City of Monroe
806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

Planning Commission Agenda

Monday, February 22, 2016 7:00 p.m. Council Chambers

CALL TO ORDER

ROLL CALL
Chairman Kristiansen
Commissioner Bull
Commissioner Coonan
Commissioner Duerksen
Commissioner Jensen
Commissioner Stanger
Commissioner Tuttle

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
A. January 25, 2016
B. February 8, 2016

Documents: PC 01252016.pdf, PC 02082016.pdf

PUBLIC HEARINGS

OLD BUSINESS

A. Zoning Code Amendments

Documents: A Old Business Agenda Bill - Zoning Code.pdf, ATTACH 1 Chapter 18.12 Downtown.pdf, ATTACH 2 Downtown Planning Area Map.pdf, ATTACH 3 Comp Plan Downtown Policies.pdf, ATTACH 4 Downtown Planning Area - Aerial.pdf, ATTACH 5 - Article on Downtowns.pdf

B. February 8, 2016 Joe Tovar Presentation - Follow Up

Documents: Agenda Bill - Training.pdf

NEW BUSINESS

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, January 25, 2016

The regular meeting of the Monroe Planning Commission was scheduled for **Monday, January 25, 2016** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Vice Chair Tuttle called the meeting to order at **7:00 p.m**.

ROLL CALL

Secretary Christina LaVelle called the roll. The following were:

Commissioners Present: Commissioner Bull, Commissioner Duerksen, Commissioner Coonan, Commissioner Jensen, Commissioner Stanger and Commissioner Tuttle

Commissioners Absent: Chair Kristiansen

Staff Present: Director of Community Development David Osaki and Planning Commission Secretary Christina LaVelle

COMMENTS FROM CITIZENS

Jeff Wittenberg
13409 231st Ave SE
Monroe, WA 98272

Mr. Wittenberg owns the property at northwest corner of Fremont and Ferry. The triplex was damaged in a fire and he proposes to replace the building as a triplex. The property is located in Historic Main District in which current zoning requirements only allow for mixed uses with the residential uses on the top floor and the commercial uses on the ground floor. **Mr. Wittenberg** would like to see the zoning code amended in Historic Main District to allow for residential absent the commercial ground floor restriction.

Director Osaki responded and explained that amendments to the Historic Main District would require a zoning amendment which would require a Planning Commission recommendation to modify the code and for the City Council to approve the action.

APPROVAL OF MINUTES

- January 11, 2016
  Commissioner Stanger moved to accept the January 11, 2016 minutes as written. **Commissioner Bull** seconded. Motion carried **6/0**.

NEW BUSINESS

A. 2016 Work Program: Zoning Code - Use Tables

1. Monroe Municipal Code (MMC) Chapter 18.12- Downtown Commercial (DC) Zone.
   Director Osaki presented the Downtown Use Matrix with a brief background on Downtown Monroe zoning districts. Downtown Monroe is separated into four distinct geographical areas referred to as neighborhoods. These neighborhoods include: the Rails and Roads, Historic Main, Borlin Park, and the Downtown Neighborhood. Each neighborhood has unique descriptions and specific uses that are allowed and not allowed. These uses are referenced in the MMC 18.12.170 - Downtown neighborhood land use matrix. The matrix shows permitted, conditional, and non-permitted uses within each downtown neighborhood. **Director Osaki** briefly explained the specifics of the matrix, how to use it, and those areas that could be amended. With this, he explained the process that City staff will take in making the changes that they will forward to the Planning Commission.

   The Commission discussed the bulk table, zoning map and property lines, and permitted and non-permitted uses in the downtown neighborhoods.

2. Attachment 1: MMC 18.10.020 Zoning land use matrix
   Director Osaki presented Attachment 1: MMC 18.10.020 Zoning land use matrix. The matrix incorporates all of the existing zoning within the City. The matrix shows permitted, conditional, and non-permitted uses within each zoning area in the City. **Director Osaki** briefly explained the specifics of the matrix, how to use it, and those areas that should or could be amended.

   The Commission discussed definitions, “grandfathering” approaches in the zoning matrix, and Planning Commission priorities for amending the use table.

3. **2015- 2035 Comprehensive Plan Zoning Compatibility Matrix**
   Director Osaki presented a preliminary/ draft matrix which shows the existing zoning district, the 2015-2035 Comprehensive Plan designation, and the possible future zoning designation for each designation. He explained that new or amended zoning districts will be developed this year.

- **Director Osaki** briefly spoke on the zoning code amendment process which includes public noticing, public input, and a Planning Commission Public Hearing, and the forwarding of the Planning Commission recommendation to City Council.

The Commission discussed the following:

- Prioritization of code amendments.
- Timelines of the amendment process.
- Interested stakeholders.

DISCUSSION BY COMMISSION AND STAFF

- Planning Commission training is scheduled for the Monday, February 8, 2016 Planning Commission meeting.

ADJOURNMENT

Commissioner Duerksen moved to adjourn the January 25, 2016 Planning Commission meeting. Motion was seconded by **Commissioner Jensen.** Motion carried **6/0** and the meeting was adjourned at **8:41 p.m.**

Bridgette Tuttle	Christina L. LaVelle
Vice Chair	Planning Commission Secretary

CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, February 8, 2016

The regular meeting of the Monroe Planning Commission was scheduled for **Monday, February 8, 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 Christina LaVelle called the roll. The following were:

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

Commissioners Absent: Commissioner Coonan

Staff Present: Director of Community Development David Osaki and Planning Commission Secretary Christina LaVelle

COMMENTS FROM CITIZENS

None.

APPROVAL OF MINUTES

- January 25, 2016
  Commissioner moved to not approve the January 25, 2016 minutes pending a revision. **Commissioner** seconded. Motion carried **6/0**.

NEW BUSINESS

A. Training Session - Joe Tovar, FAICP, Tovar Planning. Roles and Responsibilities in the Planning Process.

- **Mr. Joe Tovar, FAICP**, presented a PowerPoint presentation that included information about planning commission, city council and staff roles, effective meetings, comprehensive planning, plan implementation and the development review process.

- **Director Osaki** presented additional training opportunities to the Planning Commission on Local Planning. He mentioned two similar training courses on local planning sponsored by the Washington State Department of Commerce including:

1. Short Course on Local Planning- Hosted by the City of Bellevue.

   March 2, 2016, 6:00- 9:00 p.m. at Bellevue City Hall, 450 110th Avenue N.E, Bellevue, WA

2. Short Course on Local Planning\ Hosted by the City of Everett and the Planning Association of Washington (PAW)

.

   April 20, 2016, 6:15-9:15 p.m., Holiday Inn Hotel, 3105 Pine Street, Everett, WA

DISCUSSION BY COMMISSION AND STAFF

ADJOURNMENT

Commissioner Jensen moved to adjourn the February 8, 2016 Planning Commission meeting. Motion was seconded by **Commissioner Duerksen.** Motion carried **6/0** and the meeting was adjourned at **8:56 p.m.**

Bill Kristiansen Chair	Christina L. LaVelle Planning Commission Secretary

MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	***Zoning Code - Amendments***

DATE:		**CONTACT:**	**PRESENTER:**	**ITEM:**
02/22/16		David Osaki	Dave Osaki	Old Business

Discussion: 01/11/16; 01/25/2016

Public Hearing: None

Attachments:

1. Monroe Municipal Code Chapter 18.12 (Downtown Commercial Zone)
2. Downtown Planning Area Map
3. Comprehensive Plan - Downtown Goal and Policies
4. Aerial Photograph – Downtown Planning Area
5. Article on Downtowns

DESCRIPTION/BACKGROUND

At its January 25, 2016 meeting, the Planning Commission discussed potential zoning code amendments.

This discussion will continue at the February 22, 2016 meeting, with primary attention to the Downtown Commercial zone.

RECOMMENDED ACTION

Discussion.

