



City of Monroe  
806 West Main Street, Monroe, WA 98272  
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[www.monroewa.gov](http://www.monroewa.gov)

## **Planning Commission Agenda**

Monday, January 27, 2020 7:00 p.m. Council Chambers

### CALL TO ORDER

### ROLL CALL

Chair Tuttle  
Vice Chair Bull  
Commissioner Fisher  
Commissioner Jensen  
Commissioner Miller  
Commissioner Stanger  
VACANT

### COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

### APPROVAL OF MINUTES

December 9, 2019

Documents:

[Minutes - PC12092019.pdf](#)

### ELECTIONS

1. Election of Chair and Vice Chair
2. Commission Seating Arrangements

### PUBLIC HEARING

NONE

### OLD BUSINESS

1. Revisions to the Planning Commission's Rules of Procedures
2. 2020 Planning Commission Work Plan

Documents:

[OB1-PC\\_Rules\\_of\\_Procedure.pdf](#)

[OB2-2020\\_PC\\_Work\\_Plan-1-27-2020-ALL\\_DOCS\\_COMBINED.pdf](#)

### NEW BUSINESS

Introduction to the 2019-2020 Comprehensive Plan Amendment Docket

Documents:

DISCUSSION BY COMMISSIONERS AND STAFF

ADJOURNMENT

**THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA**

Accommodations for people with disabilities will be provided upon request.  
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, December 9, 2019**

The regular meeting of the Monroe Planning Commission was held on **Monday, December 9, 2019 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 7:06 p.m.

**ROLL CALL**

**Planning Commission Secretary Leigh Anne Barr** called the roll.

**Commissioners Present:** Chair Tuttle, Vice-Chair Bull, Commissioner Rousey, Commissioner Jensen, Commissioner Fisher and Commissioner Stanger.

**Commissioners Excused:** Commissioner Silva

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

**COMMENTS FROM CITIZENS**

NONE

**APPROVAL OF MINUTES**

Commissioner Stanger made a motion to accept the minutes of November 25, 2019 as written. Motion seconded by Commissioner Bull. Motion carried 6/0.

**PUBLIC HEARING**

NONE

Chair Tuttle thanked Commissioner Rousey for her service on the Planning Commission and took a 15 minute recess from 7:10pm to 7:26pm to celebrate with cake.

**OLD BUSINESS**

**1. Amendments to the Planning Commission's Rules of Procedures**

Planning Commission Secretary Leigh Anne Barr gave a summary of how the Rules of Procedures have been updated. The City Council Rules of Procedures were used as a base, then portions of the current Rules of Procedures were added in the new format. Other sections that were updated include noticing requirements, telecommunication at meetings and procedures for resignation and removal of Commissioners.

The Commissioners discussed the changes and made suggestions for edits. A revised version will be brought back to the next Planning Commission meeting in January.

**NEW BUSINESS**

**1. 2020 Planning Commission Work Plan**

Principal Planner Shana Restall presented the 2020 Work Plan for the Commissioners to review. The updated format is more detailed to better fit the needs of the Commission. Principal Planner Restall walked the Commissioners through each item on the Work Plan.

Commissioner Jensen requested a visual timeline that will show when the projects will fall throughout the year. Principal Planner Restall will include one in the January packet for adoption.

**DISCUSSION BY COMMISSIONERS AND STAFF**

Secretary Barr noted that no permits for the old Albertson's space have been submitted. The Boards & Commission recognition is scheduled for tomorrow, Tuesday December 10<sup>th</sup>, at 6:30pm. Secretary Barr reminded Commissioners that the next Planning Commission would be on January 13, 2020.

Commissioner Jensen inquired about East Monroe. Secretary Barr noted that a land clearing and grading permit with the associated SEPA have been applied for but not yet officially fully submitted.

Commissioner Rousey thanked the Commissioners for a great experience on the Planning Commission for the past 2 years.

Commissioner Fisher gave an update on the Homelessness Policy Advisory Committee (HPAC). The Committee is wrapping up and will have costs for their suggested action items at the next meeting. The Committee hopes to continue meeting on a quarterly basis.

Chair Tuttle attended the unveiling of the new art piece on the corner of Lewis St and Main St. Chair Tuttle also thanked the Planning Commission for a great year.

**ADJOURNMENT**

Commissioner Rousey made a motion to adjourn at 8:36p.m. Motion seconded by Commissioner Stanger. Motion carried 6/0.

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Bridgette Tuttle  
*Chair*

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Leigh Anne Barr  
*Planning Commission Secretary*



**MONROE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

<b>TITLE:</b>	<b><i>Revisions to Planning Commission Rules of Procedure</i></b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
1/27/2020	N/A	Ben Swanson Leigh Anne Barr	Ben Swanson Leigh Anne Barr	Old Business # 1

**Discussion:** 10/15/2018, 12/09/2019 and 1/27/2020

- Attachments:**
1. Existing Planning Commission Rules of Procedure
  2. Draft Revised Planning Commission Rules of Procedure - Strikethrough
  3. Draft Revised Planning Commission Rules of Procedure - Clean

**DESCRIPTION/BACKGROUND**

The Planning Commission Rules of Procedure were originally adopted on November 23, 1993, to govern the Commission’s meetings and operations. Revisions are proposed to the Rules of Procedure to update obsolete sections and make the content and format more consistent with the City Council’s Rules of Procedure.

**REQUESTED ACTION:**

Move that the Planning Commission **ADOPT** the Monroe Planning Commission Rules of Procedure, and **AUTHORIZE** the Planning Commission Chair to sign the Rules of Procedure on behalf of the Commission.

**ALTERNATIVE(S) TO REQUESTED ACTION**

1. Approve as Modified – Move that the Planning Commission **ADOPT** the Monroe Planning Commission Rules of Procedure, to be modified as follows: [list modifications]; and **AUTHORIZE** the Planning Commission Chair to sign the Rules of Procedure on behalf of the Commission.
2. Deny – Move that the Planning Commission **DENY** the Monroe Planning Commission Rules of Procedure.
3. Continue the Discussion to Another Meeting – Move that the Planning Commission **CONTINUE** the review of the proposed Monroe Planning Commission Rules of Procedure to February 10, 2020.

**EXISTING**  
**RULES OF PROCEDURE AND CONDUCT**  
**FOR THE**  
**CITY OF MONROE PLANNING COMMISSION**

**ADOPTED: NOVEMBER 23, 1993**  
**AMENDED: SEPTEMBER 30, 1996**  
**AMENDED: January 14, 2008**

**ARTICLE I - NAME**

Section 1. Name.

The official name of the organization shall be "The City of Monroe, Washington, Planning Commission", herein after referred to as the Commission.

**ARTICLE II - OFFICIAL SEAT**

Section 1. Official Seat.

The official seat of the Commission shall be in the City Hall of Monroe, Washington. Meetings shall be held there except on such occasions, and at such times the Commission by a majority vote of those present may otherwise direct.

**ARTICLE III - OBJECTIVES**

The members of the Commission accept the responsibility of the office and declare their intention to execute the duties as set forth in Revised Code of Washington (RCW) Chapter 35.63 and Chapter 2.32 of the Monroe Municipal Code (MMC) to the best of their abilities.

The Planning Commission's primary responsibility is to provide guidance and direction for Monroe's future growth through continued review and implementation of the City of Monroe Comprehensive Plan (Plan) in accordance with RCW 36.70A. Implementation of the Plan includes reviewing and if necessary updating the city's land use development regulations including, but not limited to the zoning, subdivision, environmental codes, and shoreline master program administrative procedures. The Planning Commission is also responsible for holding the public hearing for rezone applications and forwarding a recommendation to the City Council. Finally, as directed by the City Council, the Planning Commission reviews other land use and development standards to further implement the goals and policies of the city's Plan as outlined in the annual Commission Program of Work.

## ARTICLE IV - OFFICERS

### Section 1. Officers.

The elective officers of the Commission shall consist of a Chairperson and Vice-Chairperson. A city staff person, appointed by the Community Development Director, will act as the Commission's Secretary and be responsible for all recordings, written and oral, of all Planning Commission meetings. All records of meetings will be retained by the Community Development Department in accordance with the general records retention schedule published by the WA Secretary of State.

### Section 2. Nomination and Election of Officers.

The Commission shall elect a new Chairperson, herein after referred to as the Chair, and Vice-Chairperson, herein after referred to as the Vice Chair, by a majority of the Commissioners at the first regular meeting in January of each year, or soon thereafter as feasible. A quorum must be present to elect the Chair and Vice-Chair.

- (a) Nomination of elective officers for the position of Chair and Vice-Chair shall be made from the floor and the election shall follow immediately thereafter. Members shall nominate officers only.
- (b) Vacancies
  - i. If the term of the Commissioner who is serving as Chair ends prior to the January elections, the Vice-Chair will assume this responsibility until the annual elections are conducted.
  - ii. If the Commissioner who is serving as the Chair leaves the Commission prior to December of the Chair's term, a majority of the Commission shall elect an interim Chair until the regularly scheduled election in January.
  - iii. Vacancies on the Commission shall be filled by the Mayor and serve the unexpired portion of the Commissioner being replaced.

### Section 3. Duties of Officers.

#### Chair

The Chair shall preside at all meetings and public hearings of the Commission and shall call special meetings when deemed necessary or when required. The Chair shall sign the minutes of Commission meetings, which shall be transmitted to the City Council. The Chair has full right to discuss and vote on all matters before the Commission. It shall be the responsibility of the Chair to take the lead in promoting effective public relations in the development and implementation of a Comprehensive Plan for the City of Monroe. The Chair shall have all the duties normally conferred by parliamentary usage on such officer

within the scope of duties designated by City Council. The Chair shall conduct fair and impartial hearings and administer its oath at all public hearings. The Chair shall also appoint all committees.

Vice-Chair

The Vice-Chair shall assume the duties and powers of the Chair when the Chair is absent. It shall be the responsibility of the Vice-Chair to take the lead in promoting effective public relations in the development and implementation of a Comprehensive Plan for the City of Monroe.

In the absence of the Chair and Vice-Chair, the Commissioners shall elect a temporary Chair, who shall have full powers of the positions, for the duration of the meeting.

Section 4. Conflict of Interest and Appearance of Fairness.

The Planning Commission is subject to the City's Code of Ethics, MMC 2.52, adopted by ordinance 025/2003 and hereafter amended.

Any member of the Commission who has an interest in any matter before the Commission that may prejudice his or her actions shall publicly indicate so as outlined in Article V, Section 8(b) of these rules of procedure, and, if necessary, and shall refrain from voting and participating in any manner with respect to the matter in question so as to avoid any possible conflict of interest or violation of the Appearance of Fairness Doctrine.

**ARTICLE V - MEETINGS**

Section 1. Regular Meetings: Time and Place.

The Commission meetings shall be held on the second and fourth Monday of each month at 7:00 p.m. at the Monroe City Hall, 806 West Main Street, Monroe, WA 98272. These meetings shall be open to the public. Any change in the hour, date or place of regular meetings shall be given wide publicity for the convenience of persons having business before the Commission. When the regular meeting day falls on a legal holiday, the meeting shall be held on the following Monday.

Section 2. Recessed Meetings.

Any regular meeting may be recessed to a definite time and place by a majority vote of the Commission members present at the meeting.

Section 3. Special Meetings.

A special meeting is any meeting other than a regular meeting, which has been called for the purpose of conducting official action. Special meetings may be called by the chair, with consensus by the remainder of the Commission, and/or may also be called upon written

request by a majority of the Commission.

Section 4. Notice of Meetings.

Staff shall give written notice of all regular and special meetings to members of the Commission. All regular meetings shall be advertised in the city's official paper at least six calendar days prior to the meeting and posted at City Hall. When possible, notice of all special meetings shall be advertised in the city's official paper and posted at city hall at least seven calendar days prior to the meeting. In cases of emergency, written notice of a special meeting shall be given to all Commissioners and the media at least 24 hours in advance of the meeting and posted at City Hall. The notice of a special meeting shall specify the purpose of such meeting and no other business may be considered at such meeting except by unanimous consent of the Commission. Notices for any public hearing before the Planning Commission shall comply with the requirements of MMC 21.40 (Public notice requirements).

Petitions and communications from the audience and matters brought to the meeting by the Commission members that are not on the agenda for the meeting, may be received and discussed at the meeting. However, no official action may be taken on any matter at a Commission meeting that is not included on the agenda for such meeting or that has been added to the agenda after it has been mailed to Commission members.

Section 5. Order of Business.

- (a) Call to order: The presiding officer calls the meeting to order.
- (b) Roll call: Staff will call roll. The Chair will indicate if any absent Commissioner has called in regarding his or her absence. Commissioners may make a motion to excuse the absent Commissioner.
- (c) Comments from Citizens: Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

Any member of the public wishing to address the Commission on an agenda item might do so once the presiding officer has announced the agenda item, asked for public comments, and has give the floor to the person requesting recognition. Before making comments, the speaker is to state, for the official record, their name and address. Time limits for speakers will be at the discretion of the presiding officer and the Commission.

