



City of Monroe
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Planning Commission Agenda

Monday, March 28, 2016 7:00 p.m. Council Chambers

CALL TO ORDER

ROLL CALL

Chairman Kristiansen
Commissioner Bull
Commissioner Coonan
Commissioner Duerksen
Commissioner Jensen
Commissioner Stanger
Commissioner Tuttle

COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

A. APPROVAL OF MINUTES

March 14, 2016

Documents: [Draft Minutes PC03142016.pdf](#)

PUBLIC HEARINGS

OLD BUSINESS

Zoning Code - Amendments

Documents: [A Old Business Agenda Bill - Zoning Code.pdf](#), [ATTACH 1 Chapter 18.12 Downtown.pdf](#), [ATTACH 2 Downtown Planning Area Map.pdf](#), [ATTACH 3 Comp Plan Downtown Policies.pdf](#), [ATTACH 4 Downtown Planning Area - Aerial.pdf](#), [ATTACH 5 March 9 2016 GSR Comment Letter.pdf](#), [ATTACH 6 March 4 2016 Hermes Comment.pdf](#)

NEW BUSINESS

1. Traffic Impact Fee Code Amendment - Briefing

2. Nomination of Commissioner to serve on artist proposal Selection \Committee

Documents: [A New Business Agenda Bill - Traffic Impact Fee.pdf](#), [ATTACH A Draft Traffic Impact Fee Ordinance.pdf](#), [New Business B Arts Committee Selection.docx](#), [ATTACH 1 Arts Email from Parks Director.docx](#), [ATTACH 2 \(arts\) Monroe Call for sculptors.pdf](#), [ATTACH 3 \(arts\) Monroe Public Art Policy Selection Criteria.pdf](#)

WORKSHOP

DISCUSSION BY COMMISSIONERS AND STAFF

ADJOURNMENT

THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

Accommodations for people with disabilities will be provided upon request.
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, March 14, 2016**

The regular meeting of the Monroe Planning Commission was scheduled for **Monday, March 14, 2016 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Vice Chairman Tuttle called the meeting to order at **7:00 p.m.**

ROLL CALL

Secretary Christina LaVelle called the roll. The following were:

Commissioners Present: Commissioner Bull, Commissioner Jensen, Commissioner Stanger and Commissioner Tuttle

Commissioners Absent: Commissioner Coonan, Commissioner Duerksen and Chair Kristiansen (all excused)

Staff Present: Director of Community Development David Osaki and Planning Commission Secretary Christina LaVelle

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

A. February 8, 2016

Commissioner Bull moved to accept the February 8, 2016 Planning Commission Meeting minutes as written. **Commissioner Jensen** seconded. Motion carried 4/0.

B. February 22, 2016

Commissioner Stanger moved to accept the February 22, 2016 Planning Commission Meeting minutes as written. **Commissioner Bull** seconded. Motion carried 4/0.

NEW BUSINESS

A. Code Amendment - Impact Fee Deferral

Director Osaki presented a brief background on the impact fee deferral system required by Washington State Law for local governments to have in place by September 1, 2016.

State law enables local governments to address the impacts of development to schools, parks and recreation, transportation and fire (if the local government has its own fire department, which the City of Monroe does not) through the assessment and collection of impact fees.

During the Great Recession, certain local governments were implementing impact fee deferral programs to assist developers. By deferring the impact fee payment until the property sold or at the time of final inspection, the developer could build while delaying the payment of the impact fees. The intent of the deferral programs was to promote development by providing some financial relief to developers who were having difficulty receiving loans for development and/or could not afford the cost of absorbing the impact fees into their bank loan.

In 2015 the State Legislature passed and the Governor signed into law House Bill ESB 5923. ESB 5923 requires counties, cities, and towns to adopt an impact fee deferral system for the collection of impact fees for new single-family detached and attached residential construction.

The legislation provides that the impact fees may be deferred until the time of final inspection, issuance of the certificate of occupancy, and/or until the closing of the first sale. Regardless of the selected option, the fee is to be paid in full no later than 18 months after issuance of the building permit.

To ensure the payment of the impact fees, a lien is placed on the property. In addition, the legislation imposed a cap on the number of deferrals, with the total number of annual deferrals per applicant limited to a maximum of twenty (20). **Director Osaki** noted local governments may modify this number to allow for more annual deferrals per applicant. However, if a local government allows more deferrals above 20 than the number recommended by the School District, then the local government must provide a written reason to the school district for why it did so.

The preliminary direction of the **Monroe City Council** is to draft an ordinance for public comment allowing for the deferral of the impact fee payment to the time of final inspection with the cap on deferrals per applicant of 20 per year.

The Commission discussion is summarized below:

The Commission discussed scenarios in which builders would be at an advantage or a disadvantage of using each option. **The Commission** was in consensus that the deferral system would mainly benefit smaller builders.

DISCUSSION BY COMMISSION AND STAFF

- **Director Osaki** notified **the Commission** that **Melissa Place, Senior Planner**, has resigned to accept a new position.
- In response to a question from the Commission, **Director Osaki** notified the Commission on the Park Place Middle School Renovation Project. The project requires a Public

Hearing due to a required parking variance and a public agency utility exception.

- **Director Osaki** noted that the Growth Management Hearing Board (GMHB) decision on East Monroe has not yet been issued.
- **Commissioner Tuttle** reported to **the Commission** she will be attending the Parks Board meeting and will provide an update at the March 28, 2016, Planning Commission Meeting.

ADJOURNMENT

Commissioner Jensen moved to adjourn the March 14, 2016 Planning Commission meeting. Motion was seconded by **Commissioner Stanger**. Motion carried **4/0** and the meeting was adjourned at **7:57 p.m.**

Bridgette Tuttle
Vice Chair

Christina L. LaVelle
Planning Commission Secretary

MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	Zoning Code - Amendments
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DATE:		CONTACT:	PRESENTER:	ITEM:
03/28/16		David Osaki	Dave Osaki	Old Business

Discussion: 01/11/16; 01/25/2016, 02/22/2016

Public Hearing: None

- Attachments:**
1. Monroe Municipal Code Chapter 18.12 (Downtown Commercial Zone)
 2. Downtown Planning Area Map
 3. Comprehensive Plan - Downtown Goal and Policies
 4. Aerial Photograph - Downtown Planning Area
 5. March 9, 2016 letter, GSR Rentals
 6. March 4, 2016 letter, Russell Hermes

DESCRIPTION/BACKGROUND

Prior Planning Commission meetings have discussed amendments to the zoning code.

This discussion will continue at the March 28, 2016 meeting, with primary attention to the Downtown Commercial zone.

Letters related to requested amendments to the Downtown Commercial zoning district text have been received and are included as Attachments 5 and 6 to this Agenda Bill.

There are certain approaches that could, should the Planning Commission concur with the general intent expressed in the letters, generally address the issues raised in the letters. These will be presented at the March 28, 2016 meeting.

In addition, the Planning Commission will also spend time reviewing the downtown use tables in general.

<p>RECOMMENDED ACTION Discussion.</p>

Chapter 18.12 DOWNTOWN COMMERCIAL (DC) ZONE

Sections:

- [18.12.110](#) Purpose of the downtown commercial zone.
- [18.12.120](#) Neighborhoods and maps.
- [18.12.130](#) Downtown neighborhood (DN).
- [18.12.140](#) Rails and Roads neighborhood (RR).
- [18.12.150](#) Historic Main area (HM).
- [18.12.160](#) Borlin Park neighborhood (BP).
- [18.12.170](#) Downtown neighborhood land use matrix.
- [18.12.180](#) Mixed-use requirements.
- [18.12.190](#) Special uses.
- [18.12.200](#) Downtown planning area bulk requirements.
- [18.12.210](#) General downtown commercial requirements for the Historic Main and Borlin Park neighborhoods.
- [18.12.220](#) Downtown commercial parking.

