

**CITY OF MONROE
PLANNING COMMISSION MINUTES
October 22, 2012**

✓ APPROVED

The meeting of the Monroe Planning Commission was scheduled for October 22, 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 Bill Kristiansen, Dave Demarest, Dian Duerksen, Wayne Rodland, Jeff Sherwood, Bridgette Tuttle

Staff Present: Planning and Permitting Manager Paul Popelka, Planner Mark Landkammer, Economic Development Manager Jeff Sax, Secretary Kim Shaw

CITIZEN COMMENTS

Lara Thomas 16857 Copper Mtn. Rd, Monroe WA 98272

Ms. Thomas commented on the Roosevelt Road rezone and questioned when she could comment on the sign code.

Vicki Mullen 10312 210th St SE, Snohomish WA 98296

Ms. Mullen forwarded information to Manager Popelka regarding the sign code.

Meredith Mechling 13624 Chain Lake Rd., Monroe WA 98272

Ms. Mechling commented that the Planning Commission minutes are not up to date on the web site, making it difficult to keep informed.

Diane Elliott 15550 174th Ave SE, Monroe WA 98272

Ms. Elliott questioned the Planning Commission process, particularly the recusal process. A letter from a member of the Planning Commission was read by Ms. Elliott.

APPROVAL OF MINUTES

None.

PUBLIC HEARING

None.

WORKSHOP

A. Sign Code Update

Planner Landkammer summarized the sign code and proposed changes. **Consultant Tom Beckwith, FAICP** has been hired to prepare sign code updates.

Consultant Beckwith discussed the steps for changing the sign code using tables and graphics to illustrate changes. The final text in table format will be published; graphics will be included as a separate appendix. He discussed the proposed table format for the existing code and strike-through text.

Planner Landkammer stated there will be meetings for further discussion. The commissioners were in agreement on the new table format and Manager Popelka stated that this also simplifies the process for staff. **Manager Sax** stated that the code must be written to enable enforcement for sign compliance.

Chairman Loots asked for citizen comments on this topic.

Lara Thomas 16857 Copper Mountain Rd., Monroe WA 98272

Ms. Thomas, Planning Director for the City of Duvall, offered suggestions on presentation of the information and a mapping exercise. Political signs, window signs and other types of signs may be open to discussion.

Meredith Mechling 13624 Chain Lake Rd., Monroe WA 98272

Ms. Mechling inquired about the ad-hoc committee and who and how were they appointed.

Planner Landkammer explained the process.

Manager Popelka stated that the consultant replaces the ad-hoc committee as the changes required greater expertise is required.

Vicki Mullen 10312 210th St SE, Snohomish WA 98296

Ms. Mullen questioned the consultant about conflict of interest. She gave history of the current sign code and offered further input.

B. CPA2013-D School Mitigation Fees

Manager Popelka gave background on the Capital Facilities Element of the Monroe Comprehensive Plan. The proposed amendment removes regulatory language from the Comprehensive Plan and revises the Monroe Municipal Code Chapter 20.07. Final consideration by the City Council is set for December.

Commissioner Demarest expressed thoughts on the process.

Manager Sax explained that the Monroe School District has the impact fee calculation in their Capital Facilities Plan, and cannot change fees that are calculated in the plan.

Chairman Loots called for a motion.

Commissioner Demarest made a motion to recommend denial of Comprehensive Plan Amendment CPA2013-D as the school districts, not the City, should make the decision. There was no second and the motion failed. Chairman Loots asked for another motion.

Commissioner Kristiansen made a motion to recommend adoption of the Monroe School District 2012-2017 Capital Facilities Plan, the Snohomish School District 2012-2017 Capital Facilities Plan and the amended text within the Monroe Comprehensive Plan Capital Facilities Element. Motion seconded by **Commissioner Tuttle**. Vote carried 6/1 with **Commissioner Demarest** voting against the motion.

C. ZCA2012-09 School Mitigation Fees

The Commissioners discussed the incorporation of the impact fee calculation by reference instead of with a formula.

Commissioner Sherwood made a motion to recommend adoption of Zoning Code Amendment ZCA2012-09 School Mitigation Fees as presented. Motion seconded by **Commissioner Rodland**. Vote carried 6/1 with **Commissioner Demarest** voting against the motion.

D. ZCA2012-07 North Kelsey Design Guidelines

Manager Popelka explained that since the public hearing at the last Commission meeting, the guidelines were revised as shown in the document. The architectural and signage chapters of the Design Guidelines are kept intact. He described revisions proposed in the redline version of the guidelines.

He noted the North Kelsey sign guidelines will be kept until they are incorporated into the adopted sign code update, and discussed signage related to the Downtown Area and the North Kelsey Area.

Chairman Loots called for a motion.

Commissioner Rodland made a motion to recommend approval of Zoning Code Amendment 2012-07 to amend the North Kelsey Design Guidelines with changes as presented. Motion seconded by **Commissioner Kristiansen**. Vote carried 7/0.

DISCUSSION BY COMMISSIONERS AND STAFF

Manager Popelka inquired about moving the November 12 meeting (Veterans Day) to November 19. The Commissioners approved November 19 and November 26 meeting dates.

ADJOURNMENT

Commissioner Sherwood made a motion that the October 22, 2012 Planning Commission meeting be adjourned. Motion seconded by **Commissioner Duerksen**. Motion carried 7/0. The meeting was adjourned at 8:45 p.m.



Paul Loots
Chairman



Kim Shaw
Planning Commission Secretary