Chapter 18.12
DOWNTOWN COMMERCIAL (DC) ZONE

Sections:

18.12.110 Purpose of the downtown commercial zone.

18.12.120 Neighborhoods and maps.

18.12.130 Downtown neighborhood (DN).

18.12.140 Rails and Roads neighborhood (RR).

18.12.150 Historic Main area (HM).

18.12.160 Borlin Park neighborhood (BP).

18.12.170 Downtown neighborhood land use matrix.

18.12.180 Mixed-use requirements.

18.12.190 Special uses.

18.12.200 Downtown planning area bulk requirements.

18.12.210 General downtown commercial requirements for the Historic Main and Borlin Park neighborhoods.

18.12.220 Downtown commercial parking.

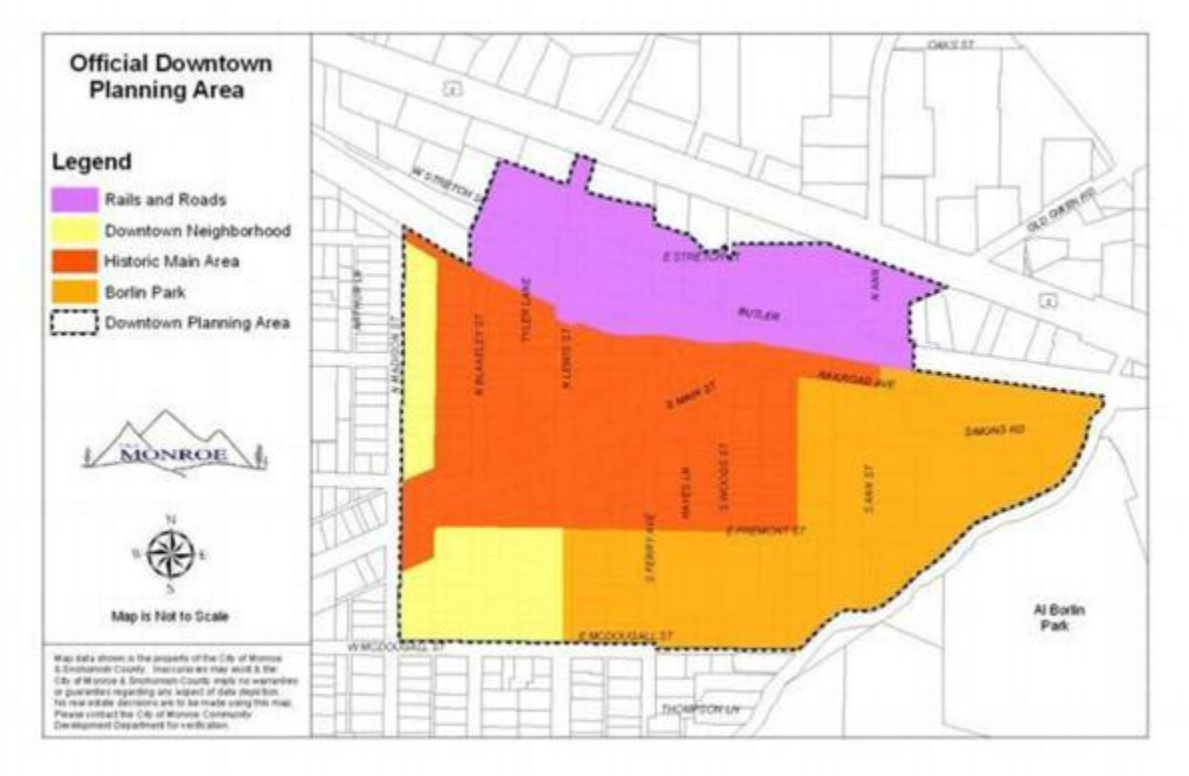
18.12.110 Purpose of the downtown commercial zone.

The purpose of the downtown commercial zone is to integrate civic, commercial, entertainment, cultural and residential uses and increase economic and urban activity levels within the zone. Development standards or guidelines applicable to the downtown commercial zone enhance opportunities for significant growth of office, commercial, and residential projects in the city's core, where public transit and civic amenities are more concentrated and available. (Ord. 006/2009 § 3)

18.12.120 Neighborhoods and maps.

A. Neighborhoods. The downtown commercial zone is subdivided into four distinct neighborhoods; each neighborhood is intended to implement specific aspects of the comprehensive plan that pertain to the downtown planning area. Each neighborhood contains a unique mix of uses and zoning regulations, as described in this chapter. The four neighborhoods are DN Downtown neighborhood, RR Rails and Roads neighborhood, HM Historic Main area, and BP Borlin Park neighborhood

B. Official Downtown Planning Area Zoning Map. The official downtown planning area zoning map shows the boundaries of the planning area and represents the four distinct neighborhoods in the downtown commercial zone. This map shall be supplemental to the current, official city of Monroe zoning map.



C. Planning Area and Neighborhood Boundaries. Where uncertainty exists as to the boundaries of the downtown planning area and downtown commercial neighborhoods, as shown on the official downtown planning area zoning map, the rules defined in MMC 18.04.030 shall apply. (Ord. 006/2009 § 3)

18.12.130 Downtown neighborhood (DN).

A. Purpose. The Downtown neighborhood frames the western edge of the Historic Main area and contains existing single-family houses, multifamily buildings, and some commercial uses. This mix of uses is appropriate for this neighborhood, as a transitional edge between single-family neighborhoods and the Historic Main area, to provide a setting for small businesses and close-in housing options. Future redevelopment in this area will provide a mix of uses. Residential uses in this neighborhood are limited to single-family residences and duplexes.

B. Residential Density. Residential density will allow up to eleven dwelling units per acre. The number of units on a specific site is calculated by multiplying the gross area by eleven units per acre. (Ord. 006/2009 § 3)

18.12.140 Rails and Roads neighborhood (RR).

The Rails and Roads neighborhood includes the lands north of the Historic Main area, between the railroad and U.S. Highway 2. Many of the properties in this area have roads along the front and rear of the property, looking both to downtown and to the commercial strip. Various commercial activities are appropriate in this neighborhood. The long-term vision for the area should make use of the rail lines by encouraging a rail stop for potential passenger service. Residential uses in the RR neighborhood are not allowed, due to the commercial nature of the area. (Ord. 006/2009 § 3)

18.12.150 Historic Main area (HM).

A. Purpose. The Historic Main area encompasses the blocks along Main Street between Madison Street and the railroad tracks and along Lewis Street between Fremont Street and the railroad tracks. The Historic Main area will be the core area for specialty commercial uses that serve the entire community and even the region. The goal for this area is to continue to have a high concentration of retail, dining, and entertainment functions, while accommodating professional services and some residential housing. Cultural and recreational facilities should also be a part of the area's mix of uses.

B. Residential Density. The Historic Main area allows up to twenty residential units per gross acre. To calculate the number of possible dwelling units/lots, refer to MMC 18.10.010(B) for the single-family density calculation and MMC 18.10.020(B) for the multifamily or mixed use density calculation.

C. Design Guidelines. All development within the Historic Main area shall comply with the design guidelines found in the downtown master plan. Design guideline review will be administrative and is subject to the requirements of MMC 18.10.130. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.160 Borlin Park neighborhood (BP).

A. Purpose. The goal for this neighborhood is to promote an "urban village" character that contains pedestrian scale amenities and high-quality mixed-use and high-density residential development. Land uses will provide for a concentration of commercial, residential, and civic functions. Civic functions may include recreational and arts uses as well as education-related activities. The Borlin Park neighborhood should contain significant, well-designed parks and open space. There are opportunities to make use of natural amenities along the eastern edge of the area that would make this a distinctive and appealing location for in-town housing. There are also opportunities to provide additional urban, civic green spaces within convenient walking distance of the Historic Main area. This combination of uses is necessary to promote the greater downtown Monroe area as a regional destination for specialty retail, dining, and entertainment.