18.12.110 Purpose of the downtown commercial zone.

The purpose of the downtown commercial zone is to integrate civic, commercial, entertainment, cultural and residential uses and increase economic and urban activity levels within the zone. Development standards or guidelines applicable to the downtown commercial zone enhance opportunities for significant growth of office, commercial, and residential projects in the city's core, where public transit and civic amenities are more concentrated and available. (Ord. 006/2009 § 3)

18.12.120 Neighborhoods and maps.

A. Neighborhoods. The downtown commercial zone is subdivided into four distinct neighborhoods; each neighborhood is intended to implement specific aspects of the comprehensive plan that pertain to the downtown planning area. Each neighborhood contains a unique mix of uses and zoning regulations, as described in this chapter. The four neighborhoods are DN Downtown neighborhood, RR Rails and Roads neighborhood, HM Historic Main area, and BP Borlin Park neighborhood

18.12.140 Rails and Roads neighborhood (RR).

The Rails and Roads neighborhood includes the lands north of the Historic Main area, between the railroad and U.S. Highway 2. Many of the properties in this area have roads along the front and rear of the property, looking both to downtown and to the commercial strip. Various commercial activities are appropriate in this neighborhood. The long-term vision for the area should make use of the rail lines by encouraging a rail stop for potential passenger service. Residential uses in the RR neighborhood are not allowed, due to the commercial nature of the area. (Ord. 006/2009 § 3)

18.12.150 Historic Main area (HM).

A. Purpose. The Historic Main area encompasses the blocks along Main Street between Madison Street and the railroad tracks and along Lewis Street between Fremont Street and the railroad tracks. The Historic Main area will be the core area for specialty commercial uses that serve the entire community and even the region. The goal for this area is to continue to have a high concentration of retail, dining, and entertainment functions, while accommodating professional services and some residential housing. Cultural and recreational facilities should also be a part of the area's mix of uses.

B. Residential Density. The Historic Main area allows up to twenty residential units per gross acre. To calculate the number of possible dwelling units/lots, refer to MMC [18.10.010\(B\)](#) for the single-family density calculation and MMC [18.10.020\(B\)](#) for the multifamily or mixed use density calculation.

C. Design Guidelines. All development within the Historic Main area shall comply with the design guidelines found in the downtown master plan. Design guideline review will be administrative and is subject to the requirements of MMC [18.10.130](#). (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.160 Borlin Park neighborhood (BP).

A. Purpose. The goal for this neighborhood is to promote an "urban village" character that contains pedestrian scale amenities and high-quality mixed-use and high-density residential development. Land uses will provide for a concentration of commercial, residential, and civic functions. Civic functions may include recreational and arts uses as well as education-related activities. The Borlin Park neighborhood should contain significant, well-designed parks and open space. There are opportunities to make use of natural amenities along the eastern edge of the area that would make this a distinctive and appealing location for in-town housing. There are also opportunities to provide additional urban, civic green spaces within convenient walking distance of the Historic Main area. This combination of uses is necessary to promote the greater downtown Monroe area as a regional destination for specialty retail, dining, and entertainment.

Areas along Woods Creek and the Borlin Park neighborhood are encouraged to provide enhanced pedestrian and bicycle connectivity. Also proposed along Woods Creek is an area for an overlook and water access at the creek itself, which would be linked into the enhanced bike and pedestrian ways. Areas of the AI Borlin Park neighborhood, which are within the Woods Creek shoreline area, will have some development constraints due to the natural sensitivities of the creek side areas.

B. Residential Density. The Borlin Park neighborhood allows up to twenty residential units per gross acre. To calculate the number of possible dwelling units/lots, refer to MMC [18.10.020\(B\)](#) for the multifamily or mixed use density calculation.

C. Design Guidelines. The Borlin Park Neighborhood Design Guidelines, dated February 2009, or as amended in the future, and attached to the ordinance codified in this section, are hereby adopted and incorporated into this code by this section by this reference as if set forth in full. All development within the Borlin Park neighborhood shall comply with the design guidelines as adopted and is subject to the requirements of MMC [18.10.130](#). (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.170 Downtown neighborhood land use matrix.

This matrix shall be considered supplemental to the zoning land use matrix, MCC 18.10.050. Uses identified in the matrix below, but not in MCC 18.10.050, shall be considered prohibited in the zoning districts identified in MCC 18.10.050.

Downtown Neighborhood Zoning Matrix	Downtown Commercial Zone			
	Downtown Neighborhood	Rails and Roads Neighborhood	Historic Main Area	Borlin Park Neighborhood
Accessory dwelling units	P ¹		P ¹	P ¹
Adult entertainment (business use) P2				
Amusement facility		P	C	C
Antique shop		P	P	P
Art gallery		P	P	P
Auto repair, minor		P		
Auto repair, major		P		

Bakery		P	P	P
Bank with drive-up facility		P	P	
Bed and breakfast	C ¹		C ¹	C ¹
Brewery, micro		P	P	C
Church	C	P	P	P
Cleaning establishment		P	P	C
Clinic, health services	C	C	C	C
Club		P	P	C
Club, fitness	P	P	P	A
Coffee shop	A	P	P	P
Community open-air market		P	P	P
Convenience stores		P	P	
Day care center	C ²	C ²	C ²	C ²
Drive-up/through		P	P ³	P ³
Drug store		P	P	P
Dwelling, duplex	P			
Dwelling, mobile home	P		C	
Dwelling, multifamily			P ⁴	P
Dwelling, single-family	P		C	
Dwelling, townhouse				P
Electrical transmission lines of higher voltage than 115 kV, in existing corridors	P	P	P	P
Electrical transmission lines of higher voltage than 115 kV, in new corridors	C	C	C	C
Family day care	A	A	A	A

Garden produce		P	P	P
Gas station		P	C	
Government facilities	C	C	C	C
Greenhouse, retail		P	C	
Grocery store		P	P ⁵	P ⁵
Group homes, Type 1	P		C	P
Group homes, Type 2	C ³		C ³	C ³
Halfway house	EPF		EPF	EPF
Hardware store 1		P	P	
Hardware store 2		P		
Home occupations	P		P	P
Hotel		P	C	C
Library		P		P
Mixed-use (commercial and residential)	P		P	P
Mobile vendors		P ⁶	P ⁶	P ⁶
Motel		P		
Nursing and/or convalescent home			P ⁸	P ⁸
Office, professional	P	P	P	P
Parking lots (accessory use)	P	P	P	P
Parking lots (stand-alone)	C	C	C	C
Pawn shop		P	P	
Preschool	C	C	C	C
Print shop		P	P	C
Regional transit station, including bus, train, and other high-capacity vehicle	EPF	EPF	EPF	EPF

bases				
Restaurant		P	P	P
Retail stores		P	P ⁷	P ⁷
Retirement housing/assisted living facility		P ⁸	P ⁸	P ⁸
Service establishment	C	P	P	P
State and regional transportation facilities including highways of statewide significance	EPF	EPF	EPF	EPF
Tavern/pub		P	P	A
Tool sales and rental		P		
Utility services	P	P	P	P
Veterinary clinic/animal hospital	C	P	C	

P = Permitted use; A = Accessory use; C = Requires a conditional use permit; and EPF = Essential public facility (see Chapter [18.15](#) MMC)

P¹ Accessory dwelling units must meet criteria outlined in Chapter [18.40](#) MMC.

P² Adult entertainment facilities are subject to Chapter [5.48](#) MMC and are not allowed in the downtown commercial zone.

P³ Drive-up/through windows or areas are prohibited in any establishment serving food and/or beverages.

P⁴ Multifamily dwellings are only allowed in conjunction with mixed-use structures.

P⁵ Grocery stores may not exceed 20,000 square feet in gross floor area.

P⁶ Mobile vendors must meet the criteria outlined in MMC [18.12.190\(A\)](#).

P⁷ In the Historic Main and Borlin Park neighborhoods, retail stores are limited to low-intensity uses no more than two thousand five hundred gross square feet, which are typically part of a larger development. Low-intensity uses may include, but are not limited to, boutiques, galleries, jewelry stores, clothing shops, and similar retail uses.

P⁸ Based upon bedrooms as opposed to dwelling units in any combination of one-, two-, and/or three-bedroom units, not to exceed the maximum density allowed in the underlying zoning district. The standard formula would be to use the maximum allowed density per acre (43,560 square feet divided by minimum zone lot size) multiplied by three (standard bedroom equivalent unit) to achieve bedroom density. For example, in the MR 6,000 zone a one-acre site could achieve thirty-three bedrooms per acre ($43,560 / 4,000 = 10.89$ or 11 dwelling units per acre $\times 3 = 33$).

C¹ Caretaker must be on site.

C² Limitation on number of children permitted per establishment.

C³ Group homes that qualify as essential public facilities shall follow the regulations in Chapter [18.15](#) MMC, Essential Public Facilities.

(Ord. 008/2010 § 1 (Exh. 1); Ord. 006/2009 § 3)

18.12.180 Mixed-use requirements.

A. Residential Mixed-Use Requirements. The purpose and intent of requiring specific standards for residential mixed-use developments is to determine:

1. Compatibility of land uses by establishing specific standards and incentives for residential mixed-use developments to ensure and promote consistency in design, construction, and scale;
2. Proximity of housing to services by providing opportunities for residents to live close to areas of shops, offices and other urban amenities, in order to facilitate access to such services and places of employment, and also to promote pedestrian orientation while decreasing the need for automobile trips;
3. Consistent application of design standards for all new or renovated buildings within the Historic Main Street and Borlin Park neighborhoods, as applicable; and
4. Ensure that the residents of mixed-use developments are provided with the same amenities afforded other multifamily developments throughout the city.

