

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, February 13, 2017**

The regular meeting of the Monroe Planning Commission was held on **Monday, February 13, 2017** 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 Stanger, Commissioner Bull and Commissioner Jensen

Commissioners Absent: Commissioner Fisher (excused) and Commissioner Duerksen (excused)

Staff Present: Interim Community Development Director Brad Feilberg and Planning Commission Secretary Stephanie Johnson

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

- January 23, 2017 – **Commissioner Bull** moved to accept the January 23, 2017 meeting minutes as submitted. **Commissioner Tuttle** seconded. Motion carried **5/0**.

PUBLIC HEARING

1. MMC 18.12 – Downtown Commercial (DC) Zone text amendments

Chair Kristiansen opened the Public Hearing.

Property Owners Jeff and Heli Wittenberg (134 S. Ferry St.) present, confirmed NO ground floor use requirement for mixed-use buildings in Historic Main district.

Commissioner Jensen moved to close the public testimony portion of the Public Hearing. Seconded by **Commissioner Bull**. Motion carried **5/0**.

Commissioner Tuttle moved to close the Public Hearing. Seconded by **Commissioner Stanger**. Motion carried **5/0**.

Commissioner Tuttle moved that the City move forward with preparation of Findings of Fact and Conclusions in favor of approving recommendations (with changes) to City Council. Seconded by **Commissioner Bull**. Motion carried **5/0**.

2. Land Use Decision Makers and Appellate Venues

Chair Kristiansen opened the Public Hearing.

No citizens present.

Commissioner Tuttle moved to close the public testimony portion of the Public Hearing. Seconded by **Commissioner Jensen**. Motion carried **5/0**.

Commissioner Tuttle moved to close the Public Hearing. Seconded by **Commissioner Stanger**. Motion carried **5/0**.

Commissioner Tuttle moved that the City move forward with preparation of Findings of Fact and Conclusions in favor of approving these text amendments to City Council. Seconded by **Commissioner Bull**. Motion carried **5/0**.

3. Notification and Publishing Timelines

Chair Kristiansen opened the Public Hearing.

No citizens present.

Commissioner Tuttle moved to close the public testimony portion of the Public Hearing. Seconded by **Commissioner Jensen**. Motion carried **5/0**.

Commissioner Stanger moved to close the Public Hearing. Seconded by **Commissioner Bull**. Motion carried **5/0**.

Commissioner Stanger moved that the City move forward with preparation of Findings of Fact and Conclusions in favor of approving these text amendments to City Council. Seconded by **Commissioner Jensen**. Motion carried **5/0**.

4. Site plan Review Process and Construction Permit Requirements Repeal

Chair Kristiansen opened the Public Hearing.

No citizens present.

Commissioner Jensen moved to close the public testimony portion of the Public Hearing. Seconded by **Commissioner Stanger**. Motion carried **5/0**.

Commissioner Bull moved to close the Public Hearing. Seconded by **Commissioner Jensen**. Motion carried **5/0**.

Commissioner Stanger moved that the City move forward with preparation of Findings of Fact and Conclusions in favor of approving these text amendments to City Council.. Seconded by **Commissioner Tuttle**. Motion carried **5/0**.

NEW BUSINESS

None

OLD BUSINESS

None

DISCUSSION BY COMMISSION AND STAFF

Director Feilberg told the Planning Commission that the Assistant Planner/Code Enforcement position has been filled by Amy Bright, who was formerly in customer service at City Hall. Also, four people were interviewed to fill the vacant Community Development Director position and an offer was made. Confirmation by City Council will be on February 21, 2017.

Director Feilberg asked for clarification from the Planning Commission regarding why the particular buffer widths were chosen for the proposed Critical Area Ordinance code amendments. The Commissioners concluded that the buffer widths were chosen (by the Planning Department) to be moderate, and were agreed to by the Planning Commission because they met minimum requirements laid out by the Department of Ecology while minimizing infringement on property owners.

Commissioner Tuttle told the Planning Commission that the Parks Board next meeting will be held at Fryelands Elementary on the 4th Thursday of the month (February 23rd) at 7:00 p.m. to hear presentations for new play yard equipment at Lake Tye.

Commissioner Bull reiterated that the buffer widths weren't changed by the Planning Commission. The Planning Commission agreed to buffer widths presented to them by Senior Planner Shana Restall.

Chair Kristiansen announced that he is resigning from his Planning Commission position effective immediately.

ADJOURNMENT

Vice Chair Tuttle moved to adjourn the **February 13, 2017** Planning Commission meeting. Seconded by **Chair Kristiansen**. Motion carried **5/0** and the meeting was adjourned at **8:28 p.m.**



Bill Kristiansen
Chair



Stephanie Johnson
Planning Commission Secretary