



City of Monroe  
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## Planning Commission Agenda

Monday, July 25, 2016 7:00 p.m. Council Chambers

### CALL TO ORDER

### ROLL CALL

Chairman Kristiansen  
Commissioner Bull  
Commissioner Duerksen  
Commissioner Fisher  
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

Documents:

[PC07112016 DRAFT MINUTES.pdf](#)

### PUBLIC HEARINGS

### OLD BUSINESS

1. Zoning Code - Amendments

Documents:

[ATTACHMENT 1.pdf](#)  
[A Old Business Agenda Bill - Zoning Code.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, July 11, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, July 11, 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 Jensen, Commissioner Tuttle, Commissioner Stanger, Commissioner Duerksen, Commissioner Fisher and Commissioner Bull

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

**COMMENTS FROM CITIZENS**

None

**APPROVAL OF MINUTES**

- June 13, 2016  
**Commissioner Tuttle** moved to accept the June 13, 2016, Planning Commission Meeting minutes as amended. **Commissioner Bull seconded.** Motion carried **7/0**.

**Kyle Fisher**, newly appointed **Planning Commissioner**, introduced himself.

**OLD BUSINESS**

**1. Zoning Code – Amendments**

1. **Director Osaki** presented the Planning Commission with revisions to the Downtown Commercial zone use matrix chart (Monroe Municipal Code 18.12). He asked the Planning Commission to review the revisions and let staff know in the future if the edits reflected in the use matrix are consistent with prior Planning Commission discussion.

2. **Director Osaki** presented zoning code excerpts from the cities of Seattle, Auburn, and Lynnwood (attachments 2- 4) to demonstrate how other cities have approached the use of overlay zones and zoning code text to direct and limit certain types of street level land uses on certain street segments within a Downtown/City Center area.

The Commission discussion is summarized below:

**The Commission** discussed the development of an overlay zone for the Historic Main area. They focused mainly on five (5) specific blocks that front Main Street beginning at North Madison Street and ending at Woods Street and from Freemont Street to Hill Street.

**The Commission** was in consensus that the overlay or text amendment should focus limiting ground floor uses in the overlay zone with the intent to encourage more retail type uses and restaurant establishments in the Downtown Commercial core.

#### **DISCUSSION BY COMMISSION AND STAFF**

It was noted that three planning commissioners will be absent from the July 25, 2016 planning commission meeting. Due to quorum reasons, Chair Kristiansen mentioned that the four other planning commissioners should contact staff should any issue arise that may cause him/her to be absent from the July 25, 2016 meeting.

#### **ADJOURNMENT**

**Commissioner Tuttle** moved to adjourn the **July 11, 2016** Planning Commission meeting. Motion was seconded by **Commissioner Duerksen**. Motion carried **7/0** and the meeting was adjourned at **8:41 p.m.**

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Bill Kristiansen  
Chair

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Christina L. LaVelle  
Planning Commission Secretary

# ATTACHMENT 1

## CITY OF MONROE EXISTING DEFINITIONS

**“Brewery”** means the majority of the square footage of the brewery building and related structures is devoted to the process of brewing, storing and/or distributing beer.

**“Brewery, micro”** means an operation where specialty beer is produced and distributed to a lesser extent than a brewery according to the brewery industry standards. The majority of the square footage of the microbrewery building and related structures is devoted to such uses as a tasting room, restaurant and/or gift shops.

**“Clinic, health services”** means a building or office used by physicians, dentists, and/or other medical professionals to examine, diagnose, and treat patients, and to administer day-to-day accessory and office functions relating to the medical or dental practice, but does not include extended overnight stays as associated with hospitals and nursing homes.

**“Club, fitness”** means a use featuring exercise, sports and other active physical fitness conditioning typically requiring a membership.

