



MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	2020 Planning Commission Work Plan
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DATE:	FILE NUMBER:	CONTACT:	PRESENTER:	ITEM:
01/27/2020	N/A	Shana Restall	Shana Restall	Old Business # 2

Discussion: 12/09/2019 and 01/27/2020

Attachments:

1. Draft 2020 Planning Commission Work Program
 - a. Attachment A: 2020 Planning Commission Work Program Schedule
 - b. Attachment B: Project Permit Types

DESCRIPTION/BACKGROUND

The Planning Commission Work Program is a schedule that specifies the priority of projects under the purview of the Planning Commission and the timing of the associated reviews. The Work Program, which is prepared annually, is typically comprised of ongoing projects from the previous year(s), current projects, and potential new projects for the coming year. The draft 2020 Planning Commission Work Program is found in Attachment 1 to this agenda bill.

REQUESTED ACTION:

Staff requests that the Planning Commission adopt a recommendation to forward to the City Council regarding whether to adopt the proposed 2020 work plan.

RECOMMENDED MOTION:

A. Move that the Planning Commission recommend that the Monroe City Council **APPROVE** the proposed 2020 Planning Commission Work Plan.

ALTERNATIVE MOTIONS:

- A. Move that the Planning Commission recommend that the Monroe City Council **APPROVE** the proposed 2020 Planning Commission Work Plan to be modified as follows: *[list modifications]*; OR
- B. Move that the Planning Commission recommend that the Monroe City Council **DENY** the proposed 2020 Planning Commission Work Plan; OR
- C. Move to **CONTINUE** the 2020 Planning Commission Work Plan workshop to *[future date]* to allow for additional review of the proposed work plan.



MEMORANDUM

DATE: January 13, 2020
TO: Monroe Planning Commission
FROM: Shana Restall, Principal Planner
SUBJECT: Proposed 2020 Annual Planning Commission Work Plan
ATTACHMENT(S): A. 2020 Monroe Planning Commission Work Plan Schedule
B. Permit Types and Review Procedures

I. BACKGROUND

The Planning Commission Work Plan is an annual schedule that specifies the priority and timing of projects to be reviewed by the Planning Commission. The Planning Commission Work Plan is typically comprised of ongoing projects from the previous year(s), current projects, and potential new projects for the coming year. The planning projects anticipated for 2020 are detailed below. Included as Attachment A is a chart of the proposed work plan schedule. For reference, Attachment B includes a description of the various types of project permits and their associated review procedures.

II. 2020 WORK PLAN ITEMS

A. 2020 Planning Commission Work Plan Items: Proposed Type IV Actions

1. **2018 – 2019 Comprehensive Plan Amendment Docket Cycle (8/1/18 – 1/31/20)**
Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; The annual deadline for accepting citizen-initiated amendments to the Comprehensive Plan is July 1st of each year. The 2018 – 2019 Comprehensive Plan Amendment Docket is currently in review by the City Council and awaiting a final decision.
2. **2019 – 2020 Comprehensive Plan Amendment Docket Cycle (8/1/18 – 12/31/20)**
Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; An introduction to the 2019 – 2020 Docket is scheduled for the January 13, 2020 regular Planning Commission meeting.
3. **2020 – 2021 Comprehensive Plan Amendment Docket Cycle (8/1/20 – 12/31/21)**

Description: The City of Monroe accepts and considers proposed amendments to the Comprehensive Plan annually, pursuant to RCW 36.70A.130; Rather than adopting changes on a piecemeal basis, the proposed amendments must be considered concurrently so the cumulative effect of the various proposals can be ascertained; Monroe City Council establishes a docket of proposed amendments that have been selected to be considered together during the annual cycle; If a proposed amendment is not chosen for the docket, it does not continue in the review process; The annual deadline for accepting citizen-initiated amendments to the Comprehensive Plan is July 1st of each year. The City will begin accepting applications for the 2020 – 2021 Comprehensive Plan Amendment Docket in May 2020.

