

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, September 17, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, September 17, 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 7:01 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

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

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

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

NONE

PUBLIC HEARING

NONE

Workshop

1. Introduction to New Audio Equipment

This item was addressed before the start of the Planning Commission meeting to allow the Commissioners to use the new system from the beginning of the meeting.

OLD BUSINESS

1. Unified Development Regulations (UDR) Nonconformance and Reuse Standards (1st Revision)

Principal Planner Shana Restall announced that this chapter was not yet ready for Planning Commission to review and it will be coming back at a later date.

NEW BUSINESS

1. Unified Development Regulations (UDR) Subdivisions

Community Development Director Ben Swanson presented a background on subdivisions, which are heavily influenced by state law. Subdivisions will first go through preliminary plat, where the paperwork

is reviewed to make sure the codes are being met. A public hearing is then held with a Hearing Examiner before the preliminary plat is taken before City Council for approval. During construction documents review, the City makes sure the infrastructure they will be inheriting, meets the design standards. To complete the process, the final plat process is resigned to make sure conditions for the plat and the code have been met.

Director Swanson pointed out that Planned Residential Developments are not proposed in the new code. These projects were meant to be special and unique, however all developers have ended up using the process so the standards will now to incorporated into the general subdivision standards.

Commissioner Jensen requested that short subdivisions have their own section within the subdivision chapter.

Principal Planner Restall noted that the exceptions are largely out of state law and the process will reference the permit processing chapter.

Director Swanson explained why each part of the process is important including submittal requirements, public hearings and eventually easements. Commissioners Bull would like to keep the verbiage similar to surrounding jurisdictions for consistency and ease of use for applicants. Commissioner Rousey recognized that this chapter is meant for professionals and not the average citizen, so the more technical language is acceptable.

DISCUSSION BY COMMISSIONERS AND STAFF

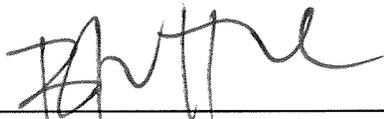
Director Swanson asked if there were any other feedback on new audio system. The Planning Commissioners requested that more microphones be active at one time to allow for better discussions.

Director Swanson noted that after talking to developers in the area, the housing market is slowing a little bit. Director Swanson explained that this will give Staff a chance to catch up on the current work load.

Principal Planner Restall and Director Swanson went to planning director's conference. Director Swanson encouraged Commissioners to watch the Urban3 presentation on downtowns.

ADJOURNMENT

Commissioner Jensen made a motion to adjourn at 8:20p.m. Motion seconded by Commissioner Rousey. Motion carried 7/0.



Bridgette Tuttle
Chair



Leigh Anne Barr
Planning Commission Secretary