

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, February 27, 2017**

The regular meeting of the Monroe Planning Commission was held on **Monday, February 27, 2017** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Interim Chair Tuttle called the meeting to order at 7:00 p.m.

ROLL CALL

Secretary Stephanie Johnson called the roll.

Commissioners Present: Vice Chair Tuttle, Commissioner Bull, Commissioner Duerksen, Commissioner Fisher, Commissioner Jensen, and Commissioner Stanger (arrived at 7:08 p.m.)

Commissioners Absent: none

Staff Present: Interim Community Development Director Brad Feilberg and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

- February 13, 2017 – **Commissioner Bull** moved to accept the January 23, 2017 meeting minutes with spelling error corrected. **Commissioner Jensen** seconded. Motion carried **5/0** (before Commissioner Stanger arrived).

NEW BUSINESS

Election of Interim Chair

Commissioner Duerksen nominated **Vice Chair Tuttle** to be Interim Chair. **Commissioner Bull** seconded. **Commissioner Bull** motioned to close nominations. **Commissioner Duerksen** seconded. Motion carried **5/0**. Nomination approved **4/1** (**Vice Chair Tuttle** voted nay).

Election of Interim Vice Chair

Commissioner Duerksen nominated **Commissioner Bull** to be Interim Vice Chair. Seconded by **Interim Chair Tuttle**. **Commissioner Duerksen** motioned to close nominations. Seconded by **Commissioner Jensen**. Motion carried **5/0**. Nomination approved **5/0**.

OLD BUSINESS

1. Recommendation to City Council Regarding MMC 18.12 – Downtown Commercial (DC) Zone text amendments

Commissioner Jensen moved that the Planning Commission ADOPT the Findings of Fact and Conclusions of Law contained in Attachment 1 to the Planning Commission agenda bill, AUTHORIZE the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council APPROVE the proposed amendments to Monroe Municipal Code Chapter 18.12. Seconded by **Commissioner Bull**. Motion carried **6/0**.

2. Recommendation to City Council regarding Land Use Decision Makers and Appellate Venues

Commissioner Jensen moved that the Planning Commission ADOPT the Findings of Fact and Conclusions of Law contained in Attachment 3 to the Planning Commission agenda bill, AUTHORIZE the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council APPROVE the proposed amendments to Monroe Municipal Code Titles 14, 17, 18, 19, and 21 updating, modifying, and clarifying the decision authorities, procedures, and appellate venues for various categories of local land use decisions. Seconded by **Commissioner Duerksen**. Motion carried **6/0**.

3. Recommendation to City Council regarding Notification and Publishing Timelines

Commissioner Jensen moved move that the Planning Commission ADOPT the Findings of Fact and Conclusions of Law contained in Attachment 3 to the Planning Commission agenda bill, AUTHORIZE the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council APPROVE the proposed amendments to Monroe Municipal Code Titles 17, 20, and 21 relating to notification, publishing, and appeal timelines. Seconded by **Commissioner Bull**. Motion carried **6/0**.

4. Recommendation to City Council regarding Notification and Publishing Timelines

Commissioner Duerksen moved that the Planning Commission ADOPT the Findings of Fact and Conclusions of Law contained in Attachment 3 to the Planning Commission agenda bill, AUTHORIZE the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council APPROVE the proposed amendments to Monroe Municipal Code Titles 18 and 21 repealing the site plan review process and construction permit requirements. Seconded by **Commissioner Jensen**. Motion carried **6/0**.

DISCUSSION BY COMMISSION AND STAFF

Director Feilberg presented the letter of resignation submitted by former Planning Commission Chair Bill Kristiansen. The Mayor is actively interviewing possible candidates to fill the vacant Planning Commission position. Director Feilberg also announced that the new Community Development Director, Ben Swanson, will start on March 6, 2017.

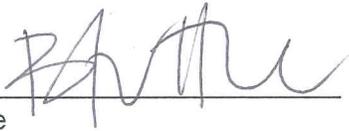
Commissioner Bull stated that in light of former Chair Kristiansen's vacation of position, the Planning Commission's focus on revising definitions in the code should be evaluated.

Director Feilberg touched on previous discussions regarding the sign code, expressing that the topic will be discussed at a future date. He reminded the Planning Commission that the Findings they decided to recommend at this meeting will go to Council on the 7th of March, 2017, to be implemented on the 14th of March, 2017.

Interim Chair Tuttle gave a follow up on the previous Parks Board meeting. The new playground plans for Lake Tye Park were presented with positive feedback. She also informed the Planning Commission that there will be a cleanup to tackle cleaning up the homeless/drug community's camps in town on March 10 from 4:30 p.m. to 6:00 p.m.

ADJOURNMENT

Commissioner Duerksen moved to adjourn the **February 27, 2017** Planning Commission meeting. Seconded by **Commissioner Stanger**. Motion carried **6/0** and the meeting was adjourned at **7:37 p.m.**



Bridgette Tuttle
Interim Chair



Stephanie Johnson
Planning Commission Secretary