



MONROE CITY COUNCIL

Agenda Bill No. 20-022

SUBJECT:	Confirmation of Planning Commission Appointment
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/11/2020	City Clerk	Deborah Knight	Mayor Thomas	Announcements and Presentations #1

Discussion:: 2/11/2020
Attachments: 1. MMC 2.32, Planning Commission
 2. E. Nugent

REQUESTED ACTION:
Move to confirm the Mayor’s appointment of Ms. Elizabeth Nugent to the Planning Commission.

POLICY CONSIDERATIONS

Pursuant to Monroe Municipal Code Section [2.32, Planning Commission](#); the Mayor shall appoint persons to fill vacancies on the City of Monroe Board and Commissions subject to confirmation by the City Council.

DESCRIPTION/BACKGROUND

One mid-term vacancy exists on the Planning Commission due to the resignation of Ms. Delma Silva. Ms. Elizabeth Nugent has been selected through the application and interview process to fill the vacancy and unexpired term. Ms. Nugent’s term of appointment shall be February 11, 2020, through December 31, 2020.

The Mayor is seeking Council’s confirmation of the appointment to the Planning Commission, as detailed above.

IMPACT – BUDGET

N/A

TIME CONSTRAINTS

Confirmation of this appointment ensures continuity of the City of Monroe Planning Commission in a timely manner.

ALTERNATIVES TO REQUESTED ACTION

Choose not to confirm the appointment; and provide direction to the Mayor and Staff to continue to collect applications to fill these vacancies.

Chapter 2.32 PLANNING COMMISSION

Sections:

- [2.32.010](#) Created – Membership – Compensation.
- [2.32.020](#) Terms of office.
- [2.32.030](#) Vacancies.
- [2.32.040](#) Powers and duties.
- [2.32.050](#) Selection of secretary.
- [2.32.060](#) Quorum.
- [2.32.070](#) Matters referred to commission by city council.
- [2.32.080](#) Report of transactions and expenditures.

2.32.010 Created – Membership – Compensation.

- A. Pursuant to the authority conferred by Chapter [35A.63](#) RCW, as amended, there is created a city planning commission consisting of seven members who shall be appointed by the mayor and confirmed by the city council. All members of the planning commission shall reside within the city limits of the city of Monroe, except the mayor may appoint and the city council confirm one commissioner from the city of Monroe's urban growth area to fill a vacant position.
- B. The members shall be selected without respect to political affiliations. They may be reimbursed for expenses necessarily incurred in performing their official duties.
- C. Salaries of Commissioners. Each city planning commissioner may be paid for attending commission meetings and workshops an amount not exceeding seventy-five dollars per meeting for not more than one meeting each week. (Ord. 013/2015 § 1; Ord. 004/2011 § 3; Ord. 031/2007 § 1; Ord. 022/2004; Ord. 1044, 1994; Ord. 875, 1988; Ord. 666, 1978)

2.32.020 Terms of office.

The term of office for each appointed commission member shall be four years, and expiration of terms of office shall be set forth so that each position shall expire in rotation on December 31st in each succeeding year, so that the fewest possible terms will expire in any one year. No planning commission member shall serve on the commission for a period exceeding twelve consecutive years, except as provided in this section.

- A. A person may serve on the planning commission for a total of thirteen years if the person was previously appointed to fill a vacancy on the planning commission and the period of appointment was less than one year.
- B. A person who has previously served twelve years on the planning commission shall be eligible for appointment to fill a vacancy on the planning commission if the period of appointment is less than one year.
- C. The limitations set forth in this section shall not prevent a person from being appointed to serve on the planning commission where two consecutive years have lapsed since the date the person last served on the planning commission. (Ord. 021/2014 § 2; Ord. 004/2011 § 4; Ord. 666, 1978)

2.32.030 Vacancies.

Vacancies occurring otherwise than through the expiration of terms shall be filled for the un-expired terms. Members may be removed after public hearing by the mayor, with the approval of the city council, for inefficiency, neglect of duty or malfeasance in office. Notice of the charge and pendency of the hearing with respect to the

removal of a member of the planning commission shall be given by mail, addressed to the residence of the accused member, at least five days before the date of said hearing. (Ord. 666, 1978)