- (d) Approval of minutes of preceding meeting(s).
- (e) Public Hearings: At the time and place specified in the hearing notice, the presiding officer will open the public hearing and follow the procedures set forth in subsection

7, Article V, of these Rules and Procedures.

- (f) Workshop Items
  - i. Old Business
  - ii. New Business
- (g) Reports of Committees
- (h) Discussion by Commissioners and Staff
- (i) Executive Session: Executive sessions may be held during regular, special, or emergency meetings or may be held as separate meetings. Executive Session subjects are limited to those authorized by RCW Chapter 42.30 and as outlined in these Rules and Procedures. Before convening an Executive Session, the presiding officer shall announce the purpose of the meeting and the anticipated time the Session will be concluded. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene and action may be taken, if appropriate.
- (j) Adjournment: The presiding officer adjourns the meeting.

Section 6. Commission Discussion.

ROBERT'S RULES OF ORDER unless otherwise discussed here, shall govern all Commission discussion.

Section 7. Public Hearing Procedures – Legislative Actions.

- (a) Chair introduces the application, opens the public hearing, and directs staff to give an overview of the application. Staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives and makes recommendations, if any. Commissioners are permitted to ask any relevant questions on the application, to the Chair or Staff. Public hearing is opened. Chair offers affirmation of truth to speakers and asks all speakers to speak into the microphone and give their name and address for the record. The affirmation of truth shall be administered as follows:

**"Do you promise that the testimony that you are about to give in this proceeding will be the truth? If so, respond: I DO".**

Any petitions and data shall be presented at this time.

- (b) Proponents in the audience are given an opportunity to speak in favor of the application. Each person speaking shall give name, address, and nature of interest in the matter.
- (c) Opponents in audience are given an opportunity to speak against the application.

Each person speaking shall give name, address, and nature of interest in the matter.

- (d) Brief rebuttal for proponents and opponents.
- (e) Motion to close public testimony portion of the public hearing.

If the Commission feels additional information is necessary, or when additional testimony is needed in order for the Commission to take action, by majority vote, the Commission may continue the public testimony portion of the hearing to the next regular meeting or to a date specific meeting.

- (f) Commission deliberation.
- (g) Motion to close public hearing. Once the public hearing is closed, no additional testimony may be taken, and the Commission will be limited to questions to staff only.
- (h) Motion for action. At the conclusion of the public hearing the Commission should bring a motion to the floor and initiate discussion. The Commission may defer action on an application when the Commission feels additional information is necessary or due to the late hour of the hearing. The Commission may, by majority vote, defer action to the next regular meeting, or the Commission may continue the meeting until a later scheduled time. A meeting date other than the next regularly scheduled meeting date must be established as a part of the motion to continue the meeting.

Any motion for action should include a statement of findings based on facts presented in the hearing. At the conclusion of the discussion, the Chair should call for a vote upon the motion. The Chair may call upon each member to state his or her reasons for or against the particular motion.

- (i) At the conclusion of the vote and the announcement of the decision, the Chair should advise the audience that the recommendation will be submitted to the City Council, and further public comment, written or oral, will be governed by the City Council's rules and procedures.

#### Section 8. Public Hearing Procedures – Quasi-judicial Actions.

- (a) The Chair introduces the application with a brief summary of the application and the action that the Commission will be taking (i.e. recommendation to City Council).
- (b) The Chair will address the Appearance of Fairness issue by asking the following questions:
  - i. Commissioners, do you have any interest in the property or the application,

- or do you live within 500 feet of the property subject to the application;
- ii. Commissioners, do you stand to gain or lose any financial benefits as a result of the outcome of the hearing;
- iii. Commissioners, can you hear and consider this application in a fair and objective manner;
- iv. Commissioners, have you engaged in ex-parte communications with either the proponents or opponents of the application, if so please state for the record the substance of the communications.
- v. Audience, do you wish to challenge the participation of any member of the Planning Commission on the basis of appearance of fairness?

(c) The Chair opens the public hearing and directs staff to present technical analysis, review planning considerations and basic policy, cites possible alternatives and makes a recommendations, if any. Chair offers affirmation of truth to speakers and asks all speakers to speak into the microphone and give their name and address for the record. The affirmation of truth shall be administered as follows:

**"Do you promise that the testimony that you are about to give in this proceeding will be the truth? If so, respond: I DO".**

Any petitions and data shall be presented at this time.

- (d) Proponents in the audience are given an opportunity to speak in favor of the application. Each person speaking shall give name, address, and nature of interest in the matter.
- (e) Opponents in the audience are given an opportunity to speak against the application. Each person speaking shall give name, address, and nature of interest in the matter.
- (f) Brief rebuttal for proponents and opponents.
- (g) Motion to close public testimony portion of the public hearing.

If the Commission feels additional information is necessary, or when additional testimony is needed in order for the Commission to take action, by majority vote, the Commission may continue the public testimony portion of the hearing to the next regular meeting or to a date specific meeting.

- (h) Commission deliberation.
- (i) Motion to close or continue the public hearing. Once the public hearing is closed, no additional testimony may be taken, and the Commission will be limited to questions to staff only.
- (j) Motion for action. At the conclusion of the public hearing the Commission should

bring a motion to the floor and initiate discussion. The Commission may defer action on an application when the Commission feels additional information or due to the late hour of the hearing. The Commission may, by majority vote, defer action to the next regular meeting, or the Commission may continue the meeting until a later scheduled time. A meeting date other than the next regularly scheduled meeting date must be established as a part of the motion to continue the meeting

Any motion for action should include a statement of findings based on facts presented in the hearing. At the conclusion of the discussion, the Chair should call for a vote upon the motion. The Chair may call upon each member to state his or her reasons for or against the particular motion.

- (k) At the conclusion of the vote and the announcement of the decision, the Chair should advise the audience that the recommendation will be submitted to the City Council, and further public comment, written or oral, will be governed by their rules and procedures.

#### Section 9. Workshop Procedures.

A substantial amount of the Commission's work is conducted at informal workshops; therefore, the following procedures will apply:

- (a) The Chair introduces the discussion topic.
- (b) Staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives and asks for direction from the Commission regarding the need for additional information, revisions, or direction to set the date for a public hearing in preparation of forwarding a recommendation to the City Council.
- (c) The Chair may invite the public to participate in the discussion with consensus of Commissioners present. If audience participation becomes disruptive, the Chair may recess the meeting or request that the meeting be adjourned.

#### Section 10. Quorum.

The majority of the full Commission shall constitute a quorum for the transaction of business and taking official action.

#### Section 11. Voting.

- (a) Any action taken by a majority of those present, when those present constitute a quorum, at any regular meeting, recessed or special meeting of the Commission shall be deemed and taken as the action of the Commission.
- (b) Any Commissioner who abstains from voting without a conflict of interest (RCW 42.23) or appearance of fairness issue (RCW 42.36) must state his or her reason for

abstaining. Abstentions have no effect on the calculation of votes (Robert's Rules of Order).

- (c) A Commissioner must be present at a meeting in order to participate in Commission business. Telecommuting or voting by proxy is not permitted.

Section 12. Staff Support.

The Community Development Director or his/her designee shall provide administrative support for the Commission.

Section 13. Public Nature of Meetings and Records.

All regular, recessed and special meetings, hearing, records and accounts shall be open to the public.

**ARTICLE VI - COMMITTEES**

The Commission may establish such standing or special committees as it deems advisable and assign each committee specific duties of functions. These committees shall consist of one or more members. No standing or special committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission to the body of the Commission.

**ARTICLE VII - ATTENDANCE**

Attendance at regular meetings and executive sessions is expected of all Commission members. A member anticipating absence from any regular, recessed or special meeting shall notify the Chair or Community Development Department in advance of the meeting to be missed. A Commissioner will be automatically terminated after Staff notifies the Chair of three consecutive unexcused absences from regular, recessed or special meetings.

Any Commissioner expecting to be absent for an extended period of time, a minimum of six consecutive weeks, must receive approval from the Mayor. The Mayor may also excuse a Commissioner who is absent because of a serious illness.

**ARTICLE VIII - AMENDMENTS**

These By-Laws may be amended by a majority vote of the entire membership of the Commission at any regular meeting; provided, however, that the proposed amendments have been submitted in writing at a previous meeting.

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David Demarest  
Planning Commission Chairman

Revised 1/28/2008

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

***TABLE OF CONTENTS***

<b><u>DESCRIPTION</u></b>	<b><u>PAGE NO.</u></b>
<b>SECTION 1. AUTHORITY</b>	<b>2</b>
<b>SECTION 2. FORM OF GOVERNMENT</b>	<b>2</b>
<b>SECTION 3. COMMISSION MEETINGS</b>	<b>2</b>
<b>SECTION 4. NOMINATION AND ELECTION OF OFFICERS</b>	<b>3</b>
<b>SECTION 5. PRESIDING OFFICER</b>	<b>4</b>
<b>SECTION 6. RESIGNATION OR REMOVAL</b>	<b>4</b>
<b>SECTION 7. ORDER OF REGULAR COMMISSION MEETING AGENDA</b>	<b>5</b>
<b>SECTION 8. COMMISSION DISCUSSION</b>	<b>7</b>
<b>SECTION 9. PUBLIC HEARING PROCEDURES – LEGISLATIVE ACTIONS</b>	<b>7</b>
<b>SECTION 10. WORKSHOP PROCEDURES</b>	<b>8</b>
<b>SECTION 11. VOTING</b>	<b>9</b>
<b>SECTION 12. COMMISSION MEETING STAFFING</b>	<b>9</b>
<b>SECTION 13. ATTENDANCE</b>	<b>9</b>
<b>SECTION 14. COMMUNICATION WITH PLANNING COMMISSION</b>	<b>10</b>
<b>SECTION 15. SUSPENSION AND AMENDMENT OF RULES</b>	<b>11</b>
<b>SECTION 16. EFFECT OF RULES</b>	<b>11</b>

# MONROE PLANNING COMMISSION RULES OF PROCEDURE

## SECTION 1. AUTHORITY

- 1.1 The Monroe Planning Commission hereby establishes the following procedures for the conduct of Planning Commission meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Planning Commission and until such time as they are amended or new procedures are adopted in the manner provided by these rules.

## SECTION 2. FORM OF GOVERNMENT

- 2.1 RCW 35.63.060 lists the specific powers vested in the Planning Commission. The following is a summary list of Planning Commission powers:

- Act as the research and fact-finding agency of the municipality. To that end it may make such surveys, analyses, researches and reports as are generally authorized or requested by its council or board, or by the state with the approval of its council or board.
- Make inquiries, investigations, and surveys concerning the resources of the county.
- Assemble and analyze the data thus obtained and formulate plans for the conservation of such resources and the systematic utilization and development there of.
- Make recommendations from time to time as to the best methods of such conservation, utilization, and development.
- Cooperate with other commissions and with other public agencies of the municipality, state and United States in such planning, conservation, and development.
- Cooperate with and aid the state within its territorial limits in the preparation of the state master plan provided for in RCW 43.21A.350 and in advance planning of public works programs.
- Demonstrate how land use planning is integrated with transportation planning.

## SECTION 3. COMMISSION MEETINGS

The Monroe Planning Commission may hold one of two types<sup>1</sup> of official meetings when a quorum of its members is present. "Quorum" is defined as at least four members of the Planning Commission. Commissioners participating via remote attendance will not count towards a quorum. If a quorum of Commissioners are not present, the meeting may continue as a workshop with no final action being taken.

Commission shall choose their seating arrangements ~~on the dais~~ at the first meeting of every even year; selection order to be determined by seniority of each commission member and the number of years served on Planning Commission.

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<sup>1</sup> RCW provides for only two types of meetings, "regular" and "special."

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 3.1 REGULAR MEETINGS: Regular meetings of the Monroe Planning Commission will be held the second and fourth Mondays of each month at the Council Chambers in City Hall at 806 W Main St, Monroe, WA 98272. However, Commission reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.
  - 3.1.1 Regular meetings will begin at 7:00 PM, and will be scheduled to end at 9:00 PM; provided that meetings may be extended by majority vote of the Commission.
  - 3.1.2 Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in Planning Commission discussions is limited to Commission members and those invited to speak by the Commission.
- 3.2 SPECIAL MEETINGS: Any Commission meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the Commission and the media at least 24 hours in advance. A Special Commission meeting may be called by the chair, with consensus by the remainder of the Commission, and/or may also be called upon written request by a majority of the Commission.
- 3.3 All official meetings, minutes, and records of the Commission shall be open to the public.
- 3.4 All public meetings of the Planning Commission shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 3.5 The Planning Commission may choose to hold official Planning Commission meetings in the community, or as joint meetings with other cities, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law.
- 3.6 If any Monday on which a meeting is scheduled falls on a legal holiday, the meeting may by Commission motion be rescheduled or cancelled.
- 3.7 Citizens' comment sign-up sheets will be available at each Commission meeting for the use of citizens wishing to address the Commission. Public hearing sign-up sheets will be available for the meetings with a public hearing scheduled.

