



MONROE CITY COUNCIL

Agenda Bill No. 19-022

SUBJECT:	2019 Work Plans – Planning Commission, Park Board & Economic Development Advisory Board (EDAB)
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/05/2019	Administration	Deborah Knight	Deborah Knight	Discussion Items #1

Discussion: 02/05/2019

- Attachments:**
1. Planning Commission 2019 Work Plan
 2. Park Board 2019 Work Plan
 3. Economic Development Advisory Board 2019 Work Plan
 4. 2018-2023 Strategic Plan

<p>REQUESTED ACTION:</p> <ul style="list-style-type: none"> • Review the 2019 boards and commission work plans. • Discuss any changes to Boards and Commission work plans. • Provide feedback and/or direction to Mayor and City Staff.

POLICY CONSIDERATION

The Planning Commission, Park Board, and Economic Development Advisory Board are advisory bodies to the Mayor and City Council. The City’s Boards and Commission have those powers and that authority prescribed to them in the Monroe Municipal Code and by resolution.

The City Council may refer items to its Boards and Commission for recommendation and input. The purpose of this agenda bill is to inform the City Council of the work assigned to its Boards and Commission and provide an opportunity input and feedback from the Council.

DESCRIPTION/BACKGROUND

City staff have worked with the Planning Commission, Park Board, and Economic Development Advisory Board to develop work plans consistent with the City’s Six-year Strategic Plan (Attachment 4).

Highlights Include:

Planning Commission

- The state-mandated update to Monroe’s Shoreline Master Program (SMP).
- Drafting new affordable housing development standards and incentives.
- Updating the 2008 Downtown Master Plan following the UDR process.

Park Board

- Lewis Street Park Playground renovation - review and recommend design criteria and concept layout.
- Student Wetland naming contest - review, select and recommend to Council.
- Downtown Art project – review and support the Art Selection Committee artist/site selection process.
- East county Parks & Recreation District partnership – support, assist ECPRD partnership as needed.

- Heritage Tree recognition program – review, support heritage tree selections for 2019.
- US 2 Bypass corridor trail design – review, recommendations of WWU class projects for trail design.

Economic Development Advisory Board

- Wayfinding sign design alternatives.
- Economic development webpage update.

IMPACT – BUDGET

There are no budget impacts associated with adopting the Board and Commission work plans. Budget impacts for specific recommendations will be presented to Council as required.

TIME CONSTRAINTS

The City Council should provide direction to Mayor Thomas and staff as soon as possible to allow time to adjust work plan priorities for the remainder of 2019.

ALTERNATIVES TO REQUESTED ACTION

This agenda bill is for discussion and direction. The City Council may want to formally adopt boards and commission work plans at a Regular Business Meeting.



CITY OF MONROE PLANNING COMMISSION 2019 ANNUAL WORK PROGRAM

Work Program Items


Project Title	Planning Commission Tasks	Approximate Duration	Tentative Planning Commission Completion	Project Status
Unified Development Regulations (UDR)	<ul style="list-style-type: none"> • Review draft UDR • Hold a public hearing • Forward a recommendation to the City Council 	2 months	February 2019	Active
Routine Review of Land Use Applications	<ul style="list-style-type: none"> • Review Comprehensive Plan Amendments, Development Code Amendments, and Rezones • Hold a public hearing • Forward a recommendation to the City Council 	Ongoing	Not Applicable	Ongoing
2019 Planning Commission Work Program	<ul style="list-style-type: none"> • Review draft Work Program • Forward to the City Council 	2 months	February 2019	Active
Affordable Housing Update	<ul style="list-style-type: none"> • Review current and proposed affordable housing regulations • Hold a public hearing • Forward a recommendation to the City Council 	4 months	August 2019	Proposed
2008 Downtown Master Plan Update	<ul style="list-style-type: none"> • Review for consistency with the UDR • Hold a public hearing • Forward a recommendation to the City Council 	6 months	September 2019	Proposed
Planning Commission Rules and Procedures	<ul style="list-style-type: none"> • Review amendments to the Rules of Procedure • Vote on the proposed amendments 	2 months	March 2019	Active
Shoreline Master Program (SMP) Update	<ul style="list-style-type: none"> • Review draft SMP • Hold a public hearing • Forward a recommendation to the City Council 	6 months	June 2019	Active
2018 – 2019 Comprehensive Plan Amendment Docket	<ul style="list-style-type: none"> • Review and refine proposed Comprehensive Plan amendments • Hold a public hearing • Forward a recommendation to the City Council 	2 months	April 2019	Active



