

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for May 2019

CURRENT PLANNING

A. Pre-application Review

1. Monroe Shopping Center Façade Renovation – 13972 179th Avenue SE
Proposed façade renovation of the shopping center, shopping center entrance to be moved further west, parking lot adjustment, landscaping and a potential new beer garden.
Staff contact – Amy Bright

B. Planning Projects

1. Belmont Terrace Preliminary Plat/PRD, PLPRD2019-01, 18830 134th Street SE
Preliminary plat and planned residential development approval for a 19-lot subdivision on approximately 4.75 acres in the Urban Residential (UR9600) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. A Notice of Application was issued on February 27, 2019. The application is under review.
Staff contact – Anita Marrero
2. Garibaldi Preliminary Plat/PRD, PLPRD2018-02, 13624 & 13424 Chain Lake Road
CPH Consultants, on the behalf of Garibaldi Lake, LLC, is requesting preliminary plat approval for a 61-lot Subdivision/Planned Residential Development. The application was submitted on December 19, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. There is a Category III wetland and unclassified stream onsite. The existing single-family residences and outbuildings will be demolished. The proposed development will take access off of Chain Lake Road. A Notice of Application was issued on January 16, 2019. The application is under review.
Staff contact – Anita Marrero
3. Woods Creek Highlands Preliminary Plat/PRD, PLPRD2018-03, 13327 Chain Lake Road
Barghausen Consulting Engineers, Inc., on the behalf of Woods Creek Development Inc., is requesting preliminary plat approval for a 24-lot Subdivision/Planned Residential Development. The application was submitted on December 21, 2018. The proposal includes associated grading, drainage improvements, landscaping, and street frontage improvements. The existing single-family residence will be demolished. The proposed development will take access off of Chain Lake Road via 134th Street SE. A Notice of Application was issued on January 25, 2019. Application is under review. The proposed project is scheduled for a public hearing before the hearing examiner in June.
Staff contact – Anita Marrero
4. Rivers Edge Affordable Housing Project, SLDP2018-03, SLVR2018-01, 147 S. Ann Street
The project consists of demolition of the existing structures, identifying and removing contaminants related to the legacy of industrial use, grade/prepare the site to construct a 166-unit multi-family residential affordable housing development on approximately 9.6 acres. The proposal includes access, parking, connection to existing utilities, a stormwater plan, and pedestrian access trail. A compensatory mitigation plan has been designed to offset impacts to the shorelines/critical areas resulting from this project. The application was submitted on November 2, 2018. A comment review letter has been sent to the applicant. On hold. The project went to the Hearing Examiner on March 21st and the HE recommended approval to city council. DOE approved the Shoreline Variance. Grading permits have been issued.
Staff contact – Anita Marrero
5. Houck Short Plat SP2018-02, 15628 179th Avenue SE
The applicant, Janine Houck, is requesting preliminary short plat approval for a 2-lot short subdivision on approximately .43 acres in the Urban Residential (UR6000) zoning district with associated grading, drainage improvements, landscaping, and street frontage improvements. There is an existing single-family residence that will remain. The new lot will take access off of Grand Street. A Notice of Application was issued. The comment period ends on July 30, 2018. A Notice of Decision was issued and no appeals were received. Grading permits have been issued. Under construction.
Staff contact – Anita Marrero