Areas along Woods Creek and the Borlin Park neighborhood are encouraged to provide enhanced pedestrian and bicycle connectivity. Also proposed along Woods Creek is an area for an overlook and water access at the creek itself, which would be linked into the enhanced bike and pedestrian ways. Areas of the Al Borlin Park neighborhood, which are within the Woods Creek shoreline area, will have some development constraints due to the natural sensitivities of the creek side areas.

B. Residential Density. The Borlin Park neighborhood allows up to twenty residential units per gross acre. To calculate the number of possible dwelling units/lots, refer to MMC 18.10.020(B) for the multifamily or mixed use density calculation.

C. Design Guidelines. The Borlin Park Neighborhood Design Guidelines, dated February 2009, or as amended in the future, and attached to the ordinance codified in this section, are hereby adopted and incorporated into this code by this section by this reference as if set forth in full. All development within the Borlin Park neighborhood shall comply with the design guidelines as adopted and is subject to the requirements of MMC 18.10.130. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.170 Downtown neighborhood land use matrix.

This matrix shall be considered supplemental to the zoning land use matrix, MCC 18.10.050. Uses identified in the matrix below, but not in MCC 18.10.050, shall be considered prohibited in the zoning districts identified in MCC 18.10.050.

Downtown Neighborhood Zoning Matrix	**Downtown Commercial Zone**			
Conforming Use	**Downtown Neighborhood**	**Rails and Roads Neighborhood**	**Historic Main Area**	**Borlin Park Neighborhood**
Accessory dwelling units	P[1]		P[1]	P[1]
Adult entertainment (business use) P2				
Amusement facility		P	C	C
Antique shop		P	P	P
Art gallery		P	P	P
Auto repair, minor		P		
Auto repair, major		P		

Bakery		P	P	P
Bank with drive-up facility		P	P	
Bed and breakfast	C[1]		C[1]	C[1]
Brewery, micro		P	P	C
Church	C	P	P	P
Cleaning establishment		P	P	C
Clinic, health services	C	C	C	C
Club		P	P	C
Club, fitness	P	P	P	A
Coffee shop	A	P	P	P
Community open-air market		P	P	P
Convenience stores		P	P	
Day care center	C[2]	C[2]	C[2]	C[2]
Drive-up/through		P	P[3]	P[3]
Drug store		P	P	P
Dwelling, duplex	P			
Dwelling, mobile home	P		C	
Dwelling, multifamily			P[4]	P
Dwelling, single-family	P		C	
Dwelling, townhouse				P
Electrical transmission lines of higher voltage than 115 kV, in existing corridors	P	P	P	P
Electrical transmission lines of higher voltage than 115 kV, in new corridors	C	C	C	C
Family day care	A	A	A	A

Garden produce		P	P	P
Gas station		P	C	
Government facilities	C	C	C	C
Greenhouse, retail		P	C	
Grocery store		P	P[5]	P[5]
Group homes, Type 1	P		C	P
Group homes, Type 2	C[3]		C[3]	C[3]
Halfway house	EPF		EPF	EPF
Hardware store 1		P	P	
Hardware store 2		P		
Home occupations	P		P	P
Hotel		P	C	C
Library		P		P
Mixed-use (commercial and residential)	P		P	P
Mobile vendors		P[6]	P[6]	P[6]
Motel		P		
Nursing and/or convalescent home			P[8]	P[8]
Office, professional	P	P	P	P
Parking lots (accessory use)	P	P	P	P
Parking lots (stand-alone)	C	C	C	C
Pawn shop		P	P	
Preschool	C	C	C	C
Print shop		P	P	C
Regional transit station, including bus, train, and other high-capacity vehicle	EPF	EPF	EPF	EPF

bases				
Restaurant		P	P	P
Retail stores		P	P[7]	P[7]
Retirement housing/assisted living facility		P[8]	P[8]	P[8]
Service establishment	C	P	P	P
State and regional transportation facilities including highways of statewide significance	EPF	EPF	EPF	EPF
Tavern/pub		P	P	A
Tool sales and rental		P		
Utility services	P	P	P	P
Veterinary clinic/animal hospital	C	P	C	

P = Permitted use; A = Accessory use; C = Requires a conditional use permit; and EPF = Essential public facility (see Chapter 18.15 MMC)

P[1] Accessory dwelling units must meet criteria outlined in Chapter 18.40 MMC.

P[2] Adult entertainment facilities are subject to Chapter 5.48 MMC and are not allowed in the downtown commercial zone.

P[3] Drive-up/through windows or areas are prohibited in any establishment serving food and/or beverages.

P[4] Multifamily dwellings are only allowed in conjunction with mixed-use structures.

P[5] Grocery stores may not exceed 20,000 square feet in gross floor area.

P[6] Mobile vendors must meet the criteria outlined in MMC 18.12.190(A).

P[7] In the Historic Main and Borlin Park neighborhoods, retail stores are limited to low-intensity uses no more than two thousand five hundred gross square feet, which are typically part of a larger development. Low-intensity uses may include, but are not limited to, boutiques, galleries, jewelry stores, clothing shops, and similar retail uses.

P[8] Based upon bedrooms as opposed to dwelling units in any combination of one-, two-, and/or three-bedroom units, not to exceed the maximum density allowed in the underlying zoning district. The standard formula would be to use the maximum allowed density per acre (43,560 square feet divided by minimum zone lot size) multiplied by three (standard bedroom equivalent unit) to achieve bedroom density. For example, in the MR 6,000 zone a one-acre site could achieve thirty-three bedrooms per acre (43,560 / 4,000 = 10.89 or 11 dwelling units per acre x 3 = 33).

C[1] Caretaker must be on site.

C[2] Limitation on number of children permitted per establishment.

C[3] Group homes that qualify as essential public facilities shall follow the regulations in Chapter 18.15 MMC, Essential Public Facilities.

(Ord. 008/2010 § 1 (Exh. 1); Ord. 006/2009 § 3)

18.12.180 Mixed-use requirements.

A. Residential Mixed-Use Requirements. The purpose and intent of requiring specific standards for residential mixed-use developments is to determine:

1. Compatibility of land uses by establishing specific standards and incentives for residential mixed-use developments to ensure and promote consistency in design, construction, and scale;

2. Proximity of housing to services by providing opportunities for residents to live close to areas of shops, offices and other urban amenities, in order to facilitate access to such services and places of employment, and also to promote pedestrian orientation while decreasing the need for automobile trips;

3. Consistent application of design standards for all new or renovated buildings within the Historic Main Street and Borlin Park neighborhoods, as applicable; and

4. Ensure that the residents of mixed-use developments are provided with the same amenities afforded other multifamily developments throughout the city.

B. Applicability. Residential mixed-use development is permitted as established in the Downtown neighborhood Land Use Matrix of this chapter.

1. A minimum of one floor must be dedicated to residential use to qualify as a mixed-use development.

2. Historic Main ground floor must be commercial. (Ord. 006/2009 § 3)

18.12.190 Special uses.

A. Mobile Vendors. The purpose of this section is to regulate the activities of mobile vendors, where permitted, and promote the safety and welfare of the general public.

1. Requirements.

a. Submit a site plan that includes the elements described in MMC 18.82.030.

b. Submit property owner's written approval to locate on property.

c. Provide a signed agreement with a neighboring property owner within two hundred feet of the business for use of restrooms.

d. All mobile vendors engaged in the sale of food shall comply with all laws, rules, and regulations regarding food handling and provide a statement of approval from the Snohomish Health District. All vehicles or conveyances used by mobile vendors shall comply with all applicable laws, rules, and regulations as established by the Washington State Motor Vehicle Code and the Monroe Municipal Code.

e. If inside seating is provided within the vehicle or unit, compliance with the accessibility code is required including, but not limited to:

i. Accessible ramp;

ii. Aisle width of thirty-six inches;

iii. Door width of thirty-six inches;

iv. Seating to accommodate a wheelchair;

v. An accessible restroom within the vehicle/unit.

f. Vehicles must bear a seal that indicates it has been inspected and approved by L & I.

