

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, December 17, 2018**

The special meeting of the Monroe Planning Commission was held on **Monday, December 17, 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 7:03 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 Stanger

**Commissioners Excused:** Commissioner Fisher

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

**COMMENTS FROM CITIZENS**

**Tami Wilen**

14307 290<sup>th</sup> Ave NE  
Duvall, WA 98019

Ms. Wilen is interested in purchasing the property at 16372 177<sup>th</sup> Ave SE in Monroe with the goal of moving tenants into the space for fabrication and possibly an accessory retail use. Currently the zoning of Mixed Use Commercial has fabrication as a conditional use and previous versions of the Planning Commission's land use revisions to the Mixed Use areas have it as a prohibited use. Ms. Wilen would like planning Commission to take this property into consideration when they are making their final recommendation for uses in the Mixed Use Commercial zone.

**Rick Hanson**

PO Box 1142  
Monroe, WA 98272

Mr. Hanson had questions about the tree canopy chapter. Mr. Hanson is concerned that the tree canopy requirements in the Downtown areas could be extremely cost prohibitive and make affordable housing very difficult to accomplish. Community Development Director Ben Swanson explained that the tree canopy chapter in tonight's packet is a new version based on comments received on the last chapter.

Director Swanson recognized that tonight's Planning Commission meeting will be Commissioner Duerksen's last meeting. Director Swanson thanked Commissioner Duerksen for her years of service in the Planning Commission. Chair Tuttle also thanked Commissioner Duerksen for her service on the Planning Commission. Planning Commission took at recess to have cake to celebrate from 7:25pm to 7:38pm.

**APPROVAL OF MINUTES**

NONE

**PUBLIC HEARING**

NONE

**OLD BUSINESS**

**1. Unified Development Regulations (UDR) – Land Use for Zoning Districts**

Principal Planner Shana Restall acknowledged that many of the uses need to be consolidated with the direction given after tonight's discussion. Chair Tuttle lead a discussion about allowed uses in the residential, mixed use institutional and public facilities categories. The discussion centered on previously conditional uses and making them either permitted or not permitted as much as possible.

Commissioner Bull would like to make sure adult family homes are added as an allowed use in residential zones. Chair Tuttle and Commissioner Jensen would like Airbnb added as an allowed use in all residential zones but Commissioner Bull would like further discuss about the consequences of Airbnb before they are permitted in the City. Director Swanson suggested they be added to the Affordable Housing conversation that is scheduled for discussion next year at Planning Commission.

In the Mixed Use zones, Commissioners financial institutions, parks, mobile vendors, repair shops, tasting rooms and taverns permitted in both mixed use commercial (MU) and the mixed use neighborhood (MUNC) zones. Fabrication shops will be conditional uses in the MU neighborhood and not permitted in the MUNC zone.

Commissioners would like to add concessions and campground as line items in institutional and public facilities zone.

Principal Planner Restall noted that the Commercial matrix was not accurate and a more accurate matrix would be brought to a later meeting.

Commissioners used the land use designation for industrial areas in the Comprehensive Plan to help determine which uses will be permitted in the industrial zones. Commissioners voted to not allow religious institutions in any of the industrial zones.

Commissioner Bull moved to extend the meeting past 9pm at 8:57pm. Motion seconded by Commissioner Rousey. Motion carried 5/1 with Commissioner Jensen as the no vote.

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

Due to the length of the Planning Commission meeting, this topic has been pushed back to the next meeting.

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

Due to the length of the Planning Commission meeting, this topic has been pushed back to the next meeting.

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

Due to the length of the Planning Commission meeting, this topic has been pushed back to the next meeting.

**5. Unified Development Regulations (UDR) – Multifamily Zoning District Chapter**

Principal Planner Restall noted that the major change is this chapter was a switch to the description of attached and detached dwelling units. Commissioner Jensen asked how duplexes fit into this system. Principal Planner Restall explained that Planning Commission discussed not allowing duplexes in the new code at the beginning of the code rewrite process so duplexes will no longer be allowed in the City under the new code.

**6. Unified Development Regulations (UDR) – Tree Canopy Retention Chapter**

Director Swanson noted that the tree canopy retention chapter is creating quite a bit of discussion that is slowing down its progress in relation to the other chapters. Director Swanson suggested focusing on specific areas of the City and leaving more intensely developed areas for a later date. Chair Tuttle agrees with leaving out certain areas because the landscape chapter should fill in the gaps for now. Commissioner Bull reminded Commissioners that the goal of this chapter was to spread the burden of tree canopy retention across the City and not place all the burden on a few parcels and owners.

**7. Unified Development Regulations (UDR) – Design Standards Chapter**

This chapter is not yet ready for Planning Commission.

**8. Unified Development Regulations (UDR) – Signage Chapter**

Assistant Planner Amy Bright asked for direction on the 5 year deadline for sign conformity in the Downtown area currently in the signage code. With the current regulations, approximately 8 signs will be affected, but by adding cabinet signs to the list, 11 additional signs are now nonconforming. Commissioners agreed to extend the sunset date for sign conformity in the Downtown area from October 2019 to October 2020.

**9. Unified Development Regulations (UDR) – Temporary Use Chapter**

Principal Planner Restall noted the changes that were made to the Temporary Uses Chapter. A section for mobile vendors was added. Planning Commission would like mobile vendors to be allowed in more zones across the City. Director Swanson reminded Commissioners that mobile vendors are not meant to replace brick and mortar establishments.

Chair Tuttle asked about the amplification system requirements and Director Swanson suggested this chapter point back to the noise requirements in nuisance chapter.

Principal Planner Restall informed Planning Commission that based on previous conversations, Kirkland's code on temporary encampments seems to fit the requirements and it is simpler than the last version of Monroe's code. Due to the length of the meeting, Principal Planner Restall requested that Commissioners review this section in preparation for the next meeting.

**10. Unified Development Regulations (UDR) – Permit Review and Processing Chapter**

This chapter is not yet ready for Planning Commission.

**11. Unified Development Regulations (UDR) – Landscaping Chapter**

This chapter is not yet ready for Planning Commission.

**NEW BUSINESS**

NONE

**DISCUSSION BY COMMISSIONERS AND STAFF**

Director Swanson asked Commissioners to consider an extra meeting in addition to the scheduled Monday regular and special Planning Commission meetings. Commissioners and Staff decided on an extra meeting on Thursday January 10, 2019 starting at 6pm in Council Chambers at City Hall.

Director Swanson announced that the new Planning Commissioner is Delma Silva and she will be joining Planning Commission starting in January 2019.

Commissioner Duerksen expressed her thanks to the City for letting her be a part of the Planning Commission and how much she has enjoyed the experience.

**ADJOURNMENT**

Commissioner Jensen made a motion to adjourn at 10:07p.m. Motion seconded by Commissioner Rousey. Motion carried 6/0.

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Bridgette Tuttle  
*Chair*

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Leigh Anne Barr  
*Planning Commission Secretary*