

**CITY OF MONROE
PLANNING COMMISSION MINUTES
May 20, 2013**

The meeting of the Monroe Planning Commission was scheduled for **May 20, 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 7:00 p.m.

ROLL CALL

Secretary Dave McConnell called the roll. The following Commissioners were present.

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

Staff Present: Planning and Permitting Manager Paul Popelka and Planning Technician David McConnell

CITIZEN COMMENT

None

APPROVAL OF MINUTES

- A. *April 22, 2013* – **Commissioner Rodland** moved to approve the minutes as written. Motion seconded by **Commissioner Demarest**. Motion carried 6/0.
- B. *May 13, 2013* – **Commissioner Demarest** requested that the definition of impervious surfaces (page 2 of 3) be clarified and moved to approve the minutes with the correction. Motion seconded by **Commissioner Duerksen**. Motion carried 6/0.

PUBLIC HEARING

None

WORKSHOP

A. CPA2013-A - Comprehensive Plan Text Amendments – Land Use

One of the two comprehensive plan amendments for 2013 is the Comprehensive Plan Text Amendments. The Land Use Element is being revised in preparation for the 2015 Comprehensive Plan Update.

Manager Popelka introduced the amendment and the revised Land Use Element with redlined text with sections to be revised highlighted in yellow. The goals and policies portion of the Land Use Element will be addressed in the next meeting.

Chairman Kristiansen asked the Commissioners and staff to make their comments on a page by page basis. Comments are summarized below:

- General comments for minor text revisions, clarifications and defining acronyms.

- Clarify relevance of the term “small town” for Monroe.
- In the first paragraph the reference to bicycling is not a good idea due to weather and traffic considerations.
- In the second paragraph, making “meandering roads” a desirable characteristic of the urban fringe should be reconsidered because it makes navigation more difficult. An easier system would be preferred.
- In the third paragraph the reference to how annexations can occur should be updated to reflect current MMC and law.
- There appears to be a need to increase the minimum density allowed in order to meet the growth and density targets in the current Snohomish County Buildable Lands Report. There is not enough buildable land available in the city to do this now.
- Annexations must be within the UGA and must be contiguous to the city boundary.
- **NOTE:** Manager Popelka will check into WA State law concerning annexations and whether they must be contiguous to city limits.

Page 5:

- First paragraph, first and last sentence – question on context where the document says “...most of the community’s change was a reflection of...” What is the context here?
- Second paragraph – reference to Hwy 522 widening, this needs to be updated and clarified.

Page 6:

- On the last paragraph, there is a reference to the site for a satellite fire station, was this abandoned after the 2005 Comprehensive Plan was written? (Second to last sentence). This piece of property was set aside for this purpose, but its current status and ownership is unclear. Does the city plan to sell it or has the parcel been sold already?

Page 7:

- The middle paragraph in the sentence that refers to “gravel extraction”, the use of the word “closing” does not fit well there and the statement should be revised.
- In the fourth paragraph from the top regarding the North Kelsey development plan – should we talk about the modifications to the plan that have taken place in the last two years?

Page 8:

- The end of first sentence is too wordy...;
- The last paragraph, “Snohomish County’s proposed plan recommends...” Has this plan now been completed? Should the sentence instead indicate that the plan has been completed?

Page 9:

- At the very top of the page, does the paragraph refer to the south west area?

Page 10:

- Question on “Downtown Master Plan” vs. “Master Plan”, be consistent in how this term is used, see last paragraph on page
- Delete references to “DREAM” on page 10 because it is obsolete?
- In the fifth paragraph, last sentence, change “should” to “could”?
- The intent of this section was to allow for the possibility of introducing rail passenger service at some future time in the Sky Valley; however this is not likely due to low density and demand. This concept doesn’t need a separate policy section. <NOTE to PP – if Snohomish and King Counties succeed in acquiring the East Side Rail Corridor, this may be more relevant?>
- Second paragraph, first sentence which refers to “the Historic Main Street District” as being the current traditional commercial and retail center is not a true statement. The word “is” makes the statement present tense. The tense should be changed to past tense so change to “was”.
- In paragraph four, the City should consider increasing density in core regions; here refer to “higher density” without a specific density

Page 11:

- In the Future Vision section, fourth paragraph from the top, there is a reference to “in this area”. What area does this refer to in the City?

Page 12:

- In the Second paragraph from the top, in the Future Vision and Issues section, where the paragraph states that the “Future Vision” is being revised – this has already been done and the paragraph should reflect the current state of the work.
- In the third and fourth paragraphs from the top where the future vision and issues are discussed, what are we actually trying to say? This needs clarification.
- Possibly leave as is with a note that this section will be updated in the future?

