



MONROE PLANNING COMMISSION

Planning Commission Meeting
Monday, January 11, 2021, 7:00 PM
Zoom Online Meeting Platform

Chair
Bridgette Tuttle

Commissioners
Jay Bull, Vice Chair;
Kyle Fisher, Elly Britt,
Dionne Miller, Liz Nugent
& Mike Stanger

MINUTES

1. CALL TO ORDER

Chair Tuttle called the meeting to order at 7:05pm.

2. ROLL CALL

PRESENT: Vice Chair Bridgette Tuttle, Commissioner Liz Nugent, Commissioner Michael Stanger, Chair Jay Bull, Commissioner Kyle Fisher, and Commissioner Elly Britt

EXCUSED: Commissioner Dionne Miller

STAFF PRESENT: Permit Technician Leigh Anne Barr, Principal Planner Shana Restall, and Community Development Director Ben Swanson

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

4.1. December 14, 2020

Chair Jay Bull moved to approve the minutes with the discussed changes for the December 14, 2020 regular meeting. The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 5-0.

5. PUBLIC HEARING

6. OLD BUSINESS

6.1. Discussion of Proposed Code Amendments to Title 22 MMC, Unified Development Regulations

Principal Planner Shana Restall gave an introduction to the list of definitions including the goals of the chapter and the process for revising the definitions. Principal Planner Restall explained that many of the simpler definitions remained the same from the previous code and the NAICS definitions were used to structure the new definitions. Principal Planner Restall then compared the City's definitions with those of other local jurisdictions to come up with more user friendly set of definitions.

The Commissioners discussed how to make the large list more manageable. Chair Tuttle suggested dividing the list into smaller sections. Commissioner Bull suggested adding a link in the definitions for alternative terms for the same definition.

Principal Planner Restall explained the goal for the next meeting is to bring the definitions of the land uses divided by category for the Commissioners to review and compare to the allowed uses by zone. Principal Planner Restall is also working towards consolidating the list down to a more manageable size.

Chair Tuttle noted that staff will be the most common users of the definitions chapter so it should be organized to make it easier for them. Chair Tuttle also suggested that staff work with James Palmer, Economic Development Specialist, to make sure requested uses for new businesses in the City are defined in the code.

Community Development Director Ben Swanson pointed out that some definitions are required by state law. Principal Planner Restall noted any definition involving critical areas can't be changed without going through review with the Department of Ecology.

Commissioner Fisher arrived during the Old Business discussion at 7:15pm.

7. NEW BUSINESS

7.1. Election of Chair and Vice Chair

Chair Tuttle opened the floor for nominations of the Planning Commission Chair. Director Swanson gave a description of what the duties of the Chair include:

- Ensure meetings are conducted in an orderly fashion.
- Leadership role for the group
- Monthly meeting with the Mayor

Chair Tuttle also noted that attendance is important for the Chair.

Vice Chair Bridgette Tuttle moved to nominate Commissioner Bull as Planning Commission Chair. The motion was seconded by Commissioner Michael

Stanger. On vote, motion carried 6-0.

Chair Jay Bull moved to nominate Commissioner Tuttle as Vice Chair. The motion was seconded by Commissioner Michael Stanger. On vote, motion carried 6-0.

7.2. **Parks Board Liaison Nomination**

Chair Tuttle moved to add the Parks Board liaison nomination to the agenda. Motion seconded by Commissioner Bull. On vote, motion carried 6-0.

Chair Tuttle gave credit to Commissioner Stanger for a job well done and Commissioner Bull agreed. Commissioner Stanger has enjoyed being on the Parks Board but opened the door for other Commissioners to have the opportunity.

The meeting recording was delayed; however, it was started at this point in the meeting.

Commissioner Michael Stanger moved nominated Commissioner Fisher for liaison to the Parks Board. The motion was seconded by Chair Jay Bull. On vote, motion carried 6-0.

7.3. **Planning Commission Review of the 2021 Work Plan and Recommendation to City Council**

Principal Planner Restall explained that the Planning Commission is required to have a work plan each year and she would like feedback on the proposed workplan.

Chair Tuttle requested that the Economic Development Advisory Board (EDAB) and other interested boards have a chance to comment on design standards. Director Swanson explained this is a chance for Staff to look for clean ups and is not a full overhaul. Chair Tuttle would also like easier items to be moved to the front of the list and a sign code revision to be considered in the future.

Commissioner Kyle Fisher moved that the Planning Commission recommend that the Monroe City Council approve the proposed 2021 Planning Commission Work Plan.

The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 6-0.

8. DISCUSSION BY COMMISISONERS & STAFF

Planning Commission Secretary Leigh Anne Barr informed the Commissioners that the City's email has been moved to the cloud and reminded them to use their City emails for all Planning Commission correspondence.

Director Swanson asked the Commissioners if they have any training requests. Chair

Tuttle requested that if there is a short agenda, that Staff include a topic for training that they think would be helpful.

Director Swanson spoke about meetings he has attended regarding potential Growth Management Act revisions.

9. ADJOURNMENT

Chair Jay Bull moved adjourn at 8:21pm. The motion was seconded by Commissioner Elly Britt. On vote, motion carried 6-0.



Chair, Bridgette Tuttle



Planning Commission Secretary, Leigh Anne Barr