

Date: Wednesday, June 8, 2016
Time: 5:00 pm
Place: City Hall

PLAN COMMISSION

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. BUSINESS

- 1. DESIGN REVIEW FOR FARMER'S CHOICE LLC

Individual Requesting Item	Zoning Administrator
Expected Length of Discussion	10 Minutes

Documents: [2016-06-03 Farmers Choice Design Review.pdf](#)

- 2. REVIEW SQUARE NORTH LLC PROJECT FOR CONSISTENCY WITH CITY'S COMPREHENSIVE PLAN

Review project proposed by Square North LLC for construction of a 4-unit residential condominium project on the site of the parking lot owned by the City located north of 9th Street and east of 16th Avenue and determine if the proposed project is consistent with the City's comprehensive plan.

Individual Requesting Item	City Attorney
Expected Length of Discussion	10 Minutes

Documents: [2016-06-03 Square North LLC.pdf](#)

- 3. ORDINANCE CHANGES RELATED TO ACCESSORY DWELLING UNITS

Individual Requesting Item	Martin Shanks/City Attorney
Expected Length of Discussion	10 min.

Documents: [2016-06-03 Accessory Dwelling Units.pdf](#)

- D. BUSINESS BY MEMBERS

May make brief informative statements or bring up items to be discussed at a future meeting.

- E. ADJOURNMENT

This Commission may take any action it considers appropriate related to any item on this agenda.

Requests from person with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Member: Mayor/Chairperson Louis Armstrong, Vice-Chairperson Nate Klassy, Ronald Spielman, William Bethke, Keith Ingwell, Chuck Schuringa, and Alderperson Charles Koch



Plan Commission Staff Review

Agenda Item:

Design Review for Farmer's Choice LLC

Review Notes:

Eastland Feed and Grain under the name Farmer's Choice LLC have submitted plans for their facility to be located in the Honey Creek Industrial Park. Eastland Feed and Grain entered into a Purchase and Development agreement with the City Council in January to develop the 10 acres east of Badger State Ethanol.

Per the M-3 Zoning code: *"Design review" means a process of a review intended to address the aesthetic aspects of proposed buildings, signs and related projects within the District. Design review does not entail review of structural or engineering aspects of the construction of buildings and related projects within the District.*

Zoning Administrator Comments:

No Issues- Use is permitted. Building setback, parking, lighting and landscape are in compliance with city codes.

Staff Review:

- Building Inspector/Zoning Administrator (if necessary)
- Director of Public Works (if necessary)
- City Attorney (if necessary)
- City Clerk/Director of General Government (if necessary)
- Director of Community Development (required)

Staff Recommendation:

Motion to approve the draft design review decision as presented.

**Design Review Decision
Farmers Choice, LLC**

Whereas, on May 25, 2016 Roger Coulthard on behalf of Farmers Choice, LLC [“Farmers Choice”] requested a design review and plan approval decision from the City Plan Commission pursuant to Section 5-10.5-3 of the Monroe City Code for construction of a feed mill and ingredient warehouse on property owned by Farmers Choice in Monroe’s Honey Creek Industrial Park, which property is more particularly described as follows [the “Building Site”]:

Lot 1 of Certified Survey Map No. 4364, as recorded in Volume 18 of Certified Survey Maps of Green County, Wisconsin, on Pages 30-32 as Document No. 505602.

Whereas, on June 8, 2016 the City Plan Commission considered the aesthetic aspects of Building Site and proposed buildings and related improvements to be placed on the Building Site, as depicted on the plans, renderings and other materials attached to this decision as Exhibits A through D-2;

Whereas, on June 8, 2016 the City Plan Commission also considered the plans and designs for buildings and improvements, including the site plan, lighting plan, landscaping plan and elevations of proposed buildings and related improvements to be placed on the Building Site, as depicted on the plans, renderings and other materials attached to this decision as Exhibits A through D-2, but not the design and placement of signs on the Building Site.

Whereas, the City Plan Commission found that the aesthetic and design aspects of proposed buildings and related improvements to be placed on the Building Site conforms to the objectives of the City for development of the Honey Creek Industrial Park.

Now, Therefore, pursuant to Section 5-10.5-3 of the Monroe City Code the City Plan Commission hereby approves the site plan, elevations and color renderings, landscaping plan and lighting plan of proposed buildings and related improvements to be placed on the Building Site as depicted on Exhibits A through D-2 attached to this decision, and authorizes the Building Inspector to issue building permits for construction on the Building Site substantially in accordance with such site plan, elevations and color renderings, landscaping plan and lighting plan. This does not constitute approval of signage to be placed on the Building Site. The procedures set forth in Chapter 16 of Title 5 of the Monroe City Code shall govern the review and approval of signage to be placed on the Building Site. Notwithstanding the foregoing, this decision shall be mandatory only with respect to those design aspects, colors and placement of the buildings and related improvements that are visible from locations outside the Building Site.

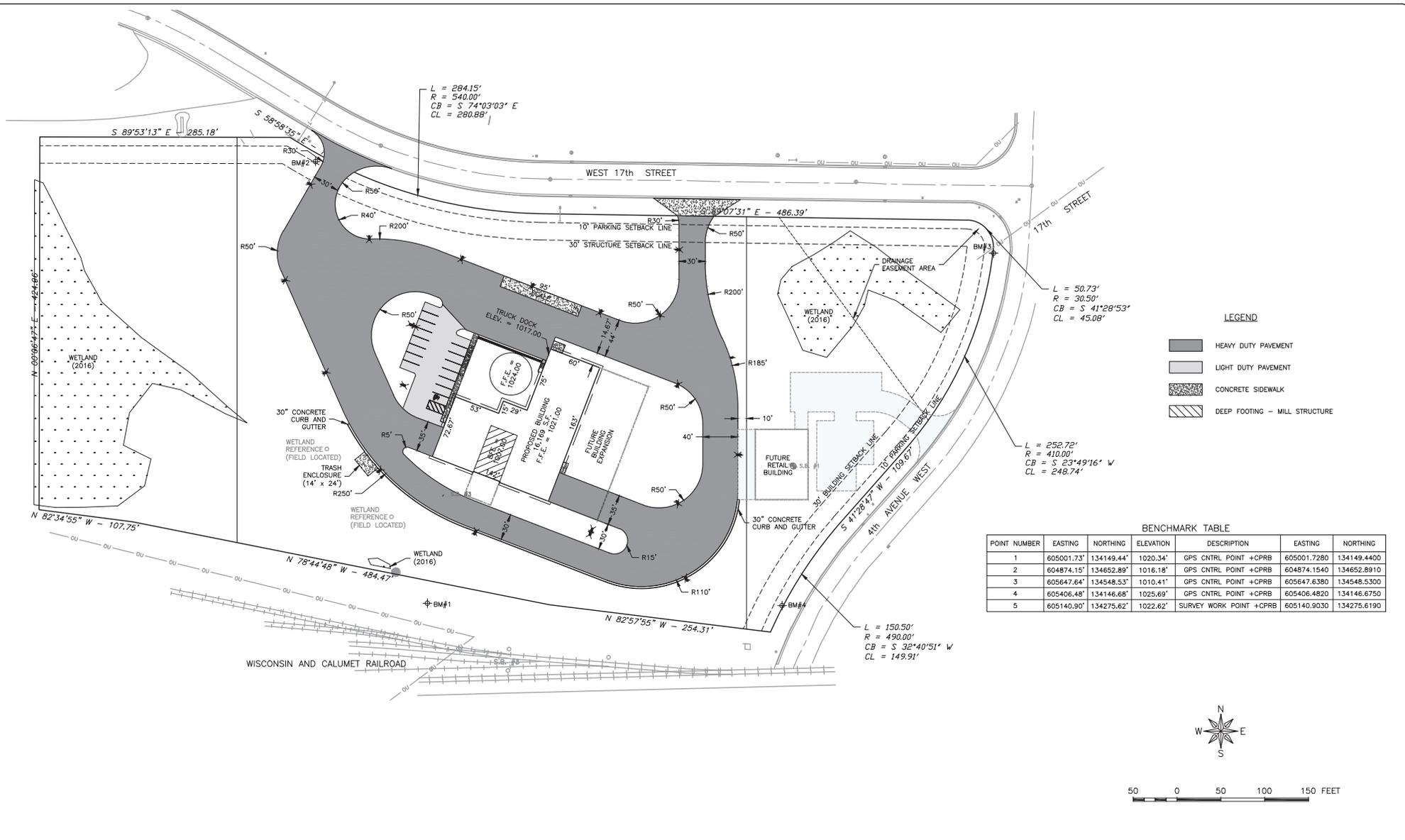
Dated as of the 8th day of June, 2016.