CITY OF MONROE PLANNING COMMISSION 2019 ANNUAL WORK PROGRAM

Project Review Schedule

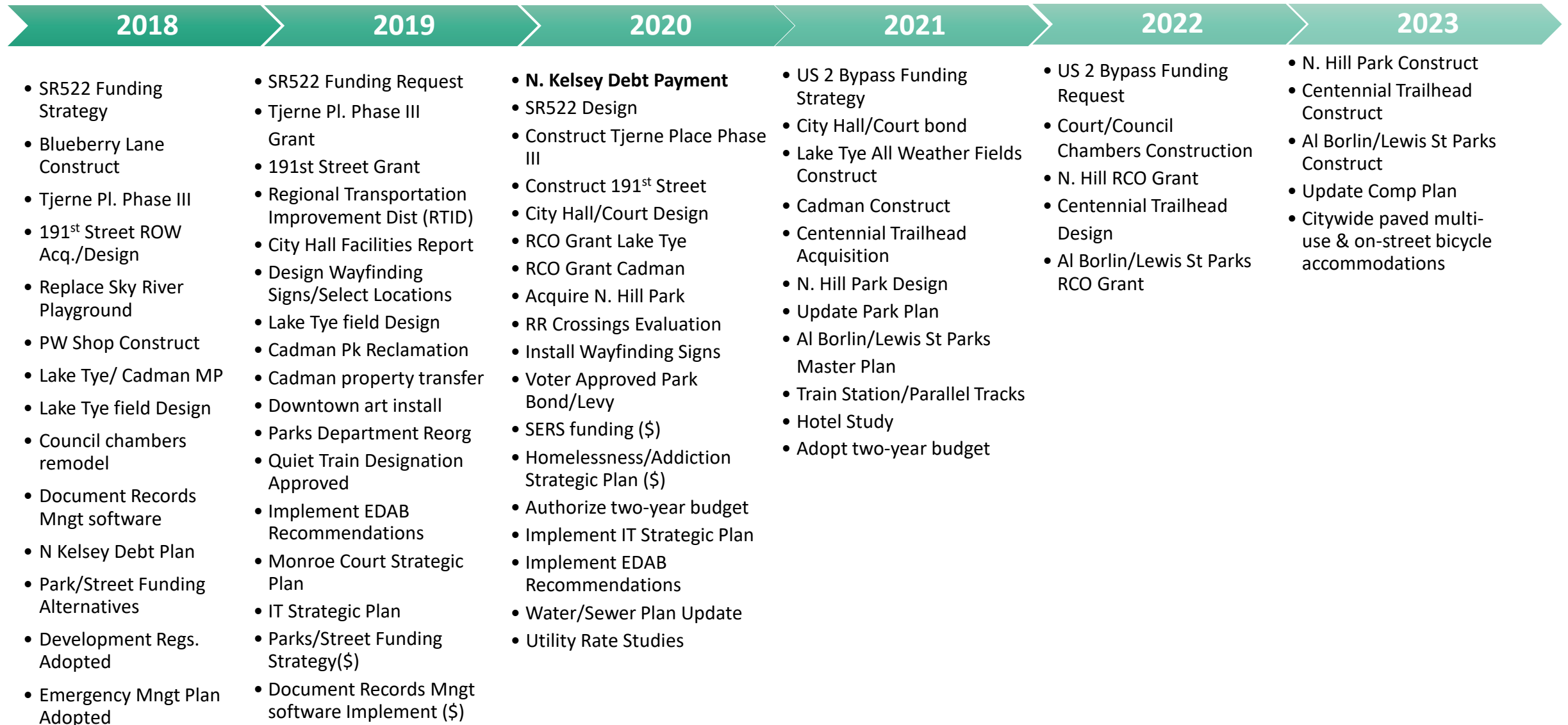
	1/28/2019	2/11/2019	2/25/2019	3/11/2019	3/25/2019	4/8/2019	4/22/2019	5/13/2019	6/10/2019	6/24/2019	7/8/2019	7/22/2019	8/12/2019	8/26/2019	9/9/2019	9/23/2019	10/14/2019	10/28/2019	11/25/2019	12/9/2019							
Unified Development Regulations																											
Land Use Applications																											
2019 PC Work Program																											
Affordable Housing Update																											
2008 Downtown Master Plan																											
PC Rules and Procedures																											
Shoreline Master Plan																											
2018 – 2019 CP Docket																											