**SECTION 4: NOMINATION AND ELECTION OF OFFICERS**

- 4.1 The Commission shall elect a new Chairperson, herein after referred to as the Chair, and Vice-Chairperson, herein after referred to as the Vice Chair, by a majority of the Commissioners at the first regular meeting in January of each year, or soon thereafter as feasible. A quorum must be present to elect the Chair and Vice-Chair.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 4.1.1 **NOMINATIONS:** Nomination of elective officers for the position of Chair and Vice-Chair shall be made from the floor and the election shall follow immediately thereafter. Only existing Planning Commissioners shall be eligible to put forth nominations for Planning Commission elective officer positions; and only existing Planning Commissioners are eligible to be nominated for Planning Commission elected officer positions.
- 4.1.2 **VACANCIES.** If the term of the Commissioner who is serving as Chair ends prior to the January elections, the Vice-Chair will assume this responsibility until the annual elections are conducted. If the Commissioner who is serving as the Chair leaves the Commission prior to December of the Chair's term, a majority of the Commission shall elect an interim Chair until the regularly scheduled election in January. Vacancies on the Commission shall be filled by the Mayor and serve the unexpired portion of the Commissioner being replaced.

**SECTION 5. PRESIDING OFFICER**

- 5.1 The Commission shall elect a new Chairperson, herein after referred to as the Chair, and Vice-Chairperson, herein after referred to as the Vice Chair, by a majority of the Commissioners at the first regular meeting in January of each year, or soon thereafter as feasible. A quorum must be present to elect the Chair and Vice-Chair.
- 5.2 **CHAIR:** The Chair shall preside at all meetings and public hearings of the Commission and shall call special meetings when deemed necessary or when required. The Chair shall sign the minutes of Commission meetings. The Chair has full right to discuss and vote on all matters before the Commission. It shall be the responsibility of the Chair to take the lead in promoting effective public relations in the development and implementation of the Comprehensive Plan for the City of Monroe. The Chair shall conduct fair and impartial hearings and administer its oath at all public hearings.
- 5.3 **VICE-CHAIR:** The Vice-Chair shall assume the duties and powers of the Chair when the Chair is absent. ~~It shall be the responsibility of the Vice-Chair to take the lead in promoting effective public relations in the development and implementation of a Comprehensive Plan for the City of Monroe.~~
- 5.4 In the absence of the Chair and Vice-Chair, the Commissioners shall elect a temporary Chair, who shall have full powers of the positions, for the duration of the meeting.

**SECTION 6. RESIGNATION OR REMOVAL**

In the event that a Planning Commissioner can no longer fulfill his or her responsibilities, or is no longer a full-time resident of the City of Monroe or has not met the attendance requirements of the Commission, it may be appropriate that the Commissioner resign or

## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

be removed from the Commission. The procedures for resignation or removal are outlined as follows:

- 6.1 RESIGNATION: Whenever a Planning Commissioner is no longer qualified to serve, or is unable to fulfill the responsibilities of a Commissioner and desires to resign, then a resignation may be tendered in writing to the Mayor and the Chair.
- 6.2 REMOVAL: Commissioners may be removed, **after public hearing**, by the mayor, with City Council approval for inefficiency, neglect of duty, or malfeasance in office **per RCW 35.63.030**.

### SECTION 7. ORDER OF REGULAR COMMISSION MEETING AGENDA

- 7.1 The following is the usual order of the agenda for the Monroe Planning Commission's regular meeting; however, the order may be changed by the Commission.
  - 7.1.1 CALL TO ORDER: The presiding officer calls the meeting to order.
  - 7.1.2 ROLL CALL: Staff will call roll. The Chair will indicate if any absent Commissioner has called in regarding his or her absence. Commissioners may make a motion to excuse the absent Commissioner.  
(Commissioners are to inform City staff if they are unable to attend any Commission meeting or if they knowingly will be late to any meeting.)
  - 7.1.3 PUBLIC COMMENTS: This time is set aside for members of the audience to speak to the Planning Commission on any issue related to the City of Monroe. Commission usually does not take action on matters brought up during audience participation and may, if appropriate, schedule the matter for a subsequent meeting. Before making comments, the speaker is encouraged to state for the official record their name and address. Three minutes will be allowed per speaker when addressing Commission. Documents received from members of the public will not be read into the record by City Officials or staff but rather filed as part of the record. It may however be read into the record by the author or the author's designee. It is encouraged that the author for the official record, write their name and address on the document.
  - 7.1.4 APPROVAL OF MINUTES: Minutes of a preceding Planning Commission meeting are usually approved at the beginning of the next scheduled meeting. The Secretary will place draft minutes of previous Planning Commission meetings in the meeting agenda packet. If draft minutes are not available by the time the agenda packet is distributed, then the Secretary will include the draft minutes in the Planning Commission agenda packet for the next regularly-scheduled meeting. Minutes are not approved at a special meeting. They shall be held over until the next regular meeting.

## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

Discussion of the minutes in the agenda packet should only occur if either: 1) a Commissioner wants to highlight or summarize any matter in the draft minutes; 2) a Commissioner requests information or clarification regarding the draft minutes; or 3) a Commissioner proposes a correction to the draft minutes.

The presiding officer will ask the Commissioners if there are any corrections to the minutes provided. Minor changes may be made immediately by motion of the Commission to amend, and the amended minutes may be approved "as amended." If there are significant revisions, the minutes may be redrafted and reviewed by the Planning Commission again at a future meeting. If a Commissioner disapproves of a proposed correction to the minutes, that Commissioner may move to amend and offer an alternative correction. As with any motion to amend, the motion requires a second, is subject to debate, and requires a simple majority to pass.

Minutes do not become an official record of a meeting until they have been approved. Once minutes are approved by the Planning Commission, the Secretary must prepare the final version of the approved minutes for the record. Only the Secretary's approved version of the minutes serve as the official record of the meeting to which they pertain. The approved minutes are signed by both the Secretary and the Chair presiding over the meeting during which they were approved.

- 7.1.5 **PUBLIC HEARINGS**: At the time and place specified in the hearing notice, the presiding officer will open the public hearing, announce the time allotted for individual speakers, and call upon staff to describe the matter under consideration.

Following questions from Commission regarding the matter, the presiding officer will call for comments from **interested parties** ~~proponents, opponents,~~ and ~~all other individuals~~ wishing to speak on the matter. Three minutes will be allowed per speaker when addressing Commission.

The presiding officer closes the public hearing or continues it to a future time certain.

- 7.1.6 **OLD BUSINESS**: Old Business consists of agenda items that have previously been introduced to or considered by the Commission, but have not been finalized. Final approval/adoption may be taken during this portion of the meeting.
- 7.1.7 **NEW BUSINESS**: New Business consists of agenda items which have not previously been considered by the Commission and which may require discussion and action. Official final action may also be taken on items under "New Business."

## MONROE PLANNING COMMISSION RULES OF PROCEDURE

7.1.8 WORKSHOP: Informal workshops begin with the Chair introducing a discussion topic to the Planning Commission. Staff will then present technical analysis, review planning considerations and basic policy, cite possible alternatives, and ask for direction from the Commission regarding the need for additional information, revisions, or direction. With the consensus of the Commissioners present, the Chair may invite public to participate in the discussion. If audience participation becomes disruptive, the Chair may recess the meeting or request that the meeting be adjourned.

7.1.9 DISCUSSION BY COMMISSIONERS AND STAFF: Staff and Planning Commissioners can bring information forward for the benefit of the Commission, including brief reports on other meetings or community events the Commissioners have attended.

7.1.10 ADJOURNMENT: The presiding officer adjourns the meeting after a motion to adjourn is made, seconded, and passed.

7.2 The Planning Commission or City Staff may add items to an agenda and Commission may take action on items not listed on the agenda.

### SECTION 8. COMMISSION DISCUSSION

8.1 All Commission discussion unless otherwise noted here, shall be governed by ROBERT'S RULES OF ORDER, THE MODERN EDITION, as amended, revised, or updated.

### SECTION 9. PUBLIC HEARING PROCEDURES - LEGISLATIVE ACTIONS

The Planning Commission is responsible for conducting public hearings on legislative actions, which are intended to obtain public input on legislative recommendations on matters of policy. Public hearings on legislative actions shall be conducted as follows.

9.1 The Chair introduces the application, opens the public hearing, and directs staff to give an overview of the application. Staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives and makes recommendations, if any. Commissioners are permitted to ask any relevant questions on the application, to the Chair or Staff.

9.2 Motion to open the public testimony portion of the public hearing. Chair ~~offers affirmation of truth to speakers and asks all speakers to speak into the microphone and give their name and address for the record. The affirmation of truth shall be administered as follows:~~

~~**“Do you promise that the testimony that you are about to give in this proceeding will be the truth? If so, respond: I DO”.**~~

Any petitions and data shall be presented at this time.

## MONROE PLANNING COMMISSION RULES OF PROCEDURE

9.3 Interested parties proponents and opponents in the audience are given an opportunity to speak about in favor of the application. Each person speaking shall give name, address, and nature of interest in the matter.

~~9.3 Opponents in audience are given an opportunity to speak against the application. Each person speaking shall give name, address, and nature of interest in the matter.~~

9.4 Brief rebuttal for interested parties proponents and opponents. All speakers will be allowed one rebuttal in the following order; staff, interested parties and then the applicant.

9.5 Motion to close public testimony portion of the public hearing.

If the Commission feels additional information is necessary, or when additional testimony is needed in order for the Commission to take action, by majority vote, the Commission may continue the public testimony portion of the hearing to the next regular meeting or to a date specific meeting.

9.6 Commission deliberation. The Commissioners may ask questions of staff, the applicant and other interested parties present at the public hearing.

9.7 Motion to close public hearing. Once the public hearing is closed, no additional testimony may be taken, and the Commission will be limited to clarifying questions regarding the proposal to staff only.

9.8 Motion for action. At the conclusion of the public hearing the Commission should bring a motion to the floor and initiate discussion. The Commission may defer action on an application when the Commission feels additional information is necessary or due to the late hour of the hearing. The Commission may, by majority vote, defer action to the next regular meeting, or the Commission may continue the meeting until a later scheduled time. A meeting date other than the next regularly scheduled meeting date must be established as a part of the motion to continue the meeting.

Any motion for action should include a statement of findings based on facts presented in the hearing. At the conclusion of the discussion, the Chair should call for a vote upon the motion. The Chair may call upon each member to state his or her reasons for or against the particular motion.

9.9 At the of the vote and the announcement of the decision, the Chair should advise the audience that the recommendation will be submitted to the City Council, and further public comment, written or oral, will be governed by the City Council's rules and procedures.

### SECTION 10. WORKSHOP PROCEDURES

## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

10.1 A substantial amount of the Planning Commission's work is conducted at informal workshops; therefore, the following procedures will apply to workshops held by the Commission:

10.1.1 The Chair introduces the discussion topic.

10.1.2 Staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives and asks for direction from the Commission regarding the need for additional information, revisions, or direction to set the date for a public hearing in preparation of forwarding a recommendation to the City Council.

10.1.3 With the consensus of the Commissioners present, the Chair may invite the public to participate in the discussion. **Before making comments, the speaker is encouraged to state for the official record their name and address.** If audience participation becomes disruptive, the Chair may recess the meeting or request that the meeting be adjourned.

### SECTION 11. VOTING

11.1 Any action taken by a majority of those present, when those present constitute a quorum, at any regular meeting, recessed or special meeting of the Commission shall be deemed and taken as the action of the Commission.

11.2 Any Commissioner who abstains from voting without a conflict of interest (RCW 42.23) or appearance of fairness issue (RCW 42.36) must state his or her reason for abstaining. Abstentions have no effect on the calculation of votes (see Robert's Rules of Order).

11.3 A Commissioner must be present at a meeting in order to participate in Commission business. Voting through telecommuting or by proxy is not permitted.

11.4 As determined by the Commission, a minority report may accompany a voted decision or recommendation. An additional spokesperson may be designated to present the minority report.