2. Business License. A business license is required for all mobile vendors prior to conducting business, in conformance with licensing requirements established in Chapter 5.02 MMC, Business Licenses.

3. Site Restrictions.

a. Mobile vendors shall be limited to two, per linear block on each side of the street, if the vendors are separated by a minimum distance of one hundred feet.

b. No mobile vendor shall sell or convey goods in the public right-of-way.

c. Mobile vendors cannot obstruct the passage of any sidewalk, street, avenue, alley or any other public place, by causing people to congregate at or near the place where any article is being sold or offered for sale.

d. No merchandise will be offered, displayed, or sold, and no customers served, in any vehicle travel lane.

e. Mobile vendors cannot conduct business unless the vehicle or conveyance is parked and operated in full compliance with the traffic and sidewalk ordinances of the city, in effect at the time of application or as hereafter amended.

f. This section shall not apply to vendors operating in conjunction with, and at the location of, events known as the farmers' market or as part of permitted special event, per Chapter 5.28 MMC.

g. No temporary/portable restrooms are allowed on site.

h. All mobile vendors shall clean up all litter originating from their business, each day, within a one hundred fifty-foot radius of the location where sales occur.

B. Community-Oriented Open-Air Markets.

1. The purpose of this chapter is to regulate community-oriented open-air markets within the downtown commercial zone, including farmers' markets, art fairs, and the like. Community-oriented open-air markets are intended to be operated by a public or private organization, which is open to the public and operates from individual booths or stands.

2. Permitted Uses.

a. All fruits, vegetables, berries, butter, eggs, milk, or any farm produce sold by the grower or a representative.

b. Edibles raised or caught by the seller, including fish and meats.

c. The sale of goods and products produced by artisans, crafts persons, or their representative.

d. Sale of food and beverages prepared on site such as concession stands.

3. Prohibited Uses.

a. The secondhand sale of goods and products;

b. The sale of any raw meat, fish or poultry product unless approved by the Snohomish Health District;

c. The sale of any beverage or food unless appropriately licensed from the Snohomish Health District; and

d. No sound amplification system shall be used in conjunction with the market, which produces noise and which is audible beyond the boundaries of the area designated in the application per MMC 18.10.270, Performance standards.

4. Required License and Permits.

a. A business license from the city must be obtained by the sponsoring organization in conformance with licensing requirements established in Chapter 5.02 MMC, Business Licenses.

b. Any permits required by the Snohomish County Health District.

c. Exemptions. Required license and permits shall not be applied to any farmer, gardener or other person who sells any fruits, vegetables or other farm produce or edibles produced by such person within Snohomish County, Washington, and exempt pursuant to

RCW 36.71.090 from paying any fee or application. Such persons are exempt from the licensing and fee requirements of Chapter 5.02 MMC.

d. A special event permit will be required per Chapter 5.28 MMC, for events on public property. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.200 Downtown planning area bulk requirements.

Site Requirement	Downtown Commercial Zone Neighborhoods			
	Downtown Neighborhood	**Rails and Roads Neighborhood**	**Historic Main Area[1]**	**Borlin Park Neighborhood**
District Symbol	**DN**	**RR**	**HM**	**BP**
Minimum Building Front/Street Setbacks (In Feet)	10 ft. – Living 20 ft. – Garage 20 ft. – Office	25 ft. from arterial 20 ft. from all other streets	None	None
Minimum Building Rear Setbacks (In Feet)	Single story – 5 ft. add 2 ft. for each additional story	As per IBC and IFC[2]	As per IBC and IFC[2]	As per IBC and IFC[2]
Minimum Building Side Setbacks (In Feet)	Single story – 5 ft. add 2 ft. for each additional story	As per IBC and IFC[2]	As per IBC and IFC[2]	As per IBC and IFC[2]
Maximum Lot Coverage of Structures and Other Impervious Surfaces	75%	None	None	85%[2]
Minimum Landscaped Area/Landscaping Requirements	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC
Maximum Height (In Feet)	35 ft.	35 ft.[6]	35 ft.[3]	35 ft.[3]
Maximum Height Bonus (In Feet) for Mixed-Use Buildings	None	None	55 ft.	55 ft.

Ground Floor Use Requirement for Mixed-Use Buildings	None	None	Commercial	None
Design Criteria	None	None	Yes – MMC 18.12.150	Yes – MMC 18.12.160
Minimum First Story Height (Mixed-Use)	None	None	15 ft.	15 ft.
Minimum Lot Area	SFR – 4,000 sq. ft. Duplex – 8,000 sq. ft. Office – 4,000 sq. ft.	None	None	None
Floor Area Ratio (FAR)	N/A	N/A	1.7:1	1.7:1
Bonus FAR for Residential	N/A	N/A	0.5[4]	0.5[4]
Bonus FAR for Underground Parking	N/A	N/A	0.5[5]	0.5[5]

1. New single-family development in the Historic Main neighborhood will follow the bulk requirements for the downtown neighborhood.

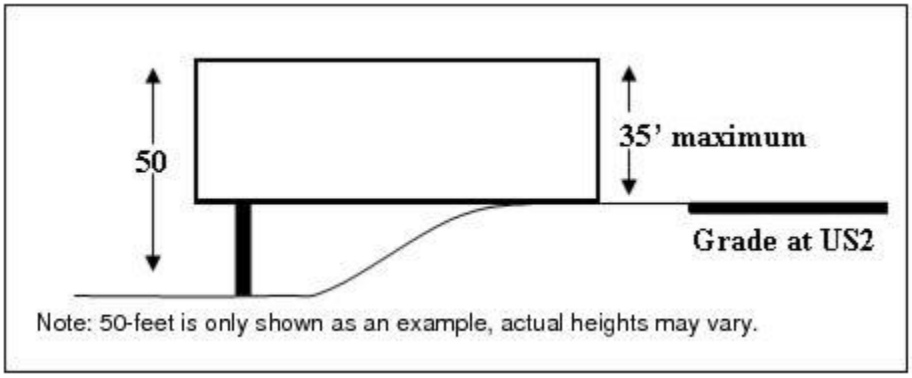
2. Critical areas located on the lot count toward the FAR.

3. Mixed-use facilities may achieve twenty-foot height bonus.

4. If the structure is mixed-use, a minimum of one story must be dedicated to residential use.

5. Bonus FAR of 0.5 for buildings which provide one full level of parking below grade.

6. Maximum height of thirty-five feet is measured from the grade level at U.S. Highway 2 to the roofline for buildings fronting U.S. Highway 2 (see diagram below).



(Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.210 General downtown commercial requirements for the Historic Main and Borlin Park neighborhoods.

A. Development Standards.

1. Minimum height of ground floor shall be fifteen feet in height, from top to top of the successive finished floor surfaces on applicable buildings, as illustrated in Figure 18.12-1.

Figure 18.12-1 shows a ground floor height of fifteen feet.