**“Hotel”** means a facility providing six or more guest rooms or suites for transient lodging accommodations to the general public, and providing additional services such as restaurants, meeting rooms, gift shops, and/or entertainment and recreation facilities. Access to individual units is predominantly by means of common interior hallway. Not included in this definition are institutions housing persons under legal restraint or requiring medical attention.

**“Mixed occupancy”** means a building or site that contains a combination of two or more different land uses, which may include residential, office, commercial/retail, restaurant, institutional, and/or industrial uses as permitted within the underlying zoning district.

**“Mixed use”** means a group of structures housing more than one type of retail business, office, commercial or manufacturing venture and generally under one ownership and control.

**“Mixed use building”** means a building that contains a combination of residential and two or more different land uses, which may include office, commercial/retail, restaurant and/or public uses.

**“Motel”** means a facility providing four or more guest rooms for transient lodging accommodation to the general public but does not provide additional services such as restaurants, meeting rooms, entertainment, and recreational facilities. Facility may include meeting rooms and recreation areas such as swimming pools or exercise rooms.

**“Nursing home” and/or “convalescent home”** means an establishment which provides full-time convalescent or chronic care or both for three or more individuals who are not related by blood or marriage to the operator and who, by reason of chronic illness or infirmity, are unable to care for themselves. No care for the acutely ill, or surgical or obstetrical services, shall be

provided in such a home. A hospital or sanitarium shall not be considered to be included in this definition.

**“Retirement housing” and/or “assisted living facility”** means any form of congregate housing designed to provide for the particular needs of the elderly, seniors, or the physically disabled, who may have functional limitations due to age or physical impairment, but are otherwise in good health. Residents of such housing can maintain an independent or semi-independent lifestyle and do not require more intensive care as provided in a nursing or convalescent home. For the purposes of this definition, “elderly” or “senior” typically means persons fifty-five years of age or older. Design features may include but are not limited to wide doors and hallways and low counters to accommodate wheelchairs, support bars, specialized bathrooms and common dining, recreation or lounge areas. This definition shall not be construed to include facilities to house persons under the jurisdiction of the superior court or the Board of Prison Terms and Paroles.

**“Service establishment”** means any business, professional or government office providing a substantial function of the business as on-site services, which involve personal contact with people who do not work in the office. Examples would include, but not be limited to, residential real estate sales, banks and loan offices, medical offices and employment agencies. Also included are personal service shops which administer personal services, including beauty and barber shops, nail salons, tanning salons, day spas, pet grooming, tailoring, shoe repair, and other similar uses.

## DEFINITIONS FROM OTHER (VARIOUS) JURISDICTIONS'

### Adult Day Care

**“Adult day care”** means a facility which provides supervised daytime programs where up to six frail and/or disabled adults can participate in social, educational, and recreational activities led by paid staff and volunteers.

**“Family day care”** means a business regularly providing care during part of the 24-hour day to 12 or fewer persons, including children and/or adults, and the children, if applicable, of the day care provider, in the family abode of the person or persons under whose direct care those receiving care are placed. Family day care includes family day care homes for children as defined by RCW 35.63.170 and in-home day care for adults.

**“Daycare center,” “nursery school,” or “preschool”** means any type of group daycare programs, for children or adults, including nursery schools for children under minimum age for education in public schools, parent cooperative nursery schools, playgroups for preschool children, covering afterschool care for school children, and programs which provide organized learning and education experiences, provided such establishments are licensed by the state and conducted in accordance with state requirements. For the purpose of this title the following shall also apply to daycare center, nursery schools or preschools:

- A. “Babysitting care” means a dwelling which provides occasional custodial care to children, for periods of less than 24 hours, who do not reside within the residence of the person providing the care. Babysitting care is not necessarily provided in exchange for compensation.
- B. “Home based daycare” means a licensed daycare that regularly provides daycare for not more than 12 children or adults in the provider’s home in the family living quarters, for periods of less than 24 hours.
- C. “Mini daycare center” means a place, other than the home of the provider, which provides regular custodial care for one to 12 children, for periods of less than 24 hours.
- D. “Daycare center” means a place, other than the home of the provider, which provides regular custodial care for 12 or more children, for periods of less than 24 hours.
- E. “Preschool/nursery school” means a place, other than the home of the provider, which provides regular custodial care and/or organized learning and educational experiences for children.

