

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, December 9, 2019**

The regular meeting of the Monroe Planning Commission was held on **Monday, December 9, 2019 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Chair Tuttle called the meeting to order at 7:06 p.m.

ROLL CALL

Planning Commission Secretary Leigh Anne Barr called the roll.

Commissioners Present: Chair Tuttle, Vice-Chair Bull, Commissioner Rousey, Commissioner Jensen, Commissioner Fisher and Commissioner Stanger.

Commissioners Excused: Commissioner Silva

Staff Present: Community Development Director Ben Swanson, Principal Planner Shana Restall and Secretary Leigh Anne Barr

COMMENTS FROM CITIZENS

NONE

APPROVAL OF MINUTES

Commissioner Stanger made a motion to accept the minutes of November 25, 2019 as written. Motion seconded by Commissioner Bull. Motion carried 6/0.

PUBLIC HEARING

NONE

Chair Tuttle thanked Commissioner Rousey for her service on the Planning Commission and took a 15 minute recess from 7:10pm to 7:26pm to celebrate with cake.

OLD BUSINESS

1. Amendments to the Planning Commission's Rules of Procedures

Planning Commission Secretary Leigh Anne Barr gave a summary of how the Rules of Procedures have been updated. The City Council Rules of Procedures were used as a base, then portions of the current Rules of Procedures were added in the new format. Other sections that were updated include noticing requirements, telecommunication at meetings and procedures for resignation and removal of Commissioners.

The Commissioners discussed the changes and made suggestions for edits. A revised version will be brought back to the next Planning Commission meeting in January.

NEW BUSINESS

1. 2020 Planning Commission Work Plan

Principal Planner Shana Restall presented the 2020 Work Plan for the Commissioners to review. The updated format is more detailed to better fit the needs of the Commission. Principal Planner Restall walked the Commissioners through each item on the Work Plan.

Commissioner Jensen requested a visual timeline that will show when the projects will fall throughout the year. Principal Planner Restall will include one in the January packet for adoption.

DISCUSSION BY COMMISSIONERS AND STAFF

Secretary Barr noted that no permits for the old Albertson’s space have been submitted. The Boards & Commission recognition is scheduled for tomorrow, Tuesday December 10th, at 6:30pm. Secretary Barr reminded Commissioners that the next Planning Commission would be on January 13, 2020.

Commissioner Jensen inquired about East Monroe. Secretary Barr noted that a land clearing and grading permit with the associated SEPA have been applied for but not yet officially fully submitted.

Commissioner Rousey thanked the Commissioners for a great experience on the Planning Commission for the past 2 years.

Commissioner Fisher gave an update on the Homelessness Policy Advisory Committee (HPAC). The Committee is wrapping up and will have costs for their suggested action items at the next meeting. The Committee hopes to continue meeting on a quarterly basis.

Chair Tuttle attended the unveiling of the new art piece on the corner of Lewis St and Main St. Chair Tuttle also thanked the Planning Commission for a great year.

ADJOURNMENT

Commissioner Rousey made a motion to adjourn at 8:36p.m. Motion seconded by Commissioner Stanger. Motion carried 6/0.

Bridgette Tuttle
Chair

Leigh Anne Barr
Planning Commission Secretary