

MONROE PLANNING COMMISSION MINUTES

August 3, 2020

6 PM

Monroe City Hall Meeting Room

Present: Chair: Kathy Smith, Commissioners: Tim Eastridge, David Mills, Dan Sheets, John Greydanus, Linda Fredricks. Commissioner Fred Cuthbertson arrived at 6:02pm. Staff: Tracy Floyd, City Recorder and Steve Martinenko, Water Treatment Plant Operator. Audience: Councilor Brian Greene

Call to Order: Chair Smith called the meeting to order at 6:00 pm and the commission, staff and audience all joined in the Pledge of Allegiance.

Chair Smith announced that she is stepping down as chair of the planning commission. She would like to still remain on the commission, but felt it was the right time to step down as chair. She asked if anyone of the commissioners would like to make a recommendation for her replacement. Sheets asked if we could wait until the end of the meeting since Cuthbertson hadn't arrived yet. It was consensus to discuss at the end of the meeting.

Public Comments: Councilor Greene asked about the Highway Corridor Overlay Zone and inquired as to why someone in the zone could put up a fence without any problems but improvements to a building would have to go through a whole process. He asked if it was government overreach. Commission discussed the process to create the Overlay Zone and the public input process before the zone was adopted by ordinance. They also discussed the possibility of amending the ordinance to only apply to commercial properties and streamline the process so projects aren't delayed due to the review process. Commission agreed to discuss this further in a work session or another meeting.

Approval of Minutes: Commissioner Eastridge inquired as to the remonstrance agreements within the city and he would like to see a list of agreements that are in the city. Commission Eastridge moved to accept the March 2, 2020 minutes and Commissioner Sheets seconded the motion. Ayes: All

PUBLIC HEARING ON RV PAD AT THE CITY PARK: Chair Smith opened the Public Hearing at 6:20pm. Chair Smith read the quasi-judicial script.

Staff Report: Tracy Floyd gave the staff report, written by Pat Depa. She stated Pat Depa couldn't make the meeting but did prepare the report. She highlighted the Decision Criteria/Finding of Fact and that staff concludes the applicant meets all of the applicable provisions required by Section 2.400 – Site Plan Review and Section 4.151 – Public Use Zone siting standards. She also stated that no written comments have been received to date and that staff concludes that the site plan review for the proposed RV Pad can be approved as presented. Commissioner Greydanus inquired of staff if there are rules set up for the Park Host yet. He said we need to make it very clear what their roles and expectations are and what the city's responsibility is and how to terminate the relationship. Commissioner Eastridge stated that this RV pad is not being done correctly. Stating that the slab is already poured. Commissioner Cuthbertson wants to make sure the city's money and time is being spent wisely and if it is not to have it be called out on the carpet. Commissioner Eastridge wants to make sure the ordinance committee amends the current ordinance allowing park host to live on site at the City Park.

Public Testimony:

No testimony in favor.

No testimony in opposition.

No neutral testimony.

Chair Smith closed public hearing 6:29 pm.

Commission Discussion: No further Discussion

RV Pad at City Park Decision: Commissioner Mills made a motion to approve the RV Pad with the contingency that the ordinance committee amends the current RV Code to allow someone to live onsite in their RV. Commissioner Cuthbertson seconded it. Commissioner Mills amended his motion to approve the application by the City of Monroe to allow the installation of a RV Pad in its proposed location based on findings of fact and the results of the approval criteria contained in the staff report dated July 28, 2020 with the contingency to have the ordinance committee perform due diligence on the current code to allow someone to live in their RV within City Limits. Commissioner Cuthbertson seconded the amended motion. All Ayes.

PUBLIC HEARING ON ART STUDIO AND RETAIL SHOP: Chair Smith opened the public hearing at 6:32pm. Chair Smith read the quasi-judicial script.

