

**CITY OF MONROE
PLANNING COMMISSION MINUTES
June 9, 2014**

APPROVED

The meeting of the Monroe Planning Commission was scheduled for **June 9, 2014** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Commissioner Kristiansen called the meeting to order at **7:06 p.m.**

ROLL CALL

Commissioner Kristiansen called the roll. The following were:

Present: Commissioners Steve Jensen, Wayne Rodland, Bill Kristiansen, Mike Stanger, Jeff Sherwood, and Dian Duerksen.

Excused: Commissioner Bridgette Tuttle

Staff Present: Planning and Permitting Manager Paul Popelka and Planning Commission Secretary Christina Lavelle

APPROVAL OF MINUTES

A. May 12, 2014

Commissioner Sherwood made a motion to accept the May 12, 2014 minutes as written. Motion seconded by **Commissioner Jensen**. Motion carried 6/0.

PUBLIC HEARING

Commissioner Duerksen made a motion to open the Public Hearing. Motion seconded by **Commissioner Jensen**. Motion carried 6/0.

A. Monroe Municipal Code (MMC) Chapter 18.80--Sign Code Amendment (ZCA 2012-04)

Interim sign code regulations (Monroe Municipal Code 18.80) adopted in 2013 are proposed for permanent adoption. The sign code has been reviewed and updated to clarify code language and consistency, permitting, new sign technology and enforcement.

CITIZEN COMMENT

None

Commissioner Rodland made a motion to close the Public Hearing. Motion seconded by **Commissioner Sherwood**. Motion carried 6/0.

Presentation

Manager Popelka summarized the most recent sign code revisions as follows:

- Since the last Planning Commission meeting May 12, 2014, code revisions address inconsistencies within the code, public comments, and clarifications of minor items.
- Sign code is scheduled for City Council on June 17 2014; if adopted, the proposed code will become effective before interim regulations expire.

- Code enforcement will be addressed after final adoption. The current code does not assess specific fines for lack of compliance; only voluntary compliance or legal action is allowed. Further discussion included concerns about lack of compliance and incentives to address non-compliance, and no authority to close non-compliant businesses. Staff will investigate impounding and storage fees for illegal signs.

Manager Popelka reviewed in detail the redlined text changes to the code, including double-face signs, primary and secondary entrance signs, wall signs, off-premise signs, setbacks, digital sign requirements, laser signs (prohibited), and hand-written commercial signs.

Commissioner Sherwood made a motion to forward a recommendation of action to the City Council to amend and adopt as permanent regulations ZCA2012-04 per Attachment 1, Proposed MMC Title 18.80 Sign Code, Attachment 2 Sign Design Guidelines and Attachment 3, Sign Illustrations. Motion seconded by **Commissioner Rodland**. Motion carried 6/0.

WORKSHOP

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. This workshop will review the results of recent workshops and upcoming events.

Commission discussion included the following:

- Workshops and the Storefront Studio for the update were generally low in citizen involvement. The majority of attendance was from returning citizens and staff.
- Effectiveness of advertising for the Storefront Studio was questioned. Workshops were advertised in the Monroe Monitor (paper and on-line), the City website, schools, parks, library, City Hall, City blog, and City News Flash.
- Joint meeting of City Council, Planning Commission, Parks Board Citizen Advisory Committee is scheduled for Wednesday, June 18 at Park Place Middle School to discuss process and a "preferred or composite plan" based on input from all previous workshops and the Storefront Studio.

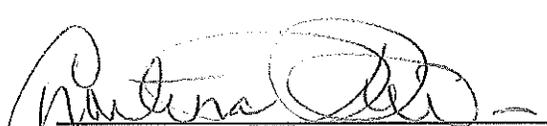
DISCUSSION BY COMMISSIONERS AND STAFF

- Summary of current projects including pre-applications, subdivisions, short plats, potential annexation and boundary line adjustments.
- Legal briefs in process for the East Monroe petition to the Growth Management Hearings Board (GMHB), and possible outcomes from the GMHB hearing scheduled for July 17, 2014 in the Council Chambers.
- Remodeling in City hall for the Municipal Court Clerk.
- Walmart construction and scheduled opening for late November.

ADJOURNMENT

Commissioner Rodland made a motion to adjourn the June 9, 2014 Planning Commission meeting. Motion seconded by **Commissioner Duerksen**. Motion carried 6/0 and the meeting was adjourned at 8:27 p.m.


Bill Kristiansen
Chairman


Christina Lavelle
Planning Commission Secretary