



MONROE CITY COUNCIL

Agenda Bill No. 19-200

SUBJECT:	Discussion: 2019 Planning Commission Annual Update
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/24/2019	Community Development	Ben Swanson	Ben Swanson	New Business #5

Discussion: 09/24/2019
Attachments: 1. 2019 Planning Commission Work Plan

REQUESTED ACTION: Discussion; and provide direction to the Mayor and City Staff regarding next steps, if applicable.

POLICY CONSIDERATION

The Planning Commission is an advisory body to the Mayor and City Council. The Planning Commission may exercise those powers and that authority prescribed to them in the Monroe Municipal Code and by resolution. Pursuant to MMC 2.32.080, Report of Transactions and Expenditures, "the Planning Commission, at or before its first regular meeting in September of each year, shall make a full report in writing to the city council of its transactions and expenditures, if any, for the calendar year preceding, with such general recommendations as to matters covered by its prescribed duties and authority as may seem proper to it." In compliance with MMC 2.32.080, the purpose of this agenda bill is to provide the required annual status report to the City Council regarding the projects specified in the adopted 2019 Planning Commission Work Plan.

DESCRIPTION/BACKGROUND

At the beginning of each year, City staff works with the Planning Commission to develop a work plan consistent with the City's Six-year Strategic Plan (Attachment 1). The projects contained within the work plans and the statuses of the Planning Commission's reviews for the previous calendar year are summarized below.

A. Unified Development Regulations (UDR)

1. Description:

The City drafted new Unified Development Regulations (UDR) to take the place of the development regulations in the Monroe Municipal Code, which were located in Titles 17 through 21. The current development regulations were repealed and then replaced with one all-inclusive title known as the Unified Development Regulations (UDR). In addition to reflecting the goals and policies adopted in the City's 2015 – 2035 Comprehensive Plan, the unified development regulations simplify and streamline Monroe's development process.

2. Project Status:

This project has been completed. The Planning Commission held a public hearing on February 25, 2019, which was continued to March 11, 2019 and then to March 25, 2019. The Unified Development Regulations were adopted by the City Council on April 23, 2019.

B. Routine Review of Land Use Applications

1. Wireless Communication Facilities Code Amendments

a. Description:

The City of Monroe's unified development regulations (Title 22), address the traditional deployment of larger wireless facilities, which mainly include separate, standalone cell towers and other large facilities added to the tops of existing structures, such as buildings or utility poles. Based on the evolution of wireless technology and FCC Order 18-133, changes to the code are needed to define how the City regulates the deployment of small wireless facilities. The City of Monroe is proposing text amendments to Chapter 22.62 MMC, Large Wireless Communication Facilities, to regulate the deployment of small wireless facilities in addition to large wireless facilities.

b. Project Status:

The Planning Commission discussed the proposed code amendments on April 22, 2019, May 15, 2019, June 10, 2019, June 24, 2019, and July 8, 2019. A public hearing in front of the Planning Commission to consider the proposed amendments was noticed for July 22, 2019. However, staff received substantial comments from Ogden Murphy Wallace that required significant revisions to the code. Staff is in the process of rewriting the proposed code and will return to the Planning Commission for review and discussion when the draft is complete.

2. East Downtown Neighborhood Code Amendments

a. Description:

The City of Monroe proposed text amendments to Monroe Municipal Code (MMC) section 18.12.170, Downtown Neighborhood Land Use Matrix. The Monroe Municipal Code previously allowed motorsports vehicle sales facilities only within the Rails and Roads neighborhood of the Downtown Commercial (DC) zone. The code amendments also allow motorsports vehicle sales facilities in the East Downtown neighborhood of the Downtown Commercial zone.

b. Project Status:

The Planning Commission held a public hearing on the proposed code amendments on October 29, 2018 and recommended approval to the City Council. The City Council approved the code amendments on December 11, 2018.

3. Sewer System Extension Code Amendments

a. Description:

The City of Monroe proposed text amendments to Chapter 13.08 MMC, Sewer System Regulations. In conformance with the adopted Comprehensive Plan, Chapter 13.08 MMC, Sewer System Regulations, prohibits the extension of sewer outside of City Limits, except as otherwise required by law. However, the code also provides a process for sewer extensions to occur through a development agreement with the property owner. The amendments propose to eliminate the development agreement option, as consistent with the Comprehensive Plan.

b. Project Status:

The Planning Commission held a public hearing on the proposed code amendments on August 26, 2019 and recommended approval to the City Council. The City Council will hold a first reading of the ordinance on September 24, 2019.