4. City of Monroe Parks and Recreation Plan Update (1/1/20 – 3/1/21)

Description: The City of Monroe's Parks and Recreation Department is proposing to amend the Master Park Plan. Any associated amendments to the Comprehensive Plan and/or development regulations will be processed by Community Development.

5. Amendments to Chapter 22.42 MMC, Design Standards (1/1/20 – 12/31/20)

Description: Due to discrepancies and omissions regarding infill development and street standards within Chapter 22.42, Design Standards, the City of Monroe will be revising this chapter.

6. Code Housekeeping for MMC Title 22, UDR (6/1/19 – 6/1/20)

Description: After implementing MMC Title 22, Unified Development Regulations, note and track the new regulations; Identify any corrections and/or discrepancies; Process code amendments as needed.

7. Amendments to Chapter 22.52 MMC, Affordable Housing (9/1/19 – 12/31/20)

Description: The City is in the process of reviewing and updating its affordable housing regulations; Staff develops a scope of work and updates municipal code related to affordable and innovative housing.

8. Affordable Housing Action Plan (3/1/20 – 12/31/21)

Description: Development of a plan to address affordable housing using the Department of Commerce grant awarded to the City.

9. Adopt North Kelsey Planning and Design Guidelines (6/1/18 – 12/31/20)

Description: An update of the North Kelsey design guidelines and potentially the associated environmental documents to reflect currently allowed residential uses.

10. Update Watershed Plans (1/1/20 – 12/31/20)

Description: In October 2016, the Washington State Supreme Court issued a decision, referred to as the "Hirst Decision," which limited a landowner's ability to get a building permit for a new home when the proposed source of water was a permit-exempt well. Affected jurisdictions had to make their own decisions about whether there was enough water, both physically and legally, to approve any building permit that would rely on a well. In response to the Hirst decision, Engrossed Substitute Senate Bill 6091, was passed on Jan. 18, 2018 to regulate streamflow restoration. ESSB 6091 directs local planning groups to develop watershed plans that identify and offset potential impacts of exempt well use and achieve a net ecological benefit from new domestic permit-exempt wells. The Washington State Department of Ecology is working to update the plan for WRIA 7, which Monroe must adopt after its completion.

11. Adopt Development Regulations for Small Wireless Facilities (1/1/19 – 6/1/20)

Description: The FCC adopted a declaratory ruling and order (FCC 18-133) regarding municipal regulation of "small wireless facilities," which became effective on January 14, 2019; To comply with this order, the City is proposing amendments to MMC Chapter 22.62 to regulate small wireless facilities.

12. Update Regulations for Temporary Homeless Encampments (4/1/19 – 6/1/20)

Description: On March 6, 2007, the Monroe City Council adopted Ordinance No. 003/2007, which added a chapter to the zoning code to regulate temporary homeless encampments within the City; In 2010, the state adopted legislation that limited a local government's purview over these encampments; the City's code was not updated at the time the state law was adopted; The proposed amendments will bring the code into compliance with state law.

13. Adopt FEMA Maps (1/1/20 – 6/1/20)

Description: The Federal Emergency Management Agency (FEMA), through the Mapping, Assessment, and Planning (Risk MAP) program, identifies flood hazards, assesses flood risks, and provides accurate data to guide mitigation actions. This data is incorporated into flood maps, known as Flood Insurance Rate Maps (FIRMs), that support the National Flood Insurance Program (NFIP) and provide the basis for community floodplain management regulations and flood insurance requirements. Flood hazards are dynamic and can change frequently because of a variety of factors, including weather patterns, erosion, and new development. FEMA works with communities to collect new or updated flood hazard data and periodically updates flood maps to reflect these changes. FEMA is adopting updated FIRM maps based on Best Available Science, which, subsequently, must be adopted by the City.

14. Annexation of Monroe's Northern Urban Growth Area (10/22/19 – 12/31/20)

Description: Conduct public outreach to ascertain the level of interest among UGA residents in annexing to Monroe; Assess the results of the outreach measures to delineate potential annexation areas; Annex those portions of the UGA that are feasible.