B. Applicability. Residential mixed-use development is permitted as established in the Downtown neighborhood Land Use Matrix of this chapter.

1. A minimum of one floor must be dedicated to residential use to qualify as a mixed-use development.
2. Historic Main ground floor must be commercial. (Ord. 006/2009 § 3)

18.12.190 Special uses.

A. Mobile Vendors. The purpose of this section is to regulate the activities of mobile vendors, where permitted, and promote the safety and welfare of the general public.

1. Requirements.
 - a. Submit a site plan that includes the elements described in MMC [18.82.030](#).
 - b. Submit property owner's written approval to locate on property.
 - c. Provide a signed agreement with a neighboring property owner within two hundred feet of the business for use of restrooms.
 - d. All mobile vendors engaged in the sale of food shall comply with all laws, rules, and regulations regarding food handling and provide a statement of approval from the Snohomish Health District. All vehicles or conveyances used by mobile vendors shall comply with all applicable laws, rules, and regulations as established by the Washington State Motor Vehicle Code and the Monroe Municipal Code.
 - e. If inside seating is provided within the vehicle or unit, compliance with the accessibility code is required including, but not limited to:
 - i. Accessible ramp;
 - ii. Aisle width of thirty-six inches;
 - iii. Door width of thirty-six inches;
 - iv. Seating to accommodate a wheelchair;
 - v. An accessible restroom within the vehicle/unit.
 - f. Vehicles must bear a seal that indicates it has been inspected and approved by L & I.

2. Business License. A business license is required for all mobile vendors prior to conducting business, in conformance with licensing requirements established in Chapter [5.02](#) MMC, Business Licenses.

3. Site Restrictions.

a. Mobile vendors shall be limited to two, per linear block on each side of the street, if the vendors are separated by a minimum distance of one hundred feet.

b. No mobile vendor shall sell or convey goods in the public right-of-way.

c. Mobile vendors cannot obstruct the passage of any sidewalk, street, avenue, alley or any other public place, by causing people to congregate at or near the place where any article is being sold or offered for sale.

d. No merchandise will be offered, displayed, or sold, and no customers served, in any vehicle travel lane.

e. Mobile vendors cannot conduct business unless the vehicle or conveyance is parked and operated in full compliance with the traffic and sidewalk ordinances of the city, in effect at the time of application or as hereafter amended.

f. This section shall not apply to vendors operating in conjunction with, and at the location of, events known as the farmers' market or as part of permitted special event, per Chapter [5.28](#) MMC.

g. No temporary/portable restrooms are allowed on site.

h. All mobile vendors shall clean up all litter originating from their business, each day, within a one hundred fifty-foot radius of the location where sales occur.

B. Community-Oriented Open-Air Markets.

1. The purpose of this chapter is to regulate community-oriented open-air markets within the downtown commercial zone, including farmers' markets, art fairs, and the like. Community-oriented open-air markets are intended to be operated by a public or private organization, which is open to the public and operates from individual booths or stands.

2. Permitted Uses.

- a. All fruits, vegetables, berries, butter, eggs, milk, or any farm produce sold by the grower or a representative.
- b. Edibles raised or caught by the seller, including fish and meats.
- c. The sale of goods and products produced by artisans, crafts persons, or their representative.
- d. Sale of food and beverages prepared on site such as concession stands.

3. Prohibited Uses.

- a. The secondhand sale of goods and products;
- b. The sale of any raw meat, fish or poultry product unless approved by the Snohomish Health District;
- c. The sale of any beverage or food unless appropriately licensed from the Snohomish Health District; and
- d. No sound amplification system shall be used in conjunction with the market, which produces noise and which is audible beyond the boundaries of the area designated in the application per MMC [18.10.270](#), Performance standards.

4. Required License and Permits.

- a. A business license from the city must be obtained by the sponsoring organization in conformance with licensing requirements established in Chapter [5.02](#) MMC, Business Licenses.
- b. Any permits required by the Snohomish County Health District.
- c. Exemptions. Required license and permits shall not be applied to any farmer, gardener or other person who sells any fruits, vegetables or other farm produce or edibles produced by such person within Snohomish County, Washington, and exempt pursuant to

RCW [36.71.090](#) from paying any fee or application. Such persons are exempt from the licensing and fee requirements of Chapter [5.02](#) MMC.

d. A special event permit will be required per Chapter [5.28](#) MMC, for events on public property. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

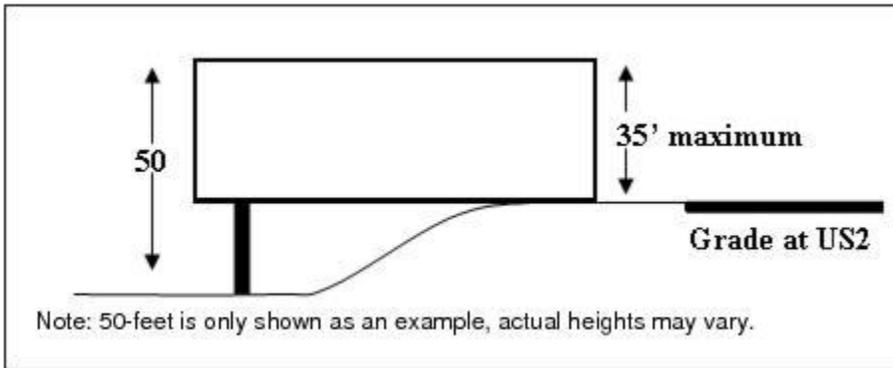
18.12.200 Downtown planning area bulk requirements. 

Site Requirement	Downtown Commercial Zone Neighborhoods			
	Downtown Neighborhood	Rails and Roads Neighborhood	Historic Main Area ¹	Borlin Park Neighborhood
District Symbol	DN	RR	HM	BP
Minimum Building Front/Street Setbacks (In Feet)	10 ft. – Living 20 ft. – Garage 20 ft. – Office	25 ft. from arterial 20 ft. from all other streets	None	None
Minimum Building Rear Setbacks (In Feet)	Single story – 5 ft. add 2 ft. for each additional story	As per IBC and IFC ²	As per IBC and IFC ²	As per IBC and IFC ²
Minimum Building Side Setbacks (In Feet)	Single story – 5 ft. add 2 ft. for each additional story	As per IBC and IFC ²	As per IBC and IFC ²	As per IBC and IFC ²
Maximum Lot Coverage of Structures and Other Impervious Surfaces	75%	None	None	85% ²
Minimum Landscaped Area/Landscaping Requirements	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC	Per Chapter 18.78 MMC
Maximum Height (In Feet)	35 ft.	35 ft. ⁶	35 ft. ³	35 ft. ³
Maximum Height Bonus (In Feet) for Mixed-Use Buildings	None	None	55 ft.	55 ft.

Ground Floor Use Requirement for Mixed-Use Buildings	None	None	Commercial	None
Design Criteria	None	None	Yes – MMC 18.12.150	Yes – MMC 18.12.160
Minimum First Story Height (Mixed-Use)	None	None	15 ft.	15 ft.
Minimum Lot Area	SFR – 4,000 sq. ft. Duplex – 8,000 sq. ft. Office – 4,000 sq. ft.	None	None	None
Floor Area Ratio (FAR)	N/A	N/A	1.7:1	1.7:1
Bonus FAR for Residential	N/A	N/A	0.5 ⁴	0.5 ⁴
Bonus FAR for Underground Parking	N/A	N/A	0.5 ⁵	0.5 ⁵

1. New single-family development in the Historic Main neighborhood will follow the bulk requirements for the downtown neighborhood.
2. Critical areas located on the lot count toward the FAR.
3. Mixed-use facilities may achieve twenty-foot height bonus.
4. If the structure is mixed-use, a minimum of one story must be dedicated to residential use.
5. Bonus FAR of 0.5 for buildings which provide one full level of parking below grade.

6. Maximum height of thirty-five feet is measured from the grade level at U.S. Highway 2 to the roofline for buildings fronting U.S. Highway 2 (see diagram below).



(Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

18.12.210 General downtown commercial requirements for the Historic Main and Borlin Park neighborhoods.



A. Development Standards.

1. Minimum height of ground floor shall be fifteen feet in height, from top to top of the successive finished floor surfaces on applicable buildings, as illustrated in Figure 18.12-1.

Figure 18.12-1 shows a ground floor height of fifteen feet.