CITY PLAN COMMISSION

By: _____
Louis Armstrong, Chairperson

Draft - June 3, 2016

Draft - June 3, 2016



LEGEND

- HEAVY DUTY PAVEMENT
- LIGHT DUTY PAVEMENT
- CONCRETE SIDEWALK
- DEEP FOOTING - MILL STRUCTURE

BENCHMARK TABLE

POINT NUMBER	EASTING	NORTHING	ELEVATION	DESCRIPTION	EASTING	NORTHING
1	605001.73'	134149.44'	1020.34'	GPS CNTRL POINT +CPRB	605001.7280	134149.4400
2	604874.15'	134652.89'	1016.18'	GPS CNTRL POINT +CPRB	604874.1540	134652.8910
3	605647.84'	134548.53'	1010.41'	GPS CNTRL POINT +CPRB	605647.8380	134548.5300
4	605406.48'	134146.68'	1025.69'	GPS CNTRL POINT +CPRB	605406.4820	134146.6750
5	605140.90'	134275.62'	1022.62'	SURVEY WORK POINT +CPRB	605140.9030	134275.6190



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
ILLINOIS DESIGN FIRM NO. 184-003525

ILLINOIS
IOWA
WISCONSIN

OWNER/DEVELOPER:
EASTLAND FEED AND GRAIN, INC.
210 NORTH STANTON STREET
SHANNON, ILLINOIS 61078

PROJECT AND LOCATION:
SITE DEVELOPMENT
MONROE, WISCONSIN

DRAWN BY: G.B.
APPROVED BY: J.D.
DATE: 05/24/16
SCALE: AS NOTED

REVISIONS

REV. NO.	DESCRIPTION	DATE

DRAWING:
OVERALL SITE PLAN

©(C) 15 (15-961A) Plans/Drawn_Site

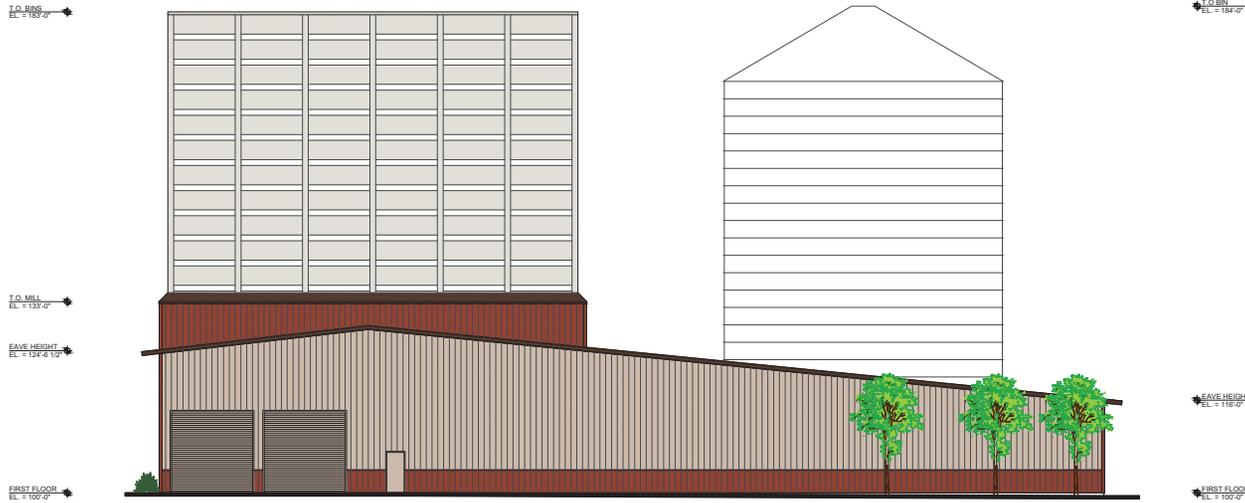
JOB NUMBER:
15-961A

SHEET NUMBER:
7 of 16

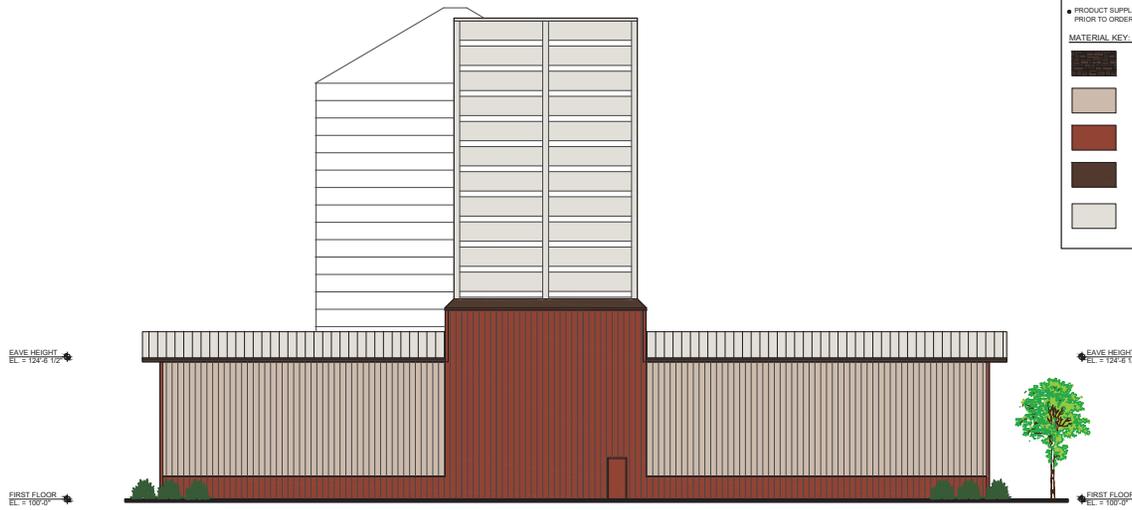
Exhibit A

Site Plan

Draft - June 3, 2016



EAST ELEVATION
SCALE: 3/32" = 1'-0"



SOUTH ELEVATION
SCALE: 3/32" = 1'-0"

ELEVATION NOTES:	
•	VERIFY COLOR SCHEME WITH OWNER PRIOR TO INSTALLATION
•	PRODUCT SUPPLIERS TO SUBMIT COLOR SAMPLES TO ARCHITECT PRIOR TO ORDERING MATERIALS
MATERIAL KEY:	
S-1	STONE VENEER BOULDER CREEK - MONTANA LEDGE CAMERON 9489-6
M-1	METAL WALL PANEL BUTLER'S II COOL DESERT BEIGE 26 GA.
M-2	METAL WALL PANEL AND TRIM BUTLER'S II COOL BRICK RED 26 GA.
M-3	METAL WALL PANEL AND TRIM BUTLER'S II COOL HARVEST 26 GA.
R-1	METAL ROOF PANEL BUTLER MR24 GALVALUME 24 GA.