B. Other Proposed 2020 Planning Commission Work Plan Items

1. 2020 Planning Commission Work Plan (1/1/20 – 1/31/20)

Description: Develop and adopt the 2020 Annual Planning Commission Work Plan.

2. Update of Planning Commission Rules of Procedure (1/1/20 – 1/31/20)

Description: Continue to work with the Planning Commission to make the Planning Commission's Rules of Procedure consistent with those adopted for the City Council; Planning Commission review and adoption of the updated Rules.



**CITY OF MONROE
2020 ANNUAL PLANNING COMMISSION WORK PLAN**

2020 Planning Commission Work Plan Schedule

Work Plan Task	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
A. Review of Type IV Legislative Actions												
1. 2018 – 2019 CP Docket												
2. 2019 – 2020 CP Docket												
3. 2020 – 2021 CP Docket												
4. Parks Plan Update												
5. Design Standards (MMC 22.42)												
6. Code Housekeeping for UDR												
7. Affordable Housing Regs.												
8. Affordable Housing Action Plan												
9. N. Kelsey Design Guidelines												
10. ESSB 6091 Watershed Update												
11. Small Wireless Facilities												
12. Temporary Encampments												
13. Adopt FEMA Maps												
14. Annexation of UGA												
B. Other Proposed 2020 Planning Commission Work Plan Items												
1. 2020 PC Work Plan												
2. PC Rules of Procedure Update												

PROJECT PERMIT TYPES

For the purpose of project permit processing, all project permit applications shall be classified as one of the following: Type I, Type II, Type III, or Type IV.

A. Type I Project Permits

Type I permits are minor administrative actions, and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator. Type I project permits include the actions provided below.

1. *Land Use Actions Categorized as Type I*

- a. Administrative code interpretations of the Zoning Administrator
- b. Boundary line revisions exempt from review under SEPA
- c. Development permits exempt from review under SEPA
- d. Land clearing / forest practices permits exempt from review under SEPA
- e. Final short subdivisions
- f. Site plan reviews
- g. Final subdivisions
- h. Temporary use permits

2. *Type I Review Process*

Upon receipt of an application for a Type I project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** A pre-application meeting is not required to submit a Type I application.
- b. **Application Intake.** The applicant may set up an intake meeting directly with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Public Notice.** Public notice is not required.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is not required.
- h. **Public Hearing.** A public hearing is not required.
- i. **Final Decision.** The Zoning Administrator is the final decision authority for Type I project permits, and issues a decision on the application after the review is finished.

3. *Appeals of Type I Project Permits*

Final decisions of the Zoning Administrator on Type I project permits are appealable to the Hearing Examiner.

B. Type II Project Permits

Type I permits are minor administrative actions, and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator. Type II project permits include the actions provided below.

1. Land Use Actions Categorized as Type II

- a. Accessory dwelling units
- b. Final binding site plans
- c. Preliminary binding site plans
- d. Boundary line revisions subject to review under SEPA
- e. Development permits subject to review under SEPA
- f. Land clearing / forest practices permits subject to review under SEPA
- g. SEPA threshold determinations/EIS adequacy
- h. Shoreline substantial development permits
- i. Preliminary short subdivisions
- j. Single-family dwelling exceptions to development moratoria

2. Type II Review Process

Upon receipt of an application for a Type II project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** A pre-application meeting is not required to submit a Type II application.
- b. **Application Intake.** The applicant may set up an intake meeting directly with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** When required, review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** A public hearing is not required.
- i. **Final Decision.** The Zoning Administrator is the final decision authority for Type II project permits, and issues a decision on the application after the review is finished.

3. Appeals of Type II Project Permits

Final decisions of the Zoning Administrator on Type II project permits are appealable to the Hearing Examiner.

C. Type III Project Permits

Type III permits are quasi-judicial actions subject to public notice and a public hearing. Decisions on Type III actions are made by the hearing examiner after consideration of a recommendation from the zoning administrator, unless otherwise specified. Type III project permits include the actions provided below.

