

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, June 25, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, June 25, 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 Fisher, Commissioner Duerksen, Commissioner Rousey and Commissioner Stanger

Staff Present: City Administrator Deborah Knight, Assistant Planner Amy Bright and Land Use Permit Supervisor Kim Shaw

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

1. June 11, 2018

Commissioner Rousey moved to accept the June 11, 2018 meeting minutes as written. Motion seconded by Commissioner Duerksen. Motion carried 7/0.

2. June 18, 2018

Commissioner Bull moved to accept the June 18, 2018 meeting minutes as written. Motion seconded by Commissioner Rousey. Motion carried 7/0.

PUBLIC HEARING

NONE

OLD BUSINESS

The following items were not on the agenda; however, due to a delay for the New Business presentation, **Assistant Planner Amy Bright** brought forward the following items for discussion:

Assistant Planner Bright informed the commissioners of the new electronic plan review & permit submittal process, explaining that this will reduce the need for archive space for permit files.

Assistant Planner Bright also inquired whether or not the commissioners were able to review any of the sign code updates that were presented to them at the last meeting. She will send out an electronic version of the most current updates to the commissioners.

Finance Director Becky Hasart was present and explained for the commissioners the payment options for the electronic permit payments. Research is being provided with the city's current bank and what charges might be incurred for the customers who choose to pay on line. **Commissioner Bull** inquired whether or not ACH debits would work. **Director Hasart** explained that customers can set up for example their utility account to be billed through their banks electronic withdrawal.

NEW BUSINESS

Economic Development Advisor Board Recommendations

City Administrator Deborah Knight was present to explain to the commissioners that an ad-hoc Advisory Board was approved by the Mayor with the purpose to go thru the city's previously adopted plans and prioritize them. Growth Management Act (GMA) requires cities to create a 20 year plan. Recommendations were listed in this priority list: **1)** Create Mission & Vision statement **2)** Funding **3)** List of priority projects **4)** Continue Economic Development Advisory Board (EDAB) meetings **5)** Projects to be postponed. The Parks Board had additional recommendations that were added: **A)** Performance measures for proposed projects **B)** Measuring progress vs. priority

Discussion

Commissioner Jensen inquired about how this target is achieved when there are Administrative staff changes throughout the future years. **Administrator Knight** explained that every year there will be discussions with citizens. Adopt a strategic plan with staff and evaluate on an annual basis. Continuing with an explanation on how EDAB reviewed the various adopted plans to accomplish combining into one single plan. She also spoke on the Funding & Support explaining how funds are collected and the limits of how those funds can be used.

Finance Director Hasart explained how the lodging and excise taxes work. She also added that the city has banked capacity with an explanation of how this is collected along with providing the current amount.

Mayor Geoffrey Thomas was present and responded to the comment with regards to staff changes in the future years. He also explained the importance of the EDAB, how it was created and who it consists of, such as business owners, community, those that keep engaged in the process.

Administrator Knight completed her presentation with explaining that next year, the EDAB will be concentrating on Wayfinding and Gateway signage. She concentrated on the priority list offering brief descriptions of various projects. At this time, the EDAB would request input from the commissioners to pass onto Council at the meeting of July 17th.

Chair Tuttle requested clarification of the next step and the process, with more clarification on several items. **Administrator Knight** explained when the information would need to be to staff for inclusion in the council packets. **Commissioner Jensen** referenced Gateways and requested clarification that roundabouts weren't included. He also has concerns about the postponement of visitor parking; however, he doesn't see the bicycle paths as being a priority. **Administrator Knight** stated that roundabouts are not included. She also provided some insight on parking lots vs. bicycle paths.

Mayor Thomas talked about the design, etc. for the roundabout at Main St. & Lewis St.; however, Council is no longer interested in pursuing this.

Commissioner Fisher made the motion to extend the meeting past 9:00. Motion was seconded by **Commissioner Rousey**. Motion carried 7/0.

The consensus of the commissioners was to keep the momentum going and make recommendations at the July 9th meeting to forward to staff for Council on July 17th.

Downtown business owner and representative of the EDAB, **Linda Driscoll**, shared with the commissioners that there is some concern and unfinished business with a couple of the plans that appear to be in conflict with the Downtown Master Plan. She is aware that there may be some design recommendations that reconcile the two plans for the Downtown area.

DISCUSSION BY COMMISSIONERS AND STAFF

Commissioner Jensen inquired whether or not there was any news about the old Albertson's building and proposed businesses occupying it? **Assistant Planner Bright** said she has not had any inquiries on that building. She also explained that there have been Pre-application proposals in the month of June for a restaurant in the downtown business area.

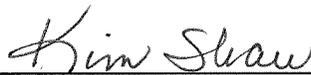
Commissioner Fisher shared that he volunteered at the Tri-Monroe event at Lake Tye over the weekend and it was a very well attended event.

ADJOURNMENT

Commissioner Rousey made a motion to adjourn at 9:15 p.m. Motion seconded by **Commissioner Jensen**. Motion carried 7/0.



Bridgette Tuttle
Chair



Kim Shaw
Land Use Permit Supervisor