Blowfish Architects, llc
752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F. Hoch, AIA

Eastland Feed & Grain, Inc.
W. 17th Street
Monroe, WI

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

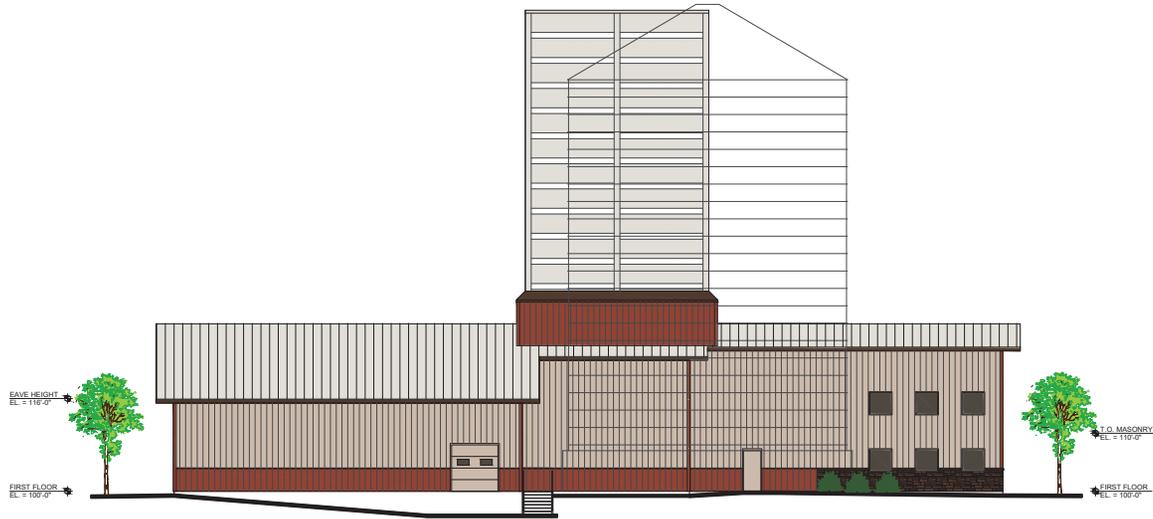
PRELIMINARY
MAY 25, 2016

160280

SHEET

A2.1

Exhibit B-1
East and South Elevations



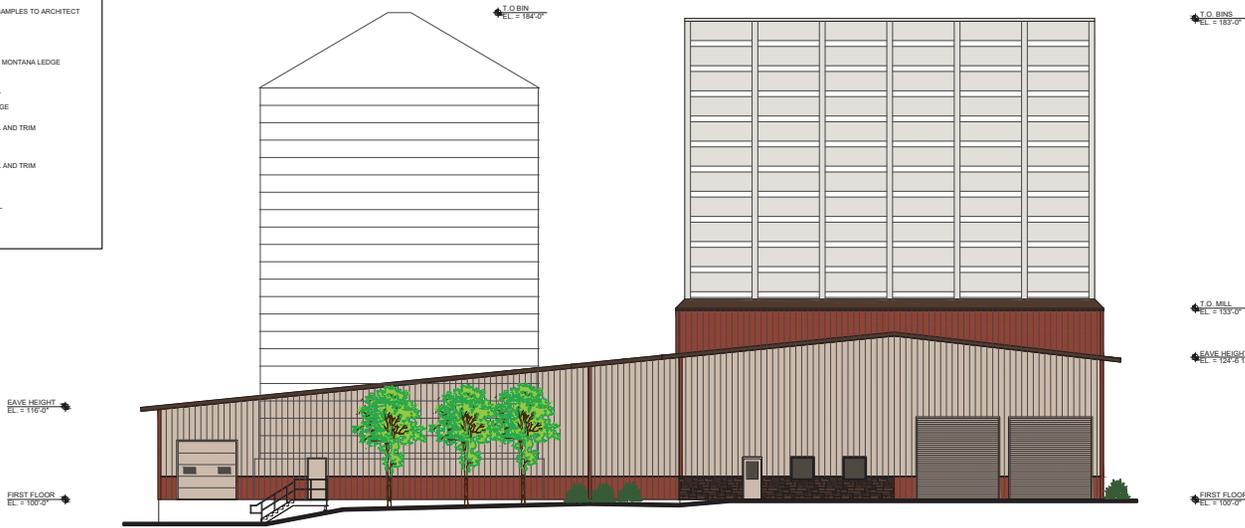
NORTH ELEVATION
SCALE: 3/32" = 1'-0"

ELEVATION NOTES:

- VERIFY COLOR SCHEME WITH OWNER PRIOR TO INSTALLATION
- PRODUCT SUPPLIERS TO SUBMIT COLOR SAMPLES TO ARCHITECT PRIOR TO ORDERING MATERIALS

MATERIAL KEY:

	S-1: STONE VENEER BOULDER CREEK - MONTANA LEDGE CAMERON 3489-6
	M-1: METAL WALL PANEL BUTLERIS II COOL DESERT BEIGE 26 GA.
	M-2: METAL WALL PANEL AND TRIM BUTLERIS II COOL BROCK RED 26 GA.
	M-3: METAL WALL PANEL AND TRIM BUTLERIS II COOL HARVEST 26 GA.
	R-1: METAL ROOF PANEL BUTLERIS WR-24 GALVALUME 24 GA.



WEST ELEVATION
SCALE: 3/32" = 1'-0"



Blowfish Architects, llc
752 S. Grove St.
Ripon, WI 54971
920-810-5561
William F. Hoch, AIA

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION
Eastland Feed & Grain, Inc.
W. 17th Street
Monroe, WI
PRELIMINARY
MAY 25, 2016

