

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, January 27, 2020**

The regular meeting of the Monroe Planning Commission was held on **Monday, January 27, 2020 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 7:09 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

Commissioners Present: Chair Tuttle, Vice-Chair Bull, Commissioner Miller, Commissioner Jensen, Commissioner Fisher and Commissioner Stanger.

Staff Present: Community Development Director Ben Swanson, Principal Planner Shana Restall, Secretary Leigh Anne Barr and Clerical Specialist Gina Pfister

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Commissioner Bull made a motion to accept the minutes of December 9, 2019 as written. Motion seconded by Commissioner Fisher. Motion carried 6/0.

ELECTIONS

Chair Tuttle opened up the floor for nominations for Planning Commission Chair. Commissioner Bull nominated Chair Tuttle to return as Chair. Chair Tuttle nominated Commissioner Bull as Chair. Commissioner Bull respectfully declined the nomination. Commissioner Jensen moved to close nominations. Chair Tuttle's nomination was seconded by Commissioner Stanger. Motion carried 6/0.

Chair Tuttle nominated Commissioner Bull for Vice Chair. Nomination seconded by Commissioner Stanger. Motion carried 6/0.

No changes to the seating arrangements were requested by the Commissioners.

PUBLIC HEARING

NONE

OLD BUSINESS

1. Revisions to the Planning Commission's Rules of Procedures

Planning Commission Secretary Leigh Anne Barr gave a summary of how the Rules of Procedures have been updated after the discussion at the last Planning Commission meeting. Commissioner Bull pointed out that there was a discrepancy in the procedures for speaker sign in, specifically with the use of shall versus encouraged for speakers to state their name and address for the record. Staff will update the procedures so all sections are consistent.

The Commissioners questioned the public hearing section of the procedures. Staff will bring the Rules of Procedures back to the next meeting with revisions to make it more closely match those

of City Council.

2. 2020 Planning Commission Work Plan

Principal Planner Shana Restall presented the proposed Planning Commission work plan for 2020. Principal Planner Restall walked through each item on the list with the Commissioners. Chair Tuttle asked Staff which items are mandated to be completed at the state or federal level with the goal of lessening the work load on staff. Principal Planner Restall explained that many of the tasks are mandated to be completed this year and the tasks have been divided up between the all the planners to help keep on the proposed timeline. After discussion between the Commissioners and Staff, it was determined that all the projects have strict timelines and cannot be moved back. Commissioner Jensen moved that the Planning Commission recommend the Monroe City Council approve the proposed 2020 Planning Commission Work Plan. Motion seconded by Commissioner Bull. Motion carried 6/0.

NEW BUSINESS

1. Introduction to the 2019-2020 Comprehensive Plan Amendment Docket

Principal Planner Restall gave an introduction of the 2019-2020 Comprehensive Plan amendment docket. City Council docketed one of the two proposed citizen initiated requests and there are no City initiated amendments this cycle. The citizen initiated request is to change the designation of a mixed use parcel to single family. The applicant owns a vacant property next to their existing house and they would like to build a house on it for their mother.

Commissioner Jensen is concerned that the lot will be completely surrounded by mixed use designation. Chair Tuttle asked Staff for background on the purpose or goal of the mixed use zoning. Chair Tuttle wants to be sure this change is in line with the goals of the Comprehensive Plan.

Community Development Director Ben Swanson informed the Planning Commission that City Council has remanded the rezone of the School District fields back to Planning Commission from the 2018-2019 Comprehensive Plan Amendment Docket. This amendment will now be part of the 2019-2020 Amendment Docket. Director Swanson explained to the Commissioners that the Commission will need to be more deliberate with the decision making process to allow Staff to put together the findings of fact after a decision has been reached.

Chair Tuttle and Commissioner Jensen asked questions of Staff regarding the possible uses of the property as it is currently zoned and the options if the School District came back with a project specific proposal.

DISCUSSION BY COMMISSIONERS AND STAFF

Chair Tuttle asked the new Planning Commissioner Dionne Miller to introduce herself. Commissioner Miller expressed her excitement for working on the Commission and explained her background in both the Monroe and greater valley community over the years.

Secretary Barr introduced Clerical Specialist Gina Pfister to the Commission. Clerical Specialist Pfister will be the Planning Commission Secretary while Secretary Barr is out for a few months.

Director Swanson introduce Commissioner Miller who was appointed to replace Commissioner Rousey. Commission Silva also resigned in December and the appointment of Liz Nugent is set to go to City Council for final approval at the next meeting. Director Swanson noted the City had an outstanding turn out of candidates for the boards and commissions appointments.

Director Swanson was part of a group from the City that also included Councilmember Heather Rousey and Commissioner Miller who traveled to Olympia to interact with the State Legislatures to gather support for various City interests.

Commissioner Jensen inquired about the relocation of Strands and the East Monroe grading permit. Director Swanson answered that the City have not received a reapplication request for Strands relocation near Grocery Outlet and the grading permit for East Monroe has not yet been officially submitted.

Commissioner Miller asked for clarification on the Monroe School District's comprehensive plan amendment. Director Swanson answered that the applicant selected the change from Institutional to Multi Family.

Commissioner Fisher thanked the group for traveling to Olympia and gave an update on the Homelessness Policy Advisory Board (HPAC). The board has one meeting left and then hopes to have a package to present to City Council. Commission Fisher noted that the City of Monroe is ahead of surrounding cities on this issue.

Commissioner Stanger presented a Parks Board update. The Parks Board had a presentation from City Administrator Deborah Knight on Arrivalist Data from Snohomish County, looked into possible changes to Currie View Park and discussed the historic Buck Houses.

Chair Tuttle would like to add an extended agenda section to future Planning Commission meetings.

ADJOURNMENT

Commissioner Jensen made a motion to adjourn at 8:43p.m. Motion seconded by Commissioner Miller. Motion carried 6/0.

Bridgette Tuttle
Chair

Leigh Anne Barr
Planning Commission Secretary