

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, October 10, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, October 10, 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 7:00 p.m.

ROLL CALL

Secretary Stephanie Johnson called the roll.

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

Commissioners Absent: Commissioner Duerksen (Excused)

Staff Present: Community Development Director David Osaki, Public Works Director Brad Feilberg, and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

- September 26, 2016 – **Commissioner Tuttle** moved to accept the September 26, 2016 Planning Commission meeting minutes as submitted. **Commissioner Bull** seconded. Motion carried **6/0**.

PUBLIC HEARING

CA2016-04 - Low Impact Development and other Miscellaneous Code Amendments

Director Feilberg summarized his presentations from September 12, 2016 and September 26, 2016 regarding the concept of Low Impact Development (LID) and the requirement for the City to adopt LID related code amendments by the end of 2016.

The draft LID code amendment ordinance (CA2016-04) and draft Road Standards that were prepared and presented to the Planning Commission on September 26, 2016 were presented to the Planning Commission again for public hearing and consideration.

Chair Kristiansen opened the public hearing for citizen comment. There was no public testimony.

Commissioner Tuttle moved to closed the public testimony portion of the public hearing,

Seconded by **Commissioner Jensen**. **Motion carried 6-0.**

The Planning Commission discussed the proposed code amendments and indicated that it was acceptable and that staff could prepare facts and findings.

Commissioner Jensen moved to extend the public hearing until the next scheduled Planning Commission meeting on October 24, 2016 at 7:00 p.m. in the Monroe City Council Chambers at City Hall.

Seconded by **Commissioner Tuttle**. **Motion carried 6/0.**

OLD BUSINESS

None

NEW BUSINESS

Draft Ordinances - Permit Processing Code Amendments

Director Osaki discussed the City's on-going objective to improve permit processing procedures. He mentioned that one of the goals of the Growth Management Act (GMA) pertains to permits and states,

“Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.”

Director Osaki also mentioned that the City had convened a permit stakeholder group earlier in the year. That group's priorities included:

- Amend codes/procedures, especially those that decrease timelines.
- Make application forms consistent with Code.
- Research improved permit software systems to allow for 24-hour online permit application.

Director Osaki summarized a draft ordinance that focused on public notice and appeal timelines. That draft ordinance seeks to:

- Unless provided for otherwise by law, allow notice for meetings/hearings/pending actions required by Monroe Municipal Code

Titles 17 through 20 to be made ten (10) days in advance rather than 15 days.

- Provides for a 14 (calendar) day appeal period for administrative decisions and administrative interpretations rather than for a 15 working day appeal period.
- Although it wasn't the primary objective of the ordinance, adds that notice for certain items can be provided by email or hand delivery as an alternative to the current language that it be by US mail.

Director Osaki discussed a second draft ordinance intended to improve the permit process. This ordinance would:

- Repeal MMC Chapter 18.82 "Site Plan Review," because the Site Plan Review process adds time to the development review process and duplicates the objective of the building permit review process.
- Repeal MMC Chapter 18.90 entitled Monroe Municipal Code Chapter 18.90 "Construction Permit Requirements" because it duplicates the building plan review process and can be achieved through other existing processes.

Director Osaki mentioned that repealing both chapters can be done without compromising the ability to ensure development standards are met.

Commissioner Jensen suggested that specifying "working" versus "business" days would be beneficial in avoiding ambiguity in the code. There was no dissent regarding this suggestion.

DISCUSSION BY COMMISSION AND STAFF

Director Osaki reminded Commissioners Bull and Jensen that their terms (and Commissioner Duerksen's) end this year, and that they should contact staff this week as to whether they wish to be considered for reappointment.

Commissioner Jensen announced the Grand Opening of his new business will be November 5, 2016.

Commissioner Tuttle recommended that the Commissioners participate in the Monroe Police Department's Citizens Academy. She also announced that the Chamber of Commerce holds an open general meeting on the second Tuesday of every month.

Commissioner Fisher said he would be absent for the October 24, 2016 Planning Commission meeting. **Commissioner Tuttle** said that she would likely be absent that

meeting as well.

ADJOURNMENT

Commissioner Tuttle moved to adjourn the **October 10, 2016** Planning Commission meeting. Seconded by **Commissioner Jensen**. Motion carried **6/0** and the meeting was adjourned at **7:55 p.m.**

Bill Kristiansen
Chair

Stephanie Johnson
Planning Commission Secretary