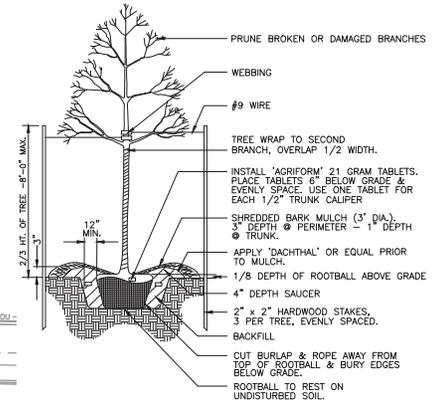
160280
SHEET
A2.0

Exhibit B-2
North and West Elevations

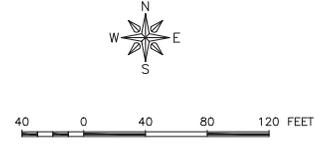
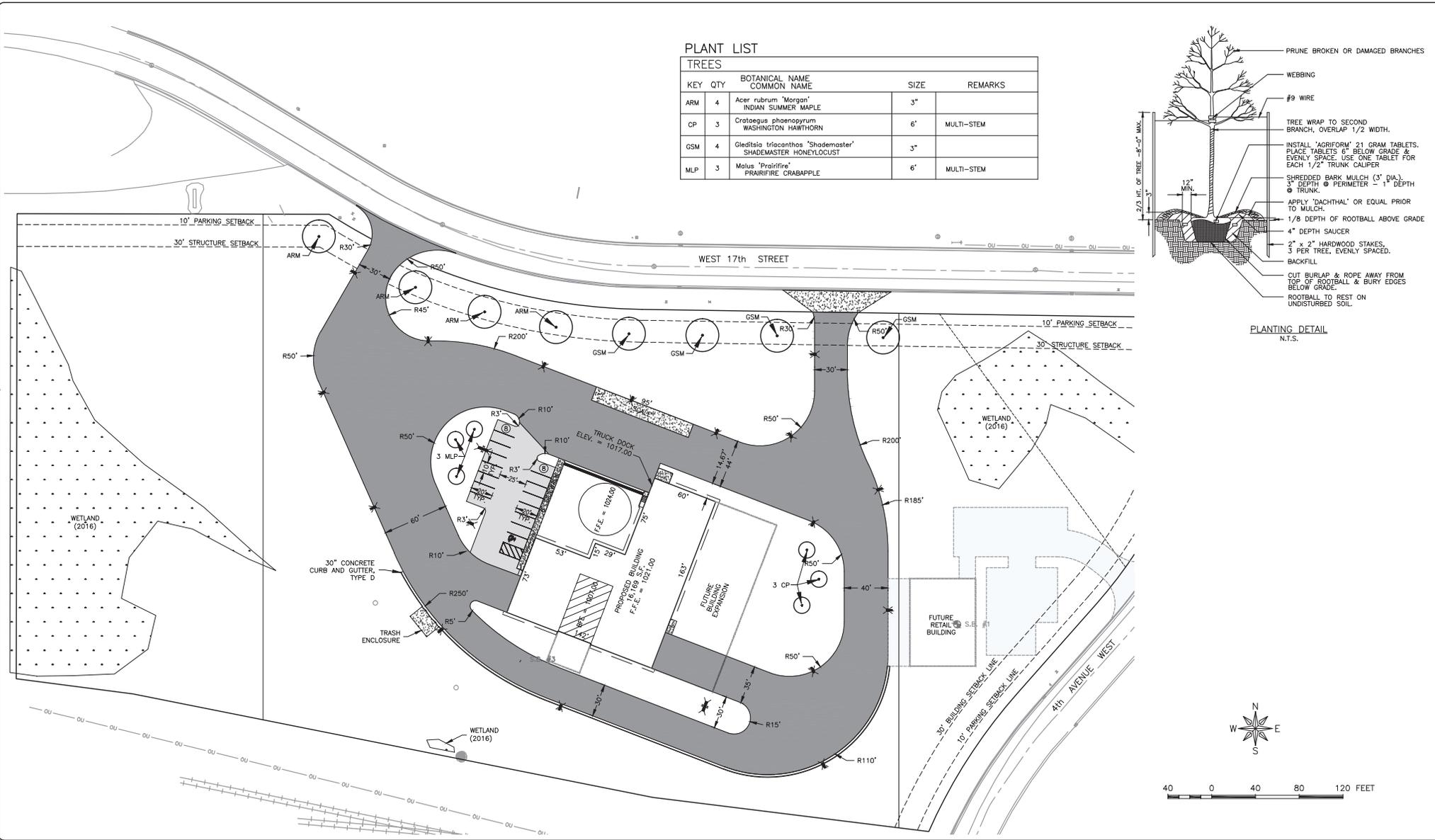
Draft - June 3, 2016

PLANT LIST

TREES				
KEY	QTY	BOTANICAL NAME COMMON NAME	SIZE	REMARKS
ARM	4	<i>Acer rubrum</i> 'Morgan' INDIAN SUMMER MAPLE	3"	
CP	3	<i>Crataegus phoenopyrum</i> WASHINGTON HAWTHORN	6'	MULTI-STEM
GSM	4	<i>Gleditsia triacanthos</i> 'Shademaster' SHADEMASTER HONEYLOCUST	3"	
MLP	3	<i>Malus</i> 'Prairifire' PRAIRIFIRE CRABAPPLE	6'	MULTI-STEM



PLANTING DETAIL
N.T.S.



FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
ILLINOIS DESIGN FIRM NO. 184-003525

ILLINOIS
IOWA
WISCONSIN

OWNER/DEVELOPER:
EASTLAND FEED AND GRAIN, INC.
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MONROE, WISCONSIN

DRAWN BY: G.B.
APPROVED BY: J.D.
DATE: 05/24/16
SCALE: AS NOTED

REVISIONS		
REV. NO.	DESCRIPTION	DATE

DRAWING:
LANDSCAPE PLAN

JOB NUMBER:
15-961A

SHEET NUMBER:
12 of 16

PLAT DATE: 5/25/16 © 2015 FEHR GRAHAM

G:\CD\1515-961A\Plan\15-961A_Plan.dwg, LANDSCAPE

Exhibit C
Landscape Plan



Plan Commission Staff Review

Agenda Item:

Review Square North LLC Project for Consistency with City's Comprehensive Plan

Review Notes:

Local developers known as SquareNorth LLC have proposed to build a four unit residential condominium building on the northwest corner of the current "North Parking Lot" behind the Stop n Go. Preliminary site plans and design have been provided in the packet. The Finance & Taxation Committee is currently reviewing the proposal for tax increment finance purposes and sale of land.

Each unit in the condominium will be sold to individual home buyers. Buyers will have the opportunity to choose from a selection of variable features. In general, each unit will be two stories featuring two-three bedrooms and one-two bathrooms. Attached or detached garages will be an available option. Construction is anticipated to include wood construction with exterior finishes of brick, masonry, wood or a combination thereof. Interiors will include wood or laminate floors, drywall, wood trim, stainless steel kitchen appliances and solid surface countertops. Project start and finish dates are anticipated to be Late 2016 through Fall 2017 respectively.

Because of the nature of the project we are anticipating a zoning ordinance change (amendment to current PUD). By State Statute a zoning ordinance amendment or enactment shall be consistent with the local government's comprehensive plan. The Plan Commission is the designated body to determine project plan consistency with the comprehensive plan.

Staff Review:

- Building Inspector/Zoning Administrator (if necessary)
- Engineering Supervisor (if necessary)
- City Attorney (if necessary)
- City Clerk/Director of General Government (if necessary)
- Director of Community Development (required)

