

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, October 15, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, October 15, 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 7:22 p.m. (due to technical difficulties)

ROLL CALL

Land Use Permit Supervisor Kim Shaw called the roll.

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

Commissioners Absent: Commissioner Rousey

Staff Present: Principal Planner Shana Restall and Land Use Permit Supervisor Kim Shaw

COMMENTS FROM CITIZENS

Rick Hanson
16233 Westwick Rd.
Snohomish WA. 98290

Mr. Hanson explained that he is currently under contract to purchase the property at 149th St & 179th Ave SE. He understands that the current zoning there is Professional Office which would allow him to build residential townhomes, similar to what he currently is developing on Main St. According to information that he has received, the zoning is slated to become Commercial. He would like to propose to build townhomes or other multi-family use. He respectfully is requesting the commission to consider the zoning of this parcel as mixed use with the availability of building townhomes.

Principal Planner Shana Restall pointed out that on the Comprehensive Plan map, the area that his property is located in is shown as a Mixed Use zone with an emphasis on Medical Mixed Use.

APPROVAL OF MINUTES

NONE

PUBLIC HEARING

NONE

OLD BUSINESS

Unified Development Regulations (UDR) Revisions to Previously Reviewed Chapters

A. Nonconformance and Reuse Standards (3rd Draft)

Principal Planner Restall explained that the changes suggested by the commissioners at the last meeting have been added to this document.

Upon review of the revised document and lengthy discussion between the commissioners, there were some minor changes to specific sections within the document, i.e., parking, landscaping, etc. Additional changes were made and clarified for the commissioners.

B. Downton Commercial Zoning District (2nd Draft)

Principal Planner Restall stated that there were minor changes made with the addition of an updated map as well as the Land Use matrix. This will be coming back to the commissioners to discuss conditional uses.

C. Permit Review and Processing (3rd Draft)

Principal Planner Restall explained that this document is a template that she would like to utilize which is basically mirrored from the City of Woodinville's code. Included in the document are details of the submittal requirements for every type of permit. The information is very clear and detailed and assists with the streamlining process for permitting.

D. Subdivisions (2nd Draft)

Principal Planner Restall stated that there were revisions and this document shows those added.

Planner Restall asked the commissioners if there were any topics that they would like to see brought back sooner than later. Some examples were given, such as Airport Compatibility, Parking, Design Standards, Tree Canopy Retention, Landscaping, WCS (Wireless Communication Facilities), SEPA, Critical Areas, Temporary Uses. Zoning Amendments and Rezones were divided into two chapters. The consensus of the commissioners was that if there are no changes to any of the chapters, there is no need to review it again.

Chair Tuttle suggested to include "spot" zoning on a list that will come back to the commissioners for further discussion at a later date.

NEW BUSINESS

Planning Commission Rules of Procedure

The commissioners were provided with two sets of documents, attachment #1 being the Draft Revised Planning Commission Rules of Procedure and Attachment #2 is the Existing Planning Commission Rules of Procedures. Leigh Anne Barr, Permit Specialist, has been diligently working on this project updating obsolete sections and making the content and format to be more consistent with the City Council's Rule of Procedure.

The commissioners had a lengthy discussion regarding the time limit for citizens speaking. There were comments offered for each side, setting a time limit or not, and it was preferred to have it stated in the document to set a time limit of up to 5 minutes. Absences were also discussed and should there be criteria for deeming it excused or unexcused. Are there definitions that should address these? The term Secretary was also discussed and will remain with that title although the description needs to be added. There are other areas within the draft document that still need reviewed, so this will be coming back for further review.

DISCUSSION BY COMMISSIONERS AND STAFF

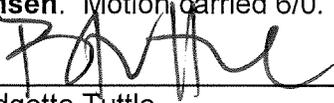
Principal Planner Restall shared that at the next meeting Director Swanson will be bringing the Parking Chapter; however, she will not be in attendance. There will be two code amendments – one is to allow Motorsports in the East Downtown Monroe and the other would increase the height and allow for mixed use at North Kelsey. Both of these are scheduled for public hearing on the October 29th.

Commissioner Fisher shared that a Monroe family recently lost a young daughter and the community supported them with a fund raiser which was attended by over 1,000 people.

Commissioner Duerksen will not be at the next meeting. She also noticed that the old Albertson's building was holding an auction and wondered if there was any information on what the business is that will be occupying that. Principal Planner Restall indicated that the city has not received any indication that there is a business proposed to occupy it.

ADJOURNMENT

Commissioner Bull made a motion to adjourn at 9:00p.m. Motion seconded by **Commissioner Jensen**. Motion carried 6/0.



Bridgette Tuttle
Chair



Kim Shaw
Land Use Permit Supervisor

