics of discussion included:

- The addition of decorative pole regulations
- Addition of the conditional use permit requirement for macro facilities in single family zones
- Next steps for code amendment

Gregg Busch on behalf of AT&T

Office in Issaquah, WA

Mr. Busch discussed two issues with the proposed code in sections 22.62.130 and 22.62.060.

Commissioners that the code is currently being reviewed by the City Attorney. Depending on the complexity of the comments, the code will either be brought back to the Planning Commission for discussion one more time, or a public hearing will be scheduled.

2. Monroe School District Comprehensive Plan Rezone

Principal Planner Shana Restall presented a summary of the Monroe School District Comprehensive Plan Rezone to the Commissioners. Community Development Director Ben

Swanson outlined competing priorities that Commissioners can take into consideration when making their decision. The Commissioners requested additional information be brought by staff to the next Planning Commission discussion.

NEW BUSINESS

NONE

DISCUSSION BY COMMISSIONERS AND STAFF

Senior Planner Marrero is working with Parks Senior Planner Denise Johns on scheduling a joint Planning Commission and Parks Board meeting to discuss the City's parks and open space update. Senior Planner Marrero also gave an update on the River's Edge project.

Director Swanson noted the building department has experienced a high volume of work and is currently short staffed which has created delays. The City will be advertising for the building inspector position shortly to remedy the situation.

Commissioner Nugent gave an Economic Development Advisory Board (EDAB) update.

Chair Tuttle gave a brief summary of the status of businesses around town and discussed the small business grants the City provided.

ADJOURNMENT

Commissioner Bull moved to adjourn at 8:47pm. The motion was seconded by Commissioner Nugent. Motion carried 4-0¹.

Bridgette Tuttle
Chair

Leigh Anne Barr
Planning Commission Secretary

¹Commissioner Jensen had to leave after he spoke in the Discussion by Commissioners and Staff and was unable to vote.



MONROE PLANNING COMMISSION

SUBJECT:	<i>DISCUSSION - Remand of Application no. CPA2018-01 from the 2018 - 2019 Annual Comprehensive Plan Amendment Docket back to Planning Commission from City Council</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/14/2020	Community Development	Shana Restall	Shana Restall	Old Business # 1

Planning Commission Discussion: 04/22/2019, 06/24/2019, 07/08/2019, 10/28/2019 and 8/24/2020
Public Hearing: 10/28/2019, continued to 11/11/2019 (Planning Commission)
City Council Discussion: 11/19/2019, 12/10/2019, and 01/14/2020
Attachments: N/A

REQUESTED ACTION:

None, this meeting is informational only. A public hearing on this topic will take place at a later date.

POLICY CONSIDERATIONS

On January 14, 2020, City staff requested a decision from City Council on the items docketed for the 2018 - 2019 Annual Comprehensive Plan Amendment cycle. At the meeting City Council approved the Monroe and Snohomish School Districts Capital Facility Plans and associated fee amendments to the Monroe Municipal Code. However, City Council opted to remand the Monroe School Districts proposed Comprehensive Plan/Rezone back to Planning Commission for further review and recommendation. During the City Council’s deliberation, they noted the split recommendation of denial from the Planning Commission. The Council expressed their respect and appreciation for work the Planning Commission did on the proposed amendment, but were not comfortable moving forward with a decision on a split recommendation from the Commission. The Council directed the Commission to conduct additional review and have more discussion on the proposal prior to holding a second public hearing.

DESCRIPTION/BACKGROUND

Only the proposed Comprehensive Plan amendments placed on the Final Docket are eligible to be considered for approval by the City Council. Placement of an item on the Final Docket by Council means the application warrants in-depth consideration, but in no way implies eventual adoption or approval of the proposal. For the 2018 – 2019 docket, the City Council selected one (1) citizen-initiated and two (2) City-initiated Comprehensive Plan amendment applications the City-initiated amendments were approved by City Council on January 14, 2020. The following citizen-initiated amendment was remanded back to Planning Commission:

CPA2018-01: Citizen-Initiated Comprehensive Plan Amendment from the Monroe School District for an Amendment to the Comprehensive Plan Future Land Use Map (FLUM) and Concurrent Rezone (File No. RZ2018-01). The Monroe School District is proposing an amendment to the 2015 – 2035 Comprehensive Plan Future Land Use Map (FLUM) to change the designation of the site known as Marshall Field and Memorial Stadium (Snohomish County tax parcel numbers 27060100100400, 27060100205100, and 27060100404500) from an “Institution” designation to a “Multifamily” designation. Concurrent with the proposed comprehensive plan amendment, the

applicant submitted a rezone request to change the site's zoning from "Institutional (IN)" to "Multifamily Residential (R25)." Attachment 2 is a copy of the allowed uses for the Institutional and Multifamily zones, as found in Table 22.18.030 (Multi-family) and Table 22.32.030 (Institutional Zoning).

The subject site is approximately 12.41 acres in area, is situated in the vicinity of N. Kelsey Street and West Columbia Street, and is currently accessed from West Columbia Street. The subject properties are largely surrounded by single-family residential uses with St. Mary of the Valley church to the west and Sky Valley Educational Center to the east. The site is largely vacant and was formerly used as a sports fields for the Monroe School District. However, according to the District, the site is no longer used for formal education programs, and does not lend itself to future school facilities. The District does not use the site for school athletic programs of other school program uses.

FISCAL IMPACT

N/A

TIME CONSTRAINTS

Discussion and questions regarding the annual docket process and comprehensive plan amendment procedures, and establish a second public hearing date to receive additional public comment.