

APPROVED

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, May 23, 2016**

The regular meeting and public hearing of the Monroe Planning Commission was held on **Monday, May 23, 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, Vice Chair Tuttle, Commissioner Jensen, Commissioner Stanger and Commissioner Duerksen

**Commissioners Absent:** Commissioner Bull (excused)

**Staff Present:** Director of Community Development David Osaki, Public Works Director Brad Feilberg, and Planning Commission Secretary Christina LaVelle

**COMMENTS FROM CITIZENS**

None.

**APPROVAL OF MINUTES**

**May 9, 2016**

**Commissioner Jensen** moved to accept the **May 9, 2016**, Planning Commission Meeting minutes as written. **Commissioner Tuttle** seconded. Motion carried **5/0**.

**PUBLIC HEARING**

1. Code Amendment (CA2016-01) to Monroe Municipal Code Chapter 20.12 clarifying the applicability of transportation impact fees to development activity involving change of use.

**Chairman Kristiansen** opened the Public Hearing and Public Testimony for Code Amendment (CA2016-01) to Monroe Municipal Code Chapter 20.12 clarifying the applicability of transportation impact fees to development activity involving change of use.

**Public Works Director Feilberg** presented the following documents:

**Attachment 1** shows the currently effective code. On July 5, 2016, if no further action is taken, the redlined changes will automatically be removed for the code.

**Attachment 2** shows the alternative proposal as discussed on May 9, 2016. This proposed language would change transportation impact fees for substantial changes in use which is defined as improvements requiring a building permit that exceed 50% of the value of the existing improvements.

**The Commission's** discussion is summarized below:

**The Commission** discussed Attachment 2 and asked for clarification. **Director Feilberg** clarified the intent and application of the proposed ordinance.

**Commissioner Tuttle** moved to close the Public Hearing for Code Amendment (CA2016-01) to Monroe Municipal Code Chapter 20.12, to the Planning Commission meeting, May 23, 2016 at the Monroe City Hall at 7:00 pm. Seconded by **Commissioner Duerksen**. Motion carried **5/0**.

**Commissioner Tuttle** moved to recommend to the City Council the adoption of an ordinance amending MMC 20.12 for a period of 5 years based on Attachment 2, with the attached findings and conclusions. **Commissioner Duerksen** seconded. Motion carried **5/0**.

### OLD BUSINESS

#### 1. Zoning Code- Amendments

**Director Osaki** discussed MMC section 18.12.200 related to Downtown planning area bulk requirements and the purpose statements for the downtown neighborhoods (MMC Chapter 18.12). He also discussed a Comprehensive Plan policy that spoke to increasing density and height in the Downtown Neighborhood (DN) and Borlin Park Neighborhood.

**The Commission's** discussion is summarized below:

- **The Commission** discussed the Downtown Neighborhood bulk requirements which included increasing density and building heights.
- **The Commission** discussed revisiting and potentially amending the Downtown Design Guidelines. **Chairman Kristiansen** noted the importance public involvement in the development of design guidelines.
- **The Commission** discussed the "vision" for the AI Borlin Park area.

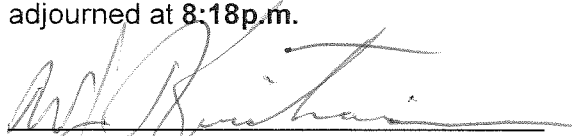
### DISCUSSION BY COMMISSION AND STAFF

- **Director Osaki** informed the Commission that the June 13, 2016, Planning Commission Meeting will be a Public Hearing to discuss and take testimony on CA2016-02, Impact Fee Deferrals.
- **Director Osaki** notified the Commission that **Commissioner Coonan** resigned his position and that the City was actively seeking a replacement.
- **Director Osaki** notified the Commission that the consultants that are working on the Main Street Strategic Plan are forming a steering committee. He asked for a volunteer from the Commission to serve on the committee. **Commissioner Jensen** volunteered for the position.
- **Director Osaki** gave a brief update on new land use projects city-wide.
- **The Commission** asked **Director Osaki** for an updated Downtown zoning map that would merge an aerial map with the existing zoning map.
- **Commissioner Jensen** asked for an update on the control box for the Tjerne Place signal light.

- **Commissioner Tuttle** invited the Commissioners to join her in attending the June 16, 2016, Parks Board Meeting to tour and discuss Borlin Park. In addition, **Commissioner Tuttle** informed the Commission about the "Adopt- a-Park" program.

**ADJOURNMENT**

**Commissioner Duerksen** moved to adjourn the **May 23, 2016** Planning Commission meeting. Motion was seconded by **Commissioner Jensen**. Motion carried **5/0** and the meeting was adjourned at **8:18p.m.**



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Bill Kristiansen  
Chair



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Christina L. LaVelle  
Planning Commission Secretary