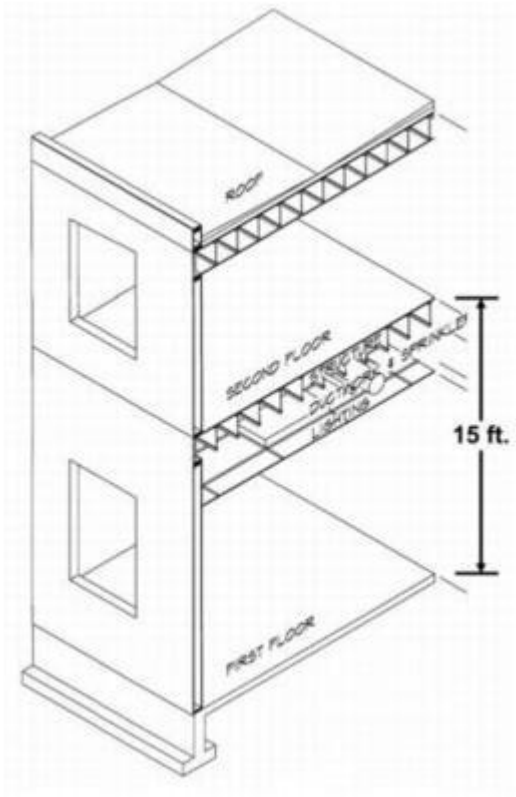


Figure 18.12-1: Ground Floor Height Measurement

2. Floor Area Ratio (FAR) Bonus. New or renovated buildings, as applicable, may attain a 0.5 FAR bonus for mixed-use buildings, if a minimum of one floor is dedicated to residential use.

3. Ground Floor. Commercial uses shall be located on the ground floor, as applicable. The elevation of the ground floor and associated entry shall be within seven inches of the grade level of the adjoining sidewalk. “Grade” shall be as measured at the entry location.

4. Exceptions and Clarifications.

a. Parking is not considered to be a commercial use for the purposes of satisfying the ground floor commercial use requirement. Ground floor parking is allowed under the following circumstances:

i. The parking lot is behind commercial suites on the ground level.

ii. Commercial use requirement will be satisfied on the second story.

iii. Additional landscape screening is provided.

b. Commercial space located on the ground floor shall be directly accessible, by an entry, from the sidewalk. (Ord. 006/2009 § 3)

18.12.220 Downtown commercial parking.

A. Off-street parking shall be provided per Chapter 18.86 MMC, throughout the downtown commercial zone, with the following exceptions:

1. The Historic Downtown neighborhood is exempt from off-street commercial parking requirements; however, for new construction on-site parking is encouraged when feasible.

B. The director or designee may approve a reduction of up to twenty percent of the required off-street parking spaces, per MMC 18.86.050, when the applicant provides one or more of the following:

1. The applicant submits a parking study, by a qualified professional, substantiating that the parking need can be met by the proposed reduction.

2. The applicant sets aside land equal to the reduction area, which can be converted to parking, if a change in use or tenant occurs that increases the minimum required off-street parking, per MMC 18.86.050; in such case, the land set aside must be converted to parking.

3. For every five bicycle spaces provided, per subsection (C) of this section, or for each bicycle locker (two-bicycle capacity), the minimum motor vehicle parking space requirements may be reduced by one space up to five percent of the total required off-street parking spaces.

4. On sites where at least twenty parking spaces are required and where at least one frontage abuts a designated roadway, transit supportive plazas may be substituted for up to ten percent of required vehicle parking when:

a. The plaza is adjacent to the arterial street (if there is a bus stop along the site's frontage, the plaza must be adjacent to the bus stop);

b. The plaza must be at least two hundred square feet in area and be shaped so that a ten-foot by ten-foot square will fit entirely within the plaza; and

c. The plaza must be open to the public, contain a bench or other sitting area and shall have at least ten percent and no more than twenty-five percent landscaping.

5. The applicant enters into joint parking agreement, for use of a cooperative parking facility, in accordance with MMC 18.86.070 and 18.86.080. Through a joint parking agreement, the twenty percent reduction may be increased if all cooperative parking facility criteria are met.

C. Standards for Bicycle Parking. Any bicycle parking implemented under this section must meet the following standards:

1. Bicycle parking must be provided at the ground level, and may be provided in floor or wall racks that hold bicycles securely. Bicycles may be tipped vertically for storage, but not hung above the ground. If the bicycle parking is placed in the public right-of-way, it shall not obstruct pedestrian walkways or damage required landscaping.

2. Where required bicycle parking is provided with racks, the racks must meet the following standards:

a. The rack must hold the bicycle securely by means of the frame. The frame must be able to be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels;

b. The bicycle frame and one wheel can be locked to the rack with a high-security, U-shaped shackle lock if both wheels are left on the bicycle;

c. The rack must be securely anchored to the ground or adjacent structure with theft-resistant hardware.

3. Where bicycle parking is provided with lockers, such lockers must meet the following standards:

a. An area of at least six feet of horizontal distance shall be provided around the entrance of each locker that is free from obstructions; and

b. The lockers must be securely anchored to the ground or adjacent structure with theft-resistant hardware.

D. Underground parking is encouraged throughout the downtown commercial zone. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

Official Downtown Planning Area

Legend

- Borlin Park
- Downtown Neighborhood
- Historic Main
- Rails and Roads
- Downtown Planning Area

City of MONROE

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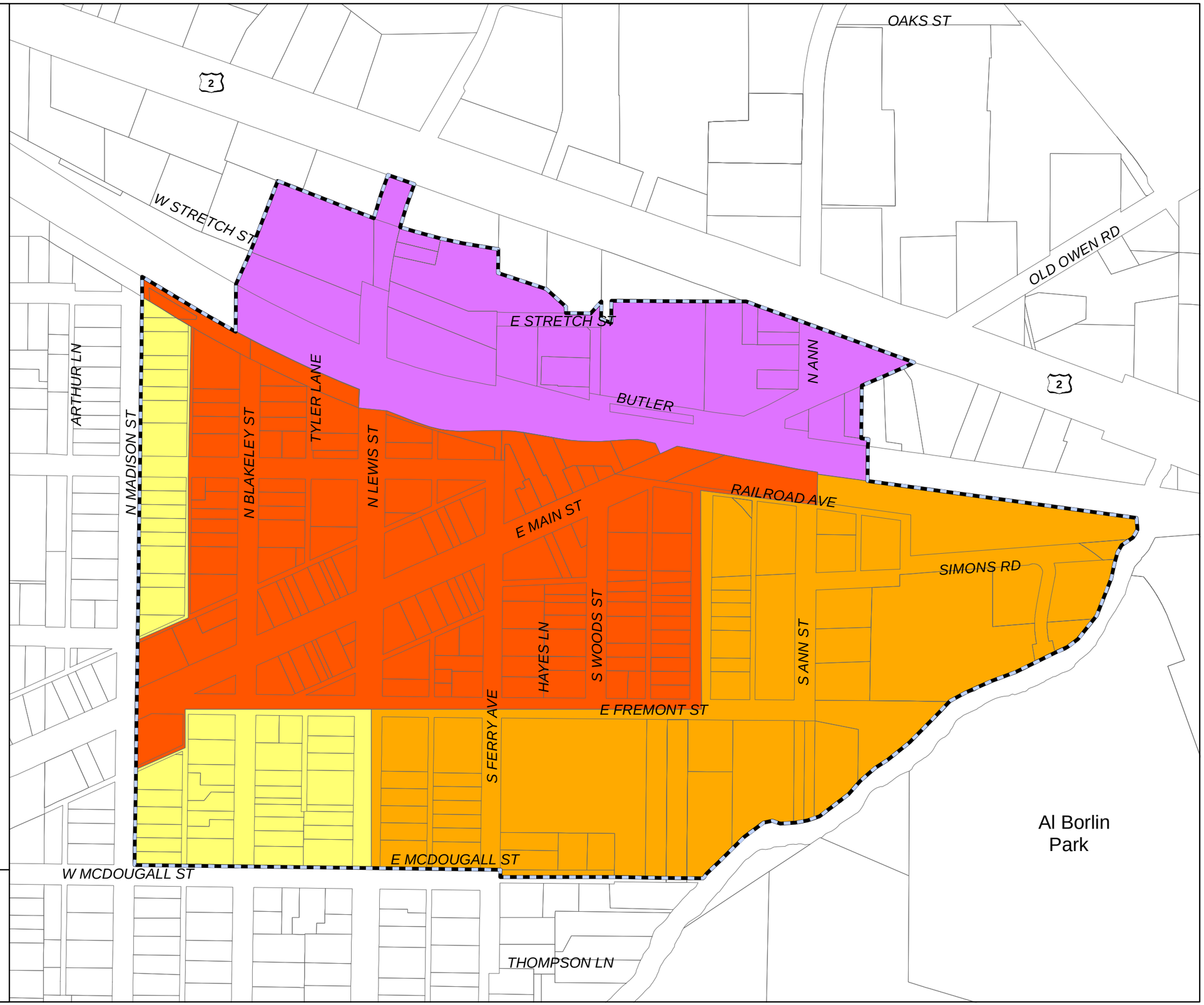
Map is Not to Scale

Map data shown is the property of the City of Monroe & Snohomish County. Inaccuracies may exist & the City of Monroe & Snohomish County imply no warranties or guaranties regarding any aspect of data depiction. No real estate decisions are to be made using this map. Please contact the City of Monroe Community Development Department for verification.