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6. Kestrel Ridge PLPRD2018-01, 13217 & 13305 Chain Lake Road
The applicant, Prospect Development is requesting preliminary approval for a 31-lot Planned Residential Development. The proposal includes all associated improvements and open space. The application was deemed complete on September 21, 2018. Staff is currently waiting for a response to plan review comments.
Staff contact – Amy Bright
7. Sunnyside Gardens Townhomes, SEPA2018-03, 17510 West Main Street
The project consists of a mixed-use development with 11 multi-family buildings for a total of 46 townhome units and 1 commercial building on two parcels approximately 1.81 acres. The entrance will be off of West Main Street with an internal fire apparatus road that will provide access to each unit. The application was submitted on June 27, 2018. The project is under civil review. The applicant has submitted building permit applications for all buildings. A review comment letter has been sent to the applicant. On hold. Project has been approved. Grading permits have been issued. Under construction.
Staff contact – Anita Marrero
8. Clothier Short Plat SP2017-01, 13813 Chain Lake Road
The applicant, Shanna Clothier, is requesting preliminary short plat approval for a 7-lot short subdivision on approximately 3.62 acres in the Residential 4 Dwellings per acre (R4) zoning district. The property contains a Category II wetland and an existing single-family residence that will remain. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 30, 2018 and are under current review. A Notice of Decision was issued and no appeals were received.
Staff contact – Anita Marrero
9. Main Brook Townhomes Plat, PL2017-02, XXXX W Main Street
The applicant, Hanson Homes, is requesting preliminary plat approval for a 19-lot subdivision containing eighteen (18) zero lot-line townhome lots and one (1) commercial lot to be developed in two (2) phases on approximately 1.42 acres in the Mixed-Use Commercial (MUC) zoning district. A Notice of Application was issued. A review comment letter was sent to the applicant. Resubmitted plans and response from the applicant were provided to the city on January 17, 2018 and are under current review. A hearing date has been set for Thursday, February 22, 2018. The Hearing Examiner approved the project. The applicant has submitted for civil plan review. The applicant has submitted a major preliminary plat amendment. The major amendment proposes to change the use of lot 19 from commercial to residential for a 10-unit apartment building. The project is scheduled to go to hearing in May. The project was approved and a Notice of Decision was issued. The applicant submitted for Final Plat Approval.
Staff contact – Anita Marrero
10. Skyview Ridge – 42 Lot Plat/PRD
Council adopted ordinance No. 016/2017 on June 20, 2017 approving the final plat and planned residential development for the Skyview Ridge Subdivision (FPLPRD2017-01). The ordinance was published on June 23, 2017 and was effective on June 28, 2017. This plat was purchased by MainVue and is now known as Eaglemont Div. 6. Building permits have been submitted.
Staff contact – Anita Marrero
11. Bear Mountain Phase II Plat and PRD – 58 Lots - Civil Review
Civil review was submitted on January 6, 2017, along with the pond/bridge resubmittal. Engineering sent a corrections letter on March 24, 2017 and a corrections letter for landscaping was sent on March 27, 2017. Corrections were submitted by the applicant on June 8, 2017. Additional comments were sent by staff on July 18, 2017.
Staff contact – Amy Bright
12. Foxborough Plat – 18 Lots - Civil Review
The Civil Review application was submitted November 3, 2016. Council approved the Foxborough preliminary plat on November 15, 2016. Civil review comments were sent to the applicant on November 23, 2016. The applicant submitted corrections on January 25, 2017. A second plan

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review letter was sent on February 15, 2017. The applicant resubmitted on April 21, 2017. Revised plans were submitted May 18, 2017. The civil permits were issued on June 6, 2017.

Staff contact – Shana Restall

13. Iron Eagle (Hager) Plat and Rezone – 29 Lots

The preliminary plat for Iron Eagle was approved by City Council on July 24, 2016. A demolition permit for the existing church on site was submitted on March 6, 2017 and issued on April 14, 2017. Early Clear and Grade and Forest Practice permit applications were submitted for review on May 18, 2017, and the permits were issued July 7, 2017. The civil plans were submitted on June 19, 2017 and permits were issued on September 1, 2017. The applicant submitted for Final Plat in April 2018. Council adopted ordinance No. 007/2018 on June 12, 2018 approving the final plat and planned residential development for the Iron Eagle Subdivision (FP2018-02). The ordinance was published on June 15, 2018 and will be effective on June 20, 2018. Building permits have been submitted.

