



MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	<i>Review of Revised UDR Temporary Uses Chapter</i>
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DATE:	FILE NUMBER:	CONTACT(S):	PRESENTER(S):	ITEM:
01/07/2019	N/A	Shana Restall Ben Swanson	Shana Restall Ben Swanson	Old Business # 4

Discussion: 10/29/2018 and 01/07/2019

Public Hearing: N/A

Attachments: 1. Draft Temporary Uses UDR Chapter (*2nd Draft*)

DESCRIPTION/BACKGROUND

The City is in the process of drafting a new unified development code to take the place of the existing development regulations in the Monroe Municipal Code, which are located in Titles 17 through 21. The current development regulations will be repealed and then replaced with one all-inclusive title known as the Unified Development Regulations (UDR). In addition to reflecting the goals and policies adopted in the City's 2015 – 2035 Comprehensive Plan, the proposed unified development code intends to simplify and streamline Monroe's development process. On October 29, 2018, City staff brought forward to the Planning Commission a draft chapter of the UDR containing proposed temporary use regulations for review. The Planning Commission gave direction regarding the proposed chapter, and staff is now bringing the revised regulations back to the Planning Commission for additional review (Attachment 1).

RECOMMENDED ACTION(S):

Review the revised draft UDR chapter and provide direction to staff.

CHAPTER 21.XX
TEMPORARY USES

Old Business # 4
Attachment 1

- 21.XX.010 Purpose.
- 21.XX.020 Applicability.
- 21.XX.030 General Provisions.
- 21.XX.040 Allowed Temporary Uses.
- 21.XX.050 Review Process.

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21.XX.040 Allowed Temporary Uses.

The following types of temporary uses, activities and associated structures may be authorized, subject to specific limitation noted herein, and as may be established by the zoning administrator:

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F. Temporary Encampments

1. General Provisions. The following regulations and standards shall apply to all temporary encampments within the City of Monroe.
 - a. An application for a temporary encampment must include a local religious institution or other community-based organization as a sponsor or managing agency.
 - b. The encampment shall be located a minimum of 20 feet from the property line of abutting properties containing residential uses.
 - c. Sight-obscuring fencing is required around the perimeter of the temporary encampment unless the zoning administrator determines that there is sufficient vegetation, topographic variation, or other site conditions such that fencing would not be needed.
 - d. Exterior lighting must be directed downward and contained within the temporary encampment.
 - e. The maximum number of residents within a temporary encampment is 100.
 - f. Parking for a minimum of five (5) vehicles shall be provided.
 - g. A transportation plan is required which shall include provision of transit services.
 - h. The temporary encampment shall be located within one-half (1/2) mile of transit service.
 - i. No children under 18 are allowed in the temporary encampment. If a child under the age of 18 attempts to stay at the temporary encampment, the managing agency shall immediately contact Child Protective Services.
 - j. No animals shall be permitted in encampments except for service animals.
 - k. A code of conduct is required to be enforced by the managing agency. The code shall contain the following as a minimum:
 - i. No drugs or alcohol.
 - ii. No weapons.
 - iii. No violence.
 - iv. No open flames.
 - v. No loitering in the surrounding neighborhood.
 - vi. Quiet hours.
 - l. The managing agency shall ensure compliance with Washington State and City codes concerning but not limited to drinking water connections, human waste, solid waste disposal, electrical systems, and fire-resistant materials.
 - m. The managing agency shall take all reasonable and legal steps to obtain verifiable identification from prospective encampment residents and use the identification to obtain sex offender and warrant checks from the appropriate agency. All requirements by the Monroe Police Department related to identified sex offenders or prospective residents with warrants shall be met.

- 53 n. The managing agency shall permit daily inspections by the City and/or Health Department
54 to check compliance with the standards for temporary encampments.
- 55 2. Frequency and Duration. The City may not grant a temporary use permit for a temporary
56 encampment on a specific site more frequently than once in every 365-day period. The City may
57 only grant a temporary use permit for a specified period of time, not to exceed 90 days.
- 58 3. Public Meeting. A minimum of 14 calendar days prior to the anticipated start of
59 the encampment, the sponsor and/or managing agency shall conduct a public informational
60 meeting by providing mailed notice to owners of property within 500 feet of the subject property
61 and residents and tenants adjacent to the subject property. The purpose of the meeting is to
62 provide the surrounding community with information regarding the proposed duration and
63 operation of the homeless encampment, conditions that will likely be placed on the operation of
64 the homeless encampment, requirements of the written code of conduct, and to answer questions
65 regarding the homeless encampment.
- 66 4. Public Notice. A Notice of Application for Homeless Encampment shall be provided prior to
67 the zoning administrator's decision. The purpose of the notice is to inform the surrounding
68 community of the application. Due to the administrative and temporary nature of the permit, there
69 is no comment period. The notice shall contain at a minimum the date of application, project
70 location, proposed duration and operation of the homeless encampment, conditions that will likely
71 be placed on the operation of the homeless encampment, requirements of the written code of
72 conduct, and how to get more information (i.e., City website). The Community Development
73 Department shall distribute this notice as follows:
- 74 a. The notice, or a summary thereof, will be published in the official newspaper of the City at
75 least seven (7) calendar days prior to the zoning administrator's decision.
- 76 b. The notice, or a summary thereof, will be distributed to owners of all property within 500
77 feet of any boundary of the subject property and residents and tenants adjacent to the subject
78 property at least 14 calendar days prior to the zoning administrator's decision.
- 79 c. If located within the jurisdiction of the Houghton Community Council, the notice shall be
80 distributed to the members of the Community Council at least 14 calendar days prior to
81 the zoning administrator's decision.
- 82 d. The notice will be posted on the City's website.
- 83 5. Decision. A Notice of Decision for the temporary encampment, or summary thereof, shall
84 contain the decision of the zoning administrator and appeal procedure and be distributed as
85 required for notice of application within four (4) business days after the decision.
- 86 6. Emergencies. The City Council may waive these requirements when a catastrophic event
87 necessitates the immediate establishment of a temporary encampment.
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