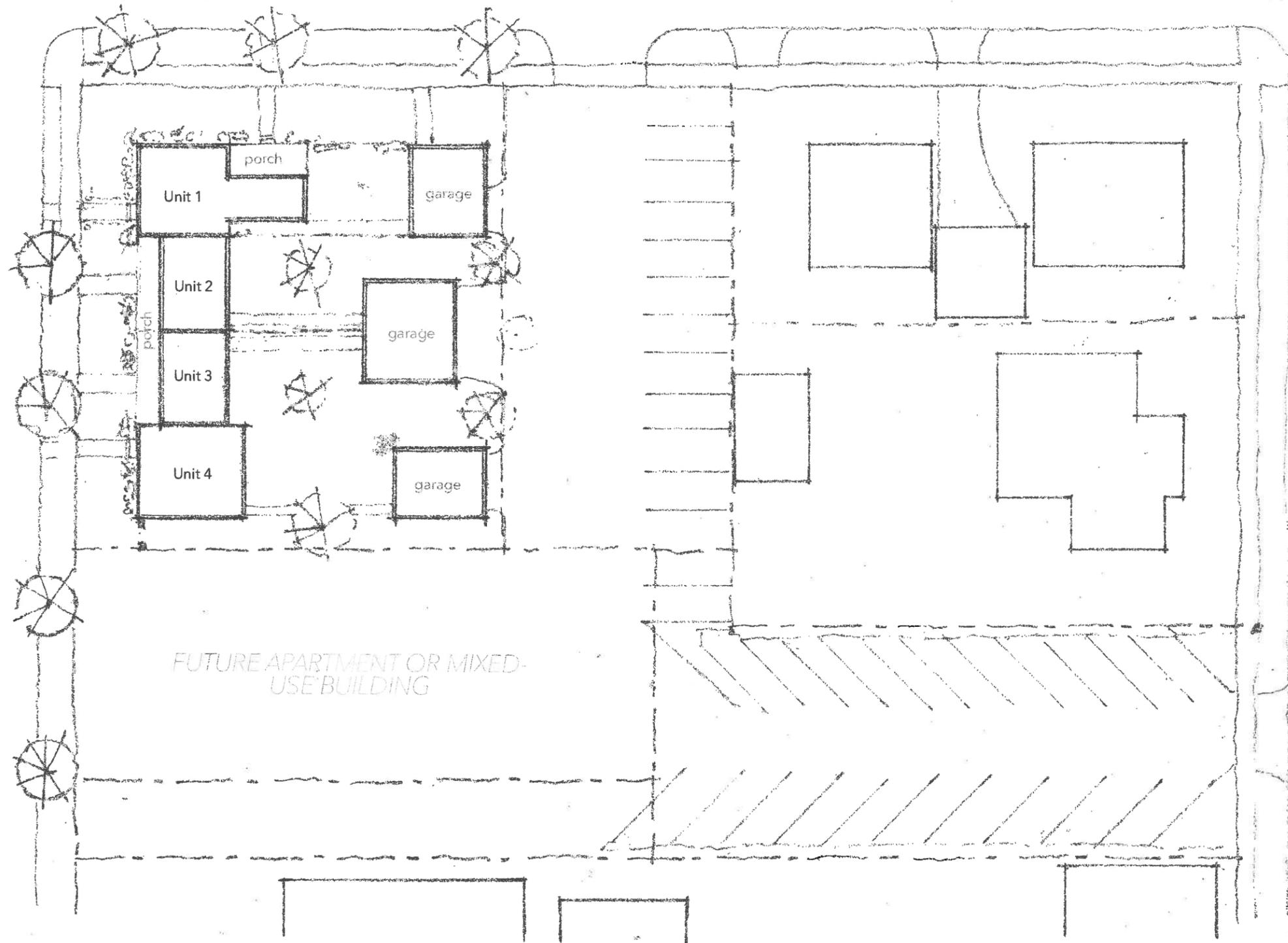
Staff Recommendation:

No recommendation. Consistency with the Comprehensive Plan is a policy-decision made by the Plan Commission



8th STREET

16th AVENUE



FUTURE APARTMENT OR MIXED-
USE BUILDING





area and rural area transportation plans, airport master plans and rail plans that apply in the local governmental unit.

(d) *Utilities and community facilities element.* A compilation of objectives, policies, goals, maps and programs to guide the future development of utilities and community facilities in the local governmental unit such as sanitary sewer service, storm water management, water supply, solid waste disposal, on-site wastewater treatment technologies, recycling facilities, parks, telecommunications facilities, power-generating plants and transmission lines, cemeteries, health care facilities, child care facilities and other public facilities, such as police, fire and rescue facilities, libraries, schools and other governmental facilities. The element shall describe the location, use and capacity of existing public utilities and community facilities that serve the local governmental unit, shall include an approximate timetable that forecasts the need in the local governmental unit to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and shall assess future needs for government services in the local governmental unit that are related to such utilities and facilities.

(e) *Agricultural, natural and cultural resources element.* A compilation of objectives, policies, goals, maps and programs for the conservation, and promotion of the effective management, of natural resources such as groundwater, forests, productive agricultural areas, environmentally sensitive areas, threatened and endangered species, stream corridors, surface water, floodplains, wetlands, wildlife habitat, metallic and nonmetallic mineral resources consistent with zoning limitations under s. 295.20 (2), parks, open spaces, historical and cultural resources, community design, recreational resources and other natural resources.

(f) *Economic development element.* A compilation of objectives, policies, goals, maps and programs to promote the stabilization, retention or expansion, of the economic base and quality employment opportunities in the local governmental unit, including an analysis of the labor force and economic base of the local governmental unit. The element shall assess categories or particular types of new businesses and industries that are desired by the local governmental unit. The element shall assess the local governmental unit's strengths and weaknesses with respect to attracting and retaining businesses and industries, and shall designate an adequate number of sites for such businesses and industries. The element shall also evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses. The element shall also identify county, regional and state economic development programs that apply to the local governmental unit.

(g) *Intergovernmental cooperation element.* A compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions, including school districts, drainage districts, and adjacent local governmental units, for siting and building public facilities and sharing public services. The element shall analyze the relationship of the local governmental unit to school districts, drainage districts, and adjacent local governmental units, and to the region, the state and other governmental units. The element shall consider, to the greatest extent possible, the maps and plans of any military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, with which the local governmental unit shares common territory. The element shall incorporate any plans or agreements to which the local governmental unit is a party under s. 66.0301, 66.0307 or 66.0309. The element shall identify existing or potential conflicts between the local governmental unit and other governmental units that are specified in this paragraph and describe processes to resolve such conflicts.

(h) *Land-use element.* A compilation of objectives, policies, goals, maps and programs to guide the future development and redevelopment of public and private property. The element shall contain a listing of the amount, type, intensity and net density of existing uses of land in the local governmental unit, such as agricultural, residential, commercial, industrial and other public and

private uses. The element shall analyze trends in the supply, demand and price of land, opportunities for redevelopment and existing and potential land-use conflicts. The element shall contain projections, based on the background information specified in par. (a), for 20 years, in 5-year increments, of future residential, agricultural, commercial and industrial land uses including the assumptions of net densities or other spatial assumptions upon which the projections are based. The element shall also include a series of maps that shows current land uses and future land uses that indicate productive agricultural soils, natural limitations for building site development, floodplains, wetlands and other environmentally sensitive lands, the boundaries of areas to which services of public utilities and community facilities, as those terms are used in par. (d), will be provided in the future, consistent with the timetable described in par. (d), and the general location of future land uses by net density or other classifications.

(i) *Implementation element.* A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any applicable zoning ordinances, official maps, or subdivision ordinances, to implement the objectives, policies, plans and programs contained in pars. (a) to (h). The element shall describe how each of the elements of the comprehensive plan will be integrated and made consistent with the other elements of the comprehensive plan, and shall include a mechanism to measure the local governmental unit's progress toward achieving all aspects of the comprehensive plan. The element shall include a process for updating the comprehensive plan. A comprehensive plan under this subsection shall be updated no less than once every 10 years.

(2m) EFFECT OF ENACTMENT OF A COMPREHENSIVE PLAN, CONSISTENCY REQUIREMENTS. (a) The enactment of a comprehensive plan by ordinance does not make the comprehensive plan by itself a regulation.

(b) A conditional use permit that may be issued by a political subdivision does not need to be consistent with the political subdivision's comprehensive plan.