2.32.040 Powers and duties.

The planning commission shall have all the powers and perform each and all of the duties specified in this code. (Ord. 975, 1991; Ord. 666, 1978)

2.32.050 Selection of secretary.

The planning commission may designate one of its members to act as secretary, without salary, or, if requested by the commission, the mayor shall designate a member of the paid staff of the city to serve as such secretary. (Ord. 666, 1978)

2.32.060 Quorum.

A majority of the membership of the planning commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the planning commission shall be deemed and taken as the action of the commission. (Ord. 666, 1978)

2.32.070 Matters referred to commission by city council.

The city council may refer to the planning commission for its recommendation and report any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in Chapter [35A.63](#) RCW, as amended, and the commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper. (Ord. 022/2004; Ord. 666, 1978)

2.32.080 Report of transactions and expenditures.

The planning commission, at or before its first regular meeting in September of each year, shall make a full report in writing to the city council of its transactions and expenditures, if any, for the calendar year preceding, with such general recommendations as to matters covered by its prescribed duties and authority as may seem proper to it. (Ord. 666, 1978)

The Monroe Municipal Code is current through Ordinance 023/2018, passed October 23, 2018.

Disclaimer: The City Clerk's Office has the official version of the Monroe Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



CITY OF MONROE

BOARDS AND COMMISSIONS APPLICATION – PAGE 1

NAME: Elizabeth Nugent E-MAIL ADDRESS: [REDACTED]

HOME ADDRESS: [REDACTED]

HOME PHONE: [REDACTED] BUSINESS PHONE: [REDACTED] CELL PHONE: [REDACTED]

DO YOU RESIDE WITHIN MONROE CITY LIMITS?¹ YES: NO:

BOARD OR COMMISSION FOR WHICH YOU ARE APPLYING: Planning Commissioners

ARE YOU INTERESTED IN SERVING ON ANOTHER BOARD/COMMISSION IF NOT CHOSEN FOR THE ABOVE? Yes IF YES, 2ND CHOICE: Economic Development Advisory Boardmember 3RD CHOICE: Ethics Boardmembers

PLEASE LIST ANY PREVIOUS CITY APPOINTMENTS/OFFICES: _____

WHY ARE YOU INTERESTED IN SERVING IN THIS POSITION? As a community member and local business owner I want to be more involved in our city and be a part of the city changes.

WHAT COMMUNITY ACTIVITIES OR OTHER EXPERIENCE DO YOU BRING TO THIS POSITION, INCLUDING LEADERSHIP ROLES? I have been involved in my childrens PTO and a school board representative for my kids school. I also served on a special school board committee. I also am an entrepreneur and have built a successfull business in a three year period.

DO YOU HAVE ANY SPECIAL SKILLS OR EXPERTISE APPLICABLE TO THIS POSITION? _____
I am a licensed CPA. This gives me the ability to look at things from a financial impact as well as from a business/city impact. My business is local so I utilize our community and see the city changes from a business owner and home owner perspective.

ANY ADDITIONAL COMMENTS/INFORMATION YOU WISH TO PROVIDE FOR CONSIDERATION? _____
I really love out community and the people. I want to be a part of the process that will help improve our ciy in a positive way. I have enjoyed attending a few meetings to understand more of our city better.

¹ NOTE: Service on City of Monroe Board and Commissions requires applicants to reside within Monroe City Limits; please see individual Board/Commission code sections for additional residency requirements; [MMC Chapter 2](#).



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BOARDS AND COMMISSIONS APPLICATION – PAGE 2

ARE YOU AWARE OF THE MEETING SCHEDULE FOR THIS BOARD/COMMISSION? Yes
AND ARE YOU AVAILABLE TO ATTEND REGULARLY SCHEDULED MEETINGS? Yes

SIGNATURE: *Liz Nugent* DATE: 10-5-2019