

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
February 28, 2011**

A blue stamp with a checkmark in a box followed by the word "APPROVED" in a bold, sans-serif font, tilted slightly upwards to the right.

The meeting of the Monroe Planning Commission was scheduled for February 28, 2011 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

Chairman Demarest called the meeting to order at 7:00 p.m.

**ROLL CALL**

Secretary Kim Shaw called the roll. The following were:

Present: Chairman Dave Demarest, Commissioners Ed Davis, James Kamp, Bill Kristiansen, Paul Loots, Wayne Rodland

Absent: Carl Philip

Staff Present: Associate Planner Russ Wright, Secretary Kim Shaw

**CITIZEN COMMENT**

No comment at this time

**ELECTIONS OF PLANNING COMMISSION CHAIR & VICE CHAIR**

Chairman Demarest informed the commissioners that currently the Chair and Vice Chair positions are open for reelection.

Chairman Demarest opened the floor for nominations for the position of Chairman.

Commissioner Kamp nominated Paul Loots for the position, seconded by Wayne Rodland.

Commissioner Loots accepted the nomination. The vote carried unanimously 5/0.

At this time, Chairman Demarest handed over the duties to the new Chairman, Paul Loots.

Chairman Loots opened the floor for nominations for the position of Vice Chairman.

Commissioner Rodland nominated Carl Philip for the position. Chairman Loots informed the commissioners that prior to the meeting, Carl Philip expressed that he would not accept nominations to either position. Commissioner Kristiansen nominated James Kamp for the position, seconded by Commissioner Rodland. Commissioner Kamp accepted the nomination.

The vote carried unanimously 5/0.

**WORKSHOP**

- A. ZCA2010-02 - Zoning Regulations for Mixed-Use (West Main Street Corridor Project)/  
ZCA200903 - Zoning Regulations – Associate Planner Russ Wright (continued)*

Planner Wright briefed the commissioners on the ZCA2010-02 Zoning Regulations for Mixed-Use (West Main St. Corridor). He feels that they are ready to go to public hearing but wanted to bring it back for discussion. Comments were provided with regard to signs and appurtenances into setback area. Minor grammatical changes were noted.

Planner Wright explained how the tables were designed for density calculations. Discussion continued in determining the feasibility and relevancy of how they were arrived at. At this time, Commissioner

Demarest recused himself from the entire project as there may be some conflict with the density calculations as he has a property listed in the Blueberry Lane development area. Discussion continued with critical areas and the reductions within those areas. Planner Wright's recommendation is to go with the 70% reduction shown.

Planner Wright summarized the mixed use item. There was some language that was provided by the consultant, Makers, Inc., to prohibit corporate architecture and uses. He has modified this language to be more flexible relating to infill and mixed use standards.

Commissioner Demarest joined the discussion which followed on the remainder of the document. The commissioners feel that this is now ready for the next step which is a public hearing. As another check on the density calculations, Planner Wright will come back with a review of other multi-family developments. All were in agreement to move forward.

***B. ZCA2011-01 Introduction to SEPA update - Associate Planner, Russ Wright***

Planner Wright summarized the updates to the SEPA act. This is a tool to review environmental issues related to a project development. The model ordinance has been modified to increase minimum thresholds. He explained that the city is proposing to update Chapter 20.40 SEPA of the Monroe Municipal Code (MMC) and will consider adopting the Department of Ecology's model State Environmental Policy Act Ordinance (Chapter 173-806 WAC), modifying minimum thresholds, also considering the applicability of SEPA in relation to the city's existing critical areas ordinance (Chapter 20.05 MMC).

Discussion followed with Planner Wright explaining that the SEPA checklist is used for less intensive projects. The commissioners discussed that the number of 20 dwelling units be changed to 10 in order to execute a SEPA review. There was a consensus of the commissioners that the formal review start at 10 and greater units.

The public notice section of this document was also discussed. Planner Wright asked the commissioners for their thoughts on the four notification requirements and do they want to continue those or follow the statute which have different options for the media? Planner Wright recommended that the standard procedure be continued for consistency. It was the consensus of the commission to retain items # A, B, C and F (proposed to modify to agency mailing list).

Chairman Loots at this time asked for comments from the audience.

Todd Bullock  
Housing Hope  
5830 Evergreen Way  
Everett WA. 98206

Todd commented that he did not understand the purpose of a checklist and appreciates the Planning Commission looking at this to amend when there are no triggers other than just paper work. This will reduce the amount of time of review for short plats.

Planner Wright will bring this back for one more discussion and move forward with a public hearing in a month or two.

**DISCUSSION BY COMMISSIONERS AND STAFF**

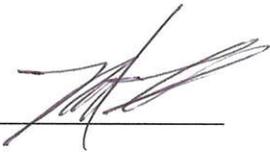
Planner Wright shared updated information about the Wal-Mart project. A public hearing will be held on March 15<sup>th</sup> for Wal-Mart's Developers Agreement.

Commissioner Rodland was interested if anybody knew when the traffic light will be turned on at 179<sup>th</sup> & Main. Commissioner Demarest spoke with a city inspector and he said it will be soon.

**ADJOURNMENT**

Commissioner Demarest made a motion that the February 28, 2011 Planning Commission meeting be adjourned. Commissioner Kristiansen seconded the motion. By vote the motion carried 6 /0. The meeting was adjourned at 9:08 p.m.

  
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Paul Loots  
Chairman

  
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Kim Shaw  
Planning Commission Secretary