

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, August 22, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, August 22, 2016** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

**Chair Kristiansen** called the meeting to order at **7:03 p.m.**

**ROLL CALL**

**Secretary Kim Shaw** called the roll. The following were:

**Commissioners Present:** Chair Kristiansen, Commissioner Jensen, Commissioner Tuttle, Commissioner Stanger, Commissioner Duerksen, Commissioner Fisher and Commissioner Bull

**Staff Present:** Director of Community Development David Osaki and Planning Commission Secretary Kim Shaw

**COMMENTS FROM CITIZENS**

None

**APPROVAL OF MINUTES**

- July 25, 2016  
**Commissioner Stanger** moved to accept the July 25, 2016, Planning Commission Meeting minutes as amended. **Commissioner Bull** seconded. Motion carried **4/0**.

Commissioner Jensen, Tuttle and Fisher abstained from voting as they were not present at the July 25, 2016 meeting.

**OLD BUSINESS**

**A. Code Amendment - Downtown**

1. **Director Osaki** presented to the Commission a draft version of MMC Chapter 18.12, Downtown Commercial (DC) Zone. One item in particular was the citizen who approached the commission regarding a triplex that he had purchased, located on the corner of Ferry & Fremont St., which he would like to redevelop for residential use. This site within the Historic Main District, which the requirement is that the ground floor of the building has to be a commercial use.

- 2. Director Osaki** submitted options to the commission, as they are reviewing and amending the zoning code: 1) retain the requirement for ground floor commercial use in the entire Historic Main District; 2) allow some residential on the ground floor but require that a certain percentage of the ground floor has to be commercial; or 3) remove the ground floor commercial requirement altogether.

The Commission discussion is summarized below:

**Commissioner Tuttle** recalled maintaining that requirement but changing the area where that requirement should be. **Commissioner Stanger** also recalled that the owner of this property assumed that he would be allowed to redevelop the same as the previous use of residential. For clarification, **Chair Kristiansen** inquired of the area that was being reviewed for this change. He also recalled that in developing this property, there was discussion regarding access from the street being a concern. **Commissioner Duerksen** stated that she would prefer to see the overlay lifted on this property, with the option of retaining the commercial. **Commissioner Jensen** briefly cited those options that were being discussed: 1) the promenade section overlay to be kept as currently written, 2) a new subsection that in certain areas the commercial use would not be required. The topics of allowing that the first floor is required to be 15' tall was discussed.

- 3. Director Osaki** explained the Rails & Road Neighborhood located in the Downtown Commercial (DC) zone, and that in the current zoning matrix, gas stations are not an allowed use. **Director Osaki** shared with the commission that there has been interest in a motorsports sales business to be located in the Rails and Roads Neighborhood. This particular use is not allowed in this zone, however; there may be a possibility of breaking out the types of vehicles that may be allowed as part of a code amendment.
- 4. Director Osaki** explained that a Comprehensive Plan policy promotes increased density within the Downtown Residential and East Downtown (formerly Al Borlin Park) neighborhoods. The density in these zones are 20 residential units per acre in East Downtown and 11 units per acre in the Downtown Residential.

The Commission discussion is summarized below:

**The Commission** discussed the use of motorsport vehicles in the Rails & Roads zoning area and whether or not that would create traffic problems? The train back-ups may also cause problems for this property with the type of use proposed. Repair may be a low key use.

## **NEW BUSINESS**

### **A. Critical Area Code Amendment**

1. **Director Osaki** presented to the Commission a draft ordinance related to Critical Areas. This serves as information to the Commission so that they are familiar with areas within the ordinance where amendments are being considered.

## **DISCUSSION BY COMMISSION AND STAFF**

**Director Osaki** handed out a PowerPoint presentation previously presented to the Planning Commission by a planning consultant that includes some discussion of the planning/development review process.

**Director Osaki** informed the commission that the City had previously received notification from the State Liquor and Cannabis Board of a marijuana retail business that was being considered for the issuance of a State license. The city's response letter to the State Liquor and Cannabis Board, explaining the city's plan policies, zoning regulations and other factors, was provided to the Commissioners as an FYI.

**Director Osaki** presented a map of the land use actions showing the residential plats that have been applied for, as well as the final plats and pre-application proposals of plat proposals within the city. **The Commissioners** suggested the map include the number of lots within the plat would also be helpful.

**Director Osaki** explained that at the August 23<sup>rd</sup> Council meeting, the East Monroe project will be discussed, with a recommendation for the possibility of extending the compliance deadline.

**Director Osaki** followed up from the previous meeting on the activity on Woods Creek Road.

**Commissioner Tuttle** inquired about the development of the retention pond at Bear Mountain Estates. **Director Osaki** explained that it will be reviewed during the final plat application.

**Commissioner Tuttle** explained that she would like to have the Downtown Merchants Association (DMA) include the Planning Commission at one of their meetings to discuss some of the projects that they have been involved with. **Director Osaki** stated that he would approach the DMA and report back to the Planning Commissioners.

**Commissioner Tuttle** shared that she has created a group on Facebook that the DMA can focus on the boat launch area and developing that with the river trails, access, etc.

**Commissioner Bull** inquired about the Planning revenue fees, which per the report provided to the commissioners, showed them lower than others. **Director Osaki** explained that those fees are for subdivision and other land use permit application fees, and will keep them posted with an additional report.

**Chair Kristiansen** and **Commissioner Duerksen** will not be in attendance at the September 12<sup>th</sup>, 2016 meeting.

**ADJOURNMENT**

**Commissioner Duerksen** moved to adjourn the **August 22, 2016** Planning Commission meeting. Motion was seconded by **Commissioner Jensen**. Motion carried **7/0** and the meeting was adjourned at **8:38 p.m.**

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Bill Kristiansen  
Chair

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Kim Shaw  
Planning Commission Secretary