

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, January 25, 2016**

The regular meeting of the Monroe Planning Commission was scheduled for **Monday, January 25, 2016 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

**Vice Chair Tuttle** called the meeting to order at **7:00 p.m.**

**ROLL CALL**

**Secretary Christina LaVelle** called the roll. The following were:

**Commissioners Present:** Commissioner Bull, Commissioner Duerksen, Commissioner Coonan, Commissioner Jensen, Commissioner Stanger and Commissioner Tuttle

**Commissioners Absent:** Chair Kristiansen

**Staff Present:** Director of Community Development David Osaki and Planning Commission Secretary Christina LaVelle

**COMMENTS FROM CITIZENS**

**Jeff Wittenberg**  
13409 231<sup>st</sup> Ave SE  
Monroe, WA 98272

**Mr. Wittenberg** owns the property at northwest corner of Fremont and Ferry. The triplex was damaged in a fire and he proposes to replace the building as a triplex. The property is located in Historic Main District in which current zoning requirements only allow for mixed uses with the residential uses on the top floor and the commercial uses on the ground floor. **Mr. Wittenberg** would like to see the zoning code amended in Historic Main District to allow for residential absent the commercial ground floor restriction.

**Director Osaki** responded and explained that amendments to the Historic Main District would require a zoning amendment which would require a Planning Commission recommendation to modify the code and for the City Council to approve the action.

**APPROVAL OF MINUTES**

- January 11, 2016  
**Commissioner Stanger** moved to accept the January 11, 2016 minutes as written. **Commissioner Bull** seconded. Motion carried **6/0**.

## **NEW BUSINESS**

### **A. 2016 Work Program: Zoning Code - Use Tables**

1. Monroe Municipal Code (MMC) Chapter 18.12- Downtown Commercial (DC) Zone.

**Director Osaki** presented the Downtown Use Matrix with a brief background on Downtown Monroe zoning districts. Downtown Monroe is separated into four distinct geographical areas referred to as neighborhoods. These neighborhoods include: the Rails and Roads, Historic Main, Borlin Park, and the Downtown Neighborhood. Each neighborhood has unique descriptions and specific uses that are allowed and not allowed. These uses are referenced in the MMC 18.12.170 - Downtown neighborhood land use matrix. The matrix shows permitted, conditional, and non-permitted uses within each downtown neighborhood. **Director Osaki** briefly explained the specifics of the matrix, how to use it, and those areas that could be amended. With this, he explained the process that City staff will take in making the changes that they will forward to the Planning Commission.

**The Commission** discussed the bulk table, zoning map and property lines, and permitted and non-permitted uses in the downtown neighborhoods.

2. Attachment 1: MMC 18.10.020 Zoning land use matrix

**Director Osaki** presented Attachment 1: MMC 18.10.020 Zoning land use matrix. The matrix incorporates all of the existing zoning within the City. The matrix shows permitted, conditional, and non-permitted uses within each zoning area in the City. **Director Osaki** briefly explained the specifics of the matrix, how to use it, and those areas that should or could be amended.

**The Commission** discussed definitions, “grandfathering” approaches in the zoning matrix, and Planning Commission priorities for amending the use table.

3. **2015- 2035 Comprehensive Plan Zoning Compatibility Matrix**

**Director Osaki** presented a preliminary/ draft matrix which shows the existing zoning district, the 2015-2035 Comprehensive Plan designation, and the possible future zoning designation for each designation. He explained that new or amended zoning districts will be developed this year.

- **Director Osaki** briefly spoke on the zoning code amendment process which includes public noticing, public input, and a Planning Commission Public Hearing, and the forwarding of the Planning Commission recommendation to City Council.

**The Commission** discussed the following:

- Prioritization of code amendments.
- Timelines of the amendment process.
- Interested stakeholders.

**DISCUSSION BY COMMISSION AND STAFF**

- Planning Commission training is scheduled for the Monday, February 8, 2016 Planning Commission meeting.

**ADJOURNMENT**

**Commissioner Duerksen** moved to adjourn the January 25, 2016 Planning Commission meeting. Motion was seconded by **Commissioner Jensen**. Motion carried **6/0** and the meeting was adjourned at **8:41 p.m.**

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Bridgette Tuttle  
Vice Chair

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Christina L. LaVelle  
Planning Commission Secretary