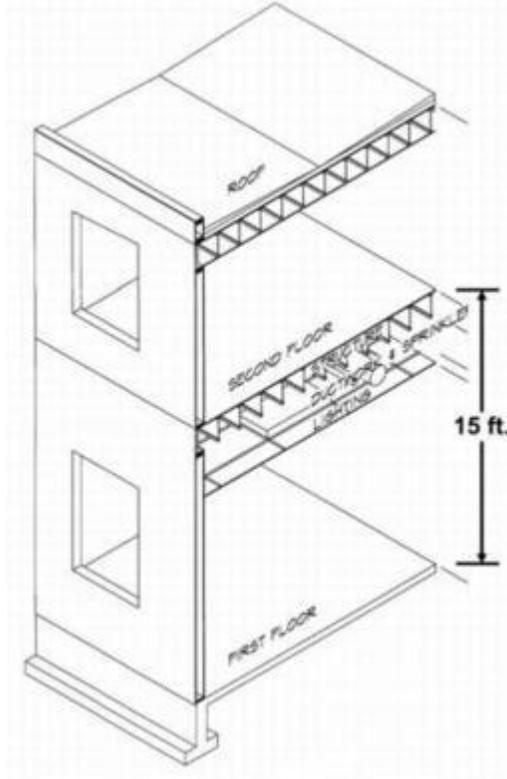


Figure 18.12-1: Ground Floor Height Measurement

2. Floor Area Ratio (FAR) Bonus. New or renovated buildings, as applicable, may attain a 0.5 FAR bonus for mixed-use buildings, if a minimum of one floor is dedicated to residential use.
3. Ground Floor. Commercial uses shall be located on the ground floor, as applicable. The elevation of the ground floor and associated entry shall be within seven inches of the grade level of the adjoining sidewalk. "Grade" shall be as measured at the entry location.
4. Exceptions and Clarifications.
 - a. Parking is not considered to be a commercial use for the purposes of satisfying the ground floor commercial use requirement. Ground floor parking is allowed under the following circumstances:
 - i. The parking lot is behind commercial suites on the ground level.
 - ii. Commercial use requirement will be satisfied on the second story.

iii. Additional landscape screening is provided.

b. Commercial space located on the ground floor shall be directly accessible, by an entry, from the sidewalk. (Ord. 006/2009 § 3)

18.12.220 Downtown commercial parking. 

A. Off-street parking shall be provided per Chapter [18.86](#) MMC, throughout the downtown commercial zone, with the following exceptions:

1. The Historic Downtown neighborhood is exempt from off-street commercial parking requirements; however, for new construction on-site parking is encouraged when feasible.

B. The director or designee may approve a reduction of up to twenty percent of the required off-street parking spaces, per MMC [18.86.050](#), when the applicant provides one or more of the following:

1. The applicant submits a parking study, by a qualified professional, substantiating that the parking need can be met by the proposed reduction.

2. The applicant sets aside land equal to the reduction area, which can be converted to parking, if a change in use or tenant occurs that increases the minimum required off-street parking, per MMC [18.86.050](#); in such case, the land set aside must be converted to parking.

3. For every five bicycle spaces provided, per subsection (C) of this section, or for each bicycle locker (two-bicycle capacity), the minimum motor vehicle parking space requirements may be reduced by one space up to five percent of the total required off-street parking spaces.

4. On sites where at least twenty parking spaces are required and where at least one frontage abuts a designated roadway, transit supportive plazas may be substituted for up to ten percent of required vehicle parking when:

a. The plaza is adjacent to the arterial street (if there is a bus stop along the site's frontage, the plaza must be adjacent to the bus stop);

b. The plaza must be at least two hundred square feet in area and be shaped so that a ten-foot by ten-foot square will fit entirely within the plaza; and

c. The plaza must be open to the public, contain a bench or other sitting area and shall have at least ten percent and no more than twenty-five percent landscaping.

5. The applicant enters into joint parking agreement, for use of a cooperative parking facility, in accordance with MMC [18.86.070](#) and [18.86.080](#). Through a joint parking agreement, the twenty percent reduction may be increased if all cooperative parking facility criteria are met.

C. Standards for Bicycle Parking. Any bicycle parking implemented under this section must meet the following standards:

1. Bicycle parking must be provided at the ground level, and may be provided in floor or wall racks that hold bicycles securely. Bicycles may be tipped vertically for storage, but not hung above the ground. If the bicycle parking is placed in the public right-of-way, it shall not obstruct pedestrian walkways or damage required landscaping.

2. Where required bicycle parking is provided with racks, the racks must meet the following standards:

a. The rack must hold the bicycle securely by means of the frame. The frame must be able to be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels;

b. The bicycle frame and one wheel can be locked to the rack with a high-security, U-shaped shackle lock if both wheels are left on the bicycle;

c. The rack must be securely anchored to the ground or adjacent structure with theft-resistant hardware.

3. Where bicycle parking is provided with lockers, such lockers must meet the following standards:

a. An area of at least six feet of horizontal distance shall be provided around the entrance of each locker that is free from obstructions; and

b. The lockers must be securely anchored to the ground or adjacent structure with theft-resistant hardware.

D. Underground parking is encouraged throughout the downtown commercial zone. (Ord. 026/2011 § 2 (Exh. 1); Ord. 006/2009 § 3)

Official Downtown Planning Area

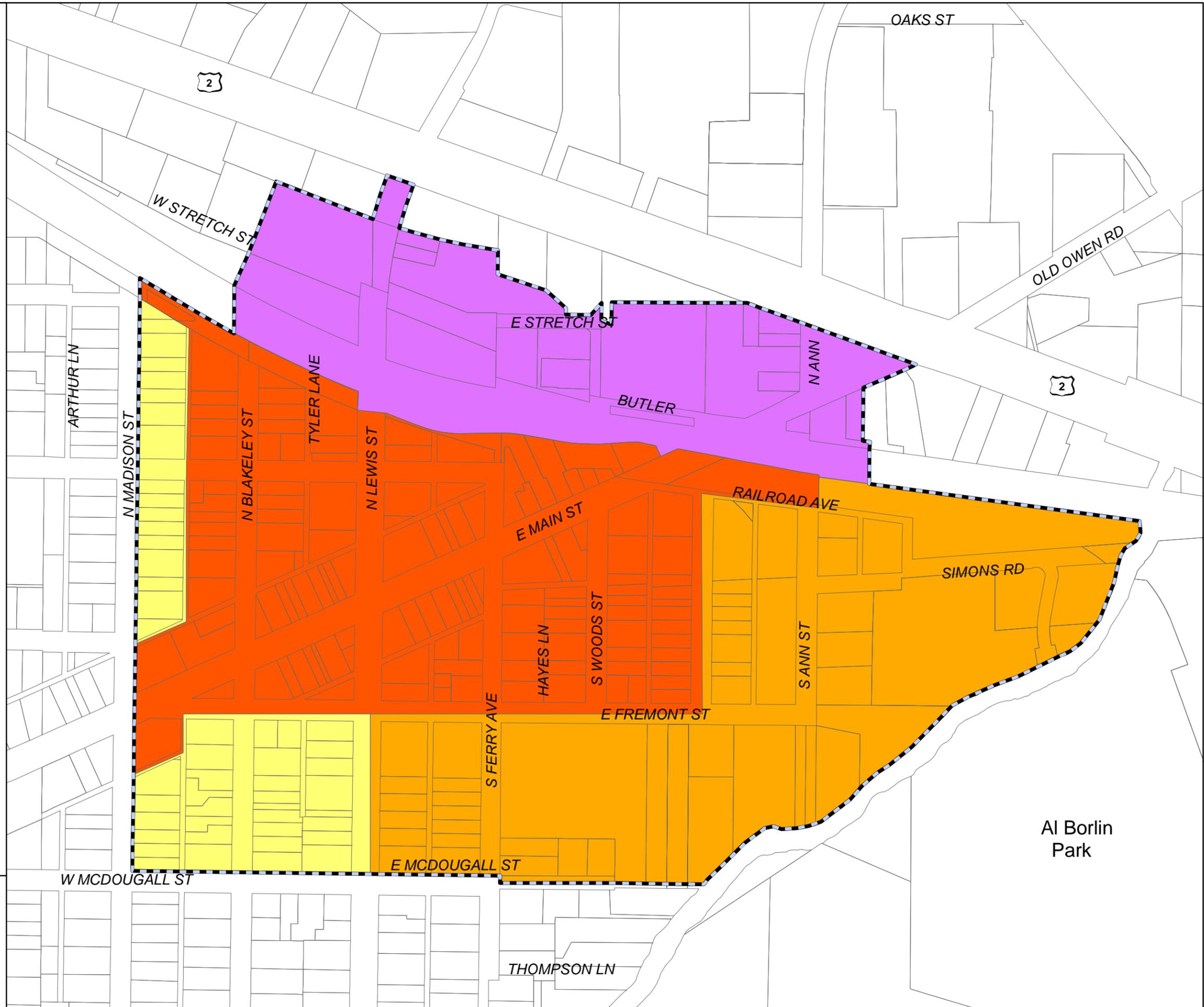
Legend

- Borlin Park
- Downtown Neighborhood
- Historic Main
- Rails and Roads
- Downtown Planning Area



Map is Not to Scale

Map data shown is the property of the City of Monroe & Snohomish County. Inaccuracies may exist & the City of Monroe & Snohomish County imply no warranties or guaranties regarding any aspect of data depiction. No real estate decisions are to be made using this map. Please contact the City of Monroe Community Development Department for verification.