4. Temporary Encampment Code Amendments

a. Description:

The City has proposed text amendments to Chapter 22.90 MMC, Temporary Encampments, to comply with RCW 35A.21.360, which authorizes religious organizations to host temporary homeless encampments. The City's code was not

updated at the time the state law was adopted in 2010. The amendments establish provisions to regulate temporary encampments within the City and bring the code into compliance with RCW 35A.21.360.

b. Project Status:

The Planning Commission discussed the proposed code amendments on August 12, 2019. Staff received feedback from the Commission that prompted a rewrite on the code. Staff is in the process of rewriting the proposed code and will return to the Planning Commission for review and discussion when the draft is complete.

5. North Kelsey/Tjerne Place Planning Area Code Amendments

a. Description:

The City proposed amendments to the Monroe Municipal Code (MMC) to provide for a combination of horizontal and vertical mixed-use, multifamily housing, retail space, and a public “village green” within the North Kelsey/Tjerne Place Planning Area of the General Commercial (GC) zoning district. The amendments modified MMC sections 18.10.050 – Zoning Land Use Matrix, 18.10.135 – North Kelsey Design Guidelines, 18.10.140(Table C) – Commercial/Industrial Zoning District Bulk Development Requirements, and 18.86.050 - Required Number of Parking Spaces to allow for residential development within the permitted land uses, an increase in maximum building height, and revisions to minimum parking standards to accommodate five stories of living space above parking in the North Kelsey/Tjerne Place Planning Area.

b. Project Status:

The Planning Commission held a public hearing on the proposed code amendments on October 29, 2018 and recommended approval to the City Council. The City Council approved the code amendments on December 11, 2018.

6. Capital Improvement Plan (CIP) Comprehensive Plan Amendment

a. Description:

The State Growth Management Act (GMA) requires that cities establish within their comprehensive plan a capital facilities element, including the level of service standards and six-year minimum financing plan “that will finance . . . capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes” (RCW 36.70A.070[3][d]). The Capital Improvement Plan (CIP) and the Capital Facilities Element, jointly, fulfill the requirements of the State of Washington’s GMA. To comply with RCW 36.70A.130 (2)(a)(iv), the comprehensive plan amendment cycle, the CIP was processed concurrently with 2019 City Budget.

b. Project Status:

The Planning Commission held a public hearing on the proposed comprehensive plan amendment on November 5, 2018 and recommended approval to the City Council. The City Council approved the comprehensive plan amendment on December 11, 2018.

7. Reaffirmation of the East Monroe Zoning and Comprehensive Plan Designation

a. Description:

The City of Monroe initiated a reaffirmation of the Comprehensive Plan land use designation and zoning map designation as Limited Open Space (LOS) for the East Monroe site, In accordance with RCW 36.70A.130(2b), the proposal was processed outside of the City’s annual docket process, as it effectuates the City’s compliance approach to the Central Puget Sound Growth Management Hearings Board’s Determination of invalidity and finding of noncompliance in the CPSGMHB Case No. 14-3-0006c.

b. Project Status:

The Planning Commission held a public hearing on the proposed comprehensive plan amendment on March 11, 2019, and recommended approval to the City Council. The City Council approved the comprehensive plan amendment on March 26, 2019.

8. Pre-Annexation Zoning of the City's Urban Growth Area (UGA)

a. Description:

Cities that are required to plan are authorized by Section 35A.14.330 RCW, Proposed Zoning Regulation—Purposes of Regulations and Restrictions, to “prepare a proposed zoning regulation to become effective upon the annexation of any area which might reasonably be expected to be annexed by the code city at any future time.” The process for adopting pre-annexation zoning designations for properties within in a UGA is regulated pursuant to Section 35A.14.330 RCW and Section 35A.14.340 RCW. The City of Monroe is proposing to establish pre-annexation zoning designations for all properties situated within the City's urban growth area (UGA). The zoning designation for each affected property shall be consistent with its intended land use, as indicated on the adopted 2015 – 2035 Comprehensive Plan Future Land Use Map (FLUM). The Comprehensive Plan designations adopted for the UGA include Low Density Single Family Residential, Medium Density Single Family Residential, Mixed Use, and General Commercial with proposed zoning of the parcels upon annexation to be Single-Family Residential – 4 Units per Acre (R4), Single-Family Residential – 7 Units per Acre (R7), Mixed Use – General (MG), and General Commercial (GC), respectively. After a proposed zoning regulation is prepared, the legislative body of the city must hold at least two public hearings on it. These hearings must be held at least 30 days apart.

b. Project Status:

The Planning Commission held a public hearing on the proposed pre-annexation zoning during its August 26, 2019 regular meeting, and recommended that the City Council adopt the pre-annexation zoning designations. The City Council's first reading of the ordinance was held along with the first required public hearing was held on September 10, 2019. A second hearing in front of the City Council is tentatively scheduled for October 22, 2019.

