

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, March 12, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, March 12, 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 Stanger and Commissioner Duerksen. Commissioner Jensen arrived at 7:10pm.

**Commissioners Excused:** Commissioner Fisher

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

**COMMENTS FROM CITIZENS**

NONE

**APPROVAL OF MINUTES**

Commissioner Rousey moved to accept the March 5, 2018 meeting minutes as written. Motion seconded by Commissioner Stanger. Motion carried 5/0.

**PUBLIC HEARING**

NONE

**OLD BUSINESS**

**1. Unified Development Regulations (UDR) Airport Compatibility Chapter**

Community Development Director Ben Swanson reviewed how the airport overlays will affect the new zoning, particularly in a handful of parcels west of the airport that are severely limited by the overlay. Planning Commissioners discussed possible layouts that would be feasible for these parcels. Director Swanson noted that with the new Critical Areas regulations that recently passed in City Council, it will open up more options for development on these affected parcels. Director Swanson reminded Commissioners that there can be different zones under a single Comprehensive Plan designation. Chair Tuttle expressed an interest in a third commercial zone titled commercial industrial as an option to help with the airport overlay complications in the commercial zones. Commissioner Jensen would like to see the new zone start with commercial uses and then add back in some select industrial uses.

Many of the parcels east of the airport in the most restrictive airport overlays are in the tourist commercial zone. Chair Tuttle pointed out that the tourist commercial area was meant to encourage businesses that will complement the airport. Commissioner Jensen would like to plan as if the airport was redeveloped. Director Swanson noted that Snohomish County is working on a plan for the Fairgrounds and the tourist commercial is also meant to support the Fairgrounds. Director Swanson believes the current code already allows for reasonable uses should the airport be redeveloped.

## **NEW BUSINESS**

### **1. Unified Development Regulations (UDR) Development Agreements Chapter**

Principal Planner Shana Restall informed Commissioners that this chapter is largely controlled by state law. Development agreements are between the City and a developer that allows for flexibility in areas such as timing, they do not allow the developer to change code requirements or permit processes requirement. They are often used as a way for cities to get certain improvements as part of the new development and for developers to vest under the current zoning regulations. City Council has the final say on development agreements but Planning Commission can make recommendations. Principal Planner Restall currently has it as a legislative process, but is open to suggestions.

Director Swanson explained design agreements as a means for the developer and city to set expectations about a project. They are voluntary for both parties and are a tool for negotiation and not a regulatory means until there is a signed contract. Commissioner Jensen questioned the reasoning for the ten year time limit on agreements, and wondered if a shorter timeframe would be more beneficial to the City. Director Swanson explained that in recession or on large projects, 10 years is often needed to build out the project. Director Swanson has used benchmarks or phases to keep projects moving in the past, however every project is different which is the reason for flexibility in the code. Commissioner Bull does not see an advantage to shortening the design agreement time periods, especially in hard economic times.

### **2. Unified Development Regulations (UDR) Annexations Chapter**

Principal Planner Restall noted that the annexation chapter is also largely dictated by state law. The annexation chapter includes a very clear process that has details on every step of the annexation process using the petition method, which is the most commonly used method. Director Swanson explained that King County has a very strict urban growth area which gives more power to the City with annexations as developers want to annex to get the added density. In Snohomish County, full build out of urban growth areas is allowed, which makes it difficult to annex new areas. This chapter designed to help the City meet their growth requirements. Commissioner Jensen is concerned about the wording of section D4 the chapter with regards to the six month timeline and requested the wording be changed to make it more clear. Commissioner Bull would like to see the timeline laid out more clearly throughout the annexation chapter.

### **3. Unified Development Regulations (UDR) Site Plan Review Chapter**

Principal Planner Restall clarified that site plan review for single family residences is a part of the building permit process, and this chapter is for larger scale projects. There are two types of site plan review, SEPA exempt will be a type one permit, and projects that require SEPA will require notice of application but no public hearing specifically for the site plan review. A site plan review does not vest projects under specific codes or regulations. Director Swanson pointed out the difference between a binding site improvement plan which is a legal way to segregate lots at a state level and site plans review, which is for municipal code compliance only. Site plan review is meant to save time on projects by having one piece of paper to review for zoning code compliance and helps to set expectations for the developer.

**DISCUSSION BY COMMISSIONERS AND STAFF**

Director Swanson went to the 2050 summit in Redmond and made comments to help the City.

Director Swanson gave an update on the lawsuit surrounding the East Monroe property and its consequences regarding the City's compliance with the Growth Management Board.

A piece of the North Kelsey property is being sold, but is not quite finalized yet. The commercial code will have to circle back to Planning Commission to look at requirements for horizontal mixed use, specifically in the North Kelsey area.

Commissioner Rousey moved to extend the meeting past 9pm. Motion seconded by Commissioner Stanger. Motion carried 6/0.

Commissioner Duerksen inquired about nuisance and trash policies for the City as cleaning up the community is important. Director Swanson is aware that the code enforcement office for the police department is starting to issue citations for violation.

**ADJOURNMENT**

Commissioner Duerksen made a motion to adjourn at 9:11p.m. Motion seconded by Commissioner Bull. Motion carried 6/0.



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Bridgette Tuttle  
*Chair*



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Leigh Anne Barr  
*Planning Commission Secretary*