

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, November 28, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, November 28, 2016 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chair Kristiansen called the meeting to order at 7:00 p.m.

ROLL CALL

Secretary Stephanie Johnson called the roll.

Commissioners Present: **Chair Kristiansen**, Vice Chair Tuttle, Commissioner Duerksen, Commissioner Stanger, and Commissioner Bull

Commissioners Absent: Commissioner Jensen, Commissioner Fisher (both excused)

Staff Present: Community Development Director David Osaki, Senior Planner Shana Restall, and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

None.

APPROVAL OF MINUTES

- November 14, 2016 - **Commissioner Stanger** moved to accept the November 14, 2016 Planning Commission Meeting minutes as submitted. **Commissioner Duerksen** seconded. Motion carried **5/0**.

PUBLIC HEARING

1. Code Amendments - Commute Trip Reduction Regulations - MMC Chapter 18.88

Chair Kristiansen opened the public hearing.

Senior Planner Restall introduced the public hearing regarding Commute Trip Reduction (CTR) regulations. There are four (4) employers in the city of Monroe must abide by CTR requirements: The Washington State Department of Corrections, Cabinet Creek Cabinet Company, the City of Monroe, and Natural Factors. Staff notified all of these entities of this public hearing via mail on 11/21/2016. State agency expedited review from the Washington State Department of Commerce was approved.

No citizens present at the Public Hearing.

Vice Chair Tuttle moved to close the public testimony portion of the public hearing. Seconded by **Commissioner Bull**. Motion carried **5/0**.

Vice Chair Tuttle moved to close the public hearing. Seconded by **Commissioner Stanger**. Motion carried **5/0**.

Vice Chair Tuttle moved that the Planning Commission adopt the Findings of Fact and Conclusions of Law provided to the Planning Commission and recommend that the Monroe City Council APPROVE the proposed amendments to Monroe Municipal Code Chapter 18.88. Seconded by **Commissioner Duerksen**. Motion carried **5/0**.

OLD BUSINESS

1. Code Amendments - Downtown

Director Osaki presented the changes made (as requested by the Planning Commission at the November 14, 2016 meeting) to the bulk requirements table in MMC section 18.12.200 achieve consistency with the amendments proposed to the Downtown neighborhood land use matrix in MMC 18.12.170. Also, a draft map identifying the promenade area was presented.

Director Osaki explained that the next step in this process is SEPA, and that the City will be moving toward a public hearing next year.

NEW BUSINESS

None.

DISCUSSION BY COMMISSION AND STAFF

Director Osaki presented the Planning Commission extended Agenda and discussed future Planning Commission tasks. He plans to have the Mayor meet with the Planning Commission at the first meeting in December. The December 26, 2016 Planning Commission meeting is cancelled due to the Christmas holiday. January 9, 2017 includes the election of officers.

Director Osaki explained that the City is working on various permit processing code amendments and those will be brought forward to the Planning Commission in the near future. The municipal code does not specifically address provisions for development agreements. An ordinance doing so is being drafted. Also, ordinances adjusting appeal/deadline/notification timelines, and eliminating antiquated code sections, are being worked on.

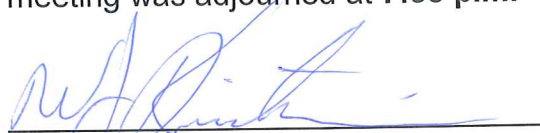
Director Osaki also mentioned that next year's Planning Commission work will, if the 2017 Budget is approved as is, involve a review of the City's development regulations. This will involve hiring a consultant. It is expected that the City will solicit consultant proposals at the beginning of the year. The zoning map for the City also needs to be reviewed and amended as appropriate in conjunction with this process.

Vice Chair Tuttle said there was full attendance at the last Parks Board meeting.

Commissioner Bull mentioned that he participated in Small Business Saturday in downtown Monroe. He also inquired about a new fitness establishment downtown.

ADJOURNMENT

Commissioner Duerksen moved to adjourn the **November 28, 2016** Planning Commission meeting. Seconded by **Commissioner Bull**. Motion carried **5/0** and the meeting was adjourned at **7:38 p.m.**



Bill Kristiansen
Chair



Stephanie Johnson
Planning Commission Secretary