



MONROE PLANNING COMMISSION

Regular Meeting
Monday, November 8, 2021, 7:00 PM
Zoom Online Meeting Platform

Chair
Jay Bull

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

MINUTES

1. CALL TO ORDER

Chair Bull called the meeting to order at 7:02pm

2. ROLL CALL

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

EXCUSED: Commissioner Michael Stanger

STAFF PRESENT: Community Development Director Ben Swanson, Associate Planner Amy Bright, and Permit Supervisor Kim Shaw

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

4.1. October 25, 2021

Vice Chair Bridgette Tuttle moved to approve the minutes from the October 25, 2021 regular meeting. The motion was seconded by Commissioner Kyle Fisher. On vote, motion carried 5-0.

5. PUBLIC HEARING

6. OLD BUSINESS

6.1. Wireless Communication Facilities - Amy Bright

Associate Planner Amy Bright introduced Emily Miner from Ogden, Murphy, Wallace Law offices. Ms. Miner presented the key elements of Macro Facilities, Small Wireless Facilities, within the section of the Monroe Municipal Code. Suggested changes were made that were discussed at previous Planning Commission meetings. Design standards have been added to the code as well. Associate Planner Bright will be bringing this back to the commissioners for further discussion and a public hearing will follow.

6.2. DISCUSSION: Proposed Code Amendments to Chapter 22.12 MMC, Definitions - Shana Restall

Community Development Director Ben Swanson noted that this item won't be on the agenda tonight.

7. NEW BUSINESS

7.1. Training - State Government and Code Development - Ben Swanson

Director Swanson provided brief training for the commissioners on general topics such as the Framework of WA. State Government consisting of Executive, Legislative and Judicial branches. Director Swanson explained the Washington Administrative Code (WAC) and Revised Code of Washington (RCW), and suggested the Code City Handbook, which is available through Municipal Research and Services (MRSC), as a helpful tool when learning about Code Cities. Director Swanson also explained definitions of what a Municipal Code is and the forms and structures of the code.

It was suggested that the topic of zoning information would be helpful to bring back to the commissioners.

Commissioner Britt arrived at 7:45

8. DISCUSSION BY COMMISSIONERS & STAFF

Commissioner Fisher provided an update with the American Rescue Plan Act (ARPA) funds – several applicants submitted, the applications were reviewed, and funds were distributed. Commissioner Britt reported that some of the approved projects included funding for the Chamber, Monroe Boys and Girls Club, the Parks project for signage, Monroe Equity Council, Sky Valley Food Bank and others.

Commissioner Britt shared that she will be stepping down from her position on the commission as she will be moving out of state.

Commissioner Miller offered kudos to Director Swanson for his training presentation.

Commissioner Nugent reported on the recent Economic Development Advisory Board (EDAB) meeting. Administrator Deborah Knight provided a regional economic presentation. James Palmer, Economic Development Specialist, previewed the business survey that is due to be published.

Commissioner Tuttle shared that the first Downtown Thursday event went very well and hopes to be continued. Bugu Brewery opened in the N. Kelsey area and Good Brewing Co. is close to opening downtown.

Associate Planner Bright provided an update about infill in areas that were up-zoned. Adventure Motorsports submitted for site plan review, which will have 3 new buildings on the site at N. Lewis St. There are several pre-application meetings scheduled within the next few weeks.

Director Swanson offered congratulations to Commissioner Fisher for filling the Council seat he was running for. Commissioner Fisher will be vacating his commissioner position at the end of the 2021. With Commissioner Britt leaving, Commissioner Stanger stepping down and Commissioner Fisher moving to Council, there will be 3 commissioner seats to fill come the end of the year. Director Swanson informed the commissioners that Senior Planner Shana Restall will be leaving the city on November 23rd to take a new position with another jurisdiction. The new Community Development Director is proposed to be on board January of 2022. He also reminded the Commissioners that there will be a joint Park Board/Planning Commission meeting scheduled for Monday, November 15, 2021.

9. ADJOURNMENT

Vice Chair Bridgette Tuttle moved to adjourn the meeting at 8:29pm. The motion was seconded by Commissioner Kyle Fisher. On vote, motion carried 6-0.

Jay Bull

Jay Bull (Jan 26, 2022 14:03 PST)

Chair, Jay Bull

Kim Shaw

Land Use Permit Supervisor, Kim Shaw

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Final Audit Report

2022-01-26

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