Goal 8: Establish downtown Monroe as a thriving commercial, civic, and residential area.

A thriving downtown enhances the value and function of the entire City. Downtown should represent much of Monroe's civic identity. Making downtown vital requires supporting its numerous and necessary operations including a strong commercial and retail base, community services, public spaces and housing options. This goal highlights the importance of a healthy downtown.



Policies	Additional Policy Reference	Chapters							
		Land use	Transportation	Economic Development	Housing	Parks & Recreation	Capital Facilities	Natural Environment	Shorelines
P.215 Encourage new development and redevelopment in the downtown area, including related investment in streetscape improvements, transportation infrastructure and public facilities.		x	x	x	x	x	x		
P.216 Promote integration of parking facilities in the downtown area with pedestrian, bicycle and transit circulation.	P.121	x	x					x	
P.217 Prioritize the construction and maintenance of improvements commensurate with downtown's role as the focal point of the community.			x	x		x	x		
P.218 Enhance street and pedestrian connections between the Highway 2/North Kelsey commercial district and downtown.	P.001, P.058, P.122		x					x	
P.219 Create gateway features marking entries into key areas of Monroe and improve overall wayfinding using creative signage and urban design solutions.	P.063, P.123		x	x		x	x		
P.220 Actively support the creation and ongoing success of business improvement organizations dedicated to downtown.				x					
P.221 Stimulate the long-term growth of Main Street between Kelsey and 179th Avenue as an important service area, and as a mixed-use extension of Downtown vitality.	P.062, P.089	x	x	x	x			x	

Policies

	Additional Policy Reference	Chapters						
		Land use	Transportation	Economic Development	Housing	Parks & Recreation	Capital Facilities	Natural Environment Shorelines
P.222	Promote the location of off-street parking at the rear of such buildings.	x	x				x	
P.223	Promote the development of new regional draw/destination civic and cultural facilities in Downtown and along the Main Street corridor.	x		x		x		
P.224	Allow increased building heights and density within the Downtown and Al Borlin neighborhoods.	x		x			x	
P.225	Allow the development of Work/Live units within Mixed Use areas and Downtown.							
P.226	Encourage retail, dining and entertainment uses on ground floor in Downtown, particularly along Main and Lewis streets.	x		x				
P.227	Require the use of appropriate lighting in downtown to deter crime.	x						
P.228	Promote the development of a parking lot or parking structure downtown.	x	x	x			x	

Implementation Action Items

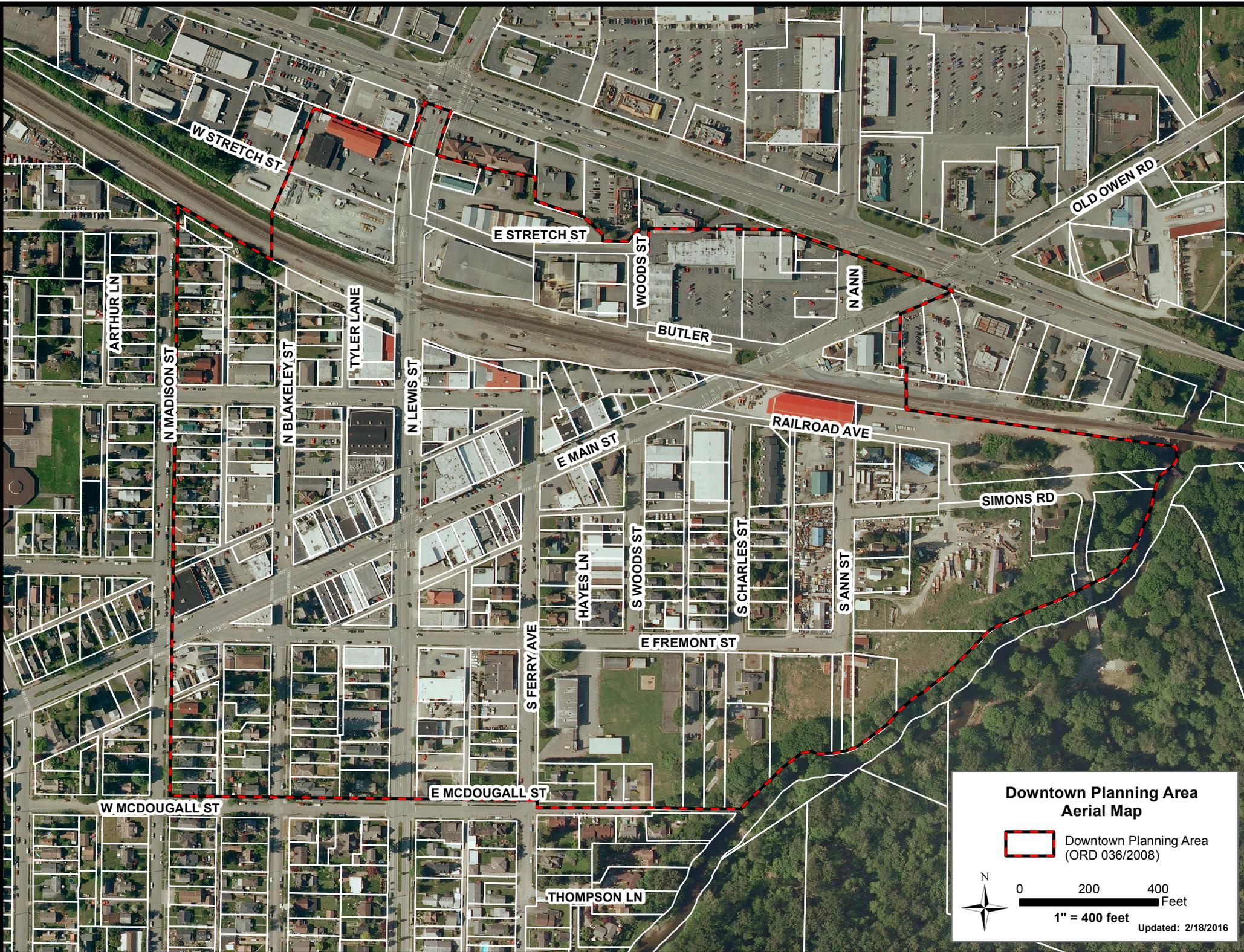
Actions are budgetable steps envisioned or undertaken to effectuate plan policy. Actions may include the development of more detailed and localized plans, work to implement policies, formal agreements, regulations or other strategies necessary to realize community goals.

Action / Program

A.001	Implements Policies: P.001, P.007, P.144, P.152, P.165
	Prepare a citywide non-motorized connectivity study, identifying and evaluating short and long-term projects and strategies to: <ul style="list-style-type: none">▪ Create alternative routes, improve walkability and crossing conditions at US 2, SR 203, SR 522, and the BNSF rail line▪ Connect public and private trails▪ Make Monroe a safer and more welcoming place for non-motorized modes of travel.▪ Implement based on the results of the study and review and update at four-year intervals
A.002	Implements Policies: P.008, P.153
	Evaluate the design, phasing and cost options and implement a plan for improvements to freight and vehicular access from US 2 to business parks in the Fryelands area.
A.003	Implements Policy: P.140
	Design, program and implement a plan to beautify, optimize traffic flow and improve access at the intersection of US 2 and 179th Avenue.
A.004	Implements Policy: P.209
	Support or sponsor community, club, or City cleanup events and rehabilitation programs for open space and shoreline areas.
A.005	Implements Policies: P.045, P.180
	Participate in the Snohomish River Salmon Recovery Forum, helping develop appropriate measures to protect and enhance fish habitat and implement strategies as outlined in the Salmon Conservation Plan.
A.006	Implements Policies: P.188, P.191
	Monitor reclamation activity at the Cadman Pit site for consistency with the adopted 1998 Master Program.
A.007	Implements Policy: P.163
	Prepare and present an annual report to the City Council regarding: <ul style="list-style-type: none">▪ Progress implementing comprehensive plan policies and programs Land consumption, development patterns and activities▪ Available land inventory, by land use category▪ Planned and recently implemented capital projects▪ Capital facilities inventory, identified needs and finance plan▪ Level-of-Service (LOS) reporting on City services▪ City-wide employment to household ratios▪ Conflicts between policies and code, identifying issues for resolution.