### SECTION 12. COMMISSION MEETING STAFFING

12.1 The Community Development Director or their designee shall provide administrative support for the Commission.

### SECTION 13. ATTENDANCE

13.1 Attendance at regular meetings is expected of all Commission members. A member anticipating absence from any regular or special meeting shall notify the Chair and Community Development Department in advance of the meeting to be missed. A Commissioner will be automatically terminated after Staff notifies the Chair of three consecutive unexcused absences from regular or special meetings.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 13.2 Any Commissioner expecting to be absent for an extended period of time, up to a maximum of six consecutive weeks, must receive approval from the Mayor. The Mayor may also excuse a Commissioner who is absent because of serious illness.
- 13.3 Remote Meeting Attendance. Commissioners may appear at a Planning Commission meeting via video conferencing or telephone (“remote attendance”). Remote attendance is for the benefit of the City of Monroe and not for the benefit of an individual Commissioner. The procedures and guidelines for permitting a Commissioner to attend meetings remotely are established as follows:
- 13.3.1 A community member wanting to serve on the Commission and would provide significant benefit to the Commission, but, due to unavoidable, frequent travel, would be otherwise unable to participate in person on a regular basis, or the community member has a disability which requires a reasonable accommodation.
- 13.3.2 A community member wants to serve on the Planning Commission, but needs to regularly attend meetings remotely, must notify the Planning Commission at the time of their application, or if after appointment, they experience a significant change in their circumstances that would justify regular remote attendance.
- 13.3.3 Remote attendance shall not be allowed during any portion of the meeting dedicated to legislative action, although such participation may be allowed for the remainder of the meeting.
- 13.3.4 No more than one commissioner at a time shall be allowed to remotely attend a given meeting.
- 13.3.5 Remote attendance should be announced by the Chair and will be reflected in the meeting minutes.

**SECTION 14. COMMUNICATION WITH PLANNING COMMISSION**

- 14.1 Access to the Planning Commission by written correspondence is a significant right of all members of the general public, including, in particular, citizens of the City. The Planning Commission desires to encourage the exercise of this right by the general public to bring to the attention of the Commission, matters of concern to Monroe residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. Documents received from citizens will not be read into the record by City Officials or staff but rather filed as part of the record. They may however be read into the record by the author or the author’s designee, subject to the applicable speaking time limitations established by these Rules of Procedure.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 14.2 Remarks made to Commission should address the Commission as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive may be requested to leave the meeting.
- 14.3 The presiding officer has the authority to preserve order at all meetings of the Commission, to cause removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Commission. The presiding officer may command assistance of any peace officer to enforce all lawful orders of the presiding officer to restore order at any meeting.
- 14.4 Citizens wishing to address complaints, concerns or questions to the Planning Commission are encouraged to first contact the Community Development Department before contacting the Planning Commission directly. If the issue is not resolved at the staff level, City Staff may place the matter on a commission agenda with the appropriate background information for discussion.

**SECTION 15. SUSPENSION AND AMENDMENT OF RULES**

- 15.1 Any provision of these rules not governed by state law or ordinance may be temporarily waived or suspended by a majority vote of the Commission, except as otherwise specified in these rules or required by law. Any formal action of the Planning Commission in violation or disregard of these rules shall be deemed as an implied waiver thereof.
- 15.2 These rules may be amended, or new rules adopted, by a majority vote of the Commission.

**SECTION 16. EFFECT OF RULES**

- 16.1 These rules are for the sole convenience of the Planning Commission, and may only be enforced by Commission Members. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.
- 16.2 If any sentence, clause or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause, or provision of these rules shall be severable from the remainder.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

***TABLE OF CONTENTS***

<b><u>DESCRIPTION</u></b>	<b><u>PAGE NO.</u></b>
<b>SECTION 1. AUTHORITY</b>	<b>2</b>
<b>SECTION 2. FORM OF GOVERNMENT</b>	<b>2</b>
<b>SECTION 3. COMMISSION MEETINGS</b>	<b>2</b>
<b>SECTION 4. NOMINATION AND ELECTION OF OFFICERS</b>	<b>3</b>
<b>SECTION 5. PRESIDING OFFICER</b>	<b>4</b>
<b>SECTION 6. RESIGNATION OR REMOVAL</b>	<b>4</b>
<b>SECTION 7. ORDER OF REGULAR COMMISSION MEETING AGENDA</b>	<b>5</b>
<b>SECTION 8. COMMISSION DISCUSSION</b>	<b>7</b>
<b>SECTION 9. PUBLIC HEARING PROCEDURES – LEGISLATIVE ACTIONS</b>	<b>7</b>
<b>SECTION 10. WORKSHOP PROCEDURES</b>	<b>8</b>
<b>SECTION 11. VOTING</b>	<b>9</b>
<b>SECTION 12. COMMISSION MEETING STAFFING</b>	<b>9</b>
<b>SECTION 13. ATTENDANCE</b>	<b>9</b>
<b>SECTION 14. COMMUNICATION WITH PLANNING COMMISSION</b>	<b>10</b>
<b>SECTION 15. SUSPENSION AND AMENDMENT OF RULES</b>	<b>11</b>
<b>SECTION 16. EFFECT OF RULES</b>	<b>11</b>

# **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

## SECTION 1. AUTHORITY

- 1.1 The Monroe Planning Commission hereby establishes the following procedures for the conduct of Planning Commission meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Planning Commission and until such time as they are amended or new procedures are adopted in the manner provided by these rules.

## SECTION 2. FORM OF GOVERNMENT

- 2.1 RCW 35.63.060 lists the specific powers vested in the Planning Commission. The following is a summary list of Planning Commission powers:

- Act as the research and fact-finding agency of the municipality. To that end it may make such surveys, analyses, researches and reports as are generally authorized or requested by its council or board, or by the state with the approval of its council or board.
- Make inquiries, investigations, and surveys concerning the resources of the county.
- Assemble and analyze the data thus obtained and formulate plans for the conservation of such resources and the systematic utilization and development there of.
- Make recommendations from time to time as to the best methods of such conservation, utilization, and development.
- Cooperate with other commissions and with other public agencies of the municipality, state and United States in such planning, conservation, and development.
- Cooperate with and aid the state within its territorial limits in the preparation of the state master plan provided for in RCW 43.21A.350 and in advance planning of public works programs.
- Demonstrate how land use planning is integrated with transportation planning.

## SECTION 3. COMMISSION MEETINGS

The Monroe Planning Commission may hold one of two types<sup>1</sup> of official meetings when a quorum of its members is present. “Quorum” is defined as at least four members of the Planning Commission. Commissioners participating via remote attendance will not count towards a quorum. If a quorum of Commissioners are not present, the meeting may continue as a workshop with no final action being taken.

Commission shall choose their seating arrangements at the first meeting of every even year; selection order to be determined by seniority of each commission member and the number of years served on Planning Commission.

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<sup>1</sup> RCW provides for only two types of meetings, “regular” and “special.”

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 3.1 REGULAR MEETINGS: Regular meetings of the Monroe Planning Commission will be held the second and fourth Mondays of each month at the Council Chambers in City Hall at 806 W Main St, Monroe, WA 98272. However, Commission reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.
  - 3.1.1 Regular meetings will begin at 7:00 PM, and will be scheduled to end at 9:00 PM; provided that meetings may be extended by majority vote of the Commission.
  - 3.1.2 Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in Planning Commission discussions is limited to Commission members and those invited to speak by the Commission.
- 3.2 SPECIAL MEETINGS: Any Commission meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the Commission and the media at least 24 hours in advance. A Special Commission meeting may be called by the chair, with consensus by the remainder of the Commission, and/or may also be called upon written request by a majority of the Commission.
- 3.3 All official meetings, minutes, and records of the Commission shall be open to the public.
- 3.4 All public meetings of the Planning Commission shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 3.5 The Planning Commission may choose to hold official Planning Commission meetings in the community, or as joint meetings with other cities, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law.
- 3.6 If any Monday on which a meeting is scheduled falls on a legal holiday, the meeting may by Commission motion be rescheduled or cancelled.
- 3.7 Citizens' comment sign-up sheets will be available at each Commission meeting for the use of citizens wishing to address the Commission. Public hearing sign-up sheets will be available for the meetings with a public hearing scheduled.

**SECTION 4: NOMINATION AND ELECTION OF OFFICERS**

- 4.1 The Commission shall elect a new Chairperson, herein after referred to as the Chair, and Vice-Chairperson, herein after referred to as the Vice Chair, by a majority of the Commissioners at the first regular meeting in January of each year, or soon thereafter as feasible. A quorum must be present to elect the Chair and Vice-Chair.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

- 4.1.1 **NOMINATIONS:** Nomination of elective officers for the position of Chair and Vice-Chair shall be made from the floor and the election shall follow immediately thereafter. Only existing Planning Commissioners shall be eligible to put forth nominations for Planning Commission elective officer positions; and only existing Planning Commissioners are eligible to be nominated for Planning Commission elected officer positions.
- 4.1.2 **VACANCIES.** If the term of the Commissioner who is serving as Chair ends prior to the January elections, the Vice-Chair will assume this responsibility until the annual elections are conducted. If the Commissioner who is serving as the Chair leaves the Commission prior to December of the Chair's term, a majority of the Commission shall elect an interim Chair until the regularly scheduled election in January. Vacancies on the Commission shall be filled by the Mayor and serve the unexpired portion of the Commissioner being replaced.

**SECTION 5. PRESIDING OFFICER**

- 5.1 The Commission shall elect a new Chairperson, herein after referred to as the Chair, and Vice-Chairperson, herein after referred to as the Vice Chair, by a majority of the Commissioners at the first regular meeting in January of each year, or soon thereafter as feasible. A quorum must be present to elect the Chair and Vice-Chair.
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**MONROE PLANNING COMMISSION  
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(Commissioners are to inform City staff if they are unable to attend any Commission meeting or if they knowingly will be late to any meeting.)

- 7.1.3 PUBLIC COMMENTS: This time is set aside for members of the audience to speak to the Planning Commission on any issue related to the City of Monroe. Commission usually does not take action on matters brought up during audience participation and may, if appropriate, schedule the matter for a subsequent meeting. Before making comments, the speaker is encouraged to state for the official record their name and address. Three minutes will be allowed per speaker when addressing Commission. Documents received from members of the public will not be read into the record by City Officials or staff but rather filed as part of the record. It may however be read into the record by the author or the author's designee. It is encouraged that the author for the official record, write their name and address on the document.

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## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

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Following questions from Commission regarding the matter, the presiding officer will call for comments from interested parties wishing to speak on the matter. Three minutes will be allowed per speaker when addressing Commission.

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## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

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Any petitions and data shall be presented at this time.

9.3 Interested parties in the audience are given an opportunity to speak about the application. Each person speaking shall give name, address, and nature of interest in the matter.

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

9.4 Brief rebuttal for interested parties. All speakers will be allowed one rebuttal in the following order; staff, interested parties and then the applicant.

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If the Commission feels additional information is necessary, or when additional testimony is needed in order for the Commission to take action, by majority vote, the Commission may continue the public testimony portion of the hearing to the next regular meeting or to a date specific meeting.

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Any motion for action should include a statement of findings based on facts presented in the hearing. At the conclusion of the discussion, the Chair should call for a vote upon the motion. The Chair may call upon each member to state his or her reasons for or against the particular motion.

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10.1 A substantial amount of the Planning Commission's work is conducted at informal workshops; therefore, the following procedures will apply to workshops held by the Commission:

10.1.1 The Chair introduces the discussion topic.

10.1.2 Staff presents technical analysis, reviews planning considerations and basic policy, cites possible alternatives and asks for direction from the Commission regarding the need for additional information, revisions, or

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

direction to set the date for a public hearing in preparation of forwarding a recommendation to the City Council.

10.1.3 With the consensus of the Commissioners present, the Chair may invite the public to participate in the discussion. Before making comments, the speaker is encouraged to state for the official record their name and address. If audience participation becomes disruptive, the Chair may recess the meeting or request that the meeting be adjourned.

**SECTION 11. VOTING**

- 11.1 Any action taken by a majority of those present, when those present constitute a quorum, at any regular meeting, recessed or special meeting of the Commission shall be deemed and taken as the action of the Commission.
- 11.2 Any Commissioner who abstains from voting without a conflict of interest (RCW 42.23) or appearance of fairness issue (RCW 42.36) must state his or her reason for abstaining. Abstentions have no effect on the calculation of votes (see Robert's Rules of Order).
- 11.3 A Commissioner must be present at a meeting in order to participate in Commission business. Voting through telecommuting or by proxy is not permitted.
- 11.4 As determined by the Commission, a minority report may accompany a voted decision or recommendation. An additional spokesperson may be designated to present the minority report.

**SECTION 12. COMMISSION MEETING STAFFING**

- 12.1 The Community Development Director or their designee shall provide administrative support for the Commission.

