

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, December 3, 2018**

The special meeting of the Monroe Planning Commission was held on **Monday, December 3, 2018 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chair Tuttle called the meeting to order at 7:06 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

Commissioners Present: Chair Tuttle, Commissioner Bull, Commissioner Rousey, Commissioner Jensen, Commissioner Duerksen and Commissioner Fisher

Commissioners Excused: Commissioner Stanger

Staff Present: Community Development Director Ben Swanson, Assistant Planner Amy Bright and Secretary Leigh Anne Barr

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Due to the technological difficulties at City Hall, the minutes were not able to be reviewed for approval.

PUBLIC HEARING

1. Comprehensive Plan Amendment – Capital Improvement Plan – CPA2018-C

Chair Tuttle opened the public hearing.

Community Development Director Ben Swanson informed Commissioners that under the Growth Management Act, cities are required to plan out their transportation or capital improvement projects a minimum of 6 years in advance and establish a funding system for those 6 years' worth of projects. The Comprehensive Plan has a 20 year capital improvement plan that has been consolidated down into the 6 years plan. Since this is a Comprehensive Plan amendment, typically changes are only allowed to be made annually, however one of the state allowed exceptions is when the changes are adopted with the City budget. Director Swanson explained that these changes are required to go to a public hearing and then City Council for a decision.

Commissioner Bull asked what the italics in the budget meant and Director Swanson clarified that those numbers are consultant fees and not physically purchasing an item. Commissioner Jensen asked why some years have larger budgets than others and Director Swanson explained that the amounts are heavily dependent on grants and the 6 year plan is more of a tool than a hard budget. Chari Tuttle clarified that approving the plan is not the final approval for each individual project. Director Swanson noted that most grants require that the project be on the capital improvement plan for the City to even qualify.

Chair Tuttle opened the public testimony portion of the public hearing.

Commissioner Rousey moved to close the public testimony portion of the public hearing. Motion seconded by Commissioner Duerksen. Motion carried 6/0.

Commissioner Rousey moved to close the public hearing. Motion seconded by Commissioner Bull. Motion carried 6/0.

Commissioner Jensen made a motion to recommend to the City Council approving the amendments to the Capitol Facilities Element and the Transportation Element of the Monroe Comprehensive Plan; adopting a revised and updated Six-Year Capital Improvement Plan for the years 2019 through 2024 concurrently with the City's 2019 Budget; adopting supporting legislative findings; providing for severability; and establishing an effective date. Motion seconded by Commissioner Rousey. Motion carried 6/0.

OLD BUSINESS

1. Unified Development Regulations (UDR) – Signage Chapter

Assistant Planner Amy Bright reviewed that changes that were made to the signage chapter. Assistant Planner Bright explained that after speaking with the City Attorney, the request to ban duplicate signs in one location is not possible, only the overall number of signs issued to a single applicant can be limited.

Commissioner Jensen asked about limiting the number of commercial signage allowed for a single business. Assistant Planner Bright reminded Commissioners that the goal of the chapter updates is to bring the City's sign code into compliance with the most recent court rulings.

Assistant Planner Bright added an owner permission section to allowable noncommercial speech signs in the right of way or on fences.

Assistant Planner Bright added clarification that digital content is not allowed in the Historic Downtown area. Commissioners would like to make cabinet sign prohibited in the Historic Downtown area as well. Director Swanson suggested making cabinet signs prohibited in the promenade area only.

Commissioner Rousey made a motion to take a 5 minute recess to review the chapters that were just provided to Commissioners due to technical difficulties. Motion seconded by Commissioner Bull. Motion carried 6/0. Recess lasted from 7:58pm to 8:03pm.

2. Unified Development Regulations (UDR) – Single-Family Residential Capacity Discussion

This chapter is not yet ready for Planning Commission.

3. Unified Development Regulations (UDR) – Permitted Land Use Discussion

This discussion will take place at the next Planning Commission meeting to give Commissioners absent from the last meeting time to review the materials.

4. Unified Development Regulations (UDR) – Design Standards Chapter

This chapter is not yet ready for Planning Commission.

5. Unified Development Regulations (UDR) – General Commercial Zoning Districts Chapter

Director Swanson explained that the biggest revision to this chapter is incorporating the recent code amendment involving the change to the North Kelsey area zoning. Director Swanson pointed out that before the chapter is finalized, staff will be changing all references to Tjerne Place to Tjerne Place/North Kelsey to encompass both new and old documentation for the area.

Commissioners went through the Land Use Matrix for the General Commercial Zoning District with the updated Tjerne Place Overlay and Commercial Industrial zone columns to determine permitted, non-permitted and conditional uses.

Commissioner Jensen moved to extend the meeting past 9pm at 8:56pm.

Director Swanson pointed out the letter from Jack Richlen that had been added to the Planning Commissioners' packets regarding his concerns about the allowed uses in the General Commercial zone and the UDR update process in general.

6. Unified Development Regulations (UDR) – Industrial Zoning Districts Chapter

Chair Tuttle requested that all Planning Commissioners review this chapter before next week's meeting and it will be discussed at that time.

7. Unified Development Regulations (UDR) – Multifamily Residential Zoning District Chapter

This chapter is not yet ready for Planning Commission.

8. Unified Development Regulations (UDR) – Mixed Use Zoning Districts Chapter

This chapter is not yet ready for Planning Commission.

NEW BUSINESS

1. Unified Development Regulations (UDR) – Landscaping Chapter

Director Swanson noted that the City hired consultant Lindsay Brown to write the landscape chapter and that additional comments from City staff members will be incorporated into the chapter before it is finalized. Director Swanson explained that it is common for jurisdictions to have a landscape standards chapter. Commissioners and Staff discussed root barrier, street tree requirements and adding requirements for new single family homes to better align with stormwater regulations.

DISCUSSION BY COMMISSIONERS AND STAFF

Secretary Leigh Anne Barr reminded Commissioners that the next two Planning Commission meetings will be December 10th and 17th at 7pm, then the meetings will be done for 2018. There will be a boards and commissions recognition event on December 11th at 6:30pm in the City Hall lobby.

Director Swanson reminded Commissioners that there will be a UDR update at City Council tomorrow December 4th, it is voluntary for members of the Commission to attend.

Commissioner Rousey attended a Snohomish County Tomorrow Steering Committee meeting. Commissioner Rousey also announced that the new Monroe Police Chief, Chief Jolley, is being sworn in at tomorrow night at the December 4th City Council meeting.

ADJOURNMENT

Commissioner Jensen made a motion to adjourn at 9:33p.m. Motion seconded by Commissioner Rousey. Motion carried 6/0.

Bridgette Tuttle
Chair

Leigh Anne Barr
Planning Commission Secretary