Staff contact – Amy Bright

14. Sweetbriar (Worthington Heights) Plat, PRD, and Rezone – 100 Lots

The applicant withdrew the original submittal and resubmitted on March 10, 2017. The withdrawal and resubmittal were due to code changes in density credits. Submitting under the new code will allow for a larger quantity of lots. City staff issued a Notice of Complete Application on March 10, 2017. A SEPA Determination of Non-significance was issued on April 3, 2017. A public hearing in front of the Hearing Examiner to consider the plat was initially scheduled for April 27, 2017 and notice was issued on April 3, 2017. The applicant had been informed previously that they would not be able to go forward with a public hearing if they did not submit to the City a letter from Williams authorizing proposed improvements within the Northwest Natural Gas Pipeline easement; a portion of which is located on the subject site. The applicant did not provide to the City said letter within a week of the scheduled hearing. Consequently, the April 27, 2017 hearing was cancelled. A subsequent hearing date was set for May 11, 2017 and notice was issued on April 24, 2017. Once again, a letter was not submitted to the City at least one week in advance of the hearing, and the second hearing date was cancelled. The applicant was informed that a public hearing will not be scheduled until written authorization from Williams is received by the City. Authorization from Williams was provided to the City on May 19, 2017. A public hearing for the proposed rezone was held on June 12, 2017 with the Planning Commission. The Planning Commission recommended approval of the rezone. First reading of Ordinance 015/2017 for the Worthington Heights rezone was held by the Council on June 20, 2017 and the ordinance was adopted on June 27, 2017. The public hearing for the proposed preliminary plat/PRD with the Hearing Examiner was held on June 29, 2017. Preliminary plat and PRD approval was granted on issued on July 19, 2017. No appeals were received. Grading and civil permits were issued on July 21, 2017. The applicant submitted the final plat on March 30, 2018. Staff is currently waiting on the applicant. The applicant has also submitted for model home permits. Building permits have been submitted.

Staff contact – Shana Restall

15. Eaglemont Division IV Plat and PRD – 115 Lots

The preliminary plat and PRD of Eaglemont Division IV was granted preliminary approval on March 14, 2017. An Early Clear and Grade permit was issued on July 7, 2017. The Forest Practices permit was issued on May 2, 2017. Permits for retaining walls were issued on May 19, 2017. Grading permits were issued July 7, 2017. The applicant submitted a Civil Review application on March 13, 2017. Staff mailed a corrections letter to the applicant on April 5, 2017. The City received a response from the applicant on April 25, 2017. A second corrections letter was sent on July 10, 2017. Revised plans were submitted by the applicant on August 22, 2017. The civil permits were issued on August 24, 2017.

Staff contact – Shana Restall

16. Gilmartin Plat and PRD – 35 Lots

The Preliminary Plat Public Hearing for Gilmartin was held on May 25, 2017. The Hearing Examiner approved the Preliminary Plat with conditions. A Notice of Decision was issued on June 14, 2017. The plat has since sold and Staff is anticipating a resubmittal of the preliminary plat.

Staff contact – Amy Bright

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17. Easton Cove Plat and PRD – 88 Lots

A Final Plat/PRD Application has been submitted. The Final Plat/PRD is tentatively scheduled to go to council for approval in December. The City Council approved the final plat on December 20, 2017. Building permits have been submitted.

Staff contact – Anita Marrero

18. Currie Farms Plat, PRD, and Rezone – 25 Lots

An open record hearing was held on December 15, 2016 and continued to January 5, 2017. The Hearing Examiner recommended approval of the Currie Farms preliminary plat, PRD, and rezone on January 19, 2017. Preliminary approval of the plat and PRD, as well as approval of the rezone was approved by the City Council on March 7, 2017. The applicant submitted for civil review on January 31, 2017. The City sent a plan review letter on February 27, 2017 and the applicant resubmitted Public Works corrections on March 23, 2017 and landscaping corrections on March 27, 2017. A second review letter from Public Works was mailed to the applicant in April 18, 2017. A second landscaping corrections letter was sent to the applicant on May 5, 2017. The civil permits were issued on May 9, 2017. Grading permits were issued on July 7, 2017. The applicant submitted a final plat for review. The City Council approved the final plat on November 21, 2017. Building permits have been submitted.

Staff contact – Shana Restall

19. Raspberry Hill Plat, PRD, and Rezone – 26 Lots

An application was submitted on October 27, 2016 for the Raspberry Hill preliminary plat, PRD, and rezone. A comment letter was mailed to the applicant on February 16, 2017, and, at this time, the clock is stopped. Resubmittal on June 15, 2017. The resubmittal was deemed complete on July 3, 2017. The Planning Commission Public Hearing for the Rezone Application was held on August 28, 2017. Findings of Fact and Conclusions for Raspberry Hill Rezone (RZ2016-03) to be approved by the Planning Commission at the September 11th meeting. First reading before council is set for September 26, 2017. The rezone was approved by council on October 3, 2017. The Preliminary Plat/PRD went to a Public Hearing before the Hearing Examiner on November 16, 2017. The Hearing Examiner issued a decision and approved with conditions the Preliminary Plat/PRD.