**SECTION 13. ATTENDANCE**

- 13.1 Attendance at regular meetings is expected of all Commission members. A member anticipating absence from any regular or special meeting shall notify the Chair and Community Development Department in advance of the meeting to be missed. A Commissioner will be automatically terminated after Staff notifies the Chair of three consecutive unexcused absences from regular or special meetings.
- 13.2 Any Commissioner expecting to be absent for an extended period of time, up to a maximum of six consecutive weeks, must receive approval from the Mayor. The Mayor may also excuse a Commissioner who is absent because of serious illness.
- 13.3 Remote Meeting Attendance. Commissioners may appear at a Planning Commission meeting via video conferencing or telephone ("remote attendance"). Remote attendance is for the benefit of the City of Monroe and not for the benefit

## **MONROE PLANNING COMMISSION RULES OF PROCEDURE**

of an individual Commissioner. The procedures and guidelines for permitting a Commissioner to attend meetings remotely are established as follows:

- 13.3.1 A community member wanting to serve on the Commission and would provide significant benefit to the Commission, but, due to unavoidable, frequent travel, would be otherwise unable to participate in person on a regular basis, or the community member has a disability which requires a reasonable accommodation.
- 13.3.2 A community member wants to serve on the Planning Commission, but needs to regularly attend meetings remotely, must notify the Planning Commission at the time of their application, or if after appointment, they experience a significant change in their circumstances that would justify regular remote attendance.
- 13.3.3 Remote attendance shall not be allowed during any portion of the meeting dedicated to legislative action, although such participation may be allowed for the remainder of the meeting.
- 13.3.4 No more than one commissioner at a time shall be allowed to remotely attend a given meeting.
- 13.3.5 Remote attendance should be announced by the Chair and will be reflected in the meeting minutes.

### SECTION 14. COMMUNICATION WITH PLANNING COMMISSION

- 14.1 Access to the Planning Commission by written correspondence is a significant right of all members of the general public, including, in particular, citizens of the City. The Planning Commission desires to encourage the exercise of this right by the general public to bring to the attention of the Commission, matters of concern to Monroe residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. Documents received from citizens will not be read into the record by City Officials or staff but rather filed as part of the record. They may however be read into the record by the author or the author's designee, subject to the applicable speaking time limitations established by these Rules of Procedure.
- 14.2 Remarks made to Commission should address the Commission as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive may be requested to leave the meeting.
- 14.3 The presiding officer has the authority to preserve order at all meetings of the Commission, to cause removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Commission. The presiding officer may

**MONROE PLANNING COMMISSION  
RULES OF PROCEDURE**

command assistance of any peace officer to enforce all lawful orders of the presiding officer to restore order at any meeting.

- 14.4 Citizens wishing to address complaints, concerns or questions to the Planning Commission are encouraged to first contact the Community Development Department before contacting the Planning Commission directly. If the issue is not resolved at the staff level, City Staff may place the matter on a commission agenda with the appropriate background information for discussion.

**SECTION 15. SUSPENSION AND AMENDMENT OF RULES**

- 15.1 Any provision of these rules not governed by state law or ordinance may be temporarily waived or suspended by a majority vote of the Commission, except as otherwise specified in these rules or required by law. Any formal action of the Planning Commission in violation or disregard of these rules shall be deemed as an implied waiver thereof.
- 15.2 These rules may be amended, or new rules adopted, by a majority vote of the Commission.

**SECTION 16. EFFECT OF RULES**

- 16.1 These rules are for the sole convenience of the Planning Commission, and may only be enforced by Commission Members. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.
- 16.2 If any sentence, clause or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause, or provision of these rules shall be severable from the remainder.



**MONROE PLANNING COMMISSION**  
**Agenda Item Cover Sheet**

<b>TITLE:</b>	<b>2020 Planning Commission Work Plan</b>
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<b>DATE:</b>	<b>FILE NUMBER:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
01/27/2020	N/A	Shana Restall	Shana Restall	Old Business # 2

**Discussion:** 12/09/2019 and 01/27/2020

- Attachments:**
1. Draft 2020 Planning Commission Work Program
    - a. Attachment A: 2020 Planning Commission Work Program Schedule
    - b. Attachment B: Project Permit Types

**DESCRIPTION/BACKGROUND**

The Planning Commission Work Program is a schedule that specifies the priority of projects under the purview of the Planning Commission and the timing of the associated reviews. The Work Program, which is prepared annually, is typically comprised of ongoing projects from the previous year(s), current projects, and potential new projects for the coming year. The draft 2020 Planning Commission Work Program is found in Attachment 1 to this agenda bill.

**REQUESTED ACTION:**

Staff requests that the Planning Commission adopt a recommendation to forward to the City Council regarding whether to adopt the proposed 2020 work plan.

**RECOMMENDED MOTION:**

- A. Move that the Planning Commission recommend that the Monroe City Council **APPROVE** the proposed 2020 Planning Commission Work Plan.

**ALTERNATIVE MOTIONS:**

- A. Move that the Planning Commission recommend that the Monroe City Council **APPROVE** the proposed 2020 Planning Commission Work Plan to be modified as follows: *[list modifications]*; OR
- B. Move that the Planning Commission recommend that the Monroe City Council **DENY** the proposed 2020 Planning Commission Work Plan; OR
- C. Move to **CONTINUE** the 2020 Planning Commission Work Plan workshop to *[future date]* to allow for additional review of the proposed work plan.



# MEMORANDUM

**DATE:** January 13, 2020  
**TO:** Monroe Planning Commission  
**FROM:** Shana Restall, Principal Planner  
**SUBJECT:** Proposed 2020 Annual Planning Commission Work Plan  
**ATTACHMENT(S):** A. 2020 Monroe Planning Commission Work Plan Schedule  
B. Permit Types and Review Procedures

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## I. BACKGROUND

The Planning Commission Work Plan is an annual schedule that specifies the priority and timing of projects to be reviewed by the Planning Commission. The Planning Commission Work Plan is typically comprised of ongoing projects from the previous year(s), current projects, and potential new projects for the coming year. The planning projects anticipated for 2020 are detailed below. Included as Attachment A is a chart of the proposed work plan schedule. For reference, Attachment B includes a description of the various types of project permits and their associated review procedures.

## II. 2020 WORK PLAN ITEMS

### A. 2020 Planning Commission Work Plan Items: Proposed Type IV Actions

1. **2018 – 2019 Comprehensive Plan Amendment Docket Cycle (8/1/18 – 1/31/20)**  
Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; The annual deadline for accepting citizen-initiated amendments to the Comprehensive Plan is July 1st of each year. The 2018 – 2019 Comprehensive Plan Amendment Docket is currently in review by the City Council and awaiting a final decision.
2. **2019 – 2020 Comprehensive Plan Amendment Docket Cycle (8/1/18 – 12/31/20)**  
Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; An introduction to the 2019 – 2020 Docket is scheduled for the January 13, 2020 regular Planning Commission meeting.
3. **2020 – 2021 Comprehensive Plan Amendment Docket Cycle (8/1/20 – 12/31/21)**

Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; The annual deadline for accepting citizen-initiated amendments to the Comprehensive Plan is July 1st of each year. The City will begin accepting applications for the 2020 – 2021 Comprehensive Plan Amendment Docket in May 2020.

**4. City of Monroe Parks and Recreation Plan Update (1/1/20 – 3/1/21)**

Description: The City of Monroe's Parks and Recreation Department is proposing to amend the Master Park Plan. Any associated amendments to the Comprehensive Plan and/or development regulations will be processed by Community Development.

**5. Amendments to Chapter 22.42 MMC, Design Standards (1/1/20 – 12/31/20)**

Description: Due to discrepancies and omissions regarding infill development and street standards within Chapter 22.42, Design Standards, the City of Monroe will be revising this chapter.

**6. Code Housekeeping for MMC Title 22, UDR (6/1/19 – 6/1/20)**

Description: After implementing MMC Title 22, Unified Development Regulations, note and track the new regulations; Identify any corrections and/or discrepancies; Process code amendments as needed.

**7. Amendments to Chapter 22.52 MMC, Affordable Housing (9/1/19 – 12/31/20)**

Description: The City is in the process of reviewing and updating its affordable housing regulations; Staff develops a scope of work and updates municipal code related to affordable and innovative housing.

**8. Affordable Housing Action Plan (3/1/20 – 12/31/21)**

Description: Development of a plan to address affordable housing using the Department of Commerce grant awarded to the City.

**9. Adopt North Kelsey Planning and Design Guidelines (6/1/18 – 12/31/20)**

Description: An update of the North Kelsey design guidelines and potentially the associated environmental documents to reflect currently allowed residential uses.

**10. Update Watershed Plans (1/1/20 – 12/31/20)**

Description: In October 2016, the Washington State Supreme Court issued a decision, referred to as the "Hirst Decision," which limited a landowner's ability to get a building permit for a new home when the proposed source of water was a permit-exempt well. Affected jurisdictions had to make their own decisions about whether there was enough water, both physically and legally, to approve any building permit that would rely on a well. In response to the Hirst decision, Engrossed Substitute Senate Bill 6091, was passed on Jan. 18, 2018 to regulate streamflow restoration. ESSB 6091 directs local planning groups to develop watershed plans that identify and offset potential impacts of exempt well use and achieve a net ecological benefit from new domestic permit-exempt wells. The Washington State Department of Ecology is working to update the plan for WRIA 7, which Monroe must adopt after its completion.

**11. Adopt Development Regulations for Small Wireless Facilities (1/1/19 – 6/1/20)**

Description: The FCC adopted a declaratory ruling and order (FCC 18-133) regarding municipal regulation of "small wireless facilities," which became effective on January 14, 2019; To comply with this order, the City is proposing amendments to MMC Chapter 22.62 to regulate small wireless facilities.

**12. Update Regulations for Temporary Homeless Encampments (4/1/19 – 6/1/20)**

Description: On March 6, 2007, the Monroe City Council adopted Ordinance No. 003/2007, which added a chapter to the zoning code to regulate temporary homeless encampments within the City; In 2010, the state adopted legislation that limited a local government's purview over these encampments; the City's code was not updated at the time the state law was adopted; The proposed amendments will bring the code into compliance with state law.

**13. Adopt FEMA Maps (1/1/20 – 6/1/20)**

Description: The Federal Emergency Management Agency (FEMA), through the Mapping, Assessment, and Planning (Risk MAP) program, identifies flood hazards, assesses flood risks, and provides accurate data to guide mitigation actions. This data is incorporated into flood maps, known as Flood Insurance Rate Maps (FIRMs), that support the National Flood Insurance Program (NFIP) and provide the basis for community floodplain management regulations and flood insurance requirements. Flood hazards are dynamic and can change frequently because of a variety of factors, including weather patterns, erosion, and new development. FEMA works with communities to collect new or updated flood hazard data and periodically updates flood maps to reflect these changes. FEMA is adopting updated FIRM maps based on Best Available Science, which, subsequently, must be adopted by the City.

**14. Annexation of Monroe's Northern Urban Growth Area (10/22/19 – 12/31/20)**

Description: Conduct public outreach to ascertain the level of interest among UGA residents in annexing to Monroe; Assess the results of the outreach measures to delineate potential annexation areas; Annex those portions of the UGA that are feasible.

**B. Other Proposed 2020 Planning Commission Work Plan Items**

**1. 2020 Planning Commission Work Plan (1/1/20 – 1/31/20)**

Description: Develop and adopt the 2020 Annual Planning Commission Work Plan.

**2. Update of Planning Commission Rules of Procedure (1/1/20 – 1/31/20)**

Description: Continue to work with the Planning Commission to make the Planning Commission's Rules of Procedure consistent with those adopted for the City Council; Planning Commission review and adoption of the updated Rules.



**CITY OF MONROE  
2020 ANNUAL PLANNING COMMISSION WORK PLAN**

**2020 Planning Commission Work Plan Schedule**

Work Plan Task	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>A. Review of Type IV Legislative Actions</b>												
1. 2018 – 2019 CP Docket												
2. 2019 – 2020 CP Docket												
3. 2020 – 2021 CP Docket												
4. Parks Plan Update												
5. Design Standards (MMC 22.42)												
6. Code Housekeeping for UDR												
7. Affordable Housing Regs.												
8. Affordable Housing Action Plan												
9. N. Kelsey Design Guidelines												
10. ESSB 6091 Watershed Update												
11. Small Wireless Facilities												
12. Temporary Encampments												
13. Adopt FEMA Maps												
14. Annexation of UGA												
<b>B. Other Proposed 2020 Planning Commission Work Plan Items</b>												
1. 2020 PC Work Plan												
2. PC Rules of Procedure Update												

## PROJECT PERMIT TYPES

For the purpose of project permit processing, all project permit applications shall be classified as one of the following: Type I, Type II, Type III, or Type IV.

### A. Type I Project Permits

Type I permits are minor administrative actions, and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator. Type I project permits include the actions provided below.

