



**CITY OF MONROE
PLANNING COMMISSION MINUTES
February 11, 2013**

The meeting of the Monroe Planning Commission was scheduled for February 11, 2013 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chairman Kristiansen called the meeting to order at 7:05 p.m.

ROLL CALL

Secretary Dave McConnell called the roll. The following were:

Present: Commissioners Bill Kristiansen, Dave Demarest, Dian Duerksen, Wayne Rodland, Jeff Sherwood, Bridgette Tuttle

Staff Present: Planning and Permitting Manager Paul Popelka, Economic Development Manager Jeff Sax and Planning Technician David McConnell

CITIZEN COMMENT

None

APPROVAL OF MINUTES

A. January 14, 2013

Commissioner Rodland moved to accept the minutes of January 14, 2013 as read. Motion seconded by **Commissioner Duerksen**. Motion carried 6/0.

B. January 28, 2013

Commissioner Demarest moved to accept the minutes of January 28, 2013 as read. Motion seconded by **Commissioner Sherwood**. Motion carried 6/0.

PUBLIC HEARING

None

WORKSHOP

A. Monroe Municipal Code (MMC) Chapter 18.80–Sign Code Amendment (ZCA 2012-04)

The sign code (Monroe Municipal Code 18.80) is being reviewed and updated to clarify code language, address city-wide consistency, understandable permitting requirements, new sign technology, consistent enforcement practices and other potential code improvements.

Manager Popelka summarized the work completed to date, revisions in the updated documents for this workshop, and noted that the Sign Design Guidelines in the Downtown Master Plan will remain in force. He then introduced **Consultant Tom Beckwoth**, who reviewed the MMC Chapter 18.80 Signs, Sign Allowance Table, Example Sign Sizes, Sign Illustrations, and Sign Design Guidelines.

The Commissioners considered the latest draft of the sign code as summarized below.

General Discussion

- Historical and limited duration signs, detailed review of digital signs.
- Extensive discussion of zones to allow digital signs, noting that regulating digital signs by zone is the simplest and fairest way to regulate.
- Conclusion was to allow digital signs in General Commercial, Service Commercial and Light Industrial zones except for properties that are adjacent to Frylands Boulevard to buffer Lake Tye Park. Digital signs are also allowed for properties at the 522/West Main intersection.
- Discussion of murals considered grandfathering existing murals with no time limit, and prohibiting new murals. There was no consensus on this issue.

Sign Allowance Table

- Single tenant and multi-tenant building signage and sign area requirements.
- Including a one year review and public hearing requirement for code revisions.
- Sign sizes and heights.

Commissioner Sherwood moved to extend the meeting past 9:00 p.m. Motion seconded by **Commissioner Demarest**. Motion carried 6/0.

Sign Design Guidelines


- Review of updated changes and clarifications, including minimum four tenants for multi-tenant signs.

DISCUSSION BY COMMISSIONERS AND STAFF

Manager Popelka noted the public hearing for the final draft of the sign code scheduled for February 25, 2013 and that the Planning commission should forward a detailed recommendation to the Council.

ADJOURNMENT

Commissioner Sherwood moved to adjourn the February 11, 2013 Planning Commission meeting. Motion seconded by **Commissioner Demarest**. Motion carried 6/6 and the meeting was adjourned at 9:52p.m.



Bill Kristiansen
Chairman



Dave McConnell
Planning Commission Secretary