Staff contact – Anita Marrero

20. Dickinson Short Plat – 3 Lots

Preliminary approval of the Dickinson Short Plat was granted by the City on May 2, 2017. The appeal period ended on May 16, 2017. No appeals were received. Civil construction plans have been submitted. Under review.

Staff contact – Anita Marrero

21. Wolf Short Plat – 5 Lots

The applicant has submitted required bonds. A corrections letter was sent to the applicant on July 5, 2017. The review is presently on hold awaiting the submittal of additional materials by the applicant. Mylars were submitted and signed by the city. The applicant is recording the short plat with the county.

Staff contact – Anita Marrero

22. Genesee Short Plat – 2 Lots

An application was submitted on November 15, 2016. A notice of application was published and posted on December 20, 2016. At this time, the City is waiting on the Applicant. The applicant is planning on re-submitting in November. The Preliminary Short Plat was approved

Staff contact – Anita Marrero

23. Westcott Short Plat – 2 Lots

An application for a preliminary Short Plat was submitted on May 14, 2018. A notice of application was published and posted on June 7, 2018. A decision of Approval with Conditions of the Preliminary Short Plat was made on September 11, 2018. The Final Short Plat was applied for on November 30, 2018. A decision of Approval was made on January 17, 2019.

Staff contact – Amy Bright

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24. Eaglemont Division V Plat – 16 Lots

An application for the fifth phase of the Eaglemont subdivision was submitted on August 30, 2017. A notice of application was published and posted on September 15, 2017. A DNS was issued on October 9th and the comment period ended on October 23rd. The preliminary plat hearing was held on January 4, 2108. The Hearing Examiner approved the Preliminary Plat with conditions. Final Plat was submitted on August 28, 2018. Final Plat was approved with conditions on November 13, 2018.

Staff contact – Amy Bright

25. Skyview Ridge - BLA

MainVue Homes submitted a BLA for the previously approved Skyview Ridge project. This BLA will eliminate one lot and change the lot lines of three lots to allow MainVue to build their product in this plat. The Planning Director approved the BLA on February 22, 2018.

Staff contact – Amy Bright

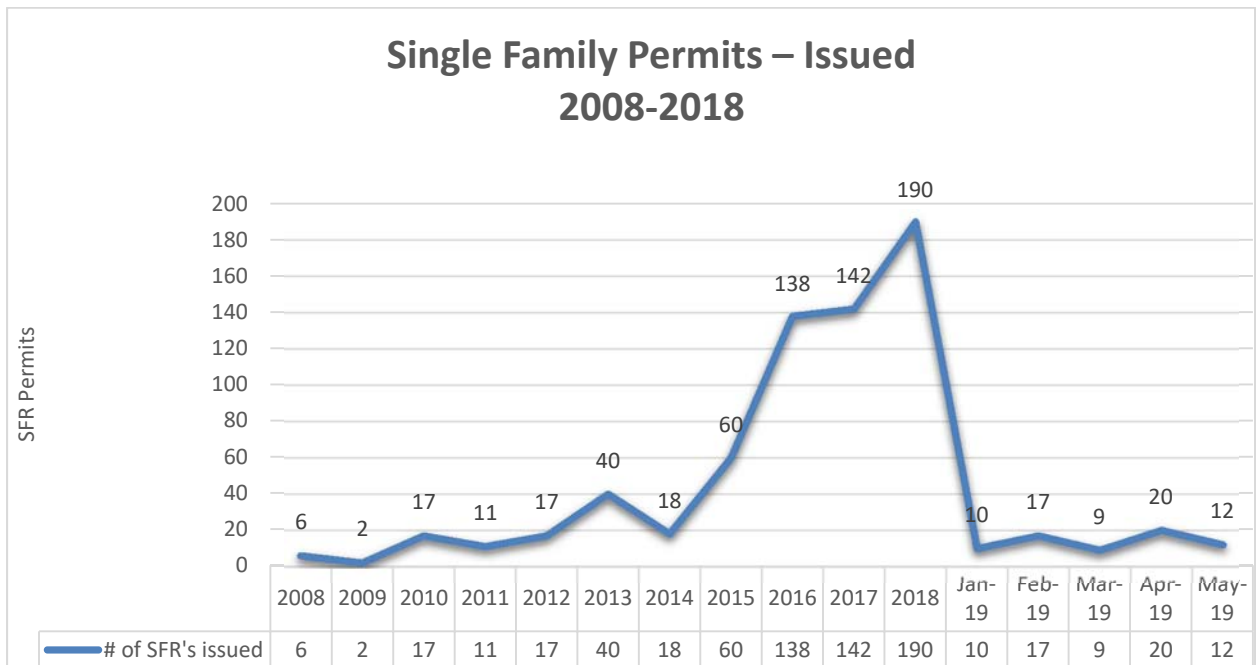
26. Heritage Baptist Church Grading and Land Clearing