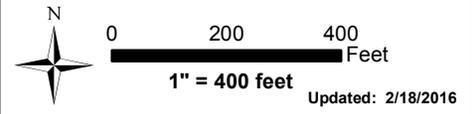
A.008	Implements Policies: P.084, P.085
	Update and maintain development regulations, working to eliminate inconsistencies, conflicts and ambiguities, and aid timely permit processing.
A.009	Implements Policies: P.012, P.037, P.104, P.157
	Update and maintain the City's Geographic Information System (GIS) data, including but not limited to: <ul style="list-style-type: none"> ▪ Existing data layers ▪ Drainage basin boundaries ▪ Critical aquifer recharge areas (per WAC) ▪ Stormwater infrastructure ▪ Wastewater infrastructure ▪ Utility corridor and facility information, coordinating with providers.
A.010	Implements Policy: P.213
	Create and implement a facilities and projects strategy for the Lake Tye area, collaborating with the County and other partners to optimize park uses and features, trails, wetlands and funding opportunities.
A.011	Implements Policies: P.077, P.082, P.100
	Initiate a planning process with EvergreenHealth Monroe and other business owners, property owners, and residents to identify zoning and other changes necessary to create a small-scale medical district, including a commercial node at 177th or 179th street.
A.012	Implements Policies: P.61, P.069, P.220
	Support the creation of business improvement areas to aid in promotion, maintenance, long-term planning, safety and ongoing success of City of Monroe businesses.
A.013	Implements Policies: P.032, P.035, P.054, P.170, P.212
	Prepare a long-range master plan for the Skykomish greenway, including park and shoreline areas from eastern City Limits to Tester Road / Sky Meadows Lane. Include funding options and opportunities for capital projects in the master plan. Evaluate and incorporate, as may be desirable, opportunities including: <ul style="list-style-type: none"> ▪ Connections to downtown, the Main Street and 179th Avenue area and from 177th Avenue ▪ Sub-area planning, re-visioning of Al Borlin Park ▪ Improvements to Centennial Park ▪ Features establishing access and a eastern "gateway" to the greenway ▪ Potential clearings, improving access and opening views of the river ▪ Put-ins and features on the south side of river ▪ Park-specific and regional trail networks
A.014	Implements Policies: P.035, P.211
	Research and evaluate benefits and viability of mechanisms to help fund, promote and maintain Monroe's shoreline areas.
A.015	Implements Policies: P.080, P.083, P.177
	Incorporate Fairgrounds planning and operations with City land use, parks, economic development, transportation and capital facilities planning to include: <ul style="list-style-type: none"> ▪ US 2 beautification Fairgrounds facility improvements and operational funding ▪ Potential tie-ins with nearby properties, land uses, and businesses ▪ Sidewalk and safety improvements

A.016	Implements Policy: P.080
	Meet with Fairgrounds events coordinators, working to incorporate Fairgrounds events and associated activities into economic development.
A.017	Implements Policies: P.151, P.165, P.175, P.178
	Work with WSDOT, Snohomish County, and other interested groups and agencies to design and install a trail on the US 2 bypass.
A.018	Implements Policies: P.062, P.076, P.087, P.214, P.221, P.223
	Develop a Main Street corridor plan from US 2 to Fryelands Boulevard to improve circulation, enhance pedestrian safety and facilitate land development.
A.019	Implements Policies: P.063, P.090, P.091, P.095
	Prepare, adopt, and implement design standards that address Monroe's expectations regarding new development.
A.020	Implements Policies: P.129, P.155, P.182
	Establish a maintenance service program that protects public facilities and ensures their intended functions.
A.021	Implements Policies: P.090, P.095
	Implement measures supporting the maintenance and revitalization of neighborhoods including downtown, considering the following as well as other approaches: <ul style="list-style-type: none"> ▪ Active City outreach to neighborhoods to better understand needs and establish priorities ▪ Grant funding, including Community Development Block Grants (CDBG) addressing specific issues ▪ Establishment of an historic preservation program ▪ Creation of incentives for building renovation or adaptive reuse
A.022	Implements Policies: P.087, P.169, P.214
	Implement the "civic facility" and plaza described in the 2008 Downtown Master Plan.
A.023	Implements Policy: P.020
	Work with Snohomish County and others, coordinating updates to the Natural Hazards Mitigation Plan (NHMP).
A.024	Implements Policies: P.050, P.169, P.171, P.185, P.193
	Update the Parks, Recreation, and Open Space Plan to retain grant eligibility.



Downtown Planning Area Aerial Map

 Downtown Planning Area
(ORD 036/2008)





16111 Main St. NE
PO Box 1769
Duvall, WA 98019
425-788-6846

March 9, 2016

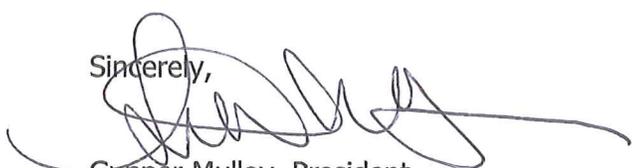
Tina LaVelle
Planning Commission
City of Monroe
806 West Main Street
Monroe, WA. 98272

Re: 450 Railroad Ave.

Dear Ms.LaVelle,

I would like the planning commission to review specific text amendments in the Borland Park neighborhood. A specific clause in the current zoning prohibiting "Tool Rentals and Sales" is preventing me from opening a store at 450 Railroad Avenue. The current configuration of the property is conducive for an equipment rental business. I might add that this location was used as an equipment rental store during the 1990's. Under the current zoning code the configuration and type of building will never be appropriate for a "Antique Shop, Art Gallery, Boutique, Bakery, Coffee Shop, Day Care Center, Drug Store, Restaurant as well as other uses currently allowed in the code. Current businesses in the area includes long time occupants Town & Country Tractor, Dick's Tire Haus, Polaris ATV Dealer, APP Card Lock Fuel Station, A Recycling Business, A Towing/Junkyard and multiple vehicle repair businesses including a truck rental facility 2 blocks away within the same zone. I am requesting that the wording "Tool Rentals and Sales" be removed from the current code so that I may move my business to 450 Railroad Ave. I am requesting review of this text amendment as soon as possible so that the building can be put in use immediately.

Sincerely,


Gunner Mulloy, President
GSR Rentals, Inc.

RECEIVED

MAR 11 2016

CITY OF MONROE



HERMES LAW FIRM, PSC

1812 Hewitt Avenue Suite 102

Everett, WA 98201

Telephone (425) 339-0990 Facsimile (425) 339-0960

Russel John Hermes

Extension 107

russh@hermeslawfirm.com

RECEIVED

MAR 04 2016

CITY OF MONROE

March 4, 2016

City of Monroe
Planning Commission
c/o Tina LaVelle
806 West Main St.
Monroe, WA 98272

Re: Borlin Park Neighborhood Commercial Zoning – Requested Changes

Dear Commission Members:

This law firm represents Brown Matson, LLC. Our client owns commercial property located at 450 Railroad Avenue, in Monroe. The City's rezoning of our client's property has created substantial difficulties with the property's available uses and value. We view the rezone as improper overregulation.

On behalf of Brown Matson, LLC, we ask the Planning Commission to consider amendments to address and resolve these problems.

Specifically, 450 Railroad Avenue consists of 0.45 acres of land, improved with a warehouse/storage services type commercial building. Ample parking exists for the occupant(s). This property is located in a historically commercial area. Nearby businesses include a Tire Haus, Tractor Sales, Towing Company, Metal Recycler, Cardboard Recycler, and some mixed-use multifamily housing.

Borlin Park itself is located east of 450 Railroad Avenue. The Towing Company, Metal Recycler, Cardboard Recycler are all located between our client's property and Borlin Park.

The City rezoned our client's property to encompass it within the Borlin Park Neighborhood zone. This designation creates substantial and unacceptable problems for our client because the designation does not allow any realistic uses for the property. For example, the Borlin Neighborhood zoning designation does not allow auto repair, duplex dwelling, hardware stores, tool sales or rental, etc. Yet, most of these uses are occurring all around the property.

