

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, April 22, 2019**

The regular meeting of the Monroe Planning Commission was held on **Monday, April 22, 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 7:00 p.m.

**ROLL CALL**

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

**Commissioners Present:** Chair Tuttle, Vice-Chair Bull, Commissioner Rousey, Commissioner Silva, Commissioner Stanger, Commissioner Fisher and Commissioner Jensen, who arrived shortly after the start of the meeting at 7:01pm.

**Staff Present:** Community Development Ben Swanson, Principal Planner Shana Restall, Senior Planner Anita Marrero, Associate Planner Amy Bright and Secretary Leigh Anne Barr

**COMMENTS FROM CITIZENS**

Tarah Larson  
25212 78<sup>th</sup> St SE  
Monroe, WA 98272

Ms. Larson introduced herself as the President of the Downtown Monroe Association. Ms. Larson would like the Planning Commission to consider adding design standards such as color coordination to the downtown area as well as adding gateway signage to the historic downtown with the goal of creating a more community feel.

**APPROVAL OF MINUTES**

Commissioner Bull made a motion to accept the minutes of March 25, 2019 as written. Motion seconded by Commissioner Rousey. Motion carried 7/0.

Commissioner Bull made a motion to accept the minutes of April 8, 2019 as written. Motion seconded by Commissioner Silva. Motion carried 7/0.

**PUBLIC HEARING**

1. Joint public hearing with the Department of Ecology and City of Monroe for the Shoreline Master Program updates and Code Amendments

Chair Tuttle opened the public hearing.

Senior Planner Anita Marrero gave an overview of the City's work on updating the Shoreline Master Program (SMP). David Pater with the Department of Ecology answered questions from the Commissioners and summarized the joint City and Department of Ecology public hearing process.

Vice Chair Bull moved to open the public testimony portion of the public hearing. Seconded by Commissioner Silva. Motion carried 7/0.

Commissioner Silva moved to close the public testimony portion of the public hearing. Seconded by Commissioner Fisher. Motion carried 7/0.

Aaron Booy with Environmental Science Associates, the City's consultant for the SMP project, answered several questions from Commissioners regarding the updated to the SMP.

Commissioner Silva moved to close the public hearing. Seconded by Commissioner Fisher. Motion carried 7/0.

Commissioner Silva moved to direct staff to prepare facts and findings to support the Planning Commission recommendation to be brought back to the Planning Commission's May 13, 2019 meeting for action. Seconded by Commissioner Rousey. Motion carried 7/0.

Chair Tuttle clarified that the Planning Commission is in support of the SMP as presented by Staff.

### **OLD BUSINESS**

NONE

### **NEW BUSINESS**

Director Swanson requested that New Business #4 be moved to New Business #1. Planning Commission agreed to the change.

#### **1. Downtown Master Plan Update**

Associate Planner Amy Bright presented an introduction to the Downtown Master Plan (DMP). The current plan is from 2008 and at a minimum the plan needs to be updated for consistency with the comprehensive plan and the new Unified Development Regulations (UDR). Staff was seeking direction from the Planning Commission as to which direction they would like to take the update. The Commissioners were reminded that there is not a budget for an outside consultant so the update will have to be completed in house.

Commissioners would like Staff to update the DMP to be consistent with the Comprehensive Plan and the updated UDR then they would like to review the DMP. The Commissioners and Staff discussed community outreach ideas.

#### **2. Volunteer from the Planning Commission for the Art Selection Committee**

Community Development Director Ben Swanson announced that the Planning Commission can send one volunteer to the Arts Selection Committee for the Parks Department. Commissioners Jensen, Rousey and Chair Tuttle were all interested. It was decided that Commissioner Jensen would be the Planning Commission representative.

#### **3. Monroe School District Comprehensive Plan Amendment**

Principal Planner Shana Restall explained that the only citizen initiated Comprehensive Plan Amendment this year is from the Monroe School District to change the Comprehensive Plan

designation of the old football fields to multifamily residential. Staff asked for direction from the Planning Commission. Commissioner Bull reminded Commissioners that the City doesn't need the additional units to meet the buildable lands analysis. Director Swanson confirmed and noted that Commissioners could choose to down zone another area to offset the added density with this proposed change. Commissioners were concerned with traffic considerations and want to make sure the added traffic impacts are accounted for in the new development.

**4. Code Amendment to Add a New UDR Chapter Regulating Small Wireless Facilities**

Principal Planner Restall gave a background on local jurisdiction's ability to regulate wireless facilities including regulations by the Federal Communications Commission (FCC). Principal Planner Restall explained that the purpose of this code is to set up a process for review of small wireless facilities and give the City some power over location and maintaining public property as most of these facilities will be located in the public right of way.

**DISCUSSION BY COMMISSIONERS AND STAFF**

Director Swanson announced that May 1-3, 2019 is the annual Planning Association Conference. There are a lot of affordable housing topics on the agenda this year and there is room in the budget for 2 or 3 commissioners to attend.

Commissioner Stanger gave a Parks Board update. There will be a tree planting on Arbor Day Friday April 26<sup>th</sup> at Lake Tye. There was a naming contest for the wetlands along Highway 2. There were many entries and Foothills Wetland Reserve was the winner.

Commissioner Bull made a motion to extend the meeting past 9pm. Motion seconded by Commissioner Fisher. Motion carried 7/0.

Commissioner Bull commented that the baseball fields on the School District property they wish to change the comprehensive plan designation one is a heavily used baseball field and he would like to see the loss of community recreation space mitigated for elsewhere in the city.

Staff and Commissioners discussed term limits for planning commissioners.

Commissioner Fisher gave a Homelessness Policy Advisory Board (HPAC) update. The Board is very diverse and has several new faces from the public.

**ADJOURNMENT**

Commissioner Jensen made a motion to adjourn at 9:20 p.m. Motion seconded by Commissioner Silva. Motion carried 7/0.



Bridgette Tuttle  
*Chair*



Leigh Anne Barr  
*Planning Commission Secretary*