#### 1. *Land Use Actions Categorized as Type I*

- a. Administrative code interpretations of the Zoning Administrator
- b. Boundary line revisions exempt from review under SEPA
- c. Development permits exempt from review under SEPA
- d. Land clearing / forest practices permits exempt from review under SEPA
- e. Final short subdivisions
- f. Site plan reviews
- g. Final subdivisions
- h. Temporary use permits

#### 2. *Type I Review Process*

Upon receipt of an application for a Type I project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** A pre-application meeting is not required to submit a Type I application.
- b. **Application Intake.** The applicant may set up an intake meeting directly with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Public Notice.** Public notice is not required.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is not required.
- h. **Public Hearing.** A public hearing is not required.
- i. **Final Decision.** The Zoning Administrator is the final decision authority for Type I project permits, and issues a decision on the application after the review is finished.

#### 3. *Appeals of Type I Project Permits*

Final decisions of the Zoning Administrator on Type I project permits are appealable to the Hearing Examiner.

## **B. Type II Project Permits**

Type I permits are minor administrative actions, and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator. Type II project permits include the actions provided below.

### **1. Land Use Actions Categorized as Type II**

- a. Accessory dwelling units
- b. Final binding site plans
- c. Preliminary binding site plans
- d. Boundary line revisions subject to review under SEPA
- e. Development permits subject to review under SEPA
- f. Land clearing / forest practices permits subject to review under SEPA
- g. SEPA threshold determinations/EIS adequacy
- h. Shoreline substantial development permits
- i. Preliminary short subdivisions
- j. Single-family dwelling exceptions to development moratoria

### **2. Type II Review Process**

Upon receipt of an application for a Type II project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** A pre-application meeting is not required to submit a Type II application.
- b. **Application Intake.** The applicant may set up an intake meeting directly with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** When required, review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** A public hearing is not required.
- i. **Final Decision.** The Zoning Administrator is the final decision authority for Type II project permits, and issues a decision on the application after the review is finished.

### **3. Appeals of Type II Project Permits**

Final decisions of the Zoning Administrator on Type II project permits are appealable to the Hearing Examiner.

## C. Type III Project Permits

Type III permits are quasi-judicial actions subject to public notice and a public hearing. Decisions on Type III actions are made by the hearing examiner after consideration of a recommendation from the zoning administrator, unless otherwise specified. Type III project permits include the actions provided below.

### 1. *Land Use Actions Categorized as Type III*

- a. Administrative approval when a conflict of interest exists
- b. Conditional use permits
- c. Reasonable use exceptions
- d. Removals of a six-year development moratorium
- e. Shoreline conditional use permits
- f. Shoreline variances
- g. Preliminary subdivisions
- h. Variances
- i. Variances from flood hazard regulations
- j. Site-specific zoning map amendments (site-specific rezones)

### 2. *Type III Review Process*

Upon receipt of an application for a Type III project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** Before an application can be submitted for a Type III project permit, a pre-application meeting is required to discuss the proposal and potential development issues.
- b. **Application Intake.** After a pre-application meeting has been held, the applicant may set up an intake meeting with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** City staff schedules a public hearing with the final decision authority for Type III project permits, the Hearing Examiner
- i. **Notice of Public Hearing.** Staff issues notice of the scheduled public hearing.
- j. **Staff Analysis and Recommendation.** Staff prepares a report evaluating the proposal. The report, including the Zoning Administrator's recommendation on the proposal, is forwarded to the Hearing Examiner.
- k. **Final Decision.** After the close of the public hearing, the Hearing Examiner issues a final decision on the Type III project permit.

### 3. *Appeals of Type III Project Permits*

Final decisions of the Hearing Examiner on Type III project permits are appealable to Snohomish County Superior Court or the Shoreline Hearings Board, as applicable.

## **D. Type IV Legislative Actions**

Type IV actions are legislative, which include the passage, adoption, or approval of ordinances, resolutions, rules, regulations, motions, and orders. A legislative action is one which will affect the entire community, not just an individual property owner or single piece of land. No one is seeking or being granted special consideration.

### **1. Land Use Actions Categorized as Type IV**

- a. Comprehensive plan amendments
- b. Amendments to the Unified Development Regulations (UDR)
- c. Area-wide zoning map amendment (Area-wide rezone)
- d. Preannexation Zoning

### **2. Type IV Review Process**

Upon receipt of an application for a Type IV action, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** Before an application can be submitted for a Type IV action, a pre-application meeting is required to discuss the proposal and potential development issues.
- b. **Application Intake.** After a pre-application meeting has been held, the applicant may set up an intake meeting with permitting staff for submittal. If the applicant is the City, City staff prepare and submit application materials.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** City staff schedules a public hearing with the recommending authority for Type IV actions, the Planning Commission.
  - i. **Notice of Public Hearing.** Staff issues notice of the scheduled public hearing.
  - j. **Staff Analysis and Recommendation.** Staff prepares a report evaluating the proposal. The report, including the Zoning Administrator's recommendation on the proposal, is forwarded to the Planning Commission.
  - k. **Recommendation to City Council.** After the close of the public hearing, the Planning Commission forwards a recommendation regarding the proposal to the City Council.
- k. **Final Decision.** The City Council considers the Planning Commission's recommendation and issues a final decision on the Type IV action.

### **3. Appeals of Type IV Project Permits**

Final decisions of the City Council on Type IV project permits are appealable to Snohomish County Superior Court or the Growth Management Hearings Board, as applicable.



# MONROE PLANNING COMMISSION

<b>SUBJECT:</b>	<b>DISCUSSION: 2019 - 2020 Comprehensive Plan Amendments Docket</b>
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<b>DATE:</b>	<b>DEPARTMENT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
01/27/2020	Community Development	Shana Restall	Shana Restall	<b>New Business # 1</b>

**Discussion:** 01/27/2020

- Attachments:**
1. CPA2019-02 – Amparo Ambriz and Alma Magaña Citizen-Initiated Application:
    - a. Completed Application Form
    - b. List of Monroe Zoning Districts
    - c. Snohomish County Property Account Summary
    - d. Snohomish County Property Assessor’s Map
  2. 2015 – 2035 Monroe Comprehensive Plan Future Land Use Map (FLUM)
  3. City of Monroe Official Zoning Map
  4. Previous City of Monroe Zoning Map (repealed 5/1/2019)
  5. Chapter 22.74 MMC, Comprehensive Plan Amendments

**REQUESTED ACTION**  
 Presentation and discussion only. No actions is needed at this time.

## POLICY CONSIDERATIONS

Pursuant Chapter 22.74 MMC, Comprehensive Plan Amendments, the City accepts proposals for Comprehensive Plan amendments from interested parties on an annual basis. Upon receipt of applications, the City Council holds a public hearing to select those proposals to be placed on the docket for further consideration during the annual amendment cycle. After the docket is set, staff reviews the proposed amendments and provides an analysis of the amendments to the Planning Commission. The Planning Commission holds a public hearing and subsequently forwards a recommendation to the City Council, which makes the final determination on the docket of proposed amendments. All Comprehensive Plan amendment proposals are required to be considered concurrently so that their cumulative impacts can be determined.

## DESCRIPTION/BACKGROUND

The 2019 - 2020 Comprehensive Plan amendment docket contains one (1) citizen-initiated application for the Planning Commission to review. These applications include the following proposals for amendments to the 2015 – 2035 Comprehensive Plan:

1. **Application No. CPA2019-02 (Attachment 1):** Proposed Comprehensive Plan amendment and concurrent rezone of a site located at 14920 179<sup>th</sup> Avenue SE, Monroe, WA 98272 (*Amparo Ambriz and Alma Magaña, applicants*)

Amparo Ambriz and Alma Magaña are proposing an amendment to the 2015 – 2035 Comprehensive Plan Future Land Use Map (FLUM) to change the designation of the site located at 14920 179<sup>th</sup> Avenue SE (identified by parcel numbers 27060200100700 and 27060200101000) from a “Mixed Use” designation to a “Low Density Single-Family Residential” designation. Concurrent with the proposed comprehensive plan amendment, the applicant also proposes a rezone to change the site’s zoning from Mixed Use – General (MG) to Single-Family Residential – 4 Units per Acre (R4). The subject site is comprised of two contiguous parcels with a combined area of approximately 0.38 acres. An existing detached single-family dwelling straddles the property line shared by the parcels. The subject site are surrounded by single-family residential uses to the west, north, and south, and is bounded by

the 179<sup>th</sup> Avenue SE right-of-way to the east. The site is accessed from 179<sup>th</sup> Avenue SE.

**NEXT STEPS**

Staff will finalize the application and bring it back to the Planning Commission for a final review. Planning Commission will hold a public hearing to review and take testimony on the 2019 - 2020 Comprehensive Plan Amendment Docket. The Planning Commission drafts a recommendation on the proposed docket, which is forwarded to the City Council. The City Council then votes whether to adopt or deny the Planning Commission's recommendation.

**FISCAL IMPACT**

N/A

**TIME CONSTRAINTS**

The City must render a final decision on the 2019 - 2020 Comprehensive Plan Amendment Docket prior to the end of 2020.

RECEIVED

JUL 18 2019

COMMUNITY DEVELOPMENT



WASHINGTON  
806 W. Main Street  
Monroe, WA 98272  
(360) 794-7400

City of Monroe, Washington  
**2019-2020 Docket Application**

for  
**Amendments to the Comprehensive Plan  
and/or Development Regulations**

**Applicant Information:**

Applicant Name: Amparo Ambroz & Alma Magaña	Date: July 18 2019
Address: 14920 179th Ave SE Monroe WA 98272	Phone: 425 737 9611
Owner's Name(s) (if different than applicant): Alma Magaña	
Address: 14920 179th Ave SE Monroe WA 98272	Phone: 425 346 0197

**Comprehensive Plan Land Use Map Amendment and Rezone Request:**

Legal Description (may be attached separately):  _____
Street Address of Property: 14920 179th Ave SE Monroe WA 98272
Size of Site (acreage or square footage): 0.24 ACSE
Topographic Features of Site (flat, rolling, steep, etc.): Flat
Current Land Use Designation/Zoning District: MG
Requested Land Use Designation/Zoning District: R25 (add a one single dwelling)

Adjacent Zoning District: <i>See Attached Zoning Map</i>	
North:	<u>MG</u>
South:	<u>MG</u>
East:	<u>R4</u>
West:	<u>MG</u>
Adjacent Land Uses (i.e. vacant, retail, residential, etc.):	
North:	<u>residential</u>
South:	<u>residential</u>
East:	<u>residential</u>
West:	<u>R4 Residential</u>

**Comprehensive Plan Text Amendment or Development Regulation Amendment Request:**

Description of Amendment Request: We are requesting to build a single family modern home, in our large back yard, so that I can help my elderly mother with a heart condition who lives alone.

What policy or regulation is affected by the proposal? Currently our property is a multi-family residential. But we are really close to the line where we would be able to build a single-family residences.

How is the proposal consistent with the Growth Management Act? It is not consistent, but it will help a single mother of 2 get a home.

How does the proposed amendment meet the goals, objectives and policies of the Comprehensive Plan? If the goal is to get more homes to families this would help a 1 family. Versus no families.