The rezone does allow limited use for a number of other uses. However, most of those uses would not be conducive to this or nearby properties. Examples of these incompatible uses are

March 4, 2016

Page 2

antique shops, art galleries, churches drug stores, garden produce, grocery stores, library, restaurants, retail stores, and service establishments. These uses may fit on Main Street, or someday within the rezone if the Centennial-Snoqualmie Trail is ever completed, but are unfit now.

Brown Matson specifically requests that the Planning Commission support amending the Code regarding the Bolin Park Neighborhood to relax the severe restrictions it imposes on the commercial properties in that zone. In particular, we ask that the Commission give full attention to the following points:

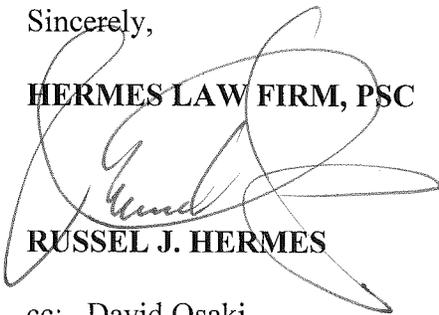
1. The goals set out in MMC 18-12-160 for the Borlin Park Neighborhood are lofty and extremely long-term ideals. It will take many, many years to secure improvements to the Park, and to relocate the varied and numerous present businesses situated within this area. The only alternative to speed up this process is condemnation, which does not fit into the City's budget. Zoning should allow commercial uses now during the long-term transition;
2. Allowable commercial zoning should be consistent with the present commercial structures and uses situated in the area; and
3. Allowable commercial zoning should be consistent with the historical uses to which this area has been put.

These changes would not only lessen the City's exposure to challenges, but would allow the City to recognize, and plan around, the present and ultimate goals for the Borlin Park Neighborhood.

Thank you.

Sincerely,

HERMES LAW FIRM, PSC



RUSSEL J. HERMES

cc: David Osaki,
Community Development Director

MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	<i>Traffic Impact Fee - Potential Code Amendment</i>
---------------	---

DATE:		CONTACT:	PRESENTER:	ITEM:
03/28/16		David Osaki	David Osaki	Old Business

Discussion: None

Public Hearing: None

Attachments: 1. Draft Ordinance

DESCRIPTION/BACKGROUND

The City Council will consider an emergency ordinance at it April 5, 2016 meeting that will, if passed, amend on an interim basis Monroe Municipal Code (MMC) Chapter 20.12 related to Transportation Impact Fees. An interim regulation would typically last six months, unless extended.

Should that emergency ordinance be passed, the Planning Commission will then need to consider a code amendment addressing the issue in the emergency ordinance and make a recommendation to the City Council.

The amendment under consideration would no longer impose additional transportation impact fees when the use of an existing building is changed. The amendment would encourage the reoccupation of vacant buildings throughout Monroe

The proposed new language also removes a change of use from the definition of “Development Activity”. It also addresses a situation where a development project pays its traffic impact fee at the time of building permit for a general land use (when tenants have not yet been identified/leased) and then the space is initially leased to a land use with higher traffic fees.

The March 28, 2016 Planning Commission will include a briefing on the issue in the event the City Council does pass an interim ordinance and this matter is referred to the Planning Commission.

<p>RECOMMENDED ACTION Discussion</p>
--

DRAFT

**CITY OF MONROE
ORDINANCE NO. 002/2016**

AN INTERIM ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING CHAPTER 20.12 MMC TRANSPORTATION IMPACT FEES; CLARIFYING THE APPLICABILITY OF TRANSPORTATION IMPACT FEES TO DEVELOPMENT ACTIVITY INVOLVING CHANGES OF USE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, pursuant to Chapter 82.02 RCW, the City of Monroe has adopted and codified at Chapter 20.12 MMC standards and procedures for imposing transportation impact fees on development activity within the City in order to fund transportation system improvements necessary to serve such development; and

WHEREAS, the City Council desires to amend Chapter 20.12 MMC in order to clarify the applicability of the City's transportation impact fee to situations involving a change in land use; and

WHEREAS, the Council finds that the existing provisions in Chapter 20.12 MMC concerning changes of land use are potentially vague, and that a code amendment is immediately necessary in order to clarify the Council's legislative intent and to resolve potential uncertainties regarding the application and enforcement of said provisions.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE DO ORDAIN AS FOLLOWS:

Section 1. Amendment of MMC 20.12.030. Subsection 20.12.030(7) of the Monroe Municipal Code is hereby amended as follows:

7. "Development activity" means any construction or expansion of a building, structure, or use; ~~ANY CHANGE IN USE OF A BUILDING OR STRUCTURE, OR ANY CHANGE IN THE USE OF LAND;~~ that generates at least one p.m. peak hour trip of additional demand on and/or need for transportation facilities.

Section 2. Amendment of MMC 20.12.130. Subsection 20.12.130(D) of the Monroe Municipal Code is hereby amended as follows:

D. ~~[FOR A CHANGE IN USE OF AN EXISTING BUILDING OR DWELLING UNIT, INCLUDING ANY ALTERATION, EXPANSION, REPLACEMENT, OR NEW ACCESSORY BUILDING, THE IMPACT FEE SHALL BE THE APPLICABLE IMPACT FEE FOR THE LAND USE CATEGORY OF THE NEW USE, LESS THE IMPACT FEE UNDER THE CURRENT RATE SCHEDULE OF THE PRIOR USE. IF NO IMPACT FEE WAS REQUIRED FOR THE PRIOR~~

USE, THE IMPACT FEE FOR THE NEW USE SHALL BE REDUCED BY AN AMOUNT EQUAL TO THE CURRENT IMPACT FEE RATE FOR THE PRIOR USE. THE "PRIOR USE" SHALL BE CONSTRUED AS THE LAST USE OF THE PROPERTY, EXCLUDING ANY INTERVENING PERIODS OF VACANCY EXCEPT AS FURTHER PROVIDED HEREIN. PROPERTIES THAT HAVE BEEN VACANT FOR FIVE YEARS OR MORE SHALL BE CONSIDERED VACANT FOR PURPOSES OF A CHANGE IN USE IMPACT FEE CALCULATION IF ANY IMPROVEMENTS ARE MADE TO THE PROPERTY THAT EXCEED FIFTY PERCENT OF THE VALUE OF EXISTING IMPROVEMENTS.]**Where (i) a certificate of occupancy has been issued for a use, and (ii) the impact fees for said use have been paid, and (iii) the land use category is subsequently changed before the underlying space is occupied, the applicant shall further remit payment for the impact fee amount that applies to the new land use category, less the amount of impact fee already paid.**

Section 3. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council hereby schedules a post-adoption public hearing on May 3, 2016, at 7:00 p.m. in order to take public testimony concerning the interim regulations set forth in Sections 1 and 2 above.

Section 4. Transmittal to Department of Commerce. Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. Declaration of Emergency; Effective Date; Duration. Based upon the above recitals, the City Council hereby declares a public emergency requiring this ordinance to take effect immediately and shall remain effective for a period of three months unless renewed as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by the City Council. The City Clerk is directed to publish a summary of this ordinance at the earliest possible date.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2016.

Adoption: April 5, 2016
Published: April 12, 2016
Effective: April 5, 2016

CITY OF MONROE, WASHINGTON:

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Elizabeth M. Smoot, MMC, City Clerk

J. Zachary Lell, City Attorney

MONROE PLANNING COMMISSION
Agenda Item Cover Sheet

TITLE:	<i>Nomination of Commissioner to serve on Arts Selection Committee</i>
---------------	---

DATE:		CONTACT:	PRESENTER:	ITEM:
03/28/16		David Osaki	Dave Osaki	New Business

Discussion: None

Public Hearing: None

Attachments:

1. March 18, 2016 Email from Parks Director Farrell
2. Monroe - Call for Sculptors
3. Monroe Public Art Policy Selection Criteria

DESCRIPTION/BACKGROUND

The City of Monroe is seeking submissions for an outdoor sculpture to be installed in the newly-renovated Downtown. As part of this process, the City would like to invite a representative from the Planning Commission to serve on a selection committee.

The selection committee will review artist proposals and rate the quality of the artist's body of work and how it meets the City's Public Art Policy selection criteria. The selection committee will make a recommendation to the Monroe City Council for final selection.

The attached email (Attachment 1) from Parks and Recreation Director Farrell outlines the process and includes a request for the Planning Commission to nominate an individual to serve on the selection committee. Once nominated, Mayor Geoffrey Thomas shall review the nominees from the organizations invited to participate and make appointments to the committee.

Additional attachments include the call for sculptors (Attachment 2) and the City of Monroe Public Art Policy Section Criteria (Attachment 3).

RECOMMENDED ACTION

Planning Commission to nominate a member to serve on the Arts selection committee.