(3) ORDINANCES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Except as provided in sub. (3m), beginning on January 1, 2010, if a local governmental unit enacts or amends any of the following ordinances, the ordinance shall be consistent with that local governmental unit's comprehensive plan:

(g) Official mapping ordinances enacted or amended under s. 62.23 (6).

(h) Local subdivision ordinances enacted or amended under s. 236.45 or 236.46.

(j) County zoning ordinances enacted or amended under s. 59.69.

(k) City or village zoning ordinances enacted or amended under s. 62.23 (7).

(L) Town zoning ordinances enacted or amended under s. 60.61 or 60.62.

(q) Shorelands or wetlands in shorelands zoning ordinances enacted or amended under s. 59.692, 61.351, 61.353, 62.231, or 62.233.

(3m) DELAY OF CONSISTENCY REQUIREMENT. (a) If a local governmental unit has not adopted a comprehensive plan before January 1, 2010, the local governmental unit is exempt from the requirement under sub. (3) if any of the following applies:

1. The local governmental unit has applied for but has not received a comprehensive planning grant under s. 16.965 (2), and the local governmental unit adopts a resolution stating that the local governmental unit will adopt a comprehensive plan that will take effect no later than January 1, 2012.

2. The local governmental unit has received a comprehensive planning grant under s. 16.965 (2) and has been granted an extension of time under s. 16.965 (5) to complete comprehensive planning.

High-Density, Mixed-Use Development

Among public meeting participants, there was a near consensus that Monroe needs high-density, mixed-use, infill development in the next 20 years - especially near the Square. This type of development is trending nationwide as it creates a more walkable and engaging urban environment, which is highly desired by young professionals, seniors, and families. In particular, a high-density downtown is often desired by millennials who are looking to live in locations where they can easily walk to their work, dining, and other recreational places. Furthermore, as seniors age they may not be able to drive or travel far distances - making a walkable neighborhood with amenities close to one-another ideal. This type of development also inhibits suburban sprawl, protecting the rural environment that surrounds Monroe from unnecessary development.

To accomplish this, community members feel that the zoning ordinances in Monroe must be rewritten. Specifically, participants throughout the planning process suggested that the City change to Form-Based code, which is a type of code that focuses on the physical form of a development (like the size of the building and landscaping) instead of its use. Doing so will allow greater flexibility in the types of developments permitted while still creating aesthetic guidelines, with the hopes of creating cohesion in the overall look and feel of the city. The desire to update Monroe's zoning ordinances was also discussed during Economic Development and Housing public meetings. Participants noted that re-writing the zoning ordinance to allow greater density and mixed-use development would naturally permit more housing and businesses near the Square and other high-demand areas of Monroe.

Beautification

The beauty of Monroe is of importance to increase the quality of life for residents and to attract visitors. In particular, meeting participants felt that the entrances into Monroe (8th Street, Highway 69, and 18th Avenue) are not enticing and may limit the amount of people that choose to enter. Landscaping along these roadways, including trees, bushes, and flowers, was suggested to match the attractive parks and natural amenities in Monroe. Additionally, the city could place eye-catching signs and sculptures (along with greenery) at the entrances.

Future Land Use Maps

During the Land Use and the Built Environment public meetings, participants drew on maps of Monroe to indicate where they would like these particular types of development and aesthetic changes over the next 20 years. These ideas for change were informed by the Goals, Objectives, and Strategies from all other topics within the plan, and the results from the Monroe Community Survey. Figure 19 and 20 are digitized versions of these drawings.

Future Land Use Maps drawn by community members during the Land Use and the Built Environment public meetings.



COMMUNITY SURVEY
Snapshot!



57% of survey respondents wanted more investment in "Community gathering places near the Square."



49% of survey respondents wanted more investment in "Landscaping along roadways and city entrances."



49% of survey respondents wanted more investment in "Commercial and residential development near the Square."



62% of survey respondents would be willing to pay a user fee for the land use and the built environment services that they believe require more investment.

Land Use and the Built Environment Goals, Objectives, and Strategies

GOAL: Allow development with higher densities and a greater range of uses throughout Monroe while maintaining an attractive aesthetic.

Objective: Rewrite and modernize the City's zoning ordinance.

Strategy: Revise the City's traditional ordinance to a form-based ordinance.

Strategy: Incorporate additional uses to increase flexible development, such as mixed-use development and accessory dwelling units.

Strategy: Hire a consultant or organization to complete an ordinance re-write.

GOAL: Repurpose existing land to increase the number of parks and athletic fields to meet current demand.

Objective: Create dog-friendly parks and a dog park within city limits.

Strategy: Create a dog park within or adjacent to Honey Creek Park.

Strategy: Make existing parks throughout the city dog-friendly.

Objective: Create pocket-parks throughout the community.

Strategy: Require new multi-unit developments outside of the central business district to provide open space for the residents.

Strategy: Add landscaping and open space along the sides of the Badger State Trail between 22nd Ave. and 14th Ave. leading to Twining Park.

Strategy: Repurpose the city-owned land around the bike path, east of 18th Ave. as a park.

★ Objective: Use existing under-used land as practice and recreational athletic fields.

Strategy: Investigate the potential to use the Green County Fair Grounds during the off-season for recreational athletic fields.

Strategy: Use a portion of Twining Park for a permanent athletic field.

Strategy: Determine the parking and other amenities required for new athletic fields.

GOAL: Take advantage of the culture and activity on the Square.

Objective: Create public spaces near the Square on underused or vacant lots.

Strategy: Investigate the potential for eliminating parking on one side of the inner circle of the Square, making a splash park and/or pedestrian-only area for the community to meet.

Strategy: Determine a public use for the two lots south of the middle school, currently owned by the City.



Objective: Create business corridors extending the downtown environment further into the community.

Strategy: Encourage high-density mixed-use development along 16th and 17th Ave. extending north from the Square, and along 8th/9th St. extending west from the Square.

 **Objective: Create a walking path connecting the Square to the Aging and Disability Resource Center (ADRC).**

Strategy: Investigate the potential to put a sidewalk on the Highway 81 overpass to cross Highway 11.

Goal: Enhance the aesthetics of the main entrances into Monroe.

Objective: Create easily navigable corridors into the city.

Strategy: Investigate ways to make the route connecting Highway 11 to W. 4th Ave. (heading north/south) easy to navigate for freight.

Objective: Add landscaping and open space around city entrances.

Strategy: Add trees and landscaping along 8th St., 18th Ave., and Highway 69 between Highway 11 and the Square.

Strategy: Build partnerships with civic organizations to assist with installing and maintaining landscaping and city beautification.

GOAL: Promote a culture of growth in Monroe.

Objective: Acquire land for future industrial development.

 **Strategy:** Work collaboratively with Townships to find mutual gains and identify future areas for development.

Strategy: Analyze the potential to add an industrial park northwest or northeast of the city next to Highway 11, County Rd DR, or the farmland northwest of Hwy 69 and 17th St.

Objective: Increase the diversity and availability of housing stock.

Strategy: Prioritize and incentivize multi-family, high-density, and mixed-use housing developments near the Square.

Strategy: Encourage mixed-use, multi-family, or single family developments near the intersection of Highway 11 and Highway 69/18th Ave.

Strategy: Encourage single family housing on the west and east side of the high school, and just outside of the city on the west side.





Plan Commission Staff Review

Agenda Item:

Ordinance changes related Accessory Dwelling Units

Review Notes:

Back in October 2015 the Plan Commission discussed the idea of Accessory Dwelling Units based on inquiries with the staff from members of the public. ADUs are small, self-contained living units that can be located within a single family home or as an addition to the home or as a free standing structure on the same lot as a principal dwelling (for example: garage conversion). At that time there had also been discussion during the Comprehensive Plan process about allowing ADUs in the City of Monroe.

