

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, March 28, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, March 28, 2016** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Acting 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: Vice Chair Tuttle, Commissioner Bull, Commissioner Jensen, Commissioner Stanger and Commissioner Duerksen

Commissioners Absent: Commissioner Kristiansen and Commissioner Coonan (both excused)

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

COMMENTS FROM CITIZENS

Russell Hermes

**Attorney for Matson and Associates
1812 Hewitt Avenue, Everett, WA**

Mr. Hermes, Attorney for Richard Matson, presented background on the impacts that the current zoning has had on his client's property which is located in the Borlin Park Neighborhood. The property is currently vacant and his client has had interest from GSR Rentals to obtain the space as a party supply and tool rental facility. However, the MMC zoning code prohibits tool sales and rentals within the Borlin Park Neighborhood. **Mr. Hermes** stated that there are similar (non-conforming) uses already existing within the neighborhood. **Mr. Hermes** requested that measures be taken to relax the restriction in uses within the Borlin Park Neighborhood to allow for GSR Rentals to utilize the space for party supplies and tool rentals.

Richard Matson

4203 81st Place, Marysville, WA 98270

Mr. Matson stated his name and address for the record. **Mr. Matson** had no additional comments.

Gunner Malloy
President of GSR Rentals
1769 Duvall, Washington

Mr. Malloy stated his desire to relocate GSR Rentals from Duvall to Monroe. He noted that he had been looking for an available property in Monroe that could be used as a warehouse as well as a showroom for sales and rental of party supplies and tools. **Mr. Malloy** stated that **Mr. Matson's** property was the ideal site to meet his needs. However, the current zoning code prohibits the use of tool sales and rentals within the Borlin Park Neighborhood. **Mr. Malloy** requests the removal of the text in the zoning code that prohibits tool sales and rental within the Borlin Park Neighborhood.

APPROVAL OF MINUTES

- March 14, 2016
Commissioner Stanger moved to accept the March 14, 2016, Planning Commission Meeting minutes as written. **Commissioner Bull** seconded. Motion carried **5/0**.

OLD BUSINESS

1. Zoning Code Amendments

Director Osaki provided information to the Planning Commission responding to the public comments made from Mr. Hermes and Mr. Malloy. **The Commission** inquired about the timeline of amending the zoning code and potential ways to expedite the process to assist GSR Rentals in obtaining the property. **Director Osaki** outlined the process of amending the zoning code.

Director Osaki presented Monroe Municipal Code (MMC) 18.72.040 (E). Subsection (E) states,

“If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may be changed to another nonconforming use; provided, that the hearing body findings in the specific case shall find that the proposed use is more appropriate to the zone than the existing nonconforming use. In permitting such change, the hearing body may require appropriate conditions and safeguards in accord with the provisions of this title.”

Director Osaki clarified that while MMC 18.72.040 E allows for a hearing body to make a decision on the allowance of a new non-conforming use, the code does not specify who will act as the hearing body.

Director Osaki suggested an amendment to the code that would allow for the decision to be made administratively. **The Commission** reviewed and discussed Director Osaki's recommendation weighing the advantages and disadvantages.

Director Osaki discussed the use table found in MMC 18.12 (Downtown Commercial Zone (DC)).

The Commission discussed the timeline and process of amending MMC 18.12. **The Commission** discussed and suggested preliminary changes to the use table.

The Commission discussion is summarized below:

The Commission determined to continue conversation until next Planning Commission meeting due to time constraints. In the meantime, staff would provide the Planning Commission with the municipal code section that included definitions.

NEW BUSINESS

1. Traffic Impact Fee Code Amendment- Briefing

Director Osaki presented the Traffic Impact Fee Code Amendment to the Planning Commission. He gave a brief background of the traffic impact fees and the proposed code amendment.

Currently, transportation impact fees are imposed when the use of an existing building is changed. The amendment under consideration would no longer impose additional transportation impact fees when the use of an existing building is changed. It would also change the definition of "Development Activity". In addition, the ordinance would address situations where a development project pays its traffic impact fee at the time of building permit for a general land use (when tenants have not yet been identified/leased) and then the space is initially leased to a land use with higher traffic fees.

The City Council will consider an emergency ordinance at it April 5, 2016 meeting that will, if passed, amend on an interim basis Monroe Municipal Code (MMC) Chapter 20.12 related to Transportation Impact Fees.

Director Osaki noted that should the emergency ordinance be passed, the Planning Commission will then need to consider a code amendment addressing the issue in the emergency ordinance and make a recommendation to the City Council.

Commissioner Duerksen motioned to extend the March 28, 2016, Planning Commission Meeting past 9:00 p.m. **Commissioner Jensen** seconded. Motion carried **5/0**.

2. Nomination of Commissioner to serve on artist proposal Selection/ Committee

Commissioner Duerksen nominated **Commissioner Jensen** to serve on the artist proposal Selection/ Committee. **Commissioner Stanger** seconded. Motion carried **5/0**.

DISCUSSION BY COMMISSION AND STAFF

- East Monroe Decision: The Growth Management Hearing Board (GMHB) has not issued a decision on East Monroe. A GMHB decision is scheduled to be issued by the end of the month.
- **Commissioner Bull** asked for clarification on the roles and responsibilities of the Hearing Examiner. **Director Osaki** gave a brief synopsis.
- **Director Osaki** summarized on-going, new, and potential projects city-wide.

ADJOURNMENT

Commissioner Duerksen moved to adjourn the **March 28, 2016** Planning Commission meeting. Motion was seconded by **Commissioner Stanger**. Motion carried **5/0** and the meeting was adjourned at **9:17p.m.**

Bridgette Tuttle
Vice Chair

Christina L. LaVelle
Planning Commission Secretary