

APPROVED

CITY OF MONROE
PLANNING COMMISSION MINUTES
APRIL 14, 2014

The meeting of the Monroe Planning Commission was scheduled for April 14, 2014 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chairman Kristiansen called the meeting to order at 7:04 p.m.

ROLL CALL

Planning Commission Secretary Christina Lavelle called the roll. The following were:

Present: Commissioner Jensen, Commissioner Rodland, Commissioner Kristiansen, Commissioner Stanger, Commissioner Sherwood, Commissioner Duerksen

Excused:

Commissioner Tuttle was excused.

Staff Present:

Planning and Permitting Manager Paul Popelka, City Clerk Elizabeth Smoot, and Planning Commission Secretary Christina LaVelle.

CITIZEN COMMENT

None

PUBLIC HEARING

None

ELECTION OF OFFICERS

Nomination for Chairman:

Commissioner Jensen nominated Commissioner Kristiansen as Chairman. Nomination seconded by Commissioner Duerksen. Commissioner Kristiansen nominated Commissioner Sherwood for Chairman with no second. Nomination of Chairman Kristiansen carried 6/0.

Nomination for Co- Chairman:

Commissioner Duerksen nominated Commissioner Sherwood for Co- Chairman. Second by Commissioner Rodland. Nomination of Commissioner Sherwood carried 6/0.

APPROVAL OF MINUTES

A. March 10, 2014

Commissioner Sherwood made a motion to accept the March 10, 2014 minutes as written. Motion seconded by Commissioner Duerksen. Motion carried 6/0.

WORKSHOP

A. Open Public Meetings (OPMA) Act Training

City Clerk Elizabeth Smoot introduced the required training module for the 2014 Open Government Trainings Act. This training, through video and powerpoint presentation, is obligatory and must be completed within 90 days of a Planning Commission appointment and must be repeated every 5 years.

A video entitled *Open Public Meetings Act RCW 32.30* was presented with relevant points summarized below:

- Scope: All public agencies, publicly funded sources, political subdivisions, Planning Commissions, City Councils, State Commissions, and political departments are subject to the OPMA where a meeting of the governing body will take an action or course of actions. An action means a transaction, discussion, or final action on a public matter. A final action must occur in public.
- Travel: If members of the governing body travel together, they must not discuss agency matters if the public is not able to be in attendance.
- Regular meetings: Any regularly scheduled meeting must be noticed in the local newspaper, posted in the front lobby, on the website and must be open to the public.
- Special meetings: Any meeting that occurs outside of the fixed regularly scheduled meeting must be noticed to the public within 24 hours in the local newspaper, posted on site and on the website
- Meeting Minutes: Public meeting minutes must recite the specific actions of the governing body or public agency and made available to the public in a prompt and timely manner.
- Non-compliance is subject to a minimum of \$100 penalty per offender. Each member has personal liability.

City Clerk Elizabeth Smoot made a powerpoint presentation on the OPMA with relevant points summarized below:

- Since 1971 public agencies and governing bodies have been required to have open meetings. The overall objective or purpose is so that *"people do not yield sovereignty to agency that serves them"*. This required that public boards and councils should operate within the full view of the public they serve. The laws that govern Open Public Meetings are often called sunshine laws or transparency laws.
- The OPMA requires that all multi member public state and local committees (and/or governing bodies) have their meetings open to the public.
 - A governing body is a multi-member board.
 - A public meeting is when any action by the governing body or agency is taken. A meeting may occur by email or phone, forum of the meeting does not matter, as long as an action or final action is taken.
 - Any time there is a quorum of members (the number of officers when assembled is legally able to transact) this must be noticed to the public.
 - The OPMA is meant to increase transparency, reduce liability, and to be inclusive of citizens in the governing process.
 - When there is a transaction of official business it is considered an Action. A Final Action involves a vote of the governing body. A Final Action requires consensus, transparency with the public, and refrains from secret ballots.
- Public notice requirements also apply to any informal dinner, retreat or other gathering if City business is discussed and any action is taken.
- Special meetings must be open to the public with discussion limited to items on agenda.
- Recordings of the public meetings are permissible by the public. This includes cameras and tape recorders.
- Provisions for changing venue and or changing meeting times are allowed when disruptions in the meeting make the meeting impossible to continue as is.

- Penalties for non-compliance of the OPMA can and may result in \$100 fine, costs and attorney's fees in cases of litigation and the actions taken at such meetings may be rendered null and void.

B. Code Amendment 2012-04 Sign Code Update

The sign code interim regulations have been extended to July 2014 to allow completion of final code revisions and development of an enforcement program. **Manager Popelka** reviewed the past work and schedule of work completed and adopted. Discussion is summarized below:

- A zoning map should be included in the sign code section.
- The location of digital and video signs and the difference between digital and changeable message signs is not clear.
- The size and height of signage at the 522/West Main intersection may be revisited.
- The number and extent of sandwich signs in the commercial districts was noted. Sandwich signs will be allowed only in the Downtown and West Main zoning districts, but this is not currently enforced. The code will be enforced when permanent sign code regulations go into effect.
- A public meeting will be scheduled to air the proposed changes.

C. Comprehensive Plan Amendment CPA2012-C 2015 Comprehensive Plan Update

An update of the 2005-2025 Comprehensive Plan is now underway with completion planned in June 2015. **Manager Popelka** discussed the Transportation Community Tour held last month, meetings with other agencies, and the public workshop held on March 27. Discussion is summarized below:

- Trucking agencies and companies with large trucks should join the discussion on transportation needs.
- The Highway 2 bypass and 522 phasing were discussed, including the lack of funding for any work on the bypass in the foreseeable future.
- Design of the Tjerne Street extension will be completed this year with construction in 2015.
- Walkability was a recurring issue in the workshop.
- Railroad intersections are in need of repair and the railroad should be notified.

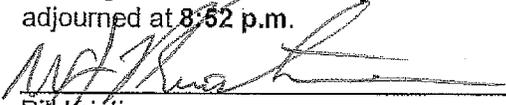
DISCUSSION BY COMMISSIONERS AND STAFF

Manager Popelka discussed the schedule for the 2015 Comprehensive Plan Update, permanent sign code regulations, current project activity and announced a new Associate Planner starting work May 5.

Chairman Kristiansen thanked **Commissioner Duerksen** for replacing him as a Parks Board Member.

ADJOURNMENT

Commissioner Sherwood made a motion to adjourn the April 14, 2014 Planning Commission meeting. Motion seconded by **Commissioner Stanger**. Motion carried 6/0 and the meeting was adjourned at 8:52 p.m.


Bill Kristiansen
Chairman


Christina LaVelle
Planning Commission Secretary