For City Use Only:	
Received by:	_____
Date Received:	_____
Docketing Number:	_____
Final Docket?	Yes <input type="checkbox"/> No <input type="checkbox"/>

City of Monroe, Washington

ABBREVIATIONS

ZONING DESIGNATIONS

<b>Residential Use</b>	
R4	Single-Family Residential – 4 Units per Acre
R7	Single-Family Residential – 7 Units per Acre
R15	Single-Family Residential – 15 Units per Acre
R25	Multi-Family Residential
<b>Mixed-Use</b>	
MN	Mixed-Use – Neighborhood
MM	Mixed-Use – Medical
MG	Mixed-Use – General
<b>Open Space Use</b>	
LS	Limited Open Space
P	Multi-family Residential District, High Density – 22 units per acre
<b>Commercial Use</b>	
TC	Tourist Commercial
DC	Downtown Commercial
GC	General Commercial
IT	Industrial Transition
<b>Industrial Use</b>	
SI	Shoreline Industrial
LI	Light Industrial
GI	General Industrial
<b>Public Facility Use</b>	
IN	Institutional
TR	Transportation

[Home](#)[Other Property Data](#)[Help](#)[Property Search](#) > [Search Results](#) > Property Summary

## Property Account Summary

7/18/2019

Parcel Number	<a href="#">27060200100700</a>	Property Address	14920 179TH AVE SE , MONROE, WA <a href="#">98272-1111</a>
---------------	--------------------------------	------------------	--

### General Information

Property Description	SEC 02 TWP 27 RGE 06RT-1G) BAAP ONE LN GOVT LOT 1 WH IS 340 FT N OF NE COR OF S 5 ACS GOVT LOT 1 TH N ALG E LN SD LOT FOR 110FT TO TPB TH CONT N ALG SD E LN 70FT TH W 170FT TH S 70FT TH E 170FT TO TPBLESS RD
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00530

### Property Characteristics

Use Code	111 Single Family Residence - Detached
Unit of Measure	Acre(s)
Size (gross)	0.24

### Related Properties

No Related Properties Found

### Parties

Role	Percent	Name	Address
Taxpayer	100	AGILERA ROBERTO ESQUIVEL	14920 179TH AVE SE, MONROE, WA <a href="#">98272-1111</a> United States
Owner	100	AGILERA ROBERTO ESQUIVEL	14920 179TH AVE SE, MONROE, WA <a href="#">98272-1111</a> United States

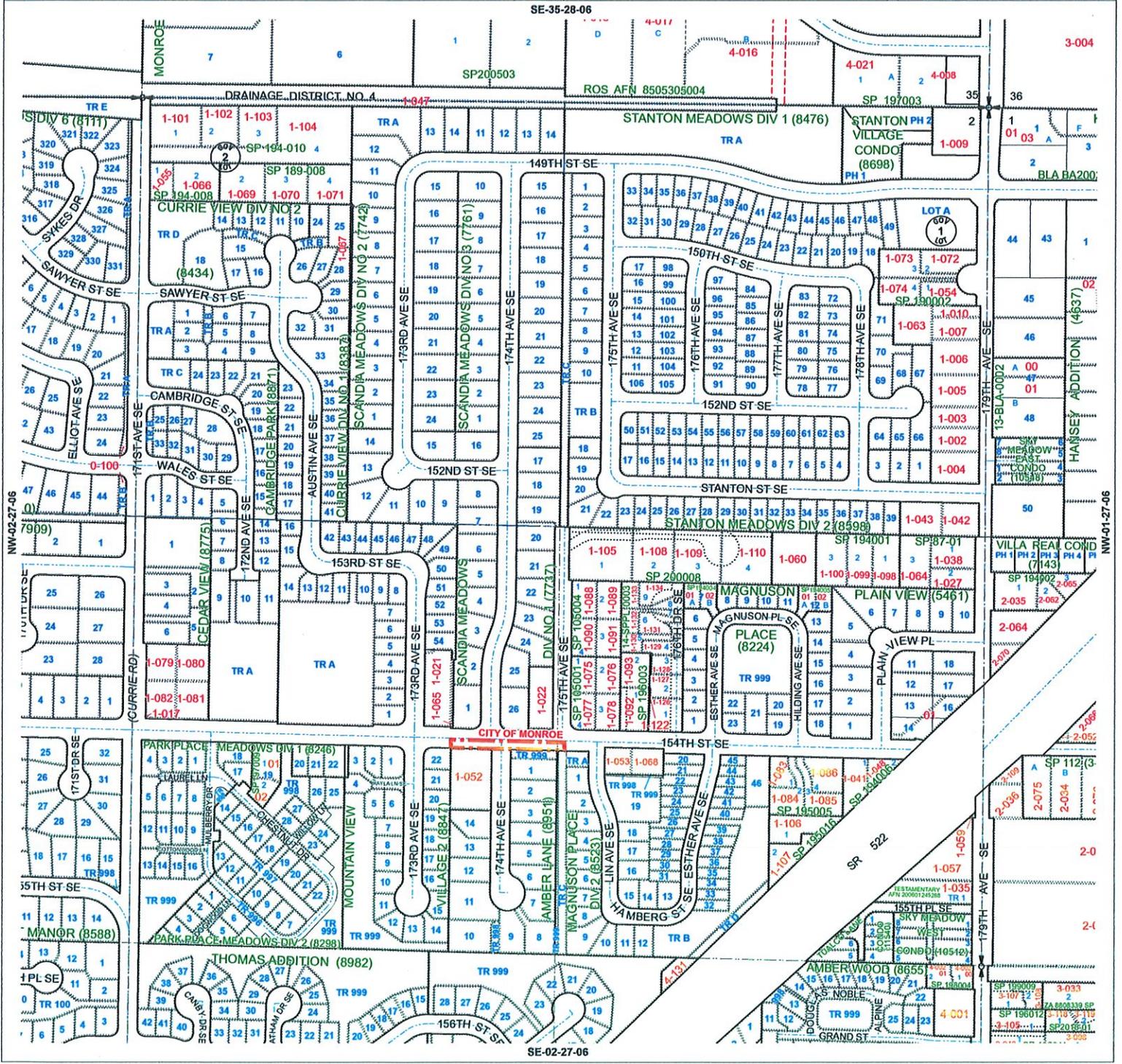
### Property Values

Value Type	Tax Year 2019	Tax Year 2018	Tax Year 2017	Tax Year 2016	Tax Year 2015
Taxable Value Regular	\$354,200	\$317,800	\$289,600	\$272,500	\$243,200
Exemption Amount Regular					
Market Total	\$354,200	\$317,800	\$289,600	\$272,500	\$243,200
Assessed Value	\$354,200	\$317,800	\$289,600	\$272,500	\$243,200
Market Land	\$143,400	\$120,900	\$107,400	\$97,200	\$86,400
Market Improvement	\$210,800	\$196,900	\$182,200	\$175,300	\$156,800
Personal Property					

### Active Exemptions

QUARTER <b>NE</b>	SECTION <b>2</b>	TOWNSHIP N.W.B.L. <b>27</b>	RANGE E.W.M. <b>6</b>	<p>ALL MAPS, DATA, AND INFORMATION SET FORTH HEREIN (DATA), ARE FOR ILLUSTRATIVE PURPOSES ONLY AND ARE NOT TO BE CONSIDERED AN OFFICIAL CITATION OF THE RECORDS OF THE SNOHOMISH COUNTY ASSESSOR'S OFFICE. THE DATA IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE COUNTY ASSessor's OFFICE MAKES NO REPRESENTATION OR WARRANTY CONCERNING THE CONTENT, ACCURACY, OR COMPLETENESS OF THE DATA. THE DATA IS PROVIDED AS IS AND WITHOUT LIABILITY TO THE COUNTY ASSessor's OFFICE FOR ANY ERRORS OR OMISSIONS. ALL RIGHTS ARE RESERVED BY THE COUNTY ASSessor's OFFICE. THE DATA IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSIDERED AN OFFICIAL CITATION OF THE RECORDS OF THE SNOHOMISH COUNTY ASSessor's OFFICE. THE DATA IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT TO BE CONSIDERED AN OFFICIAL CITATION OF THE RECORDS OF THE SNOHOMISH COUNTY ASSessor's OFFICE.</p>
Centerline	Lot	Block	Section	City Limits
Gov Lot	Subdiv	ROW	Quarter	Tax Acct
Major Water	Other Lot	Vac ROW	16th	Easement
Minor Water	Other Subdiv	Vac Lot		

Map produced on July 01, 2019 A product of the Assessor's Office  
Snohomish County, Washington



City of Monroe



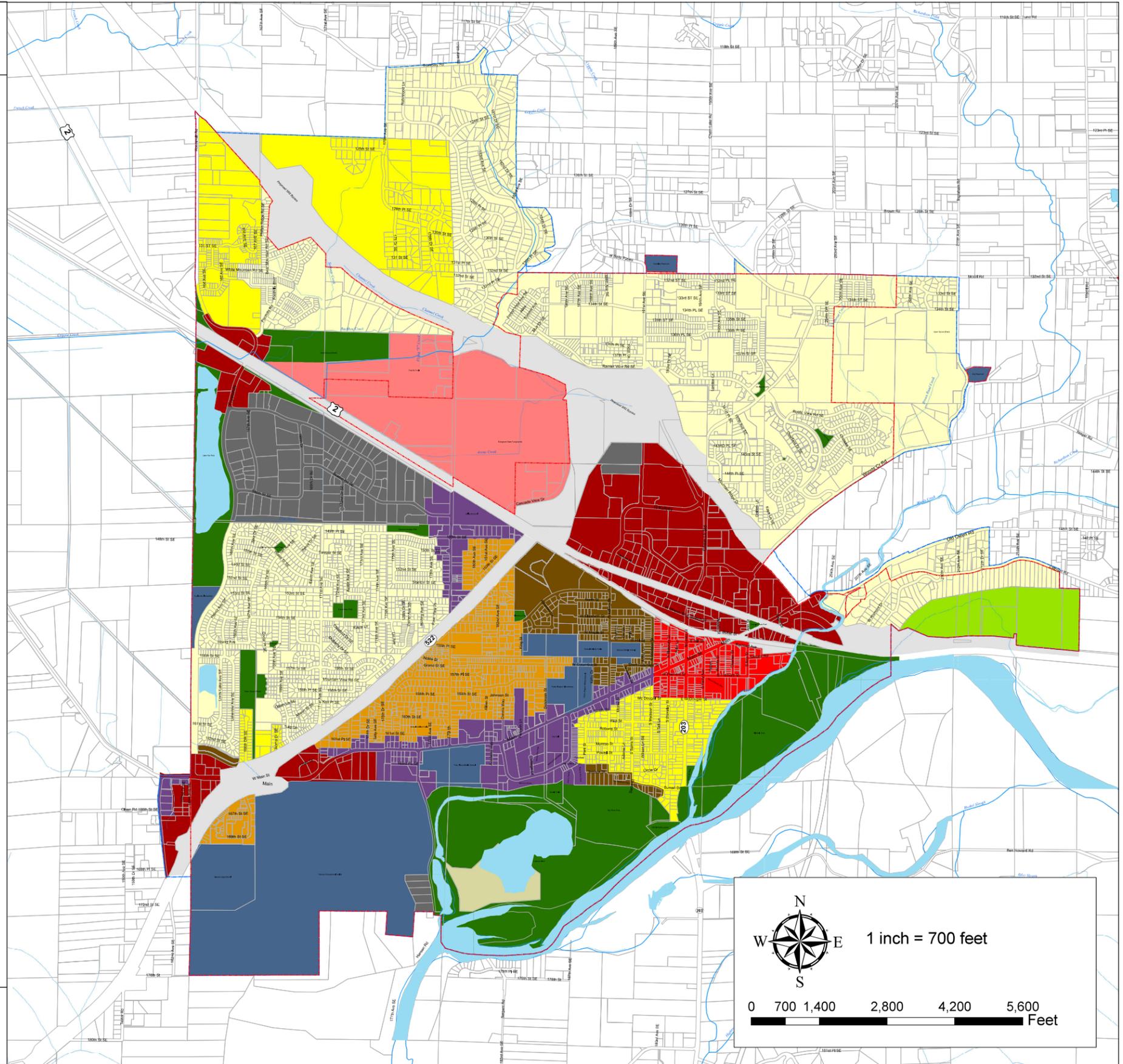
### COMPREHENSIVE PLAN MAP

#### COMP. PLAN DESIGNATIONS

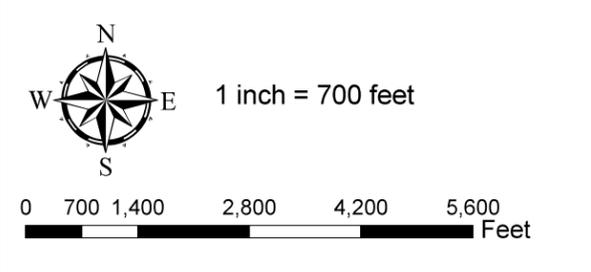
- Downtown Commercial
- Tourist Commercial
- General Commercial
- Mixed Use
- Industrial
- Institutional
- Low Density SFR
- Medium Density SFR
- High Density SFR
- Multifamily
- Parks
- Limited Open Space
- Shoreline Industrial
- Transportation

#### BOUNDARIES

- Urban Growth Area
- Monroe City Limits



Map data shown is the property of the City of Monroe & Snohomish County. Inaccuracies may exist and the City of Monroe & Snohomish County imply no warranties or guarantees regarding any aspect of data depiction. No real estate decisions are to be made using this map. Please contact the City of Monroe Planning and Permitting Department to verify the designation(s).



