

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, October 9, 2017**

The regular meeting of the Monroe Planning Commission was held on **Monday, October 9, 2017 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 7:01 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

Commissioners Present: Chair Tuttle, Commissioner Bull, Commissioner Fisher, Commissioner Rousey and Commissioner Stanger

Commissioners Excused: Commissioner Duerksen

Commissioners Absent: Commissioners Jensen

Staff Present: Community Development Ben Swanson, Senior Planner Shana Restall and Secretary Leigh Anne Barr

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Commissioner Rousey moved to accept the September 25, 2017 meeting minutes as written. Seconded by Commissioner Bull. Motion carried 5/0.

PUBLIC HEARING

NONE

OLD BUSINESS

- 1. 2016-2017 Comprehensive Plan Amendments Docket Review and Recommendation (CPA2016-01, CPA2016-02 & CPA2016-03)**

Senior Planner Shana Restall presented the Findings of Fact for the CPA2106-01, CPA2016-02 and CPA2016-03 Comprehensive Plan Amendments with no changes from the September 28, 2017 meeting.

Commissioner Rousey 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 the 2015 – 2035 Comprehensive Plan included in the 2016 – 2017 amendment cycle docket. Seconded by Commissioner Stanger. Motion carried 5/0.

2. 2017 Capital Facilities Comprehensive Plan Amendment Review and Recommendation (CPA2016-04)

Senior Planner Restall reviewed the changes in the Findings of Fact for CPA2016-04. The policy numbers were updated in the tables so they match the current Comprehensive Plan. Additionally, a map will be updated to include a green dot at Kelsey and Blueberry.

Commissioner Rousey requested that the numbers on page 33 have denominations added to the tables to more accurately reflect the prices of the projects

Commissioner Bull requested a large map when updated.

Commissioner Fisher observed that in the Findings of Fact for CPA2016-02 there are several typos that need to be corrected from 2015-2015 Comprehensive Plan to 2015-2035 Comprehensive Plan.

Commissioner Stanger moved that the Planning Commission **ADOPT** the Findings of Fact and Conclusions of Law contained in Attachment 1 to the Planning Commission agenda bill with the clerical changes discussed, **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission, and **RECOMMEND** that the Monroe City Council **APPROVE** the proposed capital facilities amendments to Appendix D of the 2015 – 2035 Comprehensive Plan. Seconded by Commissioner Bull. Motion carried 5/0.

NEW BUSINESS

1. Proposed Unified Development Regulations Timeline

Senior Planner Restall explained that the timeline presented in Attachment 1 is one option for adding additional meetings to review updates to the Unified Development Regulations (UDR). A second option would be to meet on a Saturday for a 4 or 5 hour session. Director Swanson explained why some meetings, including those for the signs and design standards, will often take longer.

Chair Tuttle suggested extra Mondays or longer meetings rather than Saturday. The Commissioners were open to longer regularly scheduled meetings, extra Monday meetings or a Saturday meeting.

Director Swanson asked Commission about holiday schedules. No meetings will be cancelled at this time as holiday plans of the Commissioners should not affect meeting attendance. Commissioner Rousey will be absent for the February 26, 2018 meeting. Planning Commission suggested that staff scheduled clerical topics for the meeting on the 26th.

Senior Planner Restall requested on behalf of staff that commissioners take time to think through priorities for design standards before they come together to make changes. A visual aid showing topics covered in design standards was requested from staff prior to design standards meeting to help Commissioners prepare for that meeting.

Director Swanson discussed how conversations for some topics in the UDR redesign might be presented including site plan review, wireless communication facilities, the downtown master plan, airport compatibility, mixed use development, exterior lighting, development agreements and the sign code with the Planning Commission.

The UDR Open House will be on the October 23, 2017 at 6pm. The Consultants will set up stations with different topics and give a brief presentation with an overview of the project. Planning Commissioners suggested that staff prepare comment cards that visitors to the UDR open house could fill out instead of making a formal testimony at the Planning Commission meeting directly following the open house. Director Swanson requested the Planning Commissioners attend to mingle with crowd and pick up suggestions and direction.

DISCUSSION BY COMMISSIONERS AND STAFF

Senior Planner Restall directed the Commissioners attention to the Community Development monthly report.

Commissioner Bull inquired about the Parks Master Plan Open Houses for Lake Tye and the Cadman site. Commissioner Rousey informed Commission that a joint Parks Commission and City Council meeting made a presentation with an overview of the information gathered at the pop up open houses.

ADJOURNMENT

Commissioner Fisher made a motion to adjourn at 8:29pm. Seconded by Commissioner Bull. Motion carried 5/0.



Bridgette Tuttle
Chair



Leigh Anne Barr
Planning Commission Secretary