

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, November 14, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, November 14, 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 7:02 p.m.

ROLL CALL

Secretary Stephanie Johnson called the roll.

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

Commissioners Absent: None

Staff Present: Community Development Director David Osaki, Senior Planner Shana Restall, and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

- October 24, 2016 – **Commissioner Bull** moved to accept the October 24, 2016 Planning Commission meeting minutes as submitted. **Commissioner Jensen** seconded. Vice Chair Tuttle and Commissioner Fisher abstained because they were absent for the October 24, 2016 meeting (both excused). Motion carried **5/0**.

PUBLIC HEARING

None

The order of Agenda Items was modified to allow Senior Planner Restall to present first.

NEW BUSINESS

1. Proposed Code Amendments to Commute Trip Reduction (CTR) regulations (MMC Chapter 18.88)

Senior Planner Restall discussed the Commute Trip Reduction (CTR) Act, and explained to the Commissioners that the City of Monroe has been asked to amend its

Commute Trip Reduction ordinance by February 2017. She explained that the proposed amendments to the City's existing CTR ordinance are mostly terminology changes, to be updated and consistent with the State CTR program.

Every jurisdiction with qualifying employers is going through the same changes right now. Notice of Public Hearing was published and SEPA Determination of Non-Significance (DNS) was issued 11/1/16. A public hearing on the proposed amendments is scheduled for the November 28, 2016 Planning Commission meeting.

Commissioner Jensen and **Chair Kristiansen** explained the commission's preference to keep wordiness to a minimum on all code changes. For example, if another document can be referenced in the code rather than lengthy descriptions being "copied and pasted" into it, that method would be preferable.

The Planning Commission suggested mailing notice of the upcoming November 28, 2016 Planning Commission public hearing to transportation coordinators for Monroe businesses who are obligated to comply with the CTR requirements.

OLD BUSINESS

1. Proposed Code Amendments to Critical Areas Regulations (MMC Chapter 20.05)

Senior Planner Restall revisited the discussion from the September 12, 2016 Planning Commission meeting regarding increasing minimum required buffer widths for category II and III wetlands to comply with Department of Ecology mandates based on State law to keep up with "best available science."

The Planning Commission discussed how increased buffer widths might impact existing homeowners and their ability to add on to their home or build structures on their property. Per Senior Planner Restall, the existing allowed alterations in our current code would apply. Every situation could be assessed on a case-by-case basis (with individual critical areas studies to determine allowances).

The Planning Commission directed staff to proceed with the current proposed buffer changes and schedule a public hearing on the proposed amendments in January 2017. Additional information will be provided to the Commission at future meetings.

2. Downtown Code Amendments - MMC Chapter 18.12 Downtown Commercial Zone

Director Osaki continued discussion from the October 24, 2016 Planning Commission meeting regarding density and height requirements for the Borlin Park (East Downtown) neighborhoods.

The commissioners agreed with the changes made in the ordinance and agreed that **Director Osaki** could proceed with the changes, including suggested updates to table formatting within the code section. This topic will be revisited at the next Planning Commission meeting.

DISCUSSION BY COMMISSIONERS AND STAFF

Director Osaki showed the commissioners another update to the Planning Commission Extended Agenda template, and proposed that the December 12, 2016 Planning Commission meeting be more informal. There will be no Planning Commission meeting on December 26, 2016, as City Hall is closed that day.

Director Osaki told the commissioners that there continues to be considerable plat and subdivision activity going on.

Director Osaki informed the commissioners that City Administrator Gene Brazel has accepted a position to become the City Administrator of Lake Stevens.

Vice Chair Tuttle asked about a work docket for the Planning Commission from the City Council. **Chair Kristiansen** suggested holding a joint meeting with the City Council to make sure everyone is on the same page.

Director Osaki updated the commissioners on the status of the STOP sign at Beaton Rd. in the industrial park that was mentioned at the October 24, 2016 planning commission meeting.

ADJOURNMENT

Commissioner Jensen moved to adjourn the **November 14, 2016** Planning Commission meeting. Seconded by **Commissioner Bull**. Motion carried **7/0** and the meeting was adjourned at **8:33 p.m.**

Bill Kristiansen
Chair

Stephanie Johnson
Planning Commission Secretary