

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
July 9, 2012**

✓ APPROVED

The meeting of the Monroe Planning Commission was scheduled for July 9, 2012 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

**Chairman Loots** called the meeting to order at 7:00 p.m.

**ROLL CALL**

**Secretary Kim Shaw** called the roll. The following were:

Present: Chairman Loots, Commissioners Dave Demarest, Bill Kristiansen, Wayne Rodland, Jeff Sherwood, Bridgette Tuttle

**Staff Present:** Planning & Permitting Manager Paul Popelka, Economic Development Manager Jeff Sax and Secretary Kim Shaw

**CITIZEN COMMENT**

None at this time.

**APPROVAL OF MINUTES**

**Commissioner Demarest** made a motion to approve the minutes of March 26, 2012 as written. Motion seconded by Commissioner Rodland. Vote carried 6/0.

**PUBLIC HEARING**

None.

**WORKSHOP**

None.

**DISCUSSION BY COMMISSIONERS AND STAFF**

***A. Proposed Resolution Amending Comprehensive Plan Amendment Procedures***

**Manager Popelka** briefed the Commissioners on this item. This proposal removes the Planning Commission from the docketing process. The docket would come to the Planning Commission after City Council approves the docket items.

The Commissioners questioned how this change was proposed.

**Manager Popelka** stated that Public Works Director Feilberg prepared the proposed resolution. **Manager Sax** explained that the City Council wished to decide what docket items move

forward. The Planning Commission will still conduct public hearings and provide feedback. This process will save staff resources leading to the Council decision.

Commissioner Kristiansen believed the Planning Commission first hears items at a public hearing and felt that this was inappropriate.

**Commissioner Loots** questioned if the City Council has discussed this. Manager Popelka stated that the first discussion for the City Council is tomorrow. Several Commissioners questioned the timeline. There was considerable discussion on the entire process.

**Manager Popelka** commented that there may be Planning Commission workshops scheduled for September and October with updates on the docket items, with staff bringing forth the complete analysis of all docketed items.

**Manager Sax** explained the current process (the City Council selects the issues to docket, city staff analyzes projects in the docket and makes recommendations, and the Planning Commission holds public hearings) and stated that the City Council will base the applications on merit. This will allow the City Council to have approval at the beginning as well as the end of the process.

**Chairman Loots** questioned the need for the Planning Commission public hearing in November. Manager Sax noted the importance of the hearing and explained the process.

**Commissioner Demarest** believes the proposed changes will minimize the Planning Commission's role in the process. City Staff would determine the completeness of the application and then forward it to the City Council.

**Managers Sax and Popelka** commented on the need for a full staff report for City Council, or whether there should be a brief description and complete application.

Commissioners discussed receiving information from City Staff for new requests. Manager Sax responded that education will be provided to City Council with sufficient information for each proposal. There were additional questions about incomplete submissions.

**Manager Sax** discussed East Monroe and indicated it could not be on the current docket.

Commissioner Kristiansen wishes to question the City Council what information is needed from City Staff for the first public hearing.

**Manager Popelka** discussed the public hearing held by City Council for proposed changes to the Comprehensive Plan. Commissioners asked if the proposed process is redundant. Managers Popelka and Sax discussed the timeline and limited staff time.

**Commissioner Demarest** stated a staff report is important as the Planning Commission relies on City Staff expertise. He stated the Commission may offer comments at the July 10, 2012 City Council meeting on the following topics for the City Comprehensive Plan:

1. Stimulating economic development
2. Determining the amount of information needed from staff for City Council

3. Determining completeness of applications
4. Process if the Hearing Examiner overturns staff recommendations

***B. Possible Commission amendments for the 2013 Comprehensive Plan Docket***

**Manager Popelka** discussed possible amendments for the Comprehensive Plan, specifically gateway definitions. He also updated the commission on Roosevelt Ridge and possible rezone of property on Chain Lake Road.

**Manager Sax** noted the sign code update may come to the Planning Commission in September – October. He also commented on potential impacts of the FirstAir Field rezone and proposed ice arena on the airport overlay district. Manager Popelka stated that the arena use is allowed but density may be an issue.

**Manager Popelka** updated the Commissioners on recent pre-development applications, including a residential subdivision, ice arena, Wet Noses relocation, and the Roosevelt Ridge annexation.

**Manager Sax** updated the Commissioners on Wall Mart, the Galaxy Theaters, school mitigation fees and Natural Factors.

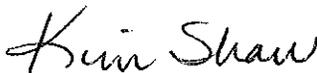
**Chairman Loots** commented on the spraying of blackberries along the trail in the Fryelands Industrial Park.

**ADJOURNMENT**

**Commissioner Sherwood** made a motion that the July 9, 2012 Planning Commission meeting be adjourned. Motion seconded by **Commissioner Kristiansen**. Motion carried 6/0.

The meeting was adjourned at 8:50 p.m.

  
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Paul Loots  
Chairman

  
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Kim Shaw  
Planning Commission Secretary