Staff Report: City Recorder Floyd gave the staff report, written by Pat Depa. She highlighted the Decision Criteria and Findings of Fact and stated that staff concludes the applicant meets all of the applicable provisions required by Section 2.400 – Site Plan Review and Sections 4.121 Commercial Zone siting standards. She also stated that no written public comments have been received to date.

Public Testimony:

Testimony in favor: Councilor Greene said it would be a nice addition to the city.

No neutral testimony.

No testimony in opposition.

Commission Discussion: Commissioner Sheets thinks this is a great addition. Commission discussed the mural mentioned on the application and discussed whether it would be over reaching of the government to approve the mural before its painted on the building. Commissioner Cuthbertson recommends approving all except the mural will be subject to further approval by the planning commission.

Commissioner Eastridge mentioned the typos on the site plan application that the city created. Staff will fix this.

Commission discussed storm drains and making sure the storm water runoff drains correctly. There was also a discussion about trees.

No further discussion.

Chair Smith closed the public hearing at 6:45pm

Art Gallery and Retail Shop Decision: Councilor Fredricks moved to approve the application by Nystrom Holdings, LLC to allow the renovation and re-occupancy at 175 S 5th Street for use as an Art Studio and Retail Shop based on the findings of fact and results with the proviso that a rendition of the mural must be approved by the planning commission. Commissioner Sheets seconded it. All Ayes.

SDC Methodology: City Recorder Floyd mentioned the SDC methodology written by Civil West and at this time it is unrealistic to increase our SDC fees to the recommended rates. She stated she would like to write up a capital improvement plan and research the legalities of SDC fees and come up with a fee structure that will better fit the city and future development. Commission would like to participate in this process and would like to have a work session with staff to help develop this plan. A work session will be set for late September or October.

Commission Sheets mentioned that Taylor Evans the project manager for the Riverside District Master Plan would like to meet with the commission and give an update on the project. Commission discussed next meeting is scheduled for Labor Day and agreed unanimously to move the next meeting date to Wednesday September 9th and invite Ms. Evans to the meeting.

Planning Project Updates: The most recent planning projects were listed on page 45 of the packet. City Recorder Floyd asked if the commission had any specific questions on any of the projects. Commissioner Sheets inquired to file 2020-6 Monroe Mini-Storage. There has been no movement on this project since February. Commissioner Mills stated that the owner has been talking about expanding the storage units into the adjacent lot for quite some time. Commissioner Cuthbertson asked if staff was aware that the retention pond at the grade school had now been filled in with round rock. Commissioner Fredricks asked about file 2020-19 Scare and Share. Floyd gave a summary of the project. Chair Smith inquired about Phase 2 of Red Hills and the land the City's owns in that subdivision.

Commissioner Comments: Commissioner Eastridge asked about the status of the Code Development Review and Application process that Rick Hohnbaum presented to them at a previous meeting. He also inquired as to if there has been any word on further development on 8th St. Commissioner Greydanus asked about remonstrance agreements and the commission discussed them. He also asked about Pat Depa and his role with the City.

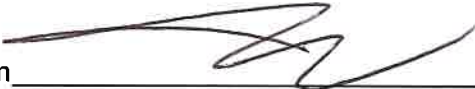
Commissioner Smith stated again that this will be her last meeting as chair and stated she is stepping down, but will remain on the planning commission and asked for nominations for a new chair. Commissioner Mills nominated Commissioner Cuthbertson. Cuthbertson accepted the nomination and the commission all approved Commissioner Cuthbertson as the new chair of the Planning Commission.

Commissioner Mills gave an update on the holiday lights and stated they are ready to go. He said there is some much-needed work to be done on the poles but that will happen in the month of August or September.

Commissioner Eastridge asked if there have been any signs ordered yet for the new restroom.

Adjournment: Chair Smith adjourned the Planning Commission meeting at 7:20 pm.

Minutes approved by Planning Commission action on September 9, 2020

Chair Fred Cuthbertson  Date: 9/28/2020

Submitted by:  Tracy Floyd, City Recorder