



MONROE PLANNING COMMISSION AGENDA

March 6, 2017

6PM

MONROE CITY HALL

COUNCIL CHAMBERS

Commission Members: Kathy Smith, Stan Salot, Tim Eastridge, Lauri Reynolds, Dan Sheets, Fred Cuthbertson, Lila Fredricks. Staff: Rick Hohnbaum, City Administrator, Seth Sherry Oregon Cascade West Council of Governments

1. OPENING: Call to Order-Chair Smith
2. PLEDGE OF ALLEGIANCE: Audience
3. ROLL CALL: CA Hohnbaum
4. ELECTION OF OFFICERS:
 - a. Chair
 - b. Vice-Chair
 - c. Recording Secretary

Municipal code states that ***“The Chairman and Vice-Chairman shall be elected by a majority vote of the Planning Commission members at the regularly scheduled January meeting. Terms of office shall begin on February 1 of each year. The Planning Commission shall designate a Recording Secretary who shall keep permanent record of proceedings of the Commission.”***

While our code may be outdated as it relates to titles (Chairman), the intent of the creators of the municipal code is clear. There should be an annual election of the leadership of the Planning Commission. The Planning Commission did not meet in January. The new City Administrator is still catching up on the code and the practices of the municipal organization and the delivery of service we dearly refer to as self-governance. The election of all positions on public boards are a public process so there is no secret ballot.

There are significant planning and development challenges facing our community so you are encouraged to consider the level of availability, commitment and desire of any commissioner you nominate for the positions as outlined by the city code. The council has hired a full-time city administrator recognizing the increased demand for planning based upon the community service needs. While the commission did not meet in January, you had two meetings plus a work session in February. The amount of access, communication, agenda creation and other planning matters will only increase throughout 2017 based upon council direction, increased staffing and the demand for both long and short term planning

services. One of the most significant decisions made by a city council is the hiring of an administrator. One of the most significant decisions made by the Planning Commission will be the election of your leadership for this year. Both decisions will have far reaching affect beyond just the council or the commission. I would expect the recording secretary position to be mostly a place holder should staff not be in attendance at a meeting or as the presiding officer if the chair and vice-chair are both absent.

5. PUBLIC ITEMS AND COMMENTS: (please limit your comments to less than 3 minutes)

6. OLD BUSINESS:

a. Recommendations made to city council in February-

At your last planning commission meeting generated three recommendations to the City Council. At the February 27, 2017 City Council meeting all three were addressed.

A motion was made and passed unanimously to have some form of a town hall meeting to provide education and receive input regarding the comp plan update project. It was not set as time definite and it was suggested that it occur after the Connectivity Plan Open House event but that at the Connectivity Plan event there would be available information relating to the Comp Plan update.

The council directed staff to proceed with the process of crafting language and giving notice to the state relating to zone and code development amendments creating a highway overlay zone that addressed design, color and sign code features.

b. Other old business

7. NEW BUSINESS

a. Approve Minutes from February 21, 2017 (Attached)

b. Appoint representative for city goal setting session

Sometime in early April the City Council will be conducting a goal setting session. They would like to have one representative from the Planning Commission and one representative from the Budget Committee involved in this work session. They would like the representative selected by the Planning Commission to be a citizen of the City of Monroe recognizing that there are some community members on the commission who do not reside in the City. The Planning Commission is requested to appoint their representative.

c. Other new business

8. OTHER BUSINESS

a. Staff Report on Planning and Development Projects

9. RECOMMENDATIONS TO COUNCIL

10. ADJOURNMENT