ATTACHMENT 1

From: Mike Farrell
Sent: Friday, March 18, 2016 7:46 AM
To: David Osaki
Cc: Kim Shaw; Christina LaVelle
Subject: RE: Invitation to serve on City of Monroe Art Selection Committee
Importance: High

Dave,

Would you please pass this message below on to the Planning Commission? Also, would like a representative from the Planning Department to serve as City Staff, along with a representative from the Public Works Department. Thanks.

Planning Commissioners,

The City of Monroe is seeking submissions for an outdoor sculpture to be installed in the newly-renovated Downtown and we would like to invite a representative from the Planning Commission to serve on a selection committee. The selection committee will review artist proposals and rate the quality of the artist's body of work and how it meets the City's Public Art Policy selection criteria. The selection committee will make a recommendation to the Monroe City Council for final selection.

Please nominate one person from your board to serve on the selection committee. Mayor Geoffrey Thomas shall review the nominees from the organizations invited to participate and make appointments to the committee. We will need the name, contact phone and e-mail address of the nominee from your organization no later than **Friday, April 1, 2016**.

We anticipate the committee meeting 2-3 times (late April through May) to accomplish their recommendation. Staff will work with the committee members to identify a recurring time that meets everyone's schedules. The selection committee will need to follow a tight schedule, with the deadline for artist entries on April 25, 2016, and selected artist notified on June 3, 2016. The goal of the program is to have the artwork installed by Thanksgiving.

The selection committee will be comprised of appointed representatives from:

- Downtown Monroe Association
- Monroe Arts Council
- Monroe Parks Board
- Monroe Planning Commission
- Monroe Chamber of Commerce
- City Council
- City Staff

For your information, the attached documents detail the Call for Sculptors announcement and the City's Art Policy regarding selection criteria.

The City of Monroe views public art as integral to our community's fabric by improving quality of life, enhancing community identity, strengthening economic development and tourism, and enriching the spirit and pride of its citizens.

Please contact me if you have any questions.

Sincerely,

Mike

Mike Farrell, Director
Monroe Parks & Recreation
806 W. Main Street
Monroe, WA 98272-2198
Ph: (360)863-4557 Fax: (360)863-4601
mfarrell@monroewa.gov
www.monroewa.gov





CALL-FOR-SCULPTORS: DOWNTOWN OUTDOOR SCULPTURE

Monroe, Washington

Deadline: April 25, 2016

The City of Monroe views public art as integral to our community's fabric by improving quality of life, enhancing community identity, strengthening economic development and tourism, and enriching the spirit and pride of its citizens.

Program:

The City of Monroe is seeking submissions for an outdoor sculpture, which may be interactive, to be installed on the public sidewalk on the northwest corner of Main and Lewis Streets in the newly-renovated Downtown Plaza Area. The proposal should express a connection to the City of Monroe, the character of the specific display location, and reflect the City's diversity. Artists are strongly encouraged to visit the actual installation site. The final sculpture must be delivered by November 23, 2016.

Eligibility:

- The competition is open to artists residing in the state of Washington.
- Applicants can apply as a single artist/sculptor or as an artist team.
- Applicant cannot be an elected official or employee of the City of Monroe.

Specifications:

- Location: northwest corner of Main and Lewis Streets, Monroe, WA 98272, within the public right-of-way, outside installation.
- Sculptural artwork must be freestanding with its own weighted plinth. The work must be attached securely to the artist-supplied plinth. The sculpture must be of suitable scale no larger than 3 feet wide, 6 feet long and 12 feet high.
- All media suitable for outdoor art shall be considered. It must be durable, vandal resistant, pose no safety threat, able to withstand possible pedestrian contact, and not impede either walking or driving traffic. All proposed artwork should be designed to comply with ADA design guidelines and withstand an outdoor, high traffic, unmonitored environment. The art work shall have very limited maintenance requirements.
- The City of Monroe reserves the right to reject work that, when completed, differs from the original proposal, or does not meet standards of durability, safety and quality.

Purchase Amount:

Selected artist/artist team will receive compensation of \$10,000 as the purchase price for the outdoor sculpture. The contract amount will be inclusive of all costs associated with the project including design fees, consultant's fees such as structural engineering or testing, taxes, insurance, materials, fabrication, transportation, applicable City permit(s), and installation, including any site modification required, travel to and from the site, and per diem expenses.

Selection Process:

A Selection Committee will jury on two levels:

1. The general quality of the artist's body of work; and
2. The piece submitted and how it meets the City's Public Art Policy, 4.0 Selection Criteria (attached).

The Selection Committee will make a recommendation to the Monroe City Council for final selection. The City of Monroe reserves the right to not select any of the applicants.

Timeline:

Deadline for entries: Monday, April 25, 2016, by 5:00 p.m. PDT
Selected artist notified: Friday, June 3, 2016
Work installed: No later than November 23, 2016

Materials to Submit (Electronic submissions preferred):

- Artist's Resume: A current resume that includes experience, expertise, education, training, and past accomplishments related to your art making practice. The Resume shall also include artist's name, day/evening/cell phone, fax, email, mailing address, and website (if applicable).
- Maximum of 3 proposals per artist; and artist can include examples of up to 3 recent works.
- Images must be a minimum of 300 dpi/maximum 2MG and JPEG (.jpg). Include images of front and back of sculpture. Include an image showing a recognizable item with the sculpture to aid in visualizing scale.
- Maximum of 9 images total: 2 images per proposal, plus 1 image per recent work.
- Annotated Image List (for each proposal submitted): Title, date, medium, height, width, depth, weight, color, and base-size.
- Proposals for work not yet fabricated: If you propose work that is not yet fabricated, please submit detailed illustrations/images for each entry. Indicate size (height, width and depth), medium, anticipated weight, and color.
- Artist's Interest Statement: A statement (1 page maximum) that describes your work (inspiration, personal statement) particular to each proposal and why you are interested in this opportunity with the City of Monroe. The Interest Statement shall be suitable for publication.
- Artist's name should appear on all pages of proposal.

Every effort will be made to insure the safe handling of submitted materials; however, the City of Monroe will not be responsible for any loss or damage.

Deadline for Proposal Information:

All materials listed above must be **received by Monday, April 25, 2016, 5:00 p.m. PDT.** No exceptions. Receipt of completed applications will be confirmed via email. Submit completed application and other materials to:

Mike Farrell, Parks and Recreation Director

Email: mfarrell@monroewa.gov

Mail: City of Monroe
Attn: Mike Farrell
806 W. Main Street
Monroe, WA 98272

Questions?
Phone: 360-863-4557

CITY OF MONROE

POLICY SUBJECT: Public Art

4.0 SELECTION CRITERIA

Proposed public art acquisitions will be evaluated on the following criteria:

- 4.1 Work shall exhibit artistic quality and craftsmanship.**
Does the proposed artwork have a strong aesthetic merit? Criteria for aesthetic quality should include:
 - A. Durability and craftsmanship in fabrication;
 - B. Relationship of artwork to other works in the City's public art collection as a whole;
 - C. Appropriateness of artwork scale to the proposed site;
 - D. Appropriateness of artwork to other aspects of its surroundings; and
 - E. Artist's credentials and recognition.

- 4.2 Work shall be original.**

- 4.3 Works that incorporate and/or reflect Monroe's natural geographical features, rich history and cultural diversity shall be encouraged (*media, subject matter, size, etc.*).**

- 4.4 Works shall not include nudity, pornography, obscenity, profanity or overtly partisan and/or political advocacy.**

- 4.5 Work shall be suitable size and media for the recommended site.**

- 4.6 Budget and Contractual Information.**
 - A. Projected costs must be accurate and realistic as demonstrated by artist/fabricator and/or installer estimates.
 - B. If the site present special obstacles (e.g. poor drainage, steep slope) have these obstacles been adequately addressed?

- 4.7 Vandalism and Safety.**
In considering the type, size and location of proposed works of art, any relevant concerns regarding potential vandalism and public safety issues shall be taken into account.
 - A. Description of potential safety hazards and how they have been addressed.
 - B. Describe elements of the artwork that might the work be prone to vandalism and how this potential for vandalism has been addressed.
 - C. Describe how specific issue of graffiti vandalism has been addressed.

4.8 Durability - Routine and Long-Term Maintenance

A. Estimated accounting of on-going maintenance requirements and cost.

B. Dimensions.

C. Materials.

D. Colors.

E. Power, plumbing or other utility requirements.

F. Construction/installation method.

G. Fabricator is qualified to install the work and carries adequate insurance to meet city standards.

4.9 Timeline

Can the proposal/ artist meet the timeline established?