

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, April 13, 2020**

The regular meeting of the Monroe Planning Commission was held on Monday, April 13, 2020 at 7:00 p.m., via Zoom online meeting platform.

**CALL TO ORDER**

Chair Tuttle called the meeting to order at 7:05 p.m.

**ROLL CALL**

Planning Commission Secretary Gina Pfister called the roll.

**Commissioners Present:** Chair Tuttle, Vice-Chair Bull, Commissioner Jensen, Commissioner Fisher<sup>1</sup>, Commissioner Miller, Commissioner Stanger, and Commissioner Nugent.

**Staff Present:** Community Development Director Ben Swanson; Principal Planner Shana Restall, Senior Planner Anita Marrero; and Clerical Specialist Gina Pfister.

**PUBLIC COMMENTS**

There was not a public comment portion of the meeting pursuant to Governor Jay Inslee's OPMA guidance related to the COVID-19 pandemic.

**OLD BUSINESS**

**1. Floodplain Regulations**

Ms. Anita Marrero, Senior Planner, provided background information on the agenda item; and reviewed discussion from the March 9, 2020 Planning Commission meeting. Ms. Marrero reminded Commissioners that the Federal Emergency management Agency (FEMA) deadline of June 19, 2020 deadline to adopt both the updated Flood Insurance Rate Maps (FIRMs), and the flood damage prevention ordinance would not be extended due to the COVID-19 pandemic. This must be adopted in order to remain in good standing with the National Flood Insurance Program (NFIP).

Ms. Marrero shared the FEMA National Flood Hazard layer map, and map legend; and noted boundary changes including the removal of Miracle Field.

Discussion ensued. A Public Hearing will be scheduled for April 27, 2020. Commissioner Jensen requested that Ben Swanson, Director of Community Development, make a clear statement at the public hearing as to why the adoption is important and how it will affect resident's insurance premiums.

**2. Proposed Code Amendments for Temporary Homeless Encampments**

Ms. Shana Restall, Principal Planner, provided background information on the agenda item; summarized previous Planning Commission discussions; and shared a PowerPoint presentation highlighting the following topics: applicability; requirements; possible city regulations; city limitations; public safety; community meetings and notice; and liability. Ms. Restall reviewed ordinance changes and code amendments.

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<sup>1</sup> Commissioner Fisher left the meeting at 7:12 for a fire department call.

Discussion ensued relating to the following topics: public safety; Fire District authority; and potential location concerns. Commissioners would like to see the proposed ordinance in track-changes form.

This item will be brought back to a future meeting before the Public Hearing will be scheduled.

## **NEW BUSINESS**

### **1. Proposed Code Amendments to Title 22 MMC, Unified Development Regulations (UDR)**

Shana Restall, Principal Planner, provided background information on the agenda item; and noted that the proposed amendments to the UDR are necessary to correct, clarify, and facilitate the application of development regulations.

Ms. Restall reviewed the proposed code amendments; and explained that since MMC Title 22 has been in effect, staff has been tracking the new regulations and identifying any needed corrections and/or discrepancies. Ms. Restall noted that staff has been meeting with stakeholders including the Fire District and the Engineering department.

Discussion ensued related to the following topics: timeline; land use zones; frequency of updates; and bulk requirements. Commissioner Jensen requested a paper packet when meeting materials involve several attachments or large maps.

## **DISCUSSION BY COMMISSIONERS AND STAFF**

Anita Marrero, Senior Planner, noted that the Floodplain Regulation Public Hearing will be held on April 27, 2020.

Commissioner Nugent provided an Economic Development Advisory Board (EDAB) update.

Chair Tuttle commented on the recent PSA videos posted on the City, the Mayor, and the Monroe Chamber Facebook pages.

Commissioner Miller inquired about the upcoming virtual town hall meeting for small businesses.

Commissioner Stanger noted that the upcoming Park Board meeting has been cancelled.

Commissioner Stanger requested assistance to reset his email password; and was given IT Specialist Ken Stickles' email address.

Commissioner Jensen inquired if a stop work order had been issued on the construction happening near the AT&T store.

Chair Tuttle noted that Coastal Farm and Ranch has stopped work based on the Governor's COVID-19 construction guidance.

Discussion ensued relating to essential business and construction activity. Mr. Swanson reviewed exemptions to the Governor's proclamation and guidance relating to construction.

Chair Tuttle provided an update a Homelessness Policy Advisory Committee update.

Chair Tuttle expressed concern over holding a Public Hearing via Zoom.

**ADJOURNMENT**

Commissioner Jensen moved to adjourn at 8:10 p.m. The motion was seconded by Commissioner Bull. Motion carried 6-0.

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Bridgette Tuttle  
*Chair*

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Gina Pfister  
*Planning Commission Secretary*