Page 13:

- In the section including the last paragraph of page 12 through second paragraph of page 13. Question on East Commercial Area and on Tourney Place - what is the status of each area?

Page 14:

- On the last paragraph in the First Air Field section, is the text referring to current or proposed expanded configuration?
- Under the Future Vision & Issues section, second paragraph – where the text says “limited improvement district”, shouldn’t it say “local improvement district”?
- Sentence at the top of page 14, the recent policy change regarding sewer utilities extension should be added into that sentence.
- Should we split Roosevelt Ridge from Robynhood and qualify each based on whether it is build out or still have buildable potential?

Page 15:

- Does the Monroe Correctional Facility have its own sewer system? Manager Popelka believes there is possibly a sewer lagoon but may be in process of being shut down? Does the City provide sewer and water services to the Monroe Correctional Facility? Yes, some service is provided by the city. Do they provide us with a management or capital facilities plan? Manager Popelka will check on this.
- Question on Future Visions section, fourth paragraph from the top – is the “planned continued expansion” of the Monroe Correctional Facility still accurate or has this already happened?
- What is status on Joint Planning Area between the City and Snohomish County? The status is currently unknown and Manager Popelka will find out as this occurred before his tenure at the City began.

Page 16:

- Question on the Future Vision Section, middle of the first paragraph from the top, where it refers to 161st SE, middle of first paragraph under update to section, the description of roads and the highway is incorrect and needs to be revised.
- Change “Old Ownes Road” to “Old Owen Road”.
- In the Woods Creek/Old Owens Road Area, where is the multi-family housing in this valley if it is unincorporated? Possibly not in the city limits but instead in the UGA? Manager Popelka will check on this.

Page 17:

- On the Inventory & Analysis Section, will planning staff revise this section and have all of the new numbers and tables in this section before the next Planning Commission review? Manager Popelka will revise this section and insert the most currently available data.
- At the bottom of page 17, the Population and Housing Growth section indicates a 9.6% increase in population. Should we indicate that the Monroe Correctional Facility has a significant effect on the City’s population data? This should be clarified.

Page 18:

- The text is based on an outdated table. All of the population data is now out of date so hold off on review of inventory analysis until tables and data are updated by planning staff. Manager Popelka will insert this data and revise this portion by the next Planning Commission meeting.

Page 20:

- There have been substantial text revisions in this section and this potentially is sending the wrong message?
- Detailed question on how the density calculations were done and whether they were based on net density or gross density. Manager Popelka indicated that this is not up to date information and will be revised. He will also check on the basis of the calculations.

Page 26:

- On the last paragraph from the top, on Table LUH, the reference to “potential growth of 4.050 jobs by 2030”, is this correct? Or, is this possibly a comma?

Page 29:

- Manager Popelka will bring the updated Housing Element to the Commissioners at the next meeting.

Commissioner Sherwood – Do we want to continue with our review tonight, or wait until the next meeting?

Chairman Kristiansen surveyed the Commissioners and the consensus was to wait until the next meeting. Commissioner Demarest and Manager Popelka agreed to stay after and go over the suggestions that Commissioner Demarest had as he had completed his review of the section.

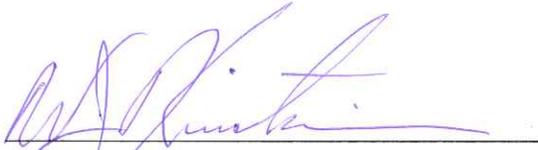
DISCUSSION BY COMMISSIONERS AND STAFF

Manager Popelka:

- Next Planning Commission meeting is not until **June 24th** because Manager Popelka will be on vacation.
- City Council Meeting tomorrow, the Council will discuss cooperation between the City and Everett Community College.
- Wal-Mart – decision made and the court upheld the earlier ruling which found in favor of the City. Outstanding issues of lighting & benches remain to be resolved between Wal-Mart and the City Council. If a final appeal to State Supreme Court is made it would be up to the appellant to pay all legal costs at that point so this may stop further appeals.
- The Mayor sent a letter to the City indicating that he would not run for re-election.
- Tonka building - they are scrambling, July 1st construction completion date, will hire locals and bring people in from Everett, will be some combination that equals about 350 new employees in Monroe.
- Planning Commission vacancy - interview with Ken Burger this week and Steve Jensen last week.
- Wakeboard Park– they are waiting on final permitting hurdle from Army Corps. They expect to open with a partial season only this year and a full season next year.

ADJOURNMENT

Commissioner Demarest moved to adjourn the May 20, 2013 Planning Commission meeting. Motion seconded by **Commissioner Sherwood**. Motion carried 6/0 and the meeting was adjourned at 9:03 p.m.



Bill Kristiansen
Chairman



Dave McConnell
Planning Commission Secretary