Heritage Baptist Church submitted applications for a grading permit and associated SEPA review on July 25, 2017, as well as an application for a land-clearing permit on September 22, 2017. After an initial review, a Notice of Incomplete Application was sent to the applicant on August 22, 2017. The applicant submitted additional materials and revisions on September 22, 2017. A second Notice of Incomplete Application was mailed to the applicant and the requested revised materials were submitted by the applicant to the City on November 2, 2017. The application was determined to be complete on November 16, 2017. The City issued a Notice of Application on December 15, 2017 with a comment period ending on December 29, 2017. Due to a delay in the USPS delivering the notices, the mailing was received on the last day of the comment period. Staff issued a revised Notice of Application on January 5, 2018 that extended the comment period to January 19, 2018.

Staff contact – Shana Restall

C. Building Permits Reviewed

There were 12 single-family building permits issued in May resulting in a total of 68 single-family building permits issued in 2019 to date. In contrast, 62 building permits had been issued by the end of May 2018. The building department conducted 284 inspections in the month of May 2019.



Staff contact – Jessica Lether

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D. Business Licenses

There were 16 business license applications and 26 business license renewals received in May.

1. New Business Applications – 16 total

SKY VALLEY VAPE	19602 SR 2 MONROE WA 98272
THE WAX DEN	21218 OLD OWEN RD MONROE WA 98272-7725
YUNKI CHO, DDS, PLLC	1221 W MAIN ST MONROE WA 98272-2028
EMMAUS ROAD LLC	14327 169TH DR SE STE 100 MONROE WA 98272-2930
BARGAIN BARN LLC	19943 STATE ROUTE 2 MONROE WA 98272-2338
GALLARDO ROOFING LLC	354 ELIZABETH ST MONROE WA 98272-1413
MONROE CONCESSIONS	14946 FRYELANDS BLVD MONROE WA 98272
SANDOVAL LANDSCAPING SERVICES	15310 LIMERICK PL APT C MONROE WA 98272-1241
ANTHONY'S WHOLESALE FIREWORKS	16755 TYE ST SE MONROE WA 98272-1059
ANTHONY'S WHOLESALE FIREWORKS	19220 US-2 MONROE WA 98272
RED TEAM GO	18628 BROADWAY AVE SNOHOMISH WA 98296-4820
YOUR HANDICRAFTSMAN	21409 164TH DR SE MONROE WA 98272
LJ INSURANCE, LLC	11845 NE 85TH ST KIRKLAND WA 98033-8042
VANCOUVER PAINTING INC	4645 NW WALDEN ST CAMAS WA 98607-9131
WESTERN TILE & MARBLE CONTRACTORS, INC.	7140 180TH AVE NE REDMOND WA 98052-4967
ARC ARCHITECTS	119 S MAIN ST STE 200 SEATTLE WA 98104-2579

Business License Renewals – 26 total

Staff contact – Amy Bright

LONG RANGE PLANNING

A. Comprehensive Plan

1. 2017-2018 Comprehensive Plan Cycle

Staff presented the proposed amendments for the 2017 – 2018 docket at the September 12, 2017 Council meeting. The City Council decided to include all the following items on the docket for further consideration during the current review cycle.

