

 APPROVED

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
November 14, 2011**

The meeting of the Monroe Planning Commission was scheduled for November 14, 2011 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

Chairman Loots called the meeting to order at 7:03 p.m.

**ROLL CALL**

Secretary Kim Shaw called the roll. The following were:

Present: Chairman Paul Loots, Commissioners Ed Davis, Dave Demarest, Bill Kristiansen, Wayne Rodland, Jeff Sherwood

Staff Present: Planning & Permitting Manager Paul Popelka and Secretary Kim Shaw

**CITIZEN COMMENT**

No comment at this time.

**APPROVAL OF MINUTES**

February 14, 2011

Commissioner Demarest made the motion to approve the minutes of February 14, 2011 with corrections. Motion seconded by Commissioner Rodland. Vote carried 6/0

February 28, 2011

Commissioner Demarest made the motion to approve the minutes of February 28, 2011 as written. Motion seconded by Commissioner Kristiansen. Vote carried 6/0

April 11, 2011

Commissioner Kristiansen made the motion to approve the minutes of April 11, 2011 as written. Motion seconded by Commissioner Demarest. Vote carried 6/0

May 9, 2011

Commissioner Rodland made the motion to approve the minutes of May 9, 2011 as written. Motion seconded by Commissioner Davis. Vote carried 6/0

June 20, 2011

Commissioner Davis made the motion to approve the minutes of June 20, 2011 as written. Motion seconded by Commissioner Demarest. Vote carried 6/0

July 11, 2011

Commissioner Rodland made the motion to approve the minutes of July 11, 2011 with corrections. Motion seconded by Commissioner Kristiansen. Vote carried 6/0

## **WORKSHOP**

### ***Review and Discussion of 2012 Comprehensive Plan Docket and Work Program - Paul Popelka, Planning & Permitting Manager***

Manager Popelka informed the commissioners that there has been an additional comprehensive plan item added to the docket. This is a city initiated item and will be discussed at a later date. There is also an annexation, one rezone and another potential rezone in the Work Program.

Briefing the commissioners on the target dates, Manager Popelka also explained that there will be some shifting among the items. The intent is to act on these items and complete the docketing process by the middle of next year (2012). The plan amendment process will include some SEPA discussions and a thorough process on how they are going to be handled and addressed. Some effort will need to be made in the way of public outreach, possibly with an open house within the areas listed on the docket. Manager Popelka explained that he wants citizens to have input without the pressure at regular meetings, although there will be a public hearing on the process before it goes to City Council. Manager Popelka stated that he will be looking at the best way to get the message out by way of the newspaper; mailing notices, and possible notice in the utility billing.

Discussion continued with the topic of SEPA. The East Monroe project will be a phased effort with the West Monroe study being fairly straight-forward. Manager Popelka stated that consistency is important in determining whether the Comprehensive Plan will support the proposed project and whether it will fit with the land use, growth management, etc. Concurrency is also an important item and how the project will fit into the surroundings and its compatibility. Manager Popelka also shared that the Monroe School District has some athletic fields and they are considering selling the property for single family plats. This will be a city initiated amendment and this may considered for the docket.

Manager Popelka briefed the commissioners on the docket items and asked for discussion.

1) First Air Field – Commissioner Sherwood feels that the critical areas will be a major issue and would like to focus on the impact that this will create on the impervious surfaces, etc. Commissioner Demarest is concerned about the public process. He feels that this has the greatest impact citywide and needs to have as much input as we can get. Manager Popelka feels that the environmental aspect will be the biggest hurdle for this project and would like to arrange a site visit to some of these places. Chair Loots agrees that having public outreach with public involvement at the same time would be useful. Commissioner Kristiansen thought that by combining both may work, but asked that there be some kind of agenda and should have some kind of meeting layout. Commissioner Rodland felt it would be helpful to give the citizens an overview of the project.

2) West Monroe Land Use Study – Commissioner Demarest asked what the city is trying to establish with this study and how can it be completed when the outcome of the airport and wakeboard proposals are unknown. Manager Popelka explained that this area is an industrial

park with a recreation park across the street and they will be looking at potential zoning changes to create more flexibility. This was directed by the council but it should happen later in the process as we have time. There may be minor changes, and this has also been labeled as the western gateway to the city.

Commissioner Sherwood agreed and the concentration should be on First Air Field and this completed later. Chair Loots stated that this should take the lowest priority and be delayed until next year. He also explained that citizen applications have to be processed within the year that they are submitted, which makes the city more apt to go through the process for this project sooner. Chair Loots had the impression that there was flexibility to delay the project. By consensus of the commissioners, this proposal will be delayed.

3) East Monroe – Manager Popelka explained that Public Works Director Feilberg is writing the EIS on this proposal and will be the official approving the document. Discussion continued on with the commissioners adding items for review, such as a staff report and a copy of the minutes for this item to be included. Manager Popelka explained that the EIS is on track to be completed before the public hearing is held. The commissioners would like to have the applicants present their proposal to explain their intentions.

4) Monroe School District – Manager Popelka explained that this project is for the athletic fields located on West Columbia. The school district is considering selling this property for single family housing. The north side of the property is predominantly multi-family. This will be a city initiated application and will be considered to be docketed later this year.

The airport rezone will need to be added to the work program as well as the Monroe School District proposal.

5) Roosevelt Ridge Annexation – Manager Popelka gave some background on this proposal. This may be going through the election process. Previously there were outstanding issues with utilities and access.

6) Roosevelt Rd Rezone - The first workshop will be a refresher course on this proposal to bring the commissioners up to speed on this and the history of the proposal.

7) Code Amendments – This will be mainly zoning code amendments from the previous program regarding signs, bulk regulations, parking and updates for items.

8) Cell Tower Landscaping – This was activated by a previous land use action.

#### **DISCUSSION BY COMMISSIONERS AND STAFF**

Manager Popelka stated that there may be a vacancy on the Commission once the election results have been completed. This would be in addition to the one currently vacant position.

Commissioner Rodland inquired about an update for Wal-Mart. Manager Popelka explained that they submitted a revised site plan weeks ago and that has been reviewed and approved. The court proceedings begin December 8<sup>th</sup>.

**ADJOURNMENT**

Commissioner Sherwood made a motion that the November 14, 2011 Planning Commission meeting be adjourned. Commissioner Demarest seconded the motion. By vote the motion carried unanimously 6/0. The meeting was adjourned at 8:56 p.m.

  
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Paul Loots  
Chairman

  
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Kim Shaw  
Planning Commission Secretary