1. *Land Use Actions Categorized as Type III*

- a. Administrative approval when a conflict of interest exists
- b. Conditional use permits
- c. Reasonable use exceptions
- d. Removals of a six-year development moratorium
- e. Shoreline conditional use permits
- f. Shoreline variances
- g. Preliminary subdivisions
- h. Variances
- i. Variances from flood hazard regulations
- j. Site-specific zoning map amendments (site-specific rezones)

2. *Type III Review Process*

Upon receipt of an application for a Type III project permit, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** Before an application can be submitted for a Type III project permit, a pre-application meeting is required to discuss the proposal and potential development issues.
- b. **Application Intake.** After a pre-application meeting has been held, the applicant may set up an intake meeting with permitting staff for submittal.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** City staff schedules a public hearing with the final decision authority for Type III project permits, the Hearing Examiner
- i. **Notice of Public Hearing.** Staff issues notice of the scheduled public hearing.
- j. **Staff Analysis and Recommendation.** Staff prepares a report evaluating the proposal. The report, including the Zoning Administrator's recommendation on the proposal, is forwarded to the Hearing Examiner.
- k. **Final Decision.** After the close of the public hearing, the Hearing Examiner issues a final decision on the Type III project permit.

3. *Appeals of Type III Project Permits*

Final decisions of the Hearing Examiner on Type III project permits are appealable to Snohomish County Superior Court or the Shoreline Hearings Board, as applicable.

D. Type IV Legislative Actions

Type IV actions are legislative, which include the passage, adoption, or approval of ordinances, resolutions, rules, regulations, motions, and orders. A legislative action is one which will affect the entire community, not just an individual property owner or single piece of land. No one is seeking or being granted special consideration.

1. Land Use Actions Categorized as Type IV

- a. Comprehensive plan amendments
- b. Amendments to the Unified Development Regulations (UDR)
- c. Area-wide zoning map amendment (Area-wide rezone)
- d. Preannexation Zoning

2. Type IV Review Process

Upon receipt of an application for a Type IV action, the proposal is reviewed and processed as follows:

- a. **Pre-Application Meeting.** Before an application can be submitted for a Type IV action, a pre-application meeting is required to discuss the proposal and potential development issues.
- b. **Application Intake.** After a pre-application meeting has been held, the applicant may set up an intake meeting with permitting staff for submittal. If the applicant is the City, City staff prepare and submit application materials.
- c. **Permit Review Routing.** After submittal, permitting staff routes the application for review.
- d. **Review for Completeness.** Planning staff has up to 28 days to review the application for completeness and to issue a Determination of Completeness or Incompleteness.
- e. **Project Review.** After the application is determined to be complete, the Zoning Administrator or their designee reviews the proposal for consistency with all applicable regulations and standards.
- f. **Notice of Application and Public Comments.** Public Notice of Application is issued within 14 days of the Determination of Completeness. A Notice of Application is also accompanied by a two week public comment period.
- g. **SEPA Review.** Review under the State Environmental Policy Act (SEPA) is conducted and a threshold determination is issued.
- h. **Public Hearing.** City staff schedules a public hearing with the recommending authority for Type IV actions, the Planning Commission.
 - i. **Notice of Public Hearing.** Staff issues notice of the scheduled public hearing.
 - j. **Staff Analysis and Recommendation.** Staff prepares a report evaluating the proposal. The report, including the Zoning Administrator's recommendation on the proposal, is forwarded to the Planning Commission.
 - k. **Recommendation to City Council.** After the close of the public hearing, the Planning Commission forwards a recommendation regarding the proposal to the City Council.
- k. **Final Decision.** The City Council considers the Planning Commission's recommendation and issues a final decision on the Type IV action.

3. Appeals of Type IV Project Permits

Final decisions of the City Council on Type IV project permits are appealable to Snohomish County Superior Court or the Growth Management Hearings Board, as applicable.