C. 2019 Planning Commission Work Program

1. Description:

The Planning Commission Work Program specifies the priority of projects under the purview of the Planning Commission and the timing of said reviews (Attachment 1). The Work Program, which is prepared annually, is typically comprised of ongoing projects from the previous year(s), current projects, and potential new projects for the coming year.

2. Project Status:

This project is complete. The Planning Commission approved the 2019 work program on January 28, 2009. The City Council reviewed the work plan on February 5, 2019.

D. Affordable Housing Code Amendments

1. Description:

The Growth Management Act (GMA) Housing Goal, RCW 36.70A.020(4), encourages the availability of affordable housing to all economic segments of the population of this state, promotes a variety of residential densities and housing types, and encourages preservation of existing housing stock. The current affordable housing code was adopted ten years ago in 2009. The code chapter was revised with the UDR update, but not modified substantially. As the economic state of the region as changed since 2009, it is important to update the code to reflect the current climate and needs of the residents of Monroe. Consequently, staff is in the process of updating its Affordable Housing code,

which is codified in MMC 22.52. To accomplish this, staff formed an Affordable Housing Committee that consists of community members, planning commissioners, and affordable housing proponents. The goal of the Affordable Housing Committee will be to draft a code that addresses the affordable housing crisis and implements regulations that will allow and encourage more affordable forms of housing.

2. Project Status:

This project is currently in process and is anticipated to continue through Spring 2020.

E. Update to the 2008 Downtown Master Plan

1. Description:

The City of Monroe adopted the current Downtown Master Plan on July 30, 2008. Updates to the existing Downtown Master Plan are necessary to ensure consistency with the goals and policies of the Comprehensive Plan, as well as the recently adopted Unified Development Regulations.

2. Project Status:

Due to the current workload of the Community Development Department, this proposal is on hold until next year.

F. Revisions to the Planning Commission Rules of Procedure and Conduct

1. Description:

The Planning Commission Rules of Procedure were adopted in 1993 to govern the Commission's meetings and operations. Revisions are proposed to the Rules of Procedure to update obsolete sections and make the content and format more consistent with the City Council's Rules of Procedure.

2. Project Status:

The Planning Commission initially discussed this proposal on October 15, 2018. It is anticipated that the Commission will complete their review by the end of this year.

G. State-Mandated Periodic Update to the Shoreline Master Program (SMP)

1. Description:

The City of Monroe is mandated by Washington State Shoreline Management Act (SMA), RCW 90.58.080(4), to conduct a periodic review of its Shoreline Master Program (SMP). The SMA requires all SMP's to be reviewed and revised, if needed, on an eight (8) year schedule established by the Legislature. This review ensures that local SMP's stay current with changes in state laws and rules and remain consistent with other Monroe plans and regulations, and is responsive to changing circumstances, new information and improved data. Monroe is required to update its SMP on or before June 30, 2019. The State did not require any major updates to the city's inventory, restoration efforts, or cumulative impacts analysis; however the update must include all state mandated updates between 2007 and 2017, as well as local changes in circumstances, which include revising maps, updating Comprehensive Plan references, documenting zoning changes, and incorporating the critical areas ordinance update.

2. Project Status:

The Planning Commission held a public hearing on April 22, 2019 and recommended approval of the updated SMP to the City Council. The City Council approved the SMP on August 13, 2019.

H. Comprehensive Plan Amendment Dockets

1. General Description:

Per RCW 36.70A.040(3), counties and cities required to plan under the Growth Management Act (GMA) must adopt a comprehensive plan along with development regulations that are consistent with and implement the comprehensive plan. Comprehensive plans are the foundation of local land use planning. A comprehensive plan

provides the policy framework and vision for future development in the community over a twenty-year horizon by articulating a series of goals, objectives, policies, actions, and standards that are intended to guide the day-to-day decisions of elected officials and local government staff. GMA generally limits amendments to the comprehensive plan to once per year. The process for annual amendments to the plan includes two steps. The first phase is selection by the City Council of proposed amendments to include in the annual review process. The list of proposed amendments chosen for consideration by the City Council is referred to as “the docket.” Amendments to the City’s Comprehensive Plan can be initiated by interested citizens under the docket process. Docketing is a public participation procedure required by the state Growth Management Act (GMA) that allows citizens the opportunity to request amendments to a jurisdiction’s comprehensive plan and implementing development regulations on an annual basis. Once a proposed amendment is selected for inclusion on the annual review docket, the amendments are processed according to the procedure delineated in Chapter 22.74 MMC, Comprehensive Plan Amendments.

