

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, August 13, 2018**

The special meeting of the Monroe Planning Commission was held on **Monday, August 13, 2018 at 7:00 p.m.**, in the Snohomish County Fire District 7 Station 31 Conference Room at 163 Village Ct, Monroe, WA 98272.

CALL TO ORDER

Chair Tuttle called the meeting to order at 7:02 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

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

Commissioners Excused: Commissioner Duerksen

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

COMMENTS FROM CITIZENS

NONE

APPROVAL

Commissioner Bull moved to accept the August 6, 2018 meeting minutes with the discussed changes. Motion seconded by Commissioner Rousey. Motion carried 6/0.

PUBLIC HEARING

NONE

OLD BUSINESS

1. Unified Development Regulations (UDR) Revisions

A. Development Agreements

Principal Planner Restall added an annual review section to the design agreements chapter. Each design agreement should have a timeline with check points built into the agreement. The Planning Commissioners discussed who should be responsible for the annual reviews. Chair Tuttle would like to put the requirement on the applicant to provide City Staff with an annual update.

Community Development Director Ben Swanson reminded the Commissioners that design agreements allow for negotiations between the parties and can give developers incentive to give the City items they are looking for in new development. Planning Commissions agreed they do not need to see this chapter again with the discussed changes.

B. Marijuana-Related Uses

Principal Planner Restall noted that this chapter had no requested changes no changes were made. Commissioner Jensen wanted to clarify that all the new zones that are being will be added to this chapter. Principal Planner Restall explained this will be verified when the code is checked for consistency towards the end of the process.

C. Site Plan Review

Principal Planner Restall condensed the list of permits that site plan reviews applicable to a much smaller list. The exemptions section was clarified to include permits where site plan review is done concurrently with permit review.

D. Temporary Encampments

Principal Planner Restall found an RCW that dictates how cities can regulate temporary encampments. Principal Planner Restall would like to take the chapter to the City attorney for review before any major changes are made because this chapter may have to be rewritten to comply with the RCW.

Principal Planner Restall clarified that this chapter related to sponsored encampment only. Principal Planner Restall suggested moving temporary encampments to the temporary used chapter instead of having a complete separate chapter and making enforcement on temporary encampments a complaint based system which would be in line with other code enforcement policies.

Commissioners Rousey asked if the managing agency has some responsibility for monitoring their own encampment. Commissioners discussed timelines for temporary encampments. Organizations can have more than one encampment a year but they must be in different locations.

E. Variances

Principal Planner Restall explained that the variance chapter had many of the same concerns as the conditional use chapter, so much of the language has been copied from the conditional use chapter. Chair Tuttle asked if a variance will stay with a property if the property is sold. Principal Planner Restall explained that in Monroe the variance follows the land with regards to a specific project.

F. Zoning Districts and Maps

Principal Planner Restall stated that no changes were requested from Planning Commission on this chapter. Split zone parcels will use the largest percentage to determine the zoning for that particular parcel.

NEW BUSINESS

NONE

DISCUSSION BY COMMISSIONERS AND STAFF

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

Director Swanson asked the Planning Commissioners take some time to prepare some statements about decisions that have been made thus far with the code update, especially with regard to the industrial area.

Director Swanson updated Commissions on East Monroe. The City is currently working on a grant to purchase the property.

Commissioner Rousey reported that National Night Out was well attended and Chair Tuttle stated that it was the largest turn out to date for the event.

Chair Tuttle asked for an update on the MMA studio in downtown. Director Swanson explained the typical code enforcement progression is to first work towards a voluntary correction agreement. If that the agreement does not work out, than a violation is issued and fines are accrued daily. Eventually the City would then seek an injunction with a judge if the violation is not corrected.

ADJOURNMENT

Commissioner Jensen made a motion to adjourn at 8:38 p.m. Motion seconded by Commissioner Bull. Motion carried 6/0.



Bridgette Tuttle
Chair



Leigh Anne Barr
Planning Commission Secretary