

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, November 26, 2018**

The regular meeting of the Monroe Planning Commission was held on **Monday, November 26, 2018 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

Land Use Permit Supervisor Kim Shaw called roll.

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

Commissioners Excused: Commissioner Fisher, Commissioner Rousey

Staff Present: Community Development Director Ben Swanson, Assistant Planner Amy Bright and Land Use Permit Supervisor Kim Shaw

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

November 19, 2018

Commissioner Stanger moved to accept the November 19, 2018 meeting minutes as written. Motion seconded by **Commissioner Bull**. Motion carried 5/0.

PUBLIC HEARING

NONE

OLD BUSINESS

1. Unified Development Regulations (UDR) – Signage Chapter Revisions

Assistant Planner Bright explained that there is a strike and delete version as well as a clean version showing the new zones that will be in the code. All definitions will now be at the beginning of Title 18 rather than in each chapter.

Commissioner Discussion - Commissioner Jensen suggested reformatting to a paragraph type and also had concerns that 32' may be too small for banners in commercial zones. Commissioner Bull needed clarification for permanent and/or permanent affixed and include definition.

Assistant Planner Bright also explained that the totals have now been all updated throughout the document. Footnotes have been cleaned up. Temporary commercial signs – small changes made to meet state law and updated the size and days. Direction was to accept the changes. Table has been updated – 90 days was the consensus for expiration. Nonconforming signs – no pole signs within the Downtown area and owners would have to be notified of the expiration date. **Commissioner Jensen** – put the adoption date in the code or a specific date. **Commissioner Duerksen** noted that the roundabout islands are becoming cluttered with staked signs over the week-ends. She wondered how

that is being **resolved**. **Planner Bright** responded that they aren't allowed and the effort to enforce those will become greater once this code is adopted. Discussion continued with neon, pole, and changeable messages – clarification on where they are allowed. Definition of changeable – digital vs. the manual.

2. Unified Development Regulations (UDR) – Temporary Use Chapter

This will be brought to another meeting.

3. Unified Development Regulations (UDR) – Zoning Code Amendments Chapter

Director Swanson explained that even though he wasn't present at the meeting, the revisions have been made and he would like to know if they represent what was discussed. Chair Tuttle inquired about the requirement listed under the additional action. This item was discussed further.

4. Unified Development Regulations (UDR) – Subdivisions Chapter

Director Swanson explained that short plat and preliminary plats are allowed to bond for specific items in order to have the opportunity to apply for final plat. Final lift and landscaping are the two items that are allowed to bond for. They would like to have the availability to allow ONLY the landscaping/irrigation/final asphalt lift. The consensus was to allow staff to determine what works best. Model homes were also discussed on the time frame for submitting. This will become a little more restrictive.

5. Unified Development Regulations (UDR) – Administration and Enforcement Chapter

Director Swanson – the changes that were done for the HE will now need to go back to the original.

NEW BUSINESS

NONE

Principal Planner Restall created some tables

DISCUSSION BY COMMISSIONERS AND STAFF

Council workshop on December 4th – the UDR will be presented to Council. Planning Commission members are welcome to attend. This will be for feedback from council and status update.

Commissioner Bull made the motion to extend the meeting beyond 9:00. Seconded by **Commissioner Stanger**. Motion carried 5/0.

Director Swanson gave a brief summary of a proposed project for a 166 affordable housing multifamily complex in the East Downtown area. There are 2 Shoreline permits that will need to be approved.

Commissioner Jensen - Any updates on East Monroe or Albertson's? **Director Swanson** explained that the city is still working with Forterra to purchase the property. He wasn't of anything proposed for the vacant Albertsons building.

Commissioner Stanger will not be attending the next meeting.

ADJOURNMENT

Commissioner Jensen made a motion to adjourn at 9:07 p.m. Motion seconded by Commissioner
Motion carried 5/0.

Bridgette Tuttle
Chair

Kim Shaw
Land Use Permit Supervisor