Goal 8: Establish downtown Monroe as a thriving commercial, civic, and residential area.

A thriving downtown enhances the value and function of the entire City. Downtown should represent much of Monroe's civic identity. Making downtown vital requires supporting its numerous and necessary operations including a strong commercial and retail base, community services, public spaces and housing options. This goal highlights the importance of a healthy downtown.

	Policies	Additional Policy Reference	Chapters: Land use	Transportation	Economic Development	Housing	Parks & Recreation	Capital Facilities	Natural Environment	Shorelines
P.215	Encourage new development and redevelopment in the downtown area, including related investment in streetscape improvements, transportation infrastructure and public facilities.		x	x	x	x	x	x		
P.216	Promote integration of parking facilities in the downtown area with pedestrian, bicycle and transit circulation.	P.121	x	x				x		
P.217	Prioritize the construction and maintenance of improvements commensurate with downtown's role as the focal point of the community.			x	x		x	x		
P.218	Enhance street and pedestrian connections between the Highway 2/North Kelsey commercial district and downtown.	P.001, P.058, P.122		x				x		
P.219	Create gateway features marking entries into key areas of Monroe and improve overall wayfinding using creative signage and urban design solutions.	P.063, P.123		x	x		x	x		
P.220	Actively support the creation and ongoing success of business improvement organizations dedicated to downtown.				x					
P.221	Stimulate the long-term growth of Main Street between Kelsey and 179th Avenue as an important service area, and as a mixed-use extension of Downtown vitality.	P.062, P.089	x	x	x	x		x		

	Policies	Additional Policy Reference	Chapters: Land use	Transportation	Economic Development	Housing	Parks & Recreation	Capital Facilities	Natural Environment	Shorelines
P.222	Promote the location of off-street parking at the rear of such buildings.		x	x				x		
P.223	Promote the development of new regional draw/ destination civic and cultural facilities in Downtown and along the Main Street corridor.	P.087	x		x		x			
P.224	Allow increased building heights and density within the Downtown and Al Borlin neighborhoods.	P.116	x		x			x		
P.225	Allow the development of Work/Live units within Mixed Use areas and Downtown.	P.117								
P.226	Encourage retail, dining and entertainment uses on ground floor in Downtown, particularly along Main and Lewis streets.		x		x					
P.227	Require the use of appropriate lighting in downtown to deter crime.		x							
P.228	Promote the development of a parking lot or parking structure downtown.		x	x	x			x		

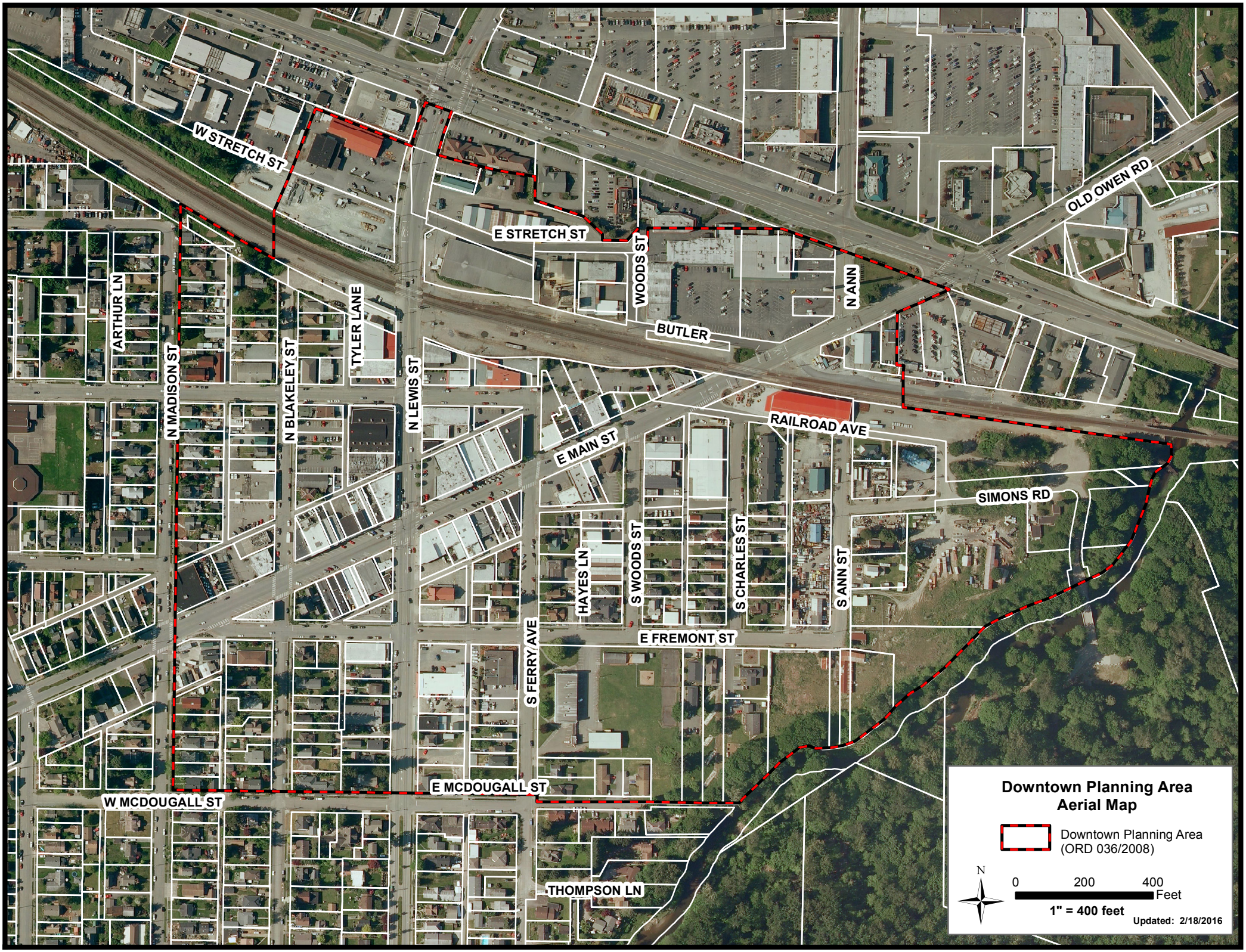
Implementation Action Items

Actions are budgetable steps envisioned or undertaken to effectuate plan policy. Actions may include the development of more detailed and localized plans, work to implement policies, formal agreements, regulations or other strategies necessary to realize community goals.