		Monroe Park Board Work Plan 2019											
Task	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lewis Street Park Playground Replacement	Review/Recommend design criteria/concept to Council		X	X	X								
Lake Tye All Weather Fields Design	Underway; Staff updates/board discussion	X		X	X		X						
Homelessness Policy Advisory Committee	Review HPAC recommendations to Council					X		X					
N. Kelsey Village Green Concept	Review concept plan; recommendation to Council for retreat				X	X							
N. Hill Neighborhood Park	Review options/recomm. to Council				X	X							
PROS Plan - 6-year CIP Update	Review update to 6-year CIP list; recommendation to Council								X	X			
Student Wetland naming contest	Review, select and recommend to Council			X	X	X							
Grant Applications	Support grant applications for parks projects												
Regional Recreation/Tourism Partnerships	Support/recommend regional recreation initiatives (TBD)												
Parks Legislative Priorities	Support/recommend regional recreation initiatives (TBD)												
Downtown Art Project	Support/recomm. process artist/site selection by committee			X	X	X							
East County PR District Partnership	Support/assist ECPRD partnership as needed (TBD)				X	X			X	X	X		
Local Recreation Partnerships	Support local recreation initiatives (TBD)												
Adopt A Park and Volunteer Program	Review/support existing and new partnerships (TBD)												
Park Board - Work Plan	Set annual work plan; recommend to Council; actualize										X	X	X
Park Reviews/ Tours	Monthly park reviews/ On-site tours	X	X	X	X	X	X		X	X	X	X	X
Community Outreach/Events/Ceremonies	Participate/sign up - Events/ground-breakings/ribbon-cuttings				X		X		X			X	
Heritage Tree recognition program	Review/support heritage tree recognition program	X	X	X	X						X	X	X
Park Funding Alternatives	Support/recommendations to address growth impacts to parks					X		X	X				
Living Christmas Tree Program	Promote Living Christmas Tree program donations/plant in parks				X						X	X	
Connecting Trails w/in City Limits	Review/Recommendations new trail connections in City limits												
US 2 Bypass corridor trail design	Review/Recommendations for trail design			X		X							

City of Monroe 2019 DRAFT EDAB Work Plan

Task	Description	Year to Year Carry Over Yes/No	Department Staff	Committee(s)	Start	End
Develop Recruitment Incentives and Marketing	Develop recruitment incentives and marketing materials for industrial, retail and restaurant sectors. The goal is to add a variety of retail stores and restaurants to downtown and north Kelsey as well as growing our employment base.	No	Deborah Knight and James Palmer	EDAB Business Recruitment and Retention Subcommittee/ Council Finance Committee	May-19	Nov-19
Update Economic Development Webpage	Review and update the Economic Development Webpage to encourage new businesses to "Choose Monroe". Most businesses find their information on-line. We need to make our economic webpage the go-to place for information on opening a business in Monroe	No	Deborah Knight and James Palmer	EDAB Business Recruitment and Retention Subcommittee/ Council Finance Committee	Mar-19	Jun-19
Design Gateway Signs	Work with city staff and consultants to design new entry (gateway) signs and wayfinding signs for Monroe. There are no signs on US 2 letting travelers know about the city's downtown, parks and access to the Skykomish River.	No	Deborah Knight, Mike Farrell and Ben Swanson	EDAB Tourism Promotion and Marketing Subcommittee/ P4 Council Committee	Mar-19	Dec-19
Update Kiosks	Partner with the Chamber and Downtown Monroe Association to update the visitor information kiosks.	No	Deborah Knight and Becky Hasart	EDAB Tourism Promotion and Marketing Subcommittee/ P4 Council Committee	Apr-19	Sep-19
Downtown Building Façade Improvements	Develop and implement a grant program for building façade improvements.	No	Deborah Knight and Ben Swanson	EDAB Growth and Development Subcommittee/ Finance Committee	Mar-19	Dec-19
Develop Joint Parking Agreements	Develop joint parking agreements and install public parking signs for downtown Monroe	No	Deborah Knight and Ben Swanson	EDAB Growth and Development Subcommittee/ P4 Council Committee	Mar-19	Mar-20

Monroe Six Year Strategic Plan



2019 Budget

Final 09/18/18

Discussion Items #1; AB19-022