# ZONING MAP

## Zoning Districts

### Residential Use

- Single-Family Residential - 4 Units per Acre (R4)
- Single-Family Residential - 7 Units per Acre (R7)
- Single-Family Residential - 15 Units per Acre (R15)
- Multifamily Residential (R25)

### Mixed Use

- Mixed Use - Neighborhood (MN)
- Mixed Use - Medical (MM)
- Mixed Use - General (MG)

### Commercial Use

- Tourist Commercial (TC)
- Downtown Commercial (DC)
- General Commercial (GC)
- Industrial Transition (IT)

### Public Facility Use

- Institutional (IN)
- Transportation (TR)

### Open Space Use

- Limited Open Space (LS)
- Parks (P)

### Industrial Use

- Shoreline Industrial (SI)
- Light Industrial (LI)
- General Industrial (GI)

### Zoning Overlay Districts

- Airport Compatibility Overlay
- Fryelands Commercial Overlay (FC-O)
- North Kelsey/Tjerne Place Overlay (NK/TP-O)

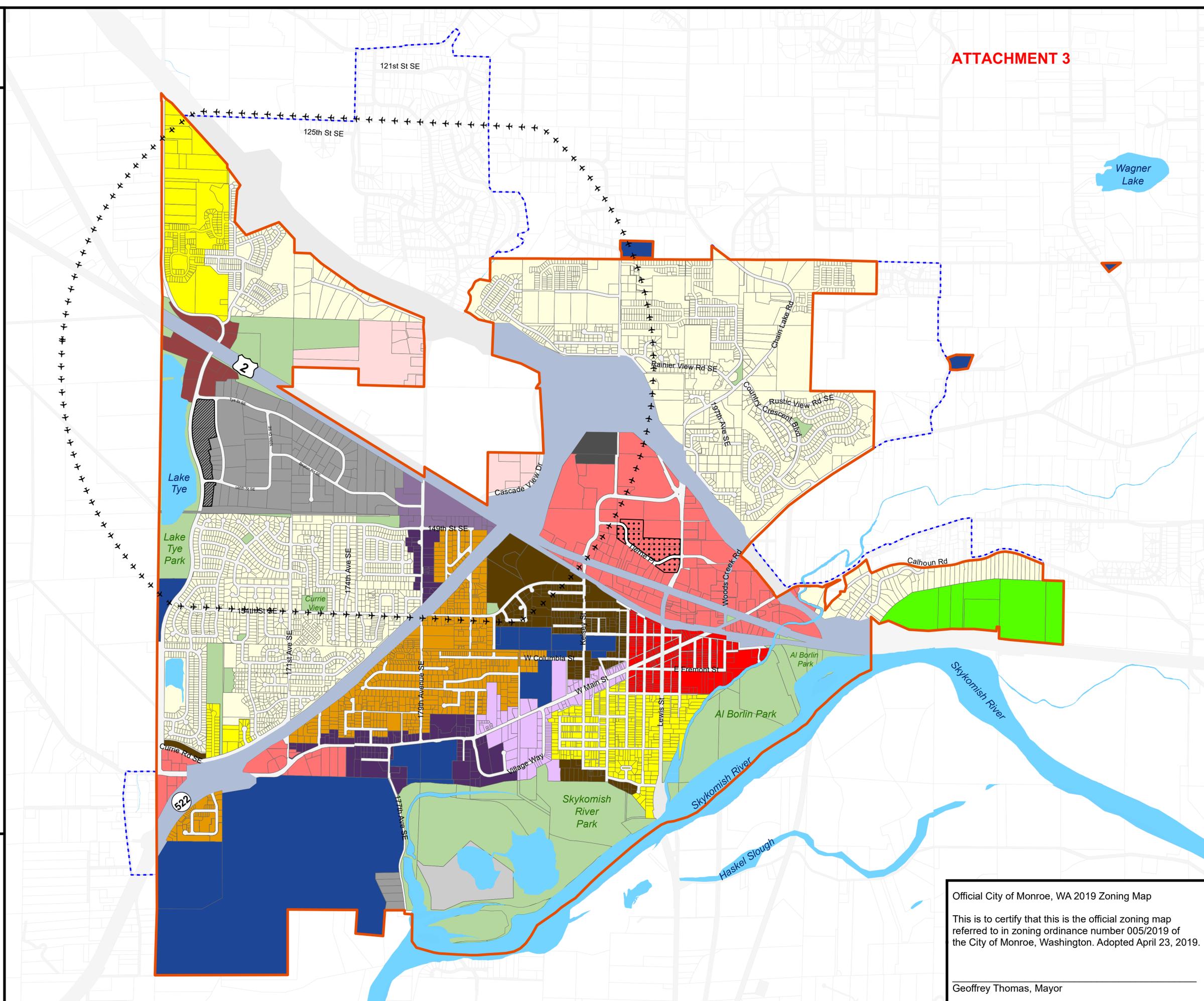
### Boundaries

- Monroe City Limits
- Urban Growth Area

1,500 750 0 1,500 Feet



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Official City of Monroe, WA 2019 Zoning Map  
 This is to certify that this is the official zoning map referred to in zoning ordinance number 005/2019 of the City of Monroe, Washington. Adopted April 23, 2019.  
 Geoffrey Thomas, Mayor

# City of Monroe



## ZONING

### ZONING DISTRICTS

- (DC) - Downtown Commercial
- (GC) - General Commercial
- (MUNC) - Mixed Use Neighborhood Commercial
- (MUC) - Mixed Use Commercial
- (SC) - Service Commercial
- (PO) - Professional Office
- (GI) - General Industrial
- (LI) - Light Industrial
- (LOSA) - Limited Open Space-Airport
- (LOS) - Limited Open Space
- (PS) - Public Open Space
- (MR6000) - Multi-Family Residential
- (UR6000) - Urban Residential
- (UR9600) - Urban Residential
- (R4) - Residential 4 Dwellings Per Acre
- (SR15000) - Suburban Residential

### OVERLAY ZONES

- North Kelsey Planning Area (ORD 009/2010)
- North Kelsey Planned Dev Area (ORD 009/2010)
- Downtown Planning Area (ORD 036/2008)
- Airport Overlay Zone (ORD. 026-2006)
- AEO-SOB Boundary (ORD 029/2003)

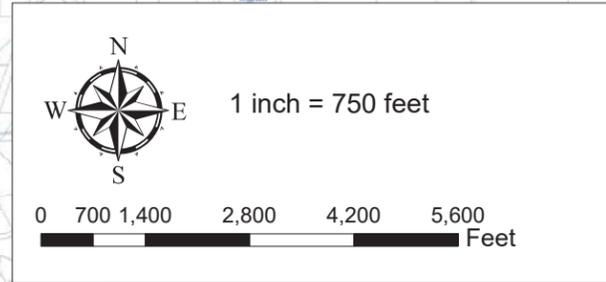
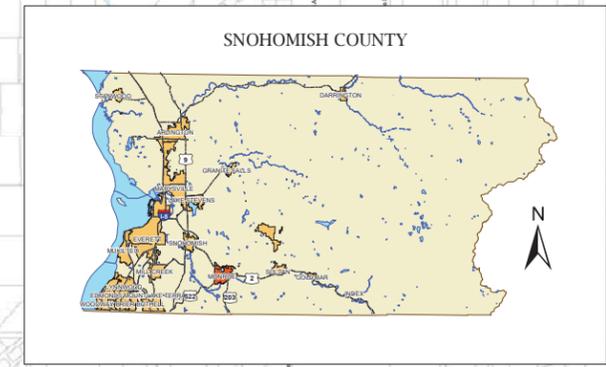
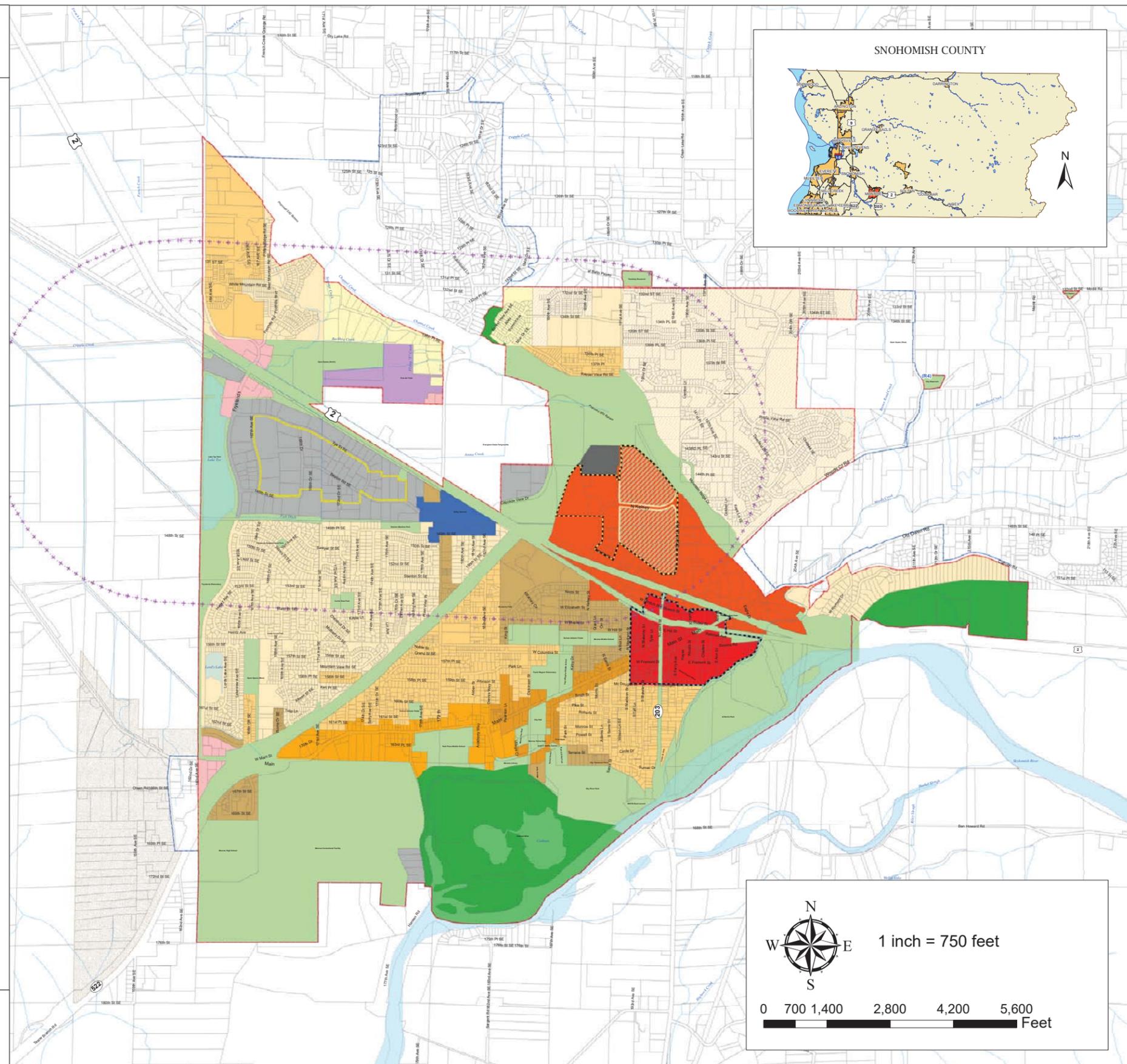
### BOUNDARIES

- Southwest Study Area
- Urban Growth Area
- Monroe City Limits

This is to certify that this is the official zoning map referred to in the zoning ordinance of the city of Monroe, Washington.

Adopted  
(Signed Copy in City Records)

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**CHAPTER 22.74  
COMPREHENSIVE PLAN AMENDMENTS**

**Sections:**

- 22.74.020**     Application Requirements.  
**22.74.030**     Selection of Amendments to be Considered.

**22.74.020 Application Requirements.**

All proposed amendments must be submitted in writing to the City of Monroe on the appropriate city form. The proposed amendment application shall consist of at least the following information, and be consistent with the Citizen-Initiated Comprehensive Plan Amendment Application and Submittal Checklist:

- A. A description of the proposal, including any relevant background material including an environmental checklist. If a request to amend the Comprehensive Plan Land Use Map is selected for consideration during the review cycle, additional information may be required to be submitted including, but not limited to, additional environmental review, traffic study, and utilities analysis.
- B. Reference to the element(s) of the comprehensive plan that is proposed for amendment;
- C. Proposed amendment language, when applicable;
- D. An explanation of why the amendment is being proposed;
- E. A description and/or map of the property affected by the proposal; and
- F. The appropriate fee, as listed in the City Fee Schedule in place at the time of application submittal.

**22.74.030 Selection of Amendments to be Considered.**

A. Selection Process. City of Monroe staff will submit all proposed amendments received prior to the last working day in July, to the City Council at the second council meeting in August along with an analysis of the proposed amendment in relation to the selection criteria and the application checklist. After holding a public hearing during the third council meeting of August, the City Council shall select those proposed amendments that should be considered for further review. Notification of all public hearings shall be in the same manner as for project permit applications, as outlined in MMC Chapter 22.84, Permit Processing. The City Council may modify a proposed amendment during the selection process.

B. Selection Criteria. The City Council should consider the following criteria when determining which proposed amendments that should be considered for further review:

- 1. The proposed amendment advances the Council's vision of the City.
- 2. The proposed amendment advances goals and policies of the comprehensive plan;
- 3. The proposed amendment is consistent with the goals and regulations of the Growth Management Act;
- 4. The relationship of the proposed amendment to other City codes and regulations; and
- 5. The cumulative effect(s) of the proposed plan amendment(s).

C. Schedule. When selecting the proposed amendments to be considered, the City Council will adopt a schedule for completion, including any input from the public and the Planning Commission.

D. Modification. The City Council may modify a proposed amendment during the selection process.