	Action / Program
A.001	***Implements Policies: P.001, P.007, P.144, P.152, P.165*** Prepare a citywide non-motorized connectivity study, identifying and evaluating short and long-term projects and strategies to: ▪ *Create alternative routes, improve walkability and crossing conditions at US 2, SR 203, SR 522, and the BNSF rail line* ▪ *Connect public and private trails* ▪ *Make Monroe a safer and more welcoming place for non-motorized modes of travel.* ▪ *Implement based on the results of the study and review and update at four-year intervals*
A.002	***Implements Policies: P.008, P.153*** Evaluate the design, phasing and cost options and implement a plan for improvements to freight and vehicular access from US 2 to business parks in the Fryelands area.
A.003	***Implements Policy: P.140*** Design, program and implement a plan to beautify, optimize traffic flow and improve access at the intersection of US 2 and 179th Avenue.
A.004	***Implements Policy: P.209*** Support or sponsor community, club, or City cleanup events and rehabilitation programs for open space and shoreline areas.
A.005	***Implements Policies: P.045, P.180*** Participate in the Snohomish River Salmon Recovery Forum, helping develop appropriate measures to protect and enhance fish habitat and implement strategies as outlined in the Salmon Conservation Plan.
A.006	***Implements Policies: P.188, P.191*** Monitor reclamation activity at the Cadman Pit site for consistency with the adopted 1998 Master Program.
A.007	***Implements Policy: P.163*** Prepare and present an annual report to the City Council regarding: ▪ *Progress implementing comprehensive plan policies and programs Land consumption, development patterns and activities* ▪ *Available land inventory, by land use category* ▪ *Planned and recently implemented capital projects* ▪ *Capital facilities inventory, identified needs and finance plan* ▪ *Level-of-Service (LOS) reporting on City services* ▪ *City-wide employment to household ratios* ▪ *Conflicts between policies and code, identifying issues for resolution.*

A.008	***Implements Policies: P.084, P.085*** Update and maintain development regulations, working to eliminate inconsistencies, conflicts and ambiguities, and aid timely permit processing.
A.009	***Implements Policies: P.012, P.037, P.104, P.157*** Update and maintain the City's Geographic Information System (GIS) data, including but not limited to: ▪ *Existing data layers* ▪ *Drainage basin boundaries* ▪ *Critical aquifer recharge areas (per WAC)* ▪ *Stormwater infrastructure* ▪ *Wastewater infrastructure* ▪ *Utility corridor and facility information, coordinating with providers.*
A.010	***Implements Policy: P.213*** Create and implement a facilities and projects strategy for the Lake Tye area, collaborating with the County and other partners to optimize park uses and features, trails, wetlands and funding opportunities.
A.011	***Implements Policies: P.077, P.082, P.100*** Initiate a planning process with EvergreenHealth Monroe and and other business owners, property owners, and residents to identify zoning and other changes necessary to create a small-scale medical district, including a commercial node at 177th or 179th street.
A.012	***Implements Policies: P.61, P.069, P.220*** Support the creation of business improvement areas to aid in promotion, maintenance, long-term planning, safety and ongoing success of City of Monroe businesses.
A.013	***Implements Policies: P.032, P.035, P.054, P.170, P.212*** Prepare a long-range master plan for the Skykomish greenway, including park and shoreline areas from eastern City Limits to Tester Road / Sky Meadows Lane. Include funding options and opportunities for capital projects in the master plan. Evaluate and incorporate, as may be desirable, opportunities including: ▪ *Connections to downtown, the Main Street and 179th Avenue area and from 177th Avenue* ▪ *Sub-area planning, re-visioning of Al Borlin Park* ▪ *Improvements to Centennial Park* ▪ *Features establishing access and a eastern "gateway" to the greenway* ▪ *Potential clearings, improving access and opening views of the river* ▪ *Put-ins and features on the south side of river* ▪ *Park-specific and regional trail networks*
A.014	***Implements Policies: P.035, P.211*** Research and evaluate benefits and viability of mechanisms to help fund, promote and maintain Monroe's shoreline areas.
A.015	***Implements Policies: P.080, P.083, P.177*** Incorporate Fairgrounds planning and operations with City land use, parks, economic development, transportation and capital facilities planning to include: ▪ *US 2 beautification Fairgrounds facility improvements and operational funding* ▪ *Potential tie-ins with nearby properties, land uses, and businesses* ▪ *Sidewalk and safety improvements*

A.016	***Implements Policy: P.080*** Meet with Fairgrounds events coordinators, working to incorporate Fairgrounds events and associated activities into economic development.
A.017	***Implements Policies: P.151, P.165, P.175, P.178*** Work with WSDOT, Snohomish County, and other interested groups and agencies to design and install a trail on the US 2 bypass.
A.018	***Implements Policies: P.062, P.076, P.087, P.214, P.221, P.223*** Develop a Main Street corridor plan from US 2 to Fryelands Boulevard to improve circulation, enhance pedestrian safety and facilitate land development.
A.019	***Implements Policies: P.063, P.090, P.091, P.095*** Prepare, adopt, and implement design standards that address Monroe's expectations regarding new development.
A.020	***Implements Policies: P.129, P.155, P.182*** Establish a maintenance service program that protects public facilities and ensures their intended functions.
A.021	***Implements Policies: P.090, P.095*** Implement measures supporting the maintenance and revitalization of neighborhoods including downtown, considering the following as well as other approaches: ▪ *Active City outreach to neighborhoods to better understand needs and establish priorities* ▪ *Grant funding, including Community Development Block Grants (CDBG) addressing specific issues* ▪ *Establishment of an historic preservation program* ▪ *Creation of incentives for building renovation or adaptive reuse*
A.022	***Implements Policies: P.087, P.169, P.214*** Implement the "civic facility" and plaza described in the 2008 Downtown Master Plan.
A.023	***Implements Policy: P.020*** Work with Snohomish County and others, coordinating updates to the Natural Hazards Mitigation Plan (NHMP).
A.024	***Implements Policies: P.050, P.169, P.171, P.185, P.193*** Update the Parks, Recreation, and Open Space Plan to retain grant eligibility.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Downtown Planning Area
Aerial Map
Downtown Planning Area
(ORD 036/2008)
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1" = 400 feet
Updated: 2/18/2016

Why Downtowns (Should) Matter to Planning Commissioners

by Kennedy Lawson Smith

Editor's Note: This is the first of a series of columns by Kennedy Lawson Smith about downtowns. In coming issues, Kennedy will be talking about various aspects of downtown revitalization, downtown economics, business development, historic preservation policies, parking and pedestrian issues, and the role of downtowns in our changing society. Kennedy has a tremendous amount of experience in this field, having served as director of the National Trust for Historic Preservation's National Main Street Center from 1991-2004, and spoken on downtown issues in towns and cities across the country. We certainly share her strong belief that downtowns matter!

America's downtowns have had a rough time over the past fifty years or so.

In the mid-1970s shopping malls clobbered many small downtowns. Malls flooded the retail market with far more commercial space than American spending, robust as it might be, could support: retail space grew almost ten-fold between 1960 and 2000, from four to 38 square feet of retail space *per capita*. It wasn't that Americans had suddenly gotten rich (we hadn't). But, thanks to the passage of the Interstate Highway Act of 1956, we were moving farther away from town centers, buying our own private pieces of paradise in the new suburbs. And retail – always a market follower, never a market leader – followed us out there and sold us all the stuff we'd been buying downtown, but now in a spiffy, climate-controlled environment with artificial trees and free parking.

The 95-acre two-level Southdale Center Mall, with parking for 5,200 cars, opened on Oct. 8, 1956 in Edina, Minnesota, near Minneapolis. It was the country's first fully enclosed shopping center, with a constant temperature of 72 degrees.

> A DOWNTOWN'S HISTORIC BUILDINGS MAKE IT A ONE-OF-A-KIND PLACE, UNLIKE ANY OTHER COMMUNITY. THAT DISTINCTIVE IDENTITY ... HAS GREAT MARKET VALUE.

Around 1980 a new player – Wal-Mart – appeared on the scene, single-handedly bringing about the greatest transformation (so far, at least) in the history of retailing. About half of all the retail space in the U.S. has been built since 1990, and most of it has come in the form of discount superstores.