With the passage of the Comprehensive Plan ADUs were addressed specifically under the Land Use and Built Environment element:

Goal: Allow development with higher densities and a greater range of uses throughout Monroe while maintaining an attractive aesthetic.

Objective: Rewrite and modernize the City's Zoning Ordinances

Strategy: Incorporate additional uses to increase flexible development, such as mixed-use development and accessory dwelling units.

They were also addressed under the Housing element:

Goal: Modernize the zoning ordinance to allow for flexibility and creativity in land use and housing development across the city.

Objective: Update the zoning ordinance to allow for additional land uses.

Strategy: Allow accessory dwelling units.

While the City is endeavoring to re-write the entire zoning code over the course of the next year and a half, ADUs are something that could be incorporated more quickly and allow individuals to take advantage of this year.

In October, the Plan Commission had instructed the City Attorney and Staff to bring forward a draft ordinance. Please see the attached draft for consideration.

Staff Review:

- Building Inspector/Zoning Administrator (if necessary)
- Engineering Supervisor (if necessary)
- City Attorney (if necessary)
- City Clerk/Director of General Government (if necessary)
- Director of Community Development (required)

Staff Recommendation:

Given the inclusion of Accessory Dwelling Units in the Comprehensive Plan the Plan Commission should strongly consider the further allowance of ADUs in the City in some form.

Public Hearing Date: ___/___/___

ORDINANCE REPEALING AND RECREATING SECTION 5-2-5 OF THE MONROE CITY CODE: ACCESSORY DWELLING UNITS

THE COMMON COUNCIL of the City of Monroe do ordain as follows:

SECTION 1. The following definition in Section 5-2-1 of the Monroe City Code is repealed:

ACCESSORY DWELLING: On-site dwelling unit that is attached to and architecturally integrated into a principal building and used solely by the owner of a business located in such building and the owner's immediate family or by an employee of the owner of a business located in such building and the employee's immediate family, provided the following conditions are met: 1. The floor area of the living quarters does not exceed 2,000 square feet in area. 2. The special and unusual nature of the use or special and unusual security requirements of the business make it reasonably necessary for persons to be on the premises on a twenty-four-hour basis.

SECTION 2. The following definitions shall be added to Section 5-2-1(B) of the Monroe City Code:

ACCESSORY DWELLING UNIT: On-site dwelling unit that is attached to a principal building, added onto a detached garage, or other accessory building structure, or built as its own separate detached structure.

ACCESSORY BUSINESS DWELLING UNIT: An on-site dwelling unit that is attached to and architecturally integrated into a principal building and used solely by the owner of a business located in such building and the owner's immediate family or by an employee of the owner of a business located in such building and the employee's immediate family, provided the following conditions are met:

- 1. The floor area of the living quarters does not exceed 2,000 square feet in area.
- 2. The special and unusual nature of the use or special and unusual security requirements of the business make it reasonably necessary for persons to be on the premises on a twenty-four-hour basis.

OWNER OCCUPIED: A property owner that lives on the property either within the principal dwelling or within the accessory dwelling unit. Owner occupancy shall not be required when:

- 1. The owner has a bona fide, temporary absence of 3 years or less for activities such as military service, temporary job assignments, sabbaticals, or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception); or
- 2. The owner is placed in a hospital, nursing home, assisted living facility or other similar facility that provides regular medical care, excluding retirement living facilities or communities.

DRB NOTES:

This old definition is changed below to Accessory Business Dwelling Unit.

The new definition for Accessory Dwelling Units for R1,R2,R3 and GBD Districts.

Most other Municipality ordinances had an owner occupancy requirement. If the owner will not be in the principal structure or the accessory dwelling unit, then it will be a conditional use.

Draft June 3, 2016

SECTION 3. The following sections of (H-K) of Section 5-2-3 of the Monroe City Code are hereby repealed in their entirety:

- (H) No accessory building shall be used as a dwelling.
- (I) A private garage shall not exceed eight hundred sixty four (864) square feet of gross area, shall not exceed eighteen feet (18') in height and shall be located at least six feet (6') from the rear lot line, four feet (4') from interior lot lines and twenty five feet (25') from the front lot line.
- (J) A private garage shall be placed at least twenty five feet (25') from the side lot line if the lot is a corner lot and is adjacent to a road right of way, unless the property owner can demonstrate that physical conditions of the lot require the private garage to be placed in a different location. Such alternate placement may be allowed as a conditional use if a private garage is a permitted accessory use in the applicable district and written approval of adjacent property owners is submitted with a request for issuance of a conditional use permit. (K) No accessory building or combination of accessory buildings shall occupy more than thirty percent (30%) of the gross area of any lot.
- (K) No accessory building or combination of accessory buildings shall occupy more than 30 percent of the gross area of any lot.

SECTION 4. Section 5-2-3 of the Monroe City Code is hereby amended by adding the following sections:

- (H) A private garage shall not exceed 864 square feet of gross area, shall not exceed 18 feet in height and shall be located at least 6 feet from the rear lot line, 4 feet from interior lot lines and 25 feet from the front lot line.
- (I) A private garage shall be placed at least 25 feet from the side lot line if the lot is a corner lot and is adjacent to a road right of way, unless the property owner can demonstrate that physical conditions of the lot require the private garage to be placed in a different location. Such alternate placement may be allowed as a conditional use if a private garage is a permitted accessory use in the applicable district and written approval of adjacent property owners is submitted with a request for issuance of a conditional use permit.
- (J) No accessory building or combination of accessory buildings shall occupy more than 30 percent of the gross area of any lot.

DRB Notes:

Subsection (H) needs to be deleted because this ordinance would no longer prohibit accessory dwellings. Paragraphs I-K below are simply renumbered and the number formatting was cleaned up [for example twenty-five was changed to 25], but no new substantive changes were made.

Draft June 3, 2016

SECTION 5. Section 5-2-5 of the Monroe City Code is hereby repealed in its entirety and recreated to read as follows:

5-2-5: Accessory Dwelling Unit:

- (A) Purpose: The purposes of the accessory dwelling unit provisions are to:
- (1) Create new housing units while respecting the look and scale of single-dwelling development;
 - (2) Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives;
 - (3) Allow more efficient use of existing housing stock, public infrastructure, and the embodied energy contained within existing structures;
 - (4) Provide a mix of housing options that responds to changing family needs and smaller households;
 - (5) Offer a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and services;
 - (6) Promote a broader range of affordable housing; and
 - (7) Provide opportunity for work force housing in developed and new neighborhoods, close to places of work, thus reducing greenhouse gas emissions and reducing fossil fuel consumption through less car commuting.
- (B) General Regulations:
- (1) Ownership of Accessory Dwelling Unit: An accessory dwelling unit shall not be sold separately or subdivided from the principal dwelling unit or lot.
 - (2) Deed Restriction: A lot approved for development with an accessory dwelling unit shall have a deed restriction, the form of which shall be approved by the city attorney, filed with the county recorder's office indicating such owner occupied requirement of the property prior to issuance of a final certificate of occupancy for the accessory dwelling unit by the city. Such deed restriction shall run with the land until the accessory dwelling unit is abandoned or revoked.
 - (3) One Per Lot: One accessory dwelling unit is permitted per lot.
 - (4) Underlying Zoning Applies: Unless specifically provided otherwise in this section, accessory dwelling units are subject to the regulations for a principal building of the underlying zoning district with regard to lot standards, building height, setbacks, yard requirements, and building coverage.
 - (5) Building Code Compliance: Accessory dwelling units are subject to compliance with the building code current at time of permit approval.
 - (6) Public Utilities: No structure that is not connected to the public water and sanitary sewer systems shall have an accessory dwelling unit.

