

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, November 19, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, November 19, 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 7:00 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

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

Commissioners Excused: Commissioner Jensen, Commissioner Duerksen and Commissioner Fisher

Staff Present: Principal Planner Shana Restall and Secretary Leigh Anne Barr

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Commissioner Stanger moved to accept the October 29, 2018 meeting minutes with the discussed changes. Motion seconded by Commissioner Bull. Motion carried 4/0.

PUBLIC HEARING

NONE

OLD BUSINESS

- 1. Unified Development Regulations (UDR) – Design Standards Chapter**
This chapter is not yet ready for Planning Commission.
- 2. Unified Development Regulations (UDR) – Temporary Use Chapter**
This chapter is not yet ready for Planning Commission.
- 3. Unified Development Regulations (UDR) – Permit Review and Processing Chapter**
This chapter is not yet ready for Planning Commission.
- 4. Unified Development Regulations (UDR) – Zoning Code Amendments Chapter**
Principal Planner Shana Restall explained that the Cities of Duvall and Mukilteo have good examples of chapters that combine rezones and zoning code amendments into the same chapter with additional conditions for rezones.

Principal Planner Restall explained that for an amendment to come back in for review after it was previously denied, the application must be substantially different or wait 6 months. Chair Tuttle would like to add criteria for what constitutes a substantially different applicant.

Principal Planner Restall reminded Commissioners that zoning code changes must be done concurrently or after a comprehensive plan amendment if necessary. Commissioner Bull suggested a reference be added to the comprehensive plan amendment chapter where discussed within this chapter.

Principal Planner Restall will be bring the criteria for reapplication back for Planning Commission to review and the rest of the chapter just had text changes and does not need to come back to Planning Commission until the Public Hearing.

5. Unified Development Regulations (UDR) – Subdivisions Chapter

Principal Planner Restall noted that this chapter has remained much the same as previous versions.

Chair Tuttle reminded Commissioners and Staff that the Economic Advisory Board proposed to City Council that all new developments have underground utilities and Council accepted the proposal. Chair Tuttle would like the Subdivisions Chapter to include that requirement.

Chair Tuttle would like the phrases in the purpose statement to be assigned a meaning or removed to prevent confusion in interpretation in the future. Chair Tuttle asked for some additional research on how new streets are named and if any emergency response teams have a preference on numbers vs names.

Commissioners and Staff discussed landscape requirements including at what point in the process to ask applicants for landscape plans and how strict to be with enforcing the landscape requirements.

Principal Planner Restall added a section on subdivision vacations that is currently not in the UDR. A subdivision vacation would be a type 3 permit, same as the original subdivision application. Chair Tuttle questions if the vacation should be as much of a process as the original subdivision and Principal Planner Restall explained that it required the same level of review for the same type of permit makes sense.

Commissioners discussed the time limit on model homes. Principal Planner Restall will do some research on model homes within the City of Monroe and their typical timelines and bring the results back to Planning Commission. Commissioner Bull suggested a sliding scale for length of model home time line based on number of lots.

NEW BUSINESS

1. Unified Development Regulations (UDR) – Administration and Enforcement Chapter

Principal Planner Restall noted that this chapter is very similar to what is currently in the Code. Principal Planner Restall asked for direction from Planning Commission on the Interpretation section of the chapter.

Commissioner Stanger likes the development review committee that allow for all departments to be on the same page on more complicated projects.

The Planning Commissioners discussed the requirement for three property owners to express a complaint before the review of a permit can be started. Commissioners would like the code to match what is being done currently or adjust current practices to match the code if this is the best practice. Senior Planner Restall reminded Commissioners that the code enforcement is in a completely different chapter and this requirement is just for land use permit review.

Commissioner Stanger moved to extend the meeting past 9pm at 8:58pm. Motion seconded by Commissioner Bull. Motion carried 4/0.

Commissioner Rousey pointed out that this section doesn't prohibit the city from responding to less than 3 complaints, but it can help regulate larger problems.

DISCUSSION BY COMMISSIONERS AND STAFF

Secretary Leigh Anne Barr reminded Commissioners that the next Planning Commission meeting is next Monday November 26 at 7pm.

Commissioner Rousey will be absent from the November 26th meeting.

ADJOURNMENT

Commissioner Rousey made a motion to adjourn at 9:05p.m. Motion seconded by Commissioner Bull. Motion carried 4/0.



Bridgette Tuttle
Chair



Leigh Anne Barr
Planning Commission Secretary