The malls and superstores not only diluted the nation's market for retail space, they also pitted communities against one another in the competition for retail sales tax and property tax revenues. In 1950, the average retail trade area of a typical small- or mid-sized American community was about 15 miles. That was as far as someone was generally willing to travel to go shopping or do business. By 2000, it had grown to 50 miles, meaning that a community's retail trade area now routinely overlaps those of four or five other similarly-sized communities.

Downtowns – whose business and property owners had never before had to organize themselves to compete with significant threats like these – were poorly prepared to deal with this new world of retailing. As downtown businesses died or relocated, downtown property owners had less rental income with which to maintain their buildings. Downtown buildings began deteriorating, and many downtown districts started looking shabby, deterring shoppers. America's main streets slipped into a downward cycle of disinvestment and decay.

Downtown Revitalization

Fortunately, many downtowns have made a successful comeback, and many more are doing so every day. Revitalizing a downtown is a complex process, requiring patience, innovation, and ongoing commitment from a broad range of organizations and agencies.

One of the greatest ironies about downtown revitalization is that it doesn't really take place downtown. Sure, there are lots of things that can happen downtown to make the district healthier and more attractive – from building improvement programs, to business development initiatives, to festivals and special events. But if the community's planning, zoning, and other land use policies do not encourage the concentration of economic activity needed to support the downtown, all the revitalization activities that happen downtown will ultimately have short-lived benefits. That makes planning commissioners' jobs particularly crucial to the revitalization process.

Downtown revitalization is essentially a real estate exercise: to make a downtown "succeed" economically, there needs to be enough sales activity taking place there to generate sales levels high enough for the businesses to afford the rent levels that property owners need to

continued on next page

Why Downtowns (Should) Matter...

continued from previous page

rehabilitate and maintain their buildings.

Sales ⊳ Rents ⊳ Maintenance and Rehabilitation

There are many different combinations of businesses and other uses that can fit into this equation. But regardless of the combination, there must be enough sales activity to support the rent levels needed for the real estate to work.

Downtowns *should* be the easiest place in the community for someone to open a new business, rehabilitate a building, or develop a new infill project. Unfortunately, the reverse is too often the case.

Zoning regulations and overly restrictive codes, for example, frequently make it difficult to put residential units upstairs, above a restaurant or a retail space (not only limiting potential rental income, but leading to fewer people living downtown). Design review can take time and slow down the process. On-site parking requirements – designed for suburban-style detached housing – are often excessive for upper-floor housing in a walkable district. The list goes on.

But slicing through red tape and eliminating unnecessary regulations is not enough. It is essential for communities to make creating an economically and culturally vibrant downtown a top priority. Downtown development needs to be at the center of the community's land use priorities.

There are a number of reasons why downtowns (and downtown revitalization) should be a top priority for planning commissioners:

• **Downtowns are an extremely efficient land use form.** Compact and walkable, downtowns pack a wide variety of functions – retail and service businesses, small industry, housing, government activities, religious institutions, civic organizations, cultural activities – into a relatively small amount of land.

• **Downtowns represent an enormous amount of investment already in place.** The city has already spent money for water and sewer lines, curbs, streets, police and fire stations, and lots of other infrastructure downtown. It makes fiscal sense to maximize use of existing investments.

• **A downtown's historic buildings provide a distinctive market identity for the community.** Shopping malls and commercial strips look essentially the same everywhere. But a downtown's historic buildings make it a one-of-a-kind place, unlike any other community. That distinctive identity, when used correctly, has great market value, distinguishing each downtown from all other commercial centers.

Freedom of expression for all ages can be celebrated in our downtowns.

• **Downtowns attract and cultivate independent, locally-owned, businesses.** In part, this is because shopping mall developers usually prefer national retailers, as nationals are (generally) financially stable "credit tenants" with excellent credit references and able to commit to long-term leases. The rent structure of many downtowns is also lower and more flexible than that of malls, important for smaller, start-up businesses. Finally, the distinctive character a downtown provides tends to attract independent retailers, who generally return a higher percentage of their profits to the community than national retailers (who typically return their profits to their stockholders or invest them in corporate expansion).

• **Downtowns create new jobs.** Just as downtowns are natural incubators for independently owned businesses, the small businesses that locate downtown are incubators for new jobs. In recent years the number of jobs in historic downtown districts from "location neutral" businesses – businesses that, because of the advent of the internet and overnight delivery services, can locate anywhere – has soared. Many of these are in small industries that gravitate to upper-floor spaces, old warehouses, and other unique downtown spaces.

• **Downtown development minimizes air pollution.** This may seem counter-intuitive, given the traffic that sometimes seems to jam downtowns. But because they are walkable (once you're there) and have a dense concentration of

Keeping downtowns strong means keeping them attractive. Here, new trees and paving are being installed along Burlington, Vermont's main downtown street.

uses, downtowns are actually much less automobile-dependent than highway-oriented commercial development. Given their density, even small downtowns also provide areas in which public transit can operate more efficiently. The U.S. Environmental Protection Agency, in fact, promotes downtown revitalization as a tool for improving air quality in smog-prone regions.

There are a few more reasons important to me – and perhaps to others – for making strong downtowns a priority:

• **Downtowns are true civic places**, where you can organize a festival, stage a demonstration, or hand out political flyers. You can't do those things at most malls or lifestyle centers.[1]

• **Downtown revitalization is the ultimate form of recycling.** Each year, the U.S. buries about 33 million tons of wood-related construction and demolition debris in solid-waste landfills, accounting for almost half of all the material there. As this wood decomposes, it releases 5 million tons of carbon in the form of methane gas, equivalent to the yearly emissions of 3,736,000 passenger cars. So, why don't we make it our highest priority to reuse historic buildings?

• **Downtowns are places where true innovation often occurs.** Superstores' predictable formulas make our communities one big, homogeneous blur. Independent downtown businesses are the incubators of the great new ideas and the mirrors of local character.

Many of the best businesses and building uses I've seen in the hundreds of main street districts I've visited over the past two decades would never have made it through a developer's or a shopping mall management company's filters. Yes, downtowns can have their kinks, and at times be unpredictable places. But we can learn to smooth out some of the kinks, live with others, and celebrate the unpredictability! ◆

Portland, Oregon's, huge Lloyd Center was the focus of a landmark 1972 U.S. Supreme Court ruling which found no First Amendment right to distribute leaflets in a privately owned shopping mall. See footnote.

1 Editor's Note: The U.S. Supreme Court has found no First Amendment right to protest or distribute political leaflets in privately owned shopping centers. *Lloyd Corp., Ltd. v. Tanner, 407 U.S. 551* (1972). As the Court held: "There has been no dedication of petitioner's privately owned and operated shopping center to public use so as to entitle respondents to exercise First Amendment rights therein that are unrelated to the center's operations." Most state Supreme Courts have come to similar conclusions applying state constitutional provisions.

Kennedy Lawson Smith is a principal with the Community Land Use and Economics (CLUE) Group, a consulting firm specializing in downtown economic development. She served as director of the National Trust for Historic Preservation's National Main Street Center from 1991 to 2004.

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MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	***Planning Commission - Follow Up Discussion to February 8, 2016 Training***

DATE:		**CONTACT:**	**PRESENTER:**	**ITEM:**
02/22/16		David Osaki	Dave Osaki	Old Business

Discussion: 02/08/2016

Public Hearing: None

Attachments: None

DESCRIPTION/BACKGROUND

On February 8, 2016 the Planning Commission heard a presentation from Mr. Joe Tovar, FAICP, about planning commission, city council and staff roles, effective meetings, comprehensive planning, plan implementation and the development review process.

This agenda item will provide an opportunity for Planning Commission follow up discussion, if any, with staff. (Joe Tovar will not be in attendance.)

RECOMMENDED ACTION
Discussion and questions.