

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, August 6, 2018**

The special meeting of the Monroe Planning Commission was held on **Monday, August 6, 2018 at 7:00 p.m.**, in the Public Works Cafeteria at 769 Village Way, 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 Jensen, Commissioner Rousey and Commissioner Duerksen

Commissioners Excused: Commissioner Stanger and Commissioner Fisher

Staff Present: Principal Planner Shana Restall, Assistant Planner Amy Bright and Secretary Leigh Anne Barr

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

NONE

PUBLIC HEARING

NONE

OLD BUSINESS

1. Unified Development Regulations (UDR) Signs

Assistant Planner Amy Bright explained that the table in section 18.80.030 is now dedicated entirely to commercial signage, including permanent and temporary options. Commissioner Jensen questioned why Limited Open Space is in the commercial table and Principal Planner Shana Restall explained that there are certain types of businesses that are allowed in the LOS zone which could require signage.

Principal Planner Restall clarified that the new commercial industrial zone will be its own zone as opposed to an overlay.

Chair Tuttle requested that the 'or' in the materials description section of the temporary sign code be changed to an 'and' to help ensure higher sign quality. The Commissioners would like these requirements to extend to signs such as garage sale signs and banners. Chair Tuttle inquired about illegal signs and Principal Planner Restall explained that sign code enforcement will be included in the

general code enforcement chapter. Chair Tuttle would like the sign code to reference a fee as laid out in the fee resolution.

Commissioners discussed the time limits on banners and decided to keep it as it is currently with 120 days total allowed per year in increments of no more than 60 days at any one time. Commissioners discussed allowing signs on fences and portable digital signs.

Assistant Planner Bright reminded Commissioners that this chapter will be reviewed by city attorneys before the final version is brought before Planning Commission.

Assistant Planner Bright pointed out that there are currently size limitations on commercial signs only. Chair Tuttle is in favor of a consistent size for both commercial and non-commercial signs.

The Planning Commissioners discussed advertising on vehicles. Principal Planner Restall suggested that a section be added to the code to accommodate 3D signage options and advertising on vehicles could be addressed in that section.

2. Unified Development Regulations (UDR) Revisions

A. Conditional Use Permits

Principal Planner Restall explained some grammatical and terminology changes, and asked Commissioners if the four year timeframe with a one year extension is acceptable. The Planning Commissioners were in agreement that five years total was adequate for a Conditional Use permit.

Commissioner Rousey made a motion extend the meeting past 9:00pm. Motion seconded by Commissioner Bull. Motion carried 5/0.

Modifications to Conditional Use permits are still under a Director's decision. Chair Tuttle suggested adding criteria to the modifications section. Principal Planner Restall will discuss this option with Director Swanson and bring the Conditional Use chapter back to Planning Commission. Principal Planner Restall explained that the conditions under which a CUP can be revoked were expanded from four to eight different criteria. Assistant Planner Bright reminded Commissioners that code enforcement will be brought together in the revised code.

B. Annexations

Principal Planner Restall added in the applicability section that only areas in UGA can be annexed per a previous request from Planning Commission. No further changes were requested to the annexations chapter.

NEW BUSINESS

NONE

DISCUSSION BY COMMISSIONERS AND STAFF

Planning Commission Secretary Leigh Anne Barr reminded Commissioners that all Planning Commission meeting from now until mid-September will be Snohomish Fire District 7 Station 31 located at 163 Village Court Monroe, WA 98272.

Assistant Planner Bright noted that tomorrow Tuesday August 7 is National Night Out. The Planning department will be attending as part of the required public outreach portion of the Shoreline Master Plan revisions.

The joint Planning Commission and City Council meeting is scheduled for the 21st of August.

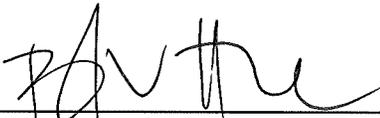
Principal Planner Restall asked the Planning Commissioners what chapters they would like to see next. The consensus was to bring back chapters that can be completed. Commissioner Jensen requested a list of the chapters that are being revised as part of the UDR.

Commissioner Duerksen will be absent from the next two Planning Commission meetings.

Assistant Planner Bright gave an update several current code enforcement cases.

ADJOURNMENT

Commissioner Duerksen made a motion to adjourn at 9:42 p.m. Motion seconded by Commissioner Jensen. Motion carried 5/0.



Bridgette Tuttle
Chair



Leigh Anne Barr
Planning Commission Secretary