

**CITY OF MONROE
PLANNING COMMISSION MINUTES
November 26, 2012**



The meeting of the Monroe Planning Commission was scheduled for November 25, 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 7:04 p.m.

ROLL CALL

Secretary Dave McConnell 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 and Planning Technician David McConnell

CITIZEN COMMENT

Vickey Mullen 10312 210th Street SE, Snohomish, WA 98296

Ms. Mullen commented on the lack of up to date meeting audio and transcript minutes and mentioned repeated public requests for the minutes. She understood that the minutes took time to prepare, but asked that the audio be posted after each meeting.

Anique Bennitt Monroe Chamber of Commerce, 108 E Main St, Monroe, WA 98272

Ms. Bennitt thanked the Planning Commission for their work on the sign code and stated the Monroe Chamber of Commerce was eager to see the finished result.

APPROVAL OF MINUTES

Commissioner Demarest questioned the status of minutes and noted they should be completed soon after each meeting. **Manager Popelka** responded that past minutes may be completed as early as next week.

PUBLIC HEARING

None.

WORKSHOP

A. Sign Code Update (Continued)

Manager Popelka summarized the background of the sign code update, the ad-hoc committee and objectives for the update. The intent is to revise the code to be user-friendly, clear and concise, have improved permitting and be consistent and enforceable. Specific review issues include:

- Dynamic/video/electronic displays in additional areas
- Off-premise signs
- Highway oriented signs
- Surfaces of building eligible for signs
- Internal tenant or small building frontage signs
- Sign cabinet definition/can signs
- Identification vs. Advertising vs. Wayfinding
- Landscaping requirements to avoid obscuring signs
- Variance based on site specific constraints (why, when, where - administrative approval)
- North Kelsey sign code, modify or rescind
- Small stand-alone drive-up buildings (e.g., espresso stands) with insufficient frontage to qualify for signage (allow on all four sides?)
- Vacant or abandoned signs; strengthen ability to enforce this section

Planner Landkammer discussed the ad-hoc committee and current code issues including conflicting components, missing or unclear language, and new trends in the signage industry that are not addressed in the code. He explained that a sign code consultant, Beckwith Consulting Group, has been retained for the revisions and is presenting initial revisions at this meeting.

Consultant Tom Beckwith gave a detailed summary of draft revisions and reformatting. The Commissioners discussed various aspects of the sign code and reviewed proposed changes.

Chairman Loots asked for a motion to extend the meeting past 9:00 p.m.

Commissioner Demarest made a motion to extend the meeting. Motion seconded by **Commissioner Sherwood**. Motion carried 7/0.

The Commission continued discussion with staff and took comments from the public.

Vickey Mullen 10312 210th St SE, Snohomish, WA 98296


Ms. Mullen commented on the need for sign permits and her experience with the last code revision. She agreed to provide staff with mark-ups of suggested revisions.


Manager Popelka discussed the agenda for the December 10, 2012 meeting. There is no second meeting in December. **Planner Landkammer** commented on the status of cannabis collective garden regulations.

ADJOURNMENT

Commissioner Kristiansen made a motion that the November 26, 2012 Planning Commission meeting be adjourned. Motion seconded by **Commissioner Demarest**. Motion carried 7/0.

The meeting was adjourned at 9:08p.m.


Paul Loots
Chairman


Dave McConnell
Planning Commission Secretary