**Day-care center** means a day-care operation with thirteen (13) or more persons in attendance at any one (1) time.

**Day-care home** means a day-care operation with no more than twelve (12) persons in attendance at any one (1) time in the provider’s home in the family living quarters, including immediate family members who reside in the home.

Day-care operation means the temporary care of persons in a residence or structure (meeting the requirements of Chapter 388-150 WAC) for less than twenty-four (24) hours a day on a regular recurring basis for pay or other valuable consideration, including, but not limited to, the furnishing of shelter, sustenance, supervision, education, or other supportive services.

### **Micro-Distillery**

**“Microbrewery, microdistillery, or microwinery”** means a small-scale business located in a building where the primary use is for restaurant, retail, or tasting room, and which specializes in producing limited quantities of wine, beer, or other alcoholic beverage.

### **Garden Produce**

{Still being researched.}

### **Personal Service Shops/Use**

**“Personal service shop”** means small business establishments, typically less than 2,500 square feet in building area, which provide cosmetic and nonmedical health services for persons (e.g., barber or beauty shops, weight or fitness clinics, sun tan salons, etc.). This term does not include gymnasiums or health clubs over 2,500 square feet in building area.

**“Personal service use”** means a business or occupation which provides services involving personal grooming or the care of a person’s apparel, including, but not limited to, laundry (not including self-service laundromat) services, manicurists, tailors, shoe repair shops, tanning salons.

**“Personal service shop”** means premises devoted to hair styling, cutting or permanents, manicurists, custom tailoring, and similar related uses.

### **Health Clubs/Commercial Recreation**

**“Health club” or “athletic facility”** means a building which is used for sports, health and recreational uses by the general public or by members not restricted to living within a specified area (as in a homeowner’s association or multiple-family development), which normally operates for a profit. Such facilities include, but are not limited to, tennis or racquetball courts, swimming pools, weight training, exercise classes, health spas and other similar uses. Where such uses are also permitted outdoors in specific zones, the following uses are included: Tennis courts, golf-driving range, miniature golf courses, running tracks, and swimming pools.

**“Commercial recreation facility, indoor”** means a private for-profit or nonprofit establishment offering recreation or providing entertainment or games of skill to the general public for a fee or charge and wholly enclosed in the building. Typical uses include athletic and health club, pool or billiard hall, indoor swimming pool, bowling alley, skating rink or climbing gyms.

**“Commercial recreation use”** means a use that provides facilities for the conduct of recreational activities, usually in exchange for remuneration. This use shall be broken into the following two sub-categories:

(1) “Commercial recreational use, minor”: those uses involving instructional and related activities in spaces of less than 5,000 square feet, including dance studios, exercise establishments, art classrooms and other uses of a similar nature and intensity.

(2) “Commercial recreational use, major”: those uses of greater intensity, including amusement parks, drive-in theaters, driving ranges, miniature golf courses, marinas, outdoor theaters, race tracks, sporting ranges and sports arena. Recreational facilities such as health clubs are separately defined and permitted as “commercial recreational facilities/health club. “Commercial recreational use, major” often involve outdoor facilities, nighttime lighting, the use of flying objects or physical hazards and generate large volumes of traffic during specific short periods of time.

**“Community recreational facility/health club”** means a facility housing recreational equipment and programs, including gymnasiums, dance studios, pools, exercise equipment and related recreational items. Such a facility, intended to be principally internal in nature, may be private, nonprofit, or municipal in nature. This category does not include recreational uses which are primarily outdoor in nature (e.g., miniature golf, amusement parks) or uses typically involving extensive noise or glare (e.g., fire ranges, golf driving ranges).