DRB Notes:

Many other codes that I looked at had similar purposes. I included them to assist the plan commission to understand why we may want to allow accessory dwelling units. This purpose section is not needed and can be removed if desired.

Any of the general regulations which continue on the next page can be changed, modified or deleted. These types of regulations are on most ordinances that I reviewed and included for discussion purposes. Area size, setbacks, heights, design, etc. will need to be analyzed and modified to meet Monroe's standards or needs.

(7) Home Occupations: Home occupations may be conducted in an accessory dwelling unit.

(8) Size of Accessory Dwelling Unit: The maximum size of an accessory dwelling unit may be no more than 50 percent of the gross square footage of the principal dwelling unit or 650 square feet whichever is less.

(9) Minimum Lot Area: The minimum lot area required for an accessory dwelling unit shall be:

A) Internal: For accessory dwelling units located within the principal single-family structure, no minimum lot area is required.

B) Attached: For accessory dwelling units located within an addition to the single-family structure, no minimum lot area is required.

C) Detached: For accessory dwelling units located within a detached structure, a minimum lot area of 5,000 thousand square feet is required.

(10) Location of Entrance to Accessory Dwelling Unit:

A) Internal or Attached Units: Accessory dwelling units that are internal to or attached to a principal dwelling may take access from an existing entrance on a street-facing front facade of the principal dwelling. No new entrances may be added to the front facade of a principal dwelling for an accessory dwelling unit unless such access is located at least 20 behind the front facade of the principal dwelling unit.

B) Detached Units: Accessory dwelling units that are detached from the principal dwelling:

1) May utilize an existing street-facing front facade entrance as long as the entrance is located a minimum of 20 feet behind the front facade of the principal dwelling, or install a new entrance to the existing or new detached structure for the purpose of serving the accessory dwelling unit as long as the entrance is facing the rear or side of lot.

2) Shall be located no closer than 30 feet from the front property line and shall take access from an alley when one is present and accessible.

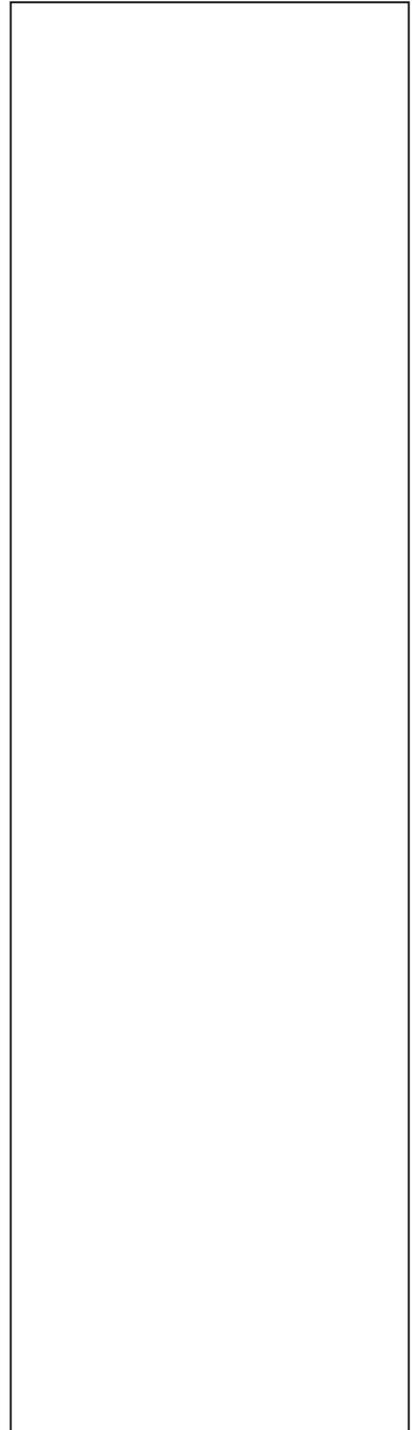
C) Corner Lots: On corner lots, existing entrances on the street-facing sides may be used for an accessory dwelling unit, but any new entrance shall be located facing toward the rear property line or interior side yard, or toward the back of the principal dwelling.

(11) Exterior Design:

A) The maximum height of a detached accessory dwelling unit shall not exceed the height of the principal structure.

B) An accessory dwelling unit shall be designed and constructed to be compatible with the principal structure.

(12) Occupancy: No accessory dwelling unit shall be occupied until the property owner obtains an occupancy permit for the accessory dwelling unit from the Zoning Administrator.



SECTION 6. Section 5-3-1(A) of the Monroe City Code is hereby amended by adding the following use as a permitted use:

(12) Accessory Dwelling Unit that is owner occupied.

SECTION 7. Section 5-3-1(B) of the Monroe City Code is hereby amended by adding the following use as a conditional use:

(18) Accessory Dwelling Unit that is not owner occupied.

SECTION 8. Section 5-5-1 of the Monroe City Code is hereby amended by adding the following use as a permitted use:

Accessory Dwelling Unit that is owner occupied.

SECTION 9. Section 5-5-2 of the Monroe City Code is hereby amended by adding the following use as a conditional use:

(18) Accessory Dwelling Unit that is not owner occupied.

SECTION 10. Section 5-7-1 of the Monroe City Code is hereby amended by adding the following use as a permitted use:

Accessory Dwelling Unit that is owner occupied.

SECTION 11. Section 5-7-2 of the Monroe City Code is hereby amended by adding the following use as a conditional use:

(18) Accessory Dwelling Unit that is not owner occupied, subject to the provisions relating to dwelling units in this subsection.

SECTION 12. Section 5-8-3 of the Monroe City Code is hereby amended by adding the following use as a conditional use:

Accessory Business Dwelling Unit.

SECTION 13. Section 5-9-2 of the Monroe City Code is hereby amended by adding the following use as a conditional use:

Accessory Business Dwelling Unit.

DRB Notes:

Section 6 and Section 7 deals with R1 Districts.

Section 8 and 9 deal with R3 Districts. Note that there is no express stating for the R2 District because R2 district adopts the permitted and conditional uses from R1.

Section 10 and 11 deal with Central Business Districts.

Section 12 - General Business District conditional use only and more restrictive definition of accessory business dwelling unit.

Section 13 - M1 Light industrial: conditional use only and more restrictive definition of accessory business dwelling unit.

SECTION 14. Section 5-10-2 of the Monroe City Code is hereby amended by adding the following use as a conditional use:

Accessory Business Dwelling Unit.

SECTION 15. Section 5-10.5-5(B) of the Monroe City Code is hereby amended by adding the following use as a conditional use:

Accessory Business Dwelling Unit.

SECTION 16. This ordinance shall be in full force the day following its passage and official publication.

Dated this _____ day of _____, 2016.
Passed this _____ day of _____, 2016.
Published this _____ day of _____, 2016.

Mayor

City Clerk

DRB Notes:

Section 14 - M2 Heavy Industrial: conditional use only and more restrictive definition of accessory business dwelling unit.

Section 15 - M3 Industrial Park: conditional use only and more restrictive definition of accessory business dwelling unit.