2. 2018 – 2019 Comprehensive Plan Amendment Docket

a. Docket Applications:

The City Council chose three applications for the 2018 – 2019 Comprehensive Plan Amendment Docket – one citizen-initiated application and two City-initiated applications:

CPA2018-A and CPA2018-B (Monroe and Snohomish School District Impact Fees) – City-initiated proposals to revise the Capital Facilities Element of the 2015-2035 City of Monroe Comprehensive Plan, adopting by reference the Monroe and Snohomish School Districts’ 2018-2023 Capital Facilities Plans; and amending Monroe Municipal Code (MMC) 3.50, School Impact Fee Mitigation Program, to update the impact fee schedule.

CPA2018-01 (Monroe School District) – Citizen-initiated proposal from Monroe School District # 103 for a comprehensive plan amendment and associated rezone for the 12.4 acre Memorial Stadium and Marshall Field site, which is identified by Snohomish County Assessor’s tax parcel numbers 27060100205100, 27060100100400, 27060100404500. The current Comprehensive Plan map designation of the subject site is Institutional, as is the zoning classification. The School District is requesting an amendment to the Comprehensive Plan to modify the site’s Future Land Use Map designation from Institutional to Multifamily. Associated with the proposed Comprehensive Plan amendment, the applicant is also requesting a rezone of the subject property from Institutional to Multifamily Residential R25.

b. Project Status:

Before the docket can be formally adopted by the City Council, the Planning Commission is required to review the proposed applications for consistency with the Docket criteria, hold a public hearing, and make a recommendation to the City Council. A public hearing in front of the Planning Commission was initially scheduled for July 8, 2019, which was eventually cancelled. The public hearing has been indefinitely postponed until the Monroe School District submits a cultural resources report that addresses the potential historical significance of the project site.

2. 2019 – 2020 Comprehensive Plan Amendment Docket:

a. Docket Applications:

The City has received five applications for the 2019 – 2020 Comprehensive Plan Amendment Docket – two citizen-initiated application and three City-initiated applications. Staff will be bringing the proposals to Council for docket selection within

the next month. After the docket is chosen, the Planning Commission will review the docket.

FISCAL IMPACTS

N/A

TIME CONSTRAINTS

N/A

ALTERNATIVES TO REQUESTED ACTION

1. Extend and continue the discussion to a future meeting.
2. Provide direction to the Mayor, City Staff, and the Planning Commission to return at a specified date for a subsequent update.



CITY OF MONROE PLANNING COMMISSION 2019 ANNUAL WORK PROGRAM

Work Program Items

Project Title	Planning Commission Tasks	Approximate Duration	Tentative Planning Commission Completion	Project Status
Unified Development Regulations (UDR)	<ul style="list-style-type: none"> • Review draft UDR • Hold a public hearing • Forward a recommendation to the City Council 	2 months	February 2019	Active
Routine Review of Land Use Applications	<ul style="list-style-type: none"> • Review Comprehensive Plan Amendments, Development Code Amendments, and Rezones • Hold a public hearing • Forward a recommendation to the City Council 	Ongoing	Not Applicable	Ongoing
2019 Planning Commission Work Program	<ul style="list-style-type: none"> • Review draft Work Program • Forward to the City Council 	2 months	February 2019	Active
Affordable Housing Update	<ul style="list-style-type: none"> • Review current and proposed affordable housing regulations • Hold a public hearing • Forward a recommendation to the City Council 	4 months	August 2019	Proposed
2008 Downtown Master Plan Update	<ul style="list-style-type: none"> • Review for consistency with the UDR • Hold a public hearing • Forward a recommendation to the City Council 	6 months	September 2019	Proposed
Planning Commission Rules and Procedures	<ul style="list-style-type: none"> • Review amendments to the Rules of Procedure • Vote on the proposed amendments 	2 months	March 2019	Active
Shoreline Master Program (SMP) Update	<ul style="list-style-type: none"> • Review draft SMP • Hold a public hearing • Forward a recommendation to the City Council 	6 months	June 2019	Active
2018 – 2019 Comprehensive Plan Amendment Docket	<ul style="list-style-type: none"> • Review and refine proposed Comprehensive Plan amendments • Hold a public hearing • Forward a recommendation to the City Council 	2 months	April 2019	Active



CITY OF MONROE PLANNING COMMISSION 2019 ANNUAL WORK PROGRAM

Project Review Schedule

	1/28/2019	2/11/2019	2/25/2019	3/11/2019	3/25/2019	4/8/2019	4/22/2019	5/13/2019	6/10/2019	6/24/2019	7/8/2019	7/22/2019	8/12/2019	8/26/2019	9/9/2019	9/23/2019	10/14/2019	10/28/2019	11/25/2019	12/9/2019		
Unified Development Regulations																						
Land Use Applications																						
2019 PC Work Program																						
Affordable Housing Update																						
2008 Downtown Master Plan																						
PC Rules and Procedures																						
Shoreline Master Plan																						
2018 – 2019 CP Docket																						