

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, June 11, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, June 11, 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 7:02 p.m.

ROLL CALL

Land Use Permit Supervisor Kim Shaw called the roll.

Commissioners Present: Chair Tuttle, Commissioner Bull, Commissioner Jensen, Commissioner Duerksen, Commissioner Rousey and Commissioner Stanger

Commissioners Excused: Commissioner Fisher

Staff Present: Community Development Director Ben Swanson and Land Use Permit Supervisor Kim Shaw

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Commissioner Bull moved to accept the June 4, 2018 meeting minutes as written. Motion seconded by Commissioner Jensen. Motion carried 6/0.

PUBLIC HEARING

NONE

OLD BUSINESS

Unified Development Regulations (UDR) Permit Review and Processing Chapter

Director Ben Swanson stated that this had been brought to the Planning Commission a while ago and is being brought back for discussion. Director Swanson explained that there are 5 different types of permits proposed with a brief explanation of each. Type I permits are a minor Administrative Action and are not subject to public notice. Type II and III are major Administrative Actions, with Type III relating to Final action on subdivisions. Type IV permits are Quasi-judicial that are brought before a Hearing Examiner for approval. Type V permits are a legislative action and are subject to the procedural requirements of the Chapter.

Discussion continued with Commissioner Jensen suggesting that Final plats become a Type I instead of Type II. For clarification, Final Subdivisions are not forwarded to City Council so Commissioner Duerksen agreed with Commissioner Jensen. Commissioner Bull, Tuttle, Stanger and Rousey would like to see Final Subdivisions be categorized under Type II also rather than Type III or I. The overall consensus was to move Final Subdivisions to a Type II permit.

Director Swanson reviewed the Matrix table – Project Permits by Action Type. Discussion continued with regards to the various types of public notices required for each permit type. Commissioners would like to have “days” defined either by calendar or business.

NEW BUSINESS

Unified Development Regulations (UDR) Parking Standards and Design Chapter

Director Swanson explained that this is being brought to the Commission for the first review. He explained that some of the larger commercial businesses have a substantial amount of parking spaces where the residential areas seem to be under parked. This is set up to follow the city's Comprehensive Plan. The required parking spaces may have the flexibility for a reduction by 50% if a parking assessment is submitted. Thoughts of expanding the Downtown Commercial to include the entire downtown area. Commissioner Jensen felt that the exemption section for Downtown Commercial District seems to be lacking necessary information, for example, the Mixed Use zone. He also feels that compact car allowances should be struck from the code due to today's citizens that are primarily driving larger vehicles, and it makes it difficult to find a space large enough to fit in. Discussion continued on this subject with the possibility of deleting the compact car allowances and requiring only regular sized stalls. Director Swanson would like the Commissioners to review the bicycle parking area requirements.

Director Swanson addressed other areas of the code that will be reviewed and discussed as changes come along. Commissioner Jensen addressed the table for off-street parking requirements. Chair Tuttle suggested that maybe a possibility of having a designated section within residential subdivisions for visitors, etc. Director Swanson explained that new sections were added for subdivisions that have detached and/or attached Single Family Residential units which will establish the parking requirements. Suggestion from Commissioner Jensen was to have footnote #2 be incorporated into the table and in the subdivision chapter. Comments were also made regarding the multi-family section that 1.5 spaces seem lower than a normal requirement. Director Swanson responded that 1.5 is in the affordable housing chapter. Previously the parking had been based on a sliding scale.

Commissioner Rousey made the motion to extend the meeting beyond 9:00. Seconded by Commissioner Bull. Motion carried 6/0.

DISCUSSION BY COMMISSIONERS AND STAFF

Director Swanson explained that through the WCIA (Washington Cities Insurance Agency), the city will reimburse for certain items for the Planning Commissioners to attend the Association of Washington Cities conference, which is being held in Yakima WA. June 26 – June 29, 2018. If the Commissioners have interest in attending this meeting or other training classes, let him know as the budget is being prepared right now so he can look at including that.

Commissioner Duerksen will not be at the meeting of June 18th. She wondered if there was a new schedule for monthly meetings. Director Swanson explained that there will be meetings almost every Monday unless there is not information to bring back to them. Chair Tuttle explained that she has requested with staff that the most important items be brought to the regular meetings rather than at the special meetings.

Commissioners Rousey and Commissioner Fisher will be attending a Short Course in North Bend.

ADJOURNMENT

Commissioner Duerksen made a motion to adjourn at 9:17 p.m. Motion seconded by Commissioner Rousey. Motion carried 6/0.



Bridgette Tuttle
Chair



Kim Shaw
Land Use Permit Supervisor