- **Downtown Sub-Area Plan** – The proposal would revise any outdated provisions of the Plan and ensure consistency between the Plan and the 2015 – 2035 Comprehensive Plan.
- **School Impact Fees** – This is an amendment proposed each year to revise the Capital Facilities Element of the 2015-2035 City of Monroe Comprehensive Plan, adopting by reference the Monroe and Snohomish School Districts 2017-2022 Capital Facilities Plans; and to amend Monroe Municipal Code (MMC) 20.07, School Impact Fee Mitigation Program, to update the impact fee schedule.
- **Growth Targets Reconciliation** – The proposed amendment would update the population growth targets cited in the 2015 – 2035 Comprehensive Plan for the UGA for consistency with the targets allotted to Monroe in the Countywide Planning Policies (CPPs). The Comprehensive Plan states that the 2035 population target for the UGA is 3,017 while the CPPs specify that the 2035 target for the UGA is 2,652. This reduces the overall population target for the City from 25,119 to 24,754.

Staff is presently conducting a review of the amendment proposals and drafting an analysis of each prior to bringing them in front of the Planning Commission for further deliberation. The Planning Commission will review the docket in 2018.

Staff contacts – Ben Swanson and Shana Restall

B. Shoreline Master Program

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SMP Periodic Review

The City of Monroe is mandated to conduct a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA), RCW 90.58.080(4). The SMP requires all SMP's to be reviewed and revised, if needed, on an eight-year schedule established by the Legislature. Monroe is required to update its SMP on or before June 30, 2019. Staff is in the process of updating the SMP. An RFP went out on March 1, 2018 and three firms submitted proposals. ESA was the selected consultant. Staff also applied for and received a \$15,000 SMP grant from The Department of Ecology. Staff continues to work on the update.

Staff contact – Anita Marrero

C. Monroe – Duvall Shuttle

Ridership

Monroe – Duvall Shuttle Pilot Program provided 114 rides in May.

Funding

When the request to fund the Monroe – Duvall Shuttle Pilot Program was initially presented to City Council, staff noted the \$35,000 could be offset by additional contributions from other jurisdictions. In September, the Pilot Program received an additional \$9,500 in funding and an additional \$5,000 in October. These additional funds reduce the City of Monroe's commitment to \$20,500. City staff and other involved in the Pilot Program continue to look for sustainable funding sources to continue the program beyond 2019.

E. WRIA 7 Snohomish Watershed Restoration and Enhancement Committee

The Streamflow Restoration Act (RCW 90.94) is a new law affecting water resource management in Washington State. This new law was in response to the Hirst decision, a 2016 Washington State Supreme Court decision, which addresses the impacts of permit exempt wells on instream flow rules and existing senior water rights.

The law directs local planning groups in 15 watersheds resource inventory areas (WIRA) to develop or update plans that offset potential impacts to instream flows associated with new permit-exempt domestic water use. Locally, Monroe is participating in the WRIA 7 Snohomish Watershed Restoration and Enhancement Committee. The end goal of the Committee is to develop a plan that includes recommend actions to offset the potential consumptive impacts of new, rural, domestic water use on protected rivers and streams. The plans must also result in a net ecological benefit to the watershed. This will be part of Ecology's Net Ecological Benefit assessment of the plan.

The first meeting of the WRIA 7 Snohomish Watershed Restoration and Enhancement Committee took place in October. The Committee will continue to hold quarterly meetings to develop the plan that is due by the last quarter of 2020. During this process, City Council will be asked to provide direction to City staff participating on the Committee.

F. Snohomish County Fire District 7/Lake Stevens Fire District Merger

The City of Monroe received a SEPA Determination of Nonsignificance (DNS) from Snohomish County Fire District 7 regarding the merger of Snohomish County Fire District 7 and Lake Stevens Fire District Merger. In addition, the Snohomish County Fire District 7 filed for annexation of Lake Stevens Fire District. If approved, Lake Stevens Fire District would be absorbed into Snohomish County Fire District 7.