### **Mixed-Use Development/Buildings/Structure**

**“Mixed-use development”** means a single unified development that incorporates the planned integration of two or more different land uses consisting of some combination of office, light industrial, hotel, retail, entertainment, public uses, and residential uses. Mixed-use development may be vertically oriented in one or more buildings, or geographically distributed on a development site. When geographically distributed, the different uses may be constructed concurrently or in separate phases, and should incorporate common and/or complementary features and/or elements such as pedestrian walkways, access driveways, parking areas, architectural themes, or other techniques that provide integration between uses on the site.

**“Mixed-use development”** means a tract of land, building or structure with a variety of complementary and integrated uses, such as, but not limited to, residential, office, manufacturing, retail, public or entertainment, in a compact urban form.

**“Mixed-use structure”** is a single structure containing at least two complementary, integrated, or mutually supporting uses (such as housing, offices, manufacturing, retail, public service, or entertainment). The structure must achieve physical and functional integration within itself.

**Mixed use development** shall mean two or more permitted uses or conditional uses developed in conjunction with one another on the same site. Provided that the aforementioned requirements are met, a mixed use development may include two or more separate buildings. At least 25 percent of the gross floor area, as defined in KCC 15.02.170, must be a permitted commercial use, except for mixed use in general commercial outside the downtown area, as defined in KCC 15.09.046, where at least five percent of the gross floor area must be a permitted commercial use, and except for mixed use on parcels two acres or less in size in

community commercial where at least five percent of the gross floor area must be a permitted commercial use. The residential component of any mixed use development cannot be permitted or occupied prior to the permitting or lawful occupancy of the commercial component.

***Mixed use building or structure*** means a building that contains two (2) or more separate and distinct uses permitted in the zoning district where such building is located.

### **Pedestrian Oriented Development/Use**

***“Pedestrian-oriented development”*** means a public or private project that is designed to provide priority to pedestrian and nonmotorized transportation mobility. Pedestrian-oriented projects are designed to ensure safety and accessibility for all users, ensure comprehensive connections to other facilities/destinations are provided, ensure easily identifiable, safe and weather-protected corridors are present, ensure that the pedestrian environment is a place for various activities as well as provide a counterbalance to the dominant mode of automobile transportation. Pedestrian orientation can also relate to the scale of buildings in relation to the adjacent walking environment.

***Pedestrian-oriented use*** means a commercial use whose customers commonly arrive on foot, or where signage, advertising, window display, and entry ways are oriented toward pedestrian traffic on a public sidewalk. Pedestrian-oriented businesses may include restaurants, retail shops, personal service businesses, travel services, banks, (except drive-through windows), and similar establishments.

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

<b>TITLE:</b>	<b>Zoning Code - Amendments</b>
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<b>DATE:</b>		<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
07/25/16		David Osaki	Dave Osaki	Old Business

**Discussion:** 01/11/16; 01/25/2016, 02/22/2016, 03/28.2016, 4/11/2016, 4/25/2016, 05/09/2016, 05/23/2016, 06/13/2016; 07/11/2016

**Public Hearing:** None

**Attachments:** 1. Example definitions

**DESCRIPTION/BACKGROUND**

Planning Commission direction to date on the Downtown Commercial zone would require new or revised definitions specific for the Downtown Commercial zone.

The July 5, 2016 meeting will discuss certain definitions. Attachment 1 identifies certain existing City of Monroe zoning code definitions that had been discussed during the review of the Downtown Commercial District land use matrix. Not all of them require revisions, but are included in Attachment 1 for reference.

Attachment 1 also includes related examples of definitions from other sources. None of these definitions as written is specifically proposed, but will serve as a basis for Planning Commission discussion at the July 25, 2016 meeting.

<p><b>RECOMMENDED ACTION</b> Discussion.</p>
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